



Embrace Opportunity Honor Tradition

Village of Hampshire Employee Handbook

Approved by the Village Board
May 2, 2024

234 S. State Street
Hampshire, Illinois 60140
www.hampshireil.org • (847) 683-2181

TABLE OF CONTENTS

I.	ABOUT THIS PERSONNEL HANDBOOK.....	5
A.	DEFERENCE TO LAW	5
B.	HANDBOOK REVISIONS	5
C.	ADMINISTRATION OF POLICIES AND PRACTICES.....	5
II.	GENERAL EMPLOYMENT POLICIES	5
A.	EQUAL EMPLOYMENT OPPORTUNITY	5
B.	EMPLOYMENT APPLICATIONS AND DOCUMENTS.....	5
C.	EMPLOYMENT CATAGORIES.....	6
D.	NEW EMPLOYEE ORIENTATION	6
E.	JOB DESCRIPTIONS	6
F.	ACCOMMODATIONS.....	6
G.	PERFORMANCE EVALUATIONS	7
H.	TRANSFERS	7
I.	PROMOTIONS	7
J.	REDUCTIONS IN WORKFORCE	7
K.	TERMINATION	7
L.	LICENSES AND CERTIFICATIONS.....	8
M.	INSPECTION OF EMPLOYEE WORKSPACE / ITEMS OF PROPERTY	8
N.	NEPOTISM.....	8
O.	MEDICAL EXAMINATIONS	9
P.	PERSONNEL FILES	9
Q.	PERSONAL DATA CHANGES	10
R.	SECONDARY EMPLOYMENT	10
S.	GRIEVANCE PROCEDURE.....	10
III.	ABOUT YOUR WORKDAY AND WORKWEEK	10
A.	REGULAR WORK WEEK.....	10
B.	WORK HOURS / SCHEDULES	10
C.	PAY TO EMPLOYEES	11
D.	OVERTIME / COMPENSATORY TIME	12
E.	LUNCH / BREAK PERIODS.....	13
F.	INCLEMENT WEATHER / EMERGENCY CLOSINGS	13
G.	EXPENSE REIMBURSEMENT	13
H.	DAMAGED PERSONAL PROPERTY AND UNIFORMS	14
IV.	ETHICS, SAFETY, & CONDUCT	14
A.	ORGANIZATIONAL PRINCIPLES AND VALUES.....	14
B.	ETHICAL STANDARDS.....	15
C.	SAFE WORKPLACE	17
D.	DRUG-FREE/SMOKE-FREE WORKPLACE	18
E.	TARDINESS AND ABSENTEEISM	19

F.	WORKPLACE ATTIRE	19
G.	USE OF VILLAGE PROPERTY	19
H.	USE OF VILLAGE VEHICLES	20
I.	USE OF VILLAGE CREDIT CARDS AND FUEL CARDS	20
J.	USE OF PHONES AND ELECTRONIC COMMUNICATIONS	21
K.	INTERNET USAGE	23
L.	TRANSMITTING CONFIDENTIAL INFORMATION	24
M.	COMMUNICATING WITH THE MEDIA	24
N.	CONCEALED CARRY OF FIREARMS	24
O.	DISCIPLINE	24

V. POLICY PROHIBITING HARASSMENT 25

A.	PROHIBITION OF SEXUAL HARASSMENT	25
B.	DEFINITION OF SEXUAL HARASSMENT	25
C.	CONDUCT WHICH MAY CONSITUTIUTE SEXUAL HARASSMENT	26
D.	PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT	26
E.	PROHIBITION OF RETALIATION FOR SEXUAL HARASSMENT ALLEGATIONS	27
F.	CONSEQUENCES OF VIOLATING THE PROHIBITION ON SEXUAL HARASSMENT	27
G.	CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT	27

VI. BENEFITS..... 28

A.	MEDICAL, DENTAL, AND VISION INSURANCE	28
B.	LIFE INSURANCE	29
C.	PENSION PLANS.....	29
D.	WORKERS' COMPENSATION	29
E.	LIGHT DUTY	29
F.	VACATION	30
G.	HOLIDAYS	31
H.	SICK TIME	31
I.	FAMILY & MEDICAL LEAVE ACT	32
J.	DISABILITY LEAVE	34
K.	PREGNANCY-RELATED LEAVE	35
L.	BEREAVEMENT LEAVE	35
M.	MILITARY LEAVE.....	35
N.	PARENTAL LEAVE FOR SCHOOL VISITS.....	36
O.	ADMINISTRATIVE LEAVE.....	36
P.	JURY DUTY LEAVE	37
Q.	COURT APPEARANCE LEAVE	37
R.	VITCTIMS ECONOMIC SECURITY AND SAFETY LEAVE	37
S.	TIME OFF FOR ELECTIONS	39
T.	TIME OFF FOR BLOOD DONATIONS.....	39
U.	LEAVE FOR ORGAN AND BONE MARROW DONATIONS	39

V. EDUCATIONAL ASSISTANCE.....39
W. EMPLOYEE ASSISTANCE PROGRAM.....40

VII. REMOTE WORK POLICY.....40

VIII. EMPLOYEE HANDBOOK ACKNOWLEDGEMENT402

ABOUT THIS PERSONNEL HANDBOOK

This employee handbook (Handbook) provides employees with important employment guidelines and benefits of employment applicable to their employment with the Village of Hampshire (the Village). This Handbook is a summary of personnel practices and State and Federal Employment laws that affect Local Government Employees. For further specifics related to these employment laws, employees should refer to the applicable State or Federal law. Please understand that the contents of this Handbook do not constitute a promise of employment or a contract between the Village and any of its employees. All employees of the Village are employed at-will, which means that the Village may end its relationship at will at any time and, unless other contractual circumstances exist. Any employee who has questions about the information contained in this Handbook is encouraged to speak with their supervisor and/or the Village Manager for clarification.

A. DEFERENCE TO LAW

In the event that a specific policy or procedure referenced in this Handbook conflicts with any state or federal law or regulation or with any provision in a collective bargaining agreement, the state/federal law or regulation or the collective bargaining agreement will govern for applicable employees.

B. HANDBOOK REVISIONS

This Handbook supersedes all prior policies, practices, and administrative orders, whether written or oral which conflict with the express terms of this Handbook.

C. ADMINISTRATION OF POLICIES AND PRACTICES

The Village Manager is responsible for the administration of these personnel policies and practices, and is vested with full authority by ordinance to establish these and other terms and conditions of employment.

GENERAL EMPLOYMENT POLICIES

A. EQUAL EMPLOYMENT OPPORTUNITY

The Village is an Equal Employment Opportunity (EEO) employer and complies with all applicable federal, state, local laws and ordinances prohibiting discrimination, harassment, and retaliation. Employment decisions are made without regard to the legally protected status of the applicant or employee involved whether based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring, appraisal systems, promotions, training, and career development programs. Consistent with these obligations, EEOC also provides reasonable accommodations to employees and applicants with disabilities and for sincerely held religious beliefs, observances and practices.

If any employee feels that they have been the victim of discrimination based on a legally protected category, they are encouraged to report the matter to their supervisor or the Village Manager. All complaints that are reported to management will be promptly investigated and remedied if and to the extent appropriate. No retaliation will be taken or tolerated against any employee who reports a concern under this policy and/or participates in an investigation of a possible policy violation.

B. EMPLOYMENT APPLICATIONS AND DOCUMENTS

Unless specified otherwise, applicants for all positions must complete a Village of Hampshire employment application. Misrepresentations, falsifications, or material omissions may result in the

Village's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

C. EMPLOYMENT CATAGORIES

Village employees are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from the overtime provisions of federal and state wage and hour laws.

Full-Time: Employees who are not in a temporary or seasonal status AND who are regularly scheduled to work a minimum of 40 hours per week. Regular full-time employees are eligible for Village benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Part-Time: Employees who are not in a temporary or seasonal status AND who are regularly scheduled to work less than 40 hours per week. Part-time employees may be eligible for some Village benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Seasonal/Temporary: Employees hired as interim replacements to temporarily supplement the work force during the summer season and during other peak seasons. Employment assignments in this category are limited in duration and seasonal employees are not guaranteed reemployment from season to season. While seasonal employees receive all legally mandated benefits such as Social Security and workers' compensation insurance, they are ineligible for all other Village benefit programs. Seasonal/Temporary employees shall not be permitted to work more than 999 hours per employment year with the start of the employment year based on the employee's original date of hire, nor per rolling 12-month period.

D. NEW EMPLOYEE ORIENTATION

New employee orientation is conducted by the department head or supervisor. An overview of benefits is provided during the onboarding process, which may be completed virtually or by a designated Village Employee.

E. JOB DESCRIPTIONS

Job descriptions for full and part-time positions summarize essential job functions, requirements, and qualifications for the position. Job descriptions are subject to review and revision from time to time. Consult your supervisor for questions about your job description.

F. ACCOMMODATIONS

Americans with Disabilities Act (ADA)

The Village is committed to complying with the ADA and other applicable regulations, and to ensuring equal opportunity in employment for qualified persons with disabilities. Reasonable accommodations will be considered upon written request if a disability affects performance of essential job functions and if the accommodation does not create an undue hardship to the Village. If you have a question or concern about a disability discrimination in the workplace, you are encouraged to bring the issue to the attention of your department head or the Village Manager.

Religious Accommodations

The Village provides reasonable accommodations for religious beliefs and observances, that may include approved time off work to observe a religious holiday that is not a designated holiday by the Village. Employees may use their paid time off options for this purpose or such time off may be excused on an unpaid basis as determined by the department head or Village Manager. Requests for

religious accommodations, to a Village policy or procedure i.e., grooming or attire, should be submitted in writing to your department head. Requests for religious accommodations are addressed on a case-by-case basis to avoid undue hardship to Village operations.

G. PERFORMANCE EVALUATIONS

Supervisors are expected to communicate regularly with employees about their performance, including strengths and weaknesses, and areas which the employee may need improvement or training. Employees shall have a written performance evaluation annually; however, the Village shall not be liable for the failure to complete performance evaluations or reviews.

Job performance will be a factor in wage considerations, along with internal equity relative to similar positions within the Village, and external equity relative to similar positions with other public employers.

H. TRANSFERS

Transfers of employees between departments, on a temporary or permanent basis, may be made upon the recommendation and agreement of the affected department heads, with the approval of the Village Manager.

I. PROMOTIONS

You are encouraged to discuss promotional opportunities with your supervisor or department head. When practical, in-service training will include increasingly responsible work assignments to assist in preparing you for advancement. With the exception of sworn police personnel, who participate in competitive testing, promotions are made by the department head, with the approval of the Village Manager.

J. REDUCTIONS IN WORKFORCE

It may become necessary to reduce the Village workforce due to budgetary restrictions, changes in service requirements/methods, or for other reason deemed necessary by management. The Village may consider, among other factors, seniority, job skills, past performance, work experience and Village needs in implementing a reduction in force. However, the Village expressly reserves the right to determine the nature and scope of any reduction in force. Employees who are subject to a reduction in force may reapply for positions which subsequently become available and for which the employee is qualified.

K. TERMINATION

Employment with the Village may be terminated at will without cause, for cause, or due to resignation or retirement.

Pay and Benefits Upon Termination

Upon termination, you will receive your final pay on the regularly scheduled payday following the termination date by direct deposit, unless you make other arrangements with the Finance Department. Accrued vacation time as required by applicable state and federal law, will be included in your final payroll. You will be notified in writing of benefits that may be continued at your expense, including terms, conditions, and limitations.

Contact the Finance Department for information and forms on withdrawing from the Illinois Municipal Retirement Fund or from the Hampshire Police Pension Fund.

Resignation

Resignations shall be submitted in writing to your department head indicating your last day of work. The Village requests two weeks' notice prior to your last day of work for nonexempt employees and four weeks for exempt employees.

Exit Interviews

Employees who resign may be asked to participate in an exit interview. Exit interviews are conducted by a department head or manager outside of your department, designated by the Village Manager. During an exit interview, you will be asked questions about your experience as a Village employee, aimed at improving the workplace experience for current and future employees.

Return of Uniforms and Equipment

When your employment ends with the Village for any reason, you are required to return all Village-owned uniforms, equipment, keys, etc. in your possession to your department head prior to your departure. You are also required to provide a list of all usernames, passwords, combinations, or other similar access information that you may have regarding any Village facilities, services, or accounts.

L. LICENSES AND CERTIFICATIONS

If you work in a position requiring a license and/or certification, you must be able to present valid proof of such license and/or certification upon request, and you must retain the valid license or certificates while you are employed in that position. The Village from time to time may add additional licensing or certification requirements, and you are expected to comply with these new certification or license requirements. You will be given a reasonable amount of time to obtain any additional certifications or licenses.

Various other certifications may be requested as proof of completed educational courses or degrees. The Village reserves the right to obtain necessary information regarding academic transcripts, training certifications, prior employment history, motor vehicle records, or any other relevant background information allowed by law.

M. INSPECTION OF EMPLOYEE WORKSPACE / ITEMS OF PROPERTY

Employees should not expect privacy in their work activities, workstations, email or voice mail communications, files, work areas, or vehicles parked on Village property. Employees should not expect privacy with respect to any items brought on Village property and/or any communications or documents used with Village property or equipment. This policy is necessary to ensure the security and safety of our employees and the public and to satisfy Freedom of Information Act (FOIA) inquiries.

N. NEPOTISM

The Village is committed to a policy of employment and advancement based on job-related qualifications, merit, and other appropriate factors. Family members of employees will not receive any preference in hiring or promotion and may be held to a higher standard to assure and demonstrate full transparency. Employment decisions made pursuant to this policy will be considered on a case-by-case basis.

For the purpose of this policy, "family member" shall mean immediate family, or extended family members living in the same household, including spouse, domestic partner, or co-habituating couples regardless of gender, gender identity, or sexual orientation.

O. MEDICAL EXAMINATIONS

After the Village has extended a conditional offer of employment, a candidate may be subject to a pre-employment physical that, depending on the position, may include a drug screening by a medical professional selected by the Village. Certain positions, such as police officer, shall also be subject to the successful completion of a psychological and polygraph evaluation. The purpose of such examinations is to verify that the applicant can safely perform the requirements of the position for which they have been conditionally offered employment.

During employment and when justified, a department head with the approval of the Village Manager may require an employee to submit to a physical or psychological examination or a fitness for duty evaluation by a designated medical professional. This examination shall be at the Village's expense. The Village may also require the employee to comply with the recommendations of the physician or psychologist as a condition of continued employment with the Village.

You will be required to submit a physician's certification of illness if you have been absent due to illness or medical leave for three (3) or more consecutive days, have repeated illnesses of shorter periods, or in other circumstances as deemed appropriate by the department head. Such medical information shall be confidential.

P. PERSONNEL FILES

The Village complies with the Illinois Personnel Record Review Act (as well as all other applicable laws). If an employee seeks to review information in their file, they should submit a written request to their department head. The Village will respond to such requests within seven (7) business days of the request.

You are permitted to inspect and receive a copy, of any material, except as exempted by Section 10 of the Personnel Record Review Act (820 ILCS 40/10) two times within a 12-month period or as otherwise permitted by the then-current version of such Act. You may request that information contained in your personnel file be corrected. The Village retains discretion to grant such requests. Should such a request be denied, or if you otherwise disagree with certain items contained in your personnel file such as disciplinary actions, you may submit a concise statement of disagreement for inclusion in your personnel file. No documents or other information shall be removed from your personnel file without authorization from the department head and Village Manager.

Except as otherwise required under applicable law such as the Freedom of Information Act, the following personnel records shall be considered confidential and will not be open to public inspection unless you provide written permission for disclosure of such information. Such permission may be in the form of a waiver as part of a written and signed employment application with another employer.

- Working papers, records, and examination or evaluation of employees or applicants for employment by the Village.
- Medical information of any kind, including employment physicals.
- Performance evaluations and personal references submitted in confidence.
- Complaints, charges, or accusations of misconduct or poor job performance, replies to those complaints, charges, or accusations, and any other information or materials that may result in disciplinary action.
- Letters of reprimand or other disciplinary action.

In the event that a court subpoenas your personnel records, the subpoena shall be immediately reviewed by the Village Attorney, and records will be released as directed by the Village Attorney.

Q. PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify the Finance Director of any changes in personal data within fourteen (14) days from the date of the change. This includes your mailing address, telephone numbers, marital status, changes to dependent information, and emergency contact.

R. SECONDARY EMPLOYMENT

Village personnel are permitted to engage in secondary employment, provided such employment does not interfere with the performance of your duties with the Village. The Village reserves the right to require disclosure of any secondary employment and the right to restrict secondary employment if the Village determines that such secondary employment negatively affects an employee's availability and/or performance. Secondary employment shall not be permitted where it results in an employee being unable to perform work for the Village during normal business hours or during periods of anticipated employee overtime; e.g., secondary employment shall not be permitted if it prevents a public works employee from being available for Village plowing operations.

Village employees are expected to be available for their regular work hours and for seasonal or emergency overtime on a regular basis.

Village provided uniforms, vehicles, equipment, and supplies shall not be used in connection with outside employment positions. Employees shall not engage in outside employment while on-duty or while using Village-paid sick-time.

S. GRIEVANCE PROCEDURE

Village employees may register formal grievances alleging discriminatory treatment in the administration of the policies in this Handbook, established department rules and regulations or job assignments, and unsafe or unhealthy conditions or practices. Subjects for grievances are limited to those matters that are legally and practically within the power of the Village organization to address. Grievances are processed as follows:

- Grievances shall be submitted in writing to the department head. All grievances must be submitted no later than seven (7) business days after the date of the occurrence or within seven (7) business days of the employee learning of the matter. The department head will respond in writing within seven (7) business days of receipt of the grievance by accepting or denying the grievance or by referring the matter to the Village Manager.
- An employee may appeal the decision of the department head to the Village Manager in writing within seven (7) business days of receipt of the response. The Village Manager will respond to appeals and grievances referred to them in writing within fourteen (14) business days of receipt by detailing the manner in which the grievance will be adjusted or by denying the grievance. The Village Manager shall be the final authority on employment grievances, unless otherwise provided for in an employment contract.

ABOUT YOUR WORKDAY AND WORKWEEK

A. REGULAR WORK WEEK

In the computation of various employee benefits, the employee workweek shall begin on Sunday starting at 12:01 a.m. through Saturday ending at 12:00 a.m.

B. WORK HOURS / SCHEDULES

Department heads, or their designee shall establish and advise you of your work schedule. Staffing needs and operational demands may necessitate variations in your starting and ending times as well

as variations in the total hours that you may be scheduled to work each day and week. While scheduling of work hours may vary, full-time employees are generally scheduled for a minimum number of hours described below.

Full-time Employees

Full-time, non-exempt employees are expected to work a minimum of forty (40) hours per week. Full-time, exempt employees are expected to work forty (40) hours per week.

Part-time Employees

Part-time employees are employees scheduled to work less than 40 hours per week. Any permanent part-time employee who works more than thirty (30) hours per week may be eligible for the Village's benefit programs, and any part-time employee who is scheduled and expected to work more than 999 hours per year is eligible for participation in the Illinois Municipal Retirement Fund.

Flexible Scheduling

Flextime may be possible if a mutually agreeable schedule is arranged with your supervisor. Staffing requirements, your performance, and the nature of your job will be considered. Consult with your department head to learn whether a flexible work schedule is possible.

C. PAY TO EMPLOYEES

Timekeeping

Employees are required to accurately record their hours of work according to the procedures in place for their department. Procedures may change from time to time due to technology and process improvements. Accuracy in timekeeping is crucial for accurate payroll as well as to comply with state and federal regulations.

Pay Period / Direct Deposit

Each pay period consists of two weeks starting on a Sunday and ending on a Saturday. All employees are paid by direct deposit every two weeks by the Friday following the end of the pay period. Employees are responsible for notifying the Finance Department of any changes in banking information related to their direct deposit.

Paycheck Calculation Errors

Employees should direct questions regarding their paycheck to the Finance Department. Any errors will be corrected on the next scheduled payday.

Payroll Deductions and Garnishments

The Village is required to make certain deductions and garnishments. Among these are the applicable federal, state, and local income taxes as well as Social Security and Medicare taxes. The Village also offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the cost of participation in these programs. Other payroll deductions will be allowed only after approval by the Finance Director.

Employee wages may also be subject to court ordered waged garnishment, requiring the Village to withhold money from your pay and submit those funds to a third party. If you owe a debt directly to the Village, you and the Village may also enter into a non-court ordered agreement to repay the Village through payroll deductions.

D. OVERTIME / COMPENSATORY TIME

Non-exempt employees may be scheduled to work overtime hours when operating requirements or other needs cannot be met during regular hours. When possible, advance notification will be provided. All overtime must be approved in advance by your supervisor. Overtime will be assigned at the discretion of the department head with the operational needs of the Village foremost, and consideration will be given to employee preference when practical. Failure to perform scheduled overtime or working overtime without prior authorization by a supervisor may result in disciplinary action.

Overtime is paid to non-exempt employees for hours worked in excess of 8 hours per day at 1.5 times their regular rate, except in the case of Admin employees who receive overtime pay when working in excess of 40 hours per week. With the approval of your supervisor, you may work extra hours one day to make up for less hours another day in the same work week. In this case, you will also be credited time at 1.5 times, in compliance with the Federal Fair Labor Standards Act (FLSA).

In lieu of overtime, employees may accrue compensatory time at 1.5 times the extra hours worked in increments of a quarter hour. The maximum accumulation of comp time is 24 hours. Employees are required to utilize their accrued compensatory time by April 30 of each year for the prior 12 months in accordance with the Village fiscal year.

Commuting to and from work is not considered hours worked. Employees will be compensated for travel on Village business if assigned by your supervisor in accordance with FLSA regulations and the Portal-to-Portal Act.

Exempt Employees

Exempt employees as defined under the Fair Labor Standards Act (FLSA), are not eligible for overtime pay or accumulation of compensatory time.

Stand-By Status

Public Works employees, who plow must be on stand-by status during the winter months as informed by their supervisor. They are considered on stand-by status when they are instructed verbally or in writing by their supervisor to be continuously available to report to work during an off-duty period. If notified to be on stand-by status, they must be:

- continuously available to be contacted by the Village by telephone,
- able to report to work in a reasonable period of time based upon employee location, work location, and weather factors, and
- able to report in a condition that allows the efficient performance of your job classification and in compliance with the rules.

Such stand-by status pay shall not count towards the employee's overtime accrual as hours worked. Employees will not be compensated for stand-by status.

On-Call Status

Streets and Utilities each have emergency call back duty that runs from Monday through Sunday each week. When On-Call for the full 7 days, the individual is paid \$100 per week for being on-call.

Emergency Call Outs / Court Time

Non-exempt employees who are called back to work after having completed their regular work shift, who are called back on their day off, or who are required as part of their Village employment to appear in court during off-duty hours will receive a minimum of three (3) hours pay or pay for the

actual time worked, whichever is greater. This compensation will count as hours worked during that week and may result in overtime pay if they exceed the 40 hours for that week.

Alternative Work Schedules

Department heads may change the normal working schedule of full-time employees for a short period of time based upon Village operational needs. In such circumstances, the department head may authorize employees to be paid at 1.5 times their regular hourly rate. When such alternative work schedule results in the employee accruing overtime, this adjustment factor shall not apply.

Compensatory Time Accumulation Limit

Non-exempt employees performing work beyond the employee's regularly scheduled workweek may choose an accumulation of compensatory time off in lieu of overtime for hour worked, with the exception of emergency callouts, which shall be paid as indicated above.

Accumulated comp time shall not exceed 24 hours at any one time. If you are required to work overtime and already have twenty-four (24) hours of comp time accumulated, you will be paid for the overtime or will be required to take the corresponding comp time off during the payroll period in which the overtime was worked, at the department head's discretion.

E. LUNCH / BREAK PERIODS

Full-time and part-time employees receive a half-hour unpaid lunch break each day, provided they work an 8-hour shift. Supervisors may schedule staggered break times so that the time away does not create a problem for co-workers or operations.

Time on a meal break shall be included as hours worked if you are required to work at your workstation during your lunch break.

F. INCLEMENT WEATHER / EMERGENCY CLOSINGS

At times, unanticipated emergencies or uncontrollable events such as severe weather, fires, pandemics, or power failures can disrupt Village operations. The decision to close any department, division, or office will be made by the Village Manager. If the decision is made to close a department or office, employees will receive official notification from their supervisors or designee. In the event of an emergency closure of Village operations by the Village, non-salaried employees who are not required to report to work may be compensated for such hours not worked. If compensated, the employee must remain available for work during their regular scheduled hours.

Rare instances may occur where Village operations do not close but you are unable to report for work duty as scheduled. Examples include severe snowstorms or flooding. In such cases, you should notify your supervisor of the inability to report to work. Any such instance shall be treated as an excused absence without pay for payroll purposes. However, you may choose to use previously accumulated sick, vacation, or comp time to compensate for the absence.

G. EXPENSE REIMBURSEMENT

Employees must request approval for reimbursements from their department head prior to incurring the expense. Incurring expenses without prior authorization may prevent reimbursement.

Eligible Expenses

Employee travel, lodging, meals, and related reimbursements will be permitted when attending a Village related conference or meeting and when approved in advance by the Village Manager. A request for travel reimbursement shall include an estimate of travel, lodging and meal expenses.

When attending a conference or other group meeting, employees may stay at the designated conference or meeting hotel, or if not available, equivalent accommodations. Conference registration and official related events and activities shall be reimbursable if included in the travel requested and approved by the Village Manager.

Mileage reimbursement is set from time to time in accordance with the IRS standard mileage rate. Ask the Finance Department for the current rate.

Ineligible Expenses

Alcoholic beverages will not be reimbursed unless reasonable and incidental to an eligible meal expense, and no employee or officer will be reimbursed for amusement or entertainment expenses, i.e., shows, amusements, theaters, sporting events, etc. that are not part of the conference or event.

Family members or other individuals may accompany an authorized Village traveler when traveling on official Village business, provided the Village bears no responsibility or expense related to any family member or other individual.

Reimbursement for Travel Expenses

Employees will be reimbursed for travel expenses upon submittal of a Travel Expense Reimbursement Form and accompanying receipts to the Finance Department. All such information submitted under this policy is a matter of public record subject to disclosure under the Freedom of Information Act. Requests for reimbursement should be submitted promptly after expenses are incurred.

H. DAMAGED PERSONAL PROPERTY AND UNIFORMS

The Village will reimburse employees for the cost of replacing damaged personal items that are used and required as a condition of employment in accordance with the following criteria:

- The item is required to be worn by the employee to perform their assigned work tasks. This includes, but is not limited to, prescription glasses/sunglasses, hearing aids, and ordinary watches, if required to perform their duties.
- The item is lost or damaged as a direct result of performing work duties. However, items lost or damaged because of improper care or protection, normal wear and tear or other employee negligence, even though the loss or damage may occur during work, will not be replaced by the Village at the discretion of the Department Head.

Employees are not expected to incur any Village-related expenses on their personal cellular devices, including data charges.

ETHICS, SAFETY, & CONDUCT

The actions of each Village employee reflect on the Village and our residents. With that in mind, we must observe all applicable laws, ordinances, and regulations, and demonstrate a commitment to public service with the highest standards of conduct and personal integrity.

A. ORGANIZATIONAL PRINCIPLES AND VALUES

Respectful and Professional Behavior

All employees are expected to observe these principles of service and refrain from negative and damaging behavior that is defamatory or harmful to the reputation of another. Observance of these principles will be considered during performance evaluations.

Foster a Positive Work Environment

The Village values each employee and strives to contribute to their well-being and work life balance. It is the intent of the Village to promote a healthy and productive organizational culture. The Village is committed to maintaining relationships with employees based on respect, trust, fairness, and compassion.

Communicate Effectively

Effective internal and external communication is vital to providing services to the community. Honest, clear, and professional communication eliminates redundancy, provides direction, and promotes understanding.

Cooperation with Coworkers

Cooperation among coworkers is essential to providing quality services efficiently. Employees are expected to assist and cooperate with fellow employees when performing their duties, assisting coworkers, and dealing with the public. Cooperation may require showing understanding and tolerance with coworkers during challenging circumstances.

Commitment to Quality and Continuous Improvement

Village residents value and deserve high quality services. The Village of Hampshire has a long history of providing quality services and for exceeding the expectations of our residents/customers. Continuously identifying and implementing service delivery and efficiency improvements supports this commitment to quality.

B. ETHICAL STANDARDS

The following ethical standards are set forth with the best interests of the Village and its residents in mind. These standards of conduct are founded upon the principle that there should be no favoritism. No citizen of the Village or other party, including employees and/or family members, should receive any benefit from the Village, beyond that which is available to any other citizen or party, because of their relation to any employee of the Village.

Conflicts of Interest

Employees shall not engage in any business or transaction or have a financial or personal interest, whether direct or indirect, that is incompatible with the proper discharge of their official duties in the public interest or that may tend to impair their independence, judgment, or action in the performance of these duties. Specific circumstances should be discussed with the Village Manager.

Abuse of Power

Employees shall not use the authority of their positions for direct or indirect personal gain.

False Reports

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

Compensation for Appointment

No person shall directly or indirectly give, render, pay, offer, solicit, or accept any money, service, or other consideration for appointment or promotion to a position in the Village.

Confidentiality

Employees shall not disclose confidential information concerning the property or affairs of the Village or use such information to advance their own financial interests or that of others. All employees are responsible for a level of confidentiality necessary to preserve sincerity, honesty, and ethical behavior. This applies to the operations of the Village and the personal information of members of the public, whether subject to FOIA or not. Pursuant to the Health Insurance Portability and Accountability Act (HIPAA), employees are prohibited from disseminating personal health information about another employee or member of the public, discovered during the course of their Village duties.

Employment Conflict

Employees shall not engage in or accept private employment or render services for private interests if such employment or service would create a conflict of interest or impair their independent judgment or action in the performance of their duties. Employees are advised to consult their supervisor before accepting outside employment to avoid a conflict.

Gifts

No employee, employee's spouse, or immediate family member living with any employee shall solicit or accept any gift from any source prohibited by law or ordinance. In accordance with the State Gift Ban Act, employees of the Village shall be prohibited from receiving any monetary rewards or other gifts relating to services provided as a Village employee, including any discounts, promotions, services, or products, except those available to the general public. Employees may not use governmental discounts or tax exemptions to purchase items for personal use.

Promotional items and participation in sponsored outings with a value of not more than \$75, provided by vendors and other agencies may be accepted if no consideration is given, anticipated or expected.

Fairness and Impartiality

For the benefit of all residents of the Village, employees shall perform their duties fairly and impartially, without bias, prejudice, or political considerations.

Whistle Blower Protection

The State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action, and this policy prohibits retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

- Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of any officer, member, agency, or other employee that the employee reasonably believes is in violation of a law, rule or regulation; or
- Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, agency, or other employee; or
- Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act or this policy.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, before a legislative commission or committee or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a

government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule, or regulation. (740 ILCS 174/15(b)).

C. SAFE WORKPLACE

The Village is committed to maintaining a safe work environment. The Village has established a Zero Tolerance policy for any violent acts or threats directed by or towards any Village employee. The Village has adopted the following guidelines to deal with intimidation, harassment, violence, or threats of violence that may occur during business hours or on Village premises.

- All employees, including supervisors, seasonal and temporary employees, as well as volunteers, contractors, and other visitors shall be treated with courtesy and respect. Physical intimidation or actions that may be harmful to others will not be tolerated.
- Conduct that threatens, intimidates, or coerces other employees, Village residents, vendors, or other member of the public at any time, including off-duty periods, will not be tolerated.
- All threats of or actual violence, both direct and indirect, should be reported immediately to your supervisor or any other member of management.
- The Village will promptly and thoroughly investigate all reports of threats or violence and suspicious individuals or activities and will take appropriate action.
- The Village encourages you to bring disputes or differences with other employees to the attention of your supervisor before the situation escalates.

Village Safety Program

For the safety of our employees, the Village shall create and maintain a Village Safety Program. The Program shall consist of a Safety Committee that creates and monitors safety policies and procedures and a Safety Manual that shall include policies and procedures, including an annual review of facilities and safety metrics and policies.

The Safety Committee shall meet periodically, but not less than annually to review workplace safety, work-related injuries whether they resulted in lost time or not, and near misses defined as incidents that nearly occurred which would have caused injury to an employee. A summary of each meeting shall be maintained with the Safety Manual. The Safety Committee shall consist of a member from each department and a chairperson appointed by the Village Manager.

Evaluating the root cause and implementing corrective actions for injuries and near misses is an important part of maintaining a safe workplace, and such responsibility rests with the department heads and the Safety Committee. Statistics related to employee safety such as near misses, lost-time injuries, and no-lost-time injuries shall be maintained by each department and in aggregate for all departments in the Safety Manual. Each department head is responsible for implementing, administering, monitoring, and evaluating safety, including the training of employees on appropriate safety measures in their respective departments and participating in the Village Safety Program. The Village abides by applicable law regarding possessing firearms or other weapons in governmental buildings.

Employee Safety Responsibilities

Employee shall follow safety rules and procedures and exercise caution and common sense in all work activities. Employees should immediately report any unsafe conditions to their supervisor. In the case of an accident or near miss, regardless if an injury occurs or how insignificant the injury may appear, employees must notify their supervisor immediately. It is essential that each employee:

- Keep work areas and vehicles clean and orderly.
- Promptly report all unsafe working conditions or actions to their supervisor.
- Report all near misses and accidents immediately to the supervisor.

- Obey all safety rules and work instructions.
- Learn to lift and handle materials properly as instructed.
- Operate machinery and equipment only after being properly trained and authorized to use such equipment.
- Wear personal protective equipment as required by departmental policy and safety programs.

D. DRUG-FREE/SMOKE-FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988, the Village has a longstanding commitment to provide a safe, quality-oriented, and productive work environment consistent with the standards of the community that we serve.

Smoking Prohibited

The Smoke Free Illinois Act (Public Act 095-0017) is a comprehensive anti-smoking law that bans smoking inside all Village buildings and vehicles. The use of tobacco products is not permitted anywhere on the Village's premises or in Village owned vehicles, except outdoor locations that are at least 15 feet from an entrance to any building.

Workplace Substance Abuse

To maintain a safe and productive workplace the following rules apply to all employees regardless of rank, during working hours including breaks and times when an employee is scheduled to be on call.

- The manufacture, distribution, possession, sale, or purchase of illegal drugs or cannabis on Village property is prohibited.
- Being impaired by or under the influence of illegal drugs, alcohol, or cannabis on Village property, while at work or on break or on call is prohibited.
- Working while under the influence of prescription drugs that impair performance is prohibited. If you are a disabled employee who is taking prescriptive medication that could impair your performance or safety, you should consult with your supervisor to determine if a reasonable accommodation is necessary.

Drug and Alcohol Testing

The Village may direct employees to submit to alcohol, cannabis, prescription, or illegal drug testing where there is reasonable cause that the employee may be working under the influence of drugs, cannabis, or alcohol. An employee who is directed to submit to a drug test for this purpose has a right to appeal the basis of the Village's probable cause to the Village Manager or his designee, prior to being tested. Such appeal must be made immediately when directed to be tested or upon a positive test result.

Voluntary Request for Assistance

The Village will take no adverse action against any employee for voluntarily seeking treatment, counseling or other support for an alcohol, cannabis, prescription, or illegal drug related problem, prior to being directed to submit to a drug test. Upon receiving such a request, The Village may assign the employee to off-duty or light-duty, with or without pay, if the employee is unfit for duty in their current assignment, conditioned upon the following:

- The employee agrees to appropriate treatment as determined by the physician(s) involved.
- The employee discontinues their use of illegal drugs, or abuse of alcohol or cannabis under the supervision of a physician or treatment specialist.
- The employee completes the course of treatment prescribed, including prescribed after-care.
- The employee agrees to random testing during hours of work during the period of after-care.
- An after the fact request for assistance will not excuse a policy violation.

Employees may at their option and if approved use accumulated paid leave or take an unpaid leave of absence pending treatment. Employees who do not agree to and act in accordance with the forgoing will be subject to discipline, up to and including termination. This policy shall not be construed as an obligation on the part of the Village to retain an employee on active status throughout the period of rehabilitation. Time off for treatment may also fall under the Village's Family and Medical Leave Act (FMLA) policy when applicable.

E. TARDINESS AND ABSENTEEISM

When an employee is unable to come to work as scheduled or cannot avoid being late to work, the employee must notify their supervisor within one hour of the anticipated tardiness or absence. Failure to provide timely notice may result in disciplinary action. Excessive or consistent tardiness or absence may be cause for discipline up to and including termination.

If an employee becomes ill while at work or must leave their workplace before the end of the workday, the employee must obtain permission to leave from their supervisor before leaving, except if medically prevented from doing so.

Unreported absence is regarded as an unpaid leave of absence. Extended unreported absence will be cause for discipline or termination of employment. A job is deemed abandoned and terminated after three (3) consecutive unapproved absences.

F. WORKPLACE ATTIRE

Professional appearance is important whenever employees encounter the public.

- Dress for office employees shall be business casual attire as interpreted by department heads and the Village Manager, according to norms of the time.
- Business casual attire is expected at public meetings.
- Employees who are provided uniforms are expected to wear them.
- Employees are expected to demonstrate good judgment and should consult their supervisor if they have questions about appropriate business casual attire.
- Employees should be well groomed and dressed appropriately for their position.

G. USE OF VILLAGE PROPERTY

When using Village property, you are required to exercise care, perform or obtain required maintenance, and follow all operating instructions, safety standards, and guidelines. Village vehicles, equipment, supplies, tools, and uniforms shall not be used for private or unauthorized purposes.

Return of Village Property

Employees are responsible for items issued by the Village or in their possession or control, including but not limited to the following:

- | | |
|------------------------|------------------------|
| • Badges | • Keys |
| • Manuals | • Protective equipment |
| • Cell phones | • Purchasing cards |
| • Identification cards | • Tools |
| • Laptops & Tablets | • Uniforms |

Village property must be returned upon request at any time, or before your last day of work. The Village may also take action deemed appropriate to recover or protect its property.

Disposal of Village Property

Village property may not be sold, auctioned, or disposed of without the approval of the department head. Department heads shall adhere to the policy established for the sale of surplus property, which may include approval of the Village Manager and/or Village Board.

H. USE OF VILLAGE VEHICLES

All employees who operate either Village vehicles or their private vehicles while carrying out Village business are required to have a valid state driver's license and insurance on their private vehicle if operated while doing Village Business. It is the responsibility of the employee to keep their license current and valid, and to report any suspension/revocation of their driving privileges immediately to their supervisor. All employees are required to comply with state law regarding use of seatbelts, headlights, turn signals, cell phones and other rules of the road. Cell phones should be limited and must be used in hands-free mode whenever driving on Village business.

Valid License

Any employee found to be operating a motor vehicle on Village business without a valid license in accordance with this policy will be prohibited from operating Village vehicles for as long as their license remains invalid. Violation of this policy may result in loss of privileges and/or disciplinary action including termination. This obligation should be read to include a CDL.

Operating Vehicles While Using Drugs/Alcohol

Employees are strictly prohibited from operating a Village vehicle while under the influence of drugs or alcohol or otherwise impaired.

Unattended Vehicles

Employees driving a motor vehicle for Village purposes shall not leave it unattended without first stopping the engine, removing the ignition key, and locking the vehicle. Exceptions to this policy will be made according to departmental rules when operationally appropriate as determined by the department head.

Tickets/Fines

Traffic and parking tickets and fines incurred while operating a Village vehicle are your responsibility unless the Village Manager approves payment of the fine for special circumstances.

Off-Duty Use of Village Vehicles

No employee will use a Village vehicle for personal use while off-duty unless approved by a department head or the Village Manager. Such use shall be for the performance of Village business or as an emergency accommodation.

I. USE OF VILLAGE CREDIT CARDS AND FUEL CARDS

The Village provides credit and fuel cards for use by certain Village employees. Such cards may be used to make authorized purchases for official Village business within authorized spending limits.

Ownership and Cancellation of the Credit Cards

All Village credit and fuel cards remain the property of the Village and may not be transferred to, assigned to, or used by anyone other than the designated cardholder. The Village may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the card upon request to the Village or any authorized agent of the issuer.

Credit/Fuel Card Abuse

Improper use of a Village credit or fuel card will result in revocation of the card and appropriate disciplinary action. Employees shall not purchase items for personal use or for purchases outside of their purchasing authority. The repayment of the credit card debt incurred for the illegal and improper use does not cure the improper use of the card. Further, the illegal and improper use of credit cards may lead to a criminal investigation of the employee.

Unauthorized Charges

If unapproved or other improper charges are made with a Village credit card, the employee shall immediately notify their supervisor or the Finance Department, indicating the charges and the amounts, and shall reimburse the Village for such expenses within 10 days. The Village reserves the right to use all legal means available to collect amounts due the Village pursuant to this policy. Any employee who uses a Village credit card for any improper, unauthorized, or fraudulent purpose, or any purpose inconsistent with this policy, shall be responsible for reimbursing the Village for any expenses incurred by the Village, in addition to any other disciplinary actions that may be taken by the Village.

Receipts

It is the cardholder's responsibility to obtain transaction receipts and provide them to their supervisor or to the Finance Department.

Tax Exempt Status

The Village is exempt from paying sales tax. Prior to making purchases on behalf of the Village employees should contact the Finance Department to obtain a current Village Sales Tax Exemption Certificate and present same when paying for Village materials.

Disputed Items

It is the cardholder's responsibility to follow-up on any erroneous charges, returns, or adjustments and to ensure proper credit is given on subsequent statements. The issuing bank's Card Member Agreement contains specific guidelines for handling dispute resolutions.

Expired/Lost Cards

When the expiration date has passed and/or after you have received a new credit card, the old credit card should be turned in to the Finance Department for disposal. Lost or stolen credit cards or fuel cards must be reported to the Finance Department as soon as the card is discovered missing to protect the Village from unauthorized charges.

J. USE OF PHONES AND ELECTRONIC COMMUNICATIONS

All communications transmitted, received, and/or stored using any Village electronic communications tools may be accessed and reviewed by management without notice, regardless of the business or personal nature of the communications. Users should not assume that any such communications would remain private. Personal use of these systems when approved is a privilege that may be revoked at any time with or without cause.

Cell Phone and Land Line Etiquette

Telephone communications are an important reflection of our image to residents so use proper telephone etiquette when receiving and placing calls when using voice mail. Always use an appropriate greeting, speak courteously and professionally, without profanity, and confirm the information received from the caller.

The Village provides cell phones to some employees as a business tool. They are provided to assist you in communicating with other employees, municipal and governmental agencies, vendors, contractors, and others with whom you may conduct business. Cell phone records are regularly monitored and are subject to public disclosure by FOIA requests or investigations. Personnel other than sworn Police Officers may not use cell phones while driving a vehicle for the Village, unless using a hands-free device.

Voicemail

Create a personal greeting that includes your name, department name, and a personal greeting. Check for messages and return them as soon as possible, making sure that your mailbox is set up properly and not full. Provide an alternate number to call for emergencies when appropriate.

Email and Other Electronic Communication

The Village provides employees with email addresses, access to video conferencing and other electronic communications resources intended for Village business. All use of Village electronic communication resources is subject to management access pursuant to this policy. Furthermore, employees have no expectation of privacy in the use of such resources. All work products and conversations using Village electronic communications resources are the property of the Village. Any materials developed, composed, sent, or received using Village equipment or resources will remain the property of the Village and subject to FOIA.

It is the user's responsibility to maintain the confidentiality of their passwords and to follow Village directives regarding cyber security. Users should log out of any computer at the end of their workday or when leaving the computer unattended. If a user feels that someone has obtained access to their password, they should immediately inform their immediate supervisor or department head.

Employees who cease employment with the Village shall surrender their devices and have no right to the contents or data stored on such devices. Supervisors may access your e-mail if you are on a leave of absence, vacation, otherwise absent, or at any other time that the supervisor deems necessary for Village business purposes.

Mail, Postage and Shipping/Receiving Services

Village purchased postage is for official business-related mail only and may not be used for personal mail.

Two-Way Radio Use

Radios are for official communication only. Conversations are in the public domain and may be monitored by persons outside the Village organization. Speak clearly and courteously. Never use profanity on the radio. Use your assigned call number to identify yourself as well as the call number of the receiver. You are responsible for the radio assigned to you. Report any damage or the loss of your radio to your supervisor immediately.

Personal Use of Cell Phones and Devices

Employees shall not use personal or Village devices for personal use while at work unless on break, or approved by your department head. Use of your personal cell phone while at work should be limited to emergencies and for brief necessary personal reasons.

K. INTERNET USAGE

Internet access is provided by the Village to assist employees in obtaining work-related data and technology. You are expected to use the internet in a manner consistent with your position and work responsibilities with the Village. The following guidelines are to ensure responsible and productive internet usage. Incidental personal use may be allowed within reasonable limits. Abuse of such privilege will lead to suspension of this accommodation.

No Expectation of Privacy

The Village or its designee will monitor all internet usage. Data composed, transmitted, accessed, or received via a Village computer, tablet or cell phone is part of the official records of the Village and subject to disclosure to law enforcement, the Public, and other authorized third parties. Employees should ensure that information contained in e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. The Village reserves the right to monitor internet traffic and retrieve and read any data accessed, composed, sent, or received through online connections and stored on Village PCs, laptops, and servers. Notwithstanding the foregoing, nothing herein limits the First Amendment rights of any employee.

Inappropriate Data

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, pornography, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone based on race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, gender preference or any other characteristic protected by law.

Social Media

Posting on social media is a way of engaging in discussion about wide ranging topics. Keep in mind that the views you post will be seen and read by the public and will be a part of your on-line history. Posts related to Village business should be consistent with Village policies. Personal opinions you post as a public employee may also reflect on the Village. The Village has established the following guidelines regarding use of Village information and resources on social media:

- Social media posts related to Village business should be consistent with Village policies, rules, regulations, and guidelines contained in this handbook and/or any other Village or department ordinance, rule, policy, or directive.
- The Village may monitor your publicly accessible on-line activity at any time without consent or prior approval.
- Village logos, department logos, patches, photographs taken in the workplace or of Village employees, or any other Village material are the property of the Village and may not be used on social media without prior approval.
- Personal social media accounts should not be used to distribute official Village news or information. On matters which are of public concern, employees are free to express their views on personal social media accounts, from their individual perspective, provided it does not jeopardize the Village's ability to provide efficient delivery of Village services.
- Employees, acting on behalf of the Village should not comment or post on the Village's website, Facebook page, or other social media pages without prior authorization from a department head. Any documents drafted, actions taken, or content posted on behalf of the Village will be presented from the perspective of the Village. Such content should not be written in first person (e.g., "I"), but rather shall be written as statements from the Village.

Viruses and Cyber Attacks

Viruses and cyber-attacks cause substantial damage to web-based communications and information systems. Each user is responsible for taking reasonable precautions to ensure they do not introduce viruses and unwarranted access into the Village's various networks. Users must be cautious and careful not to open email attachments that are unfamiliar or received from an anonymous or unknown sender. Opening unfamiliar applications and programs may provide direct access to cyber-attacks. While the Village has taken steps to identify and protect these attacks, every precaution should be taken not to provide direct access to the Village's networks, servers, and computers. Two-step authentication and other security measures may be implemented from time to time to protect Village email accounts.

L. TRANSMITTING CONFIDENTIAL INFORMATION

Employees have a responsibility to protect from disclosure, use or misappropriation of residents' confidential information and any confidential information pertaining to the Village or Village employees. Village electronic communication such as email, texts, video calls and conferencing, and instant messaging, are the property of the Village and may be subject to FOIA requests. FOIA provides for redacting certain personal information according to Illinois State Law. Transmitting confidential information whether referenced in this handbook or not, without proper review for confidentiality and redacting, could violate the FOIA.

M. COMMUNICATING WITH THE MEDIA

All requests from the media must be directed to the Village Manager or the appropriate department head if the Village Manager is not available. Employees are not to respond to inquiries from a member of the media. The Village Manager has primary responsibility for managing the Village's response to all media inquiries and will route requests to the appropriate staff member. All requests from the media should be reported to the Village Manager in a timely manner.

N. CONCEALED CARRY OF FIREARMS

Employees may not possess personal firearms while on duty or on Village Property, including concealed carry. No provision of this Handbook is intended to limit the constitutional rights of any employee.

O. DISCIPLINE

Disciplinary Process

The Village establishes work rules and standards of conduct as are appropriate and defined herein or elsewhere in Village policies and procedures. The Village Manager, by Village ordinance, is responsible for the enforcement of discipline, proper conduct, and high standards of efficiency for all Village employees. As authorized by the Village Manager, each department head and supervisor is responsible for the conduct of employees under their supervision. Department heads may initiate or recommend appropriate disciplinary measures to the Village Manager when employee misconduct occurs.

Disciplinary action shall be documented with verbal and written warnings in response to an infraction or violation, and may follow a pattern of progressive discipline. However, when warranted, the Village may take immediate disciplinary action, up to and including termination if deemed appropriate.

The Village considers certain violations of standards of conduct grounds for immediate termination of employment. Examples include but are not limited to possession of illegal drugs, under the influence of alcohol or drugs, possession of personal firearm or weapon while on duty, theft, insubordinate

behavior, vandalism, violence or destruction of Village property, the unauthorized use of Village equipment or vehicles, falsification of work history, skills, training, and harassment.

Disciplinary Actions

The following disciplinary actions may be taken or recommended by supervisors or department heads to the Village Manager based on the severity of the misconduct in question.

Verbal Reprimand - May be given by a supervisor, department head, or the Village Manager for employee misconduct, and shall be documented in the employee's official personnel file.

Written Reprimand - May be recommended by a supervisor and approved by a department head; must be prepared in writing, shall include the reasons for the action and the results of any inquiry or investigation of the incident. A copy of the approved action shall be placed in the employee's official personnel file and a copy provided to the employee. The employee may submit a written response to the action. Such written response will be placed in the employee's personnel file.

Suspension Without Pay - This is temporary separation from Village service, without pay, for a period generally not to exceed thirty (30) days. Such action may be taken by a department head with the approval of the Village Manager prior to the suspension. The reasons for the suspension will be summarized in writing, including the results of any inquiry or investigation into the incident. A copy of the approved action is placed in the employee's personnel file and a copy provided to the employee.

Termination - Termination of employment may occur due to serious misconduct, incompetence, violation of published rules or policies, progressive disciplinary action, or failure to perform required duties in a satisfactory manner. Such actions are initiated in writing by the department head summarizing the reasons for the dismissal. Employee terminations are made by the authority of the Village Manager and implemented by the Village Manager or department head.

Immediate Administrative Leave - A department head, or supervisor in their absence, may immediately relieve an employee from duty for cause or safety reasons by placing the employee on administrative leave with pay. The Village Manager shall review such administrative leave within 48 hours of the supervisor's action to confirm, revise or rescind the administrative leave.

POLICY PROHIBITING HARASSMENT

A. PROHIBITION OF SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct that affects individuals of all genders and sexual orientations. It is the policy of the Village to prohibit harassment of any person by any municipal official, department head, supervisor, or municipal employee on the basis of sex, gender or sexual orientation, regardless of any employment relationship.

B. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of an individual's employment, either explicitly or implicitly; or

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

C. CONDUCT WHICH MAY CONSTITUTE SEXUAL HARASSMENT

Sexual Harassment includes, but is not limited to:

- Verbal Harassment: sexual innuendos, suggestive comments, insults, humor, jokes about: sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates; or, statements of a sexual nature about other employees, even outside of their presence.
- Non-verbal Harassment: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking" or "kissing" noises.
- Visual: posters, signs or slogans of a sexual nature, viewing pornographic material or websites.
- Physical Harassment: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Texting/Electronic Harassment: "sexting", electronically sending messages with sexual content, including pictures or video, the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication including email/text/picture/video messages, intranet/online postings, blogs, instant messages and posts on any social media.

The most severe and overt forms of sexual harassment may be obvious, but sexual harassment to some extent depends on the perception and interpretation of the individual. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

D. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes themselves to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating their concern to their immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report. Any employee may report conduct believed to be sexual harassment, including the following:

- *Electronic/Direct Communication*. If there is sexual harassment behavior in the workplace, the harassed employee should directly and clearly express their objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing.
- *Contact with Supervisory Personnel*. At the same time, direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, or the Village Manager. The employee experiencing what she/he believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.
- *Resolution Outside Municipality*. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. IDHR and EEOC complaints must be filed within 300 days of the alleged incident unless it is a continuing offense.

Any such allegation should be submitted in writing, including documentation of what was said or done, the date, the time, and the location, including, but not limited to, written records such as letters, notes, memos and telephone messages. All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. Because of the serious implications of sexual harassment charges and potential for questions of credibility, the claimant's willing cooperation is a vital component of an effective inquiry and proper outcome.

E. PROHIBITION OF RETALIATION FOR SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal officer shall take any retaliatory action against any municipal employee or official due to a municipal employee's or official's:

- Disclosure or threatened disclosure of any violation of this policy; or
- Providing information related to an investigation or testimony before any public body conducting an investigation, hearing, or inquiry into any violation of this policy; or
- Assistance with or participation in a proceeding to enforce the provisions of this policy.

For purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's or official's involvement in protected activity pursuant to this policy. No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because they have opposed that which they reasonably and in good faith believes to be sexual harassment in employment, because they have made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act. An employee, who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge within 300 days of the alleged retaliation.

F. CONSEQUENCES OF VIOLATING THE PROHIBITION ON SEXUAL HARASSMENT

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

G. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

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

BENEFITS

The Village offers benefits for eligible employees. This Handbook does not contain the complete terms and conditions of the Village's current insurance benefit plans, but it provides a general summary of benefits. Any conflict between this Handbook and the terms and conditions of any or the Village's insurance carriers shall default to the carrier's terms and conditions. The Village may change or eliminate any of the benefits referred to in this handbook at any time.

The Finance department administers medical, dental, and life insurance and other benefits. Employees may contact the Finance Department for clarification regarding eligibility requirements and coverage under these benefit programs or plan documents. Employees enroll in benefit programs when onboarding as a new employee, during annual enrollment periods, and in some cases upon changes in personal family status i.e., marriage, birth or adoption of a child, death, etc.

Employee privacy rights under all benefits plans will comply with applicable state and federal law, and such privacy rights are set forth in each benefits plan.

A. MEDICAL, DENTAL, AND VISION INSURANCE

The Village's medical, dental, and vision insurance plans provide you and your eligible dependents access to medical, dental, and vision insurance. Regular full-time employees are eligible to participate in these plans. The cost of the health benefit is paid jointly by you and the Village and is subject to change at the discretion of the Village.

Details of the medical, dental and vision insurance plans available to eligible employees are described in the Summary Plan Descriptions (SPD) not included herein. An SPD and information on cost of coverage are provided in advance of enrollment to eligible employees. The actual plan documents or contracts, available by making a written request to the Finance Director, are the final authority in all matters relating to benefits described in this Handbook or in the SPD and will govern in the event of any conflict. Contact the Finance Department for more information about medical, dental, and vision insurance benefits.

COBRA gives you and your 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 resignation, dismissal, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, you or your beneficiary pays the full cost of coverage at the Village's group rates. 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 your rights and obligations.

If you retire or are disabled under an IMRF or Police Pension, you are eligible to continue your medical and dental insurance coverage at your full cost until such time that you are no longer eligible for such pension benefits and provided you pay the appropriate premiums when due. However, you may only elect to receive these continuing benefits during the single opportunity provided you under Illinois law. If you do not elect continuation of coverage within the timeframe provided, you may not subsequently re-enroll. Additional health coverage benefits are provided to full-time police officers

and or their dependents who meet the eligibility requirements under the Illinois Public Safety Employees Benefits Act (PSEBA).

B. LIFE INSURANCE

Regular full-time employees are eligible to participate in the life insurance plan subject to all terms and conditions of the agreement between the Village and its life insurance carrier. The cost of this benefit is paid entirely by the Village for coverage up to \$50,000. Benefits reduce to 65% at age 65; to 50% at age 70; to 35% at age 75. Life insurance coverage ceases with termination of employment.

An employee who is granted an unpaid leave of absence of more than 30 days is expected to pay the premium for life insurance during such period of unpaid leave unless a Waiver of Premium clause is applicable. In such cases, payments may be waived for the specific months covered by such waiver. Details of the basic life insurance plan including benefit amounts are available in the Summary Plan Description provided to eligible employees.

IMRF eligible employee may purchase additional life insurance. Contact the Finance Department for more information about this and other life insurance benefits.

C. PENSION PLANS

Illinois Municipal Retirement Fund

Except sworn Police Officers eligible for the Hampshire Police Pension Fund, all employees of the Village who are regularly scheduled to work 1,000 or more hours annually, contribute to the Illinois Municipal Retirement Fund (IMRF) according to the percentage required by law. Participation costs are collected through tax deferred payroll deductions. The Village also contributes to the IMRF at the prescribed percentage set by law. For further information on this benefit, contact the Finance Director, the Village's Authorized Agent for IMRF.

Hampshire Police Pension Fund

Participation in this pension program is subject to the rules and regulations of the fund. The Hampshire Police Pension Board of Trustees manages the fund in accordance with state law. For further information on this benefit, contact the Finance Director who serves as the Police Pension Fund's treasurer and custodian.

D. WORKERS' COMPENSATION

Employees are covered under Workers Compensation as prescribed by state Law. Should an employee sustain an injury directly caused by the employee's assigned duties, such injury may be compensable in accordance with the Illinois Worker's Compensation Act, ILCS 305/II et seq. Employees who sustain injuries must immediately report such injuries to their supervisor and no later than before leaving work for the day.

Time lost because of a substantiated and documented work-related injury sustained during the course of employment will not be charged against the employee's sick leave. During such absence, sick leave and vacation will continue to accrue.

Disputes regarding benefits related to the cause and severity of injuries and lost time may be determined by the Illinois Industrial Commission.

E. Light Duty

At its discretion, the Village may require an employee receiving workers' compensation benefits to return to a light-duty assignment that the employee is qualified to perform and that the Village's

medical provider has determined the employee is physically able to perform without significant risk. If an employee refuse a light-duty assignment within their medical limitations as determined by their physician or the Village's medical provider, Temporary Total Disability (TTD) payments may be terminated.

The terms and conditions of the light duty assignment, including hours, shall be determined exclusively by the department head. The Village reserves the right to terminate any light-duty assignment at any time the Village's physician determines an employee can return to regular job duties or for any other reason deemed appropriate by the department head overseeing the light-duty assignment.

Nothing in this policy shall require the Village to create a light-duty assignment for an employee.

F. VACATION

The vacation policy applies to regular full-time employees. Employees earn vacation allowance as of their date of hire. The amount of vacation an employee is entitled to is determined by the employee's length of service based on their date of hire as a full-time employee.

Vacation Accrual

Vacation allowances for full-time employees are earned annually based on the following schedule:

Length of Continuous Service	Vacation Allowance per Year
Less than 6 months	No vacation
6 months to 2 years	40 hours
2 years to 4 years	80 hours
4 years to 9 years	120 hours
More than 9 years	160 hours

Upon written request to their Department Head, a maximum of 40 hours of unused vacation time may be carried over to the next year and will be added to the total vacation allowed. An employee may accumulate no more than 40 hours more than their annual vacation earned by carrying over.

Employees who begin with more than the allotted vacation based on prior work experience shall move to the next category per the schedule above until they reach the maximum vacation benefit. If you leave Village employment and are rehired, you will receive no credit for past service and will be treated as a new employee.

Vacation time shall not accrue in excess of the limits described herein; any vacation in excess of such limits shall be forfeited without compensation.

Scheduling Vacation

Requests for vacation leave shall be submitted to your supervisor at least two (2) weeks in advance. While the Village will do its best to accommodate vacation requests, they will be reviewed based on seniority, organizational needs, and staffing requirements with supervisors having first rights of vacation periods. The Village reserves the right to designate vacation blackout dates except as defined in writing by a labor or employment contract.

Vacation time shall be used in minimum increments of four (4) hours. Vacation time off is paid at your base pay rate earned at the time of vacation and does not include overtime or any special forms of compensation, such as incentives, bonuses, or shift differentials.

G. HOLIDAYS

Full-time employees are eligible for holiday pay upon employment. Holiday pay will be calculated based on the employee's straight time pay rate at the time of each of the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

When a holiday falls on a Saturday, Village offices will be closed the preceding Friday. When a holiday falls on a Sunday, Village offices will be closed on the Monday after the holiday.

Employees may request time off for religious observances or preferences that are not celebrated by the Village. The Village provides reasonable accommodations for this purpose provided it does not create an undue hardship to the Village's business operations.

Full-Time Employees

Non-exempt, full-time employees who are required to work on a Village recognized holiday should consult their department head or the Finance Department on how they will be compensated.

If an exempt employee is required to work on a Village-recognized holiday as identified above, such employee shall be allowed to utilize an equivalent amount of time off during the one-year period following such holiday.

Part-Time Employees

Part-time, seasonal and temporary employees are not eligible for holiday pay.

H. SICK TIME

The sick leave benefits set forth herein apply to full-time, non-seasonal/temporary, non-police officer employees. Full-time eligible employees shall earn sick leave at a rate of forty (40) hours per fiscal year, prorated in year one based on hire date. Sick leave with pay may be taken in the event of an illness, injury off the job, or medical appointment of the employee or family member.

Sick leave benefits will be paid based on your base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or other additional pay stipends.

Accumulation / Non-Payment of Sick Leave

Employees may accumulate up to one-hundred twenty (120) hours of sick leave for use in future years; however, unused sick leave benefits will not be paid out during employment or upon separation from Village employment.

IMRF Service Credit for Unused Sick Leave

If you participate in the Illinois Municipal Retirement Fund (IMRF), you may qualify for additional pension service credit for your unused, accumulated sick leave. Consult IMRF for further details.

Notification of Sick Time

If you are unable to report to work due to illness or injury, you must notify your direct supervisor at least one hour before the scheduled start of your workday if possible. Your direct supervisor must also be contacted on each additional day of absence, unless a doctor’s note or hospitalization indicate an absence for a longer, specified period of time.

Medical Evaluations

If you are off sick for three (3) or more days, you are required to submit a medical evaluation explaining your need to be off work, and a physician’s release to return to work.

Excessive Use of Sick Leave

Chronic absenteeism or tardiness may lead to disciplinary action and will be considered in evaluating your performance.

Directed Use of Sick Leave

If an employee reports to work indicating they have an illness posing a threat to other employees, or if there are obvious symptoms indicating such an illness, the employee may be directed to leave work and utilize sick time by the employee’s supervisor or department head.

I. FAMILY & MEDICAL LEAVE ACT

The Village complies with the provisions of the Family and Medical Leave Act (FMLA). The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons.

Qualifications for FMLA

After at least twelve (12) months of employment with the Village with no break in service of seven (7) or more days except if due to USERRA covered military obligations, and if you have worked at least 1,250 hours during the 12-month period preceding the start of the leave, you are eligible for up to a total of twelve (12) workweeks of unpaid leave during each twelve (12) month calendar year for one or more of the following reasons:

- the birth of your child within 12 months after the birth of the child
- the adoption of your child or foster care within 12 months after the placement
- to care for your spouse, child, or parents if they have a serious health condition
- your serious health condition that makes you unable to perform your job
- military care giver or a qualifying exigency as defined by the Secretary of Labor arising out of the fact that your spouse, child, or parent is deployed on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces, including the National Guard and Reserves.

Exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and

attending post-deployment reintegration briefings. Such leave may be taken intermittently or on a reduced schedule, provided you submit appropriate notice and certification of the need for such leave as provided below.

Spouses Employed by the Village

If your spouse also works for the Village and if you both become eligible for a leave, the two of you together will be limited to a combined total of twelve (12) weeks leave, or twenty-six (26) weeks leave for a qualified service member, in any rolling 12-month period.

Application for Leave

An Application for Family or Medical Leave form must be completed by the employee defining the reason for the leave, its duration, and the amount of vacation and sick leave they will use during the leave. The request shall be submitted to the supervisor who will consult with the Finance Director for final approval. The Village may periodically require a physician's certification from the employee or family member's physician and/or a physician selected by the Village.

Concurrent Use with Other Benefits

Employees on approved FMLA leave may use applicable accrued sick leave, vacation leave, or personal leave time prior to leave without pay. Such paid time will run concurrently with the approved unpaid FMLA leave time. After such paid leave time has been exhausted, any remaining FMLA leave time will be unpaid. Employees shall not "accrue" sick leave while on unpaid Family Medical Leave, but they will continue to "earn" vacation time, updated upon their service anniversary date, in accordance with federal regulations.

Payment of Insurance Premiums

During a leave of absence for Family and Medical Leave, an employee's group health and life insurance plans shall continue provided the employee pays their regular premium contribution to the Finance Department by the first day of each month. Employees will be notified of any changes in their premium contribution. Questions should be directed to the Finance Department.

Anti-Retaliation

No retaliation will be tolerated against any employee who exercises their rights under our FMLA policy. If you feel that you have been the victim of discrimination or retaliation under this policy, you are encouraged to contact the Village Manager so that the matter can be promptly investigated and remedied.

Return to Work after FMLA Leave

When you return from FMLA leave, you will return to the same or to an equivalent position to the one you held when the leave started.

If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider in accordance with the Village return to work policy with or without a reasonable accommodation. If a reasonable job safety concern exists, you also may be required to provide a fitness for duty certification up to once every thirty (30) days before returning from an intermittent or reduced schedule FMLA leave related to your own serious health condition. A returning employee shall return to work within two (2) business days of providing a fitness for duty release.

Failure to return to work after approved FMLA leave will be considered resignation of your employment. An employee on FMLA leave who provides notice of intent not to return to work upon expiration of a leave will lose entitlement to FMLA leave and related benefits.

Definitions

Child: a child under eighteen (18) years of age, or eighteen (18) years of age and older who is incapable of self-care because of a mental or physical disability as determined by the Social Security Act and American with Disabilities Act as Amended (ADAAA) regulations.

Eligible Employee: an employee who has worked for the Village for at least twelve (12) months and has worked a minimum of 1250 hours during the year preceding the start of the leave. Hours worked are determined by applying the principles of the Fair Labor Standards Act (FLSA). Exempt employees who have worked for the Village a minimum of twelve (12) months are presumed to have the minimum service required for FLSA eligibility.

Health Care Provider: Doctor of Medicine or Osteopathy, or other person determined by the Federal Government to be capable of providing health care services including podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-midwives authorized to practice by state law, and Christian Science practitioners.

Incapable of self-care: the individual requires active assistance or supervision to provide daily self-care in several of the activities of daily living, such as caring appropriately for one's grooming or hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones, and the like.

Medical Necessity: a diagnosed medical need for leave, as distinguished from voluntary treatments or procedures.

Serious Health Condition: an illness, injury, impairment or physical or mental condition that involves:

- Inpatient care,
- Any period of incapacity requiring absence from work for more than three (3) calendar days, that also involves continuing treatment by or being under the supervision of a health care provider,
- Continuing treatment by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three (3) calendar days, or
- Any period of incapacity due to pregnancy or for prenatal care.

Twelve Month Period: the twelve (12) month period beginning the first day of Family Medical Leave.

J. DISABILITY LEAVE

Village of Hampshire employees are covered by one of two separate pension and disability plans: the Illinois Municipal Retirement Fund (IMRF) or the Hampshire Police Pension Fund. Municipal and police personnel are subject to the regulations governing disability benefits in each of their respective plans. Specific eligibility requirements for benefits are included in the individual plans.

If it is determined that the employee's leave will extend beyond thirty (30) calendar days, employees with one (1) or more years of service credit under IMRF may apply for disability benefits. IMRF disability claims should be submitted to the Finance Department. Police disability claims should be submitted to their pension plan secretary or other pension board member.

If an employee becomes eligible for disability benefits provided by any of the above plans, employees have the option to use all available sick and vacation time before receiving the disability benefit or receive the benefit at the time they become eligible. If the benefit begins prior to utilizing all the employee's sick leave and vacation leave, accrual of these benefits will cease. Any unused sick and/or vacation leave will remain a credit to the employee and will be available in accordance with Village policy after the disability period is over.

K. PREGNANCY-RELATED LEAVE

The Village will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy or childbirth. Time off for a pregnancy or childbirth not related to a medical disability for those conditions fall under the Family Medical Leave policy. The Village complies with the Nursing Mothers in the Workplace Act, 820 ILCS 260/ et seq., by providing reasonable break times and a private area for nursing.

L. BEREAVEMENT LEAVE

In the event of death in the immediate family defined as the employee's legal spouse, children, stepchildren, adopted children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, step brothers, step sisters, and step-parents a full-time or regular part-time employee will be granted up to three (3) consecutive paid workdays as bereavement leave or elsewhere in law. Employees may combine accrued sick, vacation, or comp time with bereavement leave with approval of the department head.

Village Bereavement Leave shall accommodate the provisions of the State of Illinois Child Bereavement Act of 2022.

M. MILITARY LEAVE

The purpose of this section is to comply with applicable Federal and state laws, including the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301, the Illinois Service Member Security and Reemployment Act.

When possible, employees should provide written advance notice of their departure for military service to their immediate supervisor. Notice may also be provided by an appropriate officer of the branch of the military in which the employee will be serving. The employee is not required to give notice if prevented by military necessity or if it is otherwise unreasonable or impossible to do so.

Benefits During Military Leave

Employees on military leave may use accrued vacation, personal, or compensatory time during their military leave but are not required to do so. Employees who will be on leave for more than 30 days may continue healthcare coverage for themselves and their dependents through COBRA as defined in this Handbook or as otherwise required by law. However, such continuation shall be at the sole expense of the employee. If the employee does not choose to continue the Village's health insurance during the leave, they shall be permitted immediate reinstatement into the group health plan when the employee returns from military service.

Special Benefits for Reserve Training Obligations

Employees who are members of the reserves (including the National Guard) shall be granted leave for any period actively spent in military service, including:

- Basic training
- Special/advanced training, whether or not with the State and whether or not voluntary

- Annual training

For part-time employees, leave for training shall be treated as set forth in the general provisions section above.

For full-time employees, the employee's seniority and other benefits shall continue to accrue during leave for training. In addition, full-time employees shall receive the following:

- During leaves for annual training, the employee shall continue to receive his or her regular compensation.
- During leaves for basic training and for up to sixty (60) days of special or advanced training, if the employee's military base pay is less than his or her compensation as a Village employee, the employee shall receive regular Village compensation minus the amount of the military base pay.

Special Benefits for Reservists Called to Active Duty

Employees in the reserves (including the National Guard), who are called to active military duty by Presidential Order shall receive continuing compensation (minus the amount of the employee's military base pay) for the entire period of active military service as well as continuing health insurance and other benefits the employee was receiving or accruing at the time the employee was called to duty.

Return to Work

Employees returning to work following military service shall notify the Village of their intent to return. Employees who have been engaged in military duty and wish to return to work must apply for reinstatement for employment with the Village within ninety days following completion of service. If, due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must report back to work as soon as possible, unless otherwise provided for by law.

N. PARENTAL LEAVE FOR SCHOOL VISITS

The Village provides unpaid time off for school conferences, behavioral meetings, or academic meetings after six (6) months of employment. You must be a parent, guardian, or custodian of one or more children in licensed day care facilities or kindergarten through grade 12.

You must first utilize your vacation or compensatory time off for school visits. Should you exhaust all your paid leave benefits, you will be allowed a maximum of eight (8) hours of unpaid leave within a calendar year. However, there is no limit to the number of unpaid hours you may take if your visit is a required school conference involving your child's possible suspension or expulsion from school. Should you utilize unpaid leave for an eligible school visit, you have the option to make up the time on a different day or shift as directed by your supervisor within the same pay period.

Unless an emergency, you should notify your supervisor well in advance of the school visit. Documentation of your visit may be required upon your return to work.

O. ADMINISTRATIVE LEAVE

Any employee may be placed on paid Administrative Leave by the department head. Circumstances under which you may be placed on an Administrative Leave vary and are evaluated on a case-by-case basis.

P. JURY DUTY LEAVE

Employees will be granted time off to serve on a jury. When an employee receives a summons for jury duty, the employee normally will notify their supervisor and provide a copy of the summons as soon as possible or within three (3) business days of receipt. Either you or the Village may request an excuse from jury duty if, in the Village's judgment, your absence would create serious operational difficulties.

Employees will receive regular Village compensation and health insurance benefits and will continue to accrue vacation, sick leave, and holiday benefits while on jury duty. The Village shall adhere to 705 ILCS 305/4.1 and other applicable laws.

Q. COURT APPEARANCE LEAVE

If you, or a member of your family, are the victim of a crime or a witness to a crime, you may request unpaid time off to participate in court proceedings related to the crime in accordance with the provisions of the Victim's Economic Security and Safety Act (VESSA). A crime includes domestic violence, sexual assault, and stalking, as well as other crimes that require the victims to appear in court. A family member includes your daughter, son, parent, or lawful spouse. Court appearance leave may be to:

- Prepare for and attend court proceedings
- Receive medical treatment or attend to medical treatment for a victim who is your daughter, son, parent, husband, wife, or other relative or member of your household
- Get services needed to remedy a crisis caused by domestic violence, sexual assault, stalking, or any other crime

Documentation may be required such as:

- A police report indicating that you or a member of your family was a victim of a crime
- A court order protecting or separating you or a member of your family from someone who committed an act of domestic violence
- Evidence from the court showing that you or your family member has appeared in court
- Information from a Medical professional, domestic violence advocate, health care provider or counselor that you or your family member was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or other crime.

R. VICTIMS ECONOMIC SECURITY AND SAFETY LEAVE

In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), if you are subject to domestic or sexual violence, you may be eligible for unpaid leave during work hours for any of the following:

- To seek medical attention for, or recover from, physical or psychological injuries,
- To obtain services from victim service organizations,
- To obtain psychological or other counseling,
- To participate in safety planning, to relocate temporarily or permanently, or to take other actions to increase safety from future domestic or sexual violence, and
- To seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil or criminal legal proceeding.
- To help a household member who is a victim of domestic or sexual violence.

If you qualify for leave under VESSA, you must notify your supervisor as soon as possible when requesting time off. While verification is required, your supervisor will take every precaution to see that all information remains as confidential as possible. Verification will consist of:

- A sworn statement by the employee and documentation from victim services, an attorney, or other professional from whom the employee or their household member has sought assistance.
- A police or court record

If you, or a member of your family, are the victim of a crime or a witness to a crime, you may request unpaid time off to participate in court proceedings related to the crime in accordance with the provisions of the Victim's Economic Security and Safety Act (VESSA). A crime includes domestic violence, sexual assault, and stalking, as well as other crimes that require the victims to appear in court. A family member includes your daughter, son, parent, or lawful spouse. Court appearance leave may be to:

- Prepare for and attend court proceedings
- Receive medical treatment or attend to medical treatment for a victim who is your daughter, son, parent, husband, wife, or other relative or member of your household
- Get services needed to remedy a crisis caused by domestic violence, sexual assault, stalking, or any other crime

Documentation may be required such as:

- A police report indicating that you or a member of your family was a victim of a crime
- A court order protecting or separating you or a member of your family from someone who committed an act of domestic violence
- Evidence from the court showing that you or your family member has appeared in court
- Information from a Medical professional, domestic violence advocate, health care provider or counselor that you or your family member was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or other crime.

You are entitled to a maximum of twelve (12) weeks unpaid leave during any consecutive twelve (12) month period. Where practicable, forty-eight (48) hours' notice should be provided. You may also substitute sick leave or vacation days.

If you take leave under this policy, you are entitled to the same or equivalent position upon your return, but seniority and other benefits will not continue to accrue during any unpaid leave. You are also entitled to continue health insurance on the same terms and conditions, including payment of your portion of any premiums, as if you remained continuously employed. If you fail to return from leave, the Village may recover all premium contributions provided by the Village during the leave period.

The Village is prohibited from interfering with, restraining, or denying an employee's attempt to exercise any rights under the Act. Specifically, managers and supervisors are prohibited from discharging, harassing, or otherwise discriminating against any employee with respect to compensation, terms, conditions, or privileges of employment, or retaliating against an employee in any form or manner. Any employee found to have engaged in such activities will be subject to disciplinary action, up to and including termination.

If you believe your rights under this Act have been violated, you may file a complaint with the Illinois Department of Labor within three (3) years after the alleged violation occurs.

To the extent that this policy is not consistent with the VESSA, the Act and its rules shall supersede.

S. TIME OFF FOR ELECTIONS

Voting

The Village encourages you to fulfill your civic responsibilities by participating in elections. Employees should vote before or after work. However, if you are unable to vote during nonworking hours, including early voting, the Village will allow up to two (2) hours of paid time off to vote in accordance with 10 ILCS 5/17-15.

Election Judging

Upon providing the Village with at least twenty (20) days' written notice, you will be granted an unpaid leave from work without penalty for the purpose of serving as an appointed election judge, or you may use accrued paid vacation, personal or compensatory leave in lieu of unpaid leave. The Village reserves the right under this Act (10 ILCS 5/14-4.5) to permit no more than 10% of the Village's employees to be absent as election judges on any election day.

T. TIME OFF FOR BLOOD DONATIONS

Full-time employee may request up to two (2) hours of paid leave to donate blood, subject to request and approval from your supervisor and a receipt for donation upon returning to work. The Village shall adhere to the Employee Blood Donation Leave Act (820 ILCS 149/1 et eq.)

U. LEAVE FOR ORGAN AND BONE MARROW DONATIONS

Full-Time employees may request leave as an organ donor or a bone marrow donor. Notify your department head that you need to take leave at least thirty (30) days before the procedure. Written medical certification of your donation is required.

Organ Donation

Unpaid leave may last up to thirty (30) days, including any time needed for testing before the procedure. You may choose to substitute other accrued paid sick or vacation leave. The Village shall adhere to the Living Donor Protection Act and other applicable laws.

Bone Marrow Donation

Unpaid leave may last up to seven (7) days, including any time needed for testing before the procedure. You may choose to substitute other accrued paid sick or vacation leave.

V. EDUCATIONAL ASSISTANCE

Educational assistance may include college credit courses, continuing education unit courses, seminars, etc., related to your current position or a foreseeable future position in the organization as determined by the Village Manager.

Educational assistance is available to full-time, non-seasonal/temporary employees subject to funding availability. To maintain eligibility, an employee must remain on the active payroll on a full-time basis and be performing their job satisfactorily.

Reimbursement will be made upon submission of written receipts for approved course, after successful completion of the course and/or a certification. Such approved courses shall be attended during the employee's time away from work and not during working hours unless otherwise approved by the Village Manager.

The Village may reimburse up to 100% of eligible expenses to include tuition, registration and course fees, and course materials such as textbooks and supplies. Cost of computers, equipment or other

supplies that can be retained by the employee after completing the course, meals, lodging, and transportation are not eligible expenses.

College Credits

Consideration for college credit course work or degree programs require that an Education Plan Request be submitted and approved by your department head and the Village Manager by January 31, so funds can be considered for the subsequent fiscal year. Factors for funding will be quality, value and cost of the program and institution. Consideration should be given to Community Colleges and State Universities when available and cost effective. Programs should be local or online to avoid travel and time away from work.

If an employee voluntarily separates from employment with the Village within two (2) years of being reimbursed for courses toward a degree or certification program, the employee may be required to repay the amount of reimbursement to the Village within three (3) months of separation. Employees applying for College Credit Educational Assistance reimbursement will be required to sign an agreement to this effect.

W. EMPLOYEE ASSISTANCE PROGRAM

The Village's Employee Assistance Program (EAP) is a *free, confidential service* offered to employees and their eligible dependents. Experienced professionals aid with family, personal, or work-related issues that can affect general well-being and/or work performance. Information, assistance, and support is available in many areas including:

- Emotional Well-being
- Relationships and Family
- Workplace
- Legal and Financial

Please contact the Finance Director in confidence for more information.

REMOTE WORK POLICY

Remote work situations are those where work is performed at a location other than in the Village's business offices or on Village premises. Remote work is only permitted if authorized in writing by an employee's Department Head and the Village Manager in advance. The remote work arrangement may be modified, suspended, or discontinued at any time as determined at the discretion of the Village Manager.

Only certain positions are suitable for a remote work arrangement due to business reasons; most Village positions are ineligible due to a need to be present to perform physical job duties and/or to directly communicate with staff, residents, or other persons involved in Village business. If an employee is approved for a remote work arrangement, the following guidelines apply unless otherwise agreed to by the Village Manager:

- The employee must be available during the employee's regular scheduled hours of work for communication through such methods as phone, email, or video conferencing and must respond in a reasonably prompt manner to communication from other Village employees in the same way as they would if they were working on Village premises.
- Schedule changes must be discussed and approved in advance by the employee's supervisor.
- The employee must keep accurate records of all hours worked from any location.
- The employee's duties and responsibilities shall be agreed upon with the Department Head prior to beginning a remote work arrangement.
- Periodic in-person work time, whether at Village premises or other locations such as meetings or conferences, may be required as determined by the Department Head. In such cases, the

employee is responsible for securing reliable transportation, and agreements for reimbursement of travel expenses must be approved in advance, in writing, by the Department Head and the Village Manager.

- Any overtime work must be approved in advance, in writing, by the Department Head for any non-exempt employee.
- The employee must notify their supervisor promptly in the event they experience an injury or illness while working from their remote work location so that all necessary steps are taken to ensure that the remote work site is safe and to retain a record of relevant facts involved in the incident.
- If agreed to by the Village Manager, the Village may provide the employee with a laptop, cell phone, or other equipment or devices necessary for remote work or full or partial reimbursement for such items.
- The employee who works from a remote site will be responsible for acquisition and payment of the following expenses incurred to maintain the remote work arrangement:
 - (a) Maintenance or repairs of computers, phones, and other equipment and electronic devices;
 - (b) Utility and internet costs associated with working at a remote location; and
 - (c) Supplies purchased by the employee (should be requisitioned through the Department Head if used for Village purposes).
- The employee agrees to use electronic equipment that meets all of Village's security requirements. If the Village provides equipment or electronic devices for remote use, the employee agrees to provide a secure location for it and will not use, or allow others to use, such equipment for purposes other than Village business.
- The employee acknowledges that all work product created by the employee is the property of the Village of Hampshire regardless of whether the work product was created or modified on personally-owned or Village-owned equipment and, as such, is subject to FOIA.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I received and had an opportunity to read a copy of the Village of Hampshire Employee Handbook. **I understand that this Handbook is solely for the purpose of summarizing the Village's current policies, benefits, and rules, that it is not a contract or enforceable promise or guarantee of any kind, whether of employment or of any specific terms or conditions of employment or procedural rights.** I also understand and acknowledge that any or all portions of this Handbook may be amended or eliminated from time to time. In the event of a conflict between any term of this Handbook and the provision of a union contract, employment agreement or plan document, this Handbook shall be subordinate.

Please check the appropriate box:

- I received the acknowledgement form
- I was offered the acknowledgement form but elected not to sign it.

Employee Name (Print)

Employee Signature

Date

Village of Hampshire - Department Head Verification

By:

Title:

Date:

A copy of this page must be provided to the employee.