



# Personnel Policies

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## City of Collinsville

**ADOPTED BY ORDINANCE #4578**

**JANUARY 28, 2013**

**AMENDED BY ORDINANCE #XXXX**

**JANUARY 1, 2017**

*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.*

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## **CHAPTER 1 INTRODUCTION**

### ***SECTION 1.01 WELCOME***

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Congratulations on your employment with the City of Collinsville. In accepting employment with the City, you take the important responsibility of being 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 a representative of the City of Collinsville, you should 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 competitive salary. In return, you 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, please contact your immediate supervisor or the Office of Human Resources. 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 Please keep your Manual current by inserting the new pages and destroying outdated pages.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 1.02 BACKGROUND***

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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 that 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 chair 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 Mayor, appoints the City Clerk, City Treasurer, City Attorney, and Corporate Counsel with approval by the City Council, while the City Manager appoints all other positions.

### ***SECTION 1.03 PURPOSE AND MISSION STATEMENT***

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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. Systematic application of policies results in outstanding employee performance and morale.

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

### ***SECTION 1.04 APPLICATION AND SCOPE***

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This document is the City of Collinsville Personnel Policy Manual. This Manual assists employees in performing their duties and responsibilities. It does not 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, does not 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.

### ***SECTION 1.05 SUBJECT TO CHANGE***

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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. The City Council approves revisions to the policies outlined in this Manual. The City Manager must approve any procedural changes in this Manual. The City Manager shall determine policy that requires City Council review and policy relative to administrative procedural matters.

### ***SECTION 1.06 DEPARTMENTS***

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The City is organized into the following departments:

- Administration
- Finance
- Community Development
- Fire
- Police
- Public Works

### ***SECTION 1.07 ASSIGNMENT AND PERFORMANCE OF DUTIES***

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All City employees are subject to the general rules and regulations of the City as outlined 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 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 EMPLOYMENT TERMS

### ***SECTION 2.01 DISCRIMINATION, HARASSMENT, AND THE INTERACTIVE PROCESS***

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#### **Discrimination**

The City is committed to the principle of recruiting and selecting employees based on 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 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 are administered in accordance with the law as set forth in all applicable laws and regulations.

#### **Harassment**

Unlawful harassment in the workplace is 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 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 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".

#### **Interactive Process (Americans with Disabilities Act)**

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 that, if granted, would allow the employee to perform the essential functions of the employee's job.

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

### ***SECTION 2.02 RECRUITMENT AND SELECTION***

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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 2.03 NEPOTISM***

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Employment and personnel decisions shall not be made based on nepotism, or under circumstances that reasonably create the appearance of nepotism to the public. The City discourages 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.

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. "Employment" does not include uncompensated appointed service on City commissions, committees, boards, or volunteers.

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 Manual and have other family members employed by the City.

The following employment practices shall be prohibited:

- Hiring relatives of elected City officials, Fire and Police Commission Board members, or the City Manager;
- Supervising an employee by a family member who is also employed by the City.

Employees may supervise relatives who are hired for seasonal or temporary positions.

## ***SECTION 2.04 PHYSICAL EXAMINATIONS AND MEDICAL TESTS***

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After a conditional job offer has been made, an applicant will submit to a physical examination and drug screen provided 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 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.

## ***SECTION 2.05 RESIDENCY REQUIREMENT***

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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**

### ***SECTION 3.01 EMPLOYMENT DEFINITIONS***

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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**

With the consent of City Council, the Mayor duly and officially appoints an employee. 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 in a position which normally requires the performance of duty for thirty (30) hours or more per week and who is hired for a specific position, with no specific date upon which employment ends. The position is not temporary, seasonal, or part-time.

#### **Part-Time Employee**

An employee in a position which normally requires the performance of duty for less than thirty (30) hours per week and less than 1,000 hours per anniversary year and who is hired for a specific position, with no specific date upon which employment ends.

#### **Temporary Employee**

An employee 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 a specific date of ninety (90) days upon which employment ends.

#### **Seasonal Employee**

An employee in a position which normally requires the performance of duty for less than thirty (30) hours or fewer per week and who is hired for a specific season, with a specific date of ninety (90) days upon which employment ends.

#### **Hourly Employee**

An employee paid by the hour. An hourly employee is generally paid overtime for hours worked in excess of forty (40) hours per workweek.

### **Salaried Employee**

An employee paid a set rate for each pay period. A salaried employee may or may not receive overtime pay depending on the Federal Labor Standards Act classification of the position (see below.)

### **Exempt Employee**

An employee exempt from (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.

### **Non-Exempt Employee**

An employee not exempt from (entitled to) compensation at the rate of one and one half (1.5) times 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 3.02 COMPENSATION PLAN***

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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 pay increases 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 3.03 PERFORMANCE APPRAISALS***

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A program for evaluating the work performance of all employees in the City’s service shall be maintained. Human Resources, 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.

### ***SECTION 3.04 PROMOTIONS AND TRANSFERS***

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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.

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.

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.

## **CHAPTER 4      EMPLOYMENT PRACTICES**

### ***SECTION 4.01 PROBATIONARY PERIOD***

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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 4.02 EMPLOYEE PERSONNEL FILES***

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The City maintains an official personnel file on each employee, and each applicant for employment as prescribed by law, in the Office of Human Resources. An employee may inspect his/her own personnel file twice a year in accordance with the Illinois Personnel Records Review Act.

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 4.03 HOURS OF OPERATION AND WORK SCHEDULES***

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In general, the City of Collinsville workweek begins at 12:00 AM on Saturday and ends at 11:59:59 PM 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 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 4.04 LUNCH AND BREAK PERIODS***

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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 4.05 OVERTIME/COMPENSATORY TIME***

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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) Overtime is considered time actually worked beyond forty (40) hours in any workweek.

Hourly employees may earn compensatory time in lieu of overtime pay.

Compensatory time earned is the same rate as overtime earned - time and one-half.

#### ***SECTION 4.06 PAYROLL PERIOD AND PAYDAY***

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The pay period for the City of Collinsville is for two weeks, beginning at 12:00 AM Saturday, and ending on the second Saturday at 11:59:59 AM. 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 PM on the Monday preceding designated paydays.

Employees are encouraged to have their paychecks deposited directly into their bank accounts. Employees may use any bank, savings and loan or credit union that is a member of the Automated Clearing House and can accept electronic fund transfers.

Pay statements are provided for all employees electronically.

## ***SECTION 4.07 PAYROLL DEDUCTIONS***

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

- Social Security number;
- Documentation proving authorization to work legally in the United States;
- 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 Human Resources. All changes in any employee's status or address must be reported to Human Resources.



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

### ***SECTION 5.01 EMPLOYEE CODE OF ETHICS***

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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**

- Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
- 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;
- Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
- 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;
- 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;
- Assisting the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question;
- 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;
- 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;
- Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;

- 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;
- 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;
- Campaigning for any elective office or for or against any referendum question;
- Managing or working on a campaign for elective office or for or against any referendum question;
- Serving as a delegate, alternate, or proxy to a political party convention;
- Participating 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.

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.

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.

No employee shall be required at any time to participate in any prohibited political activity in consideration for any additional compensation or any additional benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise.

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 others 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.

## ***SECTION 5.02 STANDARDS OF CONDUCT***

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Employees of the City of Collinsville are representatives of the City and are expected to conduct themselves in a manner that is a credit to the City.

## ***SECTION 5.03 PERSONAL APPEARANCE AND WORK ATTIRE***

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Each City employee is 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.

## ***SECTION 5.04 MEDIA RELATIONS***

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The City will respond to the news media in a timely and professional manner only through designated spokespersons.

## ***SECTION 5.05 ATTENDANCE***

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Excessive absenteeism, tardiness, or early departure may result in disciplinary action, up to and including immediate termination of employment.

## ***SECTION 5.06 HEALTH AND SAFETY PROGRAM***

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The City of Collinsville provides a safe and healthy environment in which our employees, residents, visitors and customers can carry out their business.

## ***SECTION 5.07 WORKPLACE VIOLENCE PREVENTION***

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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. 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.

### ***SECTION 5.08 WEAPONS***

---

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 policy does not apply to sworn police officers carrying weapons pursuant to Police Department policy.

### ***SECTION 5.09 SMOKING***

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In accordance with Illinois law, the City prohibits the smoking of any tobacco product throughout its facilities and within fifteen (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 5.10 DRUG AND ALCOHOL USE***

---

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 their 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.

Employees who are covered by Department of Transportation Drug and Alcohol Testing regulations are covered by a separate drug and alcohol-testing program that is consistent with the applicable Department of Transportation regulations.

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.

### ***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 public. Violations of this section may result in disciplinary action, discharge, legal action, and/or criminal liability.

### ***SECTION 5.12 MOBILE EQUIPMENT AND RELATED SERVICES***

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The use of mobile phones, tablets, and similar devices, and related communication services by City employees in the course of their work is common. The City of Collinsville often provides these devices to employees to improve communication, productivity and work efficiency. City policies generally require City property to be used only for City business use. However, this policy recognizes that a portion of the use of Equipment/Services may be for non-business use, such as personal phone calls or emails.

As Internet service is a nearly ubiquitous household utility, similar to basic telephone service and electricity, the City does not provide reimbursement for home Internet connectivity. Employees who are required to have home Internet service to fulfill job requirements and for whom purchasing the service is a significant financial hardship may request an exception to this policy. Exceptions must be approved by the City Manager based on business necessity and demonstrated financial hardship.

### ***SECTION 5.13 COMPUTER EQUIPMENT AND TELECOMMUNICATION SYSTEMS***

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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 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.

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.

## ***SECTION 5.14 GENERAL USE AND OWNERSHIP OF INFORMATION***

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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. 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.

## ***SECTION 5.15 EMAIL AND COMMUNICATIONS ACTIVITIES***

---

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.

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.

## ***SECTION 5.16 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. Limited and occasional use of the City of Collinsville's systems to engage in personal Social Networks/Blogging/Forums is acceptable. 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.

### ***SECTION 5.17 CREDIT CARDS AND GAS CARDS***

---

Credit and gas cards may be provided to employees of the City for completing their duties in a professional and efficient manner. As such, credit and gas cards may be used for official use only and may not be used for personal use. Unauthorized or private use, including the purchase of alcoholic beverages, of City-owned credit and gas cards is strictly prohibited. Violation of this policy may result in disciplinary action, up to and including termination of employment.

### ***SECTION 5.18 ACCESS KEYS AND CARDS***

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City employees may use only the keys and access cards that they have been authorized to use.

### ***SECTION 5.19 CITY VEHICLES***

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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.

### ***SECTION 5.20 PROGRESSIVE DISCIPLINE***

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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.

## ***SECTION 5.21 GRIEVANCE PROCEDURE***

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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.



## **CHAPTER 6     ABSENCE FROM WORK**

### ***SECTION 6.01 DISABILITY LEAVE***

---

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.

### ***SECTION 6.02 FAMILY AND MEDICAL LEAVE***

---

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:

- 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.
- 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, stepmother, stepfather, or legal guardian).
- 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.
- To care for a serious health condition that makes the employee unable to perform his/her job.
- 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.”

### ***SECTION 6.03 SCHOOL VISITATION RIGHTS ACT***

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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.

### ***SECTION 6.04 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, stepmother, stepfather, 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.

### ***SECTION 6.05 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.

Official Holidays	Day Observed
New Year’s Day	January 1
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

## ***SECTION 6.06 JURY AND WITNESS DUTY***

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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.

## ***SECTION 6.07 MILITARY DUTY LEAVE***

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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 6.08 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 6.09 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 day for each calendar month of employment.

## ***SECTION 6.10 VACATIONS***

---

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:

Years of Full-Time Service	Vacation Days (40 Hour Employees)
After 6 months	1 week
1st Anniversary	1 additional week
2nd to 4th Anniversary	2 weeks
5th to 9th Anniversary	3 weeks

10th to 19th Anniversary	4 weeks
20th Anniversary and up	5 weeks

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

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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.

## **CHAPTER 7     SEPARATION**

### ***SECTION 7.01 DEFINITIONS***

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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, Fire Pension Retirement Plan, or Police Pension Retirement Plan.

### ***SECTION 7.02 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.

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 Board of Civil Service Commissioners.

### ***SECTION 7.03 LAYOFF***

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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 7.04 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.

## **CHAPTER 8    BENEFITS**

### ***SECTION 8.01 DEFERRED COMPENSATION PLAN***

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The City offers several governmental 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 8.02 EMPLOYEE ASSISTANCE PROGRAM***

---

The City provides an 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.

### ***SECTION 8.03 GROUP HEALTH INSURANCE***

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All regular full-time employees may participate in the comprehensive group health insurance plan provided by the City.

### ***SECTION 8.04 GROUP LIFE INSURANCE***

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The City currently provides all full-time employees with group life insurance coverage.

### ***SECTION 8.05 PENSION***

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All full-time employees of the City participate in a pension plan.

### ***SECTION 8.06 RETIREMENT BENEFITS***

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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.

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

## ***SECTION 8.07 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 forty-five (45) days of occurrence.

## ***SECTION 8.08 VOLUNTARY SICK BANK PROGRAM***

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The City of Collinsville Sick Leave (Bank) Donation Program is intended for 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.

## ***SECTION 8.09 PROFESSIONAL MEMBERSHIPS***

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The City encourages qualified employees to become members of professional organizations and associations, which are directly related to the employee's position with the City.

## ***SECTION 8.10 TUITION REIMBURSEMENT PROGRAM***

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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.

## ***SECTION 8.11 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.



## **CHAPTER 9 MISCELLANEOUS**

### ***SECTION 9.01 EMPLOYEE IDENTIFICATION***

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All City employees, as representatives of the City of Collinsville, shall be furnished photo identification cards.

### ***SECTION 9.02 TRAINING AND CAREER DEVELOPMENT***

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The City is committed to providing and supporting employee training, 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.

### ***SECTION 9.03 TRAVEL REGULATIONS AND REIMBURSEMENTS***

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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.

### ***SECTION 9.04 LITIGATION INVOLVING CITY EMPLOYEES***

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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.

### ***SECTION 9.05 DISCLAIMER***

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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. The Manual creates no property or tenure rights in employment. The text of this Manual is intended only to describe the policies and procedures of the City, relative to human resources management.