



# **City of Collinsville**

# **Personnel Policy Manual**

Adopted By:  
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Amended By:  
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\_\_\_\_\_, 2016

## ***MISSION STATEMENT***

*The City of Collinsville's Mission is to provide superior municipal services through an engaged workforce while partnering with the community and being responsible stewards of the public tax dollars resulting in satisfied customers.*

## **TABLE OF CONTENTS**

### **CHAPTER 1            INTRODUCTION**

1.1	Welcome	5
1.2	Background	5
1.3	Purpose and Mission Statement	6
1.4	Application and Scope	6
1.5	Amendments	7
1.6	Departments	7
1.7	Assignment and Performance of Duties	7

### **CHAPTER 2            TERMS OF EMPLOYMENT**

2.1	Discrimination, Harassment, and the Interactive Process	8
2.2	Recruitment and Selection	10
2.3	Nepotism	10
2.4	Physical Examinations and Medical Tests	11

### **CHAPTER 3            EMPLOYEE CLASSIFICATION AND COMPENSATION**

3.1	Employment Definitions	12
3.2	Compensation Plan	13
3.3	Performance Appraisals	13
3.4	Promotions and Transfers	14

### **CHAPTER 4            EMPLOYMENT PRACTICES**

4.1	Probationary Period	16
4.2	Employee Personnel Files	16
4.3	Hours of Operation and Work Schedules	17
4.4	Lunch and Break Periods	17
4.5	Overtime/Compensatory Time	17
4.6	Payroll Period and Payday	18
4.7	Payroll Deductions	18

### **CHAPTER 5            EMPLOYEE CONDUCT AND DISCIPLINARY PROCEDURES**

5.1	Employee Code of Ethics	20
5.2	Standards of Conduct	22
5.3	Media Relations	25
5.4	Attendance	25

5.5	Health and Safety Program	25
5.6	Employee Injury and Accident Reporting Procedures	26
5.7	Workplace Violence Prevention	27
5.8	Weapons in the Workplace	27
5.9	Smoking in the Workplace	28
5.10	Drug and Alcohol Use	28
5.11	Use of City Equipment	28
5.11.1	Cellular Telephones	29
5.11.2	Computer Equipment and Telecommunications System	29
5.11.3	Credit Cards	34
5.11.4	Keys	35
5.11.5	Tools and Supplies	35
5.11.6	City Vehicles	35
5.12	Forms of Discipline	36
5.13	Grievance Procedure	39

## **CHAPTER 6                  ABSENCE FROM WORK**

6.1	Disability Leave	40
6.2	Family and Medical Leave	40
6.3	School Visitation Rights Act	43
6.4	Funeral Leave	43
6.5	Holidays	44
6.6	Jury and Witness Duty	44
6.7	Military Duty Leave	45
6.8	Personal Leave	45
6.9	Sick Leave	45
6.10	Vacations	46
6.11	Weather-Related Leave	46

## **CHAPTER 7                  SEPARATION**

7.1	Definitions	48
7.2	Discharge	48
7.3	Layoff	49
7.4	Resignation	49

## **CHAPTER 8                  BENEFITS**

8.1	Deferred Compensation Plan	50
8.2	Employment Assistance Program (EAP)	50
8.3	Group Insurance	50
8.4	Life Insurance	51
8.5	Pension	51

8.6	Retirement Benefits	51
8.7	Worker's Compensation Insurance	52
8.8	Voluntary Sick Leave (Bank) Program	52

## **CHAPTER 9 MISCELLANEOUS**

9.1	Employee Identification	54
9.2	Professional Memberships	54
9.3	Training and Career Development	54
	A. Tuition Reimbursement Program	54
9.4	Travel Regulations and Reimbursements	55
	A. General Regulations	55
	B. Travel Advance	55
	C. Travel Expense Report	55
	D. Use of Commercial Carrier	55
	E. Use of Vehicles	55
	F. Travel Time Exceeding One Day	56
	G. Vehicle Rental	56
	H. Lodging	56
	I. Meals and Miscellaneous Expenses	56
	J. Entertainment	57
	K. Registration Fees	57
9.5	Uniform and Clothing Allowance	57
9.6	Personal Appearance and Work Attire	57
9.7	Litigation Involving City Employees	58
9.8	Disclaimer	59
9.9	Personnel Policy Manual Acknowledgement Form	60

## **CHAPTER 1 INTRODUCTION**

### **City of Collinsville Personnel Policy Manual**

#### **SECTION 1.1 WELCOME**

Congratulations on your employment with the City of Collinsville, Illinois. In accepting employment with the City, you take the important responsibility of being a part of a municipal organization, which provides essential services to its citizens. Please keep in mind that our primary goal is to serve the best interests of the citizens of the City. As local public officials and employees, we are the primary service organization for City residents. Customer service must be our first priority and every citizen is our best customer. Each public contact is an opportunity for excellent performance. As such, you are a representative of the City of Collinsville municipal organization and are expected to conduct yourself in an appropriate and courteous manner.

The City also recognizes that the well-being of its employees is essential to the maintenance of a high standard of operation. As a City employee, you receive many employment benefits in addition to a highly competitive salary. In return, you are expected to perform your job to the best of your ability, to be dependable, and to abide by the policies of the City.

This City of Collinsville Personnel Policy Manual provides relevant information regarding City policies and benefits. If you have questions regarding the information provided herein, your Supervisor or the Human Resources Office will be happy to discuss them with you. From time to time, you will receive updated pages reflecting the changes made to policies, procedures, or benefits. Please keep your Manual current by inserting the new pages and destroying outdated pages.

#### **SECTION 1.2 BACKGROUND**

The City of Collinsville has experienced considerable changes and growth since its coal mining days at the turn of the century. Collinsville is a growing community in the St. Louis metropolitan area. Collinsville is a haven for people who have grown weary of the hustle and bustle of urban living and desire a small-town atmosphere. Rolling hills, large homes, and shaded streets add beauty and a sense of the past. Collinsville's Comprehensive Plan for growth has a goal of improving the community while protecting property values and quality of life. The City of Collinsville boasts a growing hospitality district with hotel accommodations and the Gateway Center, Southwestern Illinois' premiere convention and visitor's center. The City is also home to the District 11 Illinois State Police and Illinois Department of Transportation Headquarters, and Fairmount Park Racetrack.

The City operates under the Council-Manager form of government which consists of a City Council comprised of a Mayor and four Council members elected at-large, and a City Manager appointed by the Council. The term of the Mayor and Council is four years. The Mayor serves as chairman of the Council and as Liquor Commissioner. The City Manager serves as chief

administrator of the City, under the direction of the Council. Under this form of government, the City Clerk, City Treasurer, City Attorney, and Corporate Counsel are appointed by the Mayor, with approval by the City Council, while all other positions are appointed by the City Manager.

### **SECTION 1.3 PURPOSE AND MISSION STATEMENT**

The purpose of the City of Collinsville Personnel Policy Manual is to establish a sound human resources program based on policies equitable to the employees, employer, and taxpayers to be administered in a systematic application that will result in outstanding employee performance and morale. The mission of the City of Collinsville is to provide superior municipal services through an engaged workforce while partnering with the community and being responsible stewards of the public tax dollars resulting in satisfied customers.

### **SECTION 1.4 APPLICATION AND SCOPE**

This document shall be known as the City of Collinsville Personnel Policy Manual. This Manual is designed to assist employees in performing their duties and responsibilities. It does not, and is not intended to cover every aspect of City operations. The general administrative and procedural policies of the City of Collinsville Personnel Policy Manual apply to all City employees, unless stated otherwise. The benefit policies of the City of Collinsville Personnel Policy Manual apply to all regular, full-time employees, unless stated otherwise. The City Manager shall decide all disputes or questions relating to the determination of whether a policy is administrative and/or procedural in nature. Additionally, the various City departments may establish working regulations and operating procedures to supplement the policies set forth in this Manual.

Except for employees under the jurisdiction of the Board of Fire and Police Commission or the Civil Service and rules governing those bodies and those employees covered by an approved collective bargaining agreement or other approved employment agreement with specific terms altering the at-will nature of the employment relationship, employment with the City of Collinsville is "at will". This means that both the employee and the City have the right to terminate the employment relationship at any time, for any reason not prohibited by law, or no reason, with or without notice. The at-will employment relationship cannot be modified, except by ordinance or by a duly authorized and executed collective bargaining or other written employment agreement. This Manual, and the policies it contains, is not intended to form a contract of employment either expressed or implied. As such, the City of Collinsville Personnel Policy Manual may be varied from, amended, supplemented, or discontinued at any time, with or without notice. To the extent any specific provision in this Manual differs from the provisions of an applicable collective bargaining agreement, the terms of the collective bargaining agreement will control for employees covered by that collective bargaining agreement.

This Manual supersedes all other previous personnel rules, regulations, policies, and procedures, written or oral. In the event that any provisions of this Manual conflict with the

laws of the State of Illinois or the United States Government, the applicable state or federal provision(s) shall take precedence. The term "Manual" shall mean this handbook and all of its appendices collectively.

## **AMENDMENTS**

The policies, procedures, and practices in the City of Collinsville Personnel Policy Manual are subject to modification and further development as determined by the City Council, as well as changes in state and federal law. Revisions to the policies outlined in this Manual must be approved by the City Council. The City Manager shall determine what is policy, requiring City Council review, is and what is policy relative to administrative procedural matters.

## **SECTION 1.5 SECTION 1.6 DEPARTMENTS**

The City work force is organized into the following departments:

1. Administration Department
2. Finance Department
3. Community Development Department/TIF
4. Fire Department
5. Police Department
6. Public Works Department

## **SECTION 1.7 ASSIGNMENT AND PERFORMANCE OF DUTIES**

All City employees are subject to the general rules and regulations of the City as promulgated in this Manual and in other City procedures. Nothing in this Manual precludes, or shall be construed as precluding, the establishment of written departmental rules and regulations setting forth internal departmental operational policies and procedures. If a conflict occurs between the policies of the City and the rules of any department, the policy or procedure as identified in this Manual shall govern. This Manual cannot be all-inclusive of other policies or regulations that may have a relationship in some manner to employment conditions and/or obligations.

Employees shall perform the duties that are assigned to them by their immediate Supervisor or Department Head, or as directed by the City Manager or his/her designated representative. The City Manager shall decide all disputes or questions relating to the respective powers, duties, or obligations of all employees. Employees with approved collective bargaining agreements are also subject to the terms and conditions of said agreement.

## **CHAPTER 2     TERMS OF EMPLOYMENT**

### **City of Collinsville Personnel Policy Manual**

#### **SECTION 2.1 DISCRIMINATION, HARASSMENT, AND THE INTERACTIVE PROCESS**

The City is committed to the principle of recruiting and selecting employees on the basis of their ability to perform the functions of the position available and in accordance with the City's policy of equal opportunity. No unlawful discrimination shall be tolerated due to race, sex, pregnancy, pregnancy-related disability, national origin, religion, disabilities, age, marital status, veteran status, political affiliation, sexual orientation (including gender identity), or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations, or the Illinois Human Rights Act. The City of Collinsville assures Equal Employment Opportunity (EEO) in all of its employment practices including those pertaining to recruitment, hiring, placement, compensation, transfers, promotions, practices, evaluations, benefits, training, layoff recall, discipline, demotions, and terminations. These employment practices shall be administered in accordance with the law as set forth in all applicable laws and regulations.

Unlawful harassment in the workplace is also prohibited. Harassment is any unwelcome conduct, whether verbal, graphic, or physical based on a person's protected characteristic, including, but not limited to, race, sex, pregnancy, pregnancy-related disability, national origin, religion, disabilities, age, marital status, veteran status, political affiliation, sexual orientation (including gender identity), and any other characteristic protected by applicable law. The City will not tolerate harassment of employees that interferes with an individual's work performance or creates a hostile, intimidating or offensive work environment.

No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any other employee or conduct himself/herself in a manner that has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment. Employees shall not make offensive or derogatory comments based upon sex, pregnancy, pregnancy-related disability, sexual orientation (including gender identity), race, religious practices, physical or mental disability, citizenship status, national origin, age, color, or any other characteristic protected by applicable law, either directly or indirectly, to another employee. Retaliation against an individual for reporting or complaining about acts of harassing conduct is also prohibited.

Under Illinois law, sexual harassment is any "unwelcome or repeated sexual advances or requests for sexual favors, and conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly a term or condition of an individual's employment, (2) submission to, or rejection of, such conduct is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment".

Sexual harassment can occur between men and women, or between members of the same sex. This behavior is unacceptable in the workplace itself and in other work-related settings such as meetings, hearings, and City-related or sponsored social events. In addition, sexual and other forms of unlawful harassment can occur in interactions between City employees and persons not employed by the City with whom employees must come into contact in connection with their employment. The City will take appropriate action to address harassment from those not employed by the City when such harassment occurs in connection with the employee's performance of duties for the City.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact, to physical contact. At times, the offender may be unaware that his or her conduct is offensive or harassing to others. Sexual harassment may include, but is not limited to:

1. Persistent or repeated unwelcome flirting, pressure for dates, sexual comments, explicit sexual propositions;
2. Sexually suggestive jokes, gestures or sounds directed toward another, or sexually oriented or degrading comments about another person;
3. Foul or obscene language;
4. Physical contact such as patting, pinching, or brushing against another person's body;
5. Preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial, or threat of denial, of employment, benefits, or advancement for refusal to consent to sexual advances; and
6. The open display or distribution of sexually-oriented pictures, posters, calendars, printed jokes, or other material offensive to others; and

If an employee believes he or she has been subjected to any form of unlawful discrimination and/or harassment, or if the employee believes he or she has been retaliated against for having voiced concerns about harassment or made a complaint of harassment or discrimination, the employee should report this to the departmental supervisor, or to the next supervisor in the chain of command if the employee believes this to be a better alternative, or to any other supervisor or manager. The supervisor who receives the complaint may require a written report, and shall forward all information to the Human Resources Office. The Human Resources Office will meet with the employee and with all necessary witnesses and will normally make a recommendation to the City Manager and conduct a proper investigation.

NOTWITHSTANDING THE FOREGOING, THE EMPLOYEE MAY REPORT SUCH INCIDENTS TO ANY PERSON OCCUPYING A SUPERVISORY POSITION, INCLUDING, BUT NOT LIMITED TO THE CITY MANAGER.

Based upon the investigation and recommendation by the Human Resources Office, the City Manager review the underlying information and will make a recommendation to the City Council as to the appropriate action to take to resolve the issue, if any. All reporting, investigation, and action taken shall be kept confidential, to the extent legally allowable.

Note that, if any employee desires to report harassment and/or discrimination, the employee also has the option of contacting the Illinois Department of Human Rights at (217) 785-5100 or the Illinois Human Rights Commission at (217) 785-4350. Remedies available through the Human Rights Department and Human Rights Commission in case of a valid substantial complaint may include, but are not limited to: (a) cease and desists orders; (b) hiring, reinstatement, promotion, back pay and employee benefits, actual damages, attorney's fees and costs, compliance reports, posting notices of compliance notices, and loss of public contracts.

Finally, the City also makes reasonable accommodations for employees with disabilities. The City engages in the interactive process with employees who have disabilities to determine if there is a reasonable accommodation which, if granted, would allow the employee to perform the essential functions of the employee's job. If a City employee has a disability (as defined in the Americans with Disabilities Act) and desires an accommodation, the employee should contact Human Resources. The matter will be discussed and may include the employee's supervisor and/or other managers as appropriate. The City will engage in the interactive process with the employee to determine if a disability exists and if a reasonable accommodation can be provided so that the employee can perform the essential functions of the employee's position, and that accommodation may include job restructuring, modification or duties, and/or a leave of absence. If a reasonable accommodation exists that would enable the employee to perform the essential functions of his position exists, it will be granted. Employees should remember, however, that the accommodation granted will not in all cases be the particular accommodation desired by the employee.

This includes situations where an employee may need modified or light duty work due to an illness or injury, whether or not that illness or injury is job-related. If light duty or modified duty work represents a reasonable accommodation, the City will provide such work for the employee.

## **SECTION 2.2 RECRUITMENT AND SELECTION**

The Civil Service Commission (CSC) is responsible for examination, appointment, and discharge of all civil service positions within the City of Collinsville, except as modified by a collective bargaining agreement, as permitted by law. The Board of Fire and Police Commissioners is responsible for examination, appointment, and discharge of all sworn police officer and firefighter positions within the City of Collinsville, except as modified by a collective bargaining agreement, as permitted by law. Other City positions will be filled in accordance with applicable law. The City generally will post positions that become available.

### **SECTION 2.3 NEPOTISM**

It is the policy of the City that employment and personnel decisions shall not be made on the basis of nepotism, or under circumstances which reasonably create the appearance of nepotism, to the public.

1. The City will discourage the hiring of more than one member of a family, or having more than one relative of the same family in its employ at any time. However, despite an apparent conflict with this policy, the best candidate for a position shall be hired as long as such employment does not conflict with paragraph 5 of this section.
2. A “relative” or “family member” shall mean husband, wife, children, father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandfather, or grandmother.
3. “Employment” does not include uncompensated appointed service on City commissions, committees, boards, or volunteers.
4. This policy does not apply to employees whose hiring precedes the candidacy and election of a family member to the City Council. This policy also does not apply to existing instances of employees who were hired prior to the adoption of the personnel manual and have other family members employed by the City.
5. Subject to paragraph 4, the following employment practices shall be prohibited:
  - a. Hiring relatives of elected City officials, Fire and Police Commission Board members, or the City Manager.
  - b. Supervision of an employee by a family member who is also employed by the City (with the exception of seasonal positions only in which a relative may supervise a relative.)

### **SECTION 2.4 PHYSICAL EXAMINATIONS AND MEDICAL TESTS**

As a condition of employment, applicants after a conditional job offer has been made shall, upon request, submit to a physical examination by a physician or physicians selected and paid for by the City. When the examination appointment is made, a copy of the job description shall be sent to the physician. Current employees will be required to submit to a physical examination when, in the City's judgment, job-related business necessity require such an examination. Included with the applicant's physical examination is a mandatory drug test in accordance with the City's Drug and Alcohol Policy.

Certain Fire Department and Public Works Department employees' physical examinations shall be subject to the Respiratory Protection guidelines as established by the Illinois Department of

Labor. Employment with the City is contingent upon the satisfactory outcome of said examinations.

Additional physical examinations and/or medical tests may be required if the initial examination's findings dictate them. The initial physical examination and any additional physical examinations and/or medical tests shall be conducted by a physician or physicians designated by the City.

The City Manager and a Department Head (for their respective department) may require an employee to undergo a physical or psychological examination or medical test at any time when job-related and consistent with business necessity. All such examinations and tests shall be performed by a physician or physicians designated by the City, and at the City's expense.

#### **SECTION 2.5 RESIDENCY REQUIREMENT**

The City Manager must establish residency within the City limits within one year of appointment and maintain residency for the duration of employment.

## **CHAPTER 3 EMPLOYEE CLASSIFICATION AND COMPENSATION**

City of Collinsville Personnel Policy Manual

### **SECTION 3.1 EMPLOYMENT DEFINITIONS**

All general administrative and procedural policies in the City of Collinsville Personnel Policy Manual apply to all employees of the City except as noted otherwise in the text. All benefit policies in the City of Collinsville Personnel Policy Manual apply to all full-time employees of the City except as noted otherwise in the text.

**Appointee:**

An employee who has been duly and officially placed in an appointed employment position by the Mayor, with the consent of the City Council. The City Manager, City Treasurer, City Clerk, Corporation Counsel, and City Attorney are appointed by the Mayor with the consent of the City Council.

The City Manager has the authority to appoint and remove all directors of departments as expressed in 65 ILCS 5/5-3-7 and those employees not subject to Civil Service Commission regulations.

**Full-Time Employee:**

An employee who is normally scheduled to work thirty (30) or more regularly scheduled hours per week and who is hired for a specific position, and who is not a temporary, seasonal, or part-time employee.

**Part-Time Employee:**

An employee who is employed in a position which normally requires the performance of duty for less than thirty (30) hours per week and who is hired for a specific position, with no specific date upon which employment ends.

**Temporary Employee:**

An employee who is hired for a specific position for a specific period of time, either on a full-time or part-time basis not to exceed ninety working days in a calendar year.

**Seasonal Employee:**

An employee who is hired for a specific job and/or for a specified period of time. A seasonal employee may be scheduled for twenty-nine (29) or fewer hours per week, typically for seasonal work not to exceed ninety working days in a calendar year.

**Hourly Employee:**

An employee who is paid by the hour. An hourly employee is generally paid overtime for hours worked in excess of forty (40) hours per work week. Such an employee receives a "wage".

**Salaried Employee:**

An employee who is paid a set rate for each pay period. Such an employee receives a "salary".

**Exempt Employee:**

An employee who is not entitled to overtime compensation for hours worked in excess of forty (40) hours in any given work week in accordance with the Federal Labor Standards Act (FLSA).

**Non-Exempt Employee:**

An employee who is entitled to compensation at the rate of one and one half (1.5) times his/her regular hourly pay for all hours worked in excess of forty (40) hours in any given work week (except as provided otherwise in this Manual). Non-exempt employees are referred to herein as "hourly employees".

## **SECTION 3.2 COMPENSATION PLAN**

The City of Collinsville Compensation Plan shall apply to all City employees, except those employees governed by a valid collective bargaining agreement or the City Manager. The City strives to assure internally equitable and externally competitive rates of pay to employees; to provide a means for planning and controlling direct payroll costs; to maintain efficient administrative procedures; and, to ensure compliance with applicable laws and regulations.

The purpose of the City's compensation plan is to encourage the retention of well-qualified, dedicated employees and to insure the effective, efficient, and safe delivery of City services. The establishment of a competitive and fair compensation system, which enables employees to receive salary adjustments based on skill, ability, and contribution to the City's success and service to our citizens, along with quality group insurance and state retirement programs, is designed to encourage employees to make long-term commitments for employment with the City of Collinsville. The City's general intent is to budget adequate funding for the system so it may function as designed.

## **SECTION 3.3 PERFORMANCE APPRAISALS**

A program for evaluating the work performance of all employees in the City's service shall be maintained. The Human Resources Office, in cooperation with department heads, will administer a system of rating employee performance. The standards of performance recommended as a basis of such rating will have reference to the quality and quantity of work done, the manner in which the work is done, the conduct of employees and faithfulness to their duties and other characteristics which measure the value of the employee.

The purpose of these evaluations is to enable employees and supervisory personnel to work together to improve job performance and, therefore, the service provided to the citizens of the City. The job performance evaluation will be completed and rated by the evaluator. The

employee will have the space provided and the right to comment on the rating. The employee, as well as all individuals involved in the rating process, will be required to sign and date the form. The City will make efforts to schedule performance appraisals approximately annually.

Performance evaluations may also be used in determining position status or dismissal; as a factor in determining order of layoff; as a basis for training, promotions, demotions, and transfers; and for such other purposes as may be set forth in this manual.

Each department shall prepare, on forms prescribed by the Human Resources Office, records of the performance of each employee. Job performance evaluations for all personnel, including sworn and non-sworn personnel, will be done periodically in a manner established by this manual or by department policy. The City Manager may make exceptions to the performance evaluation procedure where appropriate.

#### **SECTION 3.4 PROMOTIONS AND TRANSFERS**

The City may promote or transfer from within the City's workforce when it is in the best interests of the City to do so. Employees may prepare for and seek promotional and transfer opportunities. When practical, all positions are posted within City departments at the time of the external recruitment process. Promotions of sworn police officers and firefighters are governed by statutes and rules governing the activities of the Board of Fire and Police Commission and promotion of employees who are subject to the jurisdiction of the Civil Service Commission shall be governed by statutes and rules governing the operation of that body. Subject to the foregoing, Department Heads may promote or transfer eligible employees within their respective departments, except when the promotion creates an additional position, the Department Head shall first obtain approval by the City Manager and City Council.

All newly transferred or promoted personnel within the City shall be employed on an introductory status for a specific period (See "Probationary Period") from the date of transfer or promotion. When an employee transfers from one position to another position within the City, the transfer and rate of accumulation of vacation days, sick hours, and participation in a pension fund will be determined by the employee's initial date of full-time employment. Employees will not lose any accumulated benefits.

The City may change an employee or a group of employees from one job to another in the best interests of operating efficiency and meeting objectives. A transfer may take place within a department or between departments.

##### **Employee Transfers:**

An employee may be transferred to another department where such transfer shall not change the employee's pay, grade, or the date from which eligibility for consideration for a merit increase shall be counted.

##### **Promoted employees:**

When an employee is promoted to a position in a higher grade, the employee's salary will increase at least to the minimum salary of the new grade. If an employee is promoted to a position one grade higher, the increase will be at least the minimum salary of the new grade or the percentage difference between the old and new grades. If any employee is promoted to a position two or more grades higher, the increase will be at least the minimum or hiring salary of the new grade, or at least the percentage difference between the old and new grades, but not more than 10% percent more than the previous salary, without approval by the City Manager.

The timing of payment for the promotional increase shall be no later than the end of the first full pay period after the effective date of the promotion.

## **CHAPTER 4 EMPLOYMENT PRACTICES**

City of Collinsville Personnel Policy Manual

### **SECTION 4.1 PROBATIONARY PERIOD**

All newly hired and promoted employees shall be subject to a “probationary” period in order to provide time in which new and promoted employees may be observed to determine their work performance and to orient the employee to his/her work demands and surroundings. A newly hired or promoted employee’s evaluation shall be conducted at the end of his/her probationary period and based on the completion of the appropriate training for the position and satisfactory adaptation and performance in the position. At the end of the probationary period, the employee’s Supervisor shall complete a performance appraisal. The length of the probationary period will be explained to the employee at the time of hire or promotion. Unless otherwise provided by an applicable collective bargaining agreement or other contractual obligation, employment both during and after the probationary period is on an at-will basis.

### **SECTION 4.2 EMPLOYEE PERSONNEL FILES**

The City shall maintain an official personnel file on each employee, and each applicant for employment as prescribed by law, in the Human Resources Office. A change of personal status may have an important effect upon employee benefits. Therefore, employees should notify the Human Resources Office immediately of any change in the following:

1. Legal name
2. Home address or telephone number
3. Marital status – name of spouse, date of birth (date of marriage/divorce if after date of hire)
4. Number, names, and date(s) of birth of dependents
5. Name, address and telephone number of the person to be notified in case of emergency
6. Change of beneficiary
7. Military or draft status
8. Exemptions on the W-4 tax form

An employee may inspect his/her own personnel file twice a year in accordance with the Illinois Personnel Records Review Act. An employee wishing to inspect his/her personnel file should make an appointment with the Human Resources Department to review their file and the employee will be permitted to review that file in accordance with applicable Illinois State Law.

If an employee disagrees with the information found in his/her file, removal or correction of the information may be agreed upon by his/her Supervisor, a representative of the Human Resources Office and the employee. If agreement cannot be reached regarding the removal or correction of the employee's file(s), the employee shall be permitted to submit a written statement explaining his/her position. The statement shall become a permanent part of the employee's personnel file.

Employee personnel files and their contents are confidential and will not be made available to anyone, other than the employee, Human Resources, and those individuals in City management who have a need to know the information contained therein. Additionally, when legally compelled to provide information in an employee personnel file, such as in response to a valid subpoena, the City will comply with its legal obligations.

#### **SECTION 4.3 HOURS OF OPERATION AND WORK SCHEDULES**

In general, the City of Collinsville workweek begins at 12:00 a.m. on Saturday and ends at 11:59:59 p.m. on the following Friday. The normal workweek is a consecutive seven (7) day period. The normal workday is eight (8) hours. Full-time employees are generally scheduled for forty (40) hours of work during the workweek.

All department offices shall remain open over the noon hour for the convenience of the public. The listed office hours apply primarily to work hours for full-time office personnel. However, Police, Fire, and Public Works Departments' work schedules vary in accordance with service requirements as determined by the Department Head. The City Manager may, from time to time, amend the normal work schedule of each employment position within the City.

All City employees are expected to work the hours they are scheduled each week and to report for work promptly. Employees shall report promptly to their designated place of work at the designated starting time and shall devote their entire efforts during working hours to assigned duties. Excessive absenteeism, tardiness, or early departure may result in disciplinary action, up to and including immediate termination of employment.

#### **SECTION 4.4 LUNCH AND BREAK PERIODS**

Lunch and break periods may vary by department. Therefore, times and locations for lunch break periods shall be at the discretion of the Supervisor. Offices and departments that maintain services during meal periods shall allow regular full-time employees an unpaid meal period at a time scheduled by the Supervisor.

Employees may be required to stay on his/her work premises during the meal period as determined by his/her Supervisor.

#### **SECTION 4.5 OVERTIME/COMPENSATORY TIME**

For hourly employees, time and one-half (1.5) their regular hourly rate shall be paid for all overtime work (those in excess of forty (40) hours in a workweek) In general, overtime is considered work beyond forty (40) hours in any workweek.

In the case of exempt salaried personnel, it is implicit in the nature of their position that time beyond the normal work schedule may often necessarily be spent on the job. While some recognition of this additional work may be made by the City Manager, or respective Department Head, from time to time, it will be entirely at his/her discretion and not of a completely remunerative nature.

Hourly employees may earn compensatory time in lieu of overtime pay. For an employee to earn compensatory time, the employee must have worked at least forty (40) hours during the workweek (or the equivalent if the employee is on a schedule other than 40 hours per week). For each overtime occurrence, if an employee agrees to accumulate compensatory time instead of receiving overtime pay, he/she must receive consent to do so prior to accruing any compensatory time.

Compensatory time earned is the same rate as overtime earned; time and one half. The maximum number of hours of compensatory time that can be accumulated by an employee is eighty (80) hours. Compensatory time may be used at a minimum of one (1) hour increments and at a maximum of a two (2) work week increment (e.g., 80 hours for employees with a 40-hour workweek). Authorization of said time off must not unduly disrupt operations as determined by the authorizing supervisor. Employees must request, in writing, compensatory time leave at least one (1) week in advance of the requested time off.

Employees are required to utilize their accrued compensatory time by the end of the fiscal year in which the compensatory time was earned.

#### **SECTION 4.6 PAYROLL PERIOD AND PAYDAY**

The pay period for the City of Collinsville is for two weeks, beginning at 12:00 a.m. Saturday, and ending on the second Saturday at 11:59:59 p.m. City of Collinsville employees are paid bi-weekly and payday is on the following Friday. Department Heads are responsible for the recording of time worked by department employees and submitting time cards and time sheets to the Finance Department by 12:00 p.m. on the Monday preceding designated paydays. Direct Deposit of payroll is required for all City employees. Employees desiring to participate in direct deposit should contact the Finance Department for the appropriate forms.

#### **SECTION 4.7 PAYROLL DEDUCTIONS**

When an employee is hired by the City, he/she must submit to the City the following information:

1. Social Security number
2. Documentation proving authorization to legally work in the U.S.

### **3. Information for pension deduction**

Compulsory deductions currently include state and federal withholding, Medicare, Social Security and the Illinois Municipal Retirement Fund (for all employees working 1000 hours or more per year, except sworn Police personnel and Firefighters who contribute to their respective pension plans). The City also provides employees the opportunity to participate in several voluntary payroll deduction programs. Information on these programs may be obtained through the Human Resources Office. All changes in any employee's status or address must be reported to the Human Resources Office.

### **Complaint Procedure**

If you have questions about deductions made from your weekly salary, please contact the Finance Department. If you believe that a deduction from your salary has been taken in error, please report that concern to your Supervisor and the Finance Department. Any mistaken salary deduction will be remedied promptly.

### **Anti-Retaliation**

The City prohibits retaliation, in any form, against any employee who makes a complaint under this Policy or participates in the City's investigation of such a complaint. The City will reimburse the employee for any improper deductions and will take all appropriate corrective action to ensure that such deductions or conduct does not occur again.

## **CHAPTER 5**

## **EMPLOYEE CONDUCT AND DISCIPLINARY PROCEDURES**

City of Collinsville Personnel Policy Manual

### **SECTION 5.1 EMPLOYEE CODE OF ETHICS**

In accordance with the State Employees and Officials Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the "Act") as though the terms of said Act were expressly applicable to the City and City Ordinance No. 3598, the City of Collinsville shall regulate the solicitation and acceptance of gifts and political activities by any elected or appointed official or any employee and shall enforce those prohibitions in a manner substantially in accordance with the requirements of the Act. All service in the City shall be performed in an impartial manner, free of personal and political considerations. All employees of the City of Collinsville are expected to conform to this Code of Ethics. The following activities are prohibited during an employees' compensated time, other than during paid vacation or sick time, personal or compensatory time off.

#### **PROHIBITED POLITICAL ACTIVITY:**

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes. This does not include answering a public opinion poll.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective purposes or for or against any referendum question.
6. Assisting the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention
15. Participation in any recount or challenge to the outcome of any election, except to the extent that under subsection (d) of Section 6 of Article IV of the Illinois Constitution each house of the General Assembly shall judge the elections, returns, and qualifications of its members.
16. No employee shall intentionally perform any prohibited political activity during any compensated time other than during paid vacation or sick time, personal or compensatory time off. No employee shall intentionally use any property or resources of the City of Collinsville in connection with any prohibited political activity.
17. At no time shall any employee intentionally require any other employee to perform any prohibited political activity (a) as part of that employee's duties, (b) as a condition of employment, or (c) during any compensated time off such as holidays or vacation.
18. No employee shall be required at any time to participate in any prohibited political activity in consideration for that employee being awarded any additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any employee be awarded additional compensation or any benefit in consideration for his/her participation in any prohibited political activity.
19. Nothing in this section prohibits activities that are permissible for an employee to engage in as a part of his/her official duties, or activities that are undertaken by an employee on a voluntary basis which are not prohibited by this ordinance.

**GIFT BAN:**

In order to help avoid the appearance of impropriety or undue influence, City employees generally should not accept money, gifts, gratuities or anything of value from anyone in the course of employment with the City. Exceptions include gifts from co-workers for birthdays and holidays. In addition, City employees may accept items of nominal value from other such as tickets to sporting events, food items, meals that are part of a business meeting, gift baskets at holiday time and similar items of nominal value.

**5.2 STANDARDS OF CONDUCT**

Employees of the City of Collinsville are expected to remember that they are its representatives. City of Collinsville employees are expected to always conduct themselves in a manner which is a credit to the City.

All employees should keep in mind that they are public relations officers of the City and have an important part to play in developing and maintaining good public relations. All residents and co-workers shall be treated with fairness, courtesy, and respect. All employees are expected to maintain high standards of conduct, cooperation, efficiency, pride, productivity, and economy of public funds in their work for the City. Employees are also expected to display a proper regard for the welfare and rights of citizens and other employees.

When employees fail to meet the standards of performance or violate the reasonable rules of conduct, they may be dismissed, demoted, suspended, reprimanded, or otherwise disciplined as the circumstances warrant. An employee may be subject to disciplinary action for improper or inappropriate conduct, including, but not limited to, violations of work rules and general rules and regulations, unacceptable behavior, misconduct, poor performance, or unacceptable attendance.

In addition to other guidelines outlined in this Manual, administrative procedures, relevant rules, regulations, general orders, standard operating procedures and directives of the various departments, the City has established certain minimum standards of conduct. Some of types of behavior or conduct for which discipline shall be issued are listed below. Violations of such rules will subject the employee to disciplinary action, ranging from an oral reprimand to immediate termination of employment, as deemed appropriate by the Department Head and the City Manager. The following are illustrations and do not limit the right of the City to discipline or terminate an employee for any reason not prohibited by law. The City may revise or change these rules, as it deems necessary without prior notice.

1. Engaging in fighting, horseplay, or reckless conduct on City premises or while on City business.

2. Physically abusing, intimidating, offending, or coercing through verbal threats any resident, citizen, municipal official, fellow employee, or member of the general public. Using vile, intemperate, offensive, or abusive language, or acting in a disrespectful manner to any resident, citizen, municipal official, fellow employee, or any member of the general public.
3. Falsification or alteration of time sheets, personnel records, employment applications, attendance, or any other municipal records or documents.
4. Providing false information or information the employee should have known to be false, to any City official or representative during an investigation of a City or employment-related incident.
5. Refusing to cooperate with the City during an investigation of a City or employment-related incident.
6. Removing from City premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any City vehicle, equipment, supplies, tools, materials, or property, or the vehicle, equipment, supplies, tools, or property of a resident, citizen, municipal official, or fellow employee.
7. Destroying, damaging, defacing, abusing, wasting, or misusing City property, equipment, supplies, or materials, or the property, equipment, supplies, or materials of a resident, citizen, municipal official, or fellow employee.
8. Creating or contributing to an unsafe condition on City premises or failing to adhere to safe operating practices including the use of personal protective equipment.
9. Careless or unsafe use of City vehicles and equipment which results in injury to a person or damage to City or private property.
10. Failure to report any injury or accident.
11. Insubordination or refusal of a direct work order or assignment (whether written or oral) or other breach of discipline. Insubordination is defined as failure or deliberate refusal to obey an order given by a Supervisor.
12. Leaving the assigned place of work during work hours when not authorized to do so.
13. Selling, distributing, using, consuming, being in possession of, or having in your system alcohol, narcotic medication not prescribed, or illegal drugs, while on City premises, while conducting City business, while operating City equipment, or while in the performance of any other assigned duties.
14. Revealing confidential City information without proper authorization.

15. Being absent for three (3) consecutive days without proper notification to the City (this is considered a voluntary resignation). Excessive, unreported, or unexcused absences from work, including abuse of sick leave privileges.
16. Violation of the City's weapons policy.
17. Violating the Equal Employment Opportunity, Sexual Harassment, or Americans with Disabilities Act policies.
18. Sleeping, loitering, or wasting time on duty.
19. Engaging in outside employment during duty hours or during sick leave.
20. Engaging in outside employment which creates or can be perceived to create a conflict of interest.
21. Suspension or revocation of the employee's vehicle driver's license when the license is a condition of employment.
22. Any conduct that threatens to breach the duty of care by the City to its residents or to the community.
23. Incompetent, inefficient, negligent, or unsatisfactory performance of assigned work.
24. Excessive tardiness or early departures from work.
25. Allowing the political affiliation of the employee or of a resident or member of the general public to affect or in any other way influence whether a resident or member of the general public receives City services, or allowing the political affiliation of the employee or of a resident or member of the general public to affect or in any other way influence the type or quality of City services available or provided to a resident or member of the general public.
26. Any act which endangers the safety, health, or well-being of an employee or citizen, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or discredit the City.
27. Soliciting during working time or in work areas, collecting, distributing, or selling materials between employees, residents, or the general public during working time or in work areas. Work time does not include lunch periods or other periods when employees are not expected to be actively working.
28. Theft from the City or fellow workers.

29. Smoking in unauthorized areas.
30. Violation of any of the provisions of the Employee Code of Ethics as listed in Employee Code of Ethic section of this chapter.

### **SECTION 5.3 MEDIA RELATIONS**

The City strives to anticipate and manage crisis situations in order to reduce disruption to our employees and the citizens we serve and to maintain our reputation and overall standing in the community. To best achieve these objectives, the City will respond to the news media in a timely and professional manner only through designated spokespersons.

The Mayor and members of the City Council shall be the primary spokespersons of the City on all official actions of the City. If they are not readily available, the City Manager or his/her authorized designee shall be the primary spokesperson on all official matters of the City.

However, in order to provide for the practical need for reasonable accessibility to staff and dissemination of information, the City Manager's designated representative(s) and Department Heads, or their respective designees, may also furnish information to the media, consistent with their knowledge of the subject at hand and ability to act as a spokesperson for the City.

Prudence should be followed in making statements to the media, and respecting protocol within the organization. Any comments on proposed changes to established policy or procedures must be stated as a recommendation. Comments to the media or general public on decisions made by the City Council should be factual in nature when speaking as an employee of the City.

All news releases shall be approved by the City Manager or Department Head prior to being released.

### **SECTION 5.4 HARASSMENT**

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### **.5.5 ATTENDANCE**

Excessive absenteeism, tardiness, or early departure may result in disciplinary action, up to and including immediate termination of employment. "Excessive" shall be defined as those

absences occurring more than two (2) times per month (i.e., two consecutive days absent from work would be considered as one (1) occurrence). Employees that will be late for, or absent from, work must notify their Supervisor within one (1) hour of their normal start time. Failure to give such notice of tardiness or absenteeism shall result in disciplinary action, up to and including discharge. During a scheduled workday, absence from the employee's place of work must have prior approval of the Supervisor. Habitual lateness/tardiness shall result in disciplinary action, up to and including discharge.

If an employee is absent for three (3) or more work days without notifying his/her Supervisor and securing approval for the absence, the employee will be considered to have abandoned his/her job and voluntarily resigned. Employees must report an absence from work on the first day of the absence, unless physically impossible, to his/her Supervisor or Department Head. Failure to report absences will result in termination.

## **SECTION 5.6 HEALTH AND SAFETY PROGRAM**

The City of Collinsville is committed to providing and maintaining a healthy and safe environment for its employees in their work. Therefore, the City maintains a safety and health program. Check with your supervisor to determine what specific safety and health rules or programs apply to your department/position. In addition, any employee who observes a safety hazard in their work environment must report this to the employee's supervisor or to City Manager immediately. No reprisals or retaliation will take place for an employee reporting a legitimate safety hazard or concern.

## **SECTION 5.7 EMPLOYEE INJURY AND ACCIDENT REPORTING PROCEDURES**

### **Employee Accident/Injury Reporting**

An employee who has an accident or is injured on the job is responsible for the following:

1. Report the accident and/or injury to his/her Supervisor immediately, even if the incident does not warrant medical treatment. This is important because the longer an injury goes untreated, the greater the chance the injury will get worse. Employees may be subject to discipline if injuries are not reported immediately.
2. The Human Resources Office can refer the employee to a local clinic or the employee's doctor of choice.
3. Adhere to any drug or alcohol testing requirements.

### **Supervisor Accident/Injury Reporting**

1. Fill out the "Supervisor's Accident/Incident Investigation" form which can be found on the Human Resources Intranet site or in the Human Resources Office.
2. Turn in the completed form to the Human Resources Office within one business day of the accident so that Form 45:"First Report of Injury" can be sent to the City's insurance carrier.
3. If the investigation will take longer than one business day, inform the Human Resources Office of the accident/incident and that the reports will be forthcoming.

4. Ensure that the employee complies with this policy. If the employee attempts to give you a physician's statement or medical bill, do not accept it, but instead send it to the Human Resources Office.
5. Turn in all medical bills and physician's statements to the Human Resources Office within three business days of receiving them. Instruct physician to send all medical bills directly to the Human Resources Office, not to the employee's home or Department.
6. Doctor's reports on the status of the employee's injury/illness should be sent by the doctor directly to the Human Resources Office; not to the individual Department or Supervisor.

#### **Human Resources Accident/Injury Reporting**

1. Forward appropriate paper work to the Illinois Workers' Compensation Commission and the City's insurance carrier and/or third party administrator.
2. Notify the employee if the injury will be covered under worker's compensation.
3. Keep the Department Head and Supervisor informed of the employee's condition on a regular and on-going basis.

## **SECTION 5.8 WORKPLACE VIOLENCE PREVENTION**

The City of Collinsville is concerned with, and committed to, employee safety and health. Violence in the workplace is an unacceptable practice. Department Heads and Supervisors will make every effort to prevent violent incidents from occurring by recommending practices and procedures for employees to follow through its Health and Safety Program.

All employees shall adhere to work practices that are designed to make the workplace secure, and to minimize verbal threats or physical actions which create a security hazard for others in the workplace.

Department Heads shall be responsible for the assessment of employee and public vulnerability to workplace violence in City facilities, and recommend preventive action, and shall also work with Supervisors and Safety Committee members to determine the presence of hazards, conditions, operations, and other situations which might place workers at risk of occupational assault incidents. Training related to workplace violence for all employees, including Department Heads, Division Heads/Leaders, and Supervisors shall be provided through the Human Resources Office.

Employees shall report all incidents of workplace violence to their Supervisor, whether or not physical injury has occurred. The City of Collinsville will not discriminate against victims of workplace violence. All employees, including Supervisors and Department Heads are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Management is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated to, and understood by, all employees.

All incidents and threats of workplace violence shall be reported in writing by the Supervisor within twenty-four (24) hours of their occurrence. Each report shall be evaluated by the City Manager who shall, make recommendations on revising practices and/or procedures to prevent similar occurrences. The City shall maintain an accurate record of all workplace violence incidents in the Human Resources Office. The City of Collinsville will seek aggressive prosecution of any and all acts of workplace violence which constitute offense(s) of the Criminal Code in the Illinois Compiled Statutes.

## **SECTION 5.9 WEAPONS IN THE WORKPLACE**

The City of Collinsville prohibits, forbids and does not tolerate weapons on City property, or during any City-related business or activity. Weapons include visible and concealed weapons; including those for which the owner has necessary permits. Weapons may include, but are not limited to, firearms, knives with blades longer than four (4) inches, explosive materials or any other objects that could be used to harass intimidate or injure another individual, employee, or volunteer. This rule does not apply to sworn police officers carrying weapons pursuant to Police Department policy. Additionally, while this policy prohibits any sort of weapons in City buildings and property, an employee with a valid Illinois Firearm Conceal Carry permit may have

his concealed firearm in his own vehicle in a parking area and may store the firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area.

## **SECTION 5.10 SMOKING IN THE WORKPLACE**

In accordance with Illinois law, the City prohibits the smoking of any tobacco product throughout its facilities and also within 15 feet of any door, window, or ventilation opening. This includes both traditional cigar and cigarette products as well as e-cigarettes. Employees are prohibited from using e-cigarettes or any form of tobacco product inside City building or City-owned vehicles.

## **SECTION 5.11 DRUG AND ALCOHOL USE**

The City of Collinsville recognizes that drug abuse is a serious problem in the workplace and one for which there is no easy solution. It affects an employee's physical and mental health capabilities, thus inhibiting the employee from functioning productively on the job. From a safety perspective, an employee under the influence of drugs while at work may impair the well-being of other employees, the public at large, and may cause damage to City property.

Employees who are covered by Department of Transportation Drug & Alcohol Testing regulations are covered by a separate drug and alcohol testing program that is consistent with the applicable Department of Transportation regulations. For other employees, the City reserves the right to require any employee to submit to testing for the presence of illegal drugs and/or alcohol when the City has a reasonable suspicion that the employee has illegal drugs and/or alcohol in his system and after a job-related accident or injury. Tests for the presence of illegal drugs (but not alcohol) also may be conducted at any other time in the City's sole discretion.

Any employee who refuses to test when directed to do so or who interferes with testing will be subject to disciplinary action, up to and including immediate discharge. If the test results indicate the presence of alcohol or illegal drugs in an employee's system, the employee will be subject to disciplinary action, up to and including immediate discharged.

Nothing contained herein alters the City's policy of encouraging an employee with a drug and/or alcohol problem to seek and receive treatment for the condition before it results in a situation where discipline is to be imposed. An employee cannot avoid discipline by requesting such assistance after he/she has violated this policy.

Reasonable suspicion may be based on factors such as slurred speech, irregular or unusual speech patterns, impaired judgment, alcohol odor on the employee's breath, lack of coordination, unusual behavior such as inattentiveness, listlessness, aggression, hyperactivity, etc.

## **SECTION 5.11 USE OF CITY EQUIPMENT**

City-owned vehicles, equipment, tools, supplies, keys, and other such apparatus are provided by the City to enable employees to perform the duties and tasks required of them in a professional, efficient, and effective manner. Unauthorized and/or private use of City-owned property is prohibited except when such services are available to the general public. Violations of this section may result in disciplinary action, discharge, legal action, and/or criminal liability.

### **Section 5.11.1 Cellular Telephones**

Cellular telephones may be provided to employees of the City for the purpose of completing their duties in a professional and efficient manner. As such, cellular telephones may be used for official use only and may only be used for minimal personal use. Employees are responsible for the care and maintenance of cellular telephones assigned to them. Any damaged, malfunctioning, or lost cellular telephones must be reported to the employee's Supervisor immediately in order that the necessary repairs or replacement may be made in accordance with established administrative procedures. Employees are responsible for damage or loss of City-owned cellular telephones and if found to be negligent, may face disciplinary action. Employees are also required to comply with state and local regulations relative to the use of cellular telephones while driving a vehicle. No employee may view or send an e-mail or text message while operating a City owned vehicle or while operating any vehicle while on City business.

### **Section 5.11.2 Computer Equipment and Telecommunications System**

The City maintains for the benefit of its employees and their authorized agents, an extensive system of computer and telecommunication resources. City employees, officials, their agents, and all other authorized users are expected to use such equipment and resources in an efficient, effective, ethical, and lawful manner for legitimate and authorized City business. Users should not have an expectation of privacy in anything they create, store, send, or receive on the City's computer or telecommunications system.

The City's computer and telecommunication resources include, but are not limited to, host computers, file servers, application servers, mail servers, fax servers, communications servers, workstations, standalone-computers, laptops, software, and internal or external computer and communication networks (including Electronic Data Interchange networks, Internet, commercial online services, bulletin board systems, and electronic mail (email) systems) that are accessed directly or indirectly from the City's computer facilities.

The City has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by employees, and reviewing electronic mail sent and received by users. Department Heads shall have the authority to request in writing that the Department of Operations implement such monitoring

activity for specific users and/or work stations and to provide related monitoring reports to the requesting Department Head.

The term “user” refers to all employees, officials, independent contractors, and other persons or entities authorized to access or use the City’s computer and telecommunications system. Department Heads shall immediately notify the Department of Operations when an employee, who has had computer access, is leaving employment with the City.

**Users are governed by the following provisions regarding the general use and procedures for computer and telecommunications resources and services:**

**A. General Use and Ownership**

While the City of Collinsville desires to provide a reasonable level of privacy, users should be aware that the data they create on the City’s systems remains the property of the City of Collinsville. Because of the need to protect the City of Collinsville’s network, management cannot guarantee the confidentiality of information stored on any network device belonging to the City of Collinsville.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. For security and network maintenance purposes, authorized individuals within the City of Collinsville may monitor equipment, systems and network traffic at any time, per the City of Collinsville’s Audit Policy.

The City of Collinsville reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

**B. Security and Proprietary Information**

1. The user interface for information contained on Intranet/Extranet-related systems is classified. Employees should take all necessary steps to prevent unauthorized access to this information.
2. Employees must keep passwords secure and should not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months.
3. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging off (control-alt-delete for Win XP users) when the host will be unattended.
4. Use encryption of information in compliance with the Acceptable Encryption Use Policy.
5. Postings by employees from a City of Collinsville email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the City of Collinsville unless posting is in the course of business duties.

6. All hosts used by the employee that are connected to the City of Collinsville Internet/Intranet/Extranet, whether owned by the employee or the City of Collinsville, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
7. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse codes. If any incoming email is questionable, please seek the advice of the IT Coordinator.
8. Specific users may have access to social networks.

#### **C. Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempt from these restrictions during the course of their legitimate job responsibilities. Under no circumstances is an employee of the City of Collinsville authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the City of Collinsville owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

#### **System, Network and Internet Activities**

The following activities are strictly prohibited, with no exceptions:

1. Any sites that could be considered or construed in any light as illegal, sexist, racist, inappropriate, or otherwise violation of City policy should not be accessed by means of the City of Collinsville's computers.
2. Users of the City of Collinsville's computer and telecommunications system components are responsible for their good operation condition and as such, willful destruction to said components is prohibited.
3. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations including, but not limited, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the City of Collinsville is prohibited.
4. Unauthorized copying of copyrighted materials including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the City of Collinsville or the end user does not have an active license for is prohibited.
5. Use of the City of Collinsville's computers, computer equipment, and/or telecommunication system for unethical or unlawful purposes is strictly prohibited.
6. Fraudulent, harassing, embarrassing, sexually explicit, obscene, intimidating, defamatory, other otherwise offensive, unlawful, or inappropriate material

may not be transmitted, downloaded, uploaded, or stored via the City's computer equipment and/or telecommunications system is prohibited. Such material may not be sent or received through electronic mail, Internet relay chat, bulletin boards, or newsgroups.

7. Using the City of Collinsville's computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction is prohibited.
8. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The Department of Operations should be consulted prior to export of any material that is in question.
9. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) is prohibited.
10. User must scan all downloaded files and material stored on floppy disks or other magnetic or optical medium for viruses before being placed onto the City of Collinsville's computer and telecommunications system. Any virus outbreak shall be reported to the Department of Operations immediately.
11. Users may not use their own software or devices without authorization from the Director of Operations.
12. Streaming audio or video (e.g., Internet radio, YouTube, Hulu, etc.) consumes much needed network bandwidth and is prohibited. An acceptable use would include, but not be limited to, City related webinars or presentations.
13. Users, other than authorized technology personnel, shall not install, configure, change or reconfigure any system settings without authorization by the Director of Operations.
14. Resources of any kind for which there is a fee must not be accessed or downloaded without prior approval of the Director of Operations.
15. Revealing your account password to others or allowing use of your account by others is prohibited. This includes family and other household members when work is being done at home.
16. Making fraudulent offers of products, items, or services originating from any City of Collinsville account is prohibited.
17. Making statements about warranty, expressly or implied, unless it is a part of normal job duties is prohibited.
18. Effecting security breaches or disruptions of network communication is prohibited. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
19. Port scanning or security scanning is expressly prohibited unless prior notification to the network administrator (IT Coordinator) is made.

20. Executing any form of network monitoring which will intercept data not intended for the employee's host is prohibited, unless this activity is a part of the employee's normal job/duty.
21. Circumventing user authentication or security of any host, network or account is prohibited.
22. Interfering with or denying service to any user other than the employee's host is prohibited.
23. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet is prohibited.
24. Providing information about, or lists of, City employees to parties outside the City of Collinsville is prohibited.

#### **Email and Communications Activities**

1. The Internet, electronic mail, and the City's Intranet must be treated as formal communication tools. Therefore, each individual user is responsible for complying with this and all other relative City policies when using the City of Collinsville's resources for accessing the Internet and/or sending or receiving electronic mail.
2. Electronic mail messages and the transfer of information via the Internet or Intranet are not secure. Content of all communications via the Internet or Intranet should be accurate. Users must use the same care in drafting electronic mail and other electronic documents as they would for any written communication.
3. While established primarily for business use, it is recognized that employees' email accounts, on occasion, may be used for personal mail, similar to telephone usage. Because of this potential dual use, employees should keep in mind that anything sent, attached to, or received as an email, whether internally or externally, can be seized by the courts and used in defense of or against the City of Collinsville in legal proceedings. For this reason, anything that could be considered or construed, in any light as illegal, sexist, racist, inappropriate, unprofessional, unethical, or otherwise offensive should not be found anywhere on City of Collinsville email. If an employee is concerned that email received is not suitable or may be questionable in regard to the City's email policy, the employee should delete it immediately from his/her "Inbox" and/or "Sent Items".
4. Messenger chats (e.g. Yahoo Messenger, MSN Chat, etc.) acceptable use would include, but not be limited to, City related webinars or presentations.
5. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material, to individuals who did not specifically request such material is considered email spam and is prohibited.
6. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages is prohibited.
7. The City of Collinsville has invested in an internal email system which is used for day to day operations. Employees are not allowed to access any email

- system other than the one provided by the City. (Examples of unapproved emails include AOL, Yahoo, Hotmail, Gmail, etc.)
8. Unauthorized use, or forging, of email header information is prohibited.
  9. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies is prohibited.
  10. Creating or forwarding "chain letters", "Ponzi", or other "pyramid" schemes of any type is prohibited.
  11. Use of unsolicited email originating from within the City of Collinsville's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the City of Collinsville or connected via the City of Collinsville's network is prohibited.
  12. Posting the same or similar non-business-related messages to large number of Usenet newsgroups is prohibited.
  13. Mass emailing of advertising information for non-City related events is prohibited.

### **Social Networks/Blogging/Forums**

Access to Social Networks/Blogging/Forums by employees, whether using the City of Collinsville's property and systems or personal computer systems utilizing the City of Collinsville's networks, is also subject to the terms and restrictions set forth in this Policy.

1. Limited and occasional use of the City of Collinsville's systems to engage in personal Social Networks/Blogging/Forums is acceptable.
2. Employees are prohibited from revealing any City confidential or proprietary information, trade secrets or any other material when engaged in blogging or forums for a City project or research.
3. Employees are prohibited from making any discriminatory or harassing comments when blogging/forums or otherwise engaging in any conduct prohibited by the City of Collinsville's Equal Employment Opportunity policy.
4. Employees may not attribute personal statements, opinions or beliefs to the City of Collinsville when engaged in blogging/forums. Employees assume any and all risk associated with blogging/forums.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, the City of Collinsville's logos and any other intellectual property may also not be used in connection with any blogging/forum activity unless allowed by the Director of Operations.

### **D. Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### **E. Minimum Specifications**

In the interest of remaining compatible with the public and vendors, the City of Collinsville is primarily a "Microsoft" organization and will strive to use hardware and software that maintains an ease of interoperability between all existing and new systems. With this goal in mind, minimum configuration for all new computer purchase, both desktop and laptop, shall be in conformance with the minimum software and hardware standards.

#### **Section 5.11.3 Credit Cards**

Credit cards may be provided to employees of the City for the purpose of completing their duties in a professional and efficient manner. As such, credit cards may be used for official use only and may not be used for personal use or for purchasing alcoholic beverages. Unauthorized or private use of City-owned credit cards is prohibited. Corresponding receipts shall be attached to the expense credit card statement before processing. Any lost credit cards must be reported to the Finance Director immediately in order that the necessary replacement may be made in accordance with established administrative procedures. Employees are responsible for the use of authorized and assigned City-owned credit cards and if found to be negligent in their use may be required to face disciplinary action. Authorized users are also responsible for destroying expired credit cards appropriately. Authorized users shall be required to adhere to

the Purchasing Card Policy and sign an agreement to adhere to the terms of the policy. Violation of this policy may result in disciplinary action, up to and including discharge.

#### **Section 5.11.4 Keys**

City employees may use only the keys which they have been authorized to use. City keys shall not be provided to persons outside the employment of the City without approval from the employee's Supervisor. The loss of keys must be reported to the appropriate Supervisor immediately. Department Heads are responsible for the control and assignment of keys within their respective departments and facilities. Upon termination of employment, City keys are to be returned to the appropriate Supervisor.

#### **Section 5.11.5 Tools and Supplies**

City employees are provided tools and supplies for the purpose of completing their duties in a professional and efficient manner. Such tools and supplies are issued to employees for official use only and may not be used for personal use. Unauthorized or private use of City owned property is prohibited except when such services are available to the general public. Employees are responsible for the care and conservation of City tools and supplies. Any damaged, malfunctioning, or lost items must be reported to the employee's Supervisor immediately in order that the necessary repairs may be made in accordance with established administrative procedures. Employees are responsible for damage or loss of City property and if found to be negligent, may be required to replace the item and/or face disciplinary action.

#### **Section 5.11.6 City Vehicles**

City vehicles may only be used in the conduct of City business. Only permitted City employees, elected, and appointed officials shall be allowed to drive City-owned vehicles, as authorized by the respective Department Head and/or the City Manager.

##### **Permitted Use by Employee Issued City Vehicle**

- A. Employees may have minimal personal use of vehicle while conducting City business.
- B. Employees may take the vehicle to their residence if authorized by the City Manager.
- C. Employees assigned to other governmental agencies will use their assigned vehicle in accordance with the rules and regulations of that agency.
- D. Under unusual circumstances, the City Manager may grant an employee permission to use a vehicle in contradiction of the terms of this Policy.
- E. The City Manager's vehicle use shall be addressed in the City Manager's contract.

Vehicles are not to be taken home by the employee, unless authorized by the City Manager. City vehicles that are authorized to be taken home must be available for City business at all times. No passengers shall be transported in City vehicles other than those on City business, without the approval of the employee's Supervisor or the City Manager. Use of City vehicles shall be subject to IRS withholding rules and regulations.

Authorized users are responsible for the care, conservation and correct and safe usage of City vehicles. When using City-owned vehicles, authorized users shall make every effort to obey the laws of the City and the State, and will use every available precaution to safeguard the condition of the vehicle and the public. When not in use, City-owned vehicles and equipment shall be properly locked so as to avoid any theft or destruction. Smoking of all types is prohibited in all City vehicles.

Employees' Supervisors or the City Manager must be notified immediately of all damaged or lost property. If an authorized user experiences an accident, equipment loss, or damage to the vehicle derived from the negligence of the employee, he/she may face disciplinary action.

In the event an authorized user's driver's license is suspended or revoked, the user must immediately notify his/her Supervisor or the City Manager. Failure to do so may result in disciplinary action. In using the City's vehicular equipment, authorized users should keep in mind that they are representatives of the City government and that their conduct, in adhering to the rules of safety and courtesy on the road, is a reflection on the entire organization and its level of law enforcement. It is imperative that authorized users abide by these rules and regulations at all times, as well as all state, City and other applicable laws and regulations.

All employees of the City must report to their Supervisor, any moving traffic violations or accidents in which they are involved while on duty, or while using City vehicles. Any fines for violations incurred by the employee or authorized user under these circumstances must be paid for by the employee.

In addition, the employee and his/her Supervisor, or authorized user, are required to submit accident reports on forms designated for this purpose to the Human Resources Office as soon after the accident occurs as possible. Failure to adhere to this policy may result in disciplinary action, up to and including discharge.

Employees shall get authorization from their supervisor to use their personal vehicle when conducting City business. All City of Collinsville employees using a personal vehicle for the purpose of City business are required to have his or her own automobile liability coverage, as well as a current and valid driver's license (appropriate for the class of vehicle being driven on the job).

## **SECTION 5.12 FORMS OF DISCIPLINE**

Discipline refers to any oral and/or written reprimand, suspension without pay, demotion, or dismissal depending upon the seriousness of the situation and the incidence of prior violations.

Violation of City policies and rules may warrant disciplinary action as determined necessary by an employee's Supervisor. Forms of discipline that the City may elect to use include oral reprimands, written reprimands, suspensions, reductions in pay, demotions and/or terminations. The Supervisor, with the approval of the respective Department Head, may deviate from any order of progressive disciplinary actions and any of the following disciplinary action as deemed appropriate under the circumstances, up to and including immediate termination of employment. The City's policy for discipline does not limit or alter the at-will employment relationship between the City and the employee.

Discipline may include the following steps as considered appropriate to the infraction, but not necessarily in the following order:

1. **Oral reprimand:** An oral reprimand consists of a conference between the employee's Supervisor, or other City official issuing the reprimand, and the employee for the purpose of expressing disapproval of misconduct or poor work performance, clarifying applicable rules or standards of performance, policies, and procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline.
2. **Written Reprimand:** A written reprimand consists of a conference between the employee's Supervisor or other City official issuing the reprimand and the employee and a letter or notice expressing disapproval of the misconduct or poor work performance, clarifying applicable rules, policies or procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline.

The employee will be given an opportunity to review the written disciplinary letter or notice and to respond to it. The employee is required to sign the letter or notice, which means only that the employee has read the notice or letter and understands what it means, not that the employee necessarily agrees with the discipline. An employee will receive a copy of said notice. Copies of written reprimands shall be maintained in the employee's personnel file in the Human Resources Office. Written reprimands may be used for repeated misconduct of a minor nature or for more serious misconduct which does not warrant suspension, demotion, or dismissal.

3. **Suspensions:** Suspensions are a temporary removal from employment, accompanied by a concurrent temporary loss of the privileges of employment, including, but not limited to wages or salary. The employee's group health and life insurance coverage will remain in effect during the unpaid suspension. Suspensions may be used to discipline employees for serious misconduct or performance problems or for repeated misconduct or performance problems of a less severe nature.
  - A. Suspensions may be imposed for not less than one (1) but not more than five (5) days. Written notice of the suspension shall be placed in the employee's personnel file in the Human Resources Office.

- B. Suspensions of full-time police officers and firefighters are subject to the rules and regulations of the Board of Fire and Police Commissioners and other applicable state law. Suspension of employees hired through the Civil Service Commission is subject to the Civil Service Commission rules and regulations and other applicable state law.
  - C. Employees may be suspended without pay by their Department Head. The Department Head shall give written notification of the suspension to the employee, specifying the reason, duration, and effective date. This notice may be given to the employee after the fact, as in the case of an immediate suspension.
  - D. Suspended employees shall not be allowed to use any paid leave including vacation leave, sick leave, personal leave, or compensatory time during suspension.
4. **Demotion:** A demotion is the reduction in grade or class of employment or assignment to a position of less responsibility, with a corresponding reduction in wage or salary.
- A. All demotions shall be in writing, and written notice of a demotion shall be placed in the employee's personnel file in the Human Resources Office.
  - B. Demotion may be used to punish serious misconduct and may be used in addition to other forms of discipline, or may be voluntarily requested by the employee as allowed by state law.
  - C. Demotions must be approved by the City Manager.
5. **Discharge (Termination):** Discharge, or termination of employment, is the permanent removal from employment with the corresponding permanent loss of all privileges of employment with the City.
- A. Discharges must be approved by the City Manager.
  - B. Suspensions of full-time police officers and firefighters are subject to the rules and regulations of the Board of Fire and Police Commissioners. Suspension of employees hired through the Civil Service Commission are subject to the Civil Service Commission rules and regulations.
  - C. An employee may be recommended for discharge by the Department Head, with approval of the City Manager for any reason not prohibited by law, or no reason, with or without notice. Employees may be discharged for any improper or inappropriate conduct including, but not limited to, violation of work rules and general rules and regulations, unacceptable behavior, insubordination, intentional damage to or theft of City property, gross negligence in performing assigned duties, violation of the City's drug and alcohol policy, misconduct, poor performance, or unacceptable attendance, without ever having received an oral reprimand, a written disciplinary notice or letter, a suspension, a reduction in pay, or a demotion.

- D. Written documentation of the discharge shall be placed in the employee's personnel file in the Human Resources Office.

### **Appeals**

An employee may appeal any disciplinary action imposed by his/her Department Head by following the grievance procedure.

## **SECTION 5.13 GRIEVANCE PROCEDURE**

The grievance procedure is open to any full-time or part-time employee who believes that the treatment he/she has received on the job is inequitable or unfair, disagrees with the interpretation, application or compliance of the provisions of this Personnel Policy Manual, the issues of pay, promotion, demotion, discipline, job operations, performance review, conduct of fellow workers, or supervision needs to be corrected. All grievances shall be settled only in accordance with the grievance procedures herein set forth. No employee shall be disciplined or discriminated against in any manner because of his/her proper use of the grievance procedure.

A grievance may be filed by following the steps outlined below:

- Step 1:** All grievances in the first instance shall be submitted within ten (10) working days of the incident in writing to the employee's immediate Supervisor, who shall discuss the matter with the employee in an attempt to arrive at a satisfactory settlement. The Supervisor shall decide the grievance and shall respond thereto in writing within ten (10) working days after the written grievance was submitted, exclusive of Saturdays, Sundays, and holidays. No grievance shall be honored if it is not filed within ten (10) working days of the alleged occurrence. If the Supervisor does not reply within ten (10) working days, or if the employee is dissatisfied with the response of the Supervisor, the next step may be initiated. If the employee's immediate Supervisor is a Department Head, the grievance must be initiated at Step 2.
- Step 2:** The employee shall submit a written grievance to the Department Head. The Department Head shall discuss the grievance with the employee and respond in writing within ten (10) working days, exclusive of Saturdays, Sundays, and holidays after receipt of the grievance. If the Department Head does not respond within ten (10) working days, it shall be considered a "Grievance Denied". If the Department Head does not respond to the written grievance or the employee is dissatisfied with the Department Head's decision, the employee may initiate Step 3.
- Step 3:** The employee shall submit a written grievance to the City Manager within ten (10) working days following the Department Head's response in Step 2. The City Manager shall attempt to adjust the grievance as soon as possible, but shall give his/her response in writing to the employee within ten (10) working days after receipt of the written grievance. The decision of the City Manager is final. If a written grievance is appealed to the City Manager, the City Manager, regardless of his/her final decision, shall inform the Mayor and the City Council regarding the circumstances of the matter at the earliest opportunity.

Collective bargaining unit members' grievances shall follow the steps outlined in their current collective bargaining agreement.

## **CHAPTER 6 ABSENCE FROM WORK**

City of Collinsville Personnel Policy Manual

### **SECTION 6.1 DISABILITY LEAVE**

If it is determined that an employee's leave will extend beyond thirty (30) calendar days, employees with one (1) or more years of service credit under the Illinois Municipal Retirement Fund may apply for disability benefits. Pregnancy is included as a disability under IMRF if the employee is eligible. IMRF disability claims should be submitted to the Human Resources Office. Fire and Police disability claims should be submitted to their respective pension plan administrator.

City of Collinsville employees are presently covered by any one of three separate pension and disability plans. The plans are the Illinois Municipal Retirement Fund (IMRF), the Police Pension Fund, and the Fire Pension Fund. General municipal, police and fire personnel are subject to the regulations governing disability benefits in each of their respective plans. Employees who are not participants in the pension plans are not eligible for disability benefits. Specific eligibility requirements for benefits are included in the individual plans.

In the event an employee becomes eligible for disability benefits provided by any of the above named plans, he/she can decide when the disability coverage should begin. 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 of 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 administered in accordance with City policy after the disability period is over.

Employees should contact their respective pension plan administrator for additional information.

### **SECTION 6.2 FAMILY AND MEDICAL LEAVE**

#### **Provisions**

It is the policy of the City of Collinsville to comply with all provisions of the Family and Medical Leave Act (FMLA). This leave will provide eligible employees (defined as an employee who has been employed by the City for at least twelve (12) months and who has worked at least 1,250 hours during the 12 month period immediately preceding the date on which the employee's FMLA will begin) up to twelve (12) weeks of job protected unpaid leave of absence from work during a twelve (12) month period for the following family and medical reasons:

1. To care for the employee's child and/or to bond with the child after birth, or placement for adoption or foster care; Foster care must be formal; State action is required.

2. To care for the employee's immediate family member who has a serious health condition. Family member is defined as spouse, child, (natural, adopted, foster, or stepchild), sister, brother, and parent (including natural, step-mother, step-father, or legal guardian).
3. If the employee has a qualifying exigency arising out of the fact that the employee's spouse, parent, or child is a covered military member on active duty (or has been notified of a call or order to active duty) in support of a contingency operation.
4. To care for a serious health condition that makes the employee unable to perform his/her job.
5. To care for a covered service member (spouse, child, employee's parent or next of kin) who is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the national Guard or reserves who is on the temporary disability retired list, who has a serious injury or illness in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation or therapy, or otherwise in outpatient status, or otherwise on the temporary disability retired list. This type of leave is also available to care for a veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five year period before the employee first takes leave to care for the veteran who is undergoing medical treatment recuperation, or therapy for a qualifying serious injury or illness. This is called "Military Caregiver Leave".

An "Application for Family or Medical Leave" form is available in the Human Resources Office and 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 (if any). The request shall be submitted to the Supervisor, who, after recommending approval or denial, will forward the form to the Human Resources Office for final approval.

The City may require certification, on a periodic basis, of the employee's or family member's continuing serious health condition by the employee's or family member's health care provider. If the City has reason to doubt the validity of a medical certification, the City may require that the employee obtain a second opinion from a health care provider chosen by the City at the City's expense. If the first and second opinions differ, the City may require that the employer obtain a certification from a third health care provider at the City's expense, with the third health care provider to be agreed upon jointly by the City and the employee.

In the event that an employee suffers serious illness or injury and becomes eligible for, and receives, disability benefits provided by his/her pension plan prior to utilizing all of his/her sick leave and vacation leave, and such injury or illness is not covered by Worker's Compensation Insurance, City sick leave and vacation benefits will cease. The City requires employees to exhaust all available sick pay if the reason for the FMLA is the employee's own serious health

condition, followed by available vacation time while on FMLA leave. If the employee is receiving pay from any source such as worker's compensation, etc., he will not be required to use other paid time off (such as sick pay or vacation pay) while off on FMLA. Any unused sick leave and/or vacation leave will remain as a credit to the employee and will be administered in accordance with City policy after the disability period is over.

**Length of Leave:** Leave for reasons other than Military Caregiver Leave is a maximum of twelve (12) weeks in a 12-month period. The twelve (12) month period is a rolling twelve (12) month period measured backward from the date leave is taken and continuous with each additional leave day taken. This means that, if an employee requests FMLA on June 1 of a particular year, the City will go back to June 2 of the prior year and any FMLA time taken between June 2 of the prior year and June 1 of the current year will be deducted from the total 12 weeks of available leave.

For Military Caregiver Leave only, the 26 weeks of leave an employee is eligible to take is measured forward from the first day of leave. If the reason for any employee's leave qualifies the employee for leave under the FMLA, the City reserves the right to designate the time off as FMLA leave, regardless of whether the employee desires the time off to be designated as FMLA leave. The Human Resources Office is responsible for making such determination.

Employees on approved FMLA leave are required to use accrued sick leave, vacation leave, or personal leave time unless the leave time is covered by another source of pay such as worker's compensation. If the leave is for the employee's own serious health condition or that of a family member, sick pay must be used first followed by vacation pay. If the leave is not for the serious health condition of the employee or a family member (for example, for bonding with a child or for a qualifying exigency), paid time off (aside from sick pay) must be exhausted first and the leave can thereafter continue, if approved, on an unpaid basis. Employees shall not "accrue" sick leave while on Family Medical Leave, but will continue to "earn" vacation leave, updated upon his/her annual service anniversary date, as if he/she were not away from their job, in accordance with federal regulations.

During an employee's leave of absence for Family and Medical Leave, the employee's group health insurance and life insurance plan shall continue under the same conditions, as coverage would have been provided if the employee had continuously been employed during the leave period. Employees' contributions to premiums continue at the same level as if they were actively employed plus an additional administrative fee may be charged as allowed by law. If there is a change in the employee's share of premium costs, the employee will be notified of the change and expected to pay the premium they would have paid had they not been on leave. The employee is responsible to submit his/her portion of the insurance premium along with an administration fee, if any, as authorized by the Act, to the Human Resources Office by the first of each month. Employees, who have questions or desire clarification, should contact the Human Resources Office.

Employees are expected to return to work upon expiration of an approved FMLA leave. An employee who does not return to work upon expiration of FMLA will be considered to have voluntarily resigned, unless the reason for the employee not returning to work upon expiration

of an approved FMLA leave is that the employee's own serious health condition prevents the employee from returning to work and the employee has a disability as defined in the Americans with Disabilities Act. If this is the reason for the employee not being released to return to work upon expiration of an approved leave, the City will engage in the interactive process with the employee to determine if there are any reasonable accommodations that could be provided that would allow the employee to return to work. The interactive process is a discussion or series of discussions to determine if a reasonable accommodation exists that would allow the employee to return to work to his position or to another available position and a reasonable accommodation may also include another short period of non-FMLA leave.

### **SECTION 6.3 SCHOOL VISITATION RIGHTS ACT**

In accordance with 820 ILCS 147, Public Act 87-1240, the School Visitation Rights Act, the City of Collinsville will allow eligible employees unpaid leave of up to a total of eight (8) hours during any school year, no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. No unpaid leave in accordance with this Act may be taken unless the employee has exhausted all vacation leave, personal leave, and/or compensatory leave. Sick leave and disability leave may not be applied to school visitation leave as described under this Act. Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the City. Failure of a parent or guardian to submit the verification statement from the school to the City within two (2) working days of the school visitation will subject the employee to the disciplinary procedures as outlined in this Manual for unexcused absences from work.

### **SECTION 6.4 FUNERAL LEAVE**

All full-time employees are provided with up to five (5) paid business days, as funeral leave to attend the funeral, or handle related matters, caused by the death of a member of his or her immediate family. For the purpose of this section, immediate family is defined as spouse, child, (natural, adopted, foster, or stepchild), sister, brother, parent (including natural, step-mother, step-father, or legal guardian), mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, or grandchild. The Department Head must approve all funeral leaves. For other relatives the Department Head or his/her designee may grant an employee an emergency leave of absence for the day of the funeral without loss of pay. Funeral leave benefits for employees covered by an approved collective bargaining agreement shall be as set forth in such agreements.

Employees shall be allowed up to 3 days paid funeral leave in the event of a death of a family member other than the immediate family. The number of days of funeral leave allowed shall be at the discretion of the department head and shall be decided on a case-by-case basis, dependent upon the circumstances and the relationship of the family member to the employee.

Employees shall be allowed the option of using 2 days of any other form of accrued leave (sick leave, vacation, personal day) to attend the funeral of anyone other than those family members defined in the section above. Any additional time off desired in conjunction with a funeral as defined by this section shall be considered vacation and shall be subject to the appropriate approvals.

## **SECTION 6.5 HOLIDAYS**

The following holidays have been officially designated by the City Council as observed holidays. All full-time employees shall observe these days and shall receive regular pay. Employees governed by an approved collective bargaining agreement shall observe those holidays as stated in said agreement.

<b>Official Holidays</b>	<b>Day Observed</b>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Same as National Holiday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25

## **Weekends**

When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday. When a holiday falls on a Sunday, the following Monday shall be considered the holiday. If a holiday falls on a Saturday or Sunday and the preceding or following day is also considered an official holiday, the designated observed City holiday shall be as determined by the City Manager. The official schedule of observed holidays for the current fiscal year shall be available from the Human Resources Office.

## **Eligibility**

To be eligible for holiday pay, the employee must work the scheduled day before and after the holiday, with the following exceptions:

- If the day before and/or after is a normal day off from duty.
- If the employee is on an approved vacation leave or on an approved personal day before and/or after the holiday.

## **SECTION 6.6 JURY AND WITNESS DUTY**

If an employee is required to serve for jury or witness duty, he/she must submit a copy of the summons to his/her supervisor. Jury and witness duties are generally considered authorized absences from work and the employee will receive his/her regular base salary while performing these duties. Because the employee will continue to be paid by the City, the employee will be

required to turn over any remuneration received for performing jury service to the City's Finance Office.

#### **SECTION 6.7 MILITARY DUTY LEAVE**

The City complies with all applicable federal and state laws regarding time off for military duty. If an employee needs time off either for military training (including National Guard or reserve training) or is called to active military duty, let Human Resources know as soon as possible.

#### **SECTION 6.8 PERSONAL LEAVE**

The City of Collinsville shall grant one (1) day personal leave per year after the first six months of continuous employment without deduction from regular compensation, upon approval by the department head or his/her designee. Such leave shall not be accumulated.

#### **SECTION 6.9 SICK LEAVE**

Full-time employees and appointed officials of the City of Collinsville shall receive regular pay during unavoidable absence from work due to sickness or accident, at the rate of one and one-half working days for each calendar month of employment.

Any unused days so allowable during said anniversary year can be accumulated in succeeding years until an employee has accumulated a total of sixty (60) days of sick leave, except that no such allowance shall be made for any period during which pension payments are made.

Employees will be paid for one-half of the number of days of unused sick leave accumulated over the maximum sixty (60) days allowable. Payment is to be made in the last quarter of the fiscal year at the discretion of the Finance Director dependent upon workload. No employee will be entitled to more than nine (9) days in any one fiscal year.

An employee absent because of illness to himself/herself or absent because said employee has been exposed to contagious disease should contact his/her department head within (1) hour of his/her start time on the first morning of absence, but in no case should contact his department head later than 12:00 p.m.

If an employee uses two (2) consecutive sick leave days, the City reserves the right to have that absence confirmed by a medical doctor or other health practitioner. Sick leave claimed proceeding or following any scheduled days off, including vacations or funeral leave, must be accompanied by a doctor's certificate. No employee can be paid sick leave unless such employee abides by these rules.

If the head of a department shall determine the employee has charged an absence against sick leave pay although no actual sickness to the employee has occurred, said department head may

deduct the value of the absent time from employee's wages or salary and take such disciplinary action as he deems proper.

Sick leave benefits for employees covered by any approved collective bargaining agreement shall be as set forth in such agreements.

## **SECTION 6.10 VACATIONS**

Vacation leave time away from work will be considered as service time earned and will not affect seniority. Holidays observed during a vacation leave period shall not be charged against vacation leave. Any regular employee hired must have a minimum of six (6) months service in order to qualify for vacation pay.

Full-time employees are eligible for vacation benefits as shown below. Vacation benefits for employees governed by an approved collective bargaining agreement or any employment agreement for an appointed official shall be as set forth in such agreements.

Vacation allowances shall be earned on the employee's anniversary date and based on completed years of continuous service as follows:

<b>Years of Full-Time Service</b>	<b>Vacation Days (40 Hour Employees)</b>
After 6 months	1 week
1 <sup>st</sup> Anniversary	1 additional week
2 <sup>nd</sup> to 4 <sup>th</sup> Anniversary	2 weeks
5 <sup>th</sup> to 9 <sup>th</sup> Anniversary	3 weeks
10 <sup>th</sup> to 19 <sup>th</sup> Anniversary	4 weeks
20 <sup>th</sup> Anniversary and up	5 weeks

Employees shall be awarded one week vacation upon completion of the first 6 months of service. Another week shall be awarded upon the employee's first anniversary. The employee shall have until his second anniversary to use this vacation. All other vacation awarded shall be used prior to the employee's anniversary date, except as approved by the City Manager.

An employee who terminates will receive prorated vacation pay for all accrued vacation. An unused portion of sick leave and vacation time will be paid to the employee at the time of retirement or to beneficiary in the event of an employee's death.

Employees are encouraged to use available vacation for rest, relaxation and personal pursuit. If an employee is unable to use all earned vacation time in any given benefit year, he/she has the option to carry over up to 1 week (40 hours) of vacation into the next benefit year. Upon each employee's anniversary date, any hours over 40 of unused vacation WILL BE LOST.

### **Compensatory Time**

Employees are not permitted the choice of working for extra pay instead of taking their vacations.

## **SECTION 6.11 WEATHER-RELATED LEAVE**

In instances of weather-related absences, the City Manager, in consultation with Department Heads, shall determine if non-emergency employees will be excused from work with pay due to extreme weather conditions. If an employee is unable to travel to their work facility due to extreme weather conditions, the employee will be excused but unpaid. Non-emergency employees may use vacation, personal days, or compensatory time (if applicable) in such instances. Non-emergency employees released from work before the end of their work shift, shall be excused and paid for the remaining time not worked due to extreme weather conditions. The respective Department Head shall determine whether policies for emergency-related employees in the Fire Department, Police Department, Street Department, Water Department, and Wastewater Department.

## **CHAPTER 7 SEPARATION**

City of Collinsville Personnel Policy Manual

### **SECTION 7.1 DEFINITIONS**

Separation from employment with the City of Collinsville may be accomplished by discharge, layoff, resignation, and retirement, as hereinafter defined:

**Discharge:** Involuntary termination initiated by the City. Discharge or termination of employment is the permanent removal from employment with the corresponding permanent loss of all privileges of employment with the City.

**Layoff:** Involuntary separation initiated by the City due to the elimination of certain positions or a reduction in payroll because of changing and unforeseen circumstances.

**Resignation:** Voluntary separation initiated by the employee.

**Retirement:** Voluntary separation in accordance with provisions of the Illinois Municipal Retirement Fund (IMRF), Fire Pension Retirement Plan, or Police Pension Retirement Plan.

### **SECTION 7.2 DISCHARGE**

An employee may be discharged by the Department Head, with approval of the City Manager for any reason not prohibited by law, or no reason, with or without notice. Employees may be discharged for any improper or inappropriate conduct including, but not limited to, violation of work rules, violation of general rules and regulations, violation of standards of conduct, unacceptable behavior, insubordination, intentional damage to, or theft of, City property, gross negligence in performing assigned duties, intoxication in the workplace, misconduct, poor performance, or unacceptable attendance, without ever having received an oral reprimand, a written disciplinary notice or letter, a suspension, a reduction in pay, or a demotion. The City Manager must approve a discharge.

Any discharge of full-time police officers and firefighters are subject to the rules and regulations of the Board of Fire and Police Commissioners. Any discharge of Civil Service Commission employees are subject to the rules and regulations of the Civil Service Commission.

Employees of the City who are to be discharged shall be paid for all unused and accrued vacation leave at the time of termination. Unused vacation leave shall be determined as of the employee's last anniversary date that was prior to the date of discharge on a pro-rata basis determined by length of service. Full-time, hourly employees shall be paid for any unused compensatory time in accordance with FLSA regulations at the time of termination.

The discharged employee shall be entitled to an exit interview with the Assistant City Manager and may also schedule an exit interview with the City Manager or his/her designee.

### **SECTION 7.3 LAYOFF**

If the City finds it necessary to release an employee from his/her duties due to a lack of work and/or a reduction in the work force, the employee shall be given advance notice of ten (10) working days for non-supervisory personnel and twenty (20) working days for Supervisory personnel.

### **SECTION 7.4 RESIGNATION**

An employee who resigns from the City is expected to provide advance notice of resignation (ten (10) working days for non-supervisory personnel and twenty (20) working days for Supervisory personnel) to the employee's Supervisor. In the case of Department Heads and Supervisors, advance notice of thirty (30) working days shall be made to the City Manager. The employee shall be entitled to compensation for any unused vacation leave. Unused vacation leave shall be determined as of the employee's last anniversary date on a pro-rated basis determined by length of service. Full-time, hourly employees shall be paid for any unused compensatory time in accordance with FLSA regulations. Employees not covered by a collective bargaining agreement shall be paid for any unused sick leave as part of their voluntary separation provided the employee has vested in the IMRF fund or the Police or Fire Pension Fund and leaves the contributions to that fund until such time as they elect to receive pension benefits.

The employee's final paycheck (including any unused vacation and applicable compensatory time) shall be issued on the first normal pay date after resignation. The Department Head shall notify the Human Resources Office of the resignation and any remaining hours to be paid to the employee and shall forward the original timesheet(s) of the resigning employee to the Human Resources Office for verification and placement in the employee's personnel file, located in the Human Resources Office as soon as possible.

An employee who resigns in good standing may be eligible for re-employment at a future time, provided an opening is available and his/her qualifications for that position are satisfactory. If re-employed or re-appointed, the employee starts as a new employee insofar as continuous service, accumulated sick leave, and benefits are concerned. If an employee is re-employed at a later time, after 5 years of re-employment, past service credit years may be "bridged" or added to recognize previous and current service years for purposes of vacation leave. For example, if an employee worked for the City for 10 years, resigned in good standing, and at a later time became re-employed by the City for 5 years, they would receive vacation leave for 15 years of service.

## **CHAPTER 8 BENEFITS**

### City of Collinsville Personnel Policy Manual

#### **SECTION 8.1 DEFERRED COMPENSATION PLAN**

The City offers several government approved 457 Deferred Compensation Plans. These are voluntary programs and do not have an employer contribution. These plans allow employees to earn and invest money now, and pay taxes on it later. The employee's contribution is automatically deducted from his/her paycheck and applied to an account according to the employee's instructions.

#### **SECTION 8.2 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The City through a contracted outside agency provides the Employee Assistance Program (EAP) for all employees and their immediate family. Employee services available through the EAP include counseling regarding a broad range of issues such as parenting concerns, marital and family stress, emotional stress, personal problems, alcohol and drug abuse, and financial or legal problems. Supervisors may refer employees to the EAP or employees may choose to contact the EAP at any time their services are deemed to be needed. EAP services are provided by the City as a benefit for employees and their immediate family members at no charge. Use of the Employee Assistance Program is confidential.

The EAP is not an avenue of internal reporting. Employees with complaints of workplace wrongdoing including, but not limited to harassment, discrimination, retaliation, internal theft, fraud, substance abuse on the job, violence or threats of violence, workers' compensation fraud, etc., should immediately report such instances to their immediate Supervisor and/or Department Head. Detailed information on the City's Employee Assistance Program may be obtained from the Human Resources Office.

#### **SECTION 8.3 GROUP INSURANCE**

All regular full-time employees may participate in the comprehensive group health insurance plan provided by the City. Each new employee will receive a complete description of each plan offered by the City in the "New Employee Orientation" packet available through the Human Resources Office. Part-time, temporary and seasonal employees are not eligible for health insurance coverage.

The current health insurance coverage includes medical, hospitalization, dental, and vision care. Coverage is available for employees and dependents. The City currently pays the full premium for employee health insurance coverage and 75% of the cost of dependent health insurance coverage. The City also pays the premium for dental insurance coverage for those employees not covered by a collective bargaining agreement. Those employees covered by a collective bargaining agreement may elect to participate in the dental insurance program at their own

cost. Employees may contact the Human Resources Office for more information regarding rates.

## **SECTION 8.4 LIFE INSURANCE**

The City currently provides all full-time employees with life insurance coverage. The City provides \$55,000 in insurance to all Department Heads and non-union employees with salaries in excess of \$35,000 per year. The City provides \$35,000 in insurance to non-union employees earning less than \$35,000 per year. Employees covered by collective bargaining agreements are provided varying amounts as stated in their collective bargaining agreements. This coverage ends when employment with the City ends. Employees who retiree may elect to continue the life insurance at their own cost. Contact the Human Resources Office for specific information regarding life insurance coverage. Life insurance benefits in excess of \$50,000 shall be subject to withholding taxes per IRS guidelines.

## **SECTION 8.5 PENSION**

All full-time employees of the City participate in a pension plan. The different pension plans are as follows:

### **Illinois Municipal Retirement Fund**

All employees, except sworn police officers and firefighters, who are expected to work 1000 hours or more in a year are required to contribute to the Illinois Municipal Retirement Fund (IMRF), a statewide pension fund. Participation costs are collected through payroll deductions. The amount contributed is determined by State statutes. In addition, the City contributes an amount on behalf of each participating employee in accordance with State statutes. Employee contributions are tax deferred.

The IMRF also provides disability and death benefits to its members. Information regarding the IMRF and pension qualification requirements is available from the Human Resources Office.

### **Police and Fire Pension Funds**

Participation in these pension programs is subject to the rules and regulations of the fund. The City of Collinsville Fire and Police Pension Boards manage the funds in accordance with Illinois law.

## **SECTION 8.6 RETIREMENT BENEFITS**

### **Insurance Benefit**

Employees who have maintained continuous full-time employment with the City may continue participation in the existing group health and dental insurance programs upon simultaneous application for retirement or for permanent disability. If an employee chooses to continue the insurance upon retirement, the City will contribute an amount per month equal to the highest amount currently being provided in a City collective bargaining agreement at the time of retirement toward the retiree's premiums as long as the retiree remains on the City's insurance plan. Retiree benefits for employees governed by an approved collective bargaining agreement or any employment agreement for an appointed official shall be as set forth in such agreements.

### **Sick Pay Benefit**

Sick pay benefits are available upon retirement if an employee has maintained continuous full-time employment with the City and has accumulated sick days.

The City will pay retiring employees for earned sick leave up to a maximum of four hundred eighty (480) hours (sixty (60) earned sick days). Payment for up to four hundred eighty (480) earned sick leave hours shall be made in one (1) lump sum payment on the next available payroll after the employee's last day of work. The employee's termination date shall be the last day worked. The employee's health and dental insurance shall end at the end of the month in which the termination date falls, at which time the employee may begin paying the full premium(s) if continued coverage is desired.

Employees not covered by a collective bargaining agreement shall be paid for any unused sick leave as part of their separation pay for non-terminable separations provided the employee has vested in the IMRF fund or in the Police or Fire Pension Fund and leaves the contributions to that fund until such time as they elect to receive pension benefits.

### **SECTION 8.7 WORKER'S COMPENSATION INSURANCE**

The City shall provide workers' compensation benefits in accordance with Illinois Compiled Statutes. The City will pay for all necessary first aid, medical, and surgical services reasonably required to cure or relieve the effect of any accidental injury or disablement suffered by an employee arising out of, or in the course of, employment with the City. However, Illinois law provides that, in order to protect their eligibility for such benefits, employees are required to report their on-the-job injuries within 45 days of their occurrences.

Employees may, at any time, secure their own physician, surgeon, and hospital services for work-related injuries. The City, through its workers' compensation administrator, reserves the right to have another doctor of their choice also examine the employee as deemed necessary.

Employees injured on the job shall receive all benefits as provided in the Illinois Compiled Statutes. If a Police Officer or Firefighter is disabled for a period that is longer than that provided by statute, benefits shall then be coordinated with the City's insurance carrier.

The Illinois Workers' Compensation Commission is responsible for administering the law, providing information, assisting employees and employers, and resolving any disputes regarding employees' entitlement to benefits and the amount of benefits. Medical care, temporary total disability, permanent disability, disfigurement, and death benefits are provided to employees in accordance with the regulations of the Workers' Compensation System in Illinois. Detailed information regarding the rights and obligations of employees under the Illinois Workers' Compensation Act may be obtained from the Human Resources Office or from the Illinois Workers' Compensation Commission.

### **SECTION 8.8 VOLUNTARY SICK LEAVE (BANK) PROGRAM**

### **Objective**

The City of Collinsville Sick Leave (Bank) Donation Program is intended for the purpose of alleviating the hardship caused when employees lose compensation as the result of a catastrophic illness or injury. This program provides additional paid leave to employees who have exhausted accrued leave. The Sick Leave Donation Program does not alter, amend, or change the Sick Leave Policy for the City of Collinsville and is in no way meant to establish any precedent under the Sick Leave Policy.

### **Bank Operations**

For full information concerning participation in the voluntary sick leave bank program, contact Human Resources.

## **CHAPTER 9 MISCELLANEOUS**

### **City of Collinsville Personnel Manual**

#### **SECTION 9.1 EMPLOYEE IDENTIFICATION**

All City employees, as representatives of the City of Collinsville, shall be furnished photo identification cards. All costs for identification cards issued to an employee shall be borne by the City. Identification cards shall only be used in the course of conducting official business for the City. Identification cards may be obtained in the Human Resources Office.

#### **SECTION 9.2 PROFESSIONAL MEMBERSHIPS**

It is the policy of the City to encourage qualified employees to become members of professional organizations and associations, which are directly related to the employee's position with the City. The City, subject to approval by the Department Head, will pay annual membership fees as well as the costs associated with attendance at annual conferences and periodic luncheons. These payments will be subject to the amounts approved in the annual budget for this purpose.

#### **SECTION 9.3 TRAINING AND CAREER DEVELOPMENT**

The City is committed to providing and supporting employee training and career development and recognizes that attendance at and participation in seminars, conferences, workshops, and conventions is a valuable method for updating job knowledge, skills, and abilities. Requests by employees to attend such training should be submitted through their immediate Supervisor for review and approval. Outside training programs must be approved by the employee's Department Head in advance of the commitment.

##### **A. TUITION REIMBURSEMENT PROGRAM**

###### **Purpose**

The Tuition Reimbursement Program is designed to provide financial assistance to Collinsville employees that do not have the opportunity afforded through a collective bargaining agreement. The objective of this program is to allow employees to further their education while working for the City and fulfill their personal and professional goals, embracing an attitude of lifetime learning, and enabling them to become a provider of superior service.

###### **Eligibility**

Only active, full-time permanent employees of the City of Collinsville are eligible for the Tuition Reimbursement Benefit. Eligible employees must pass their probationary period before applying for this benefit and must be actively employed at the time of course completion. Prior to the course enrollment, the employee's department head must pre-approve the course chosen. If the course is an elective, or part of a degree plan, the employee must provide the

degree plan. Failure to comply with these prerequisites will result in denial of tuition reimbursement.

## **Program Details**

For complete details regarding the Tuition Reimbursement Program, including information about the types of courses qualify for reimbursement, please contact Human Resources.

## **SECTION 9.4 TRAVEL REGULATIONS AND REIMBURSEMENTS**

### **A. GENERAL REGULATIONS**

The City's goals are to allow travel arrangements that (1) demonstrate good stewardship of public funds, (2) provide equitable treatment of all personnel, and (3) allow travel in a manner that is dignified and reflects credit on the City of Collinsville. These regulations are applicable for all travel expenses incurred on behalf of the City by employees, elected officials, and board or commission members. Where these regulations do not adequately cover a travel situation, the City Manager may authorize exceptions.

No personal expenses will be reimbursed by the City. There is no objection to a spouse and/or other family members traveling on an official trip, but no expenses directly attributable to them will be reimbursed by the City.

### **B. TRAVEL ADVANCE**

A travel advance, in an amount not to exceed 80% of estimated out-of-pocket expenses for the trip, may be secured by use of the Travel Advance Request Form. The form should be approved by the Department Head and submitted to the Finance Department no later than two weeks prior to the date of the trip. An advance will be made in the form of a check.

### **C. TRAVEL EXPENSE REPORT**

Within two weeks after returning from a trip, a Travel Expense Report must be completed by the traveler, approved by his/her Department Head and forwarded to the Finance Department along with any unused portion of the travel advance. Required receipts should be attached to the travel expense report. If the purpose of travel is for a conference, seminar or other training program, an agenda should also be attached. If actual expenses exceed the travel advance, the excess amount will be reimbursed in the form of a check.

### **D. USE OF COMMERCIAL CARRIER**

Commercial carrier fares will be limited to "coach" or "economy" fares when such services are available. Travel to and from stations and airports may be by bus, limousine, taxi, or private vehicle (for which mileage will be paid), whichever is least costly. When possible, travel arrangements should be made with a City credit card or billed directly to the City. Receipts for transportation costs will be required.

### **E. USE OF VEHICLES**

City owned vehicles will be used for travel when available. Private vehicles may be used for travel on City business. Reimbursement will be based on the standard mileage rate (as determined by the IRS) plus tolls and parking charges.

When two or more people travel in the same private vehicle, reimbursement will be paid to the owner of the vehicle. Mileage reimbursement will be based on the actual number of miles driven while traveling on City business.

**F. TRAVEL TIME EXCEEDING ONE DAY**

Employees should not drive to meetings and conferences when the travel time in route to the destination requires more than one day. In such instances, no reimbursement will be made for any lodging, meals or other expenses incurred in route, unless prior approval is received from the City Manager.

**G. VEHICLE RENTAL**

There may be an occasion when rental of a vehicle may be appropriate (i.e. great distance between hotel and conference sites, or a group of City employees/officials traveling together). "Good Judgment" is encouraged when determining the need for a rental. The actual cost will be reimbursed and receipts will be required.

Rental car expenses will be authorized when it is less expensive than the use of a private vehicle as discussed in section E.

**H. LODGING**

Hotel or motel reservations are expected to be made well in advance to ensure that lodging is secured at moderate rates. Receipts for lodging will be required. Reimbursement of lodging will be limited to the minimum number of nights required to conduct City business. For example, if a conference opens on Sunday evening and closes Thursday, reimbursement for Sunday through Wednesday night would be allowed. If the traveler chooses to arrive earlier or stay later, the additional lodging and other expenses related to this decision are personal expenses and will not be reimbursed. There may be instances in which significant savings in travel expenses may be achieved by taking advantage of discount fares requiring an additional night's stay. Prior authorization by the Department Director will be required to utilize this arrangement.

No lodging expense will be reimbursed for meetings or conferences held in the St. Louis area unless prior approval is obtained from the City Manager.

**I. MEALS AND MISCELLANEOUS EXPENSES**

Per Diem is the allowance for meals and incidental expenses (gratuities, personal telephone calls, baggage storage, etc.) The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS). Employees authorized to travel overnight will be approved for a travel per diem at the meals and incidental expense rate as determined by the GSA. An employee need not collect or submit receipts to justify meal expenses and may receive an appropriate advance toward this per diem. All travel expenses included in the per diem should not be charged to a City issued credit card.

The per diem amount for a travel destination may be determined by consulting the GSA website ([www.gsa.gov](http://www.gsa.gov)) or the Finance Department. Please note that per diem rates are updated annually on October 1st.

Employees shall be paid one-half of the daily per diem amount for the day they leave on a trip if they leave after 1:00 p.m. or the day they return from a trip if they return prior to 5:00 p.m.

If the City is paying for any of the traveler's meals as part of the registration fee, hotel reservation or overall package for the trip, a deduction shall be made in the daily per diem. The deduction will be at the rate determined by the GSA in the meals and incidental expense breakdown.

Per Diem does not apply to local travel. Employees may be reimbursed for reasonable cost of meals at the discretion of the Department Director when attendance at meetings, seminars, conferences, etc. does not require overnight travel. Itemized receipts must be provided. Reimbursement will be made in the form of a check or from petty cash, if available.

**J. ENTERTAINMENT**

Only the following individuals have authority to make entertainment expenditures: the City Manager, department directors and elected officials. All others must have prior approval from the City Manager. The amount expended for entertainment must be reasonable and the purpose must be well defined and in the City's interest. The City will reimburse employees for actual expenditures related to entertainment only when receipts and documentation (including names and titles of individuals present) are submitted to the Finance Department.

**K. REGISTRATION FEES**

When possible, registration fees should be paid with a City credit card or billed directly to the City. Registration and tuition fees for pre-approved professional meetings, seminars and conferences will be reimbursed if not prepaid by the City. Receipts will be required.

**SECTION 9.5 UNIFORM AND CLOTHING ALLOWANCE**

Uniforms, uniform allowance, or clothing allowance may be furnished to certain City employees. Such uniforms must be kept clean, neat, and in good condition, and must be worn while performing duties for the City. At the time of separation from employment with the City, employees must return rented uniforms in good condition.

No advanced payments shall be made for uniforms and/or clothing. Reimbursement shall be made only after authorized purchases are made and receipts are submitted with an expense

voucher. Uniform or clothing allowance shall be subject to withholding taxes per IRS regulations.

## **SECTION 9.6 PERSONAL APPEARANCE AND WORK ATTIRE**

The City of Collinsville adheres to a philosophy that its employees are representatives of the organization and, as such, have a responsibility to project a professional appearance in a business setting. Reasonable dress standards and good grooming contribute to the City's image, as well as the morale of the employees, and subsequently to the productivity of the organization. Each City employee is therefore expected to dress appropriately according to the requirements of his/her position in order to promote a safe working environment and to project a professional image to the public, as well as fellow workers.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles and color are expected to be in good taste.
- Offensive body odor, excessive use of perfume, cologne, or aftershave lotion, and poor personal hygiene are not professionally acceptable.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.

In addition, particular departments may have other specific appearance rules or guidelines for employees in those departments.

### **All Employees**

Each employee knows the business situations that they will face on any particular day. Employee should dress accordingly so as to represent the City in the most favorable and professional manner. All employees should wear clothing that is neat, clean, and appropriate. Those employees, who are required to wear uniforms, will continue to do so. Those should be complete, clean, and in good condition.

For those employees in public view, who meet customers, attend meetings, or who have business appointments outside their department should dress according to the business needs for that occasion. The City will rely on employees to exercise good judgment.

While the City provides the opportunity for attire that is more casual on designated days, there may be times when job functions, such as business meetings, dictate wearing business attire on a "Casual Day". Common sense and good judgment are the keys in the application of casual attire. If an employee has a question regarding the appropriateness of the attire, he/she should check with his/her immediate Supervisor for guidance.

## **SECTION 9.7 LITIGATION INVOLVING CITY EMPLOYEES**

Any employee of the City who receives any summons, notice, or complaint alleging any claim or cause of action arising as a result of the performance of official duties as an employee of the City shall immediately notify his/her immediate supervisor and Department Head and furnish to him/her a copy of said summons, notice, or complaint who shall thereafter forward said materials to the City Manager.

The City Manager shall thereafter forward said summons, notice, or complaint to the City's insurance carrier. The City's insurance carrier shall make a determination whether it will undertake the defense of the employee and provide coverage for any damages resulting from the claim or cause of action under the terms of the City's policy. If the City's insurance carrier determines that the alleged claim or cause of action does not result in a circumstance included in the City's coverage, then the City Manager shall determine whether the claim or cause of the action did in fact arise as the result of the legitimate and reasonable performance of official duties. If the City Manager's determination is affirmative and, with the consent of the employee, the City of Collinsville shall undertake the defense of said claim or cause of action at City expense, and in the further event that a judgment is entered against said employee in the cause of action, the City of Collinsville shall indemnify the employee from any portion of the judgment not satisfied by the City's insurance carrier.

## **SECTION 9.8 DISCLAIMER**

This Manual, and the policies it contains, is not intended to form a contract of employment either expressed or implied. As such, the City of Collinsville Personnel Policy Manual may be varied from, amended, supplemented, or discontinued at any time, with or without notice. Furthermore, no policy, benefit, or procedure set forth in this Manual implies, or may be construed to imply, that it or any portion thereof is an employment contract. No property or tenure rights in employment shall be created, or deemed to be created, by this Manual. The text of this Manual is intended only to describe the policies and procedures of the City, relative to human resources management.

## **PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT FORM**

In the State of Illinois, it is presumed by case law that all employees are "at will". Except for employees under the jurisdiction of the Board of Fire and Police Commission or the Civil Service and rules governing those bodies and those governed by an approved collective bargaining agreement or other approved employment agreement, employment with the City of Collinsville is "at will". This means that both the employee and the City have the right to terminate the employment relationship at any time, for any reason not prohibited by law, or no reason, with or without notice. The at-will employment relationship cannot be modified, except by ordinance or by a duly authorized and executed collective bargaining or other written employment agreement. This Manual, and the policies it contains, is not intended to form a contract of employment either expressed or implied. As such, the City of Collinsville Personnel Policy Manual may be varied from, amended, supplemented, or discontinued at any time, with or without notice. Furthermore, no policy, benefit, or procedure set forth in this Manual implies, or may be construed to imply, that it or any portion thereof is an employment contract. No property or tenure rights in employment shall be created, or deemed to be created, by this Manual. The text of this Manual is intended only to describe the policies and procedures of the City, relative to human resources management.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Manager of the City of Collinsville has the ability to adopt any revisions to the policies in this handbook.

I acknowledge that I have received a copy of the employee handbook for the City of Collinsville. I also acknowledge that I have read this manual in its entirety and am familiar with its contents. The employee handbook describes important information about the City, and I understand that I should consult the Human Resources Office regarding any questions not answered in the handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

**EMPLOYEE'S NAME (printed):** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

