

***COUNTY OF PIKE***  
***POLICIES & PROCEDURES***

***County Board Approved***  
***4/5/22***

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## **1.1 Welcome Statement**

Welcome to employment with the County of Pike. The County relies upon its dedicated employees to provide the highest level of service to the citizens of Pike County.

This policy manual contains many of the County's policies. It is impossible to address every issue that may occur at work in this manual. If an issue is not addressed in this policy manual, please bring the issue to the attention of your Department Head or to the State's Attorney who will do their best to resolve any questions or concerns.

Elected office heads may adopt the policies and procedures of this County manual or may adopt separate policies and procedures in place of or in addition to this County manual to govern the internal operations of their respective offices. Employees of an elected office head shall follow the policies and procedures adopted by their elected office head. In cases where an elected office head has adopted this County manual as well as separate policies and procedures which conflict with this County manual, the separate policies and procedures of the elected office head will control.

Please acknowledge receipt and review of this policy manual by completing the acknowledgment form (Attachment #1) at the end of this manual and returning it to your Department Head.

## 1.2 At-Will Employment

**This policy manual and the individual policies contained herein do not create any contractual rights. You are an at-will employee. That means that the employment relationship is for no definite or determinable period of time, and regardless of salary, position or rate of pay may be terminated by either the County or by the employee at any time with or without cause or notice. Nothing in this policy manual is meant to alter that relationship in any manner.**

Furthermore, no manager, supervisor, or representative of the County has the authority to enter into any agreement or contract for employment for any specified duration, or to make any agreement, promise, guarantee or commitment that contradicts the above.

Any agreement that contradicts your at-will status must be approved by the County Board and will not be enforceable unless it is in writing and signed by you, your Department Head and by the County Board Chairperson. The agreement must specifically state that the at-will relationship between you and the County has changed and a new standard is to be applied.

Additionally, this policy manual cannot address every circumstance that may occur while you are performing your duties. It cannot list every act you are permitted or not permitted to do while employed or answer every question you may have.

Therefore, consult your Department Head if you have a question that this policy manual does not address. If something is not addressed in this policy manual, the County will act in its discretion and in accordance with the law.

The County also reserves the right to modify, supplement, or rescind any provision of this policy manual without notice.

Please note that only the County Board can approve changes to this policy manual and that those changes must be in writing and signed by the County Board Chairperson.

### **1.3 How to Use This Handbook**

You should use this policy manual as a guide regarding the County's policies. If you have any questions regarding the policies, please direct your questions to your Department Head.

## **1.4 Worker Classifications**

All employees contribute different skills and experience to the workplace. Duties and work schedules may vary by employee.

The County reserves the right to change this policy manual, including the employee classifications listed below, in its discretion and without notice.

Please also note that none of the classifications change the at-will relationship the County has with its employees.

### **Classifications**

The classifications are:

Full-Time Employees

Part-Time Employees

Contract Employees

Temporary Employees

Volunteers

### **Non-Exempt or Exempt**

Employees will also be classified as exempt or non-exempt.

Non-exempt employees are those employees that are eligible to receive overtime under state and federal law.

Exempt employees are employees that meet the criteria to be exempt from overtime under state and federal law.



## 1.5 Wage & Salary

### Non-Exempt Employees

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States receive at least the federal minimum wage for all hours worked and receive overtime pay, or alternatively for public employees, compensatory time off, at the rate of one and one-half hours for each hour worked over forty (40) in a workweek. Note that law enforcement and fire protection employees may be entitled to overtime on the basis of a different workweek. Employees who are subject to minimum wage and overtime laws are called “non-exempt.” If you are eligible for overtime pay or compensatory time off (including pay due under our personnel policies or pursuant to a collective bargaining agreement), you must maintain a record of the total hours you work each day. These hours must be accurately recorded using our time-keeping system. You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start early, finish late, work during a meal break, or perform any extra work unless you are authorized to do so in advance, and the time is reported on your time-keeping record. You are required to verify that the reported hours worked are complete and accurate and that you have not worked any “off-the-clock” or unrecorded time. Your recorded hours worked must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each workweek, you should submit your completed time record for verification and approval. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked.

### Exempt Employees

Section 13(a)(1) of the FLSA, however, provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. Job titles do not determine exempt status. In order for an employee to qualify as “exempt” from minimum wage and overtime, an employee’s specific job duties and salary must meet all the requirements of the Department of Labor’s regulations. If you are classified as an exempt, salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the County. This salary will be set at the time of hire or whenever you become classified as an exempt employee. Your salary may be subject to review and modification from time to time, such as during salary review time.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of

days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Deductions from an exempt employee's pay are permissible under the following circumstances:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts employees receive as jury or witness fees or for military pay;
- Or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the initial or terminal week of employment in the event you work less than a full week;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

An exempt employee's salary may also be reduced for certain types of deductions such as his or her portion of health, dental or life insurance premiums, state, federal or local taxes, social security, IMRF, or contributions to a 401(k) plan.

Please note that you will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. However, an exempt employee's salary will not be reduced for partial day absences if he or she does not have accrued paid time off.

### Accurate Time-Keeping

It is a violation of this policy for any employee to falsify a time-keeping record or to alter another employee's time-keeping record. It is a violation of the County policy for another employee, manager, elected or appointed official to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time-keeping record to over- or under-report hours worked. If any employee, manager, elected or appointed official instructs you to violate this policy, do not do so. You are to report it immediately to your Department Head or the County Clerk.

### Prohibition of Improper Salary Deductions

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any member of management, elected or appointed official from making

any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the County does not allow deductions that violate the FLSA.

#### Reporting Errors or Improper Deductions

We make every effort to ensure that all of our employees are paid correctly. Occasionally, however, an inadvertent error can occur. Please review your paystub every pay period. If you find an error, please call it to our attention immediately by reporting it to your Department Head.

If you believe that an improper deduction has been made from your salary, you should immediately report this to your Department Head.

Reports of errors or improper deductions will be promptly investigated. If it is determined that an error or improper deductions has occurred, it will be promptly corrected and you will be promptly reimbursed for any improper deduction made.

No employee will be retaliated against for reporting violations of this policy or for cooperating in an investigation of a reported violation.

## **1.6 Sick Leave**

*(The following policy applies ONLY to those employees not subject to a collective bargaining agreement or their own departmental policy.)*

### Allowance

A full-time employee, who has completed (30) days of continuous service, shall accrue one (1) day of sick leave for each completed month of employment, provided that the amount of accumulated sick leave shall not exceed one hundred twenty (120) days at any one time. Sick leave shall be allowed only for non-work-related personal illness, injury or disability of the employee or the employee's immediate family.

### Sick Leave Notification

In the event an employee is unable to work due to illness, injury or disability as provided above, the employee must notify their immediate supervisor of their absence and the nature of the illness/injury, at the earliest possible time, but no later than the start of their scheduled workday. The failure to provide such notification may result in the employee being off without pay and may subject the employee to disciplinary action as well. The employee must submit a request for sick leave pay as soon as possible upon their return to work, but no later than the first working day following the absence. The request must be made on the form provided by their Employer and all questions must be answered fully. The claim for sick leave pay must be approved by the employee's supervisor.

### Medical Examination

A doctor's statement (verifying the nature of the illness/injury, that the employee was examined by the physician, that the employee was unable to perform the duties of the position and that the employee can return to work) shall be provided for any use of sick leave of three (3) or more consecutive days, unless specifically excused by the employee's immediate supervisor. If the employee does not supply such statement/documentation or it is not deemed satisfactory, the request for sick leave may be denied and the time off shall be without pay.

### Abuse of Sick Leave

It is specifically agreed that the Employer retains the right to investigate sick leave usage and take corrective measures, including but not limited to, medical consultations (with an Employer-designated physician, at Employer expense), and counseling and discipline, up to and including discharge. Additionally, if an employee is suspected of abuse, or if the employee has prolonged, frequent, or a pattern of absences, the Employer reserves the right to take corrective action, including, but not limited to, requiring the employee to provide a physician's statement (verifying the nature of the illness, that the employee was examined by the physician, and that the employee was unable to perform the duties of the position), medical consultations (with an Employer-designated physician), counseling and discipline.

### Sick Leave Utilization

Sick leave shall be utilized in no less than one-half (1/2) day increments.

### Sick Leave Accrual

An employee shall not be eligible to earn sick leave during any pay period that an employee is off on sick leave, layoff, suspension, or approved leave of absence without pay for the entire pay period. If the employee remains on the active payroll and is receiving compensation for a work-related injury, the employee may continue to earn sick leave for a period not to exceed three (3) months from the date of the employee's injury.

## **1.7 Leave of Absence**

*(The following policy applies ONLY to those employees not subject to a collective bargaining agreement or their own departmental policy.)*

### Discretionary Leave

The Employer, at its discretion, may grant an employee an unpaid leave of absence. The Employer shall establish the terms and conditions of the leave.

### Military Leave

Military leave shall be granted in accordance with the applicable law, as it may from time to time be amended.

### Non-Employment Elsewhere

A leave of absence will not be granted to enable an employee to try for or accept employment elsewhere or for self-employment. Employees who engage in employment elsewhere, including self-employment, during any leave of absence, without written permission of the Employer, may be terminated by the Employer. Permission for employment during a leave of absence shall be determined on a case-by-case basis, after review of the circumstances and the reason for the leave of absence.

### Application For Leave

Any request for a leave of absence shall be submitted in writing by the employee to the immediate supervisor as far in advance as practicable. The request shall state the reason for the leave of absence and the length of time off the employee desires. Authorization for the leave of absence shall, if granted, be furnished to the employee by the supervisor and it shall be in writing.

### Funeral Leave

In the event of the death of a member of the immediate family, a full-time employee will be granted up to three (3) consecutive calendar days with pay as funeral leave if the employee attends the funeral. For purposes of this section, the immediate family shall be defined as spouse, children of the employee or spouse, parents of the employee or spouse, and brother or sister of the employee or spouse. In the event of the death of an employee's grandparent, an employee will be granted up to one (1) working day with pay as funeral leave if the employee attends the funeral. An employee may be required to provide satisfactory evidence of the death of a member of the family if the Employer has reason to believe abuse of this leave has occurred.

### Jury Duty

A full-time employee who is called for jury duty shall be excused from work for the days or portions thereof served. Employees shall receive the regular rate of pay for each day (or a portion thereof) of jury duty for which they would have otherwise worked. An employee must notify the Employer of the jury duty as soon as they become aware of it. During this time, if the employee is not actually performing jury duty the employee shall return to work for the remainder of the workday. Payment received for jury duty shall be returned to Pike County. However, mileage reimbursement shall be retained by the employee.

## **1.8 Personal Days**

*(The following policy applies ONLY to those employees not subject to a collective bargaining agreement or their own departmental policy.)*

A full-time employee shall receive three (3) personal days off with pay during each calendar year. A new employee shall receive one (1) personal day during their first calendar year of employment. Personal days shall not accumulate from one calendar year to the next and must be used in the calendar year received or will be forfeited. Personal days must be requested in advance, approved by the employee's immediate supervisor, and used only in two (2) hour increments.



## 1.9 Vacation Benefits

*(The following policy applies ONLY to those employees not subject to a collective bargaining agreement or their own departmental policy.)*

Vacation benefits shall accrue to full-time employees on their anniversary month of hire date of any calendar year in accordance with the following schedule:

<b>Years of Continuous Service</b>	<b>Vacation Time</b>
Employees with completion of 1 year of service from anniversary	5 working days
Employees with completion of 2 years but less than 5 years of service from anniversary	10 working days
Employees with completion of 5 years but less than 10 years of service from anniversary	12 working days
Employees with completion of 10 years but less than 15 years of service from anniversary	15 working days
Employees with completion of 15 years but less than 20 years of service from anniversary	17 working days
Employees with completion of 20 years or more of service from anniversary	20 working days

### Vacation Eligibility

Vacation shall not accumulate during any pay period when the employee is on layoff, suspension or approved leave of absence without pay for the entire pay period. If the employee remains on the payroll but is receiving compensation for a work-related injury, the employee may continue to earn vacation leave for a period not to exceed three (3) months from the date of the employee's injury

### Vacation Pay

Vacation pay shall be paid at the employee's regular straight-time hourly rate of pay in effect for the employee's regular job classification at the time of the employee's vacation.

### Vacation Scheduling

Employees desiring vacation shall submit their requests in writing on a form provided by the department head. Vacation shall be scheduled in so far as practicable at times desired by each employee with the determination of preference being made on a first come, first served basis. In the case of conflict during any advance scheduling period, the most senior employee shall be granted her preference. However, it is expressly understood that the final right to designate vacation periods and the maximum number of employees who may be on vacation at any time is exclusively reserved to the supervisor or their designee in order to ensure the orderly performance of the services provided to the Employer. Vacation can be scheduled on half (1/2) day increments and approved in advance by the employee's immediate supervisor. Absent an emergency, vacation more than one (1) day must be requested seven (7) calendar days in advance.

### Limitation on Accumulation of Vacation

No employee shall accumulate or carry over any vacation days from one year to the next. Any vacation not used by the end of the calendar year shall be forfeited. Provided, however, an employee may carry over up to (1) week of vacation into the next calendar year provided the vacation must be rescheduled and used on or before April 30.

### Pay Upon Termination

Employees shall receive compensation for all earned but unused vacation as of the employee's date of termination.

### Vacation Cancellation

In the case of an emergency, the employee's immediate supervisor may cancel and reschedule any or all approved vacation in advance of its being taken or recall back any employee from vacation in progress.

## **2.1 Discrimination, Harassment, Bullying and Sexual Misconduct**

### **Statement of Policy**

It is the County's policy that it will not tolerate or condone discrimination, harassment or bullying on the basis of race, color, religion, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status, or any other classification protected under federal or state law. Sexual misconduct is also prohibited. The County will neither tolerate nor condone discrimination, harassment, bullying or sexual misconduct by employees, managers, supervisors, elected officials, appointed officials, co-workers, or non-employees with whom the County has a business, service, or professional relationship. "Employee", for purposes of this policy only, includes any individual performing work for the County, an apprentice, an applicant for apprenticeship, or an unpaid intern. The County has appointed the State's Attorney as its Ethics Officer to receive and oversee investigations of complaints made pursuant to this policy and he is referred to in this policy as the County's "Ethics Officer". He can be contacted by email at [zboren@pikecountyil.org](mailto:zboren@pikecountyil.org) or by phone at 217-285-5646. The County reserves the right to change the Ethics Officer from time to time.

Retaliation against an employee who complains about or reports any act of discrimination, harassment, bullying or misconduct in violation of this policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this policy is likewise prohibited. The County is committed to ensuring and providing a work place free of discrimination, harassment, bullying, sexual misconduct and retaliation. The County will take disciplinary action, up to and including termination, against an employee who violates this policy.

As set forth above, sexual harassment and sexual misconduct are prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of this conduct explicitly or implicitly affects a term or condition of individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or;
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive work environment because of the persistent, severe or pervasive nature of the conduct.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or harassment based on any status protected by law. The following are illustrations of actions that the County deems inappropriate and in violation of our policy:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Retaliating or threatening retaliation after a negative response to a sexual advance or after an employee has made or threatened to make a harassment complaint.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
5. Verbal conduct such as making or using derogatory comments, using epithets or slurs, making sexually explicit jokes, or suggestive comments about a person's body or dress.
6. Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes about disabled individuals.
7. Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.

Sexual misconduct is strictly prohibited by the County and can include any inappropriate and/or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault, or ANY

sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications which are written, electronic, verbal, visual, virtual or physical).

## **Responsibilities**

### **A. Supervisors**

Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination, harassment, bullying or sexual misconduct;
2. Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois.
3. Immediately notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor.
4. Immediately stopping any observed acts of discrimination, harassment, bullying or sexual misconduct and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;
5. Immediately reporting any complaint of harassment, discrimination, bullying or sexual misconduct to the Ethics Officer; and
6. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment, bullying or sexual misconduct, pending investigation.

### **B. Employees**

Each employee is responsible for assisting in the prevention of discrimination, harassment, bullying and sexual misconduct through the following acts:

1. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination, harassment, bullying or sexual misconduct;
2. Immediately reporting any violations of this policy to a supervisor or the Ethics Officer and law enforcement (if appropriate under the

circumstances) and/or DCFS (if appropriate under the circumstances). Employees are obligated to report violations of this policy as soon as they occur. An employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All employees are obligated to report instances of prohibited conduct even if the conduct is merely observed and directed toward another individual and even if the other person does not appear to be bothered or offended by the conduct. All employees are obligated to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g. man, woman, supervisor, elected official, co-worker, volunteer, vendor, member of public);

3. Encourage any employee who confides that he/she is the victim of conduct in violation of this policy to report these acts to a supervisor.

Failure to take action to stop known discrimination, harassment, bullying or sexual misconduct may be grounds for discipline.

There is a clear line in most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

The County does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees.

### **Applicable Procedures**

The County takes allegations of discrimination, harassment, bullying and sexual misconduct very seriously. It will actively investigate all complaints.

It is helpful for the employee to directly inform the offending individual that the conduct is unwelcome and must stop. The employee should use the County's

complaint procedure to advise the County of any perceived violation of this policy as soon as it occurs.

#### **A. Bringing a Complaint**

Any employee of the County who believes that there has been a violation of this policy may bring the matter to the attention of the County in one of the following ways:

1. Advising his or her supervisor or the Ethics Officer for the County; or
2. Advising the offending employee's supervisor or the County Clerk in the event that the alleged harasser is the Ethics Officer.

If the complaint involves someone in the employee's direct line of command, then the employee should go directly to the Ethics Officer.

The complaint should be presented as promptly as possible after the alleged violation of this policy occurs.

The County will take steps to ensure that complaints made are kept confidential to the extent permissible under the law. Individuals who are involved in an investigation under this policy are required to keep the matter confidential to the fullest extent permitted under the law.

#### **B. Resolution of a Complaint**

Promptly after a complaint is submitted, the County will undertake such investigation, corrective and preventive actions as are appropriate. In general, the procedures in resolving any complaints can (but will not necessarily) include any of the following items:

1. A meeting between the employee making the complaint and an individual designated by the County to investigate such complaints. Important data to be provided by the complaining employee includes the following:
  - a. A description of the specific offensive conduct;
  - b. Identification of all person(s) who engaged in the conduct;
  - c. The location where the conduct occurred;
  - d. The time when the conduct occurred;
  - e. Whether there were any witnesses to the conduct;

- f. Whether conduct of a similar nature has occurred on prior occasions;
  - g. Whether there are any documents which would support the complaining employee's allegations;
  - h. What impact the conduct had on the complaining employee.
- 2. While not required, the County encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records.
- 3. After a complaint is submitted by the employee, the alleged offending individual should be contacted by a designated representative of the County. The alleged offending individual should be advised of the charges brought against him or her, and may be provided with a copy of the written statement of complaint made by the complaining employee (if applicable). The alleged offending individual should have an opportunity to fully explain his or her side of the circumstances, and may also submit a written statement, if desired.
- 4. After the alleged offending individual is interviewed, any witnesses identified by either the complaining employee or the alleged offending individual may be interviewed separately.
- 5. Once this investigation is completed, the County will take such action as is appropriate based upon the information obtained in the investigation. In the event that the County finds merit in the charges made by the complaining employee, disciplinary action will be taken against the offending employee. This disciplinary action may, but need not necessarily, include:
  - a. Verbal or written reprimand;
  - b. Placing the offending employee on a corrective action plan for a period of time to be identified;
  - c. Delay in pay increases or promotions;
  - d. Suspending the offending employee from work without pay;
  - e. Demotion;
  - f. Immediate termination.



6. Upon completion of the investigation, the County will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

When investigating alleged violations of this policy, the County looks at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by-case basis.

### **Non-Retaliation**

Under no circumstances will there be any retaliation against any employee making a complaint of discrimination, harassment, bullying or sexual misconduct. Any act of retaliation by any party directed against a complaining employee, an accused employee, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Complaints of retaliation should be addressed to the Ethics Officer or County Clerk. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act, 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

### **Discipline, Fines and Penalties**

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

### **False Reports Prohibited**

It is a violation of this policy for an employee to knowingly make a false report of discrimination, harassment, bullying, sexual misconduct or retaliation. An employee who is found to knowingly make a false report is subject to disciplinary action, as set forth in section **Applicable Procedures B. 5**, above.

### **Additional Resources**

If you have any questions concerning the County's policies on this matter, please see your supervisor or the Ethics Officer. Further information may also be obtained from the Illinois Department of Human Rights, 312-814-6200, or the Equal Employment Opportunity Commission (EEOC), 800-669-4000. Confidential reports of harassment or

discrimination may also be filed with these state agencies. For matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS) may be contacted by dialing 800-25-ABUSE.

Please acknowledge receipt and review of this policy by completing the acknowledgement form (Attachment 2) and returning to your supervisor.

## **2.2 Requests for Accommodation**

It is the intent of the County to provide equal opportunity in its workplace for applicants and employees. Circumstances may arise where a reasonable accommodation for an applicant or employee is necessary to meet this objective.

### **Accommodations for Disability**

The County will provide reasonable accommodation to any qualified individual with a disability as required under federal, state or local law so long as doing so does not cause the County undue hardship.

### **Other Accommodations**

In addition to providing reasonable accommodation to persons with a disability, the County will provide reasonable accommodation for disability relating to pregnancy and for employees needing a religious accommodation as required under federal, state or local law so long as doing so does not cause the County undue hardship.

### **To Make an Accommodation Request**

Employees should direct accommodation requests in person or in writing to their Department Head. All requests for accommodation will be evaluated on a case-by-case basis taking into consideration all known circumstances.

## **2.3 Conflict of Interest**

Employees of the County should not allow personal or financial interests or activities to interfere with their duties on behalf of the County. The County expects employees to advance the County's mission of serving the public. The County expects employees to apply their time and effort appropriately to the County's business, and to use the County's resources only for the County's business.

A conflict of interest is a situation in which an employee's financial or other personal interests may directly or indirectly affect or have the appearance of affecting, his or her responsibilities or judgment on behalf of the County. It is the policy of the County to conduct the affairs of the County with the highest ethical and legal standards. The same is expected of every employee. As such, employees are directed to avoid any situation which may create a conflict, or the appearance of a conflict, between an employee's personal or financial interests and his/her duties on behalf of the County.

Employees who have questions or concerns with respect to this policy or with respect to a possible conflict of interest are to direct their questions or concerns to their Department Head.

## **2.4 Employment of Relatives**

The County allows the employment of relatives under limited circumstances.

*Relatives* under this policy include:

Spouse/Partner, including common law spouse or civil union partner;

Parent;

Sibling;

Child;

Grandchild;

Under no circumstance will one relative be allowed to hire or supervise another or be in a position to influence the other's terms and conditions of employment.

## **2.5 Outside Employment or Work**

Employees are prohibited from holding outside employment if that employment poses a conflict of interest with the employee's work for the County or if the job duties or hours of the other position hinder the employee's ability to perform to the best of his or her ability in his or her position with the County.

Employees are expected to notify their Department Head of any outside employment.

## **2.6 Disclosure of Confidential Information**

In the course of your employment, you may have access to information, including but not limited to, private or personal information about other employees or citizens of the County of Pike that is confidential. Confidential information generally includes information that is exempt from disclosure under the Freedom of Information Act including but not limited to social security numbers, driver's license numbers, biometric identifiers, personal financial information, medical records, home and personal telephone numbers, personal email addresses, home addresses, personal license plate numbers, other information where the disclosure would constitute a clearly unwarranted invasion of privacy or information which is specifically exempted from disclosure by law. The disclosure of confidential information is strictly prohibited.

Any questions regarding whether information is confidential should be referred to your Department Head.

## **2.7 Safety**

Safety is a priority at the County and the County is committed to providing a safe workplace for its employees and all visitors to the workplace.

Employees are required to do their part including wearing reasonably necessary safety equipment, following safety protocols, following manufacturer instructions for equipment and machinery, and using common sense.

### **Reporting Safety Incidents and Concerns**

Employees should report safety incidents and concerns, including any injury, near injury or unsafe condition, to their Department Head immediately.



## 2.8 Preventing and Reporting Workplace Violence

The County prohibits violence in the workplace. Violent behavior is strictly prohibited on County property, on adjacent property, while working at any location on behalf of the County, in County vehicles or during events sponsored by the County. This prohibition includes not only actual acts of violence, but also direct or implied threats of violence. Employees who exhibit or threaten violent behavior will be subject to criminal prosecution and disciplinary action up to and including termination. The County takes all reports of violent behavior seriously, and will take appropriate action to investigate complaints and/or report complaints of violent behavior to law enforcement as appropriate.

Any employee who becomes aware of violent behavior or the threat of violent behavior (whether by another employee or by any other person) is directed to inform his or her supervisor immediately. Supervisors are directed to report all reports of violent behavior or threats of violent behavior immediately to the Sheriff who will conduct a prompt and thorough investigation. **In the case of an imminent danger, an emergency situation, or actual or suspected criminal conduct, employees and supervisors are directed to immediately contact law enforcement.**

The following is a non-exhaustive list of violent behavior that is prohibited by this policy:

- Fighting
- Physical restraint or confinement
- Assault
- Battery
- Horseplay
- Stalking
- Intentionally endangering the safety of another person
- Violent destruction of property
- Any other act that a reasonable person would perceive as a violent act.

## **2.9 Safe Driving**

Safe driving of County vehicles or your own vehicle while conducting County business is required at all times.

The County prohibits the following acts while driving County vehicles or while driving another vehicle while performing duties for the County:

- Driving under the influence of alcohol or drugs;
- Operating any vehicle without a license;
- Disobeying any traffic laws;
- Operating a vehicle carelessly or negligently;
- Driving a vehicle without the use of a seatbelt or safety restraint;
- Operating a vehicle while holding or manually operating a cellular phone or other electronic device;
- Disabling vehicle safety devices, like airbags;
- Driving while distracted.

Violation of this policy may result in disciplinary action up to and including termination.

## **2.10 Computer, Internet and Network Usage**

The County has e-mail and internet access systems in place for County business. We also have software and systems in place that can monitor and record all internet usage. The e-mail and internet access systems in place are the sole property of the County. The technology is in place for business related to the County. Employees may use the technology for limited personal purposes as long as that use does not interfere with the employee's work, or jeopardize the integrity of the County computer system, e-mail system or internet access. The technology may not be used for any purpose which would violate County policies or state or federal law. If an employee is found to be abusing the technology, his or her access may be limited or eliminated altogether. An employee is also subject to discipline, up to and including termination. Nothing on the internet system or any property of the County, including phones or voice mail, is or can become the private property of any employee.

**THERE CAN BE NO EXPECTATION OF PRIVACY OR ASSURANCE OF CONFIDENTIALITY FOR ANY MESSAGES OR FOR ANY USE OR PATTERN OF USAGE OF THE COUNTY INTERNET, PHONES OR ANY OTHER PROPERTY, EXCEPT AS OTHERWISE AUTHORIZED BY ILLINOIS SUPREME COURT RULES.**

### **Management and Administration of the Internet and Phone System**

We want you to be aware that our security systems are capable of recording for each and every user, each World Wide Web site visit, each chat, and each newsgroup or e-mail message accessed on each computer station within the County. The system is also capable of recording each file transfer into and out of our internal networks. We reserve at all times the right to monitor such activity. No employee should have any expectation of privacy as to any internet usage or telephone system. The management of the County may review internet activity, voice mail messages, and analyze usage patterns in an effort to maintain the highest levels of productivity. We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with this policy.

The system must never be used to create or access offensive or disruptive messages. The display or access of any kind of sexually explicit image or document on the County system is a violation of both this internet policy and the County's nondiscrimination and harassment policy. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources. The County may use independently-supplied software and data to identify inappropriate or sexually-explicit internet sites. We may block access from within our networks to all such sites. If you find yourself inadvertently connected to a site that contains sexually explicit or offensive material, you must immediately disconnect from that site, regardless of whether that site has been previously deemed acceptable by any monitoring, screening or rating program.

The County's internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, county, province or other local jurisdiction in any material way. Use of any County resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement agency in the investigation of such activity.

Any software or files downloaded via the internet into the County network become the property of the County. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

No employee may use the County facilities knowingly to download or distribute pirated software or data. No employee may use the County's internet facilities to deliberately propagate any virus, worm, "Trojan horse," or trap-door program code. No employee may use the County's internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Each employee using the internet facilities of the County shall identify himself or herself honestly, accurately and completely, including the County affiliation and function, when participating in County related chat groups, newsgroups, message boards, or discussion lists, or when setting up accounts on outside computer systems on behalf of the County. Employees may not represent their statements as official County policy or practice without proper authorization. Participating in non-County related chat groups, newsgroups, message boards or discussion lists by use of the County hardware is prohibited.

Any material posted to any forum, newsgroup, chat group, or internet site in the course of an employee's duties remains the property of the County.

Employees are reminded that chat groups and newsgroups are public forums where it is inappropriate to reveal confidential County information, personal data, trade secrets, and any other material covered by existing County confidentiality policies and procedures. Employees releasing protected information via any internet facility, whether intentional or inadvertent, may be subject to disciplinary actions, including termination.

Use of the County internet facilities to commit infractions such as misuse of County assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are also prohibited by County policy, and will be subject to discipline, including termination.

Since what material may be deemed offensive can vary between colleagues, customers, employees or suppliers, it is a violation of the County policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the County's business activities.

Employees may from time to time use the County internet facilities for non-business research outside of work hours provided they request permission from their supervisor before engaging in such use and provided all other usage policies are observed.

The County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on any individual employee's internet activities.

Employees must take care to understand federal and state copyright, trademark, libel, slander and public speech control laws so that our use of the internet does not violate any laws which might be enforced against us.

Employees with internet access may download only software with direct business use, and must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its license.

Employees may not use the County's internet facilities to download entertainment software or games, or to play games over the internet, including games against opponents.

Employees with internet access may not use the County's internet facilities to download images or videos unless there is an explicit business-related use for the material.

Employees with internet access may not download any software licensed to the County or data owned or licensed by the County without explicit authorization from the supervisor responsible for the software or data.

## **Technical**

No employee may create or implement any password other than the password issued by the County for voice mail, network or internet access, without permission of the employee's Department Head.

## **Security**

The County has installed a variety of firewalls, proxies, address screening programs and other security systems to assure the safety and security of the County's networks. Any employee who attempts to disable, defeat or circumvent any County security facility will be subject to discipline, including immediate termination.

Computers that use their own modems to create independent data connections sidestep our network security mechanisms. An individual computer's private

connection to any outside computer can be used by an attacker to compromise any County network to which that computer is attached. That is why any computer used for independent dial-up or leased-line connections to any outside computer or network must be physically isolated from the County's internal networks. Only those internet services and functions with documented business purposes for the County will be enabled at the internet firewall.

**EMPLOYEES WHO MISUSE THE COUNTY'S INTERNET/EMAIL SYSTEM MAY BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION. REMEMBER THAT YOU HAVE NO EXPECTATION OF PRIVACY REGARDING COUNTY EQUIPMENT OR PROPERTY, INCLUDING BUT NOT LIMITED TO DESKS, COMPUTERS, INTERNET ACCESS, VOICE MAIL, OR E-MAIL, EXCEPT AS OTHERWISE AUTHORIZED BY ILLINOIS SUPREME COURT RULES.**

## **2.11 Security of Portable Data Storage Devices**

The County requires that employees who have been issued a County laptop or tablet computers, cell phones and other information storage devices take certain precautions to prevent theft or data breach.

With all portable data storage devices such as laptop or tablet computers, cell phones or other information storage devices the County requires that:

Strong passwords are used to secure information on the device;

No unauthorized persons are allowed to access the information storage device;

Username or passwords are not shared with any person, with the exception of authorized employees;

Only authorized hardware, software or information security programs are installed on the device with authorization and approval from management;

Care is taken to ensure the device is properly locked and secured when it is not in the immediate possession of the employee.

In the event that a device is lost or stolen, or in the event that information security has been breached, employees are to advise their Department Head immediately.

## **2.12 Cell Phones**

Employees are prohibited from using cell phones when engaged in the following activities:

While driving or operating a moving vehicle unless a hands free device is used;

While operating machinery;

While in close proximity to moving equipment or machinery;

At any time when the use of a cell phone might place you or others at risk.

Employees are discouraged from conducting personal business on portable electronic devices during work hours. Personal cell phone use during work hours should be limited to emergency situations. Employees are expected to mute or lower the ring tone volume on their personal cell phones during work hours so as not to disturb others. If cell phone use during work hours becomes necessary, employees are expected to exercise courtesy towards others in the workplace and to avoid being loud or disruptive.



### **2.13 Equipment/Supplies**

The County provides equipment and supplies to assist employees in performing their work on behalf of the County. County provided equipment and supplies are solely to be used for work purposes.

Employees must use all equipment safely, for its intended use, and in accordance with manufacturer specifications. Employees are asked to conserve resources and use only those supplies necessary to perform their job.

The County prohibits the use of equipment or supplies for personal use.

## **2.14 Social Media Policy and Guidelines**

This is the official policy for social media use at the County and provides guidance for employees and elected officials on their professional and personal use of social media.

All employees are responsible for knowing and understanding the policy.

### **Professional Use of Social Media**

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

Once authorized to comment, you must:

- Disclose you are an employee or elected official of the County, and use only your own identity.
- Disclose and comment only on non-confidential information.
- Ensure that all content published is accurate and not misleading and complies with all County policies.
- Comment only on your area of expertise and authority.
- Ensure comments are respectful and refrain from posting or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, and discriminatory, infringes copyright, breaches a Court order, or is otherwise unlawful.
- Refrain from making comments or posting material that might otherwise cause damage to the County's reputation or bring it into disrepute.

### **Personal Use of Social Media**

The County recognizes that you may wish to use social media in your own personal life. This policy does not intend to discourage or unduly limit your personal expression or online activities.

However, you should recognize the potential for damage caused (either directly or indirectly) to the County in certain circumstances via your personal use of social media when you can be identified as an employee of the County. Accordingly, you should comply with this policy to ensure that risk of such damage is minimized. You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are public and often permanent. When in doubt, you should seek guidance from your Department Head on how to comply with this policy. The County reserves the right to read what you write or say publicly and make a determination if it meets this policy.

- Represent yourself accurately. Unless the County has designated you to

Speak officially for the County, you should not state that you write or speak on behalf of the County or that your viewpoints are the same as the County's, and you should make this clear to those reading or listening to your points of view.

- Do not disclose private or confidential information about the County, employees, or about citizens that you obtained through your employment with the County. Confidential information is information that is exempt from disclosure under Section 7 of the Illinois Freedom of Information Act, 5 ILCS 140/7.
- Even when using social media on a personal basis, employees may be disciplined for posting material that is, or might be construed as, vulgar, obscene, threatening, intimidating, harassing, or a violation of the County's workplace policies against discrimination, harassment on account of age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- If you chose to identify your work affiliation on a social network, you should regard all communication on that network as you would in a professional network. Ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients.
- Employees who access social media during work hours or on the County owned equipment should still comply with the County computer usage policy. There is no right to privacy on the County owned equipment.
- The County may discipline employees for making a comment or posting any material that might otherwise cause damage to the County's reputation or bring it into disrepute. When the employee's comment is made as a citizen and not as an employee and is made on a matter of public concern, the County may discipline the employee in situations where the interests of the County in promoting efficient operations outweighs the interests of the employee in commenting on such matters of public concern.

Nothing in this policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. The County has and always will comply fully with the obligations under the Illinois Public Labor Relations Act. Likewise, nothing in this policy shall be interpreted in a manner that unlawfully restricts an employee's rights under the federal or state Constitution. The County has and always will comply with Federal and State law.

A violation of this policy may subject an employee to discipline, up to and including termination.

## **2.15 Whistleblower Policy**

### **Code of Conduct:**

The County requires employees to observe the highest standards of business and personal ethics in conducting their duties on behalf of the County. Compliance with all applicable federal, state and local laws, rules and regulations is required. All employees are expected to fulfill their duties honestly and with integrity.

### **Reporting Responsibility:**

Employees are encouraged and expected to report suspected violations of federal, state or local law, rules or regulations or suspected ethical violations.

### **Retaliation Prohibited:**

The County prohibits retaliation against any employee who, in good faith, reports a suspected ethics violation or suspected unlawful conduct. Anyone who violates this policy against retaliation is subject to disciplinary action, including but not limited to, termination of employment.

### **Reporting Procedure:**

The County has an open door policy and expects and encourages employees to address questions, concerns and complaints with their supervisor. Supervisors are required to report complaints regarding suspected unethical or illegal conduct in writing to the State's Attorney. If an employee is not comfortable speaking with his/her supervisor or is not satisfied with the supervisor's response, he/she may discuss the matter with the State's Attorney. If a complaint involves suspected conduct of the State's Attorney a complaint may be brought directly to the County Board. The State's Attorney is responsible for informing the County Board of all complaints of unethical or unlawful conduct pursuant to this policy.

## **2.16 Accident Reporting Policy**

### **EMPLOYEE INJURIES:**

#### **Employees:**

Any employee who is injured while on duty (regardless of severity) shall report the injury to his/her supervisor immediately both verbally and in writing by completing the following form:

Injury Report (Attachment #3).

The Injury Report shall include the following: the date, time, place injury occurred, how the injury occurred, the type of injury, the identity of any witnesses, and whether medical assistance was obtained. The report shall be submitted **to the supervisor** within 24 hours.

#### **Supervisors:**

Supervisors, after being so informed of the accident or incident, shall then complete and/or assure completion of all relevant and required documents within 24 hours. The documents include:

- Supervisors Report (Attachment #4),
- Witness Report (Attachment #5)
- IL Form 45, Employer's First Report of Injury (Attachment #6) (if needed), and
- Authorization for Release of Health Information (Attachment #7).
- Wage Statement (Attachment #8) *if employee will be receiving work comp*

Once completed, these documents should then be forwarded to the County Clerk along with the Employee Injury Report.

#### **Witnesses:**

Any employee witnessing or receiving a report of an injury to a visitor shall verbally report the injury to the employee's supervisor immediately. The employee may also be required to complete a written

- Injury Report (Attachment #3).

Supervisors are required to submit all required information to the County Clerk.

### **PROPERTY/VEHICLE ACCIDENTS:**

Any accident involving County property, vehicles, or involving a privately owned vehicle being operated for County business shall be reported immediately to the employee's supervisor both verbally and in writing by completing the following:

- Preliminary Property/Casualty Claim Report (Attachment #9)
- Automobile Accident Form (Attachment #10), or
- Property Form (Attachment #11) or
- General Liability (Attachment #12)

The form shall include the following: the date, time, place incident occurred, how the incident occurred, the identity of any witnesses, and the extent and type of damage, if

applicable. The report shall be submitted to the County Clerk within 24 hours. Employees are also required to notify law enforcement when appropriate.

## **2.17 Travel Expense Reimbursement Policy**

The County has, by resolution, limited and regulated the reimbursement of all travel, meal, and lodging expenses of officers and employees to those expenses required for official business of the County.

### **Types of Official Business for which Travel, Meal, and Lodging Expenses are Allowed**

- A. Travel, meal, and lodging expenses shall be allowed only for those expenses required for:
  - 1. official business of the County in the ordinary course of employment; or
  - 2. educational conferences approved in advance by a County employee's supervisor; or
  - 3. training approved in advance by a County employee's supervisor; or
  - 4. any other work-related travel purpose approved in advance by a County employee's supervisor.
- B. Office/department heads need not seek advance approval of official travel.

### **Maximum Allowable Reimbursement for Travel, Meal, and Lodging Expenses**

- A. Travel
  - 1. All mileage for travel expenses appropriate under this resolution shall be reimbursed at the applicable IRS rate.
  - 2. Reimbursement for any non-mileage travel expense (train or airplane, for example) must be pre-approved by a County employee's supervisor. However, an office or department head need not seek advance approval for official travel.
  - 3. Reasonable parking fees or cab fare will be reimbursed, but the County employee must produce a receipt showing that the parking fees or cab fare were incurred during the period of official travel, and were for the purpose of the official travel.
- B. Meals
  - 1. The cost of meals during travel that falls under this resolution shall be reimbursed up to \$40 per day for a full day of official travel. For a partial day of official travel (for example, the travel day before a conference when all travel is accomplished in the afternoon/evening), the cost of meals shall be reimbursed up to \$20 per partial day.
  - 2. No meal costs will be reimbursed unless the County employee produces receipts showing costs actually incurred.

3. No meal costs will be reimbursed for same-day travel within a 75 mile radius of Pike County, Illinois, unless specifically appealed to the Finance Committee of the Pike County Board.

C. Lodging

1. The cost of lodging expenses incurred during travel that falls under this resolution shall be reimbursed as follows:
  - a. For conferences and training events, County employees will be reimbursed for lodging expenses up to the amount of the applicable conference rate. If there are no additional rooms available at the applicable conference rate, then County employees will be reimbursed for lodging expenses up to 120% of the applicable rate.
  - b. For official travel not involving a conference or training event, or for conference attendance if there is no applicable conference rate, County employees will be reimbursed for lodging expenses up to the applicable Government Services Administration (GSA) rate available at [www.gsa.gov](http://www.gsa.gov).
  - c. Any lodging expenses projected to exceed the limits in paragraphs a. and b. above must be approved in advance by the employee's supervisor or office head.
2. Reasonable tips incidental to lodging expenses may be reimbursed.

**Exclusions**

- A. Under no circumstances shall any County employee, officer, or office head be reimbursed for the purchase of alcoholic beverages.
- B. Under no circumstances shall any County employee, officer, or office head be reimbursed for entertainment expenses. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- C. If any lodging expenses are approved under paragraph C. 1. c. herein, such expenses may only be reimbursed if approved by roll call vote at an open meeting of the Pike County Board.
- D. If any member of the Pike County Board submits any travel expenses for reimbursement, such expenses may only be reimbursed if approved by roll call vote at an open meeting of the Pike County Board.
- E. The provisions of this resolution shall only apply in the absence of a departmental travel reimbursement policy (including any union contract provisions, if applicable). To the extent a County department has a travel reimbursement policy different from the policy set out in this resolution, the departmental travel reimbursement policy shall control. However, to the extent



this resolution covers areas not addressed by a departmental travel reimbursement policy, this resolution shall control in accordance with the Local Government Travel Expense Control Act.

**Standardized Form for Submission of Travel, Meal, and Lodging Expenses**

- A. The Travel Reimbursement Request Form (Attachment #14) shall be used by County employees to request reimbursement for travel, meal, and lodging expenses.

All documents submitted in accordance with this policy are public records subject to disclosure under the Freedom of Information Act.

## 2.18 Firearms in the Workplace

The County seeks to protect the safety of employees, visitors and citizens of the County. In recognition of the Illinois Firearm Concealed Carry Act (430 ILCS 66) and the Illinois Firearm Owners Identification Card Act (430 ILCS 65), the County adopts the following policy.

**Definition:** *Employee*, for purposes of this policy, shall mean all persons performing work for the County in any job classification, including but not limited to, full-time employees, part-time employees, temporary employees, seasonal employees, probationary employees, contractual employees, elected or appointed officials, elected or appointed members of any committee or commission, volunteers working on behalf of the County or volunteers working on behalf of any elected or appointed official.

This definition shall not include, for purposes of this policy, law enforcement officers who are specifically authorized by law to carry a firearm or any other employee specifically authorized by law, other than pursuant to the Illinois Firearm Concealed Carry Act, to carry a firearm.

### **Prohibited Conduct:**

- I. Pursuant to this policy, employees of the County are prohibited from carrying or possessing firearms in any of the following areas, except as otherwise authorized by State or Federal law, and may be subject to discipline up to and including immediate termination for violating this policy.

Employees are prohibited from carrying on their person or otherwise possessing firearms:

- A. In any building, portion of a building or real property controlled by the County;
- B. At any work location controlled by the County;
- C. At any job site controlled by the County;
- D. In any vehicle owned, leased or under the control of the County;

Employees are prohibited from carrying on their person:

- E. At any time or in any area other than the employee's residence that is associated with the employee's work with the County;
- F. In any area prohibited by state law;
- G. In any area where firearms are prohibited under federal law.

- II. Employees are also prohibited from carrying a firearm on or into one of the prohibited areas defined by the Illinois Firearm Concealed Carry Act while acting within the course and scope of his or her employment and may be subject

to disciplinary action up to and including termination for violating this policy. Prohibited areas are defined by the Illinois Firearm Concealed Carry Act as:

- A. Any building, real property, and parking area under the control of a public or private elementary or secondary school;
- B. Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of a pre-school or child care facility. Nothing in this paragraph shall prevent the operator of a child care facility in a family home from owning or possessing a firearm in the home or license under this Act, if no child under child care at the home is present in the home or the firearm in the home is stored in a locked container when a child under child care at the home is present in the home.
- C. Any building, parking area, or portion of a building under the control of any officer of the executive or legislative branch of government, providing that nothing in this paragraph shall prohibit a licensee from carrying a concealed firearm onto the real property, bikeway, or trail in a park regulated by the Department of Natural Resources or any other designated public hunting area or building where firearm possession is permitted as established by the Department of Natural Resources under Section 1.8 of the Wildlife Code.
- D. Any building designated for matters before a circuit court, appellate court, or the Supreme Court, or any building or portion of a building under the control of the Supreme Court.
- E. Any building or portion of a building under the control of a unit of local government.
- F. Any building, real property, and parking area under the control of an adult or juvenile detention or correctional institution, prison, or jail.
- G. Any building, real property, and parking area under the control of a public or private hospital or hospital affiliate, mental health facility, or nursing home.
- H. Any bus, train or form of transportation paid for in whole or in part with public funds, and any building, real property and parking area under the control of a public transportation facility paid for in whole or in part with public funds.
- I. Any building, real property, and parking area under the control of any establishment that serves alcohol on its premises, if more than 50% of the establishment's gross receipts within the prior 3 months is from the sale of alcohol. The owner of an establishment who knowingly fails to prohibit concealed firearms on its premises as provided in this paragraph or who knowingly makes a false statement or record to avoid the prohibition on concealed firearms under this paragraph is subject to the penalty under subsection (c-5) of Section 10-1 of the Liquor Control Act of 1934.
- J. Any public gathering or special event conducted on property open to the public that requires the issuance of a permit from the unit of local government, provided this prohibition shall not apply to a licensee who

must walk through a public gathering in order to access his or her residence, place of business or vehicle.

- K. Any building or real property that has been issued a Special Event Retailer's license as defined in Section 1-3.17.1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special Event Retailer's license, or a Special use permit license as defined in subsection (q) of Section 5-1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special use permit license.
- L. Any public playground.
- M. Any public park, athletic area, or athletic facility under the control of a municipality or park district, provided nothing in this Section shall prohibit a licensee from carrying a concealed firearm while on a trail or bikeway if only a portion of the trail or bikeway includes a public park.
- N. Any real property under the control of the Cook County Forest Preserve District.
- O. Any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized university-related organization, property, whether owned or leased, any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college or university.
- P. Any building, real property, or parking area under the control of a gaming facility licensed under the Riverboat Gambling Act or the Illinois Horse Racing Act of 1975, including an inter-track wagering location licensee.
- Q. Any stadium, arena, or the real property or parking area under the control of a stadium, arena, or any collegiate or professional sporting event.
- R. Any building, real property, or parking area under the control of a public library.
- S. Any building, real property, or parking area under the control of an airport.
- T. Any building, real property, or parking area under the control of an amusement park.
- U. Any building, real property, or parking area under the control of a zoo or museum.
- V. Any street, driveway, parking area, property, building, or facility, owned, leased, controlled, or used by a nuclear energy, storage, weapons, or development site or facility regulated by the federal Nuclear Regulatory Commission. The licensee shall not under any circumstance store a firearm or ammunition in his or her vehicle or in any compartment or container within a vehicle located anywhere in or on the street, driveway, parking area, property, building, or facility described in this paragraph.
- W. Any area where firearms are prohibited under federal law.

**Firearm Storage:** Any employee who does not possess a valid license to carry a concealed firearm is prohibited from bringing a concealed firearm, as defined in the Illinois Firearm Concealed Carry Act, onto a parking lot owned, leased or under the control of the County. The Act defines a concealed firearm as a loaded or unloaded handgun.

An employee of the County with a valid license to carry a concealed weapon who chooses to carry a concealed weapon while driving to and from work and park in a parking lot owned, leased or under the control of the County must store his or her 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. The Illinois Firearm Concealed Carry Act defines “case” to include a glove compartment or console that completely encloses the concealed firearm and ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. An employee with a valid license to carry a concealed weapon may carry a concealed weapon within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle’s trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. An employee with a valid license to carry a concealed firearm must make certain that the firearm is properly stored in accordance with this policy and Illinois law prior to acting in the course and scope of his or her employment.

Any possession of firearms in accordance with the Firearm Owners Identification Card Act is allowed under this policy.

**Policy Violations:** Any employee who violates this policy is subject to discipline up to and including termination of employment, and shall be considered as acting outside the scope and course of his or her duties and/or employment. The County will not defend or indemnify any employee for an act or omission in violation of this policy.

## 2.19 Identity Protection Policy

It is the policy of the County to protect social security numbers from unauthorized disclosure in accordance with the Illinois Identity Protection Act, 5 ILCS 179/1 *et. seq.* All employees of the County are required to comply with this Identity Protection Policy ("Policy"). For purposes of this policy, only, "employee" shall be defined as any person performing work on behalf of the County including, but not limited to, full-time, part-time, seasonal, temporary or contractual employees, volunteers, interns, and elected or appointed officials.

Any employee of the County who has access to social security numbers in the course of performing their duties will be trained to protect the confidentiality of social security numbers and will be trained on the requirements of this Policy. Training will include instructions on the proper handling of information and documents that contain social security numbers from the time of collection through the destruction of the information or documents.

The County prohibits the following:

- A. Publicly posting or publicly displaying in any manner an individual's social security number;
- B. Printing an individual's social security number on any card required for the individual to access products or services provided by the County;
- C. Requiring an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted;
- D. Printing an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed.

Notwithstanding any provision in this Policy to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may be permissibly mailed under this Policy may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

The County prohibits the following:

- A. The collection, use or disclosure of a social security number from an individual, unless (1) required under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities; (2) the need and purpose for the social security number is documented before collection of the social security number; and (3) the social security number collected is relevant to the documented need and purpose;
- B. Requiring an individual to use his or her social security number to access an Internet website;
- C. Using the social security number for any purpose other than the purpose for which it was collected.

Notwithstanding any provision in this Policy to the contrary, social security numbers may be collected, disclosed or used in the following circumstances:

- A. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities, and if disclosing to a contractor or subcontractor, prior to such disclosure, the individual acting on behalf of the County first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Policy of protecting an individual's social security number will be achieved;
- B. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena;
- C. The collection, use, or disclosure of social security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities; local jails, and other law enforcement facilities or retention centers; wards of the State; youth in care as defined in Section 4d of the Children and Family Services Act, and all persons working in or visiting a State or local government agency facility;
- D. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes;
- E. The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a

government agency to assist with an investigation or the prevention of fraud;

- F. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or unclaimed property benefit.

Only employees who are required to use or handle information or documents that contain social security numbers are permitted to have access to such information or documents.

When the County must request an individual provide a social security number, it must be provided in a manner that makes the social security number easy to redact if the record is required to be released as part of a response to a public records request.

When collecting a social security number, or upon request by an individual, the County will provide a statement of the purpose or purposes for which the County is collecting and using the social security number provided.

Any individual responding to a Freedom of Information Act request or other request for records, must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

This Policy does not apply to the collection, use or disclosure of a social security number as required by State or federal law, rule, or regulation.

This Policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. Notwithstanding this section, county recorders must comply with 5 ILCS 179/35.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any employee of the County that complies with that federal law shall be deemed to be in compliance with this Policy.

The County prohibits the encoding or embedding of a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this Policy.



This Policy must be provided to the Pike County Board of the County of Pike within thirty (30) days of approval and employees will be promptly advised of the existence of this Policy and will be provided a copy of this Policy promptly upon approval.

The County will make a copy of this Policy available to any member of the public, upon request.

If this Policy is amended in the future, a copy will be provided to the Pike County Board of the County of Pike, and employees will be promptly advised of the amended Policy and provided with a copy of the Policy.

This Policy does not supersede any more restrictive law, rule, or regulation regarding the collection, use or disclosure of social security numbers.

Anyone violating this policy is subject to disciplinary action, up to and including termination of employment and/or criminal prosecution as provided in 5 ILCS 179/45 or any other applicable law.

## **2.20 Business Expense Reimbursement Policy**

The County shall reimburse an employee for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the County. "Necessary expenditures" means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the County. The County is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the County's negligence. The employee shall submit any necessary expenditure with appropriate supporting documentation within 30 calendar days after incurring the expense. If supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement to the County.

If the employee fails to comply with this policy, the County may reject the request for reimbursement. Only authorized or required expenditures submitted in accordance with this policy will be reimbursed.

The following is a non-exhaustive list of expenses that, depending on an employee's job duties, may be authorized or required, and if so, would be reimbursed by the County to the employee for the reasonable portion directly related to the services performed for the County:

- Cell phone
- Computer, laptop or tablet
- Talk, text and/or data plan
- Internet access
- Other office supplies
- Rental car, taxi, ride-share, bus, train, plane or other transportation expense
- Tolls
- Hotel
- Mileage
- Meals (alcohol excluded)
- Reasonable tips
- Safety equipment
- Uniforms

Prior to incurring any expenses in the scope of employment, the employee should confer with their Supervisor to determine whether the expense is necessary and authorized, and if so, the proportion of the expense that is directly related to the services performed for the County and which will be reimbursed to the employee in accordance with this policy.

Employees are not authorized to incur a work-related expense without first conferring with their Supervisor for a determination on whether the expense is necessary.

Please also note that the provisions of the Travel Expense Reimbursement Policy also apply to expenses relating to work-related travel.

## **2.21 Cannabis, Drug and Alcohol Use Abuse Policy**

### **Background:**

#### The Cannabis Regulation and Tax Act

On June 25, 2019, Governor J.B. Pritzker signed into law the Cannabis Regulation and Tax Act (CRTA) that decriminalizes the use of marijuana by adults age 21 and older and becomes effective on January 1, 2020. The CRTA incorporates provisions of the state's medical marijuana law and specifically provides that nothing in the CRTA shall be construed to enhance or diminish protections afforded by any other law, including but not limited to the Compassionate Use of Medical Cannabis Pilot Program Act.

#### The Compassionate Use of Medical Cannabis Program Act

On January 1, 2014, the Compassionate Use of Medical Cannabis Pilot Program Act (Medical Cannabis Program Act or MCPA) went into effect. It was amended on August 9, 2019, to remove the repeal language and make the law permanent. The MCPA establishes a patient registry program and protects registered qualifying patients, and their registered designated caregivers and health-care professionals, from "arrest, prosecution, or denial of any right or privilege." The list of qualifying medical conditions has been expanded to include over 50 conditions, including migraines, PTSD and any condition for which an opioid has been or could be prescribed by a physician. The MCPA was also expanded to allow nurse practitioners and physicians' assistants make the determination regarding a patient's qualifying status.

#### The Right to Privacy in the Workplace Act

The Cannabis Regulation and Tax Act amended the Right to Privacy in the Workplace Act to read, "Except as otherwise specifically provided by law, including Section 10-50 of the Cannabis Regulation and Tax Act,...it shall be unlawful for an employer to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours." The definition of on-call under this Act is identical to the definition found in the CRTA provided below.

#### The Agriculture Improvement Act of 2018

The Agriculture Improvement Act of 2018, also known as the 2018 Farm Bill, was signed into law by President Trump on December 20, 2018. The Farm Bill legalized the cultivation of "hemp," defined as cannabis and cannabis derivatives with less than 0.3 percent THC. Hemp was removed from the definition of marijuana in the Controlled Substances Act. This is the first time that any form of marijuana was removed from the Controlled Substances Act.

### **Intent:**

The County is concerned about the ultimate effects of the use of cannabis, alcohol and illegal drugs upon the health and safety of its employees and the public. We recognize that studies show that alcohol and drug abuse leads to increased accidents and medical

claims. Employees who abuse drugs and alcohol present a danger to themselves, their fellow employees, the County and the public at large. In addition, the increased medical costs incurred by employees who use/abuse drugs and/or alcohol and the associated decreased productivity of these individuals, because of accidents, absenteeism and turnover adversely affect achievement of the County's mission and goals.

The County recognizes that the state legislature has accepted that modern medical research confirms the beneficial uses of cannabis in treating or alleviating the pain, nausea and other symptoms associated with a variety of debilitating medical conditions. For these reasons, the State of Illinois has decriminalized the use of marijuana both for medical and recreational purposes. The County also recognizes that under federal law, marijuana is still illegal. The United States Drug Enforcement Agency lists marijuana as a Schedule I drug under the Controlled Substances Act. Schedule I drugs are defined as having no approved medical use and a high potential for abuse.

The County recognizes its obligations and responsibilities under these conflicting laws to implement a reasonable drug free workplace policy to ensure the safety of employees and the public at large while protecting the rights of all employees. The County will not penalize an employee or applicant solely for his/her status as a registered qualifying patient or registered designated caregiver under the Compassionate Use of Medical Cannabis Program Act, unless failing to do so would put the County in violation of federal law or unless failing to do so would cause it to lose a monetary or licensing-related benefit under federal law or rules. The County prohibits the use and storage of both medical and recreational cannabis on its property, at all workplaces and in any employer-owned vehicles.

No part of this policy, nor any of the procedures hereunder, guarantees employment, continued employment, or terms or conditions of employment or limits in any way the County's rights to manage its workplace or discipline employees.

### **Definitions:**

For purposes of this policy, the following terms shall have the following meanings:

- A. 'Premises' shall include all work sites, work areas, property owned or leased by the County, or vehicles owned, operated, leased, or under the control of the County. Privately-owned vehicles parked or operated on property owned, leased or managed by the County is also included under the definition.
- B. 'The County's time' shall include all times during which an employee is on the County's premises, meal and break times on or off the County's premises, or performing work off the premises for the benefit of the County or as a representative of the County.

- C. 'On-call' for purposes of the Cannabis Regulation and Tax Act means when an employee is scheduled with at least 24 hours' notice by his or her employer to be on standby or otherwise responsible for performing tasks related to his or her employment either at the employer's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.
- D. 'Legal drug' means any substance the possession or sale of which is not prohibited by law, including prescription drugs that have been prescribed for the employee, over-the-counter drugs and (after January 1, 2020) cannabis as outlined in the Cannabis Regulation and Tax Act.
- E. 'Illegal drug' means any controlled substance the possession or sale of which is prohibited by law.
- F. 'Cannabis' or 'Marijuana' is a mixture of dried, shredded leaves, stems, seeds and flowers of the hemp plant, *Cannabis sativa*. The main active chemical in cannabis is tetrahydrocannabinol (THC), a psychoactive ingredient that produces a "high" or feeling of being "stoned." The strength of the cannabis or marijuana is correlated to the amount and potency of the THC it contains.
- G. 'Cannabidiol' or 'CBD' is one of over 60 different cannabinoid compounds in marijuana. CBD a non-psychoactive ingredient of cannabis and does not make a person feel "high" or "stoned." CBD is used to provide relief from chronic pain, anxiety, inflammation and epilepsy and its benefits are still being researched. Currently, there are no uniform standards for production of CBD so it is very possible that a CBD product contains small amounts of THC that would show up on a drug test. Such a test result would violate the County's drug-free workplace policy.
- H. 'Substance' means any alcohol, drugs, or other substances (whether ingested, inhaled, injected subcutaneously, or otherwise) that have known mind altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her work, specifically including, but not limited to, prescription drugs and over-the-counter medications; alcohol, drugs, and other substances made illegal under federal or state law; "synthetic or designer" drugs; illegal inhalants; "look-alike" drugs; amphetamines; cannabinoids (marijuana and hashish); cocaine; phencyclidine (PCP), and opiates; and any drugs or other substances referenced in Schedule I through V of 21 C.F.R. Part 1308 (whether or not such drugs or other substances are narcotics).
- I. 'Traceable in the employee's system' means that the results of a laboratory's analysis of the employee's urine, saliva, breath or blood specimen is positive for the tested substance.
- J. 'Reasonable suspicion of impairment' means that the County's representatives have observed and in good faith can describe specific, articulable symptoms of

an employee while working that decrease or lessen his or her performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, or detection of a prohibited substance in the area where an employee has/had been working. A registered qualifying user of medical cannabis under the Compassionate Use of Medical Cannabis Program Act must first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on the employer's good faith belief of impairment. A user of cannabis under the Cannabis Regulation and Tax Act must also first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on the employer's good faith belief of impairment.

- K. 'Under the influence' means the condition wherein any of the body's sensory, cognitive, or motor functions or capabilities is altered, impaired, diminished, or affected due to drugs or alcohol. This also means the detectable presence of Substance(s) within the body, regardless of when or where it (they) may have been consumed, having an alcohol concentration within the violation range specified by the laws of the State of Illinois, and/or having a positive test for any other Substance(s). With respect to employees subject to the Federal Motor Carrier Safety Administration (FMCSA) regulations, U.S. Department of Transportation regulations, or performing safety-sensitive functions including those employees who drive commercial motor vehicles, operate employer-owned vehicles, operate or repair heavy or large mobile equipment, police officers, correctional officers, firefighters, EMTs, health care providers with direct patient care, animal control officers and zoning administrator, under the influence of alcohol is defined in accordance with FMCSA regulations as having an alcohol concentration of 0.04 or greater (compared to the BAC of 0.08 for non-safety sensitive positions). Under the influence of cannabis currently means testing positive for any amount of cannabis (until the legislature determines a specific level of THC in the blood that constitutes statutory impairment).
- L. 'Safety sensitive function' was defined by the United States Supreme Court as any job function fraught with such risks of injury to others that even a momentary lapse of attention can have disastrous consequences. The category of safety sensitive functions includes job duties described as safety sensitive by applicable FMCSA or other applicable regulations, statutes, or case law. Courts have also held that an employer may prohibit the off-duty use of cannabis, alcohol and other drugs by an employee in a safety sensitive position because these employees can cause great human loss before any signs of impairment become noticeable to supervisors or others.

- M. 'Work related cause' means the employee has: incurred a work-related injury requiring medical attention at a medical facility; caused the injury of another person on the County's premises or during County time; caused damage to any County owned or leased property; or commits repeated and/or flagrant violations of safety standards.

### **Applicability:**

- A. This policy applies to all employees and volunteers of the County as well as candidates for employment with the County who have been given conditional offers of employment. Such persons are responsible to be familiar with and comply with this policy.
- B. The provisions of this policy are subject to any federal, state, or local laws that may prohibit or restrict their applicability, and testing for substances shall be conducted and in accordance with and limited by such laws, notwithstanding any terms of this policy to the contrary.

### **Policy:**

- A. Alcohol, Cannabis or Illegal Drugs or Substances:

The possession, sale, purchase, use, distribution, delivery or transfer of alcohol, cannabis or an illegal drug or substance while on the County's premises, while on the County's time or while driving a vehicle owned, operated, rented, leased or under the control of the County is expressly prohibited. This includes cannabis used for medical purposes in accordance with the Compassionate Use of Medical Cannabis Program Act. In addition, employees may not report to work, be on the County's premises or on County time under the influence of alcohol or cannabis or with any traceable illegal drug or substance in their system.

Employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment or perform other safety-sensitive functions including police officers, correctional officers, firefighters, EMTs and health care providers with direct patient care, animal control officers and zoning administrator in addition to the prohibitions above must not consume alcohol for four hours prior to duty time and up to eight hours following an accident or until the employee undergoes a post-accident test, whichever comes first.

Individuals who are registered users of medical cannabis will not be disqualified from employment based solely on the detected presence of cannabis on a drug test, unless failing to do so would put the **County** in violation of a federal law or cause it to lose a federal contract or funding. Individuals who are registered users of medical cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act and individuals who use cannabis in accordance with the Cannabis Regulation and Tax Act may not report to work under the influence of cannabis. This policy prohibits the undertaking of any task under the influence of cannabis, when doing so would



constitute negligence, professional malpractice or professional misconduct. Any violation of this policy may result in immediate discharge and may subject an employee to legal action.

B. Legal Drugs:

The County does not condone the abuse of legal drugs or working under the influence of legal drugs to the extent that job performance and/or safety is adversely affected. Employees using prescription, over-the-counter and/or other legal drugs are responsible for being aware of any potential effect such drugs may have on their judgment or ability to perform their duties.

C. Drug Panel:

DOT Regulations (49 CFR Section 40.85) provides the five drugs or classes of drugs that must be tested for in a DOT drug test. They are: (a) marijuana metabolites, (b) cocaine metabolites, (c) amphetamines, (d) opioids, and (e) phencyclidine (PCP). The County cannot exclude cannabis from a drug test performed pursuant to DOT Regulations. The DOT Regulations also prohibit a Medical Review Officer from verifying a test as negative based on information that a physician prescribed the use of marijuana or other Schedule I drug.

D. Limited Pre-Employment Substance Testing:

Upon receipt of a contingent offer of employment, candidates for safety-sensitive or security-sensitive positions may be subject to pre-employment drug testing. Individuals to whom a contingent offer is made and whose pre-employment drug test returns positive for cannabis, alcohol or illegal drugs will be ineligible for employment. Candidates who test positive may have their contingent offer of employment revoked.

E. Random Selection Testing:

The County is a drug-free workplace and reserves the right to conduct random testing on employees with safety-sensitive or security-sensitive job duties. The following positions include safety-sensitive or security-sensitive functions, and as such are subject to random testing: those employees who drive commercial motor vehicles, operate employer owned vehicles, operate or repair heavy or large mobile equipment, police officers, correctional officers, firefighters, EMTs, health care providers with direct patient care, animal control officers and zoning administrator. Where random testing is prohibited or restricted by applicable federal, state or local statute or regulation, or other legally-binding agreement, the County will conform to all applicable laws, regulations, and/or agreements notwithstanding the provisions of this policy.

F. Reasonable Suspicion Testing:

If the County's representative has a reasonable suspicion that an employee is impaired based on the representative's observations of the employee at work, and in good faith can describe specific, articulable symptoms of that employee while working that decrease or lessen his or her performance of the duties or

tasks of the employee's job position, including symptoms of the employee's speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, then the County may conduct reasonable suspicion testing.

G. Post-Accident Testing:

If the County has reasonable cause to believe an employee has caused an on-the-job injury that is considered recordable under OSHA guidelines (i.e. requiring medical treatment) as a result of being under the influence, the supervisor may require the injured employee to undergo a post-accident Substance test. The employee will also be required to undergo post-accident testing if required by FMCSA, DOT or other applicable regulation.

H. Fitness for Duty:

Employees suspected of being unfit for duty as a result of the use or reasonably suspected use of Substances may be subject to Substance testing. Employees who have successfully completed a substance abuse or rehabilitation program will be required to submit to and successfully pass a fitness for duty substance test before being permitted to return to work.

I. Blood Alcohol Concentration:

A driver subject to FMCSA or DOT regulations, or any other employee who is required to perform a safety-sensitive function and who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.

J. THC Concentration:

As of this writing, the State of Illinois has no established limit of tetrahydrocannabinol (THC) in the bloodstream that constitutes impairment under the law. A person may be under the influence of marijuana as defined by a positive test for cannabis without being visibly impaired. The County should train its managers and supervisors on the specific, articulable symptoms of impairment as defined above.

K. Reasonable Zero Tolerance or Drug-Free Workplace Policy:

Under the law, the County has the right to implement a reasonable zero tolerance or drug-free workplace policy that is applied in a non-discriminatory manner. With the enactment of the Cannabis Regulation and Tax Act and the amendment to the Right to Privacy in the Workplace Act, the County is limited in its ability to prohibit or limit the use of cannabis and other Substances considered legal under Illinois law by County employees while off duty and not on-call unless those employees perform safety sensitive functions. For

employees in safety sensitive positions, such as those employees who drive commercial motor vehicles, operate employer owned vehicles, operate or repair heavy or large mobile equipment, police officers, correctional officers, firefighters, EMTs, health care providers with direct patient care, animal control officers and zoning administrator, it is reasonable for the County to implement and consistently apply a zero tolerance or drug-free workplace policy that includes a prohibition on off duty use and to terminate any safety sensitive employee who violates this policy. Such a restrictive policy is reasonable because if these employees used cannabis or other Substances while off duty, they could cause great human loss while at work before any signs of impairment become noticeable to supervisors or others. For those employees who work in non-safety sensitive positions, the County can test the employee for cannabis or other Substances if first the County's representative can articulate after observing the employee at work that a reasonable suspicion of impairment exists.

L. Disciplinary Action:

- a. Any employee who possesses, sells, purchases, uses, distributes, delivers or transfers alcohol, cannabis or any illegal substance on the County's premises will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge.
- b. Any employee who reports to work under the influence of alcohol, cannabis or with an illegal drug or Substance traceable in his/her system will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge.
- c. An employee who refuses to submit to testing when required under this policy will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge. Refusal to submit to testing shall include, but may not be limited to: (1) failure to appear for any test within a reasonable amount of time, after being directed to do so by the County, consistent with this policy and/or applicable regulations, including but not limited to FMCSA or DOT regulation; (2) failure to remain at the testing site until testing is complete; (3) failure to provide a sufficient breath, saliva, blood or urine specimen for any drug or alcohol test required by this policy or applicable FMCSA or DOT regulation; (4) in the case of directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen; (5) failure to provide a sufficient amount of saliva, breath, blood or urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure; (6) failing or declining to take a second test that the County or the collector has directed the employee to take; (7) failure to undergo a medical examination or evaluation, as directed by the Medical Review Officer as part of the verification process or as directed by the Designated Employer Representative; (8) failure to cooperate with any part of the testing process;

- (9) having a verified adulterated or substituted test result as reported by the Medical Review Officer.
- d. Any employee who refuses to participate in rehabilitation/treatment, as recommended as a result of a positive test and evaluation by a substance abuse professional, will not be allowed to perform work for the **County** and may be subject to disciplinary action up to and including discharge.

### **Testing Procedures:**

- A. Testing: The County may require an employee or candidate to provide a urine specimen, submit to a blood test, provide saliva samples, and/or undergo breath/alcohol testing for laboratory analysis at a medical clinic or other location as designated by the County, immediately upon the request of authorized County representatives or agents in accordance with this policy.
1. Where the County has reasonable suspicion that an employee is under the influence of a substance, he or she will be removed from the work area and provided with transportation to the place of testing. The County should call the emergency contact indicated by the employee or, if unavailable, arrange for the employee to be transported home following the test.
  2. Prior to submitting to testing, an employee or candidate may confidentially disclose to the independent medical examiner any prescription drugs or over-the-counter medications that he/she has taken or known medical condition that might interfere with an accurate test result. Such information will only be revealed to the County as permitted by law.
  3. At the discretion of the County, employees suspected of violating this policy may be placed on administrative leave without pay pending test results. If the test results are negative; the employee will be reimbursed for any salary lost during administrative leave.
  4. Specimens reported by the testing laboratory as adulterated or substituted will be considered a refusal to test, and may be grounds for immediate termination of employment or ineligibility for hire.
  5. Should a candidate or employee fail the initial drug test, he or she will be notified of the results and will not be allowed to perform work on behalf of the County. The candidate or employee will have the option of requesting testing of the split specimen within 72 hours at the County's expense unless the candidate or employee presents documentation that serious injury, illness, lack of actual knowledge of the verified test result or inability to contact the Medical Review Officer prevented a timely request. If the candidate fails to request testing of the split specimen within 72 hours and the candidate or employee has not presented sufficient documentation to excuse the delay, the County will take appropriate action including but not limited to discipline or discharge.

6. If the test of the split specimen is also positive, the candidate or employee will have the opportunity to explain the results. The County retains the discretion to determine the appropriate disciplinary action, including discharge, following two positive drug tests.
  7. An employee who has been removed from the work area or barred from working as a result of violating this policy, may be subject to disciplinary action up to and including immediate discharge. If an employee has not been terminated as a result of a violation, he or she may not commence or return to work unless he or she provides sufficient documentation that he or she has tested negative for the presence of a substance and is not under the influence of a substance; has been approved to commence or return to work under the terms of this policy; has received an evaluation from a Substance Abuse Professional, has successfully complied with the recommendations of the Substance Abuse Professional, and testing for the presence of a substance and the handling of test specimens was conducted in accordance with guidelines for laboratory testing procedures and chain-of-custody procedures established by applicable federal or state regulation.
  8. The County will take steps to ensure the integrity of the testing process and to ensure that all test results are attributed to the correct employee.
- B. Consent: The employee may be required to sign a consent form authorizing the medical clinic or other location as designated by the County to perform the aforementioned tests and release the results of the testing to the County.
- C. Chain of Custody Procedures: At the time specimens are taken, standard 'chain of custody' or 'chain of possession' procedures will be followed and the employee shall be given a copy of these specimen collection procedures.
- D. Confidentiality and Privacy: The employee's right to privacy will be respected, and the results of any testing shall be kept strictly confidential by the County to the extent required and permitted by law. However, the County may use the results to decide upon an action to be taken towards an employee, or to the extent necessary, to defend its actions in any subsequent grievance, arbitration, or legal or other proceeding.
- E. Treatment: An employee who voluntarily informs the County that he/she has a drug or alcohol abuse problem and desires rehabilitation assistance may be granted a leave of absence, in accordance with the County's Family Medical Leave Act policy. The sole purpose of such leave is to obtain the necessary rehabilitation assistance. An employee with an alcohol abuse problem may also qualify for an accommodation under the Americans with Disabilities Act, if appropriate. The employee may be required to periodically provide proof that he/she is participating in an appropriate rehabilitation or after-care program. Any employee who returns to work after completion of a rehabilitation program

and who subsequently violates the substance abuse policy may be immediately discharged without regard to a request for further rehabilitation.

**Additional Policies:**

- A. Searches: Upon reasonable suspicion, authorized representatives or agents of the County may conduct searches of personal effects, vehicles, lockers, desks and rooms for drugs/alcohol and related paraphernalia, dangerous weapons, County property or property of other employees. Items discovered through such searches may be turned over to law enforcement authorities.
- B. Employees must notify the County within 5 days of any criminal drug statute conviction.
- C. The County, with the development and implementation of this policy, is making a good faith effort to maintain a drug/alcohol-free workplace.
- D. The Designated Employer Representatives responsible for receipt of testing results and removal of employees from safety sensitive functions when they violate this policy are the Supervisor who directed testing or their designee.
- E. Employees who have questions about this policy or who would like more information regarding the effects of alcohol misuse and controlled substances on an individual's health, work and personal life, signs and symptoms of an alcohol or drug problem, and available methods of intervening when an alcohol and or controlled substance problem is suspected should contact the County Clerk at 217-285-6812.

Please acknowledge receipt and review of this policy by completing the acknowledgement form (Attachment 15) and returning to your supervisor.

### **3.1 Time off to Vote**

Employees are requested to vote before or after work if possible. However, if polls are open only during work hours or you are unable to vote before or after work registered voters may take time to vote during work so long as the time taken does not exceed two hours. Employees must request time off to vote in advance of the election date, and the County reserves the right to specify the time frame during which the employee may be absent to vote.

### **3.2 Jury and Witness Duty**

All employees are granted time off from work to perform jury duty or if summoned to testify as a witness.

Any fee received by an employee for serving on a jury or providing testimony will be deducted from the employee's wages during paid time off.

#### **Requesting Leave**

To request time off employees must provide a copy of the jury or witness summons to their Department Head within 10 days of receipt.

#### **Return to Work**

While serving on a jury or testifying as a witness, employees are required to advise their Department Head about their availability for work each day. Employees who are released from jury duty or witness testimony during the work day are expected to report to work immediately.



### **3.3 Military Leave**

The County will comply with all applicable federal, state and local laws providing military leave and benefit protections to eligible employees. Please direct any questions or requests for leave to your Department Head.

#### **REFERENCE TO USERRA and ISERRA NOTICE POSTERS**

The County has posted in each department, a notice setting forth the relevant provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Illinois Servicemember Employment and Reemployment Rights Act (ISERRA). Each employee is charged with familiarizing himself/herself with the contents of the notices concerning all applicable employee rights and obligations under the USERRA and ISERRA.

### 3.4 Family Medical Leave and Military Leave Policy

This policy document supersedes any other existing policy or policy document governing the handling of leave taken pursuant to the Family and Medical Leave Act of 1993 ("FMLA"). It is intended to conform with the County's obligations under 29 C.F.R. §825.300.

#### ELIGIBILITY

To be eligible for FMLA benefits, an employee **must**:

- (1) have worked for the County for a total of 12 months; and
- (2) have worked at least 1,250 hours over the previous 12 months;

#### LEAVE ENTITLEMENT

A covered employee is entitled to up to a total of 12 workweeks of unpaid leave in a 12 month period for one or more of the following reasons:

- For the birth of a son or daughter, and to care for the newborn child;
- for the placement with the employee of a son or daughter for adoption or foster care;
- to care for the employee's spouse, son or daughter or parent (but not parent-in-law) who has a serious health condition,
- when the employee is unable to perform the functions of the employee's job because of a serious health condition, or because of incapacity due to pregnancy, prenatal medical care or child birth.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.

Spouses employed by the same employer may be limited to a *combined* total of 12 workweeks of family leave for the following reasons:

- birth and care of a child;
- for the placement of a child for adoption or foster care, and to care for the newly placed child; and,
- to care for an employee's parent who has a serious health condition.

Eligible employees with a spouse, son, daughter, or parent on active duty or call to covered active duty status as defined by applicable federal regulations may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include the following as defined and limited by federal regulation: short notice deployment, military events and related activities, childcare and school

activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care, and additional activities arising out of the military member's covered active duty or call to covered active duty status as agreed by employer and employee.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember as defined by federal regulation) who is recovering from a serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of unpaid leave in a single 12-month period to care for the servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness. Covered servicemember also includes a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the single 12-month period, but is entitled to no more than 12 weeks of leave for:

- the birth of a son or daughter of the employee and in order to care for such son or daughter;
- because of the placement of a son or daughter with the employee for adoption or foster care;
- in order to care for the spouse, son, daughter or parent with a serious health condition;
- because of the employee's own serious health condition,
- or because of a qualifying exigency.

A husband and wife who are eligible for FMLA leave and are both employed by the County are limited to a combined total of 26 workweeks of leave during the single 12 month period if the leave is taken to care for a covered servicemember with a serious injury or illness AND for the birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, to care for the child after placement, or to care for the employee's parent with a serious health condition.

Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care of a son or daughter, use of intermittent leave is subject to the employer's approval.
- FMLA leave may be taken intermittently whenever **medically necessary** to care for a seriously ill family member or seriously ill or injured servicemember, or because the employee is seriously ill and unable to work.

The terms “son or daughter” are defined as biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability. An employee stands in loco parentis to a child when the employee intends to assume the responsibilities of a parent with regard to the child through either day-to-day care or financial support.

## **SERIOUS HEALTH CONDITION**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## **LEAVE AVAILABILITY CALCULATION**

The County has adopted the “rolling 12 month period” method of calculating available FMLA leave for all types of leave with the exception of leave to care for a seriously ill or injured servicemember. Under the rolling 12-month period, in order to determine the amount of available FMLA leave, the calculation is made each time an employee commences an FMLA leave. From that date, the preceding 12 month period is examined. Any FMLA leave used during that preceding 12 months is deducted from the 12 weeks annual leave granted by the FMLA. The employee is entitled to take no more than the remaining balance of FMLA leave.

For FMLA leave requests made to care for a covered servicemember with a serious injury or illness, the single 12-month period begins on the first day the eligible employee takes FMLA leave.

## **SUBSTITUTION OF PAID LEAVE**

Any employee taking FMLA leave is required to substitute and use any remaining paid “leave” benefits which are available or become available during the FMLA leave. This includes vacation, personal, sick days, and comp time. Such paid leave is substituted for the unpaid FMLA leave, and is not in addition to such FMLA leave.

All other FMLA leave is unpaid.

## **MEDICAL INSURANCE BENEFITS WHILE ON FMLA LEAVE**

During FMLA leave, the County will maintain the employee's health coverage under any group health plan, under the same terms as if the employee had continued to work. If the employee was required to pay a portion of the premiums for coverage, that obligation continues while on leave. Payment is expected to be made in the same amounts, and at the same time (i.e. each payroll date) as was made while working. If any payment is more than 30 days late, medical coverage may be canceled pursuant to the FMLA Rules and Regulations.

An employee can elect not to continue medical coverage while on leave. If this election is made, the County will immediately place the coverage into COBRA.

If the coverage is continued while on FMLA leave, and the employee does not return to work at the end of the FMLA leave period, the County will bill the employee for the amount of premiums paid by the County during the leave period unless the employee does not return to work due to a reason exempted from this provision by FMLA Rules and Regulations.

No other employment benefits provided by the County to employees are continued during FMLA leave. All such benefits are instead held in abeyance until the employee returns to work. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## **PROCEDURE FOR REQUESTING FMLA LEAVE**

An employee must provide the County with at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If 30 days notice is not possible, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will also be required to provide certification as specified below, and may be required to provide periodic recertification supporting the need for leave.

Any employee taking leave to care for the employee's covered family member with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the

employee's position must be supported by a certification issued by the health care provider of the employee or the employee's family member. An employee taking leave because of a qualifying exigency or to care for a covered servicemember with a serious injury or illness must also be supported by a certification issued by a health care provider except that an employee taking leave to care for a covered servicemember may provide an invitational travel order (ITO) or an invitational travel authorization (ITA) in lieu of certification for the leave taken through the expiration of the ITO or ITA. Copies of the certification forms can be obtained from your supervisor or at [www.dol.gov/whd/fmla](http://www.dol.gov/whd/fmla). Employees are required to furnish the completed certifications within 15 calendar days of the County's request for certification. In the case of unforeseen leave, certification must be provided as soon as practicable. FMLA leave may be denied in accordance with the FMLA Rules and Regulations if appropriate certification is not provided.

## **CONSEQUENCES OF TAKING FMLA LEAVE**

Any FMLA leave taken will be counted against the available leave allowed by statute. Any employee seeking to return to work after leave taken because of the employee's own "serious health condition" must submit a medical certification of fitness to return to duty, signed by the attending health care provider, before the employee will be allowed to return to work. Failure to comply with this requirement does not extend the leave.

On return from FMLA leave, the employee will be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The County reserves the right to deny restoration to "key employees" as defined by the FMLA regulations where restoration will cause "substantial and grievous economic injury" to the operations of the County.

If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under the FMLA. The employee may, however, fall under the Americans with Disabilities Act (ADA).

## **EMPLOYER RESPONSIBILITIES**

The County must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the County will provide a reason for the ineligibility.

The County must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the County

determines that the leave is not FMLA-protected, the employer must notify the employee.

## **UNLAWFUL ACTS BY EMPLOYERS**

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## **WORKING PROHIBITED WHILE ON FMLA**

An employee out on FMLA leave may not use that time to engage in work elsewhere, whether as an employee, independent contractor, volunteer or otherwise, unless written approval from the County has been obtained. If an employee is taking FMLA leave, it must be because an FMLA-qualifying reason is preventing the employee from appearing at work for the County. Performing work elsewhere is contradictory to that premise and will create presumption that the employee fraudulently obtained or continued FMLA leave.

## **ENFORCEMENT**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supercede any State or local law or collective bargaining agreement ~~that~~ which provides greater family or medical leave rights.

## **REFERENCE TO FMLA NOTICE POSTER**

The County has posted in each department, a notice setting forth the relevant provisions of the FMLA. The terms of the notice are incorporated in this policy document as if they were specifically set forth. Each employee is charged with familiarizing himself/herself with the contents of the notice concerning all applicable employee rights and obligations under the FMLA.

### **3.5 Workers' Compensation**

The safety and health of our employees is very important to the County. Despite our best efforts at prevention, accidents in the workplace can sometimes occur.

When an employee is injured in his or her scope of employment, the employee may be eligible for workers' compensation benefits.

#### **Reporting Injuries**

An employee is required to report any and all injuries that occur or may have occurred while performing his or her job duties as soon as he or she is aware of the injury to their Department Head.

#### **Retaliation Prohibited**

The County prohibits retaliation against any employee for reporting a workplace injury or filing a workers' compensation claim. Any employee that retaliates against another employee for making a good faith request for workers' compensation is subject to discipline or termination.



### 3.6 Victims' Economic Security and Safety Policy

#### Unpaid Leave for Employees due to Domestic and Sexual Violence

The County will provide up to **twelve (12) weeks of unpaid leave** from work to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is:

- (A) **seeking medical attention** for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- (B) **obtaining services from a victim services organization** for the employee or the employee's family or household member;
- (C) **obtaining psychological or other counseling** for the employee or the employee's family or household member;
- (D) **participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- (E) **seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"Family or household member" means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

**PERIOD OF LEAVE:** Employee shall be entitled to a total of 12 workweeks (**note that employers with less than 50 employees can provide 8 weeks instead of 12**) of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in

addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.) Leave may be taken intermittently or on a reduced work schedule.

**EXISTING LEAVE:** The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, pursuant to Federal, State or local law, a collective bargaining agreement, or an employment benefits program or plan, in substitution for any period of such leave for an equivalent period of leave.

**EMPLOYEE NOTICE REQUIREMENTS:** The employee shall provide the County with **at least 48 hours' advance notice** of the employee's intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the County will not take any action against the employee if the employee, **within a reasonable period after the absence** (generally defined herein as 15 days) provides certification as shown under the next section.

**EMPLOYEE CERTIFICATION:** The County may require the employee to provide certification to the Employer that:

- (A) the employee or the employee's family or household member is a victim of domestic or sexual violence; and
- (B) the leave is for one of the purposes enumerated in the first paragraph above.

The employee shall provide such certification to the County within a reasonable period after the County requests certification.

An employee may satisfy the above certification requirement by providing to the County a **signed and dated statement** of the employee, and upon obtaining such documents the employee shall provide:

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

**CONFIDENTIALITY:** All information provided to the County, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be **retained in the strictest confidence by the County**, except to the extent that

disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

**RESTORATION TO POSITION:** In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- (i) to be restored by the County to the position of employment held by the employee when the leave commenced; or
- (ii) to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

**LOSS OF BENEFITS:** The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. An employee may elect to substitute available paid leave for any period of leave under this policy. An employee will not be required to substitute available paid leave for the leave provided under this policy.

An employee who takes leave under this policy for the intended purpose of the leave shall be entitled, upon return from such leave, to be restored to the same position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

However, the employee is not entitled to:

- the accrual of any seniority or employment benefits during any period of leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

**REPORTING TO THE EMPLOYER:** The County may require an employee on leave under this policy to **report periodically to the County** on the status and intention of the employee to return to work.

**MAINTENANCE OF HEALTH BENEFITS:** Except as provided under “Loss of Benefits,” during any period that an employee takes leave under this policy the County shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

**FAILURE TO RETURN FROM LEAVE:** The County may recover the premium that the County paid for maintaining coverage for the employee and the employee's

family or household member under such group health plan during any period of leave under this policy if:

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

The County may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the County that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement above by providing to the County:

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

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

**LEAVE AVAILABILITY CALCULATION:** The County has adopted a “rolling 12 month period” method of calculating available leave. In order to determine the amount of available leave, the calculation is made each time an employee commences leave. From that date, the preceding 12 month period is examined. Any leave used during that preceding 12 months is deducted from the 12 weeks annual leave provided by law under this policy. An employee is entitled to take no more than the remaining balance of leave.

**REFERENCE TO REQUIRED POSTING:** The County has posted in each department, a poster setting forth the relevant provisions of the Victims' Economic Security and Safety Act. The terms of that poster are incorporated in this policy document as if they were specifically set forth. Each employee is charged with familiarizing him/herself with the contents of that poster concerning all applicable employee rights and obligations under the Act.

### **3.7 Health Care Benefits**

Health care benefits are available to eligible employees. Employees will be advised at the time of hiring as to available benefits.

### **3.8 School Visitation Leave**

In accordance with the School Visitation Rights Act, an employee who has worked for the County for at least six (6) consecutive months and works at least a half-time schedule may take up to eight (8) hours off during any school year, and no more than four (4) hours in one day to attend school conferences or classroom activities related to the employee's child, provided that the conference or classroom activity cannot be scheduled during non-working hours. Before taking leave pursuant to this policy, an employee must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except for sick leave and disability. Employees who intend to take leave pursuant to this policy are required to provide a written request at least seven (7) days in advance to their supervisor. In emergency circumstances, only twenty-four (24) hours' notice will be required. The employee is required to consult with his or her supervisor to schedule the leave so as not to unduly disrupt operations. Employees who take leave pursuant to this policy will be given a reasonable opportunity to make up the time taken off on a different day or shift as directed by the employer, but in no circumstances shall such make-up hours be scheduled so that they result in overtime pay to the employee. Employees are not required to make up the time, and if they choose not to do so, shall not be compensated for the time off. Employees are required to provide verification of the school visit to their supervisor within two (2) working days. Failure to provide verification may result in disciplinary action.

### **3.9 Nursing Mother Policy**

The County will provide reasonable paid break time each work day to an employee who needs to express breast milk for her infant child for up to one year after the child's birth unless doing so would result in an undue hardship. Break time may run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose.



#### **4.1 Work Hours**

Your supervisor will advise you of your work schedule upon hiring. Work schedules are subject to change based on the County's needs.

Requests to alter your work schedule must be made to your Department Head in writing. The County retains sole discretion to determine work hours and schedules.

## **4.2 Attendance**

Regular and consistent attendance by all employees is critical to the operation of the County. Attendance during scheduled work hours is an essential aspect of every position at the County. Employees are expected to be present and ready to begin work at their work station at the scheduled start of their shift and are expected to diligently perform their work duties through the end of their shift, except during scheduled breaks or lunch periods. An employee who exhibits unsatisfactory attendance or repeated tardiness may be subject to discipline up to and including termination. Employees are expected to notify their supervisors at least one (1) hour prior to the start of their shift (or as soon as possible in case of emergency) if they will be absent or late for work, advising the supervisor of the reason for the absence or late arrival, and (in the case of a late arrival) advising when the employee expects to arrive at work. Failure to properly report an absence or late arrival in accordance with this policy may result in disciplinary action up to and including termination.

### **4.3 Personnel Files**

Personnel files will be maintained on each employee in accordance with the provisions of the Personnel Record Review Act. Employees may review their personnel files in accordance with the Personnel Record Review Act.

#### **4.4 Dress**

Employees are expected to present themselves professionally. Good hygiene and grooming are expected. Appropriate work attire will be determined by Department Heads and be consistent with job duties.

## **4.5 Record Retention Policy**

The Illinois Local Records Act prohibits a public entity from destroying public records without first receiving approval from the Local Records Commission. The Local Records Act defines a public record as “any book, paper, map, photograph, born digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.” 50 ILCS 205/2. A public record may take the form of an electronic record, including but not limited to, emails (and/or attachments thereto), text messages or other electronic data. In order to ensure compliance with the Local Records Act, employees are prohibited from altering, destroying or deleting public records unless and until appropriate approval has been received from the Local Records Commission. Any questions with respect to this policy should be directed to Department Heads.

## **4.6 Motor Vehicle Record (MVR) Checks**

### Introduction

The purpose of this policy is to ensure the safety of those individuals who drive County vehicles or personal vehicles on County business and to ensure the safety of their passengers and the public.

### Policy Statements

- All drivers must be authorized to drive for work purposes.
- The County vehicles are not to be used for personal or non-work related purposes.
- The County reserves the right to review both the driver's license and MVR of all authorized drivers at any time.
- MVR review will typically be run for authorized drivers a minimum of every 6 months.
- For positions which require driving as an essential function, applicants will receive a conditional offer of employment, contingent upon the results of the MVR review.

### Requirements to Become an Authorized Driver

- Must be a current employee or contracted individual.
- Must complete the Employee Authorization for MVR Review (Attachment #13).
- Must present and maintain a favorable MVR (see guidelines below)
- Must provide a current copy of a valid driver's license for the type of vehicle to be driven.

### Driver Responsibilities

- It is the driver's responsibility to operate the vehicle in a safe manner to prevent injuries and property damage.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and must keep the license(s) with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations.
- All drivers and passengers must wear seat belts.
- Employees must report all accidents, regardless of severity, to the police and to the County. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.
- Authorized drivers are prohibited from reading or typing text messages, emails or posts of any type while driving. Phone use is also prohibited, unless a hands free device is used. Authorized drivers are prohibited from surfing the internet or reviewing websites or posting on social media or other websites while

driving. Authorized drivers are prohibited from taking or posting photos while driving.

- Distracted driving of any type is prohibited.
- It is the responsibility of all authorized drivers to report the loss, bond issuance, suspension and/or revocation of his/her driver's license immediately to the County.
- All traffic violations (including parking tickets), citations and fines incurred when driving for work purposes are the sole responsibility of the authorized driver.
- Driving for work purposes while under the influence of intoxicants or other illicit drugs is forbidden and is sufficient cause for discipline, including termination.
- Authorized drivers who perform safety sensitive functions must inform the County if taking any medications that may affect their ability to safely operate an automobile.
- Drivers are responsible for the security of vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

**The following is a non-exhaustive list of conduct resulting in traffic convictions that may result in rescinding an offer of employment, terminating driving privileges, or other disciplinary action, up to and including termination.**

- Reckless or negligent driving
- Driving while impaired by or under the influence of alcohol or drugs
- Homicide, negligent homicide, or involuntary manslaughter by vehicle
- Fleeing or attempting to elude police officers
- Driving without a license or while license is suspended or revoked
- Hit and run or failure to stop after an accident
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without the owner's authority (theft)
- Speeding
- "At fault" accident
- Any moving violation.

**Acknowledgment of Receipt and Understanding of the Policy Manual  
for the County of Pike**

I have read, reviewed, and understand the regulations and policies stated in the County of Pike Policy and Procedures Manual. I will comply with the policies contained in this policy manual. I understand that neither this policy manual nor any of the individual policies contained in it is a contract for employment and that I am an at-will employee, which means that my employment may be terminated at any time without cause or notice by either the County or me.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Acknowledgment of Receipt and Understanding of Policy against Discrimination,  
Harassment, Bullying, and Sexual Misconduct**

**Please respond to the following questions, circle appropriate answer and initial:**

Have you read, and do you understand this policy?    Yes    No    Initials: \_\_\_\_\_

Do you have any questions about this policy?                      Yes    No    Initials: \_\_\_\_\_

Do you know how to file a complaint should you ever have a problem with  
discrimination harassment, bullying, sexual misconduct, retaliation or if you see  
inappropriate behaviors at work?

Yes    No    Initials: \_\_\_\_\_

If you ever have a problem or concern regarding discrimination, harassment,  
bullying, sexual misconduct or retaliation in the workplace, please list three  
individuals who within our organization you can address your concerns with:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Initials: \_\_\_\_\_

Are you aware of any behaviors going on either in our workplace or outside the  
workplace that may impact the workplace and that are inconsistent with this  
policy?

Yes    No    Initials: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

I certify that the above person has received the Policy against Discrimination,  
Harassment, Bullying and Sexual Misconduct and that I have reviewed this checklist  
with him/her.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Attachment #3

#### Injury Report

(to be completed by injured employee/visitor)

Full Name: \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury \_\_\_\_\_ AM/PM

Date Reported to Supervisor \_\_\_\_\_ What Department do you work for? \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Email \_\_\_\_\_

☐ Male ☐ Female Marital Status: ☐ Single ☐ Married ☐ Divorced # Dependents: \_\_\_\_\_

Home Address: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Last Day Worked \_\_\_\_\_ Time Began Work \_\_\_\_\_

#### Accident Info:

Location of Accident/Address: \_\_\_\_\_

Explain how the accident happened:

\_\_\_\_\_  
\_\_\_\_\_

What body part was injured and how was it affected?

\_\_\_\_\_

What were you doing when the accident occurred? \_\_\_\_\_

Is what you were doing part of your regular job duties? ☐ Yes ☐ No If No, why were you performing the duties that caused you to be injured?

\_\_\_\_\_

Who else saw the incident? \_\_\_\_\_

To whom did you report the incident? \_\_\_\_\_

Have you received first aid or medical attention? ☐ Yes ☐ No

Were you treated in the Emergency Room? ☐ Yes ☐ No

Check One: ☐ On Premise

Were you hospitalized overnight as an inpatient? ☐ Yes ☐ No

☐ Outside medical assistance

Has your doctor taken you off of work? ☐ Yes ☐ No

☐ Both

What did the doctor say was wrong with you? \_\_\_\_\_

Name, address, phone, and fax # (if available) of medical facility where treatment was sought: \_\_\_\_\_

\_\_\_\_\_

Date/Time of treatment: \_\_\_\_\_ Date of next appointment \_\_\_\_\_

Prior Workers' Compensation Claims? ☐ Yes ☐ No

If yes, please explain using 2<sup>nd</sup> sheet if necessary (i.e. date, body part, injury specifics):

\_\_\_\_\_

I agree that the above is true and accurate

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment #4

### Supervisor Report

---

Injured Employee Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Phone Number: \_\_\_\_\_

Relationship with injured employee: ☐ Immediate Supervisor ☐ Other Explain: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_ Where did the accident occur? \_\_\_\_\_

What was the employee doing when the incident occurred?

\_\_\_\_\_

What objects or substance, if any harmed the employee? \_\_\_\_\_

Did the Employee receive first aid or medical attention? ☐ Yes ☐ No ☐ On Premise ☐ Outside medical assistance

Were they treated in the Emergency Room? ☐ Yes ☐ No

Were they hospitalized overnight as an inpatient? ☐ Yes ☐ No Did the doctor take them off of work ☐ Yes ☐ No

If treatment or first aid was given onsite, explain the type of care they received:

\_\_\_\_\_

If treatment was given away from the worksite, list the name and address of the facility it was given:

\_\_\_\_\_

What was the reason the employee was in the area that the accident occurred? Were they supposed to be in that area?

\_\_\_\_\_

How did the accident occur? \_\_\_\_\_

\_\_\_\_\_

Who else saw the accident? \_\_\_\_\_ Who did you report it to? \_\_\_\_\_

What body part(s) was injured and how was it affected? \_\_\_\_\_

\_\_\_\_\_

What was the employee doing at the time of the accident? \_\_\_\_\_

\_\_\_\_\_

What were the environmental conditions at the time of the accident? \_\_\_\_\_

What were the sequence of events that led up to the accident? \_\_\_\_\_

\_\_\_\_\_

What was done immediately after the incident?

\_\_\_\_\_

\_\_\_\_\_

What unsafe conditions or actions contributed to the accident?

\_\_\_\_\_

What system design and implementation problems contributed to the accident??

\_\_\_\_\_

What actions can and will be taken to reduce unsafe conditions and actions?

\_\_\_\_\_

---

I agree the above is true and accurate

Supervisor's Name (please print): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment #5

### Witness Report (to be completed by accident witness)

---

Injured Employee Name: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Phone Number: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your relationship with injured employee (check one): ☐ Co-worker ☐ Other

Date/Time of Incident: \_\_\_\_\_ Today's Date/Time: \_\_\_\_\_

What was the employee doing when the incident occurred? \_\_\_\_\_

\_\_\_\_\_

What materials, equipment or tools were involved? \_\_\_\_\_

\_\_\_\_\_

What were the environmental conditions at the accident site? \_\_\_\_\_

\_\_\_\_\_

What was the sequence of events that led up to the accident? \_\_\_\_\_

\_\_\_\_\_

What was done immediately after the incident? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

I agree the above is true and accurate

Witness Name (please print): \_\_\_\_\_

Witness' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment #6

### ILLINOIS FORM 45: EMPLOYER'S FIRST REPORT OF INJURY

Please type or print.

Employer's FEIN	Date of report	Case or File #	Is this a lost workday case? Yes / No
Employer's name		Doing business as	
Employer's mailing address			
Nature of business or service		SIC code	
Name of workers' compensation carrier/admin.		Policy/Contract #	Self-insured? Yes / No
Employee's full name		Social Security #	Birthdate
Employee's mailing address			Employee's e-mail address
Male / Female	Married / Single	# Dependents	Employee's average weekly wage
Job title or occupation			Date hired
Time employee began work AM PM	Date and time of accident		Last day employee worked
If the employee died as a result of the accident, give the date of death.		Did the accident occur on the employer's premises? Yes / No	
Address of accident			
What was the employee doing when the accident occurred?			
How did the accident occur?			
What was the injury or illness? List the part of body affected and explain how it was affected.			
What object or substance, if any, directly harmed the employee?			
Name and address of physician/health care professional			
If treatment was given away from the worksite, list the name and address of the place it was given.			
Was the employee treated in an emergency room? Yes / No		Was the employee hospitalized overnight as an inpatient? Yes / No	
Report prepared by	Signature		Title and telephone #

Please send this form to the ILLINOIS WORKERS' COMPENSATION COMMISSION 4500 S. SIXTH ST. FRONTAGE RD. SPRINGFIELD, IL 62703-5118 IC45 6/09

By law, employers must keep accurate records of all work-related injuries and illness (except for certain minor injuries). Employers shall report to the Commission all injuries resulting in the loss of more than three scheduled workdays. Filing this form does not affect liability under the Workers' Compensation Act and is not incriminatory in any sense. This information is confidential.

## Attachment #7

### AUTHORIZATION FOR RELEASE OF HEALTH INFORMATION

<b>Participant Name:</b>	<b>Social Security Number:</b>	<b>Birth Date:</b>
--------------------------	--------------------------------	--------------------

I hereby authorize \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_ (my health care provider(s)) to release and disclose the medical information and other records listed below that may include Protected Health Information about me to IPMG Employee Benefits Services (IPMG), at 225 Smith Road, St. Charles, IL 60174. "Protected Health Information" or "PHI" includes any information that relates to (1) My past, present or future physical or mental health or condition; or (2) Health care I have received or will receive; or (3) Payment for health care I have received or will receive.

**Purpose of Disclosure.** All such medical and PHI may be disclosed to IPMG and/or individuals working on its behalf for purpose of informing them of my medical condition and treatment, as reasonably requested for workers' compensation purposes, certification and payment of medical expenses, and discharge planning, ongoing case management, wellness service coordination, and other integrated care management services as disclosed to me by IPMG at the time of this Authorization.

#### **The following specific information to be disclosed:**

[ ] All medical and billing records or any other information maintained by you (including records prepared by others that are in your possession) regarding the above listed Participant;  
**or only the following:**

- [ ] Health Treatment      [ ] Dental Treatment      [ ] Vision Treatment
- [ ] Other \_\_\_\_\_
- [ ] Records related to the following treatment: \_\_\_\_\_
- [ ] Related to the following time period(s): \_\_\_\_\_ to \_\_\_\_\_

I understand that the records to be disclosed pursuant to this Authorization may contain records or information relating to treatment or participation in the following: Initials

- ✓ Federally assisted drug or alcohol abuse programs \_\_\_\_\_
- ✓ HIV Testing or HIV or AIDS Status \_\_\_\_\_
- ✓ Diagnosis and Treatment of Mental or Psychological Health \_\_\_\_\_
- ✓ Genetic testing information and/or records \_\_\_\_\_

I understand that such information is subject to special protections pursuant to state and federal laws. By my initials, I authorize the use or disclosure of such records if they are otherwise included within the scope of this Authorization

I understand that IPMG shall be authorized to use and disclose my PHI in the manner provided under applicable law, including the Health Insurance Portability and Accountability Act (HIPAA), as described in its *Notice of Privacy Rights*. I have the right to revoke this Authorization in writing, except to the extent the provider has taken action in reliance upon this Authorization. I also understand a photocopy or facsimile of this Authorization shall be considered as effective and valid as the original. I understand that I may see and copy the information described on this form if I ask for it, and that I may obtain a copy of this form after I sign it. *I understand that this Authorization is voluntary and that I may refuse to sign this Authorization.* My refusal to sign will not affect my ability to seek and receive treatment, payment for submitted claims or maintain other eligibility for any other coverage provided under my employer's employee benefit plan(s).

I understand that my Protected Health Information may also be used or disclosed for purposes of responding to the lawsuit or claim brought by me or involving me. I understand that my PHI may be made available to various parties also involved with or defending such legal action by me or involving me, and that the information, once disclosed, might no longer be subject to certain state or federal privacy protections once released.

This Authorization expires on the earlier of \_\_\_\_\_, 201\_\_ or the following event: \_\_\_\_\_, but such expiration will not be effective as to records already released in reliance on the Authorization.

\_\_\_\_\_  
 Signature of Participant or Personal Representative

\_\_\_\_\_  
 Date

#### **Personal Representative Section**

*If a Personal Representative executes this form, that Personal Representative warrants that he or she has authority to sign this form on the basis of:*

- ☐ Legal Authority (Power of Attorney, etc.) Please attach documentary evidence.
- ☐ Parent, Guardian or other individual acting *in loco parentis*
- ☐ Written Designation by the Patient or Participant

## Attachment #8

**WAGE STATEMENT**

Employer: \_\_\_\_\_

Employee: \_\_\_\_\_

Date employee ceased to work: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Number of hours employee is scheduled to work per week \_\_\_\_\_ Work comp claim number \_\_\_\_\_

Is employee paid by hour, day, week or month? \_\_\_\_\_ At what rate? \_\_\_\_\_

State the date and amount of any pay increase during the past 52 weeks:

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Dates Incl. of Each Week Pd				Hrs Wkd	Regular Pay	Overtime Pay	Dates Incl. of Each Week Pd				Hrs Wkd	Regular Pay	Overtime Pay
From (mm/dd)	To (mm/dd)	Year (yyyy)					From (mm/dd)	To (mm/dd)	Year (yyyy)				
1							27						
2							28						
3							29						
4							30						
5							31						
6							32						
7							33						
8							34						
9							35						
10							36						
11							37						
12							38						
13							39						
14							40						
15							41						
16							42						
17							43						
18							44						
19							45						
20							46						
21							47						
22							48						
23							49						
24							50						
25							51						
26							52						
SUBTOTAL weeks 1-26				0.00	\$0.00	\$0.00	SUBTOTAL weeks 27-52				0.00	\$0.00	\$0.00
							GRAND TOTAL				0.00	\$0.00	\$0.00

This is a correct statement of Employee's earnings as actually taken from our Payroll Records.

Employer's signature: \_\_\_\_\_

Title: \_\_\_\_\_

## Attachment #9

### Illinois Counties Risk Management Trust Preliminary Property/Casualty Claim Report

Report Date: _____		Insured's Name: _____	
<b>What Are You Reporting (please circle one)?</b>		<b>Claim</b>	<b>Incident Only</b>
<b>Coverage Type (please circle applicable coverage):</b>			
Auto Accident	General Liability	Law Enforcement	
Public Officials	Property/Inland Marine	Other: _____	
Date of Occurrence: _____		Time of Occurrence: _____	
Insured's Contact Name: _____		Phone Number: _____	
Address/Location of Occurrence: _____			
What Department Was Involved in Occurrence? _____			
Description of Occurrence: _____			
Type of Injury: _____			
Injured Party's Name: _____		Phone Number: _____	
Injured Party's Address: _____			
Insured's Property Damaged: _____			
Police Report Filed At: _____		Report Number: _____	
Witnesses: _____			
<b>Additional Information for an Auto Loss:</b>			
Insured Vehicle?	Yes      No	Personal Vehicle?	Yes      No
		Insurance Company:	_____
Insured Vehicle:	Make: _____	Model:	_____
	Year: _____	VIN:	_____
Insured Driver: _____			
Other Vehicle:	Make: _____	Model:	_____
	Year: _____	VIN:	_____
Other Party Owner: _____		Phone Number: _____	
Other Party Owner Address: _____			
Other Property Damaged: _____			
Additional Information or Specific Instructions: _____			
Reported By: _____ Title: _____			

Please fax report and additional information to 630-587-7755



**Attachment #10**

Illinois Counties Risk Management Trust

**Incident Reporting for All Claims Other than Workers Compensation**

**AUTOMOBILE ACCIDENTS**

DATE COMPLETED: \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

DEPARTMENT CONTACT \_\_\_\_\_

(Name and phone #)

ADDRESS/LOCATION OF INCIDENT: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

POLICE DEPARTMENT: \_\_\_\_\_ REPORT #: \_\_\_\_\_

COUNTY VEHICLE? Yes \_\_\_\_ No \_\_\_\_ PERSONAL VEHICLE? Yes \_\_\_\_ No \_\_\_\_

Insurance Company: \_\_\_\_\_

VEHICLE DESCRIPTION: \_\_\_\_\_

(type of vehicle i.e. vehicle #, year, make model)

INSURED DRIVER: \_\_\_\_\_

OTHER PARTY OWNER: \_\_\_\_\_

(name, address, phone #)

OTHER DRIVER: \_\_\_\_\_

(If other than driver: name, address, phone #)

OTHER PARTY VEHICLE: \_\_\_\_\_

(Type of vehicle i.e year, make and model)

INJURED PARTY: \_\_\_\_\_

(name, address, phone)

TYPE OF INJURY: \_\_\_\_\_

WITNESSES/PASSENGERS: \_\_\_\_\_

\_\_\_\_\_

DESCRIBE IN DETAIL WHAT HAPPENED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERSON COMPLETING: \_\_\_\_\_

This form should be sent with any other related information on non-workers compensation related claim reporting.

**Attachment #11**

Illinois Counties Risk Management Trust

**Incident Reporting for All Claims Other than Workers Compensation**

**PROPERTY DAMAGE**

DATE COMPLETED: \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

DEPARTMENT CONTACT \_\_\_\_\_  
(Name and phone #)

ADDRESS/LOCATION OF INCIDENT: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

POLICE DEPARTMENT: \_\_\_\_\_ REPORT #: \_\_\_\_\_

COUNTY PROPERTY: \_\_\_\_\_  
(Other than auto i.e. building, street light, traffic light, etc.)

WITNESSES: \_\_\_\_\_

DISCRIPTION OF INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERSON COMPLETING: \_\_\_\_\_

This form should be sent with any other related information on non-workers compensation related claim reporting.

**Attachment #12**

**Illinois Counties Risk Management Trust**

**Incident Reporting for All Claims Other than Workers Compensation**

**GENERAL LIABILITY**

DATE COMPLETED: \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

DEPARTMENT CONTACT \_\_\_\_\_  
(Name and phone #)

ADDRESS/LOCATION OF INCIDENT: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

POLICE DEPARTMENT: \_\_\_\_\_ REPORT #: \_\_\_\_\_

COUNTY PROPERTY: \_\_\_\_\_  
(Other than auto i.e. building, street light, traffic light, etc.)

AT-FAULT PARTY: \_\_\_\_\_  
(Name, address & Telephone #)

INJURED PARTY: \_\_\_\_\_  
(Name, Address & Telephone #)

TYPE OF INJURY: \_\_\_\_\_

WITNESSES: \_\_\_\_\_

DISCRIPTION OF INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERSON COMPLETING: \_\_\_\_\_

This form should be sent with any other related information on  
non-workers compensation related claim reporting.

## Attachment #13

### Employee Authorization for MVR Review

I acknowledge that I have reviewed the information contained in the County MVR policy and a copy of the policy has been furnished to me. As a driver of a County vehicle or a private vehicle on County business I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that the County will periodically review my Motor Vehicle Record to determine continued eligibility. In accordance with the law, I have been informed that a MVR will be periodically obtained on me for continued qualification and employment purposes.

I acknowledge the receipt of the MVR policy and authorize the County or its designated agent to obtain a MVR report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

---

Employee Name (printed)

---

Employee Signature

---

Date

Attachment #14

PIKE COUNTY OFFICIAL TRAVEL REIMBURSEMENT REQUEST FORM

1. Date(s) of official travel: \_\_\_\_\_
2. Location of official travel: \_\_\_\_\_
3. Purpose of official travel: \_\_\_\_\_
4. Mileage reimbursement request: Please reimburse me at the applicable IRS rate for \_\_\_\_\_ miles driven on \_\_\_\_\_ (date(s)) using my vehicle.
5. Other travel (non-mileage) reimbursement request: \$ \_\_\_\_\_ for \_\_\_\_\_ (describe travel) on \_\_\_\_\_ (date(s)). I hereby certify that this non-mileage official travel was pre-approved by my supervisor/office head.
6. Parking or cab fare reimbursement request: \$ \_\_\_\_\_ for parking or cab fare on \_\_\_\_\_ (date(s)). I am attaching receipts showing actual parking or cab fare expenses incurred.
7. Meals reimbursement request: \$ \_\_\_\_\_. I am attaching receipts showing actual meal expenses incurred, and I certify that I am not requesting more than \$40 reimbursement for a full day of official travel, and not more than \$20 reimbursement for a partial day of official travel.
8. Lodging reimbursement request: \$ \_\_\_\_\_. I am attaching receipts showing actual lodging expenses incurred, and I certify that my lodging expenses do not exceed (check one)  
\_\_\_\_ The applicable conference rate for conferences and training events, or 120% of the applicable conference rate if there were no more rooms available at the applicable conference rate.  
\_\_\_\_ The applicable Government Services Administration (GSA) rate available at [www.gsa.gov](http://www.gsa.gov) if the official travel was not for a conference or a training event, or if there was no applicable conference rate.  
\_\_\_\_ An amount that was pre-approved by my supervisor or office head.
9. Tip reimbursement request: \$ \_\_\_\_\_. I certify that I actually paid this amount in tips related to my official travel.
10. I understand that if my actual travel expenses exceed the County's thresholds, I will only be reimbursed up to the County's reimbursement thresholds.
11. I hereby certify that everything in this Travel Reimbursement Request Form is true and correct. Submitted by:

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by  
(signature of supervisor)

\_\_\_\_\_  
Employee job title/office

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approval Date

Attachment #15

**Acknowledgment of Receipt and Understanding of Policy on  
Cannabis, Drug and Alcohol Use/Abuse**

This is to certify that I have received, read and understand the County's Cannabis,  
Drug and Alcohol Use/Abuse Policy.

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature