OVERVIEW

As an employee of DuPage County, you will be part of a diverse group of individuals that share common goals: Respects the dignity of individuals, Acts with integrity and honesty in our work, Maintains confidentiality with all information and Ensures the equitable, professional and legal application of the policies and procedures.

DuPage County employees are expected to provide county residents with timely service, professional courtesy, and the utmost respect. Each day the goal of every County employee is to carry out the County's mission, which is to assure that DuPage County remains a desirable place to live, work and raise a family. This is done by providing innovative cost-effective services, promoting a high quality of life for all residents and acting as a leader with local and regional partners in anticipating issues and developing solutions. DuPage County Employees are expected to maintain a set of core values in all of the work that they do. These core values include being ethical, accountable, transparent, efficient and effective.

The Personnel Policy Manual is designed to act as a guideline for all employees, supervisors and department heads in the day-to-day implementation of County Board policies and to ensure uniformity throughout the County. Countywide elected officials may maintain their own, independent personnel policies.

As a valued employee of DuPage County, it is important that you are knowledgeable of the Personnel Policies that have been established by the County Board. Please familiarize yourself with the policies and benefits included in this handbook and refer to it as a resource when you have questions.

Please be advised that the policies contained in this handbook replace and supersede all prior DuPage County Personnel Policies. The County reserves the right to vary these policies to meet individual needs. Policies and procedures are subject to change from time to time as the needs of the County require. The Human Resources Department will be responsible for keeping you informed of any changes as soon as practical.

WAIVER

This handbook is not to be construed as an employment contract or to create contractual rights, but rather to serve as a guideline for day-to-day policies. The County reserves the right to vary these policies to meet individual needs. Nothing in this handbook may be construed as altering the employment status of any employee at will. Policies and procedures in this handbook are subject to change from time to time as the needs of the County require. We will attempt to keep you informed of changes as soon as practical.

DuPage County Government's Mission

To assure that DuPage County's communities will always be a desirable place to live, work, and raise families by providing innovative cost-effective services, promoting a high quality of life for all residents, and acting as a leader with its local and regional partners in anticipating issues and developing solutions.

The Confidential Nature of Our Business

As an employee, our responsibility is to ensure that the information that we handle as part of our jobs is made available to any person for inspection or submission of a written request, to provide copies of any requested records that are subject to disclosure of the Freedom of Information Act (FOIA). Not all records are subject to disclosure, and the Act provides a number of exemptions. Revealing information about residents or any aspect of their property, home, taxes or other services received by DuPage County is inappropriate except as released in compliance with the County's policies and procedures. Therefore, any breach of confidentiality may result in disciplinary action, not to exclude termination.

How we are Organized

DuPage County is under the township form of government. The governing body is the County Board, which consists of eighteen members, with three elected from each of the six districts and the County Board Chairperson. Elections for the County Board are held every two years. Pursuant to state law, after each decennial reapportionment Board members are assigned by lot terms of 2 years and 4 years. Thereafter, until the next decennial reapportionment, the 2 year and 4 year terms alternate so that only some of Board members' terms end every two years.

The County Board is the corporate authority of the County, and as such, is the legal entity that makes decisions regarding the business of the County. The County Board is the only body in the County that has the power to hold and dispose of property, make contracts, levy taxes, make appropriations, approve payments, and otherwise manage the funds and business of the County. The County Board is also responsible for providing and keeping in repair a courthouse and jail; appointment of certain County officers; granting of licenses; and improving County and State highways.

County Board Chairman

- Acts as the Chief Executive Officer
- Supervises the implementation of the Board's policies and programs
- Chairs Board meetings, prepares agendas, and schedules meetings of the Board and prepares a proposed annual budget
- Votes on questions at County Board meetings in situations where there is a tie
- Appoints subordinate deputies, employees and appointees for the general administration of county affairs with the advise and consent and a majority vote of the County Board, working within the provisions of approved headcount

County Board Members

- Represents constituents in their district regarding issues/impact
- Serves on County Board committees
- Votes on changes impacting the operations of the County
- Responsible for the management of County funds and business and also fiscal and regulatory powers
- Implements policies and programs through the levying of taxes and the appropriation of funds
- The County Board operates on the committee system. Items concerning County government are discussed in depth by standing and special committees which then refer the items to the Board with recommendations for passage or denial.
- Approves budgets for most County-wide elected officials

Departments of DuPage

The County is divided into the following categories:

- The Departments under County Board Jurisdiction
- Offices of Elected Officials
- Offices of the 18th Judicial Circuit Court
- Other County Entities

Departments Under County Board Jurisdiction

The following offices operate under the County Board which has authority to exercise independent judgment on the operations of these departments

Animal Services

DuPage County Animal Services (DCAS) is a self-funded government agency dedicated to providing harmonious relationships and interaction between man and animal. DCAS strives to protect the citizens of DuPage County from rabies by specifying such preventative and control measures as may be necessary. DCAS is diligent in protecting its citizens against dangerous and vicious dogs while offering stray animals shelter and care prior to owners reclaiming their pets. It is the duty of DCAS to protect animals from improper use, abuse, neglect and inhumane treatment. In its efforts to prevent suffering and the spread of disease, DCAS responds with aid to sick or injured wildlife throughout unincorporated areas of DuPage County.

DCAS is also the only “Open Admission” Shelter in DuPage County and they never refuse animals regardless of age, health, temperament or species. Through compassion and dedication, DCAS is committed to providing families with adoptable animals while offering pets a second chance. As the safety net for the homeless animals in DuPage County, they work cooperatively with licensed shelter partners to ensure all efforts towards the placement of adoptable animals are made. Through humane education, they promote compassion towards animals and responsible pet ownership. DCAS serves as the primary resource for animal related issues throughout DuPage County and is committed to its citizens and their pets.

Building and Zoning

The goal of the Building & Zoning Department is to protect and enhance the economic vitality and natural assets in unincorporated DuPage County. The Building Division is responsible for the issuance of building permits for residential and commercial projects relating to all aspects of construction including new, renovation, and alterations. The Zoning & Planning Division is responsible for the zoning entitlement process, strategic land use planning, and code enforcement. The Environmental Division’s goal is to educate the public on solid waste management and environmental issues. They also work in cooperation with the Illinois Environmental Protection Agency through a delegation agreement for environmental enforcement.

Care Center

The DuPage Care Center provides quality long-term care and rehabilitation services in a professional and cost-effective manner. It is the goal of the entire staff to recognize and serve each resident's needs, desires, interests and emotions. The Care Center employs those interventions of treatment, therapy and activity which restore health, dignity and hopefulness to residents, by assisting them to do as much as they can, as well as they can, for as long as they can.

Community Services

**Encompasses: Client Services, Community Development, Family Center, Psychological Services and Senior Services*

The Community Services Department strives to enable and equip those DuPage County residents most in need with the tools to reach their maximum level of self-sufficiency. This allows residents to lead enriched, productive lives. Community Services also aids the County’s older residents by helping them maintain their independence within the community as they are faced with the everyday challenges of aging.

County Board Offices

The County Chairman, who serves as the County’s Chief Executive Officer, and the County Board Members sets policies for each department under its control and oversees the daily operations of County government. The County Board is the only body in the County that has the power to hold and dispose of property, make contracts, levy taxes, make appropriations, approve payments and otherwise manage the funds and business of the County. The County Board is also responsible for providing and keeping in repair a courthouse and jail;

appointing certain County officers; granting of licenses; and improving County and state highways. The County Board is also responsible for communicating and interacting with state and local County-wide elected officials.

Division of Transportation

The Division of Transportation (DOT) provides services for the planning, design, construction, maintenance and operation of the County Highway and Trail System including the Illinois Prairie Path and Great Western Trail. The DOT is also responsible for the parking lots, roadways and landscape areas within the County Complex. They operate a preventative maintenance and repair facility for County vehicles, operate a fuel management and dispensing system, and assist departments with their specific vehicle purchase needs. Their goal is to ensure a safe and efficient means of motorized and non-motorized travel at the lowest possible cost.

Facilities Management

The mission of the Facilities Management Department is to maintain the County buildings in the most cost effective manner through contractual or in-house services. Facilities Management provides long-term space planning for County departments and for County-owned facilities, leasing space to non-County agencies in addition to leasing space on behalf of the County. Facilities Management coordinates construction projects, maintenance, remodeling, repairs for infrastructure and equipment. They operate the campus power plant and provide utility services, as well as provide landlord responsibilities, janitorial services, coordinate County events, such as use of campus conference rooms and property. Facilities staff works with consultants and contractors as necessary to ensure the integrity of the campus infrastructure, systems and equipment, maintains historical data, blueprints and specifications, and provides assistance in emergency situations.

Finance

The DuPage County Finance Department utilizes prudent, professionally recognized management practices to protect the financial condition of the County. Finance is responsible for development of the County's annual operations and capital budget, including the budget document and applicable ordinances and resolutions. Finance provides recommendations regarding budgetary and financial policies and administers those policies within its area of responsibility. The Department helps ensure budget compliance through financial reporting, monitoring, internal controls, and cash flow management. The Finance Department is responsible for preparation and issuance of the County's annual financial audit. Finance ensures compliance with all County bonded debt requirements and payment of such debt. It provides analyses and recommendations for the issuance of new bonded debt or refinancing of debt. The Department also provides financial compliance reporting for most grants received by the County. The Department provides project cost analyses and studies for cost effective utilization of County financial resources. The County's centralized accounts payable unit and procurement unit are under Finance.

Human Resources

**Encompasses: Workforce Development*

DuPage County's Human Resources Department strives to support the overall mission of DuPage County Government, its employees, and the public by providing high quality, cost effective human resources services. In doing so, they aim to respect the dignity and diversity of all individuals, act with integrity and honesty in their work, comply with state and federal laws, and maintain total confidentiality with information accepted in trust. They direct the planning, development, implementation, and administration of all human resources activities, including but not limited to employment and placement, job analysis and compensation, benefits and workers' compensation, payroll, employee training, employee relations and union negotiations. They ensure equitable, professional and legal application of the policies and procedures for County employees, and use technology and methods which enhance services, communication and production.

Information Technology

The mission of the Information Technology department is to deliver efficient, effective and reliable technology services and solutions in a cost-effective manner designed to support the missions of the County Board, Elected Officials, County departments and ultimately the County's residents and businesses. It is also our responsibility to safeguard the integrity of information critical to the operation of the County and its partners in public service. Services provided by the IT Department include supporting our customers by managing the County's technology infrastructure, business applications, telecommunications systems, web-site and geographic information system.

Office of Homeland Security and Emergency Management

**Encompasses: Campus Security*

The DuPage County Office of Homeland Security and Emergency Management (OHSEM) endeavors to protect communities and citizens within the County by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. Additionally, we are responsible for ensuring the safety of the County government campus and continuity of County government during times of emergency.

Public Works

The Department of Public Works aims to provide water and sewer services to portions of DuPage County consisting of approximately 200,000 residents. These services include the collection, transmission and treatment of wastewater, as well as the production, transmission and delivery of portable water service. The Department is required to meet all applicable local, state, and federal laws pertaining to the treatment of wastewater and the delivery of drinking water. The Drainage Division, also under the jurisdiction of the Department of Public Works, is responsible for providing assistance with residential and commercial drainage concerns in unincorporated portions of DuPage County.

Stormwater Management

The Stormwater Management division aims to reduce the existing potential for stormwater damage to public health, safety, life and property. To control future increases in stormwater damage, sediment and erosion within DuPage County and in areas of adjacent counties; to protect and enhance the quality, quantity and availability of surface and groundwater resources; to preserve and enhance existing aquatic and riparian environments and encourage restoration of degraded areas through equitable, acceptable and legal measures. Stormwater Management is comprised of staff with a diverse background in engineering, natural sciences and environmental planning. Included among their tasks are regional flooding concerns, floodplain mapping, FEQ status and Illicit Discharge Detection & Elimination.

Supervisor of Assessments

**Encompasses: Board of Review*

Created by state law to provide statistical assessment performance data to the Illinois Department of Revenue, the Supervisor of Assessments Office also gives technical advice and provides statistical analysis of assessment data to the township assessors and the DuPage County Board of Review. These statistics are the result of analyzing the data gathered from processing approximately 16,000 Real Estate Transfer Declarations on an annual basis. The Supervisor of Assessments Office also maintains records of total exempt properties and administers special assessment types such as the Senior Homestead Exemption, the Senior Assessment Freeze, the Veterans Exemption, the Veterans/Fraternal Organization Assessment Freeze, the Open Space Preferential Assessment Type, and the Model Home Exemption. In addition, the Supervisor of Assessments acts as an equalization authority, a statutory clerk of the Board of Review, and correlates the work of the nine township assessors. The Supervisor of Assessments is responsible for publishing assessment change notices and mailing notices to taxpayers.

Offices of Elected Officials

The following offices operate under an Elected Official who has authority to exercise independent judgment on the operations of the office.

County Auditor

As the County's only independently elected officer responsible for evaluating and reporting on County operations, the County Auditor conducts internal audits of the operating departments, systems and internal controls in County government. The Auditor evaluates how County resources/assets are protected, used and recorded; how and where County money is spent; and how County departments are operating. The Auditor prepares recommendations for improving systems and processes. The County Auditor also focuses on making County finances more transparent to the public through reports issued by the Office and the Auditor's internet website.

Circuit Court Clerk

The Clerk of the Circuit Court provides for a consistent and responsible direction of recording and maintaining the legal events of cases in the 18th Judicial Circuit Court. The Clerk of the Circuit Court strives for accuracy, completeness and timely records of the court cases. The goal of the Clerk of the Circuit Court is to operate with the highest degree of accuracy, integrity and efficiency as possible for the citizens of DuPage County.

County Coroner

The Coroner is a sworn Peace Officer who is in charge of investigating the deaths of person(s) who have died from natural, violent, unexplained or unattended means within the jurisdiction of DuPage County. He may order an autopsy when the cause of death can not be established. He is a conservator of the peace and holds the same performance powers as the Sheriff, or as acting Sheriff when there is a vacancy in the office.

The DuPage Coroner's Office is committed to providing the most professional death investigations in an effort to determine the cause and manner of one's death. They accomplish this by striving to use the most cost effective methods available while managing to maintain the highest level of professional ethics and moral integrity.

County Clerk

The County Clerk is the Clerk of the DuPage County Board, Secretary of the DuPage County Forest Preserve Commission, Secretary of the DuPage County Liquor Commission and Secretary of the Emergency Telephone System Board. As such, the Clerk must attend all meetings and keep a record of the proceedings. He attests to all ordinances and resolutions and warrants the County Treasurer to pay all County bills. The County Clerk issues many different licenses: marriage, liquor, raffle, tobacco and amusement. He records certificates of business names and notary publics, furnishes copies of birth, death and marriage certificates; files and records economic interest statements and financial disclosure statements of all officials and political organizations in DuPage County. The County Clerk plays a vital role in the taxation process by compiling the up-to-date list of all County parcels of property for tax assessment,

calculates the amount of tax for each parcel and certifies those amounts to the Treasurer for collection.

Recorder of Deeds

The DuPage County Recorder's Office is the official custodian for all land records since 1839. The Recorder's primary responsibility is the accurate and timely maintenance of the indexing of title to DuPage County land whose value today exceeds $90 billion. Your property and its ownership are filed in the Recorder's Office. The Recorder's Office accepts nearly two hundred different types of documents. Primary among these are deeds, mortgages, releases, which indicates the satisfaction of debt by the property owner; corporation filings, judgments and lis pendens, mechanic liens, federal and state tax liens and uniform commercial code filings. The Recorder's Office processes these documents annually and maintains them on an imaging system which allows direct access to a document on the Internet. The citizens of DuPage may retrieve this information over the Internet by accessing the website at www.dupageco.org/recorder. The Recorder's Office generates revenue based upon fees provided for by the Illinois State legislature under the provisions of the Illinois Compiled Statutes. This revenue is turned over monthly to the DuPage County corporate fund in order to reduce the burden on taxpayers.

Regional Office of Education

The Regional Superintendent of Schools distributes state subsidies for education among the local districts, conducts teacher institutes and conferences, and exercises some supervision over the work of teachers and over the operation and finances of the school districts in DuPage County.

The Regional Superintendent of Schools is the chief administrative officer of a Regional Office of Education, and the only elected education professional office in Illinois. As an intermediate agency between the Illinois State Board of Education and local school districts, the office of the Regional Superintendent performs regulatory functions as directed by the Illinois School Code.

The Code states that "the Regional Superintendent of Schools:

... shall exercise supervision and control over all school districts in the region.

... shall act as the official advisor and assistant of the school officers and teachers in his region.

In the performance of this duty they shall carry out the advice of the State Superintendent of Education."

In addition to coordinating and delivering state and local services, the Regional Superintendent acts as an advocate for education by providing positive leadership and disseminating information for educators, school districts and the public. Specific duties of the Regional Superintendent are stated in the School Code and can be summarized in two major areas, service and assurance to the public.

Service components include the dissemination of information on education legislation, legal issues, cooperative management, research and administration. The Regional Superintendent also provides information to citizens about state and local programs that will help meet the needs of their children. Each service component requires specific skills placing the Regional Superintendent as an intermediate agent who brings together people, concepts and resources to provide educational services.

Assurances to the public cover areas such as fiscal responsibilities, local school performances, life safety, certification, supervision and curriculum. In these areas, legislation places enforcement responsibilities on the Regional Superintendent to guarantee that certain minimums are met and legal parameters followed.

County Sheriff

Under Illinois law, the constitutional office of the Sheriff has major responsibilities unlike that of any other police official. He is the only police official who is charged with the enforcement of the criminal statutes, court system and corrections. The Sheriff assumes the responsibility of the Coroner in the event that the office is vacant.

The Sheriff is the chief law enforcement officer in DuPage County. The Office directly serves all citizens of the County. One of the indicators of a community's quality of life is the professionalism and caliber of its law enforcement. The DuPage County Sheriff's Office is one of only a few Offices nationwide to be recognized for its excellence, earning the prestigious Triple Crown Award - an honor given only to agencies who have achieved accreditation in law enforcement, corrections, correctional health care, and court security. The DuPage County Sheriff's Office is proud to have earned that distinction.

The mission of the DuPage County Sheriff's Office is to provide the highest level of law enforcement possible by accomplishing the following:

- Preserving and protecting life, property, and the right of all citizens to live in peace
- Enforcing the laws of the State of Illinois and the County of DuPage in a fair and impartial manner
- Listening to and acting upon the needs of our citizens and the communities they live in
- Operating in a proactive manner so as to prevent criminal activity before it occurs
- Supporting a positive and innovative working environment for all of our employees
- Maintaining the highest standards of professionalism, integrity and efficiency

State's Attorney

The State's Attorney must fulfill the obligations imposed by the Constitution, over 200 Illinois Laws, and the common law. It is the responsibility of the State's Attorney to preserve and advocate the interest of the County of DuPage, as so

expressed by the elected heads of government and in a manner that lawfully and ethically preserves the best interest of the County. Through the Community Prosecution program, the State's Attorney identifies the issues facing our citizens, works with our citizens to resolve problems, implements programs that reduce the opportunity for crime in order to achieve the goal of making the County a safer community. Office policy procedures manual incorporate these obligations for each division/unit. Among other things, Assistant State's Attorney's and staff must comply with time standards to bring offenders to a speedy trial and disposition. The State's Attorney must comply with the Crime Victims Bill of Rights and be otherwise accountable for the criminal justice needs of the People of DuPage County. It is the obligation of each employee to seek justice, not merely convictions in each individual case we handle. Protection of the public and the well being of the victims of crime are the main concerns that guide the trial practice, policy development, program implementation and actions of each of the professionals who work in this office.

County Treasurer

The DuPage County Treasurer is charged with the custody and distribution of County funds. Responsibilities include the immediate deposit and investment of funds collected, paying the bills of the County and a number of other governmental entities, and acting as the distribution agent for condemnation settlements. The Treasurer also serves as the County Collector of Real Estate Taxes. As such, the office bills, collects and distributes real estate tax revenues. Other responsibilities include conducting an annual tax sale and collecting inheritance tax.

Offices of the 18th Judicial Circuit Court

The following offices operate under the Chief Judge of the 18th Judicial Circuit Court who has authority to exercise independent judgment on the operations of the office

Circuit Court

**Encompasses: Jury Commission, Law Library, Probation and Court Services*

DuPage County is home to the 18th Judicial Circuit Court.

The State of Illinois is divided into 22 Judicial Circuits. Each Judicial Circuit is comprised of one or more contiguous counties. Circuit Courts, also known as trial courts, are established within each judicial circuit. The Circuit Court is a court of general jurisdiction, which means it has original jurisdiction in all matters except those limited cases in which the Supreme Court has original jurisdiction. The trial courts hear a wide variety of civil and criminal cases, ranging from small claim actions to domestic relations to criminal felonies. The Circuit Court is part of the judicial branch of government. Financing is provided from three sources: (1) State funds which finance the Mandatory Arbitration Program, as well as salaries and benefits of judges and court reporters; (2) State funds which provide reimbursement to the Counties to offset the costs of several positions in Court Services (Probation); and (3) County revenues. In order to maintain a productive organization, the judges and their staff work closely with the County Board in the

areas of automation, personnel management, budgeting, purchasing and building maintenance.

Public Defender

The mission of the Public Defender's Office is to protect the fundamental rights, liberties and dignity of each person whose case has been entrusted to us by providing the finest legal representation. The Public Defender provides legal representation in the areas of criminal, abuse and neglect, juvenile, mental health, and traffic cases for individuals who cannot afford legal representation.

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Section 1: INTRODUCTION

1.1 Policy Administration
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Policy 1.1	Policy Administration		
Effective Date: 2/28/12 *Last Amended Date:*	Applicable Law/Statute: None	Source Doc/Dept.: None/HR	Authorizing I.C. Sec: None

POLICY ADMINISTRATION 1.1

It is the policy of DuPage County to establish Personnel Policies in order to maintain consistent human resources procedures and guidelines that comply with all applicable state and federal laws and regulations.

The Director of Human Resources, County Administrator and all Department Heads, managers, and supervisors, shall be responsible for the enforcement of the Personnel Policies of the DuPage County Board as defined within this Personnel Policy manual.

The County Board may, from time to time, abolish, alter, change, make additions to or otherwise amend the rules and regulations set forth in the Personnel Policies. The County Board may accomplish any of the aforementioned changes through a resolution at a regular or special Board meeting.

The Human Resources Department shall be responsible for maintaining the Personnel Policy manual and may amend policies to comply with changing laws, regulations, or internal operational changes, with no budgetary or policy impact, with the approval of the County Administrator.

The Director of Human Resources and the County Administrator shall make the final decision concerning the interpretation and application of the County Personnel Policies.

***The County Administrator title was previously titled Chief of Staff. The County Administrator title will be used in place of the Chief of Staff title throughout the Employee Policy & Guidelines manual.**

Policy 1.2	Scope of Coverage		
Effective Date: 2/28/12 *Last Amended Date:*	Applicable Law/Statute: None	Source Doc/Dept.: None/HR	Authorizing I.C. Sec: None

SCOPE OF COVERAGE 1.2

Application. This manual contains the employee policies (hereinafter referred to as "employee policies" or "policies") of the County of DuPage, Wheaton, Illinois (hereinafter referred to as "the County"). These policies generally apply to all County employees under County Board Jurisdiction, as follows: Animal Services, Community Services, Care Center, Economic Development and Planning, Facilities Management, Finance, Information Technology, Human Resources, Office of Emergency Management, Public Works, Supervisor of Assessments, Transportation, Chairman and members of the County Board. These policies do not establish tenure or contractual rights for any employee. The County may waive irregularities in these policies at its convenience.

Previous Policies. These policies supersede all previous written and unwritten personnel policies and guidelines and past personnel practices of the County, and also supersede any current department or division policy or procedure inconsistent with those set forth herein. Separate department or division policies that are more restrictive due to the operational needs of the department or division shall remain in effect, subject to the approval of the County Administrator.

Conflicts. In the event of a conflict between these policies and the provisions of a written employment contract, the contract shall prevail. In the event of a conflict between these policies and any applicable law, the law shall prevail, unless the conflict is with a state employment law which the County has superseded by ordinance under the authority granted it by the Illinois Compiled Statutes.

Severability. If any section or part of these policies or any amendment is invalidated by operation of law or by order of a court of competent jurisdiction, or compliance with or enforcement of any section of these policies is restrained by a court, the remainder shall not be affected and shall remain in full force and effect, unless the context as a whole indicates that another section should be invalidated as well to conform with the County's intent.

NO CONTRACT - THESE POLICIES ARE PRESENTED FOR INFORMATIONAL PURPOSES ONLY, AND MAY BE CHANGED AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THESE POLICIES CREATES OR IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT, EXPRESSED OR IMPLIED. NO REPRESENTATIVE OF THE COUNTY HAS THE AUTHORITY TO ENTER INTO A CONTRACTUAL AGREEMENT WITH

AN EMPLOYEE WITHOUT THE EXPRESS CONSENT OF THE COUNTY BOARD.

Policy 1.3	Management Authority		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

MANAGEMENT AUTHORITY 1.3

The County retains the full right and responsibility to direct the operations, promulgate policies, rules and regulations and otherwise exercise the prerogatives of management, for all employees under County Board jurisdiction regardless of employment status, which more particularly include but are not limited to the following:

a. To manage and direct employees including the right to select, hire, promote, transfer, assign, evaluate, lay off, or to reprimand, suspend, discharge or otherwise correct;

b. Promulgate and enforce rules and regulations;

c. To manage and determine the location, type and number of physical facilities, equipment, programs and the work to be performed;

d. To determine goals, objectives, programs, services, and budget and to utilize personnel and technology in a manner designed to effectively meet these purposes;

e. To determine work methods, the size and composition and duties of the work force, and the organizational structure;

f. To determine the hours of work, the number of shifts required and work schedules;

g. To relieve employees from duty due to lack of work, lack of funds, reorganization, job abolishment or other reasons not prohibited by law;

h. To determine when a job vacancy exists, the duties to be included in all classifications, and the standards of quality and performance to be maintained;

i. To determine the necessity to schedule overtime and the amount required thereof;

j. To maintain the security of personnel and financial records and other important data or information;

k. To maintain and improve the efficiency and effectiveness of the operations; and;

l. To determine and implement necessary actions in emergency situations.

The exercise of any such right, power, authority, duty or responsibility by the County and the adoption of such rules, regulations or policies as may be deemed necessary, shall be limited only by the specific express terms of applicable law, Illinois Compiled Statutes, and any authorized written employment agreement.

Policy 1.4	Implementation and Dissemination		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

IMPLEMENTATION AND DISSEMINATION 1.4

Employee Policies. Employee policies cover topics including, but not limited to: obligations and responsibilities in matters of employment; professional and personal conduct; hours of work, attendance and leave; classification and compensation; performance management; benefits; safety and health; employee development and dispute resolution. Employee policies provide guidance for daily administration by expanding and explaining certain procedures or other information instructive to carrying out the Board-adopted policy provisions. The County Administrator and Human Resources Director are responsible for implementing, communicating, all policy provisions created and issued by the County Board.

Employee Procedures. Employee procedures are defined as the set of instructions or series of steps to be followed in order to comply with a policy. Employee procedures often contain links to approved County forms, detailed County policies, or related laws or regulations which are intended to assist the reader in complying with the policy. The County Administrator and Human Resources Director are responsible for implementing, communicating, and enforcing all employee policies, and for implementing, and communicating procedures to assist employees with complying with these employee policies. Unique department or division personnel procedures that are more restrictive than the procedures contained herein due to the operational needs of the department or division are authorized, subject to the review and approval of the County Administrator.

Notification. This manual is maintained and updated by the Human Resources Department as an electronic document on the County's Internet web page and the Human Resources Department web page on the County's Intranet site. Department Heads shall notify employees of the existence of the manual, how to access and view the manual, and of changes to the manual. Department Heads shall also provide employees under their supervision with the means necessary to access the manual and all amendments thereto.

Responsibilities. All employees are responsible for familiarizing themselves with this Employee Policy Manual, as well as other pertinent policy and procedure manuals or statements issued by the County. The County will make reasonable efforts to notify employees of any changes made to this manual, but it is the employee's responsibility to be familiar with and follow current employee policies.

Administration. All Department Heads, managers, supervisors, and other County employees

responsible for administering these policies shall be thoroughly familiar with such, properly administer each, and ensure that subordinate personnel follow same.

Maintenance of Employee Policy Manual. The Human Resources Department shall maintain the Employee Policy Manual and shall maintain a copy on the Human Resources web page on the County of DuPage Intranet Site. The Human Resources Department shall provide Department Heads with instructions concerning the existence, location and procedures to access the manual. Department Heads shall provide each employee under their supervision with the means necessary to access the manual, familiarize themselves with the manual, and all amendments thereto, and shall require each employee to sign an acknowledgement of reading the manual and each amendment.

Department-Specific Procedures. Department Heads are hereby authorized and directed to prepare any necessary department-specific personnel procedures that are consistent with the policies and procedures contained herein. Any such department-specific procedure shall be submitted by the Department Head to the Human Resources Director for review of compliance and consistency with these policies. Upon approval, the Human Resources Director shall provide the department-specific procedure back to the Department Head for inclusion in the department's manual. The Department Head shall communicate both the County employee policies and the department-specific procedures to the employees in his/her department.

Policy 1.5	Amendments		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

AMENDMENTS 1.5

Substantive Changes. The County Board may, from time to time, abolish, alter, change, make additions to or otherwise amend the rules and regulations set forth in the Personnel Policy. Changes to applicable laws may necessitate changes to these policies. The assigned County Board Committee may accomplish any changes through a resolution at a regular or special Board meeting.

Non-Substantive Changes. Non-substantive changes (i.e., those changes which do not create or define a right or duty), such as correcting typographical errors, changing, adding or deleting a document, policy, statute, or law linked to a policy on the web page, may be performed by the Human Resources Director without the advance written approval of the County Board.

Procedure for Amendment. When a provision adopted by the County Board requires an amendment, addition, or deletion of a section or sections of these policies, the position/department responsible for the affected section as indicated herein shall write/rewrite the affected section(s) and submit such section(s) through the Human Resources Director to the County Administrator for consideration of the County Board.

Updates. All signed amended policies shall be placed in the master volume of this manual and the web manual shall be updated accordingly by the Human Resources Department.

Notice. The County Administrator shall determine by what means, in addition to the normal web update procedure, any new or amended policies are to be provided to and communicated to employees (i.e., notice on the intranet, e-mail, group meetings, etc.). The Human Resources Department shall ensure the selected means of communication to employees is implemented and receipt by each employee is acknowledged.

Department-Specific Procedures. After approval of the new policy section(s) by the County Board, specific departments shall prepare and add any department-specific procedures consistent with the policy. Any such department-specific procedure shall be submitted by the Department Head to the Human Resources Director for review for consistency with the new policy. Upon approval, the Human Resources Director shall provide the department-specific procedure back to the Department Head for inclusion in the department's manual. The Department Head shall communicate both the County employee policies and the department-specific procedures to the employees in his/her department.

Policy 1.6	Definitions		
Effective Date: 2/28/12 *Last Amended Date:* 7/9/13, 3/25/14	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

DEFINITIONS 1.6

Unless otherwise indicated, the following definitions apply to the below-listed terms when used in this manual:

1. **Abuse** –Any operation or use of County vehicles or equipment beyond the specified purpose, capabilities, or authorized use, including but not limited to that which results in damage to or that may result in inordinate wear or damage to the vehicle or equipment.

2. **Accident** – Any occurrence, incident, or event that involves a County vehicle or employee which causes, creates or leaves any damage to a person, object, property or vehicle.

3. **Accrual** – The periodic and incremental accumulation of time or wages.

4. **Active Pay Status** – The status designation for any period of time when an employee is eligible to receive pay directly from the County and includes, but is not limited to: hours worked, leaves of absence, paid holiday time off, bereavement leave, compensatory time, paid military leave, administrative leave with pay, and paid civil leave.

5. **Armed Forces** – Term used to denote the United States Army, Navy, Air Force, Marine Corps, and Coast Guard.

6. **Bonus** – A one-time payment to an employee. This payment is not included in the employee's regular annual salary and in not used for compounding future increases or to determine overtime.

7. **County** – The County of DuPage, Wheaton, Illinois.

8. **County Business** – Business directly related to the County, including meetings at which issues directly related to the County are being discussed; conferences related to County functions or affecting County functions; training programs and seminars related to County operations or related to a County function or aspect thereof; and

participation on boards affecting or dealing with County functions.

9. **County Board Chairman** – The County Board Chairman is an elected official, elected by the voters of the County. As used herein, the term "Chairman" may also mean one or more subordinate management employees designated by the County Board Chairman to perform a specific management functions on behalf of the County Board Chairman, sometimes referred to as "designees."

10. **County Service** – An amount of time measured from the employee's original hire date as a regular employee, so long as there has not been a break in service greater than 30 days. Employees with breaks in service greater than 30 days, but less than one year per break, are credited only for their time actually worked (i.e., the break time is not counted unless required by law). Employees with a break in service greater than one year receive credit for service only from their most recent hire date. In addition, employees who were rehired by the County after retiring under the provisions of IMRF shall not receive credit for their service prior to rehire for determining County service

11. **Classification** – Grouping of one or more positions that involve similar duties and responsibilities, require similar qualifications, and which can properly be described by a common job title and description.

12. **Compensatory Time (Comp Time)** – Compensation in the form of paid leave granted to non-exempt employees in lieu of cash compensation for overtime hours worked, and granted at the rate of one and one-half hours of leave for each hour of overtime worked, or as otherwise defined under Special Compensation.
13. **Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA)** – Federal law which provides employees and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events.

14. **Controlled Substance** – Those substances identified as such in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by 21 CFR 1300.11 through 1300.15. This includes but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine.

15. **Corrective Action** – The supervisory techniques of coaching and counseling and the formal disciplinary actions of suspension, demotion and termination of employment, which are designed and intended to be used by supervisors to improve an employee's performance.

16. **Counseling** – A formal meeting held for the purpose of communication between a supervisor and subordinate focused on identifying and correcting the subordinate's specific work-related issues, deficiencies or problems and developing a solution in cooperation between the supervisor and subordinate.

17. **Day(s)** – Means calendar days.

18. **Deferred Compensation Plan** – An IRS-approved retirement plan sponsored by the County which provides employees with the opportunity to save money for retirement on a pre-tax basis through payroll deduction.

19. **Demotion** – The movement into a job classification that is of lower salary grade and range than the employee's current position.

20. **Department** – An organizational unit directed and controlled by a Department Head or which is charged with a specific public service function and mission.

21. **Department Head** – Term which refers to a management-level employee charged with the responsibility of overseeing/managing a department.

22. **Designee** – Employee authorized to perform a function with or on behalf of another employee.

23. **Discipline** – The supervisory techniques of suspension, demotion and termination of employment.

24. **Distribution** – The act of distributing goods, materials, and/or documents or literature by any means.

25. **Division** – An organizational unit which forms a part of a department of the County and is directed by a division manager or supervisor.

26. **Driver** – A person, who is assigned, assumes or takes responsibility, whether directly or indirectly, for the operation of any County vehicle or equipment; or any person who is at any time in actual physical control of any vehicle or equipment.

27. **Earnings** – Money paid to employees in exchange for hours worked or hours on approved paid leave.

28. **Employee** – A person working under the County Board for compensation who occupies a position subject to hire, promotion, demotion, or termination by the County Board Chairman.

29. **Essential Functions** – The fundamental duties and/or responsibilities of a job.

30. **Exempt Employee** – An employee who, due to the nature of the duties of their employment position with the County, has been determined to be exempt from the minimum wage and overtime provisions of the FLSA.

31. **Fair Labor Standards Act of 1938 (FLSA)** – Federal law that provides minimum standards for both wages and overtime entitlement and describes administrative procedures by which covered work time must be compensated.

32. **Family and Medical Leave Act of 1993 (FMLA)** – Federal law which allows employees who have met minimum service requirements with covered employers to take up to 12 weeks of unpaid leave per year for: 1) a serious health condition; 2) to care for a family member with a serious health condition; 3) the birth of a child; or 4) the placement of a child for adoption or foster care.

33. **Full-Time Employee** – A person regularly scheduled to work at least thirty-seven and a half (37-½) hours per week per work week.

34. **Illinois Municipal Retirement Fund (IMRF)** – State agency created in 1939 to provide retirement benefits, long-term disability benefits and other benefits to employees of the state, counties, municipalities, universities and community colleges, school districts and other political entities.

35. **Intern** – A student in a paid or unpaid employment position related to the course of study of the student and who is currently enrolled at a recognized post-secondary educational institution. Such employment is limited in duration as specified in advance and for the purpose of working on a specific project(s) or task(s) generally related to the education program.

36. **Job Evaluation** – A comprehensive review of an existing or new position to determine the appropriate classification within the Hay pointing and salary grade .

37. **Merit Increase** – A salary increase that is tied to the employee's performance in their job.

38. **Leave** – An authorized absence from regularly scheduled work hours.

39. **Non-Exempt Employee** – An employee who, due to the nature of the duties of their employment position with the County, has been determined to be non-exempt from (covered by) the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

40. **Overtime** – Hours worked for which the employee must be paid one and one-half times the employee's regular rate of pay for each hour worked in excess of the maximum hours allowed pursuant to the FLSA, or as set by the County, whichever is less.

41. **Part-Time Employee** – A person scheduled to work less than thirty (30) hours per work week.

    a. A regular part-time employee is paid for the actual number of hours worked.
    b. A regular part-time employee who is budgeted to work at least twenty (20) hours per work week is eligible for limited benefits.

42. **Performance Appraisal** – An assessment made by an employee's supervisor of the employee's effectiveness in their position over a period of time.

43. **Personnel File** – The hard copy and/or digital file maintained by the Human Resources

Department which contains personnel-related information for every County employee in accordance with all applicable laws.

44. **Policies** – The specific processes, rules, or courses of action carried out under the authority of the County Board.

45. **Position** – A group of duties and responsibilities assigned or delegated by the County Board Chairman and authorized by County Board to be performed by one person.

46. **Probationary Period** – A period of time where the employee's suitability for their position is assessed.

47. **Procedures** – The set of instructions or series of steps to be followed regarding a policy.

48. **Promotion** – A promotion is considered movement into a job classification that is at least one (1) salary grade higher than an employee's current position.

49. **Reduction in force** – The separation of an employee from employment with the County due to a lack of funds, a lack of work, the abolishment of a position from the organization, or any other reason not prohibited by law.

50. **Reasonable Accommodation** – A modification or adjustment to a job, employment practice or work environment that makes it possible for an individual with a disability to enjoy equal employment opportunities. The reasonable accommodation should reduce or eliminate unnecessary barriers between the individual's abilities and the requirements for performing the essential functions of the job.

51. **Registry Employee –** A Registry Employee works on an as-need basis each month with no guarantee of hours. A Registry Employee may work rotating days and/or shifts throughout the month.

52. **Regular Rate of Pay** – The hourly rate of pay at which compensation is paid to non-exempt employee.

53. **Regular Employee** – A person scheduled to work each bi-weekly pay periods on a continuing, regular basis.

54. **Reimbursement**s – Payments to employees by the County for money expended by the employee for business-related expenses.

55. **Relative** – Spouse, domestic partner, child (including step, in-laws, and foster), sibling (including step, in-laws, and foster), parent (including step, in-laws, and foster), grandparent, uncle, aunt, niece, and nephew.

56. **Resignation** – A separation from service initiated by the employee by formal notice.

57. **Seasonal Employee** – A person who works on a full or part-time basis for a portion of a calendar year performing work limited to a specific season or period of the year.

58. **Secondary Employment** – Any employment engaged in by a County employee for an employer other than the County, including self-employment.

59. **Sexual Harassment** – Unwelcome and often intimidating verbal or physical sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, the acceptance or rejection of which explicitly or implicitly affects an individual's employment, unreasonably interferes an individual's work performance, or creates an intimidating, hostile or offensive work environment.

60. **Shift Employee** – An employee who works in a department that has to remain operational twenty-four (24) hours a day and therefore, works a schedule that may include days, evenings, nights, weekends and holidays (e.g. Care Center).

61. **Solicitation** – The act of requesting another to purchase goods, materials, or services, or a plea for a financial contribution.

62. **Special Compensation** - One or more special rates of pay given eligible employees for working weekends, emergencies, holidays, overtime or performing special duties.

63. **Supervisor** – An individual whose position description authorizes them to perform some or all of the following tasks: hiring, transferring, coaching, counseling, discipline, terminations, layoffs, recalls, promotions, of employees under the direction of the Department Head or manager; to responsibly direct them; to adjust their grievances; or to effectively participate in and recommend such action.

64. **Suspension** – Relief of an employee from duty without pay, for a period of time as a disciplinary measure aimed at improving the employee's conduct and/or performance.

65. **Temporary Employee** – A person selected to work on a full or part-time basis for a limited duration.

    i. A temporary employee will be paid for actual number of hours worked.
    ii. Temporary employees are not eligible for any employee benefits.

66. **Termination** – A separation from service initiated by the County.

67. **Working Day** – A day on which DuPage County Administration building is open for business.

68. **Workplace Violence** – Acts or threats of violence including conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions or create a hostile, abusive, or intimidating work environment for one or more employees.

69. **Written Reprimand** – The formal, written record of corrective action, usually issued

after a coaching and counseling have failed to improve an employee's conduct and/or performance.

2

Section 2: Recruiting, Selection and Hiring

2.1 Certification of Employment
2.2 Recruitment Procedures
2.3 Employment Applications
2.4 Pre-Employment Testing
2.5 Workplace Accommodations

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Policy 2.1	Certification of Employment		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

CERTIFICATION OF EMPLOYMENT 2.1

POLICY

It is the policy of DuPage County to require a Certification of Employment form to approve the filling of all vacant full-time and part-time budgeted and temporary positions when applicable. This requirement is based upon the County's need to monitor and control headcount and staffing costs and to maintain a list of eligible candidates for employment.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status, all applicants, citizens, or residents.

- The philosophy of DuPage County is to provide employment and advancement opportunities to the most qualified individuals while maintaining compliance with all applicable employment laws.

- The Human Resources Representative assigned to the recruitment will work with the hiring department to determine the most qualified candidates whose names will be listed on the Certification of Employment form in the order of their overall average interview rating.

GUIDELINES

A. Prior to posting a position, the Certification of Employment will be verified and approved by the Department Head and the Director of Human Resources.

B. Upon completion of the recruitment, and prior to an offer being extended, the Human Resources Representative shall forward the Certification of Employment form to the Department Head and the Director of Human Resources for their signatures and approval.

C. A new vacancy may be filled from a previous Certification of Employment if the position is the same or lower grade, with approval from the Department Head and the Director of Human Resources.

The Certification of Employment form may be found on the County internet at
http://www.dupageco.org/HR/Docs/Employee_Forms/36710/

Policy 2.2	Recruitment Procedures		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

RECRUITMENT PROCEDURES 2.2

POLICY

It is the policy of DuPage County to follow recruitment procedures that will attract, hire, and retain the most qualified applicants for job vacancies. The County considers educational background, previous experience, and proven skills and abilities while maintaining compliance with applicable employment law. It is also the County's policy to encourage a career within the County by promoting current employees to fill vacancies whenever appropriate.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment, all applicants, citizens, or residents.

GUIDELINES

A. The employment function is centralized within the Human Resources Department. All employment contacts for full-time, part-time and temporary positions may be originated by the Human Resources Representative for the hiring department, including direct contact with prospective employees.

B. Summer employment applications may originate from the County Department itself; however, all posting/applications will be centralized within the Human Resources Department.

C. When a promotional or external job opportunity arises, the hiring decision may include the following factors: job knowledge, education, ability and skills, disciplinary record, attendance record, past performance, advancement potential and other job-related criteria.

D. The Human Resources Department is responsible for conducting pre-employment testing, post- offer physicals, and post-offer drug screening, screening applications, interviewing, conducting reference, criminal background and driving record checks, and placing applicants for employment.

E. The County of DuPage supports hiring based on merit and does not discriminate in favor of, or in opposition to, the hiring of more than one member of a family. An employee hired after December 1, 2010 will not be permitted to supervise or be supervised by immediate relatives, as defined in Personnel Policy 5.6: Bereavement/Funeral Leave, working within the same department.

Relatives of County employees are not precluded from applying for positions within the County. No employee shall participate in the interview or selection process or recommend the selection, promotion, or transfer of a person to whom he/she is a related.

F. The County has two (2) methods for posting vacant job opportunities:

Internal Job Opportunities
1. A position may be posted internally on a County-wide basis as a promotion or transfer opportunity. **2.** The length of an internal job opportunity posting is five (5) County business days and is normally posted prior to an External Job Opportunity. **3.** If the department is unable to fill a vacancy after the five (5) day internal job opportunity posting, or if no applications are received, the department may request that the position be posted as an External Job Opportunity.

External Job Opportunity
1. A position is posted externally for any qualified, interested applicant to apply. **2.** The external job opportunity will be posted until the position is filled or until a sufficient amount of applications have been accepted.

G. Recruitment procedures may be modified for a temporary period of time due to financial situations, as determined by the County Board and approved by the County Administrator and the Director of Human Resources. At that time, the departments may be asked to document the need to fill the vacant position.

PROCEDURES

1. All applications and resumes will be screened thoroughly by the Human Resources Representative to determine if the applicant meets the minimum educational and skill

requirements established in the approved job description/job posting.

2. DuPage County employees who apply for a position will be contacted by a Human Resources Representative to discuss their qualifications for the position. If qualified, those employees will be considered for the position through an interview process. Factors that will be considered in assessing a current employee for a new position include, but are not limited to, duration of time in current position, past performance reviews, and disciplinary history. All other considerations being equal, DuPage County employees who meet the qualifications for the new position will be given first consideration for job opportunities.

3. DuPage County is committed to aiding veterans who have served and received an honorable discharge from the Armed Forces of the United States, in order to make a transition into civilian employment. Therefore, when considering applicants with equal qualifications for a position, an applicant who can demonstrate that they have served and received an honorable discharge will be given preference for job opportunities, with special preference given to disabled veterans and those who have served on active duty or in a combat zone within the last year immediately prior to application.

4. DuPage County requires criminal background checks, work-related references from previous employers and, if applicable, pre-employment and post-offer testing including, but not limited to, drug screening, medical exam, and TB test. Driving record checks will be conducted on all new employees who are required to operate a vehicle as a condition of their employment. As a continuing condition of employment, periodic driving record checks, criminal background checks, and drug tests may be required.

5. The DuPage County Care Center is required to comply with the State of Illinois Health Care Worker Background Check Act [225 ILCS46]. For positions at the Care Center, appropriate license(s) and healthcare worker registries will be checked in compliance with the Health Care Worker Background Check Act. A fingerprint background check is also required. A conviction of certain crimes may make the employee ineligible to be employed by the Care Center in accordance with the Health Care Worker Background Act.

6. For specific positions within the Facilities Management Department, a criminal background check conducted by the DuPage Sheriff's department will be required as a conviction of certain crimes or pending court cases may make the employee ineligible to be employed.

7. The Human Resources Department will be responsible for collecting information from applicants and ensuring that all required information is collected and complete and that results are acceptable, prior to the new hire's start date. Offers of employment may be made contingent upon acceptable results of pre-employment and post-offer testing with the approval of the Director of Human Resources, or designee.

8. Once approval has been authorized on the Certification of Employment form (Personnel Policy 2.1: Certification of Employment), an offer shall be extended to the selected candidate. The Human Resources Representative will conduct any discussions and negotiations regarding terms of employment, including, but not limited to: starting

salary, hiring date, vacation time and/or other benefits.

9. All employment offers will be contingent upon approval of the Placing Names on Payroll resolution by the County Board, and new hires will not be permitted to start prior to that County Board approval unless special approval is received by the Director of Human Resources and County Administrator. Special approval will be based on, but not limited to, whether the operations within the department will be negatively impacted due to overtime, interruption of services, or care of residents. If special approval is received by the Director of Human Resources and the County Administrator, such special approval shall be submitted to the County Board for ratification. Under no circumstances will special approval be given to hire an exempt level position without County Board approval.

10. For the purpose of transparency, the Placing Names on Payroll Resolution will include all new hires, re-hires, promotions and job evaluations that result in an increase in pay.

Policy 2.3	Employment Applications		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

EMPLOYMENT APPLICATIONS 2.3

POLICY

It is the policy of DuPage County to receive resumes and applications for employment at the Human Resources Department or at other locations authorized by the Director of Human Resources, or designee. Resumes may be accepted, but all applications for employment must be on an approved County application for employment form prior to the interview process. The application for employment form is posted on DuPage County's web site.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status, all applicants, citizens, or residents.

GUIDELINES

The Director of Human Resources, or designee, may require applicants to furnish such evidence of legal work authorization, references, education, physical condition, certifications, licenses, criminal background history, and drug testing results, where these are applicable to performing the essential functions of the position. Evidence shall be furnished by applicants at their own expense.

A. An applicant may be disqualified from a position if the Director of Human Resources, or designee, examines the application/resume and it is found that:

1. The person will not meet the requirements established for the position within one (1) year.

2. The person has failed to submit a signed and completed application by the posted closing date.

3. The person has failed to indicate that they have been formerly employed with DuPage County or a DuPage County Elected Official on the Employment Application.

4. The person has failed to disclose all required employment history on the Employment Application.

5. The person has taken part in the creation, administration or correction of the examination for the position for which they are applying.

B. The Director of Human Resources, or designee, may disqualify an applicant, refuse to certify an eligible applicant, or discharge a previously appointed applicant, if it is found that:

1. The person has falsified any documents or tests or has made false statements in securing employment.

2. The person has used, or attempted to use, bribery to secure advantage in the selection to a position.

3. The person has obtained information regarding the examination to which, as an applicant, he is not entitled.

4. The person does not furnish proof of licenses and/or certificates of competencies for medical, technical or other specialized professions.

5. The person has failed or refuses to take an employment test, background check, drug/alcohol test or post-offer physical, when applicable for the position.

6. The person has been convicted of a misdemeanor or a felony when that conviction is job-related, or when crimes of violence are on their record and/or pending open court cases. For the Care Center, any person who has a disqualifying offense as defined under the Illinois Department of Public Health guidelines.

PROCEDURES

1. All applicants for employment will be referred to the Human Resources Department where they are to complete the approved DuPage County application for employment and/or submit a resume.

2. Current employees wishing to apply for a vacancy will be referred to the Human Resources Department, where they are to complete the approved DuPage County application for transfer/promotion and/or submit a resume.

3. All applicants must reapply to be considered for employment with the Human Resources Department if they are not hired within one year of their original application.

Policy 2.4	Pre-Employment Testing		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

PRE-EMPLOYMENT TESTING 2.4

POLICY

It is the policy of DuPage County to use Pre-Employment Testing as a measure to assess applicants where appropriate. All testing will be conducted in compliance with applicable employment laws.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status, all applicants, citizens, or residents.

GUIDELINES

A. All applicants may be required to complete pre-employment tests for positions. Examples of pre-employment tests that an applicant may be required to take include, but are not limited to: computer skills testing, accounting skills testing and other job-related skills questionnaires and/or tests.

B. Typing tests may be taken twice within a thirty (30) day period. The applicant's highest score will be kept on file. For all other pre-employment tests, applicants may take the test one time per posting period.

C. Pre-employment testing will be coordinated through the Human Resources Department. If an external applicant fails to complete a test as scheduled, the applicant will be disqualified from being considered for positions for six (6) months.

D. An applicant's test scores will remain valid for one (1) year. Applicants with test scores on file for longer than one (1) year will be required to retest unless approval is received from the Director of Human Resources, or designee, to use the test on file.

E. If an employee is currently in a position requiring the same or lower typing speed as the position for which they are applying, the employee is not required to retest.

F. Certain DuPage County positions may require that the person(s) selected for employment successfully pass a medical exam. This may include a post-offer physical examination, TB test and health inventory, or testing for alcohol and controlled substances. The purpose of the examination is to determine whether the individual is physically able to perform the job with or without reasonable accommodation, and to ensure their physical condition will not endanger the health, safety, or well being of other employees, the public, or residents of County-operated facilities. The offer of employment may be contingent upon the results of the examination.

PROCEDURES

1. Applicants should contact the Human Resources Department to schedule all tests.

2. All testing will be conducted by the Human Resources Department, or designee.

3. The hiring supervisor will have the flexibility to waive the testing for a particular position, if approved by the Department Head and the Director of Human Resources.

Policy 2.5	Workplace Accommodations		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

WORKPLACE ACCOMMODATIONS 2.5

POLICY

It is the policy of DuPage County to comply with the requirements of the Americans with Disability Amendments Act (ADAA) relating to County programs, services, activities or employment. This policy is intended to protect the rights of interested persons, to have appropriate due process standards and to ensure that DuPage County government complies with the ADAA.

ELIGIBILITY

- Any qualified applicant for employment with disabilities who applies for County jobs.
- All employees under County Board Jurisdiction regardless of employment status with disabilities that qualifies for accommodation under the ADAA and is able to perform the essential functions of their position with or without accommodations.

GUIDELINES

A. The Human Resources Department will be responsible for maintaining current job descriptions that outline the essential functions of every position. These essential functions will be communicated in all job opportunity postings and by a Human Resources Representative through the recruitment process.

B. It is the responsibility of the individual in need of a reasonable accommodation to notify their supervisor or a Human Resources Representative what essential functions they are unable to perform without accommodation.

C. DuPage County will communicate and work with individuals to provide reasonable accommodations that qualify under the ADAA. These accommodations will not impose an undue financial or administrative burden to DuPage County.

PROCEDURES

Accommodations – Each step of the accommodation process will be subject to the approval of the Department Head and the Director of Human Resources, or designee.

1. Upon notification from the individual that they are unable to perform the essential functions of their position due to a disability, a Human Resources Representative will provide a letter to the employee's treating healthcare provider explaining what information is needed to determine if a reasonable accommodation is needed and available to the employee.

2. It is the employee's responsibility to present this letter to their treating health care provider. All responses must be sent directly from the treating healthcare provider to DuPage County's Human Resources Department within fifteen (15) days of receipt of employer's letter.

3. Once medical documentation is received by Human Resources from the treating healthcare provider, the information will be discussed with the employee and the employee's supervisor to determine if the essential function(s) of a job are impacted by the disability and if a reasonable accommodation is available to the individual.

4. If the disability qualifies under ADAA and an accommodation is available, a Human Resources Representative and the employee's supervisor will discuss the provisions of the accommodation with the employee and it will be implemented immediately.

5. Accommodations will be reviewed annually by a Human Resources Representative, the employee, and the employee's supervisor to determine if the accommodation is still necessary and if it is meeting the needs of the County and the individual.

6. If no accommodation is available, a Human Resources Representative and the employee's supervisor will meet with the employee to discuss available options. If all options have been exhausted, and the employee is still not able to perform the essential functions of the position, the employee will follow the County's leave of absence policy. Any additional leave requests will be reviewed and determined by the Director of Human Resources or designee.

Complaints

1. Discrimination against any employee, resident, or applicant on the basis of disability will not be permitted or tolerated. Any deliberate attempt by any employee of DuPage County to bypass this policy will be subject to disciplinary action, not to exclude termination.

2. The Director of Human Resources, or designee, will serve as the Americans with Disabilities Act Coordinator of the County. Any employee or applicant who believes that they have been subject to discrimination shall inform the Director of Human Resources,

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Section 3: EMPLOYMENT

3.1 Equal Employment Opportunity (EEO)
3.2 New Employee Orientation
3.3 Probationary Period
3.4 Access to Personnel Records
3.5 Verification of Employment
3.6 Job Evaluations/Headcount Title Changes
3.7 Performance Appraisals
3.8 Reduction in Force
3.9 Resignation/Voluntary Separation of Employment
3.10 Termination/Involuntary Separation of Employment

Policy 3.1	Equal Employment Opportunity (EEO)		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

EQUAL EMPLOYMENT OPPORTUNITY (EEO) 3.1

POLICY

It is the policy of DuPage County to comply with all federal, state and local laws regarding Equal Employment Opportunity. Employment, promotions and all employee actions are to be based solely on individual merit and personal capabilities without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, age, marital status, political belief, veteran status or sensory, mental or physical disability.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status, applicants, and/or vendors who are doing business or seeking or providing services for DuPage County Government.

GUIDELINES

A. Terms and Conditions of Employment

This policy is to ensure that all terms and conditions of employment by the County of DuPage are in full compliance with the Equal Employment Opportunity requirements as they apply to all employees, applicants, citizens, residents, contractual staff and/or professional staff performing or providing services for DuPage County with respect to the following areas:

1. Employment process: Recruiting, hiring, training, and promoting all persons in all job classifications will be based solely upon an individual's qualifications, merit, personal capabilities, previous experience and education relating to the requirements of the open position.

2. Aspects of employment: Compensation, benefits, transfers, demotions, disciplines, layoffs and return from layoffs, terminations, education programs and all other privileges, terms and conditions of employment.

3. Advertisements for employment: DuPage County will use the term "Equal Employment Opportunity" or "EEO" in all such employment advertisements.

4. County Services: Utilization and/or provision of all services provided by DuPage County employees or through contracts or agreements.

B. Reasonable Accommodations for Qualified Individuals with a Disability**:** It is against the policy of DuPage County Government to discriminate against qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job. When dealing with situations involving job applicants or employees with a disability, the County will follow the guidelines outlined in Personnel Policy 2.5: Workplace Accommodations.

C. The policy of equal employment opportunity will be enforced by requiring compliance with the foregoing practices and procedures by all offices and departments under the jurisdiction of the County Board. Every good faith effort will be taken by the County to fulfill the objectives of this policy.

D. The Director of Human Resources, or designee, will serve as the Equal Employment Opportunity Officer of the County and will be responsible for communicating and implementing this policy.

PROCEDURES

1. Discrimination against any employee, resident or applicant on any of these conditions will not be permitted or tolerated. Any deliberate attempt by any employee of DuPage County to bypass this policy will be subject to disciplinary action, not to exclude termination.

2. Any employee or applicant who feels subject to or is aware of any form of discrimination shall inform the Director of Human Resources, or designee, in writing within ten (10) days.

3. This written statement must be specific regarding:

- Complainant's name and position (or, if complainant is a resident or applicant, please include name and address)
- Nature of discrimination
- Time period that the incident occurred
- Individuals involved
- Individuals involved who have information regarding the charge

4. All reports will be investigated by the Director of Human Resources, or designee. Results of the investigation shall remain confidential to the extent practical.

5. If the Director of Human Resources, or designee, finds that the claim has merit, appropriate action will be taken. This may include disciplinary action, not to exclude termination.

Policy 3.2	New Employee Orientation		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

NEW EMPLOYEE ORIENTATION 3.2

POLICY

It is the policy of DuPage County to provide Orientation Programs to all new employees. This will ensure that newly hired employees are acquainted with the expectations of employment and receive consistent and appropriate information with regard to employee benefits and County policies and procedures.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Orientation allows for the:

1. Collection and completion of required forms.

2. Employee to acquire materials on DuPage County services and benefits.

3. Employee to obtain information and training on County policies and operations.

B. The Department Head or Supervisor is responsible for any further departmental orientation and training of the new employee.

PROCEDURES

1. All new employees are required to attend an Orientation Program, unless the employee has been rehired within thirty (30) days of separation and approved by the Department Head or Director of Human Resources, or designee.

2. The Human Resources Representative will schedule a time for the new employee to attend the orientation program; written notice of their designated Orientation time will be included in their New Hire letter.

3. The Department Head or supervisor is responsible for allowing the employee time away from regularly scheduled work to attend the orientation program.

Policy 3.3	Probationary Period		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 7/9/13	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

PROBATIONARY PERIOD 3.3

POLICY

It is the policy of DuPage County to have a Probationary Period for new and current employees following placement into an established classification. This allows the employee an opportunity to become familiar with the duties and responsibilities of their position. It also allows the immediate supervisor adequate time to make a reasonable assessment of the employee's ability to perform the essential job requirements.

ELIGIBILITY

- All employees under County Board Jurisdiction within an established classification.

GUIDELINES

All DuPage County employees who are newly hired, promoted, demoted, transferred to a different classification within the same salary grade or transferred to the same classification within a different department will serve a six (6) month probationary period.

The probationary period is used to provide employees with feedback regarding their job performance and for the supervisors to communicate the expectations of the position to their employees so the employee has the knowledge necessary to satisfactorily perform the job.

During the initial probationary period, or trainee status, an employee who fails to demonstrate the ability and qualifications necessary for satisfactory job performance or, on the basis of other reasons deemed sufficient by the Department Head, may be terminated or demoted.

PROCEDURES

1. Employees will be notified of their probationary period through a new hire, promotion, demotion or transfer letter prepared by the Human Resources Department.

2. The employee is encouraged to seek performance feedback from their supervisor throughout their probationary period.

3. Upon successful completion of the employee's probationary period, the employee shall receive a performance appraisal in accordance with Policy 3.7 – Performance Appraisal.

4. If the Department Head or designee determines at any time during the probationary period that the employee is not successfully meeting the requirements of the position, they should contact a Human Resources Representative.

EXCEPTIONS

- An employee who is hired under a trainee status will remain on probation the entire length of the trainee status. Once the employee has completed the trainee status they will serve a 6 month probationary period.

- Any employee who transfers within the same department and remains within the same classification is not required to serve a new probationary period.

Policy 3.4	Access to Personnel Records		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

ACCESS TO PERSONNEL RECORDS 3.4

POLICY

It is the policy of DuPage County to ensure that Personnel Records remain confidential except where information is required to be disclosed by law or court order or in cases where the employee has authorized the release of their Personnel Records.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. All Personnel Records shall be kept and maintained by the Human Resources Department.

B. Employees will be allowed to review their own Personnel Records, as permitted by law, after signing a required authorization form.

C. All Personnel Records reviews shall take place in the Human Resources Department. Copies can be made at the request of the employee.

PROCEDURES

1. Employees should contact their Human Resources Representative to obtain information regarding their Personnel Records.

2. A request to Review Personnel Records Form must be completed in advance of inspecting the records. The form is available in the Human Resources Department.

3. In cases where the employee wishes to allow their representative to inspect that employee's personnel file, the employee must provide consent, in writing, containing a designation of the representative authorized to inspect the employee's personnel record, prior to being permitted to review a file. The designated representative will be allowed to inspect the personnel record in the same manner, and under the same terms, as provided to the employee.

Policy 3.5	Verification of Employment		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

VERIFICATION OF EMPLOYMENT 3.5

POLICY

It is the policy of DuPage County to handle all inquiries concerning current and former employees in compliance with legal requirements.

ELIGIBILITY

- All employees under County Board jurisdiction regardless of employment status.

GUIDELINES

A. All inquiries concerning former or current employees should be directed to the Human Resources Department at (630) 407-6300.

B. All inquiries concerning County Board Members should be forwarded to the County Board Office at (630) 407-6000.

C. Inquiries concerning Elected Officials should be forwarded to the Elected Official's Department.

D. No department or employee other than authorized employees in the Human Resources Department is authorized to verify any information about a current or former County employee to any outside requestor.

E. Unless otherwise required by law, the Human Resources Department is instructed to provide only the following information on employees: dates of employment, job title, employment status, and base salary information.

F. Inquiries requesting information about current or former employees must be submitted in writing and accompanied by the employee or former employee's signed authorization.

The request for verification of employment form is available on the internet under the Human Resources tab.

Policy 3.6	Job Evaluations/Headcount Title Changes		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 7/9/13	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

Job Evaluations/Headcount Title Changes 3.6

POLICY

It is the policy of DuPage County to provide compensation policies and procedures that are objective and equitable. In order to maintain these standards, job evaluations will be conducted by the Human Resources Department as deemed necessary.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Job Evaluation: A job evaluation is a comprehensive review of an existing or new position to determine the appropriate classification, Hay pointing and salary grade.

B. Headcount Title Change: A headcount title change is an adjustment from one existing position to another existing position.

C. The same position should not be evaluated more than once within a twelve (12) month period.

The Human Resources Department will evaluate the content of all positions and assign existing or newly created classes or make appropriate changes to the classifications.

PROCEDURES

1. A Department's approved headcount is developed in accordance with Finance budget policies. Departments are responsible for maintaining an annual staffing plan which includes a list of budgeted positions.

2. Requests for changes to a Department's budgeted headcount shall be initiated by the Department Head through a written request to the Director of Human Resources describing the change in position responsibilities or qualification which justifies the requested change. .The Human Resources Department will review the request and determine if the request necessitates a job evaluation or headcount title change. This review process may include completion of position description questionnaires or

interviews with the employee and/or manager to better understand the changes in the responsibilities of the job.

3. If the Human Resources Department determines that the position should be reclassified to an existing position, a headcount title change will be initiated. Otherwise, a job evaluation will be conducted, a job description shall be developed and a salary grade shall be assigned based upon the Human Resources Departments' analysis. In situations where the outcome of the headcount title change or job evaluation results in a change to the employee's salary grade, the Department Head may recommend an appropriate and equitable salary adjustment with the assistance of Human Resources. The employee's salary will be within the salary range of the new position. All recommendations for headcount title changes and/ or job evaluations along with salary adjustment recommendations shall be reviewed by the DuPage County Finance Department for analysis of financial impact.

4. In cases where the recommendation results in a change to the Department's budgeted headcount, the Department shall submit a headcount revision form and resolution to the County Board for approval.

5. In cases where a salary increase is recommended, the Department shall submit the recommendation to the County Board for approval through the Placing Names on Payroll Resolution.

6. An employee whose position is re-evaluated will not be required to serve a probationary period and will continue to receive performance appraisals in accordance with Policy 3.7: Performance Appraisals.

Policy 3.7	Performance Appraisals		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

PERFORMANCE APPRAISALS 3.7

POLICY

It is the policy of DuPage County to provide and maintain a Performance Appraisal system which promotes individual development and job satisfaction and evaluates an employee based on job performance and productivity.

ELIGIBILITY

- All full-time and part-time employees under County Board Jurisdiction.
- Temporary employees under County Board Jurisdiction within an established classification may be eligible for performance appraisals at the discretion of the Department Head.

GUIDELINES

A. The performance appraisal process is used to provide employees with documentation of their job performance to provide an opportunity to discuss ways and means for improvement, such as additional training, and to improve employee's job satisfaction and morale by indicating to their supervisor their interest in job progress and personal development.

B. Performance appraisals shall be considered in determining salary increases, order of layoff, transfer, recall and as a means for identifying which employees should be promoted, demoted or terminated.

C. Employees with more than one (1) year of service in their current position are normally eligible for a performance appraisal each year.

D. Newly hired employees are normally eligible for a performance appraisal at the end of six (6) months.

E. If an employee is out on any leave of absence or worker's compensation when their performance appraisal is due, they should receive the performance appraisal within sixty (60) days upon their return.

PROCEDURES

1. Performance Appraisal Forms are available on the internet under Human Resources tab.

2. During the performance appraisal meeting, the supervisor and employee should discuss each portion of the form, focus on the employee's performance, and set written goals for the future.

3. The employee is encouraged to write any comments they may have under "Employee Comments" and to sign the performance appraisal within one (1) week. Employees can offer comments at any time.

4. The completed performance appraisal form should be forwarded to a Human Resources Representative. The employee shall also receive a copy of their evaluation. The original performance appraisal form shall be filed in the employee's personnel file.

Policy 3.8	Reduction in Force		
Effective Date: 2/28/12 *Last Amended Date:* 11/27/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

REDUCTION IN FORCE 3.8

POLICY

It is the policy of DuPage County to reduce the workforce when deemed necessary and appropriate.

ELIGIBILITY

- All employees under County Board Jurisdiction.

GUIDELINES

A. Reduction in Force

1. A Department Head in consultation with the County Administrator may implement a reduction in force (RIF) of an employee (s) for the following reasons:

a. A shortage of funds or work

b. A bona fide abolishment of, or change in, the duties of a position

c. A position eliminated due to re-organization

d. A position that is part of a program by a Federal or State grant in which the grant funds cease to exist

B. In the event a RIF is expected, the County will attempt to communicate information to employees about the impending reduction as soon as possible. The means for notifying employees of a RIF shall be determined by the County Administrator and Director of Human Resources.

C. In determining the order of reduction in force, the Director of Human Resources and the Department Head shall consider, on a consistent and equitable basis, qualifications, performance appraisals, work record, conduct, job responsibilities and years of service.

D. When a reduction in force occurs, the separation date is normally the last day worked. If the reduction in force occurs during a disability leave, the separation will be deemed to be the date the reduction in force occurred. This date does not include any time owed to the employee, such as vacation, sick leave, compensatory time or floating holidays.

E. Group insurance benefits will cease in accordance with Policy 6.1 Medical and Dental Insurance.

F. **Severance Pay Policy**

1. The following schedule of severance pay shall apply to full-time and part-time regular employees in those cases where a reduction in force is deemed necessary:

YEARS OF SERVICE	DAYS PAID
1 year + 1 day through 2 years	5 days
3 years + 1 day through 5 years	10 days
6 years + 1 day through 10 years	15 days
11 years + 1 day through 15 years	20 days
16 years + 1 day through 19 years	25 days
20 years or greater	30 days

2. The County Board may, at any time increase or decrease the severance payout schedule if it is deemed to be in the best interest of the County.

G. **Application for Re-employment**

1. An employee who has been subjected to reduction in force is eligible to apply for re-employment by completing an application to be added to the re-employment registry in the Human Resources Department within one (1) month from the effective date of the reduction in force.

2. All other considerations being equal, applicants who are on the re-employment registry will be considered before external candidates. The re-employment registry applies to any position for which the employee is qualified for a period of one (1) year from the date of the reduction in force.

3. A person re-employed shall be subject to the successful completion of a probationary period (Personnel Policy 3.3 Probationary Period).

4. The employee's past salary is no indication of future salary.

PROCEDURES

1. Once the order of staff reductions have been determined, the Supervisor, Manager, or Department Head and a representative from Human Resources or the Director of Human Resources will meet with the employee(s) to discuss the details of the reduction in force and benefit options. A letter detailing the severance and related payouts will be provided to the employee with a copy given to the Human Resources Department.

2. It is the employee's responsibility to complete an application for the re-employment registry in order to be considered for future job openings.

3. If the employee accepts another position within the County before the effective date of the reduction in force or before the period of payout (as set in Guideline B, number 1) has passed, severance pay will not be granted.

4. Employees who receive retention benefits are not eligible to receive a severance payout.

Policy 3.9	Resignation/Voluntary Separation of Employment		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 7/9/13, 3/25/14	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

RESIGNATION/VOLUNTARY SEPARATION OF EMPLOYMENT 3.9

POLICY

It is the policy of DuPage County to establish procedures for employees who voluntarily separate their employment with the County.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. An employee who voluntarily separates their service with the County should submit a written resignation to their Department Head or Supervisor at least ten (10) working days prior to the effective date of the resignation, if applicable.

B. When adequate notice of separation is provided, an exit interview is generally scheduled and conducted by a Human Resources Representative.

C. The Department Head may, at their discretion, choose to set the date for actual termination.

PROCEDURES

1. As soon as a resignation is received, the supervisor should contact the Human Resources Representative to obtain the information necessary to complete the employee separation paperwork. Any paperwork should be forwarded with the letter of separation, if applicable, to Human Resources.

2. Upon receiving notice of an employee's separation, the Human Resources Representative will contact the employee to schedule an exit interview. The purpose of the exit interview is to gather information regarding the employee's reason(s) for leaving the County, and to allow the employee the ability (anonymously, if preferred) to share any ideas or opinions they may have to improve their Department or the County as a place to work.

3. Prior to the employee leaving, the supervisor should collect all County property entrusted to the employee, including, but not limited to, identification badge, keys, phones, pagers, employee handbook, uniforms, tools, files, equipment, etc.

4. Upon an employee giving notice, the last day worked will determine the date of separation from employment. An employee may not schedule or use vacation time, sick time, personal time, compensatory time or other available leave time past their last day worked to extend their length of service.

5. Employees will receive payout of vacation and sick time in accordance to Personnel Policies (Policy 5.2, Personal Days, Policy 5.3, Vacation Time, Policy 5.4, Sick Time)

Policy 3.10	Termination/Involuntary Separation of Employment		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 3/25/14	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

TERMINATION/INVOLUNTARY SEPARATION OF EMPLOYMENT 3.10

POLICY

It is the policy of DuPage County to separate an employee for cause as a method of dealing with any conduct that interferes with or adversely affects employment.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Disciplinary action may be used with any employee for conduct that adversely affects employment with DuPage County. For the most severe violation, or repeated violations, the employee may be terminated with the approval of the Director of Human Resources (Personnel Policy 10.1: Disciplinary Guidelines).

B. Job abandonment is defined as an employee who does not report to work for three (3) days without communicating with their supervisor and/or complying with departmental call in procedures. Job abandonment will result in termination of employment.

PROCEDURES

1. When the decision is made to involuntarily separate an employee, that decision must be approved by the Department Head and the Director of Human Resources, or designee.

2. Prior to the employee leaving, the supervisor should collect all County property entrusted to the employee, including, but not limited to, identification badge, keys, phones, pagers, employee handbook, uniforms, tools, files, equipment, etc. in the possession of the employee. In addition, the employee will receive information in the form of a separation packet from the Human Resources Representative.

3. In cases of job abandonment, the Human Resources Representative will send notifications of termination of employment via certified mail to the employee.

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Section 4: Compensation and Hours of Work

4.1 Compensation Practices
4.2 Special Compensation
4.3 Hours of Work/Rest Periods
4.4 Job Share Arrangements

Policy 4.1	Compensation Practices		
Effective Date: 2/28/12 *Last Amended Date:* 3/10/15	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

COMPENSATION PRACTICES 4.1

POLICY

It is the policy of DuPage County to follow Salary Practices that will attract and retain quality employees.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Salary Adjustments

1. Salary adjustments, outside of those specifically authorized by the County Board or recognized collective bargaining agreements, must be reviewed by the Finance Department. Salary increases for employees under County Board jurisdiction and those who do not fall under County Board jurisdiction must be submitted in writing to the Finance Department for consultation. Immediate and long-term funding sources must be identified and agreed to prior to the adjustment taking effect.

B. New Hires

1. New employees may be hired in at any salary within a position's salary range based on available funding. Consideration should be given to applicant's educational background, previous experience and proven skills and abilities as compared to current employees.

2. Newly hired employees may be eligible for a wage adjustment and a merit increase in accordance with the wage adjustment and merit increase guidelines adopted by the County Board. When considering the amount of an employee's merit increase, if any, a Department Head may pro-rate the increase from the date of hire.

C. Promotions

1. A promotion is considered movement into a job classification that is at least one (1) salary grade higher than an employee's current position.

2. An employee is also normally eligible for a promotional increase based on the following considerations:

   - The amount of additional responsibility, including education and training, required for the new position
   - The employee's performance history
     The location of the employee's current salary in the new salary range
   - Present salaries of current employees in comparable positions
   - Departmental budgetary constraints
   - If the minimum of the new salary range is higher than the proposed promotional increase, the employee shall be moved to at least the new minimum of the salary range, unless on trainee status

3. A promotion normally results in an increase of 5%. However, if departmental budgetary constraints and/or internal inequity issues exist, a promotional increase that is less or more than 5% may be recommended to the Director of Human Resources.

4. Employees promoted may be eligible for a wage adjustment and a merit increase, if any, in accordance with the merit increase guidelines adopted by the County Board. When considering the amount of an employee's merit increase, a Department Head may pro-rate the increase from the date of the promotion.

5. A lateral transfer is considered movement into a job classification that is of the same salary grade as the employee's current position.

6. If an employee transfers to a position with a different job title, but the same salary grade, the Department Head may recommend a salary increase up to 2% based on the following considerations:

   - The amount of additional responsibility, including education and training, required for the new position
   - The employee's performance history
   - The location of the employee's current salary in the salary range
   - Present salaries of current employees in comparable positions
   - Departmental budgetary constraints

D. Voluntary/Involuntary Demotion

1. A demotion, whether voluntary or involuntary, is considered movement into a job classification that is of lower salary grade and range than the employee's current position.
2. At the time of demotion, an employee's salary may be decreased based on the following considerations:

- A decrease in the amount of responsibility within the new classification
- The employee's performance history
- The location of the employee's current salary in the new salary range
- Present salaries of current employees in comparable positions
- Departmental budgetary constraints

3. A demotion normally results in a 10% salary decrease. However, if departmental budgetary constraints and/or internal inequity issues exist, a decrease that is less or more than 10% may be recommended to the Director of Human Resources.

4. An employee that is voluntarily demoted may be eligible for a wage adjustment and a merit increase in accordance with the wage adjustment and merit increase guidelines adopted by the County Board. When considering the amount of an employee's merit increase, a Department Head may pro-rate the increase from the date of the demotion.

E. Trainee Status

1. If an applicant does not fully meet the minimum qualifications, but will within one (1) year of hire, the applicant may be hired at a trainee-status that is 10% below the minimum of the new hiring salary range.

2. Once the trainee has met the minimum requirements of the position, they will be brought to the minimum of the hiring salary range, or, based on internal inequities, brought to an equitable increase as approved by the Department Head and the Director of Human Resources.

3. Trainee Status employees may be eligible for a wage adjustment and a merit increase, in accordance with the wage adjustment and merit increase guidelines adopted by the County Board. When considering the amount of an employee's merit increase, if any, a Department Head may pro-rate the increase from the date the employee met the minimum qualifications.

F. Merit Increase/Wage Adjustment

1. All employees may be eligible for a wage adjustment and a merit increase in accordance with the wage adjustment and merit increase guidelines approved by the County Board. When considering the amount of an employee's merit increase, if any, a Department Head may pro-rate the increase from the date of any previous salary increase within the last twelve (12) month period.

G. In-Charge Pay

Care Center staff in Housekeeping, Dining Services, and Nursing are eligible to receive in-charge pay when acting as a shift or division supervisor. In-charge pay will result in a temporary wage increase not to exceed 5% for the duration of the work assignment of acting shift or division supervisor.

H. Shift Incentive Pay

In emergency situations, shift employees of the Care Center will receive an hourly incentive to work additional weekends or holidays to ensure adequate shift coverage. Shift incentive pay may include a temporary increase in the hourly rate, or lump sum incentive payment.

I. Temporary or Short-term Workload Changes

Exempt level employees at grade 314 or lower may, upon prior approval by the County Administrator and Director of Human Resources be granted additional compensation when assigned short-term workload increases. Additional compensation, at straight time, may be authorized when temporary staffing shortages or increased service demands require work to be performed outside of the employee's usual work schedule in order to maintain the County's compliance with deadlines, regulations, statutes, or grant requirements.

J. Bonus

1. Employees may be eligible for compensation in the form of a bonus if their performance is deemed exceptional as indicated below.

2. To be eligible for a bonus, an employee must have demonstrated performance that far exceeds the norm in terms of service, quality, professionalism, or that which is far beyond what is usual, normal or customary. A Department Head who recommends a bonus outside of the annual cycle must submit a written request justifying the purpose and reason for the bonus to the Director of Human Resources, or designee, for approval. The Finance Committee will be notified, on an annual basis, when bonuses are issued.

3. During the annual cycle, if departmental budget allows, the Department Head may recommend a bonus increase for an employee to the Director of Human Resources for approval.

4. Bonus payments shall be paid in a lump sum and shall not become part of the employee's base salary.

K. Equity Adjustments

1. This type of increase may be recommended by a Department Head when an employee's salary is inequitable compared to their peers and/or the outside labor market, or if an employee has performed above expectations. Factors to be considered include:

   - Employee performance
   - Employee education and experience
   - Labor Market salaries
   - Ease of recruitment
   - Departmental budget

- Salary of other employees in same department within the same classification

2. A Department Head who recommends an equity increase for an employee, outside of the annual cycle, must submit a written request for approval to the Director of Human Resources justifying the purpose and reason for the equity increase.

3. During the annual cycle, if departmental budget allows, the Department Head may recommend an equity increase for an employee to the Director of Human Resources.

L. Mentor Stipend Pay – Care Center

1. Employees who are selected by the Care Center Administrator (or designee) as a mentor for the Nursing Department Mentoring Program will receive an additional per hour stipend while assigned to the role of mentor. The employee will return to their regular rate of pay upon completion of their mentoring assignment. Employees assigned to the role of mentor may be removed from the mentoring assignment at any time at the discretion of the Care Center Administrator.

Policy 4.2	Special Compensation		
Effective Date: 2/28/12 *Last Amended Date:* 5/22/12, 6/12/18	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

SPECIAL COMPENSATION 4.2

POLICY

It is the policy of DuPage County to develop special pay policies and procedures in order to provide all employees equitable compensation and adhere to the regulations set forth by the Fair Labor Standards Act.

ELIGIBILITY

- All employees under County Board Jurisdiction who have been designated by the Human Resources Department to receive special compensation.

GUIDELINES

A. Overtime

1. Overtime is defined as compensation for all actual hours worked over forty (40) hours per week (hours worked between 37.5 and 40 hours per week are not overtime but are paid at straight time). For certain positions within the Care Center, overtime is defined as compensation for all actual hours worked over eight (8) hours per day or eighty (80) hours per pay period. Overtime pays at one and one-half an employee's rate of pay. Training time will be included as actual hours worked for purposes of all overtime. Sick days, vacation days, personal days, designated holidays, jury duty, bereavement time, and compensatory time will not be included in calculating actual hours worked for purposes of overtime except as designated below with unscheduled overtime hours.

2. Unscheduled overtime hours are hours of actual performed work that are outside of an employee's normal work schedule and are not scheduled in advance by the Department Head or designee. All unscheduled overtime hours must be approved by the Department Head or designee. When an employee has worked unscheduled overtime hours during a week, or during the pay period for the Care Center, the calculation of actual hours worked during the week may include vacation days, personal days, designated holidays, jury duty, bereavement time, training time and compensatory time. Sick time is not counted toward the calculation of actual hours worked for weeks with unscheduled overtime hours worked by an employee.

3. In accordance with the Fair Labor Standards Act, an employee who works in two (2) non-exempt County positions must be paid overtime for hours worked beyond forty (40) hours in a workweek, regardless of which position the hours were worked. Additionally, if an employee holds one exempt and one non-exempt position, only the hours worked in the non-exempt position will be considered as a basis for overtime. When there are two (2) rates of pay, the average rate of pay will be used to calculate the overtime rate of pay.

B. Compensatory Time

1. Compensatory time is defined as time off granted to a non-exempt employee as compensation for hours worked in excess of that employee's regularly scheduled workday or workweek. Exempt employees may be granted compensatory time, on a limited basis, at the discretion of the employees Department Head or County Administrator.

2. An employee may request compensatory time off in lieu of overtime pay, provided that the use of the compensatory time does not unduly disrupt the operations of the department and if approved by the Department Head or designee, said request will be granted.

3. At the discretion of the supervisor, an eligible employee may be permitted to accrue up to a maximum of one hundred (100) hours of compensatory time at any time and earn no more than one hundred (100) cumulative hours in any calendar year. Effective the beginning of the 2013 fiscal year, compensatory time accrued must be used by the end of the next calendar year after it is accrued. At the discretion of the Department Head, compensatory time earned may be paid prior to the effective date of any position change.

4. Exempt employees will not receive overtime pay unless outlined specifically within this policy.

C. Emergency Call-Out

1. Emergency Call-Out is defined as a situation (where the life and/or safety of the general public is at risk, natural disasters, or major equipment failures that could impact the continuity of operations) in which an employee is called back to work or held over beyond their normal work hours in order to respond to an emergency as requested and approved by their Supervisor or Department Head.

2. Non-exempt and Exempt level employees at a grade of 315 or lower will be eligible for Emergency Call-Out compensation at time and one-half of the employee's regular rate of pay or at a minimum of two and one-half (2 ½) hours pay. This will start at the point the employee arrives at the designated site to work on the emergency call-out situation. The payment of Emergency Call-Out pay to any exempt level employee must be approved by the Department Head.

3. On a holiday in an emergency call-out situation, an employee will be paid their normal holiday pay plus emergency call out pay.

4. If the employee works in excess of their normally scheduled hours in an emergency call-out situation on a holiday, they will be paid at double time or two (2) times their regular pay.

D. On-Call Pay

1. On-Call pay is defined as compensation for carrying a beeper or cell phone in order to be available to respond to a bona fide emergency situation or to cover off hour operational needs which significantly limits the employee's activities outside the workplace.

2. For each week, that an employee is assigned a beeper or cell phone and required to be available to return to work on short notice, the employee shall be guaranteed a minimum of three (3) hours of pay at one and one half (1 ½) his regular rate of pay.

3. On-Call pay may not be banked as compensatory time.

4. Animal Services – Animal Control Officers
   For each week that an employee is assigned a beeper or cell phone and required to be available to return to work on short notice, the employee shall be guaranteed a minimum of three (3) hours of pay at one and one half (1½) of his regular rate of pay. In addition, an employee will receive a minimum of two (2) hours of pay when they receive a call out while on call. Compensation will start at the point the employee is enroute to respond to the call out.

   Should an employee be called out within the same two hours of an on-call emergency period of time, they are not eligible to receive an additional two hours of on-call pay (i.e. the employee will not receive multiple instances of on-call pay within the same period of time).

E. Shift Differential

1. Shift differential is assigned to designated job classifications working within the Care Center.

2. The hourly amount of shift differential and hours to be designated as a scheduled "shift" will be determined by the Department Head and the Director of Human Resources.

F. Certification Compensation

1. Employees requiring certification in a specific field as a requirement of the position must be able to present documentation verifying certification or licensure. It is the employee's responsibility to maintain the certification or license while working in the position.

2. In certain instances, the County may pay additional stipends to employees holding specific certifications as outlined in third party agreements or within these policies.

3. It is the employee's responsibility to notify his Supervisor or Department when any license or certification required to perform the position has expired or been revoked.

4. Failure to maintain required licensing may result in disciplinary action not to exclude termination.

PROCEDURES

1. All employees will have a work schedule established by their supervisor. Any straight time hours, or overtime hours worked, outside the employees normally established work schedule, must be pre-approved by their supervisor prior to working those hours.

2. The payment of any Overtime, Compensatory Time, Emergency Call-Out and On-Call compensation must be scheduled and approved in advance by the employee's Supervisor or Department Head.

3. For Overtime/Compensatory Time Off, the employee and Supervisor must agree prior to completion of payroll time documents, as to which option the employee will receive.

4. Employees are responsible for accurately recording Overtime, Compensatory Time, Emergency Call-Out and On-Call pay in the appropriate payroll time document and submitting to their supervisor in accordance with payroll deadlines. The supervisor is responsible for ensuring the employee's compliance with accurately recording Overtime, Compensatory Time, Emergency Call-Out and On-Call pay in the appropriate payroll time documents.

5. Upon termination of employment, the employee will receive monetary compensation for accumulated compensatory time at the appropriate rate of pay.

EXCEPTIONS

- If a temporary position is not within an established job classification, it shall be considered non-exempt.

Policy 4.3	Hours of Work/Rest Periods		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

HOURS OF WORK/REST PERIODS 4.3

POLICY

It is the policy of DuPage County to establish uniform Hours of Work within each department and to provide an efficient and safe work environment for all employees. The normal business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday; however, some departments may have other work hours due to the nature of their business needs.

ELIGIBILITY

- All employees under County Board jurisdiction regardless of employment status.

GUIDELINES

A. 37.5 WORKWEEK

Employees working 37.5 hours per week or 7.5 hours per day will be provided a sixty (60) minute meal period.

B. 40.0 WORKWEEK

Employees working 40.0 hours per week or 8.0 hours per day will be provided a thirty (30) minute meal period.

C. REST PERIODS

Two rest periods (not to exceed fifteen (15) minutes each) may be scheduled during a normal workday at the discretion of the Department Head or Supervisor.

D. PART-TIME & TEMP EMPLOYEES

Employees who work less than 37.5 hours per week and who are scheduled to work a minimum of 7.5 hours on a given day will be provided a break period of at least twenty (20) minutes beginning no later than five (5) hours after the start of their shift.

Employees working less than 7.5 hours will not be provided a meal period, but may receive one rest period at the discretion of their supervisor.

F. <u>FLEXIBLE SCHEDULE</u> A flexible schedule is defined as an ongoing alternative to the Department's regularly scheduled hours. Flextime is available at the Department Head's discretion to allow for the option of varying an employee's starting and ending time within established limits. Flextime designation is a matter of departmental discretion. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor and the employee and if it meets the needs of the department and the public. Once the employee, the Supervisor and the Department Head have agreed on a beginning and ending time, the employee is expected to work the agreed-upon schedule on a consistent basis. Flextime is a privilege, not a right, nor a benefit. Flextime is neither possible nor appropriate for every type of employment. An employee in a supervisory position may work a defined flexible schedule with the approval of the Department Head and the County Administrator.

PROCEDURES

1. Department Heads, Managers or Supervisors are responsible for communicating the Hours of Work and Rest Periods to employees within the department or division.

2. Department Heads, Managers or Supervisors may adjust Hours of Work and Rest Periods as necessary to meet the operational needs of the department.

3. Employees may not combine rest or meal periods for the purpose of reducing their assigned work schedule. Employees are not allowed to work during their rest and meal periods and end their workday earlier than they should, unless approved by their Department Head, Manager, or Supervisor on a case-by-case basis.

4. All Department Heads are authorized to stagger, rearrange and adjust the hours of employment of their various employees in such a manner as to enable them to keep their place of business open at all times required. The work schedule for each department shall be established by the Department Head.

5. A written flextime proposal is required in order for a flexible schedule to be approved. The written proposal must outline the specific dates, start and end times, and duration of the revised work schedule. The proposal must be submitted for approval to the Department Head two weeks in advance and at the beginning of each calendar year.

6. The Department Head will review the schedule to ensure that it conforms to appropriate laws and regulations and that adequate compensation and manpower is available for the proposed schedule and that it meets the demands, expectations and all aspects of the position. The Director of Human Resources will review the schedule to ensure that it conforms to the County's policies and appropriate laws and regulations.

7. Flexible work schedules should be designed to minimize overtime compensation and to make the best use of available personnel. DuPage County will not suffer any loss in

productivity as a result of this arrangement.

8. The flexible schedule will be reviewed on an on-going basis by the Supervisor and the Department Head to determine that all aspects of the arrangement are continuing to meet the needs of the department. The flexible schedule may end by the decision of the Department Head.

9. Care Center managers on duty (MOD), will be allowed to take an alternative day off, when required to work the weekends and/or holidays.

Policy 4.4	Job Share Arrangements		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 3/25/14	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

JOB SHARE ARRANGEMENTS 4.4

POLICY

In order to retain qualified personnel, it is the policy of DuPage County to allow for the sharing of all duties and responsibilities of a single, full-time position by two (2) qualified employees when departmental circumstances permit and in order to retain experienced personnel.

ELIGIBILITY

- All full-time employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. A job share position is distinguished from a part-time position in that each employee sharing a single full-time position is equally accountable for meeting all duties and responsibilities of the full-time position by working in partnership with another employee. This arrangement shall be fully detailed through a written proposal.

B. Prior to approval of a job share arrangement, the job share partners will agree in writing with their Department Head regarding the mutual accountability and performance requirements for all aspects of the position. This agreement will be approved by the Department Head and the Director of Human Resources.

C. Job share partners will share space, furniture and other accommodations of the job.

D. A job share arrangement shall not be construed to constitute any form of employment contract.

PROCEDURES

1. A written job share proposal is required in order for a job-share request to be approved. The written proposal may be initiated by two (2) interested employees, by the Supervisor, or by the Department Head.

The proposal will include the following:

a) The defined, shared responsibility of the position.

b) The partners' professional responsibility to each other throughout the term of the job share relationship.

c) Work schedules.

d) Reporting relationship.

e) Communication.

f) Performance appraisal process.

g) All issues related to the conclusion of the job share relationship.

h) Any other issues determined to be important to the job share arrangement.

2. The Department Head will review the proposal. If it is determined that the demands and expectations of a single position can be met effectively by two (2) employees mutually performing all aspects of the job, the proposal will be submitted to the Director of Human Resources for final approval.

3. The job share arrangement will be reviewed after six (6) months and then at least annually to determine that all aspects of the arrangement are continuing to meet the needs of the department.

4. Employees in a supervisory position may work in a job share arrangement as long as it does not result in coverage of less than 7.5 hours in a day or working less than 5 days a week.

5. The job share arrangement may end by the decision of the Department Head or one (1) or both of the job share partners and with the approval of the Director of Human Resources. This decision should be communicated in writing at least four (4) weeks prior to the end of the job share.

6. **Benefit Eligibility**

a) Job share partners, who began in a job share arrangement before December 1, 2010, qualify for sick pay, vacation pay, designated holidays and personal days proportionate to their scheduled hours. These employees may also participate in health, dental and life insurance by paying the employee benefit rate for plan(s) selected. . Job share partners shall not be eligible for the monthly opt-out credit if they choose not to enroll in medical or dental coverage.

b) Job share partners who begin in a job share arrangement after December 1, 2010, are eligible for vacation pay and designated holidays proportionate to their scheduled hours.

c) Employees who leave a job share arrangement to work in a non-job share position, and then request to return to a job share will be eligible for vacation pay and designated holidays proportionate to their scheduled hours.

d) Job Share partners shall participate in the Illinois Municipal Retirement Fund (IMRF)

in accordance with IMRF guidelines.

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Section 5: LEAVES OF ABSENCE

5.1 Designated Holidays
5.2 Personal Days
5.3 Vacation Time
5.4 Sick Time
5.5 Personal Leave
5.6 Bereavement/Funeral Leave
5.7 Military Leave
5.8 Jury Duty/Court Service
5.9 Family Medical Leave
5.10 Victims Economic Security and Safety Act
5.11 Blood Donation Leave
5.12 Child Bereavement Leave

Policy 5.1	Designated Holidays		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12; 5/22/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

DESIGNATED HOLIDAYS 5.1

POLICY

It is the policy of DuPage County to normally provide employees with eleven (11) Designated Holidays as declared by the County Board. All eligible employees will receive time off with pay or receive holiday pay if required to work, for all designated holidays.

ELIGIBILITY

- All full-time and part-time employees under County Board Jurisdiction who are budgeted to work a minimum of twenty (20) hours per week.

GUIDELINES

A. In the event a holiday falls upon a Saturday, the preceding Friday shall be deemed the official holiday. In the event a holiday falls upon a Sunday, the following Monday shall be deemed the official holiday. In departments which have twenty-four (24) hour per day operation, a holiday may be observed on the actual holiday, with the approval of the Department Head.

B. When an eligible employee is scheduled to work on a designated holiday, equivalent time off will be granted within the following twelve (12) month period, at a time convenient to the employee, the Supervisor and the department's operation. Compensation for the holiday will be paid at straight time.

C. Employees who observe a religious holiday on days which do not fall on a designated holiday should use accrued vacation, personal days, or compensatory time. However, if the employee does not have time, such religious holidays may be taken without pay with the approval of the Department Head and the Director of Human Resources, or designee.

D. It shall be the responsibility of the employee to provide their Supervisor with complete and accurate information on their time document regarding the use of holiday time.

E. Designated holidays may be adjusted from year to year as deemed necessary by the County Board.

F. Eligible part-time employees will receive designated holidays at a proportional rate, based on the number of hours they are regularly scheduled to work.

G. Compensation for a holiday will be calculated at one-tenth (1/10) of the normally scheduled bi-weekly work hours.

H. An eligible employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday, in order to be compensated for the holiday, unless absence on either or both is pre-approved by the Department Head or Supervisor.

I. Shift Employees

1. When a holiday falls on an eligible employee's regularly scheduled day off, the employee will be allowed an extra day's pay or equivalent time off in lieu of the holiday.

2. All eligible shift employees scheduled to work on a holiday shall receive compensation in lieu of equivalent time off for the holiday.

J. Care Center employees that work the designated holiday will receive monetary compensation for working the holiday in lieu of equivalent time off or may request to bank the holiday at straight time. Employees must provide advance notice to their supervisor in writing if they wish to exercise their option to bank the holiday time. Banked holiday time must be used by the end of the calendar year it is earned. If the employee does not use the banked holiday time by the end of the calendar year, he/she will receive payment for any unused time.

PROCEDURES

1. When an employee is scheduled to work on a recognized holiday, the employee shall get prior approval from their supervisor whether pay or compensatory time should be reflected on their time document for the hours worked.

2. Care Center employees who are scheduled to work on a designated holiday and are absent from work on that holiday will not be eligible to receive compensation for the holiday.

The list of approved designated holidays is available on the internet under the Human Resources tab at https://www.dupageco.org/HR/45852/

Policy 5.2	Personal Days		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 3/25/14	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

PERSONAL DAYS 5.2

POLICY

It is the policy of DuPage County to provide employees up to five (5) Personal Days per year. The Personal Days may be used for personal business or any other purpose.

ELIGIBILITY

- All full-time employees under County Board Jurisdiction.
- All part-time Care Center employees under County Board Jurisdiction that are normally scheduled to work a minimum of twenty (20) hours per week.
- Newly hired employees must successfully complete the required probationary period before they are eligible for personal days.

GUIDELINES

A. Except in the case of initial hiring, eligible employees shall be awarded five (5) Personal Days per year. The Personal Days may be taken any time during the calendar year. Employees must give a minimum of 24-hours advance notice for approval of time off to the Department Head or Supervisor.

B. During the first calendar year of employment the employee shall be awarded personal days on a pro-rated basis after passing the six month probationary period (Personnel Policy 3.3 Probationary Period). The following schedule shall apply:

Probationary Period Ends	Eligible For
January – February	5 Days
March- April	4 Days
May – June	3 Days
July - August	2 Days
September - October	1 Day

November - December	0 Days

C. An employee who separates employment with the County will not receive payment for unused Personal Days. Personal Days may not be carried over into the next year.

D. Eligible part-time employees will receive Personal Days at a proportional rate, based on the number of hours they are regularly scheduled to work.

E. Personal Days will be calculated at one-tenth (1/10) of the normally scheduled bi-weekly work hours.

PROCEDURES

1. It shall be the employee's responsibility to accurately report their time reflecting Personal Days used.

Policy 5.3	Vacation Time		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

VACATION TIME 5.3

POLICY

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. It is the policy of DuPage County to provide employees Vacation Time with pay based upon the number of hours worked and the length of continuous service.

ELIGIBILITY

- All full-time and part-time employees under County Board Jurisdiction who are budgeted to work a minimum of twenty (20) hours per week and have completed six (6) months of continuous service.

GUIDELINES

A. Vacation is accrued on a monthly basis.

B. Upon separation, vacation paid after the last day worked shall not be used to extend an employee's length of service.

C. Accrual of vacation time ceases during any medical leave after thirty (30) days. Vacation time does not accrue during a personal leave of absence.

D. Employees who have been rehired shall accrue vacation time as of their rehire date, unless the employee is separated for less than thirty (30) days as a result of layoff or employer initiated separation. In that case, if the separation is less than thirty (30) days, the accrual shall continue from the original date of hire.

E. Employees who have been rehired shall accrue vacation time as of their rehire date.

F. Any employee who transfers from one department under County Board jurisdiction to another department under County Board jurisdiction will retain the vacation time earned.

G. Supervisors should schedule vacation time for their employees in such a way that temporary help is not required and overtime payments are not needed.

H. Eligible part-time employees will receive vacation time at a proportional rate, based on the number of hours they are regularly scheduled to work.

I. Vacation will be calculated at one-tenth (1/10) of the normally scheduled bi-weekly work hours.

J. Department Heads may deny a vacation request if it interferes with the efficient and effective operation of the department.

VACATION SCHEDULE

YEARS OF CONTINUOUS SERVICE	VACATION DAYS PAID ANNUALLY	HOURS PER WORK WEEK	ACCRUED HOURS PER MONTH
0 through the completion of the fourth (4) year	10 Days	37.5 Hours 40.0 Hours	6.25 Hours 6.67 Hours
Beginning of the fifth (5) year through the completion of the Ninth (9) year	15 Days	37.5 Hours 40.0 Hours	9.37 Hours 10.00 Hours
Beginning of the tenth (10) year through the completion of the Nineteenth (19) year	20 Days	37.5 Hours 40.0 Hours	12.50 Hours 13.33 Hours
The beginning of the twentieth (20) year or more	25 Days	37.5 Hours 40.0 Hours	15.63 Hours 16.67 Hours

PROCEDURES

1. Requests for vacation/time off shall be submitted in advance and are subject to the approval of the Supervisor or Department Head. The following factors will be taken into consideration when reviewing vacation requests:

- How much accrued vacation an employee has
- The dates vacation has been requested
- The number of total employees already scheduled off
- Overall staffing levels

2. It shall be the responsibility of the employee to provide their Supervisor with complete and accurate information on their time document regarding the use of vacation time.

3. Employees may carry over up to ten (10) days of vacation from one (1) year to the next not to exceed ten (10) days, according to their normally scheduled bi-weekly hours. Any unused vacation time above the 10-day carryover maximum allowed, may be forfeited at the beginning of the following calendar year. An employee may be allowed to carry over more than ten (10) days of vacation on a limited basis. The employee must submit a written request to their Department Head and receive approval by the department head prior to end of the calendar year. Any vacation carried over in excess of ten (10) days must be used within the first quarter. The excess carry-over vacation cannot be sold.

Example: An employee begins a new calendar year with 10 days of vacation time in banked time, and is eligible to accrue 25 vacation days annually which will give a total of 35 vacation days by the end of the calendar year. If the employee uses 20 days of vacation at the end of the calendar year, they will only be eligible to rollover a total of 10 of the 15 unused vacation days into the new calendar year. The additional five days will be forfeited.

4. Once an employee has completed five (5) years of continuous service, they may elect to receive monetary payment for up to five (5) days or 37.5/40 hours of their earned vacation accrual at full value, in full day increments. Upon completion of fifteen (15) years of continuous service, and employee may elect to receive monetary payment for up to ten (10) days or 75/80 hours of their earned vacation accrual at full value, in full day increments. An employee is eligible to receive this payment one (1) time per calendar year.

5. If an eligible employee elects to sell vacation time, the "pay date" determines the calendar year. For example, if an employee is requesting a payment at the end of the year, (December), the "pay date" is the following calendar year (January). An employee will not receive this payment if the vacation time is unearned.

6. Upon initial hire, additional vacation days may be approved and may continue until the vacation days paid annually catches up to the vacation schedule for Exempt Level employees. Prior to an offer of additional vacation, approval must be received from the County Administrator and Director of Human Resources.

7. For an employee that has completed one (1) year or more of service, upon separation or layoff the employee will receive monetary compensation for any accrued, unused vacation time.

8. Upon separation, employees will receive monetary compensation for all earned vacation time which consists of the number of vacation days currently accrued based on the employee's years of service and a maximum of 10 days of banked vacation time. According to the policy, this amount shall not exceed a maximum of 35 days. Employees will receive any earned vacation payout on their last paycheck.

Request for Payment of Earned Vacation forms are available on the internet under the Human Resources tab.

Policy 5.4	Sick Time		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 2/26/13, 3/24/20	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

SICK TIME 5.4

POLICY

It is the policy of DuPage County to recognize that employees may occasionally be absent because of illness or injury. The County believes that employees should be protected against a loss of income because of such temporary absences.

ELIGIBILITY

- All full-time employees under County Board Jurisdiction are eligible for sick time.
- Care Center part-time employees that are normally scheduled to work at least twenty (20) hours or more per week are eligible for sick time.

GUIDELINES

A. Employees will accrue eight (8) sick days annually. Sick time credits will accrue on a monthly basis as follows:

1. Employees working 75.00 hours Bi-Weekly - 5.00 hours

2. Employees working 80.00 hours Bi-Weekly - 5.33 hours

3. Any other Bi-Weekly hours should be pro-rated, not to exceed sixty-four (64) hours of sick time annually.

B. Eligible part-time employees will receive sick time at a proportional rate, based on the number of hours they are regularly scheduled to work.

C. Sick time will be calculated at 1/10 of the normally scheduled bi-weekly work hours.

D. Sick time hours accrued and banked, may be used during the course of employment for the employee's own health condition or to care for an immediate family member who requires the employee's care or other reasons as stated within the Policy handbook.

E. Effective December 1, 2011, all sick time hours accrued, unused, and banked will be frozen for purposes of eligibility for monetary compensation. This accrued sick time will continue to be eligible for pay based on years of service at time of separation, as outlined in procedures 11 and 12.

F. Employees who have been rehired shall accrue sick time as of their rehire date, unless the employee is separated for less than thirty (30) days as a result of layoff or employer initiated separation. In that case, if the separation is less than thirty (30) days, the accrual shall continue from the original date of hire.

G. Sick time earned after December 1, 2011, may be accrued up to a maximum of 120 days. This bank will be maintained separately from sick time banked prior to December 1, 2011. Sick time may be used as follows:

1. For the employee's own health condition or to care for an immediate family member who requires the employee's care or other reasons as stated within the Policy handbook.

2. To obtain service credit to the full extent allowed by Illinois law and IMRF policies, if any.

H. An employee who transfers out of a position eligible for sick time, and then returns to a position that is eligible for sick time, may accrue sick time as of the date returning to the sick time eligible position, unless the transfer is for less than thirty (30) days.

PROCEDURES

1. Sick time will not accrue during any personal leave of absence or during any medical leave of absence greater than thirty (30) days.

2. Sick time accrued prior to December 1, 2011 will accrue and be carried over from year to year up to a maximum of 250 days, any sick time greater than 250 days will be forfeited.

3. An employee must notify their Supervisor or other designee directly when illness or injury prevents the employee from coming to work. Notice to the Supervisor or other designee should be given within a time frame established by the Department and should continue at the beginning of each work shift for which the employee is unable to report to work.

4. If a Department Head does not consider the evidence submitted as adequate for the use of sick time, additional documentation may be required, regardless of the number of days absent. If this additional documentation is not supplied, the request for sick time shall be denied and the time shall be coded as without pay. The time without pay may include a preceding or following designated holiday or vacation day.

5. A doctor's note will be required of an employee who is out for three (3) or more days, at the discretion of the Department Head. The doctor's note must include a release to work and indicate if any medical restrictions are required.

6. Any employee determined by the Department Head or Supervisor to be abusing the provisions of the sick time policy shall be subject to disciplinary action, not to exclude termination.

7. Eligible employees may receive payment for accrued, unused sick time as indicated below, based on employment date.

8. Employees who sign a formal notice of separation may receive such payment for accrued, unused sick time up to six (6) months prior to their separation.

9. Employees may not request payment for any sick time that has not yet been earned.

10. A special sick leave provision may be approved by the Chairman of the County Board in conjunction with the Human Resources Department during the flu season, or a public health crisis or public health event to extend the sick benefit and grant an employee sick time if they have insufficient sick leave hours. Before leave may be advanced, all accrued and banked sick time, vacation time, personal days and compensatory time must first be depleted. Any advanced sick time will be repaid from future sick time accruals or be deducted from the final paycheck issued to the employee.

11. **For employees hired prior to November 1, 2005:**

    a. Once an employee accrues thirty (30) days of sick time, they have the option to receive monetary compensation for up to five (5) days of sick time, one time per calendar year, at the payout percentage based on their length of service as indicated in the Payout Table below.

    b. Upon separation or layoff, the employee has the option to either:

        1. Receive monetary compensation for accrued, unused, sick time, based on the Sick Time Payout Table below; or
        2. To obtain service credit to the full extent allowed by Illinois law and IMRF policies, if any.

YEARS OF COMPLETED CONTINUOUS SERVICE	MONETARY COMPENSATION PERCENTAGE RATE
5 through 7 years	50%
8 through 10 years	67%
11 through 15 years	75%
16 years or greater	100%

12. **For employees hired after November 1, 2005:**

a. For an employee who has completed eight (8) years of service, upon separation or layoff, the employee will have the option to either:

A. Receive monetary compensation for accrued, unused sick time at 50% of the value or,

B. To obtain service credit to the full extent allowed by Illinois law and IMRF policies, if any.

Request for Payment of Accrued Sick Leave forms are available on the internet under the Human Resources tab.

13. Donated Sick Time

a. **Eligibility**. To qualify, the employee requesting donated sick time must:

i. Have a non-work related serious illness or injury, as verified in writing by a health care provider, which meets the definition of a serious health condition under the Family and Medical Leave Act (FMLA) and an estimated date of return to full duty from the health care provider; or

ii. Have a spouse, domestic partner, or dependent who resides in the employee's household with a serious illness or injury, as verified in writing by a health care provider, which meets the definition of a serious health condition under the Family and Medical Leave Act (FMLA);

iii. Have an insufficient amount of accrued and unused sick time to cover the estimated period of absence;

b. **Approval**. Upon approval of an employee's request for donated sick time, the Human Resources Department shall:

i. Notify County employees of the requesting employee's need for donated sick time while respecting the employee's right of privacy;

and

ii. Approve payment of any such donated sick time to the requesting employee up to the amount of donated leave, or the hours necessary to provide the employee with their regular, straight-time pay for such pay period, whichever is less.

c. **Donating Sick Time**. An employee may donate accrued and unused sick time to any County employee who has been approved to receive donated sick time as long as the donating employee retains a sick leave balance of at least 37.5 or 40 hours after deduction of the hours offered for donation.

i. Donations of sick time shall be in one hour increments.

ii. An employee receiving donated sick time shall be paid at their regular rate regardless of the rate of pay of the employee donating such leave.

iii. Sick time shall be deducted from donating employees in the order donated and shall be credited to the receiving employee's account on pay day up to the amount necessary for the employee to be paid their regular two weeks' pay. No sick time shall accumulate in the account of a receiving employee or be converted to cash or compensatory time. Any sick time donated by an employee that is not used shall remain in the account of the donating employee.

iv. An employee using donated sick time shall be in active pay status and shall accrue sick time, and be entitled to any other benefits they would normally receive. All sick time or other paid leave provided to or accrued by an employee while using donated sick time shall be used in the following pay period first before donated sick time is used.

v. An employee approved to receive donated sick leave shall be eligible to receive such leave until the employee:

a. Returns to full duty; or

b. Exhausts all donated leave; or

c. Has been on donated sick leave for a total of six months.

vi. Employees absent from work and receiving donated sick leave may not work, perform services, receive, or earn compensation for or from any other entity, including the employee's own business, from the beginning of such absence until the employee returns to work.

Donated Sick Leave

a. An employee requesting the use of donated sick time must submit a Request to Receive Donated Sick Time Form, to the Human Resources Department along with a written certification from a health care provider of the employee's serious health condition, on a Health Certification Form, and an estimated date of the employee's return to full duty, must be attached to the request.

b. Upon approval of a request for donated sick time, Human Resources shall complete a Notice to Donate Sick Time and forward copies to each County Department.

c. An employee wishing to donate sick time to a fellow employee eligible for donation shall complete their portion of the Notice to Donate Sick Time, sign and date it (including the time of signature) and return it to Human Resources.

d. Human Resources shall confirm the employee(s) wishing to donate sick time have sufficient balance to do so and shall allocate sick time pursuant to this Policy.

Policy 5.5	Personal Leave		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 3/25/14, 10/15/2020	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

PERSONAL LEAVE 5.5

POLICY

It is the policy of DuPage County to allow employees to take a Personal Leave of Absence without pay for extraordinary circumstances of personal need when it is determined to be in the best interest of both the County and the requesting employee.

ELIGIBILITY

- All full-time and part-time employees under County Board Jurisdiction.

GUIDELINES

A. A personal leave is initiated at the employee's request and is not to exceed ninety (90) days unless approved by the County Board Chairman.

B. An employee will be required to use any accrued vacation, sick or personal days, and compensatory time during an approved personal leave. If an employee does not have this time available, they will go unpaid during the length of the personal leave.

C. Sick time, vacation time and personal days will not accrue while the employee is on a personal leave, nor will an employee be eligible for holiday pay. In addition, employees will not be eligible to receive jury duty/ court services pay or blood donation leave pay at any time during Personal leave, and will not be eligible to receive holiday pay or bereavement pay during Personal Leave. Additionally, future benefits and benefit accruals will be adjusted based upon the period of time the employee is on Personal Leave (i.e. sick time, vacation time, retention and service awards).

D. During a personal leave, an employee may continue participation in the County's benefit programs by paying the total cost of those programs in which they are enrolled.

E. The effective date of completion of an employee's probationary period, due date for performance appraisals and/ or eligibility for any salary adjustments while on a personal leave, will be adjusted to account for the break in service.

F. Only extreme circumstances should be considered in granting a personal leave. All aspects of the employee's situation should be considered, including personal circumstances, length of employment, job performance, any prior disciplinary action, overall attendance and probability of return.

G. The Director of Human Resources, or designee, will make every effort to place the employee in their former position. Personal leave does not guarantee the ability to return to a former position. If the position is not available, the employee may be restored to a position of like status and pay, if available. If this is not possible, the employee will be separated.

H. Before returning to work, the employee who is out due to their own serious health condition must provide a "fitness for duty" with a specific return date noting any restrictions. If restrictions are noted, the Department Head and Director of Human Resources will determine whether and how the restrictions may be accommodated. If such certification is not received, their return to work will be delayed.

PROCEDURES

1. An employee must submit a written application request for Personal Leave (available in the Human Resources Department) at least thirty (30) days in advance, where practical or where leave is foreseeable, stating both the purpose and the beginning and ending dates of the leave. If the need for leave is not foreseeable, or the employee does not receive thirty (30) days advance notice themselves, notice is required as soon as practicable, generally within one (1) to two (2) days of learning of the need for leave.

2. Requests for personal leave will be reviewed and approved or denied by the employee's Department Head and the Director of Human Resources, or designee, according to County policy. The employee's Department Head and the Director of Human Resources reserve the right to consider the operational needs of the department when reviewing the personal leave request.

3. A personal leave request of more than ninety (90) days must be approved by the County Board Chairman.

4. Personal Leave will be considered on an intermittent or reduced schedule basis. The employee's Department Head and the Director of Human Resources reserve the right to consider the operational needs of the department when reviewing the personal leave request.

5. The County will require that the employee obtain appropriate medical certification or supporting documentation stating the need for the leave of absence and the dates of absence. The employee is responsible for providing updated medical information as requested by the County during the leave.

6. Special consideration may be granted for employees seeking to participate in federal, state or local government-sponsored humanitarian initiatives. Documentation specific to

the request of the leave will be required in order to determine the approval and duration.

7. Normally, during a personal leave, the workload of the employee on leave is absorbed by other employees. If this is not practical, the Department Head and Director of Human Resources, or designee, may jointly determine whether the employee must be temporarily replaced.

8. The Supervisor or Department Head should inform the employee that their return status from a personal leave is always subject to, and contingent upon, availability of their former position.

9. As soon as the personal leave is approved, the Supervisor or Department Head should forward a Personnel Payroll Change Form to the Human Resources Department noting that the employee is on personal leave.

10. If an employee was on Personal Leave due to their own serious health condition, the employee must provide documentation from their treating health care provider indicating they are able to perform the essential functions of their position before returning to work. Documentation must include a list of restrictions that would impact their ability to perform their job.

11. Employees may be required to provide periodic updates of their status and intent to return to work while on Personal Leave.

12. If the employee does not return to active employment by the date agreed upon, the employee will be terminated.

Policy 5.6	Bereavement/Funeral Leave		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 12/13/16	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

BEREAVEMENT/FUNERAL LEAVE 5.6

POLICY

It is the policy of DuPage County to provide time off for employees to bereave the loss of an immediate family member.

ELIGIBILITY

- All full-time and part-time employees under County Board Jurisdiction who are budgeted to work a minimum of twenty (hours) per week.

GUIDELINES

A. Bereavement/funeral leave should be taken consecutively but may be split at the discretion of the Supervisor and with the approval of the Department Head.

B. If the death should occur during regularly scheduled time-off or holiday, eligible employees may still receive the full bereavement/funeral leave.

C. Eligible part-time employees will receive bereavement pay at a proportional rate, based on the number of hours they are regularly scheduled to work.

D. Bereavement will be calculated at one-tenth (1/10) of the normally scheduled bi-weekly work hours.

E. In the event of the death of a child, refer to Personnel Policy 5.12: Child Bereavement Leave

F. Members of the employee's immediate family include:

Up To Three (3) Days Leave			
Mother Father Brother Sister	Spouse Mother-in-law Father-in-law	Grandparent Grandparent-in-law Grandchild Stepparent	Sister-in-law Brother-in-law Son-in-law Daughter-in-law
• ***The above also applies to a person who is legally acting as a guardian in one of the above capacities.*** • ***Employee's immediate family member does not include a former spouse or a member of the former spouse's family.***			

G. Written documentation may be required before payment is made declaring the relationship of the employee. Documents such as a dated obituary notice or notice from the funeral home may be required before bereavement pay can be processed.

H. If an employee requests additional days off or additional time off with pay, accrued vacation, sick time, personal days, or compensatory time may be scheduled and is subject to the approval of the Department Head or Supervisor.

I. In the event of a death outside the immediate family, accrued vacation, personal days or compensatory time may be scheduled and is subject to the approval of the Department Head or Supervisor.

J. Management discretion in handling bereavement/funeral leave issues should reflect respect and sensitivity for the nature of the individual's circumstances, while ensuring consistency and fairness to other employees.

PROCEDURES

1. An employee shall notify their Department Head or Supervisor as soon as practical, immediately following the death of an immediate family member.

2. The Supervisor shall notify the employee of the duration of their leave and be responsible for coding the time document accordingly.

Policy 5.7	Military Leave		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* Pub.L. 103-353; 38 U.S.C. §§ 4301–4335	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

MILITARY LEAVE 5.7

POLICY

It is the policy of DuPage County to comply with all applicable Federal and State laws in granting Military Leave to employees who voluntarily or involuntarily serve, or are reserve members of, the United States Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, and/or the Commissioned Corps of the Public Health Service, and others designated by the President of the United States in time of war or emergency.

ELIGIBILITY

- All full-time and part-time employees under County Board Jurisdiction.

GUIDELINES

A. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), the County is obligated to release employees for service with the Armed Forces when the employee participates in:

1. Annual Training (Summer Camp)
2. Active Duty of Training (School)
3. Inactive Duty Training Assemblies (Weekend drills)
4. Extended leave of absence for voluntary active duty service (Enlistment)
5. Involuntary call-up

B. Military leave of absence shall not result in a loss of seniority status or benefits, which would have normally accrued if the employee had not been absent for such purposes.

C. In accordance with Federal law, a military leave of absence shall have a 5-year limit (with some exception) on the cumulative length of time an employee may serve in the military and remain eligible for reemployment.

D. The County is not required to provide additional work hours to compensate for military leave.

E. During time of war, the County Board will adopt a resolution indicating any special exemptions or considerations to be put into practice.

PROCEDURES

1. Any regular full-time or regular part-time employee who enlists, is drafted or is called to active/inactive duty shall immediately notify their supervisor verbally or in writing prior to departure for military service.

2. An employee who is called to uniformed service shall provide a copy of official orders as soon as available reflecting the length and character of the service to their Supervisor or Department Head or the Human Resources Department.

3. In accordance with applicable law(s), the employee shall be compensated for the difference between the payment received from the military and their compensation paid by the County. The employee may request the use of vacation, compensatory time, or leave without pay to supplement absences; however, they are not required to do so.

4. The employee's insurance benefits will continue through their military leave period, unless the employee decides to discontinue the benefits.

5. If the employee has discontinued their insurance benefits during military leave, coverage will be immediately reinstated, without a waiting period, following the employee's return.

6. The employee will continue to accrue vacation and sick leave. Vacation, sick leave and floating holidays that were unused at the time the military service began will be resumed upon the employee's return.

7. In accordance with Federal law, upon completion of the period of military service, the returning employee shall notify their supervisor that they intend to return to employment. The employee will provide documentation to the length and character of their uniformed service. The length of time the employee has to contact their supervisor depends upon the amount of time spent in service as explained below:

Length of Absence from Employment Due to Uniformed Service	Deadline for Applying for Re-employment
Less than 31 days or to take an exam to determine fitness for military service	Employees have ***eight hours*** following their return from service to report for their next scheduled work period
Between 31 and 180 days	Employees will have ***14 days*** following their return from service to apply for reemployment
More than 181 days	Employees have ***90 days*** following their return from service to apply for reemployment

8. The employee shall submit to their supervisor their military pay voucher, or equivalent, which details the amount of payment received for the military leave as soon as possible.

9. An employee's compensation shall reflect any adjustments made to their classification during the leave, excluding merit increases.

Policy 5.8	Jury Duty/Court Service		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

JURY DUTY/COURT SERVICE 5.8

POLICY

It is the policy of DuPage County to follow all Federal and State laws regarding Jury Duty or Court Service such as being called to act as a subpoenaed witness.

ELIGIBILITY

- All full-time and part-time employees are eligible to serve on a jury, or as a result of their duties may appear before a court as a witness in response to a subpoena or other directive.

- Temporary employees are eligible to serve on a jury, but their time at jury duty will be unpaid time off.

GUIDELINES

A. Employees are granted a leave of absence with pay for the time they are required to serve, less payment received for acting as a juror or a witness.

B. All employee benefits will continue in effect during subpoenaed jury duty or performance of witness duties.

C. Employees who appear as a subpoenaed witness for the County or are required to testify on behalf of the County, or as a juror will be paid for those hours they are required to testify, less payment received for witnessing.

PROCEDURES

1. Upon receipt, the employee shall present the court document, which gives instructions to report for jury duty or the subpoena or notice to testify to their supervisor.

2. If an employee is released as a witness or relieved from jury duty for any period during normal working hours, the employee shall immediately notify their supervisor. The employee may be instructed to report back to work.

3. The employee shall submit a copy of any witness or juror compensation to the Payroll Division. A deduction of the Jury Duty, minus any travel allowance, will be made on the next paycheck processed.

EXCEPTIONS

- Employees who appear in court as the plaintiff or defendant in any action not related to their official duty shall not be paid for time away from work unless that time is accrued vacation, personal business, or compensatory time.

Policy 5.9	Family Medical Leave		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 10/15/2020	*Applicable Law/Statute:* Pub.L. 103-3; 29 U.S.C. sec. 2601; 29 CFR 825	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

FAMILY MEDICAL LEAVE 5.9

POLICY

It is the policy of DuPage County to comply with all Federal and State laws in granting Family Leave. This policy is meant to comply with the Family Medical Leave Act and is not intended to grant leave in addition to what the Act requires.

ELIGIBILITY

- All full-time and part-time employees who have worked at least 1,250 hours during the twelve (12) months preceding the leave and who have completed twelve (12) months of service are eligible to take Family Medical Leave.

GUIDELINES

A. An eligible employee will be entitled to a total of twelve (12) work weeks of unpaid leave during a designated twelve (12) month period for one or more of the following:

1. The birth and care of the newborn child of the employee. (Leave to care for a newborn child or for a newly placed child must conclude within twelve (12) months after the birth or placement).

2. The placement of a child with the employee for adoption or foster care. (Leave to care for a newborn child or for a newly placed child must conclude within twelve (12) months after the birth or placement).

3. To care for an immediate family member (spouse, child, or parent), of the employee with a serious health condition.

4. When the employee is unable to work because of a serious health condition.

5. Qualified Exigency Leave related to a spouse, child, or parent called to active duty in the National Guard or Reserves.

B. An eligible employee will be entitled to a total of twenty-six (26) work weeks of unpaid leave during a designated twelve (12) month period to care for an injured or ill military

service member who is the employee's spouse, son or daughter, parent or "next of kin." The leave is applied on a per-service member, per-injury basis.

C. DuPage County uses a rolling twelve (12) month calendar to calculate an employee's Family Medical Leave, measured backward from the date leave is taken. Each time an employee requests Family Medical Leave, DuPage County will compute the amount of available time based upon the date of the employee's previous leave, if applicable.

D. In most circumstances, an employee may be required to use any accrued vacation, personal days, and sick time during any unpaid portion of Family Medical Leave granted, providing this does not interfere with Workers' Compensation benefits or eligibility for IMRF disability benefits. FMLA leave will run concurrently with any other applicable leave. For instance, IMRF disability or Workers' Compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA qualifying.

E. The County will provide basic life, medical and dental insurance coverage to an employee who is on Family Medical Leave at the current employee rate. If an employee is off work after exhausting their twelve (12) weeks of Family Medical Leave, the employee will be responsible for the entire premium, from that point forward. If an employee fails to pay their share of the premium, coverage may be canceled.

F. Under certain circumstances, an employee may take Family Medical Leave intermittently, which means taking leave in blocks of time, or by reducing the employee's normal weekly or daily work schedule.

G. If Family Medical Leave is for birth and infant care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval. The County's approval is not required for intermittent leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

H. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment during non-working business hours so as not to unduly disrupt the operation of the department.

I. Spouses employed by the County may be limited to a combined total of twelve (12) weeks of Family Medical Leave for birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. In the situation where the spouses have both used a portion of the total twelve (12) weeks of Family Medical Leave, for birth and care of a newborn child or for placement of a child for adoption or foster care, each would be entitled to the difference between the amount they have taken individually for other purposes.

J. An expectant mother is entitled to FMLA leave for incapacity due to pregnancy, for prenatal care, or for her own serious health condition following the birth of the child. Circumstances may require that FMLA leave begin before the actual date of birth of a child. An expectant mother may take FMLA leave before the birth of the child for prenatal care or if her condition makes her unable to work. The mother is entitled to leave for incapacity due to pregnancy even though she does not receive treatment from

a health care provider during the absence, and even if the absence does not last for more than three (3) consecutive calendar days.

K. An employee is entitled to FMLA leave if needed to care for their pregnant spouse who is incapacitated or if needed to care for her during her prenatal care, or if needed to care for the spouse following the birth of a child if the spouse has a serious health condition.

L. Spouses employed by the County are entitled to FMLA leave if needed to care for a child, adopted child or foster child with a serious health condition if the requirements of the applicable FMLA regulations are met and provided they have not exhausted their entitlements during the applicable twelve (12) month FMLA leave period.

M. An employee who expects to be absent from work due to personal illness or injury for more than thirty (30) days may be eligible for IMRF disability benefits. (Personnel Policy 3C: Illinois Municipal Retirement Fund/IMRF)

N. An employee with twelve (12) or more months of service who is eligible for Family Medical Leave and is absent on Family Medical Leave for twelve (12) work weeks or less will have the right to return to the same, or equivalent, position. However, an employee has no greater right to reinstatement or other benefits and conditions of employment than if they had not taken leave. If the employee does not return to work on the first business day after the approved FMLA leave ends, the employee will forfeit their right to be reinstated under the FMLA.

O. Certain “key” employees (highly compensated salaried employees) may not be returned to their former or equivalent positions following a leave if reinstatement to employment will cause substantial economic injury to the County. The County will notify those who qualify as “key” employees and those who will be denied reinstatement, and it will also notify these employees of their rights.

P. Before returning to work, the employee must provide a written medical release from their physician before returning to work with a specific return date noting any restrictions. If restrictions are noted, the Department Head and Director of Human Resources will determine whether and how the restrictions may be accommodated. If such certification is not received, their return to work will be delayed.

Q. Accrual of vacation and sick time will cease during any family medical leave of absence over thirty (30) days. In addition, employees will not be eligible to receive jury duty/ court services pay or blood donation leave pay at any time during FMLA leave, and will not be eligible to receive holiday pay or bereavement pay following thirty (30) days of an FMLA leave. Unpaid leave is defined as time off during which the employee is not receiving any compensation for previously accrued benefit sick time (sick, vacation, personal days, or compensatory time).

PROCEDURES

1. An employee must contact human Resources to request Family Medical Leave, at least thirty (30) days in advance, where practical or where leave is foreseeable, stating both

the purpose and the beginning and ending dates of the leave. If the need for leave is not foreseeable, or the employee does not receive thirty (30) days advance notice themselves, notice is required as soon as practicable, generally within one (1) to two (2) days of learning of the need for leave.

2. Requests for Family Medical Leave must be approved by the Director of Human Resources, or designee.

3. The County will require that the employee obtain a Certification of Healthcare Provider form and have it completed by a certified health care provider. The employee is responsible for providing updated medical re-certifications as requested by the County during the Leave.

4. The Human Resources Department may contact the healthcare provider directly to authenticate a certification or obtain clarification.

5. An employee will be required to provide their supervisor with a ~~treatment~~ schedule or a one (1) to two (2) day notice of anticipated absences.

6. If an employee fails to provide a one (1) to two (2) day notice or a call on the same day of an absence, it will not be counted as FMLA time unless the absence is due to unforeseen circumstances. Instead, it ~~will~~ may be treated as a regular absence and will be subject to the department's attendance policy unless it was an emergency or unforeseen circumstance; then the employee must have a doctor/facility note to verify the emergency or unforeseen circumstance.

7. The County, at its expense, may require an examination by a second health care provider designated by the County. If the second medical opinion differs from the employee's original certification form, the County, at its expense, may require that a third, mutually agreeable health care provider provide a final and binding opinion.

8. The Human Resources Department will notify the employee of the status of their request for Family Medical Leave by sending the employee a Notice of Eligibility and Rights & Responsibilities form and Designation Notice form.

9. Employees may be required to provide periodic updates of their status and intent to return to work while on Family Medical Leave.

10. If an employee was on Family Medical Leave due to their own serious health condition, the employee must provide medical documentation from their treating health care provider indicating they are able to perform the essential functions of their position before returning to work. The medical documentation must include a list of restrictions that would impact their ability to perform the essential job functions of the position.

11. If circumstances of a leave change, enabling the employee to return to work earlier than the date specified, the employee should notify their supervisor at least two (2) working days prior to returning.

12. If a reduced work schedule or intermittent leave for planned medical treatment is

approved, the employee may be temporarily transferred to an available alternate position for which the employee is qualified. All salary and benefits status will remain the same.

13. If an employee fails to return from leave for reasons other than the continuation, recurrence or onset of a serious health condition or other circumstances beyond the control of the employee, the County may recover the premium that was paid for maintaining group health plan coverage.

14. If an employee fails to return from leave, the employee's supervisor should notify the Human Resources Department immediately.

15. Consistent with the County's policy regarding all types of leave, the following conduct is strictly prohibited in relation to FMLA leave:

- **a.** Engaging in fraud, misrepresentation or providing false information to the County or any health care provider.
- **b.** Having other employment during the leave, without prior written approval from the County.
- **c.** Failure to comply with the employee's obligations under this policy.
- **d.** Failure to timely return from the leave.

16. Employees who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline, up to and including discharge.

EXCEPTIONS

- An employee who is not eligible for Family Medical Leave may request a Personal Leave (Personal Policy 5.5: Personal Leave).

Policy 5.10	Victims' Economic Security & Safety Leave		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* 820 ILCS 180	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

VICTIM'S ECONOMIC SECURITY & SAFETY LEAVE 5.10

POLICY

It is the policy of DuPage County to comply with the provisions of the Victims' Economic Security and Safety Act of 2003 (VESSA). This policy is meant to comply with the VESSA Act and is not intended to grant leave in addition to what the Act requires.

ELIGIBILITY

- All employees who have been a victim of domestic or sexual violence, or whose family or household members have been a victim of abuse, or anyone related to the victim by blood or by present or prior marriage, and anyone who shares a relationship with the victim through a son or daughter (provided the employee is not the perpetrator) may take up to twelve (12) weeks of unpaid leave in any twelve (12) month period to seek medical attention, legal assistance and counseling.

GUIDELINES

A. An eligible employee shall be entitled to a total of twelve (12) work weeks of unpaid leave in a designated twelve (12) month period for one or more of the following:

1. To seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member.

2. To obtain services from a victim services organization for the employee or employee's family or household member.

3. To obtain psychological or other counseling for the employee or the employee's family or household member

4. To participate in safety planning, temporarily or permanently relocating, or to take other action to increase the employee's safety.

5. To seek legal assistance or remedies to ensure the health and safety of the employee or employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the domestic or sexual violence.

B. The entitlement to leave under VESSA is not in addition to the twelve (12) week leave period provided by the Family Medical Leave Act. (Personnel Policy 5.9: Family Medical Leave).

C. DuPage County uses a rolling twelve (12) month calendar to calculate an employee's VESSA Leave. When an employee requests VESSA Leave, DuPage County will compute the amount of available time based upon the date of the employee's previous leave under either VESSA or FMLA, if applicable.

D. Leave taken under this policy which also qualifies as FMLA leave shall run concurrently under both VESSA and FMLA and shall be counted against the twelve (12) week entitlement under both VESSA and FMLA.

E. The County will provide basic life, medical and dental insurance coverage to an employee who is on VESSA Leave at the current employee rate. If an employee is off work after exhausting their twelve (12) weeks of VESSA Leave, the employee will be responsible for the entire premium amount.

F. VESSA Leave may be taken on an intermittent basis (in separate blocks of time) or on a reduced work schedule (reducing the usual number of hours per week or per day).

G. An employee with twelve (12) or more months of service who is absent on VESSA leave for twelve (12) work weeks or less will have the right to return to the same or equivalent position. If the absence is longer than twelve (12) work weeks, the employee may return to their former position if available. If it is not available, the employee may be separated.

H. An employee who expects to be absent from work due to personal injury or illness for more than thirty (30) days may be eligible for IMRF disability benefits. (Personnel Policy 6.2: Illinois Municipal Retirement Fund)

I. DuPage County will make a reasonable accommodation to an employee for a known limitation resulting from domestic or sexual violence unless it would cause an undue hardship to the County. The County will also consider a request for transfer reassignment or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence.

PROCEDURES

1. When the leave is foreseeable, the employee is required to notify the Human Resources Department of the intention to take leave pursuant to this policy not less than forty-eight (48) hours before the date the leave is to begin. If the circumstances require the leave to begin in less than forty-eight (48) hours, the employee shall notify the Human Resources Department as soon as practical. Without approval from the Human

Resources Department, the days absent will be subject to the department's Attendance Policy which may lead to disciplinary action, not to exclude termination.

2. Requests for VESSA Leave must be approved by the Director of Human Resources, or designee.

3. The County may require the employee to provide certification that the employee or the employee's family or household member is a victim of domestic or sexual violence. The employee shall provide such certification within a reasonable period after the certification is requested. Certification requirements may be satisfied by the following:

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.

b. A police or court record

c. Other corroborating evidence

4. Employees may be required to provide periodic updates of their status and intent to return to work while on VESSA Leave.

5. If circumstances of a leave change, enabling the employee to return to work earlier than the date specified, the employee may be required to notify the Human Resources Department at least two (2) working days prior to their return.

6. If a reduced work schedule or intermittent leave is approved, the employee may be temporarily transferred to an available alternate position for which the employee is qualified. All salary and benefits status will remain the same.

7. If an employee fails to return from leave for reasons other than the continuation or recurrence of domestic or sexual abuse, or circumstances beyond the control of the employee, the County may recover the premium that was paid for maintaining group health plan coverage.

Policy 5.11	Blood Donation Leave		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* 820 ILCS 149	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

BLOOD DONATION LEAVE 5.11

POLICY

It is the policy of DuPage County to comply with all applicable Federal and State laws in granting full-time employees up to one (1) hour of paid leave to donate blood.

ELIGIBILITY

- All full-time employees under County Board Jurisdiction who have been employed for at least six (6) months.

GUIDELINES

A. Employees may request up to one (1) hour of paid leave to donate blood, one time every fifty-six (56) days, in accordance with appropriate medical standards (e.g. American Red Cross, American Blood Centers, American Association of Blood Banks, or other nationally recognized standards).

B. Employees must obtain approval from their supervisor in advance of the day of the donation in order to receive the paid leave.

C. Employees are required to submit official and/or medical documentation of the blood donation before compensation will be awarded for the leave time.

D. Any employee determined by the Department Head or Supervisor to be abusing the provisions of the blood donation leave policy shall be subject to disciplinary action, not to exclude termination.

PROCEDURES

1. An employee shall notify their Department Head or Supervisor as soon as practical of their intent to request paid leave to donate blood.

2. An employee shall submit official and/or medical documentation to their Department Head or Supervisor to be compensated for the leave time of up to one (1) hour to donate blood.

3. The Supervisor shall notify the employee of the approval of their blood donation leave and be responsible for coding the time document accordingly.

Policy 5.12	Child Bereavement Leave		
Effective Date: 7/29/16 *Last Amended Date:*	*Applicable Law/Statute:* 820 ILCS 154; PA 099-0703	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

CHILD BEREAVEMENT LEAVE 5.12

POLICY

It is the policy of DuPage County to comply with the provisions of the Child Bereavement Leave Act. This policy is meant to comply with the Child Bereavement Leave Act and is not intended to grant leave in addition to what the Act requires.

ELIGIBILITY

- All full-time and part-time employees who have worked at least 1,250 hours during the twelve (12) months preceding the leave and who have completed twelve (12) months of service are eligible to take Child Bereavement Leave.

GUIDELINES

A. An eligible employee is entitled to a maximum of two (2) work weeks of unpaid leave for the death of one (1) child and may be entitled to up to six (6) weeks of unpaid leave for the death of more than one child during a designated twelve (12) month period for one or more of the following:

1. Attend the funeral or alternative to a funeral of a child.

2. Make arrangements necessitated by the death of a child.

3. Grieve the death of the child.

B. The Child Bereavement Leave Act defines child as: an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

C. The first three (3) days of Child Bereavement Leave will be paid in accordance with Personnel Policy 5.6: Bereavement/Funeral Leave.

D. The entitlement to leave under the Child Bereavement Leave Act may be in addition to the twelve (12) week leave period provided by the Family Medical Leave Act (FMLA). (Personnel Policy 5.9: Family Medical Leave).

E. If an employee has exhausted his or her twelve (12) weeks of FMLA in a twelve (12) month period, the employee will not thereafter be able to take bereavement leave under this Act during that twelve (12) month period.

F. DuPage County uses a rolling twelve (12) month calendar to calculate an employee's Child Bereavement Leave, measured backward from the date leave is taken. Each time an employee requests Child Bereavement Leave, DuPage County will compute the amount of available time based upon the date of the employee's previous leave, if applicable.

G. Child Bereavement Leave must be completed within sixty (60) days after the date on which the employee receives notice of the death of the child.

H. The County will provide basic life, medical and dental insurance coverage to an employee who is on Child Bereavement Leave at the current employee rate. If an employee is off work after exhausting their leave entitlement, the employee will be responsible for the entire premium, from that point forward. If an employee fails to pay their share of the premium, coverage may be canceled.

I. An employee with twelve (12) or more months of service who is eligible for Child Bereavement Leave and is absent on Child Bereavement Leave for two (2) work weeks or less will have the right to return to the same, or equivalent, position. However, an employee has no greater right to reinstatement or other benefits and conditions of employment than if they had not taken leave. If the employee does not return to work on the first business day after the approved leave ends, the employee will forfeit their right to be reinstated under the Child Bereavement Leave Act.

J. Accrual of vacation and sick time will cease during any Child Bereavement Leave over thirty (30) days.

PROCEDURES

1. When leave is foreseeable, the employee is required to notify the Human Resources Department of the intention to take leave pursuant to this policy not less than forty-eight (48) hours before the date the leave is to begin. If the circumstances require the leave to begin in less than forty-eight (48) hours, the employee shall notify the Human Resources department as soon as practical.

2. Requests for Child Bereavement Leave must be approved by the Director of Human Resources, or designee.

3. The County may require the employee to provide documentation for the need for Child Bereavement Leave. Documentation requirements may be satisfied by the following:

a. Death Certificate
b. Published obituary
c. Written verification from a funeral home, burial society, crematorium, religious institution, or government agency.
d. Other documentation

5. Documentation may be required to substantiate the relationship to the deceased child.

6. While on Child Bereavement Leave the employee may elect to substitute accrued leave time, such as sick, vacation or personal days, for the leave.

7. If circumstances of a leave change, enabling the employee to return to work earlier than the date specified, the employee may be required to notify the Human Resources Department at least two (2) working days prior to their return.

8. If an employee fails to return from leave, the employee's supervisor should notify the Human Resources Department immediately.

9. Consistent with the County's policy regarding all types of leave, the following conduct is strictly prohibited in relation to Child Bereavement Leave:

a. Engaging in fraud, misrepresentation or providing false information to the County.
b. Having other employment during the leave, without prior written approval from the County.
c. Failure to comply with the employee's obligations under this policy.
d. Failure to timely return from the leave.

10. Employees who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline, up to and including discharge.

EXCEPTIONS

- An employee who is not eligible for Child Bereavement Leave may request a Personal Leave (Personnel Policy 5.5: Personal Leave).

6

Section 6: EMPLOYEE BENEFITS

6.1 Medical and Dental Insurance
6.2 Illinois Municipal Retirement Fund
6.3 Workers' Compensation
6.4 Tuition Reimbursement
6.5 Employee Retention
6.6 Optional Benefits
6.7 Adoption Assistance
6.8 Public Safety Employee Benefits
6.9 Service Awards

Policy 6.1	Medical and Dental Insurance		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 11/27/12, 2/28/13, 10/1/15, 2/4/19	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

MEDICAL AND DENTAL INSURANCE 6.1

POLICY

It is the policy of DuPage County to provide employees protection from the costs of health care and promote a healthy well being by offering Medical and Dental Insurance coverage to eligible employees and their dependents.

ELIGIBILITY

- All full-time employees are eligible for medical and dental insurance.
- All Care Center employees hired prior to January 1, 2007 working sixty-four (64) biweekly hours or greater. All Care employees hired after January 1, 2007 working sixty-four (64) biweekly hours or greater in a Licensed Nurse or Certified Nursing Assistant position.

GUIDELINES

A. Coverage becomes effective the first day of the month following completion of thirty (30) days of employment.

B. The County Board determines the employee contribution rate toward medical and dental coverage.

C. Guidelines regarding eligibility and contributions may change at any time as conditions dictate.

D. An open enrollment period is held each year during which an employee may elect to change medical and dental benefits.

E. An employee may make certain changes during the year for certain life-changing events.

PROCEDURES

1. Eligible employees are responsible for enrolling in health coverage as soon as possible after employment. Information is distributed through New Employee Orientation or is available through the Benefits Division.

2. It is the employee's responsibility to notify Human Resources of any change in spouse and/or dependent status no later than thirty (30) days of the life event or you will not be able to change your benefit selection.

3. Changes, except the birth or adoption of a child, will be effective the first of the month following the date you notify us of the change, provided the change was requested within 30 days of the event change in status.

4. If you do not notify Human Resources within 30 days of a qualifying event, you must wait until the next annual enrollment period to make a change to your benefits.

5. Upon termination of employment with DuPage County, all medical/dental benefits will cease at the end of the month. The employee may, under certain circumstances, elect to continue coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

6. Employees who separate employment and are immediately eligible to receive an IMRF pension may continue their medical insurance under Public Act 86-1444. Contact the Benefits Division for more information about this program.

Information and forms on DuPage County's medical and dental insurance can be found on the internet under the Human Resources tab at http://www.dupageco.org/HR/43537/

Policy 6.2	Illinois Municipal Retirement Fund		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* 40 ILCS 5/7	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

ILLINOIS MUNICIPAL RETIREMENT FUND 6.2

POLICY

It is the policy of DuPage County to provide employees and their families income protection in the event of disability, retirement or death. This protection is provided through the Illinois Municipal Retirement Fund (IMRF).

ELIGIBILITY

- All full-time and part-time employees hired after February 25, 1992 who are budgeted to work at least one thousand (1,000) hours per year are required to participate in and to contribute to IMRF. All regular full-time and regular part-time employees hired before February 25, 1992 who are budgeted to work at least six hundred (600) hours per year are required to participate in and to contribute to IMRF.

GUIDELINES

A. An employee who has twelve (12) consecutive months of service and cannot perform the duties of their position because of illness or injury lasting more than thirty (30) days may be eligible for IMRF disability benefits.

B. <u>IMRF Sole Authority</u>

IMRF is the sole authority in determining benefit eligibility and the amount of benefit payments.

C. <u>IMRF Retirement Benefits</u>

1. Retirement benefits are based on the employee's length of service credit and salary. Contributions to the retirement fund are mandatory for eligible positions and are deducted from the employee's salary each pay period.

2. An employee who terminates employment prior to qualifying for retirement benefits may request a refund of their own contribution.

3. An employee who is eligible for pension benefits is not eligible for a refund.

4. Benefits statements are provided by IMRF to participating members. Employees may request an estimate of benefits from IMRF at any time to obtain an approximate projected retirement benefit figure.

D. <u>IMRF Disability Benefits</u>

1. IMRF disability benefits may begin on the 31st day of an eligible employee's absence due to injury or illness and equal 50% of average monthly earnings. The employee must apply for this benefit through IMRF. Forms are available in the Benefits Division.

2. An eligible employee who is absent for a period of three (3) days due to illness or injury may be placed on Family Medical Leave and be subject to applicable guidelines regarding benefit continuation and job security. (Personnel Policy 5.9: Family Medical Leave)

3. Employees who are unable to work in excess of thirty (30) days due to a work-related injury or illness should contact IMRF in order to maintain service credits and death benefits. (Personnel Policy 6.3: Workers' Compensation)

E. <u>IMRF Death Benefits</u>

1. The amount IMRF pays, as a death benefit, will vary depending upon the amount of the employee's service credit.

2. Upon the death of a participating IMRF member who has at least one (1) year of service, their named beneficiary is eligible for a death benefit as determined by IMRF.

PROCEDURES

1. Information regarding IMRF enrollment and benefits is distributed to new employees during orientation. Additional information is available from the Human Resources Department.

2. It is the employee's personal responsibility to keep information on file related to their retirement fund (i.e. name, address, and beneficiary) up-to-date.

3. Employees who plan to retire from the system are encouraged to contact IMRF at least ninety (90) days in advance of the anticipated retirement date to secure an estimate of benefit information.

4. As soon as it is anticipated that an employee may be absent for an extended period of time, the employee should notify their Supervisor.

5. Prior to returning to work, the employee may be asked to obtain a note from the doctor approving their return to work on a specified date and noting any restrictions. If

restrictions are noted, the Department Head or supervisor will consult with the Human Resources Department and determine whether and how the restrictions may be accommodated.

6. It is the employee's responsibility to notify their supervisor if the situation changes and if they will be unable to return to work as scheduled.

Information on the Illinois Municipal Retirement Fund can be found on the internet under the Human Resources tab at http://www.dupageco.org/HR/43537/

Policy 6.3	Workers' Compensation		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 4/22/14, 8/11/15	*Applicable Law/Statute:* 820 ILCS 305	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

WORKERS' COMPENSATION 6.3

POLICY

It is the policy of DuPage County to follow State and Federal laws that provide Workers' Compensation for employees who experience job related injuries or illnesses.

ELIGIBILITY

- All employees regardless of employment status.

GUIDELINES

A. Workers' Compensation is a statutory requirement provided by law to all eligible workers who sustain job-related injuries or illnesses. Guidelines and procedures are in accordance with state and federal requirements of the Workers' Compensation Act.

B. Eligible employees are entitled to receive benefits for compensable work-related injuries or illnesses. Benefits include payment for all medical and rehabilitative care and, in cases that involve lost time, Temporary Total Disability benefits (TTD).

C. An employee who is unable to work as the result of a work-related injury or illness will be placed on Family Medical Leave, if eligible, and will be subject to applicable guidelines regarding benefit continuation and continued employment as stated in Personnel Policy 5.9: Family Medical Leave. For employee's absences that do not qualify for Family Medical Leave, employees must request a Personal Leave of Absence; Policy 5.5: Personal Leave.

The Human Resources Department works with a third party administrator to administer Workers' Compensation Benefits.

PROCEDURES

1. If a work related fatality occurs the Supervisor must report to the Illinois Department of Labor within 8 hours as well as notifying Human Resources.

2. If a work related injury requires inpatient hospitalization (not just and ER visit), loss of and eye or amputation the Supervisor must report to the Illinois Department of Labor within 24 hours as well as notifying HR. Reporting requirement guidelines can be found at http://www.dupageco.org/HR/Docs/Workers_Compensation/50513/

3. An employee who sustains a work-related injury is required to notify their supervisor immediately. If the supervisor is not immediately available, the employee must contact the Department Head or the Human Resources Department to record the work related incident. If necessary, the employee will be sent for medical treatment. A post-accident drug and/or alcohol test may be required of all employees requiring medical treatment. Positive drug and/or alcohol tests will be subject to disciplinary action, not to exclude termination for a first offense in compliance with Personnel Policy 7.6: Drug Free Workplace.

4. The employee must contact the Employee Injury Call Center at 877-764-3574 to report work related injuries.

5. The employee will complete the Employee Statement of Injury/Illness within 24 hours of the injury. The supervisor will complete the Supervisor's Statement of Injury/Illness and forward to Human Resources at HR.WorkersComp@dupageco.org, within 24 hours. If an employee refuses medical treatment, the supervisor should document the employee's refusal on the Supervisor's Statement of Injury/Illness. Forms are available from the Human Resources Department and on the County internet under Human Resources/Worker's Compensation.

6. The employee must complete the online Preferred Provider Program Participation Election Form. This can be found on the internet at http://www.dupageco.org/HR/PPPAcknowledge/.

7. All Workers Compensation documentation must be forwarded to Human Resources Workers Compensation email at HR.WorkersComp@dupageco.org

8. The employee is responsible for informing the treating physician that the injury is work-related and that all claims should be forwarded to the Human Resources Department. The claim is then submitted to the third party administrator for review.

9. Follow up visits, physical therapy, etc, should be scheduled during non-working hours, as this time off is not covered under Workers' Compensation. An employee who takes time during their work day to attend follow-up visits, PT, etc, must use their accrued sick time.

10. Employees who receive Temporary Total Disability (TTD) benefits are not eligible for IMRF disability benefits. However, the employee should contact IMRF if they will be

unable to work for thirty (30) or more days in order to maintain service credits and death benefits. (Personnel Policy 6.2: Illinois Municipal Retirement Fund)

11. The employee is responsible for notifying their supervisor or the Human Resources Department when they are released to return to work from a work-related injury or illness. Written notice from the physician, specifying work restrictions, if any, is required before the employee can return to work.

12. The Human Resources Department can be contacted at any time to obtain necessary forms or to receive clarification of Workers' Compensation procedures.

Information and forms on Worker's Compensation can be found on the internet under the Human Resources tab at http://www.dupageco.org/HR/47423/

Policy 6.4	Tuition Reimbursement		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 7/9/13	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

TUITION REIMBURSEMENT 6.4

POLICY

It is the policy of DuPage County to provide educational assistance for eligible employees who want to further their education in courses that are work-related. DuPage County is committed to the career growth and development of its employees by enhancing their knowledge and skills through further education.

ELIGIBILITY

- All full-time employees who have completed one (1) year of continuous employment with DuPage County.

GUIDELINES

A. Funds for tuition reimbursement may be allocated at the discretion of the County Board at the beginning of the fiscal year. Funds are available on a first come first served basis.

B. Approval for the course must be obtained in advance from the Department Head. Upon approval, tuition will be reimbursed if the course is directly related to the employee's present position, job family or part of a job-related degree or program. The Department Head and the Human Resources Director, or designee, will determine whether a course is directly related to an employee's current job duties or a foreseeable future position.

C. The course must be taken for college credit at an accredited educational institution. The amount reimbursable is a maximum of $1,500 per calendar year as determined by the last day of scheduled classes.

D. Reimbursement for any non-credited courses must receive prior approval from the Department Head and the Director of Human Resources.

E. Funding for approved courses will be consolidated in the Human Resources Department Budget for overall County-wide distribution.

F. Tuition will be reimbursed at 100%, up to the $1,500 annual maximum, upon completion of the course, providing a grade of C or better is obtained.

PROCEDURES

1. Pre-approval for course eligibility must be obtained from the Department Head and the Human Resources Director or designee. Pre-Approval Forms for tuition reimbursement are available on the internet or in the Human Resources Department.

2. The request for pre-approval must be filled out by the employee, signed by the Department Head or Elected Official and submitted to the Human Resources Department prior to the start of the course.

3. Receipts for reimbursement must be turned into the Human Resources Department no more than (90) days after completion of the course.

4. Reimbursement will be paid to the employee upon submission of the required documentation on the next available pay date, in accordance with payroll deadlines.

EXCEPTIONS

The following are not covered under the tuition reimbursement policy:

- Books
- Lab fees
- Seminars
- Travel/Parking expenses
- Certifications and/or licenses required to meet the minimum requirements of a position.

The Tuition Reimbursement form is available on the internet under the Human Resources tab.

Policy 6.5	Employee Retention		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

EMPLOYEE RETENTION 6.5

POLICY

It is the policy of DuPage County to provide retention incentives in order to provide long-term employees additional income protection for retirement in the form of a capital accumulation program.

ELIGIBILITY

- All full-time and part-time employees who participated in the Illinois Municipal Retirement Fund and began their employment with DuPage County on or before November 30, 2002.

- Eligibility begins at age fifty-five (55) and ten (10) years of continuous service or twenty (20) years of continuous service independent of age.

GUIDELINES

A. At the time of voluntary separation or layoff, retention benefits will be paid based on the following schedule and eligibility:

Continuous Years of Service	Total Days
10 years	50 days
15 years	90 days
20 years	120 days

B. For purposes of this policy, continuous service will be calculated from the earlier date of hire with DuPage County unless there has been a gap of over one year, in which case the most recent date of employment would be used to calculate retention benefits. Last day worked will be considered the final day of service.

PROCEDURES

1. Payment for applicable days will be made upon notice of separation.

2. If gap in service is one (1) year or less, any retention paid previously will be deducted from future retention payouts.

3. Pay will be calculated by the same formula as sick days and vacation days.

4. Employees who sign a formal notice of separation may receive payment for retention benefits up to six (6) months prior to their separation date.

EXCEPTIONS

- DuPage County Elected Officials are not eligible for this program.
- Employees who are involuntarily terminated are not eligible for this program.
- Employees who have voluntarily resigned due to a conviction are not eligible for this program.

Policy 6.6	Optional Benefits		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

OPTIONAL BENEFITS 6.6

POLICY

It is the policy of DuPage County to provide optional benefits to employees.

ELIGIBILITY

- All full-time and part-time employees are eligible to participate in optional benefit programs.

GUIDELINES

A. The County provides the following optional benefits:

- **Credit Union** – Provides employees and their families the opportunity to save with a fair dividend and to borrow at a fair and reasonable rate of interest.
- **Deferred Compensation** – allows employees to contribute a portion of their present earnings in a tax-deferred investment plan.
- **Fare Checks** – provide the purchase of RTA/CTA transit fares on a pre-tax basis.
- **Optional Vision** – provides additional vision coverage beyond what is offered through the health plan.
- **Optional Life Insurance** – provides additional term life insurance for employee, spouse and children.
- **Spending Accounts –** provides a method of paying for uncovered medical/dental expenses and dependent care expenses on a pre-tax basis.
- **Movie Tickets –** available to employees at a discounted price.
- **Pre-Paid Legal Services** – provides legal assistance at a reduced group rate.
- **Supplemental Insurance** – provides supplemental insurance coverage for specific health conditions and/or income for time off work due to a disability.

B. With the exception of movie tickets, all optional benefits (pre-tax or post-tax) are taken through automatic payroll deduction.

PROCEDURES

1. Eligible employees should contact the Benefits Division for additional information.

Information on optional benefits can be found on the internet under the Human Resources tab at http://www.dupageco.org/HR/43537/

Policy 6.7	Adoption Assistance		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

ADOPTION ASSISTANCE 6.7

POLICY

It is the policy of DuPage County to provide assistance to all employees who are building families by providing eligible employees with adoption benefits including financial assistance, paid time off, and a pretax reimbursement account.

ELIGIBILITY

- All full-time employees under County Board Jurisdiction who have been continuously employed with DuPage County for one (1) year.

GUIDELINES

A. Reimbursement

1. Eligible adoption-related expenses will be reimbursed to a maximum of $1,500 per child per year.

2. Eligible expenses include:

a. Agency and placement fees

b. Medical expenses of the birth mother

c. Medical expenses of the child prior to adoption

d. Transportation and lodging expenses

e. Expenses to meet the needs of a special needs child are eligible in the case of U.S. special needs adoptions

B. Adoption Leave

Adoption leave time may be used either pre or post adoption and will be considered as part of the twelve (12) weeks allowed under the Family and Medical Leave Act

(Personnel Policy 5.9: Family Medical Leave). For more information on adoption leave, please contact a Benefits Representative.

PROCEDURES

1. All reimbursements will be consistent with the provisions of Section 137 of the IRS code.

2. A portion of the reimbursement amount may be taxable for employees whose family income exceeds $75,000 per year.

3. Within thirty (30) days of notification that a child will be placed in an employee's home, they should contact a Benefits Representative.

4. Documentation of the placement and adoption petition as well as itemized receipts for expenses incurred for reimbursement will be needed.

EXCEPTIONS

- Adopted children must be under eighteen (18) years of age to be considered for this benefit.
- This policy does not apply in the case of the adoption of a stepchild.

The Adoption Assistance Reimbursement Request form is available on the internet under the Human Resources tab.

Policy 6.8	Public Safety Employee Benefits		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* 820 ILCS 320	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

PUBLIC SAFETY EMPLOYEE BENEFITS 6.8

POLICY

This policy is established in recognition of the County's obligations under state law to provide health insurance benefits to its public safety employees who qualify for, and are determined to be eligible to receive, certain health insurance benefits from the County. Pursuant to the provisions of the Public Safety Employee Benefits Act (hereinafter, "PSEBA") (820 ILCS 320/1 *et seq.*), the following procedure is established for the determination of eligibility of full-time law enforcement, correctional or correctional probation officers for insurance benefits to be provided by the County under PSEBA.

ELIGIBILITY

- A full-time law enforcement, correctional or correctional probation officer who suffers a catastrophic injury, or is killed in the line of duty, where the injury or death occurred as the result of the officer's response to fresh pursuit, the officer's response to what is reasonably believed to be an emergency, an unlawful act perpetrated by another, or during the investigation of a criminal act (see 820 ILCS 320/10), is eligible to apply for benefits under PSEBA.

GUIDELINES

A PSEBA health insurance application form prepared by the County shall be the standard form required for public safety employees to utilize to request benefits under PSEBA. The form shall be completed and executed by the requesting public safety employee (hereinafter "applicant") and delivered to the County's Director of Human Resources. The form shall include a release from the applicant authorizing the Illinois Municipal Retirement Fund (IMRF), and the applicant's medical care providers, to release to the County of DuPage, records surrounding the injury and award of any benefits to the applicant. The applicant shall provide, along with the application, any medical records regarding the injury and any additional pertinent documentation that the applicant wants to have considered.

PROCEDURE

1. When the County's Director of Human Resources, receives a complete and executed PSEBA health insurance application form requesting benefits under PSEBA, the

County's Director of Human Resources shall review the application and engage in such additional fact-finding and/or investigation as may be deemed necessary or appropriate to evaluate the application, including, but not limited to review of worker's compensation documentation and independent medical examinations.

a. If additional fact-finding and/or investigation is determined to be necessary, the applicant shall fully cooperate.
b. If the applicant refuses or otherwise fails to fully cooperate, then a reminder notice shall be sent to the applicant explaining the duty of full cooperation in the fact-finding and/or investigation process.
c. If the applicant fails to cooperate as requested within 21 calendar days after receipt of such notice, then the application for benefits shall be deemed withdrawn.

2. Within thirty-five (35) calendar days **after the later of the following**:

a. the submission of the relevant documentation; ***and/or,***
b. the completion of such additional fact-finding as deemed necessary or appropriate(as stated in paragraph 1, above); ***and/or,***
c. the completion of any investigation as deemed necessary or appropriate(as stated in paragraph 1, above), the County's Director of Human Resources, in conjunction with the County's County Administrator, shall make a written recommendation, including reasons for the recommendation, recommending either:

- that the applicant is eligible for benefits under PSEBA; ***or***,
- that a hearing should be convened in order to determine whether or not the applicant is eligible for benefits under PSEBA and shall inform the applicant, in writing, of the decision and the reasons for the decision.

3. If the County's Director of Human Resources and the County's County Administrator recommend that the applicant is eligible for benefits under PSEBA, the recommendation shall be presented to the County Board at the next regularly scheduled County Board meeting (subject to the notice provisions of the Open Meetings Act). The County Board shall make a determination that:

a. the applicant is eligible for benefits under PSEBA; ***or***,
b. that a hearing should be convened in order to determine whether or not the applicant is eligible for benefits under PSEBA.

The County's Director of Human Resources shall inform the applicant, in writing, of the County Board's determination.

4. If the County's Director of Human Resources and the County's County Administrator recommend that a hearing should be convened, or the County Board determines that a hearing should be convened, the County Board Chairman shall convene a hearing before a hearing officer and a Hearing Panel. The hearing officer shall be selected by the County Board Chairman, or designee, and shall be an individual who is trained in conducting hearings and obtaining evidence (The hearing officer may be compensated

at a per diem rate). The Hearing Panel shall consist of three (3) members: two individuals designated by the County Board Chairman; and, an individual designated by the Sheriff of DuPage County At such hearing, the applicant and the County's Director of Human Resources may present documentary evidence, call witnesses and cross-examine witnesses relevant to the determination of the eligibility of the applicant for benefits under PSEBA. The parties may be represented by counsel. All witnesses shall be sworn and their testimony transcribed by a court reporter or by electronic means. Hearings will be closed to the public.

5. The hearing shall commence within thirty (30) business days from receipt by the applicant of the County's Director of Human Resources written notice informing the applicant of the County Board's determination (as required by paragraph 3, above), unless the time is extended by written agreement by both parties.

6. Written notice of time, date and place of the hearing shall be served by the County's Director of Human Resources on the applicant at least seven (7) calendar days before the date of the hearing.

7. The Hearing Panel shall consider the evidence introduced at the hearing and, within thirty-five (35) calendar days, deliver a written recommendation as to the eligibility of the employee for benefits under PSEBA, stating findings of fact and conclusions of law upon which the decision is based.

8. The Hearing Panel's recommendation shall be presented to the County Board at the next regularly scheduled County Board meeting (subject to the notice provisions of the Open Meetings Act). Within thirty-five (35) calendar days, the County Board shall issue a decision either accepting or rejecting the recommendation of the Hearing Panel. If the County Board decides to reject the recommendation of the Hearing Panel, its decision shall state findings of fact and conclusions of law upon which the decision is based.

9. Pursuant to 55 ILCS 5/1-6007, the decision of the County Board is subject to review under the Administrative Review Law (735 ILCS 5/3-101, *et seq.*).

Policy 6.9	Service Award		
Effective Date: 3/25/14 *Last Amended Date:* 1/13/15	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

SERVICE AWARD 6.9

POLICY

It is the policy of DuPage County to recognize and reward the service of employees at milestones in their careers through a uniform and consistent recognition program. The County will award certificates and a gift to identify and recognize employees' years of service.

ELIGIBILITY

- All full-time and part-time employees under County Board Jurisdiction.

GUIDELINES

A. Years of service will be counted from the date of hire when an employee commences employment with the County.

B. Employee service awards will be provided to employees who complete ten (10) years of service and at five (5) year intervals thereafter. (i.e. 15, 20, 25, etc.)

PROCEDURES

1. On a monthly basis the Human Resources Department notifies the department head or designee of the service award recipients from his/her department. Human Resources coordinates delivery of the service award gift and certificate packets to the designated representative in each department.

7

Section 7: Employee Safety and Wellness

7.1 Employee Assistance Program
7.2 Employee Wellness Program
7.3 Reporting Emergencies
7.4 Harassment
7.5 Workplace Violence Prevention and Weapons
7.6 Drug Free Workplace
7.7 Drug and Alcohol Testing
7.8 Fitness for Duty
7.9 Smoking within DuPage County Facilities and in Vehicles
7.10 Workplace Injury Reporting
7.11 Return to Work (from Illness/Injury) Program

Policy 7.1	Employee Assistance Program		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

EMPLOYEE ASSISTANCE PROGRAM 7.1

POLICY

DuPage County believes that its employees are its most important asset. The County recognizes that people experience difficult personal and family problems from time to time that may affect work performance if left unresolved. The Employee Assistance Program (EAP) is a confidential service that offers employees professional guidance, counseling and referral services.

ELIGIBILITY

- All employees regardless of employment status and their immediate family members. Family members are defined, by EAP, as either anyone living in the same household as the employee or covered on the employee's insurance plan.

GUIDELINES

A. The EAP is a confidential program. The EAP does not disclose an employee or family member's participation to anyone. Employees and family members using the EAP are protected by confidentiality regulations that forbid case discussion with anyone without the employee's written permission. EAP counselors are legally required to maintain the confidentiality of client information. Confidential requirements are subject to State mandatory reporting issues. Unless a consent to release information form is signed, giving the EAP counselor permission to speak to someone, no one will know that the employee is using the program.

B. Participation in the EAP is voluntary. An employee cannot be required to seek assistance; however, Supervisors may make a formal written referral if job performance has deteriorated. It is only with written permission from the employee that information can be shared with the workplace.

C. Problems addressed by EAP counselors may include:

1. Marital or family problems

2. Job stress

3. Emotional stress or depression

4. Credit counseling; budget emergencies; financial planning

5. Childcare problems

6. Alcohol and drug dependencies

7. Legal difficulties

8. Psychological counseling

D. The EAP is offered free of charge to all eligible employees. If referral to an outside agency is necessary, the outside agency may require additional fees from the employee for their services.

E. Employees who seek assistance through the EAP or who have been formally referred continue to be bound by County policies, practices, performance expectations and disciplinary procedures.

F. If formally referred by a supervisor, the employee's first counseling session may be scheduled during normal work hours, if necessary. If any other sessions are needed after that, it will be on the employee's own time. Self-referrals shall also be scheduled on the employee's own time.

PROCEDURES

Please refer to the EAP website on the DuPage County Employee Intranet under Human Resources tab at http://dupage.dupageco.org/HR/index.cfm?doc_id=636

Policy 7.2	Employee Wellness Program		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

EMPLOYEE WELLNESS PROGRAM 7.2

POLICY

The County of DuPage Employee Wellness Program involves health related employee initiatives, education, periodic events and other wellness centered activities designed to improve overall health of the employees and decrease health costs. Most program offerings will be provided at little or no cost to employees

ELIGIBLITY

- All full-time and part-time employees of DuPage County.

GUIDELINES

1. The Human Resources Department, in conjunction with the Employee Health and Wellness Committee, will administer the program.

2. The Committee is comprised of employees representing a cross section of the employee population. More information on the program can be found at http://dupage.dupageco.org/HR/index.cfm?doc_id=1221.

Policy 7.3	Reporting Emergencies		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

REPORTING EMERGENCIES 7.3

POLICY

The intent of this section is to establish response procedures in case of an emergency medical situation at DuPage County.

ELIGIBILITY

- All employees, visitors, vendors and guests of the County.

PROCEDURES

1. **Medical Response Procedures:**

   A. Any staff member or contractor designated to provide emergency medical care, treatment, first aid, etc. must be fully trained as applicable to State and Local guidelines. Persons who are not properly trained in emergency medical procedures should not administer such measures. Personnel that are expected to administer medical aid as per their job description shall be fully trained as a condition of employment.

   B. Employees should notify security at ext. 5262 to report any injury or illness requiring emergency aid.

2. **Employee Procedures**

   In the event of a major medical emergency (i.e. cardiac arrest, unconscious individual, etc.) or where Security cannot be contacted immediately, the employee/witness should:

   A. Remain calm. Maintaining a calm and professional atmosphere will help the patient and others at the scene of the incident.

   B. Immediately contact 9-1-1 and indicate the nature of the emergency and location of the incident. *Remember that when calling 9-1-1 from an internal county phone, you must first dial 9, then 9-1-1*.

C. Once 9-1-1 has been summoned, immediately follow up with Security by calling ext. 5262, provide your location and other pertinent information related to the incident.

D. If other persons are available, enlist them to assist as needed prior to Security's arrival.

E. Once Security arrives, follow their instructions and assist as needed.

F. Attend to the victim as needed to provide comfort until Security and/or paramedics arrive.

Policy 7.4	Harassment		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 1/9/18	*Applicable Law/Statute:* 5 ILCS 430/5-5	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

HARASSMENT 7.4

POLICY

DuPage County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices.

It is the policy of DuPage County to comply with local, state and federal anti-discrimination laws, and to provide a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, familial status, disability, sexual orientation, gender identity, status as a veteran, order of protection status, or any other protected class. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any manager, coworker, vendor, resident, contractual staff or citizen.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Sexual Harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment includes, but is not limited to:

1. Unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature

2. Any statement or implication that an individual's submission to or rejection of such sexual conduct could be used as a condition of employment, or as the basis for any employment decision affecting such individual; and

3. Any conduct, whether physical or verbal, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This includes, but is not limited to: slurs, jokes or degrading comments of a sexual nature; offensive sexual flirtation,

sexual advances or propositions; abuse of a sexual nature; graphic verbal comments about an individual's body; sexual innuendo or suggestive comments; sexually oriented "kidding" or "teasing"; unwanted physical touching, such as patting or pinching another's body; sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images; and the display in the workplace of sexually suggestive printed or visual materials, clothing, objects or pictures.

B. Sexual Harassment may include a range of subtle to obvious behaviors and may involve individuals of the same or different gender.

C. **Harassment** based on other protected classes is also strictly prohibited. Under this policy, harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of their race, color, religion, sex, sexual orientation, gender identity, order of protection status, national origin, age, disability, marital status, citizenship or any other characteristic protected by law, and that:

1. Has the effect of creating an intimidating, hostile or offensive work environment

2. Has the effect of unreasonably interfering with an individual's work performance

3. Otherwise adversely affects an individual's employment opportunities

D. Harassment includes, but is not limited to: epithets, slang, nicknames, slurs, negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes, and written or graphic material or material that is transmitted electronically that demeans or shows hostility or aversion toward an individual or group.

PROCEDURES

A. Every employee must end and/or avoid any conduct that reasonably could be interpreted as discrimination or harassment under this policy, even if such conduct was not intended as offensive. Conversely, employees are expected and encouraged to inform others in the workplace whenever conduct is unwelcome, offensive or in poor taste.

B. DuPage County expects the immediate reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position, or the perceived severity of the incident. Individuals who believe that they have been subjected to harassment (or who have reason to believe that someone else has been subjected to harassment) should discuss their concerns with any County Supervisor, Department Head or Human Resources Representative immediately. The employee may prepare a statement in writing, and/ or be prepared to discuss the following:

1. The name, department, and position of the person or persons allegedly causing the harassment.

2. A description of the incident(s) including the date(s), location(s), the presence of witnesses, and the names of other employees who might have been subject to the

same or similar harassment.

3. The alleged effect of the incident(s) on the complainant's position.

4. The steps the complainant has taken to try to stop the harassment.

5. Any other information the complainant believes to be relevant to the harassment complaint.

C. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by the Human Resources Department. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

1. Confidentiality will be maintained throughout the investigative process to the greatest extent possible.

2. Anonymous complaints will be accepted; however, the County may be limited in its options in investigating or resolving anonymous complaints due to a limited ability to collect additional information.

3. Appropriate action, which may include disciplinary action, not to exclude termination, will be taken against any employee found to have engaged in the harassment of any other employee in the workplace in accordance with (Policy 10.1: Disciplinary Guidelines). If an employee is concerned about behavior or harassment by another employee that occurs outside of the workplace, they will be encouraged to contact appropriate law enforcement officials.

4. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, not to exclude termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. An individual may also file a claim of retaliation pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/15-10), the Whistleblower Act 740 ILCS 174/15(a), or the Illinois Human Rights Act (775 ILCS 5/6-101)).

5. Failure of an employee or supervisor to cooperate with an investigation of harassment, or refusal to comply with disciplinary action resulting from an investigation of harassment may be subject to further disciplinary action, not to exclude termination.

6. A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be

subject to discipline or discharge pursuant to applicable policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

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

An employee who believes s/he has been subjected to sexual harassment has the right to file a complaint with the Illinois Department of Human Rights, 100 West Randolph Street, 10th Floor, Intake Unit, Chicago, Illinois 60601; (312) 814-6200; (217) 785-5125 (TTY) and/or the Equal Employment Opportunity Commission, JCK Federal Building, 230 S. Dearborn Street, Suite 1866 (18th Floor), Chicago, IL 60604; Chicago Toll Free (866) 408-8075; EEOC Public Portal: publicportal.eeoc.gov. The Illinois Human Rights Act provides that complaints of harassment must be filed within 180 days of the alleged incident. A complaint with the EEOC must be filed within 300 days of the alleged incident. It is also a violation of section 6-101 of the Illinois Human Rights Act to retaliate against an employee for opposing or complaining about conduct believed to be a violation of the Act.

Policy 7.5	Workplace Violence Prevention and Weapons		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 3/25/14	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

WORKPLACE VIOLENCE PREVENTION AND WEAPONS 7.5

POLICY

It is the policy of DuPage County to develop practices that ensure a safe and respectful work environment for anyone who works at or visits our facilities. In order to minimize risks within the workplace, it is the responsibility of each employee to report conduct or situations that may pose a possible threat or danger.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Employees are expected to conduct themselves in an appropriate and professional manner and treat others with courtesy and respect at all times.

B. Workplace Violence shall be defined as any act of physical violence, threat of physical violence (verbal, written, electronic or otherwise), harassment, intimidation, or threatening, disruptive behavior towards an employee, customer, vendor or visitor, including any workplace-related incident initiated or prompted by an employee's significant other (i.e., domestic violence) or an individual who perceives such a relationship (i.e., a stalker) which causes emotional or physical harm to the employee. This shall include any statement or threat, whether verbal, implied, written, electronic or otherwise, that instills the fear of present or future harm to the recipient or to a third party. (See also Personnel Policy 7.4: Harassment and Personnel Policy 9.1: Employment Ethics)

C. Any conduct or behavior that directly or implicitly threatens, intimidates, or coerces another employee, customer or member of the public will not be tolerated. This includes but is not limited to:

1. Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety

2. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress

3. Intentionally damaging employer or co-worker property

D. Employees are not permitted to have weapons of any kind in County buildings or County vehicles, with the exception of authorized security, or law enforcement personnel. A weapon may be any object, device or instrument designed as a weapon, or through its use capable of threatening or producing bodily harm, or which may be used to inflict self-injury.

E. Employees may not, while in the course of conducting County business, carry a firearm or any other weapon, with the exception of authorized security or law enforcement.

PROCEDURES

1. Any conduct that is perceived to be an act of workplace violence or a violation of this policy should be reported immediately to security and/ or a supervisor. If necessary, 911 should be called.

2. Upon report of an incident, Security in conjunction with Human Resources shall initiate an investigation. Employees may be asked to provide as much information as possible.

3. All reports of threats, harassment, acts of violence, suspicious individuals or suspicious activities will be promptly and thoroughly investigated. Confidentiality will be maintained throughout the investigative process to the greatest extent possible. During the investigation process, an employee may be suspended from work, with or without pay, pending the outcome of the investigation.

4. All County vehicles, work areas and storage areas are subject to inspection at any time.

5. When a threat has been reported, and a determination that a potential for violence exists, the employee may be required to undergo an assessment to determine the risk of danger. Further assessment may be in the form of a Fitness for Duty evaluation (Personnel Policy 7.8: Fitness for Duty) or formal referral to the Employee Assistance Program (EAP).

6. An employee should immediately and confidentially report to Human Resources any order of protection (i.e., a restraining order) they have received against an individual or themselves, whether temporary or permanent, so that the appropriate levels of support can be provided.

7. DuPage County will make a reasonable effort to protect victims of workplace violence. Victims may also need special accommodations or adjustments to their work schedule, location, or working conditions in order to enhance their safety. (See also Personnel Policy 5.10: Victim's Economic Security and Safety Act (VESSA)).

8. In situations where it has been determined that an employee was responsible for

conduct in violation of this policy, the employee will be subject to disciplinary action, not to exclude termination, and/or reporting of the act(s) to local law enforcement for further investigation (Personnel Policy 10.1: Employee Disciplinary Guidelines).

9. A formal written referral to the Employee Assistance Program (EAP) may be issued in accordance with this policy. (Personnel Policy 7.1: Employee Assistance Program)

10. Retaliation against an individual for reporting conduct as defined within this policy or for participating in an investigation in accordance with this policy will not be tolerated and will be subject to disciplinary action, not to exclude termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

11. The County encourages employees to bring disputes or differences with other employees to the attention of their Supervisor, Manager, Department Head or Human Resources Representative before the situation escalates into a potentially violent situation.

Policy 7.6	Drug Free Workplace		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 3/25/14	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

DRUG FREE WORKPLACE 7.6

POLICY

It is the policy of DuPage County to declare itself a Drug-Free Workplace. DuPage County will not permit the unauthorized use, consumption, or possession of drugs or alcohol on County property. This policy is consistent with all applicable provisions of the Federal Drug-Free Workplace Act.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Employees are expected and required to consistently report to work on time and in appropriate condition for work.

B. Any location, at which County business is conducted, whether at the County Complex or any other County worksite, is declared to be a drug-free workplace. This will include County vehicles and any private vehicles parked on County premises or worksites. Alcoholic beverages or nonprescription narcotics are prohibited while operating a personal or County vehicle.

C. DuPage County explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on County premises or while conducting County business.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from County premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the County's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from County premises, if such activity or involvement adversely affects the

employee's work performance, the safety of the employee or of others, or puts at risk the County's reputation.

- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the County, or while on County business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee

D. It is the employee's responsibility to inform their Department Head or Supervisor if they are currently on prescription medication that may affect their ability to safely and effectively perform the duties of their job. Should the employee be unable to perform the essential functions of their position as a result of taking prescription medication, the County will evaluate whether a reasonable accommodation exists in accordance with Personnel Policy 2.5: Workplace Accommodations.

E. It is the responsibility of all County employees to report when suspicion exists that another DuPage County employee is impaired or under the influence as described in this policy.

F. An employee with a positive test result for any prohibited substance, or an employee who either attempts to adulterate or fails to submit to testing under this policy shall be in violation of the policy. Any employee violating this policy is subject to disciplinary action, not to exclude termination for the first offense. (See Personnel Policy 10.1: Employee Disciplinary Guidelines).

PROCEDURES

1. By law, acknowledgment and agreement of this policy is required of employees as a condition of employment. All employees will receive a copy of the policy and an acknowledgment form to sign. The acknowledgment form will be filed in each employee's personnel file.

2. Any employee convicted of violating a criminal drug statute must inform their Supervisor of such conviction within five (5) days of the conviction occurring. This information should then be forwarded to the Human Resources Department. By law, the County must notify the federal contracting officer within ten (10) days of receiving such notice from the employee or any other verifiable source.

3. The County reserves the right to conduct pre-employment, random, post-accident and reasonable suspicion testing when properly documented by the supervisor and when approved by the Department Head and Director of Human Resources, or designee.

4. The County reserves the right to offer employees participation in an approved rehabilitation or drug abuse assistance program, at the employee's cost, as an alternative or in conjunction with disciplinary action. If such a program is offered, and accepted by the employee, the employee must satisfactorily participate in the program as a condition of continued employment.

Policy 7.7	Drug and Alcohol Testing		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* 49 CFR Part 40	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

DRUG AND ALCOHOL TESTING 7.7

POLICY

It is the policy of DuPage County to establish programs designed to ensure the safety of County employees and help prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances. The Omnibus Transportation Employee Testing Act of 1991 requires the testing of covered employees and mandates anti-drug and alcohol misuse prevention programs.

ELIGIBILITY

- All employees under County Board Jurisdiction performing a safety-sensitive function, as defined by the Omnibus Transportation Employee Testing Act of 1991. This includes County employees who operate and/or service a commercial motor vehicle (CMV) and are required to maintain a commercial driver's license (CDL) in the performance of their job duties.

GUIDELINES

A. As prescribed by law, a commercial motor vehicle shall be defined as one or more of the following:

1. Having a gross vehicle weight rating of 26,001 or more pounds.

2. Having a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit, with a gross vehicle weight rating of more than 10,000 pounds.

3. Designed to transport sixteen (16) or more passengers, including the driver.

4. Any size vehicle transporting hazardous materials requiring placards.

B. As prescribed by law, a safety-sensitive function shall be defined as all time, from the time an employee reports to work or is required to be in a readiness to work until the time he is relieved from all work duties and responsibilities including lunches and breaks.

C. As prescribed by law, alcohol and/or drug tests are required in the following circumstances:

1. Pre-employment

2. Post motor vehicle accident

3. Documented reasonable suspicion

4. Computer generated random pool selection

5. Return to duty—conducted when an employee has violated the prohibited alcohol and drug standards

6. Follow-up testing—conducted as directed by a substance abuse professional

D. Although alcohol is a legal substance, an employee covered by this act is prohibited from any alcohol misuse that could affect performance of a safety sensitive function, including:

1. Use or possession of alcohol while performing safety-sensitive job functions.

2. Use during the four (4) hours before performing safety-sensitive functions.

3. Reporting for duty or remaining on duty with a blood alcohol concentration of 0.04 or greater.

4. Use during eight (8) hours following an accident, or until undergoing a required post-accident test.

5. Refusal to take a required test.

6. A driver found to have any alcohol concentration shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours, and may be subject to the same proceedings as that of a positive test result and disciplinary action may be taken, not to exclude termination.

7. Breath alcohol test results with any alcohol concentration will be considered to be a positive test result and will be subject to disciplinary action, not to exclude termination.

E. Any drug use that could affect performance of a safety-sensitive function is prohibited. This includes the use of any drug, except by doctors' prescription, and only then if the doctor has advised the employee that the drug will not adversely affect the employee's ability to safely perform their job duties**.**

F. Controlled Substances testing shall include, but is not limited to, the following drugs:

1. Marijuana THC (metabolite)
2. Cocaine, any form or derivative of
3. Amphetamines (including methamphetamines)
4. Opiates – Heroin, Opium, etc
5. Phencyclidine (PCP)

G. Some over the counter vitamins or health supplements may contain THC and will result in a positive screen and will be treated as a positive drug screen.

H. Refusal to submit to a required alcohol or drug test is prohibited. Refusal to submit to a test means failing to provide adequate samples for testing without medical reason, failing to show up at the testing site when instructed, or engaging in conduct that obstructs the testing process. Failure to submit to a test will result in the same measures as a positive test result and disciplinary action shall be taken, not to exclude termination.

I. An employee who does not pass a required alcohol or drug test shall be relieved immediately of safety-sensitive duties as outlined in the employee's job description.

J. An employee who violates the alcohol misuse or drug use rules may be required to complete a program under the supervision of a substance abuse professional.

K. An employee violating the above policy is subject to discipline, not to exclude termination for a first offense.

L. Alcohol and drug testing records will remain confidential as prescribed by law.

M. In the event an employee's Commercial Driver's License (CDL) is revoked, suspended or canceled, the employee will have up to sixty (60) days in which to regain the CDL. During this period of loss of CDL driving privileges, an employee may be placed on a leave of absence with time charged, as available, to accrued paid time off. An employee may also be assigned to a non-driving position at the discretion of the Department Head.

N. In the event that an employee is unable to regain their CDL, the employee shall be subject to termination.

O. It is the responsibility of the employee to maintain and renew their CDL.

P. The operation of any Commercial Motor Vehicle by a County employee without a valid CDL is strictly prohibited.

PROCEDURES

1. By law, acknowledgment and agreement to this policy is required of covered employees as a condition of employment. All regular employees who have a CDL and perform safety-sensitive work will receive:

   a. A copy of the drug and alcohol testing policy and procedures

   b. Training in regards to the dangers of drug use and alcohol misuse

   c. An acknowledgment form to sign, which will be placed in the employee's personnel file

2. The Human Resources Department shall maintain compliance with drug and alcohol testing procedural guidelines as prescribed by law.

3. It is the employee's responsibility to inform their Department Head or Supervisor if they are currently on prescription medication that may affect their ability to safely and effectively perform the duties of their job. If there is no appropriate work available, the Department Head or Supervisor should contact their Human Resources Representative. (Personnel Policy 7.6: Drug Free Workplace)

4. All drug and alcohol test results will be conducted, reviewed and interpreted by professionally trained and certified technicians and/or medical review officers who will follow a chain of custody which includes splitting the sample into two separate samples in order to ensure and confirm the accuracy of the test results.

5. In cases where an employee receives a negative-dilute test result, the employee will be required to re-take the test. If there is a second negative-dilute test result, it will be accepted as a negative test result.

6. In cases where an employee is notified of a positive drug or alcohol test, the employee will be removed from duty for up to 72 hours. The employee may request that the second sample of the split sample be tested, at their own expense. If the results of the second sample are negative, the County will reimburse the employee for the cost of the test.

7. Upon being informed of a positive drug or alcohol test result, the employee will be encouraged to complete an evaluation with a Substance Abuse Professional (S.A.P.). This service is available through the Employee Assistance Program (EAP). The employee may choose to use accrued paid time off during this evaluation period.

8. According to regulations, following a positive test result**,** the employee may only return to safety-sensitive duties after being cleared by a Substance Abuse Professional (S.A.P.) and having a negative return to work drug screen. The employee will also be subject to follow-up testing in accordance with DOT regulations and S.A.P. recommendations.

9. The County reserves the right to offer employees participation in an approved alcohol rehabilitation or drug abuse assistance program, at the employee's cost, as an alternative to, or in conjunction with disciplinary action. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

10. Disputes that arise under this policy shall be handled pursuant to Personnel Policy 10.2: Problem Resolution/Grievance.

11. Questions regarding drug and alcohol testing policy and procedures should be directed to a Human Resources Representative.

The County reserves the right to terminate an employee based upon a positive drug or alcohol test result.

Policy 7.8	Fitness for Duty		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

FITNESS FOR DUTY 7.8

POLICY

DuPage County is committed to providing a safe working environment and to protecting the health and safety of all employees. If an employee lacks the essential physical and mental requirements necessary to perform the essential functions of the job, or poses a significant risk to their own safety, safety of co-workers or the safety of the public, they may be referred for a fitness for duty evaluation.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Employees are responsible for managing their health in such a way that they can safely perform the essential functions of their job, with or without a reasonable accommodation.

B. Employees must come to work fit for duty and must perform their job in a safe, secure, productive and effective manner during the entire time they are working.

C. Employees are responsible for notifying their supervisor if they are not fit for duty.

D. Employees are responsible for notifying their Supervisor, Human Resources Representative, Department Head or Director of Human Resources when they observe a co-worker acting in a manner that indicates the co-worker may be unfit for duty.

PROCEDURES

1. A fitness for duty assessment may be requested when there is reasonable cause for serious concern about an employee's ability to perform their role and duties safely, when the employee’s behavior is grossly inappropriate for the workplace, or if there is reasonable concern for workplace safety.

2. An impartial, independent healthcare evaluator with expertise in the disciplines of medical, psychological, alcohol, or other drug conditions will conduct a fitness for duty evaluation.

3. Referrals for Fitness for Duty assessments will be made by the Department Head and Director of Human Resources.

4. Employees will be removed from the workplace while in the process of completing a fitness for duty assessment.
5. Employees who cooperate in a fitness for duty evaluation and are in compliance with recommendations for medical, psychological and/or chemical dependence treatment may be returned to work provided appropriate discipline, if warranted, has taken place.

6. Non-compliance with a request for a fitness for duty evaluation or a determination that an employee is unfit for duty may result in disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)

Policy 7.9	Smoking Within DuPage County Facilities and in Vehicles		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

SMOKING WITHIN DU PAGE COUNTY FACILITIES AND IN VEHICLES 7.9

POLICY

It is the policy of DuPage County to support the Smoke Free Illinois Act, the Wheaton Smoke Free Air Ordinance, and all other applicable administrative rules and regulations that govern smoking in public places. In the interest of promoting and encouraging healthful practices among employees and citizens of DuPage County, smoking and the use of smokeless tobacco will not be allowed within the interior premises of any DuPage County Building including private offices, stairwells, corridors and parking structures; within twenty-five (25) feet of any entrances, exits, windows that open, and ventilation intakes for any DuPage County building; or in any vehicle owned, leased, or operated by DuPage County Government.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. "Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted tobacco equipment.

B. These guidelines recognize the detriment of smoking to the smoker and the health hazards of "passive" smoke to the non-smoker.

C. Smoking will be permitted in designated areas only, outside of each County building in adherence with local laws and regulations.

PROCEDURES

1. An employee may report any violation to their Department Head or Supervisor.

2. Violation of these regulations by DuPage County employees may result in disciplinary action in accordance with the employee disciplinary guidelines. (Personnel Policy 10.1: Disciplinary Guidelines)

3. The Illinois Department of Public Health, local public health departments, and local law enforcement agencies may assess fines to any person for violating the no smoking provisions of the Smoke Free Illinois Act and all other applicable administrative rules and regulations.

Policy 7.10	Workplace Injury Reporting		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

Workplace Injury Reporting 7.10

POLICY

The County places the utmost importance on employee safety. The County's goal is zero employee workplace accidents and injuries. Unfortunately, even in the safest workplaces, accidents and injuries occasionally happen. When injuries occur, it is the County's responsibility to follow the applicable laws related to workplace injuries.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Recordable/Reportable Claims. This policy is also intended to ensure that injuries and occupational diseases that arise out of and in the course of an employee's employment with the County are reported for workers' compensation purposes and/or recorded for OSHA reporting purposes.

1. The following claims are recorded for OSHA reporting purposes:

a. Any injury that results in loss of consciousness, significant injury diagnosed by a health care professional, or death

b. Any injury where an employee is off work other than the remainder of the day the injury occurred

c. Any injury where the employee returns to work on less than full duty

d. Any injury for which medical treatment beyond first aid is required

2. The following claims are reportable for workers' compensation purposes:

a. Any injury where an employee is off work, other than the remainder of the day the injury occurred

b. Any injury where the employee returns to work on less than full duty, other than on the date of injury

c. Any injury for which medical care is provided that will result in fees being billed by a health care provider.

PROCEDURES

1. **Employee's Responsibilities.** An employee who suffers a work-related injury or illness shall:

   a. Immediately report the injury or illness to their immediate supervisor, regardless of the apparent seriousness of the injury and whether or not medical attention is required. Failure to report any injury or illness by the end of the work assignment during which the injury or illness occurred may result in corrective action;

   b. Obtain all necessary and appropriate medical treatment;

   c. Complete and sign an Employee's Report of Incident and Injury as soon as practicable following the injury or illness, and no later than 24 hours after the incident

   d. Communication and cooperate with the Human Resources Department during the workers' compensation claim process; and

   e. Return to work as soon as determined capable of performing the work of the employee's regular employment position or a temporary transitional duty position.

2. **Supervisor's Responsibilities.** Upon notification of an employee's work-related injury or illness, the employee's immediate supervisor, if available, or the next available supervisor shall:

   a. If emergency medical attention appears to be required, call 911.

   b. Contact Human Resources at (630) 407-6300 and report the details of the incident/injury as soon as possible and no later than the end of the workday on which the injury occurred. The supervisor shall also report the incident/injury to the Department Head.

   c. Provide the injured worker with the Employee Injury Information form and have the employee complete and sign an Employee's Report of Incident and Injury as soon as possible after the incident, and submit same to Human Resources, along with the Supervisor's Statement of Illness or Injury Report, no later than 24 hours after the incident/injury (if possible).

   d. Conduct a thorough investigation of the incident/injury by obtaining a Statement of Witness to Accident from each witness or witnesses to the incident and completing a Supervisor's Statement of Illness or Injury Report. The investigation should be completed and all reports and documents submitted to Risk Management and the Human Resources Department within 24 hours of the incident/injury. In all cases where requested and deemed necessary, a Risk Management representative will assist with the investigation.

   e. Determine the injured employee's return to work status:

1. If the employee is able to return to work immediately without restrictions allow the employee to return and provide Human Resources.

2. If the employee is able to return to work but with restrictions, or is temporarily totally disabled and unable to return to work, forward all documentation to Human Resources.

f. Immediately correct or remedy any unsafe conditions or practices which may have been indicated by the investigation. The details of any such action should be submitted to Human Resources immediately.

g. Maintain contact with the employee regarding the employee's condition and return to duty.

3. **Human Resources Department Responsibility.** When notified by a supervisor of a work-related illness or injury of an employee, the Human Resources Department will:

a. Assist the immediate supervisor with the incident/injury investigation if requested.

b. Prepare and send the Illinois Form 45 - Employer's First Report of Injury to the County's workers' compensation administrator. The County's workers' compensation administrator will then set up a claim and administer the claims process.

c. If the injured employee is unable to immediately return to full duty, determine the employee's eligibility for wage continuation or workers compensation (See Policy 6.3 - *Workers Compensation Benefits*) and/or transitional duty (See Policy 7.11 - *Return to Work (from Injury/Illness) Program*).

d. Prepare an OSHA Form 300: Log of Work-related Injuries and Illnesses and report the incident/injury if required, to OSHA.

4. **Payment of Wages.**

a. **Day of Occurrence**. An employee who suffers a work-related injury or illness and who receives medical treatment for the injury or illness during work hours on the day of occurrence will be compensated for any lost time while receiving treatment as regular wages. If the employee does not return to work on the day of occurrence, the employee will be paid for a full day's work as regular wages. Overtime will not be paid for any medical treatment allowed.

b. **Subsequent Days**. Employee may be required to use sick, vacation, or personal business for medical appointments.

Policy 7.11	Return to Work (from Illness/Injury) Program		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

Return to Work (from Illness/Injury) Program 7.11

POLICY

The County of DuPage Return to Work (RTW) Program provides temporary modified duty to employees who have suffered a work related injury or illness as defined by the Illinois Workers' Compensation and/or Occupational Disease Acts, and as a result are not immediately able to return to full duty. The goal of the RTW Program is for the County to work with injured/ill employees and the employee's physician to transition the employee back to full, unrestricted duty.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment

GUIDELINES

A. Workplace Injuries/Illnesses. Employees who suffer a job-related injury or illness within the scope of employment and who are determined by their physician to be able to return to work but with restrictions on their next scheduled work day shall qualify for RTW. An employee injured within the scope of employment who is not returned to full duty by their physician on their next scheduled work day must:

1. Report the injury to their immediate supervisor and complete all required documentation pursuant to Policy 7.10 – *Workplace Injury Reporting*;

2. Immediately after receiving medical care, contact their immediate supervisor and provide the supervisor with all documentation from the treating physician, which must include a diagnosis of the injury and a list of physical restrictions;

3. Meet with their department director or designee in conjunction with Human Resources and Risk Management to discuss the terms and conditions of a temporary modified duty position within the restrictions outlined by their physician; and

4. Report to work under the terms and conditions of the modified duty position offered.

PROCEDURE

1. Prior to the employee's start date in the RTW program, the employee will be scheduled to meet with the Human Resources Department and the department director (or designee) to review and sign an RTW Modified Duty Agreement. The agreement will include at a minimum the following:

    a. A specific start and stop date for the RTW modified duty assignment. Said dates will be, in part, based on information provided by the physician relative to the nature of an employee's condition and the anticipated recuperation time. The time an employee may remain in a RTW modified duty position shall be determined at the discretion of the department director in conjunction with the Human Resources Department on a case by case basis, but in most cases will not exceed 12 weeks;

    b. Reporting requirements relative to the progress of prescribed treatment and the frequency of those reports;

    c. Specific treatment ordered by the physician; and

    d. A specific listing of limits established by the physician which may include, but is not limited to:

        1. Limits in the number of hours per day the employee can work;

        2. Climbing limitations (ladders, steps, etc.);

        3. Limitations in the use of equipment;

        4. Walking and/or standing limitations;

        5. Stooping and/or twisting limitations;

        6. Lifting limitations both for weight and height, as well as frequency; and

        7. Pushing and/or pulling limitations.

        8. Specific steps developed in conjunction with the physician to "condition" the employee so that they can return to their position as quickly as possible. An example of a conditional objective may be to gradually increase the number of hours per day an employee works or gradually increase the number of days per week the employee participates in normal job duties versus transitional work.

2. **Refusal to Participate-Workplace Injury.** Should an employee with a workplace injury refuse approved RTW modified duty, the County may cease payment of wage continuation and/or the County's worker's compensation claims management services provider may terminate temporary total disability compensation to the fullest extent allowed by Illinois law.

3. **RTW Guidelines.** While on RTW modified duty, employees will:

   a. Not be eligible for overtime or special duty (except court duty for sworn personnel);

   b. Not be permitted to respond to emergencies, drive marked safety vehicles or, for sworn personnel, wear any part of the uniform of the day (unless authorized);

   c. Be assigned to perform duties the employee is capable of performing in the department where such work is available, as determined by the department director(s);

   d. Be paid the compensation the employee would have received had they continued to perform their regular duties.

   e. Be required to use sick, vacation, or personal business time for medical appointments related to any injury/illness whether work related or not.

4. **Number of RTW Positions.** The availability and number of RTW positions available in a department shall be determined by the department director. When considering RTW requests, priority shall be given to employees who have suffered workplace injuries.

5. **Return to Work**. Employees will be returned to full duty only upon a full written release from their physician indicating the employee may return to full duty without restriction. The County may require a fitness for duty exam.

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Section 8: Workplace Procedures

8.1 Technology Resources Acceptable Use
8.2 Emergency Preparedness
8.3 Vehicle Usage
8.4 Building Access and Control
8.5 Environmental Responsibility & Conservation
8.6 Telework

Policy 8.1	Technology Resources Acceptable Use		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/IT	*Authorizing I.C. Sec:* None

TECHNOLOGY RESOURCES ACCEPTABLE USE 8.1

POLICY

It is the policy of DuPage County to provide employees with technology resources that are necessary to support our goals and objectives. This policy pertains to all technology-related equipment, hardware and software, including, but not limited to; County-owned, leased or licensed desktop and laptop computers, telephones, cell phones, copy machines, fax machines, computer systems, e-mail and messaging software, Intranet and Internet services, tools and supplies.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. The use of County technology resources are intended primarily for County business use, however, incidental and occasional use of these systems for non-work purposes that does not result in a negative budgetary or performance impact may be permitted at the discretion of the Department Head.

B. County employees shall have no expectation of privacy in terms of their use of County technology resources. The County reserves the right to access any and all information including files and e-mail stored on the County network or any County equipment.

C. All County employees are expected to conduct themselves honestly and appropriately when using County technology resources. In doing so, employees are expected to respect any laws, including the Freedom of Information Act, copyrights, software licensing rules, property rights and the privacy of others.

D. Employees are expected to exercise good judgment regarding appropriate use of County technology resources and equipment, and adhere to any safety guidelines related to a piece of equipment.

E. County employees shall identify themselves accurately and completely when corresponding with others by means of telephone, e-mail, Intranet or Internet and shall not send any unsolicited mass e-mails or e-mails used for solicitation purposes with the exception of County-supported charities. At no time may County e-mail be used in a manner which gives the impression that the County has authorized an otherwise personal communication.

F. Employees are expected to limit the use of personal phones, pagers, PDA devices, MP3 players, and other personal equipment for non-work related purposes during working hours. Any limited use will be at the discretion of the Department Head.

G. Employees may not blog, or use other forms of commonly known social media or technology on the Internet/Intranet during their designated work schedule unless specifically authorized by the Department Head as part of the employee's position. Blogging or other forms of social media or technology include, but are not limited to, social networks, online dating, video, wiki postings, personal blogs, or other similar forms of online journals, diaries, and personal newsletters not affiliated with DuPage County**.** DuPage County reserves the right to monitor employee use of County equipment, blogs, and other social media. Employees shall have no expectation of privacy with regard to the use of any County equipment or content that they post. In addition, DuPage County reserves the right to discontinue employee access to equipment, require employees to remove or stop posting content that is deemed inappropriate including, but not limited to, content which:

1. Violates any laws

2. Is libelous or may be construed as harassment. (Personnel Policy 6C: Harassment)

3. Violates any County policies, rules, standards or requirements including, but not limited to, the County's Ethics Ordinance and Personnel Policy 6H: Employment Ethics

4. Is adverse to the reputation, interests or business relationships of DuPage County

H. Employees may not take County Equipment home, unless otherwise authorized by the Department Head.

I. County employees shall not install, remove, or otherwise modify any hardware or software without written approval of their Department Head and IT Department.

J. Employees are responsible for ensuring the protection and security of assigned County technology resources. Technology resources must be secured when not in use. Missing equipment must be reported to the Department Head, Security Office and the IT Department immediately.

NETWORK USE GUIDELINES

A. The DuPage County Information Technology department shall be the sole provider of designs, specifications, operations, maintenance and management of all network infrastructure and equipment including, but not limited to, wireless access points and the wired/wireless local area network.

B. With the exception of the IT Department, and other employees approved by their Department Head and the CIO, no Employee shall be granted administrative rights to any Network equipment.

C. Remote access to the County systems shall only be allowed via County approved software and hardware.

COMPUTER USE GUIDELINES

A. Employees will safeguard login identifications and passwords. Any suspected password compromise will be reported immediately to the IT Department. Password and access information may not be recorded, shared or given to anyone other than the Employee.

B. All Employees are responsible for logging out of or locking their workstation before they leave the office/desk unattended so that unauthorized persons cannot see, read or take/copy confidential data. Contact the IT Department for procedures concerning automatic locking of workstations.

C. With the exception of the IT Department, and other employees approved by their Department Head and the CIO, no Employees shall be granted administrative rights to their workstation.

D. No personal data shall be stored on County Servers. This includes, but is not limited to, documents, pictures, music and video files.

E. No confidential data shall be stored on any local or removable media devices that are not encrypted with County approved encryption software.

F. Data stored locally on desktops and laptops is not backed up by the IT Department. No County business related data shall be stored on any local hard drives. The IT Department will provide training to ensure that data is being stored in the correct location.

G. Employees are prohibited from making modifications to County-owned technology without appropriate approval from their Department Head and the IT Department. Modifications that could impact the County network, desktop computing devices and other computer systems are strictly prohibited. Modification includes, but is not limited to, software installation and configuration changes. Installation of non-business related software, personal music and video files is prohibited.

H. The following examples are unacceptable uses of County technology equipment: downloading non-work related files, including music files; personal instant messaging or chat; playing games; sending chain-letters; sending, printing or displaying offensive images, pictures or jokes; sending, printing or displaying sexually offensive materials; sending, initiating or contributing to “SPAM”; running “Hacker” or “Cracker” type software or actions; using proxy sites or servers; using Peer-to-Peer or file sharing software; FTP software; streaming audio and video for any purpose unless authorized and configured by the IT Department to support a valid County business requirement; causing damage to County-owned computers and/or peripheral equipment. Said list is of examples is not meant to represent all unacceptable uses of County technology.

CELLPHONE AND WIRELESS DEVICE USE GUIDELINES

The following guidelines apply to any and all devices used to access the County’s e-mail system.

A. Employees shall not download and/or save sensitive, confidential or inappropriate information to their wireless devices unless the devices are encrypted with County approved encryption software, and/or password protected.

B. Employees are responsible for locking and securing their wireless devices. Please contact the IT Department for procedures regarding securing wireless devices.

C. All wireless devices that access the County’s e-mail system must have the ability to be disabled remotely.

D. Installation of non-business related applications or software that results in any cost to the County is prohibited.

E. Lost phones must be reported immediately to the Department Head, Security Office and the IT Department.

Inappropriate use of County-owned equipment may result in disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)

Policy 8.2	Emergency Preparedness		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

EMERGENCY PREPAREDNESS 8.2

POLICY

It is the policy of DuPage County to provide for the safety of its staff and the citizens of DuPage County, as well as to ensure continuity of essential services in those situations declared to be a State of Emergency or State of Disaster, or incident of significant impact to the County by the County Board Chairman. Due to the nature of DuPage County being a public service organization, it is expected that employees be available to respond to the needs of citizens during such situations.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. For the purpose of this policy, all County employees will be considered to be first responders who, in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence and the environment, including emergency response providers as defined in Section Two of the Homeland Security Act, as well as emergency management, public health, clinical care, public works and other skilled support personnel that provide immediate support services during prevention, response and recovery operations.

B. In situations declared as a State of Emergency or State of Disaster or incidents of significant impact to the County, it may be necessary for the County to reprioritize the provision of services. This may involve reassignment of staff to emergency assignments, including duties outside of their normal job classification.

C. Employee skills and capabilities will be taken into account when being provided with emergency assignments.

D. All efforts will be made to schedule employees to work at or near their normal work facility.

E. Emergency or disaster situations may require changes to employee work hours or

locations outside of what is typical in order to meet the needs of the situation. Work schedules may be adjusted including, but not limited to: longer hours per day; different starting and ending times; evening, weekend or holiday assignments; suspension of vacation; or other time off requests.

F. All necessary precautions will be taken to ensure the safety of employees. Employees will not be asked to perform activities that knowingly jeopardize their health or safety.

G. DuPage County recognizes that there may be legitimate reasons that would prevent an employee from responding when called upon. Employees are required to get approval from their Department Head if they are not able to report to emergency assignments.

H. Refusal to report to emergency assignments may be cause for disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)

I. Upon hire, employees are expected to provide accurate emergency contact information so that they may be called upon in the event of an emergency. It is the responsibility of the employee to keep their emergency contact information current, and to notify their supervisor if there is a change in their emergency contact information.

PROCEDURES

1. Only the County Board Chairman or designated successor may declare a County-wide State of Emergency or Disaster.

2. The Comprehensive Emergency Management Plan, developed by County Departments and maintained by the Office of Homeland Security & Emergency Management, shall include protocol to determine the number of employees needed to respond or assist in emergency situations.

3. The Comprehensive Emergency Management Plan shall also include procedures for partial activations based on the type of emergency being experienced.

4. The Director of Emergency Management, or designee, will coordinate the assignment of employees to emergency duties as determined necessary.

5. Employees will document arrival and departure per protocol.

6. Upon arrival, employees will be informed of, and expected to adhere to, incident requirements related to the use of safety or personal protection equipment.

7. Employees will receive appropriate emergency response training through the County's Emergency Preparedness program.

8. Employees will receive compensation in accordance with the guidelines of Emergency Call-Back pay. (Personnel Policy 4.2: Special Compensation)

Policy 8.3	Vehicle Usage		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12; 12/10/13	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

VEHICLE USAGE 8.3

POLICY

It is the policy of DuPage County to ensure the safety of its employees and to provide guidance on the proper use of vehicles for those individuals who drive County or rented vehicles and/or personal vehicles to conduct County business. The County endorses all applicable state motor vehicle regulations relating to driver responsibility, and expects each driver to drive in a safe and courteous manner.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. All employees driving a County vehicle, a rented vehicle or driving a personal vehicle to conduct County business must possess a valid Illinois driver's license of the proper vehicle classification.

B. County vehicles are to be driven by qualified and authorized employees only. Spouses and children may not operate or ride in a County vehicle at any time.

C. Only authorized passengers (county employees, County approved contractors, etc) are allowed in County vehicles. Passengers are limited to those individuals who may be required to ride in the vehicle to conduct County business.

D. Use of assigned County vehicles for personal business, other than commuting to and from work, and de minimus usage while performing official business activities is strictly prohibited.

E. All County vehicles are to be used exclusively for County business purposes. Personal use, or use of County vehicles for personal profit, is prohibited.

F. Employees must ensure that all passengers including the driver are secured appropriately in the vehicle and wearing seat belts at all times.

G. Employees are responsible for the security of any County vehicles being used by them. The County vehicle engine must be shut off, ignition key removed and vehicle doors locked whenever the County vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

H. Any emergency situation that occurs while an employee is driving a County owned vehicle, a rented vehicle or driving a personal vehicle to conduct county business, whether a vehicle emergency, or medical emergency involving the driver, animal or passengers, should be immediately reported to appropriate authorities (police, fire, ambulance, etc) and reported to the employee's supervisor.

I. Any accident involving a County owned vehicle, a rented vehicle or a personal vehicle used by an employee to conduct county business should be *immediately* reported to the appropriate law enforcement authorities and the employee's immediate supervisor.

J. Any damage to a County owned vehicle, noted by an employee, not attributed to an accident, must be reported to the employee's immediate supervisor, by the start of the next business day.

K. Any employee who has a driver's license revoked or suspended shall immediately notify their supervisor by the start of the next business day, and immediately ***discontinue operation of the County vehicle.***

L. Employees driving a County vehicle, rented or personal vehicle on county business are responsible for maintaining a valid license, keeping current and adequate auto insurance, driving in a safe and courteous manner, obeying all traffic laws, and assuring safe operations of the vehicle.

M. DuPage County reserves the right to run a driving record check on any employee while they are assigned a County vehicle for the performance of their job duties.

N. An employee who fails to report any citations or an accident involving the county owned vehicle, may result in termination of employment, suspension, or loss of driving privileges for county business. Suspension of vehicle use may be enforced until the completion of any trial related to a citation or accident. In the event of suspension of use of a county vehicle, further disciplinary action not to exclude termination of employment may occur.

O. Employees are required to follow all Illinois state traffic laws while operating a County vehicle. Employees who are ticketed for failure to follow Illinois state traffic laws will be solely responsible for the cost of the violation.

P. Employees are expected to adhere to DuPage County Personnel Policy 6H- Smoking within DuPage County Facilities and Vehicles which states that smoking is not permitted in any vehicle owned, leased or operated by DuPage County Government.

Q. Employees are required to adhere to DuPage County Personnel Policy 7.6: Drug Free Workplace. This policy requires that employees notify their supervisor if they are on any

prescription medication which may impact their ability to drive. In addition, DuPage County reserves the right to conduct pre-employment, random, reasonable suspicion, post-accident, and return to duty drug and alcohol testing. Failure to submit to testing, or positive test results will result in progressive disciplinary action not to exclude termination for a first offense.

R. Employees who possess a Commercial Driver's License (CDL) are required to adhere to the DuPage County Policy 6F Drug and Alcohol Testing, which states that, any drug used that could affect performance of a safety-sensitive function is prohibited. This includes the use of any drug, except by doctors' prescription and only then if the doctor has advised the employee that the drug will not adversely affect the employee's ability to safely perform their job duties. Employees are expected to notify their supervisor immediately if they are on any prescription medication which may impact their ability to drive.

S. No alcoholic beverages (whether opened or unopened), narcotics, weapons of any kind, or explosive materials may be transported, stored or carried in a County vehicle.

T. Operating a County vehicle while under the influence of alcoholic beverages or non-prescription narcotics as identified by state statutes, is prohibited.

U. Stickers and decals are not allowed on any County vehicles other than those required by law indicating inspection or registration renewals, and those required by the County.

V. County vehicles shall not be parked in front of or in parking areas associated with taverns or liquor stores, unless the employee is on official county business. (Restaurants serving liquor are not included in this prohibition).

W. Use of electronic devices, including but not limited to cell phones, by the driver when the vehicle is in motion is prohibited unless a hands free device is utilized or is specifically permitted by law.

X. The I-PASS transponder is to be used for business purposes only, and must remain in the county vehicles at all times. Employees failing to pay tolls or utilize an assigned I-Pass transponder, resulting in violations attributed to the County owned vehicle, will be responsible for the costs.

PROCEDURES

1. Departments are responsible for the inspection, maintenance of assigned vehicles. In addition, each department may work with the Human Resources to establish driving safety training program to meet their specific operational needs.

2. Employees who take a DuPage County vehicle home are required to complete and submit a monthly detailed mileage report to the Payroll division of the Human Resources Department.

3. Any violation of this policy may be subject to progressive disciplinary action, not to exclude termination.

4. When transporting any other passenger, drivers must ensure the following:

   a. All passengers are in a suitable/fit condition prior to securing them in the vehicle.

   b. All passengers are in the ideal positioning in the wheelchair prior to securing them in the vehicle.

   c. All passengers are accompanied by the appropriate assistant if applicable.

   d. All passengers and equipment comply with weight limits for all lifts and ramps in the vehicle

5. Employees must maintain a current copy of a valid Driver's License on file with their supervisor demonstrating that they are licensed in the appropriate class for the type of vehicle they are to be driving.

6. All employees driving a County vehicle, a rented vehicle or driving a personal vehicle to conduct County business must complete the Employee Authorization for MVR Review form and have an acceptable Motor Vehicle Records check prior to operating a vehicle for County business.

7. Examples of unacceptable motor vehicle records check results include:

   a. One or more of the following serious violations within the past three years:
      - 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 owners authority (theft)

   b. Two or more of the following occurrences in the past three years:
      - Major speeding (20 or more MPH over limit)
      - "At fault" accident

   c. Three or more of the following occurrence in the past three years:
      - Speeding (less than 20 MPH over limit)
      - Any moving violation
      - Not "at fault" accident

8. Employees who are required to operate a vehicle as an essential function of their job and receive an unacceptable motor vehicle records check may be determined to be unqualified for their position and may be subject to termination.

Policy 8.4	Building Access and Control		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/OEM	*Authorizing I.C. Sec:* None

BUILDING ACCESS AND CONTROL 8.4

POLICY

The following policy outlines security measures specifically designed to govern access control to the DuPage County Government Complex. This policy applies compliance and established protocol to minimize the risk associated with intentional or unintentional acts or breaches of access against DuPage County.

ELIGIBILITY

- All employees under County Board jurisdiction including temporary personnel as defined within the policy.

GUIDELINES

A. Control Procedures

In order to effectively manage Access Control to DuPage County Government and to protect the safety of all employees and the visiting public, the following procedures shall be adhered to:

1. All personnel shall be issued an ID card upon hire. An ID card shall consist of a photo ID for identification, and an access card for approved access to the facility.

2. Employees, Vendors and other ID Card Holding personnel must display their ID Cards on their outer-most garment of clothing at all times.

3. It is not permitted to share ID cards, or to “piggy back” into a building or secured area.

4. The Access Control System should contain programming information to limit access areas and timings, as designated by the employees manager.

5. The issued ID card shall contain sufficient information to identify the individual (ie: name, photograph)

6. Security shall be notified of all separations or terminations of employees of temporary workers to deactivate the card. The employee/temporary employee's manager is responsible for collecting the ID card upon separation and returning it to Security.

B. Access Card Issuance

Requests for new ID cards must be accompanied by an "Access Application Form" available from Security.

All requests for the production of a new access card or modification of an existing card shall be provided by:

1. Human Resources or the Employees Manager for new employees,

2. Employees Manager for transferred employees or for current employees requiring access modification

3. Relationship Manager for vendor/contractors

It is the responsibility of Security Services to enter the new employee data into the access control system following the guidelines of the system and this policy.

C. Temporary Personnel/Volunteers

1. In some scenarios, temporary personnel, vendors or volunteers (referred to as temporary employees) may be required to support County operations. Temporary personnel that frequent the Campus or are assigned to the Complex shall be eligible to receive ID cards.

2. The Background color of temporary personnel ID cards shall be different in color than the background of employee cards to easily distinguish them.

3. The manager responsible for the relationship shall complete an Access Application form and authorize the required access. This form shall be provided to Security Services.

4. All temporary cards shall have a maximum length of 90 days prior to automatically expiring. This will ensure limited exposure to temporary personnel who are no longer servicing DuPage County where security has not been notified. In all separations or terminations, Security should be notified.

5. The length of expiry on any temporary card may be extended upon the relationship manager's written approval (ie: e-mail). This extension request will then be filed with the temporary employees original access application form by Security.

6. To simplify the expiration process, all temporary cards shall be set to expire on the last day of the quarter (ie: March 31, June 30, September 30, December 31). Relationship managers will be able to easily identify the first day of each quarter as the date by which authorization extensions are due in to Security.

D. Key Issuance

1. Security shall maintain a listing of issued keys and share this listing with HR on a frequent basis. Facilities Management manages key issuance in some buildings, and their system of tracking and maintaining keys should be identical to Security's.

2. Procedures for issuing keys should mirror that of access control cards, in that an application form for keys should be completed by the employee's manager. The issuance of physical keys should be limited and highly scrutinized, as the management of lost, stolen or unreturned keys is a difficult process.

3. Keys that control the perimeter of any building shall not be issued unless required specifically for an individual's job function, or as approved by the Director of their department. Issuance of such keys will be to departments only – not to an individual, unless approved by the Chief Security Officer. Perimeter keys, when issued, should remain in a departmental lock box or other secure area, and should not be taken home by personnel.

4. Temporary employees, contract employees and/or volunteers shall not be issued keys on a permanent basis. Should physical key use be required to fulfill a job function, keys should be managed within the department and signed in/out to the temporary employee on an as-needed basis.

E. Resignations and Terminations

1. Security shall be notified in writing, where possible, of a termination or separation slated to take place. As this is a sensitive area for HR, Management and the Employee, caution should be used in the handling and timing of the deactivation of terminated employees ID card.

2. Once a termination has taken place, the ID card shall be collected by HR/Management. The ID card shall be returned to Security, and all access to the ID card removed, and the card destroyed.

3. If the terminated employee did not have his/her ID card on their person, HR/Management shall ask that the ID card be mailed back to Security. Security shall be notified, and will remove all access associated with the card.

4. If HR/Management was unable to retrieve the card for any other reason, Security shall be immediately notified, and the above steps shall be followed.

5. Terminated employees should not be allowed back into the workspace following the termination for any reason.

F. Lost or Stolen ID Cards/Badges

1. Access ID cards act as keys, and should be treated as such if lost or stolen.

2. Lost or Stolen badges must be reported to Security immediately. Lost or stolen badges shall have access removed from the card. The “tracking” feature shall be enabled on any lost/stolen card in hopes that any unauthorized use can be discovered by Security personnel and/or CCTV.

3. There shall not be any fee associated with lost or stolen badge/ID cards or keys.

4. If ID card that was lost is later found, it should be turned into security to be destroyed. Employees may not possess more than one ID card.

G. Exceptions

1. Exceptions to policy are not possible, unless approved in writing by the Chief Security Officer.

Policy 8.5	ENVIRONMENTAL RESPONSIBILITY & CONSERVATION		
Effective Date: 8/12/08 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/EDP	*Authorizing I.C. Sec:* None

ENVIRONMENTAL RESPONSIBILITY & CONSERVATION 8.5

POLICY

It is the policy of DuPage County to reduce the impact the County has on the environment by recycling waste materials, utilizing resources in an environmentally responsible manner, reducing energy consumption and investigating opportunities to cutback resource use.

GUIDELINES

A. The philosophy of DuPage County is to ensure that all employees contribute to reducing their consumption of resources as part of their County employment in order to save energy, conserve resources and improve the environment for all employees of DuPage County.

B. The Department of Economic Development and Planning in conjunction with the Department of Human Resources is responsible for educating all employees on this Environmental Responsibility and Conservation Policy to ensure that they are knowledgeable to and committed to meeting the County's goal.

C. Periodic training will be offered for all departments and each department will appoint at least one representative to oversee the implementation of conservation programs and to assist in identifying new opportunities.

PROCEDURES

1. **Procurement:**

   a. County purchases will consider the environmental impact of the commodity or service to be acquired.

   b. The County will incorporate energy efficiency into the decision-making process during the design and acquisition of facilities and equipment when cost effective. Sustainable design and construction practices utilizing products with longer documented life spans, less waste, and renewable materials will be employed. Anticipated labor savings over the projected life of the item will be taken into account.

c. Whenever available and cost-justified the following items shall be given preference when purchasing decisions are made: recycled content paper products, including but not limited to tissues, office paper, toilet paper, Energy Star rated equipment, water saving devices, items with auto-shut off or energy saving options, low energy use lighting, road materials utilizing recycled products, locally sourced materials, and other related items.

d. Bids for products shall consider the end of product life recycling or disposal. Outlets for recycling toner, light bulbs/lamps, ink cartridges, batteries etc. must be identified when bids are drafted.

e. The County shall purchase cleaning supplied with reduced toxicity and shall utilize low volatile organic compound paints whenever possible. Only products with proven efficacy in a healthcare environment will be utilized in these types of County operated facilities.

f. Products and practices accepted to be environmentally questionable or irresponsible will be prohibited.

2. Reuse and Recycling

a. All County offices shall be provided with mixed paper recycling. Offices with cafeterias will be equipped for recycling glass, steel, aluminum, plastic and other related items contingent upon available space. Other opportunities for recycling include motor oil, antifreeze, electronics, and construction and demolition debris.

b. Employees shall utilize both sides of paper, print only necessary documents, utilize paperless technologies, avoiding any unnecessary cover sheets when printing and shall reuse items such as name tag holders and file folders whenever possible. All required document submittals shall be double-sided whenever possible.

c. Cafeterias will pursue waste reduction opportunities.

d. Materials removed during construction or demolition will be recycled when possible.

3. Vehicles/Transportation Usage

a. Employees shall ensure that their County vehicles are maintained including keeping tires properly inflated and participating in regular vehicle maintenance. Drives shall avoid jack rabbit starts, idling and shall operate at required speeds and consolidate trips.

b. Employees shall utilize public transit options and carpool whenever possible.

4. Energy and Resource Efficiency

a. All employees shall turn off computers, monitors, printers, shredders and any other equipment overnight or when not in use for more than 4 hours whenever possible.

Overnight charging should be limited and equipment unplugged when charging is complete. Hibernation options should be utilized when computer is not in use.

b. All employees shall unplug cords for recharging equipment when not in use.

c. Office lighting shall be turned off as of 6 p.m. every night, with exception of offices staffed during second and third shifts. Occupancy sensors should be installed where possible. Energy efficient lighting shall be installed in parking garages that remain lit due to security purposes wherever possible.

d. The air ventilation system shall be balanced to ensure optimum efficiency. When possible, office layouts should be designed to limit energy consumption.

e. Teleconferencing should be used whenever possible. Flexible schedules should be considered to alleviate traffic at the discretion of each Department Head.

f. Employees will be cognizant of resource waste and will promptly report such to Facilities Management i.e. leaking fixtures, opportunity for reuse, unnecessary lighting etc.

5. Landscaping

a. Native landscaping shall be included in all newly landscaped areas and existing areas when possible. Deference to public safety is to be taken into account.

b. Reduce or eliminate the use of petroleum based lawn products.

c. Pursue the use of alternative snow/ice melting products.

6. Implementation

a. Any violation of this policy may subject the employee to disciplinary action under existing personnel disciplinary procedure.

Policy 8.6	TELEWORK		
Effective Date: 9/22/2020 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

Telework **8.6**

POLICY

It is the policy of DuPage County to provide opportunity to employees to telework when appropriate and meets the needs of the employee, the department, and the public.

ELIGIBILITY

- All regular full-time or part-time employees who have completed their probationary period and who meet the full-time qualifications and performance requirements of a designated job are potentially eligible for possible telework agreement. This eligibility requirement may be waived by the County in case of County emergency situations.

GUIDELINES

A. Telework may be possible if a mutually agreeable with the employee and the County and if the institution of telework maintains or enhances the quality of DuPage County's public service. DuPage County will not suffer any loss in productivity as a result of this arrangement.

B. Telework is an option that will only be approved for the completion of business goals and not solely for the convenience of the employee.

C. The County will make reasonable efforts to accommodate the employees' preferences. However, no request for a Telework Arrangement shall be approved if the change would diminish the effectiveness of the Department's operations.

D. The teleworker's work schedule must be approved by the supervisor. The teleworker agrees that he or she will be readily accessible during scheduled work hours while working from his or her home office or any other remote office.

E. An employee's regular workweek hours are unaffected by a telework arrangement. Daily hours worked are as specified in the Telework Agreement. Overtime may extend to those employees under telework arrangements.

F. Teleworking does not change the basic terms and conditions of employment with DuPage County. All County employees, including teleworkers, are subject to the County's employment policies and procedures.

G. No arrangement shall include any improvement or additions to an employee's owned or leased assets, including residence, computer, vehicle, or any other property.

H. Teleworkers are responsible for providing the same protection of County information and property away from the office as he/she would in the office. Teleworkers must comply with DuPage County's Technology Resources Acceptable Use policy 8.1.

I. A teleworker will be required to accurately record their hours and take his or her allowable breaks and must obtain pre-approval to work any overtime in accordance with DuPage County policy.

J. Compensation and benefits are not affected by the telework arrangement. In addition, Supervisors should perform normal supervisory activities, such as career development, ongoing feedback, and performance appraisal.

K. Worker's Compensation liability for job-related injuries and illness and eligibility for IMRF continues during the approved workweek schedule and in the employee's work area, as described in the Telework Agreement.

L. If an employee is on disability, the supervisor may not ask the employee to work at home. However, if the employee on disability asks to work at home, the employee may request telework as an accommodation following procedures outlined in policy 2.5-Workplace Accommodations.

M. Telework is not a substitute for dependent care. If an employee is unable to work due to illness or dependent care responsibilities, the employee must take an appropriate leave.

N. The County will provide a laptop computer. A cellular phone and any other computer accessories to be used at home, such as monitor, docking station, keyboard, mouse, etc. may be purchased by the County at the discretion of the Department Head. The employee is responsible for bringing the assigned computer and cellular phone to the office on non-teleworking days.

O. An employee interested in a telework arrangement will be responsible for costs related to setting up and furnishing the employee's work space at home, household expenses (i.e. heating, electricity, and internet) and commuting expenses between telework location and DuPage County work location.

P. The teleworker agrees to maintain a work environment that is clean, safe and free of obstructions and hazardous situations.

Q. The County shall be responsible for the repair and maintenance of County owned telework equipment, in accordance with established procedures. The employee is responsible to bring in equipment for repair into the IT department.

R. The teleworker agrees to use all equipment for its intended purpose, in accordance with the manufacturer's instructions and in a safe manner and to return it promptly to the County at the conclusion of the work.

S. All telework equipment and other items used in performance of County business shall be located within the workspace designated by the teleworker and may be used only by authorized employees for intended County purposes.

PROCEDURES

- A written telework request is required for any employee interested in a telework arrangement. In order to request a telework arrangement, an employee shall submit the following documents to their supervisor:
    - DuPage County Telework Agreement Form
    - DuPage County Telework Self-Assessment Form
    - DuPage County Home Office Checklist

2. The Department Head will review the request. If it is determined that the demands and expectations of the position can be met effectively with a telework arrangement, the employee, their immediate supervisor, and the Department Head shall sign the Telework Agreement.

3. The telework arrangement may be reviewed at any time, but at a minimum, will be reviewed by the Department leadership after six (6) months and then at least annually to determine that all aspects of the arrangement are continuing to meet the needs of the department.

4. Telework arrangements are a matter of departmental discretion. Telework arrangements are an employee privilege, neither a right nor countywide benefit. Telework arrangements are neither possible nor appropriate for every type of employment.

5. The telework arrangement may end by the decision of the employee or the Department Head. If the new arrangement does not work well for the operations of the department or the County, the supervisor and department director will have the authorization to terminate the telework arrangement. Employees will receive at least two week's notice of the termination of the telework arrangement.

9

Section 9: Employee Conduct

9.1 Employment Ethics
9.2 Secondary Employment
9.3 Solicitation, Distribution, and Posting
9.4 Appropriate Dress, Uniforms and Safety
9.5 Identity Protection

Policy 9.1	Employment Ethics		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

EMPLOYMENT ETHICS 9.1

POLICY

It is the policy of DuPage County to establish guidelines for ethical standards of conduct and to maintain a workplace that is in conformance with applicable laws and government regulations. Due to the responsibilities held by County employees and the nature of the positions, employees are subject to public comment, both positive and negative, for personal conduct.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. All employees are required to familiarize themselves with and abide by all provisions of the DuPage County Ethics Ordinance including, but not limited to, sections on the gift ban and exceptions to the gift ban, prohibited political activities, complaint filing procedures and whistleblower protection, employee cooperation, employee ethics, conflict of interest, former employment relationships, and use of proprietary or confidential information. In the event of a conflict between the Ethics Ordinance and this Personnel Policy, the terms of the Policy shall not be deemed reproduced in the Ordinance, and the terms of the Ordinance shall control.

B. Employees are accountable for funds over which they have control and should follow proper Finance and Purchasing procedures.

C. Employees are accountable for County property, equipment and supplies entrusted to them and shall not directly or indirectly allow the use of County property of any kind, including property leased to the County, for anything other than official activities.

D. Theft of any kind is not tolerated, and will be subject to disciplinary action, not to exclude termination for a first offense. (Personnel Policy 10.1: Disciplinary Guidelines) Theft is defined as a misuse of County assets without permission to do so, which may include taking money from the County, falsifying or incorrectly reporting time worked, or taking County owned supplies or property.

E. Employees with knowledge of confidential information will not use this information for personal gain, not will they disclose this information to any external party or employee without a "need to know" or right to the information. Employees will follow proper procedures for disclosing confidential information. If there is a question whether information is considered confidential, or what the proper procedure for disclosure is, the employee will confirm with their supervisor whether the information can be released.

F. Employees, under no circumstances, shall endorse, sign or approve cashing any checks unless specifically authorized in writing to do so by their Department Head.

G. Employees are expected to conduct themselves in a professional manner and are expected to be knowledgeable of all policies, laws, rules and regulations that may affect their position at the County and the work that they perform.

PROCEDURES

1. If at any time there appears to be a conflict between this policy and the DuPage County Ethics Ordinance, the Ordinance shall supersede this policy. In the event of a conflict between the Ethics Ordinance and this Personnel Policy, the terms of the Policy shall not be deemed reproduced in the Ordinance, and the terms of the Ordinance shall control.

2. Each employee shall have the responsibility of reporting any illegal actions occurring on County property and/or illegal activities of County employees or vendors in a prompt and confidential manner.

3. All complaints about unethical behavior shall be in writing and signed by the person filing the complaint. The person filing the complaint should provide their home address and business and personal telephone numbers. Complaints should include a detailed description of the violation, who committed the violation, and a list of all witnesses to the violation.

4. Inappropriate and/or unethical activity may be reported to any person holding a supervisory position, to any member of the Human Resources Department at **(630) 407-6300**; to the State's Attorney's Office at **(630) 407-8000**; to the County Board Chairman's Office at **(630) 407-6000**; to the County Auditor's Office at **(630) 407-6075**; through email to ethics@dupageco.org, or to the Investigator General of the DuPage County Ethics Commission or to the Ethics Commission. If the complaint is filed with anyone other than with the Ethics Commission, the complaint shall be transmitted by the receiving individual to the Ethics Commission within seventy-two (72) hours of receipt of the complaint.

5. All allegations will be investigated by the appropriate County agency.

6. In accordance with applicable state and federal requirements, DuPage County shall protect any employee who reports a violation or concern in good faith from retaliation, harassment, abuse, threats, discrimination or any adverse employment consequences as a result of coming forward. Should any of these adverse actions occur as the result of an employee filing a report of an ethics violation, it should immediately be reported to

the investigating County agency.

7. False or malicious complaints will not be tolerated and will be subject to disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)

8. All employees shall cooperate with any and all investigations conducted by any local, state, or federal law enforcement, regulatory or administrative agency.

9. The Chairman and County Board Members shall attend training on the DuPage County Ethics Ordinance within the first six (6) months of being elected (or as soon thereafter as an ethics training is offered), and employees shall receive training on this policy and the DuPage County Ethics Ordinance from the Department of Human Resources within one month of employment. The Chairman, County Board Members and employees shall attend re-training on the DuPage County Ethics Ordinance regularly thereafter. Records of attendance at this training on the DuPage County Ethics Ordinance will be maintained by the Ethics Officer and the Department of Human Resources.

10. Failure to cooperate with an investigator or to follow this policy may result in disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines).

The Ethics Ordinance can be viewed in its entirety on the internet at http://www.dupageco.org/CountyBoard/Ethics/Docs/39809/

The Ethics Complaint form is available on the internet the Ethics at the County tab.

Policy 9.2	Secondary Employment		
Effective Date: 2/28/12 *Last Amended Date:*	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

SECONDARY EMPLOYMENT 9.2

POLICY

Any secondary employment held by employees that presents an "interest" or "time" conflict with the employee's County employment is prohibited. Military service is not secondary employment for purposes of the reporting requirements of this policy.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Regular full-time employment by the County shall be considered an employee's primary occupation and take precedence over all other occupations. Full-time employees shall not have other employment which presents a time conflict. A "time conflict" for purposes of this section exists when the working hours of a secondary job directly conflict with an employee's scheduled working hours or mandatory overtime or emergency service obligations, if any, or when the demands of a secondary job prohibit adequate rest or otherwise negatively affect the employee's job performance.

B. No employee, full or part-time, shall have other employment which presents an interest conflict with their employment position with the County. An "interest conflict" for purposes of this section exists when an employee engages in any secondary employment which tends or appears to compromise the employee's judgment, actions or job performance or which conflicts with the policies, objectives or operations of the County, including but not limited to violations of Policy 9.1 – General Rules of Conduct.

PROCEDURES

1. All County employees are required to notify their Department Head in writing of any secondary employment, including self-employment, partnership in a business, or prior to accepting such employment or immediately if currently working, by completing a Secondary Employment Notification form. The Department Head shall provide a copy of the form to the Human Resources Department, which will determine whether the secondary employment presents a conflict.

Policy 9.3	Solicitation, Distribution and Posting		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

SOLICITATION, DISTRIBUTION AND POSTING 9.3

POLICY

It is the policy of DuPage County to prohibit the solicitation, distribution and posting of materials on or at DuPage County property by any employee or non-employee, except as permitted in this policy.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. *Solicitation, Distribution and Posting* includes, but is not limited to, such activities as: selling, promoting or delivering products, goods or services; use of County-provided employee address listings for the purpose of solicitation; seeking contributions or pledges, including the distribution of printed materials *that are not DuPage County related.* These activities are prohibited whether in person, through mailings or phone contact, or through the use of other technology such as e-mail or the Internet.

B. Employees are not permitted to engage in acts of solicitation or distribution of literature during working time or during non-working time in areas where it may cause disruption to the work place. "Working time" refers to the portion of any workday during which an employee making the solicitation or receiving the solicitation is supposed to be performing any job duties; it does not include lunch breaks or other duty-free periods of time.

C. Non-Employees may not solicit employees or distribute literature of any kind on DuPage County non-public premises or other non-public areas without receiving prior approval from the Department Head or Director of Human Resources, or designee.

D. Employees and non-employees are prohibited from posting non-work-related materials or literature on County Bulletin boards, e-mail, and/or other areas designated by the Department Head.

E. Employees may only admit non-employees to work areas with approval from their immediate Department Head or Supervisor, or as part of a DuPage County sponsored program.

F. In accordance with the Privacy Protection Act of 1976, DuPage County will not provide employee information (i.e., names, addresses, and telephone numbers) to outside companies, organizations or individuals for solicitation purposes.

PROCEDURES

1. The posting of materials on County property or the use of email sent or received by County computers is permitted only with approval of the Department Head and the Director of Human Resources, or designee, and must be consistent with County policies.

2. Violations of this policy are to be reported to the appropriate Human Resources Representative, Supervisor, Department Head, or the Director of Human Resources.

3. A violation of this policy may result in disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)

Policy 9.4	Appropriate Dress, Uniforms and Safety Equipment		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

APPROPRIATE DRESS, UNIFORMS AND SAFETY EQUIPMENT 9.4

POLICY

It is the policy of DuPage County to require employees in certain positions to wear work uniforms and utilize safety equipment in order to provide a safe and efficient work environment for all employees.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Certain departments may require employees to wear uniforms and use safety equipment.

B. Uniform and safety equipment requirements are subject to change based on work-related issues and safety regulations.

C. For certain positions, employees are provided with safety equipment, uniforms, and ID Badges. Those employees are expected to report to work with that equipment, and to wear those uniforms appropriately. Reasonable care and control should be exercised over these items. All Care Center employees are required to wear an ID Badge in a manner where it is visible and easily readable at all times while on duty in the facility.

D. Employees are, at all times during the course of their employment, representing DuPage County. As such, employees are expected and required to dress in a manner appropriate and safe for their work environment and to the type of work performed, and to maintain acceptable levels of grooming and personal hygiene.

E. Employees who work in the administrative offices of the County are expected to dress in business attire which must be clean and neat and which also must present a professional appearance. Casual attire may be worn on designated days, typically on Fridays, as approved by the Department Head. Departments may establish additional

appearance standards based on operational needs and should communicate these standards to employees. Any employee deemed inappropriately attired (i.e.: uniform, safety equipment, dress, appearance) may be subject to disciplinary action, up to and including termination.

PROCEDURES

1. Upon hire, supervisors should inform their employees of any appropriate dress, appearance, uniform or safety equipment requirements.

2. Any employee who has a question on what is considered to be appropriate dress, uniform or safety equipment for their position or department should consult their supervisor.

3. Each employee will be responsible for wearing the proper uniform as designated by their department each day they report to work or when appropriate as assignments require.

4. Employees who are required to wear steel-toe safety boots or shoes to perform their work may be reimbursed annually for the purchase of the required footwear. The cost of these items may be reimbursed based on departmental policy.

5. Employees who wear prescription eye glasses and are required to additionally wear safety glasses to perform their work may be reimbursed annually for the purchase of the required safety prescription eyeglasses, based on departmental policy.

6. Additional safety equipment that may be required includes, but is not limited to, safety goggles, face shields, gloves, chaps, reflective vests and other protective clothing. The cost of these items may be reimbursed based on departmental policy.

7. Employees are also responsible for conducting themselves in a safe manner, following applicable safety procedures, and immediately reporting any unsafe conditions or hazards to a Supervisor.

8. Care Center Employees, upon termination, will have any outstanding uniform balance deducted from their final paycheck.

Policy 9.5	Identity Protection		
Effective Date: 5/24/11 *Last Amended Date:* 2/28/12	*Applicable Law/Statute:* CB-0030-11	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

IDENTITY PROTECTION 9.5

POLICY

It is the policy of DuPage County to maintain practices in compliance with applicable laws and regulations in order to protect the identity of employees, persons doing business with the County and persons receiving services from or through the County.

ELIGIBILITY

- All employees of DuPage County shall adhere to the guidelines of this policy. This policy may be applied by the Elected Officials to their employees.

GUIDELINES

A. Protection of social security numbers under the Illinois Identity Protection Act

1. Restricted Access and Use

a. In General

1. Where feasible, the County will use only the last four digits of a Social Security number.
2. The County will not require an individual to submit a Social Security number over the internet unless encryption is available.
3. Paper documents containing Social Security numbers will be stored in locked files or restricted areas. Social Security numbers retained in electronic format or entered into on-line databases will be protected through limited password access, encryption or other appropriate means for securing the data.
4. The County will not print an individual's Social Security number on any ID card or other card required for the individual to access products or services provided by the County
5. The County will not, unless otherwise provided by stature, print 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. If otherwise permitted, any such mailing or delivery will be enclosed in an envelope.

b. By County Employees

1. Only employees who are required by their job duties to use or handle Social Security numbers are permitted to have access to such Social Security numbers. Employees will take care not to post or display a Social Security number except as necessary in the performance of their duties. The DuPage Care Center will only obtain Social Security numbers as allowable under the Healthcare Portability and Accountability Act (HIPPA).

c. By the Public

1 Social Security numbers, including partial Social Security numbers, will not be publicly posted or publicly displayed in any manner.

2 Social Security numbers, including partial Social Security numbers, contained in a public record, including records in electronic format, will be collected and recorded in a manner to permit the Social Security number to be easily redacted for purposes of a Freedom of Information Act request or other proper dissemination of a record.

1. Permitted collection, use and disclosure of Social Security numbers

a. Collection, use or disclosure of Social Security numbers is permitted in the following circumstances:

1. Where necessary in order for the County to perform its duties and responsibilities.
2. Pursuant to a court order, warrant, or subpoena.
3. Where necessary to ensure the safety of State and local government employees and others as provided by statute.
4. For internal verification or administrative purposes.
5. To any entity for the collection of delinquent child support or of any State debt.
6. To a governmental agency to assist with an investigation or the prevention of fraud.

b. Collection or use of Social Security numbers is permitted where necessary or useful to locate a missing person, a lost relative, or a person who is due a benefit, or where otherwise statutorily permitted.

2. Statement of purpose

a. Upon request by the individual, a statement of the purpose or purposes for which the County is collecting and using the individual's Social Security number will be provided.

3. Exclusions

a. This section of the 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.

b. This section of the Policy does not apply to documents that are recorded with the County Recorder.

B. Identity Theft Protection under the Fair and Accurate Credit Transaction Act (FACT)

1. General

a. This section of the Policy is for the protection of covered accounts, defined as those which permit multiple payments or transactions, including but not limited to utility accounts. It applies to business, personal and household accounts established with or by the County.

b. As used in the Policy, “private identifiers” means any data which would allow the identification of an individual. The term includes but is not limited to credit card numbers, information such as number, expiration date, cardholder name and address, and card security code; service account information such as name, address phone, e-address, date of birth, and account number.

c. To the greatest extent possible, the County will afford private identifiers the same protections as Social Security numbers.

2. Description of Red Flags

a. Red Flag means a pattern, practice, or specific activity that indicates the possible existence of identity theft. The County identifies the following red flags in regard to covered accounts:

1. Suspicious documents, such as
- an application or supporting documents appearing to be altered, forged or destroyed and reassembled
- those where the photograph or physical description does not match the applicant or card holder
- those containing other information which is inconsistent with that provided by the applicant or account holder or with other information the County has on file

2. Suspicious personal identifying information, such as
- information associated with known fraudulent activity
- information of a type commonly associated with fraudulent activity (e.g., use of a mail drop, prison address, fictitious address, etc.: invalid phone number or pager/answering service)
- information that is the same as information submitted by another
- information limited to that which could be readily obtained through public sources or from a stolen wallet

3. Unusual or suspicious activity associated with a covered account, such as
- use of the account consistent with patterns of fraud (e.g., failure to make first payment, initial payment only)
- change in pattern of account use (e.g., nonpayment on an account which has no prior history of nonpayment; change in service use)
- mail returned where account transaction continue
- notice of non-receipt of paper statement or unauthorized account activity

b. The County will detect Red Flags by employee review of documents and personal identifying information supplied at the time of the initial application or any account changes. The County will, in the purchase and development of financial software, specify functions to alert for unusual or suspicious documents, identifying information or activity

c. The County will respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft. A determination will be made by the relevant supervisor or Department Head whether the attempted transaction or activity is likely fraudulent or authentic. If fraudulent, action may include

1. continued monitoring for evidence of identity theft

2. contacting the customer

3. refusal to open a new account or close an existing account

4. re-opening an existing account with a new number

5. referral to law enforcement

6. discontinuance of collection

C. Implementation of the Identity Theft Protection Program will be directed by the County Administrator who will receive annual reports from those departments having transactions in covered accounts and will be responsible for provisions of training of staff who deal with covered accounts.

PROCEDURES

1. Only employees who are required to use documents containing Social Security numbers will have access to such information.

2. Proper facilities and equipment will be provided to safeguard documents containing Social Security numbers and other private identifiers.

3. All employees who have access to Social Security numbers and other private identifiers – whether received in verbal, written or electronic form – as part of their job duties will be trained to protect the confidentiality of the Social Security number. Training will include instruction on the proper handling of information that contains Social Security

numbers and other private identifiers from the time of collection through the destruction of the information. Training will also include, where appropriate, instruction in recognizing and responding to red flags.

4. This policy will be reviewed and updated as necessary to conform with technology which may affect the security of Social Security numbers and other private identifiers

5. Misuse of any identity-related data will subject the employee to appropriate disciplinary action, not to exclude termination.

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Section 10: Discipline

10.1 Disciplinary Guidelines

Policy 10.1	Disciplinary Guidelines		
Effective Date: 9/14/10 *Last Amended Date:* 2/28/12, 3/25/14	*Applicable Law/Statute:* None	*Source Doc/Dept.:* None/HR	*Authorizing I.C. Sec:* None

DISCIPLINARY GUIDELINES 10.1

POLICY

It is the policy of DuPage County to allow for a progressive disciplinary process that promotes consistent application of disciplinary guidelines to all employees.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

A.. Any conduct that interferes with or adversely affects employment shall be grounds for disciplinary action. This may include, but is not limited to, any conduct observed by a supervisor, co-worker, member of the public, resident of facilities, building video surveillance, internet/email activity, cell phone/telephone usage, etc.

B. The Human Resources Representative and Supervisor should review the following questions prior to taking disciplinary action:

1. What happened? Collect all the facts accurately and be specific. When documenting the incident, avoid personal interpretation or editorials of the situation.

2. Does the incident require investigation? If so, has the incident been investigated thoroughly? Are there witnesses? Did they submit written statements concerning the incident?

3. Did the employee clearly understand the rule or policy violated? Has the County rule been properly communicated to the employee?

4. Did the employee know, or should have known in advance, that such conduct would be subject to discipline?

5. Has the employee been given the full opportunity to speak about their conduct and provided a written statement or other evidence?

C. All formal disciplinary action against an employee requires prior approval of the Department Head and the Director of Human Resources, or designee, to ensure consistency of action.

D. Progressive disciplinary procedures may be bypassed and immediate termination can be followed when dealing with temporary or probationary employees at the discretion of the Department Head and the Director of Human Resources.

E. The disciplinary categories may or may not be used in sequential order. Certain conduct may warrant an immediate written reprimand, suspension or termination.

PROCEDURES

1. Supervisors shall contact their Human Resources Representative as soon as possible when an employee is displaying unsatisfactory behavior or performance issues.

2. The Human Resources Representative and the Supervisor shall review the Supervisor's documentation of the incident or issue before recommending appropriate disciplinary action. In addition, the employee will be given the opportunity to explain what may have caused their unsatisfactory behavior or performance.

3. Depending upon the seriousness of the situation, the Human Resources Representative will assist the Supervisor in completing either a *Personnel Action Report* (PAR) or other type of documentation to the employee regarding the incident.

4. The employee can expect a Supervisor to discuss the following when an employee is displaying unsatisfactory behavior or performance:

a. Specific conduct or unsatisfactory performance

b. Policy or procedure that has been violated

c. Timeframe in which improvement must occur

d. Subsequent action to be determined if employee's performance does not meet expectation

5. For all disciplinary action taken, the Supervisor and employee will sign the written memo or PAR. Both the supervisor and employee will receive, and should retain, a copy of this documentation. The original will be placed in the employee's personnel file.

6. If the employee is already in disciplinary action and has not demonstrated satisfactory improvement, or should another violation occur, the supervisor and Human Resources Representative, upon approval of the Department Head and Director of Human Resources, will proceed with further appropriate disciplinary action, not to exclude termination.

7. In most cases (i.e. cases that do not warrant immediate written reprimand, suspension or termination), formal disciplinary action will proceed in the following manner:

Category I: Verbal Reprimand or Written Expectation

a. The Supervisor, in consultation with the Human Resources Representative, upon approval of the Department Head and Director of Human Resources, shall meet with the employee in a private setting to discuss the issue that needs improvement. The Supervisor should make clear to the employee that the issue is serious, and ask the employee to suggest appropriate corrective action to resolve the situation.

b. The Supervisor and the employee shall agree upon a reasonable time frame for improvement, with the understanding that failure to resolve the problem in the specified time frame may result in further disciplinary action, not to exclude termination. If agreement is not reached regarding what a reasonable time frame may be, the supervisor shall determine the time frame.

c. The Supervisor and employee should both sign the PAR (Verbal Reprimand) or the follow-up memo (Written Expectation). Both the supervisor and employee will receive, and should retain a copy of the signed PAR. The original document will be placed in the employee's personnel file.

d. If future conduct or performance is not satisfactory, or should a more severe violation occur, the supervisor and the Human Resources Representative, upon approval of the Department Head and Director of Human Resources, shall proceed with further appropriate disciplinary action, not to exclude termination.

Category II: Written Reprimand

a. If the employee continues to have difficulties in the same area(s) or if the violation is more severe, the employee may receive a written reprimand. The Supervisor and the Human Resources Representative will prepare a PAR (written reprimand) and, upon approval of the Department Head and the Director of Human Resources, will schedule a private meeting with the employee to discuss the issue(s) in question and mutually agree upon corrective action. If agreement is not reached regarding corrective action, the Supervisor and Human Resources Representative shall determine a corrective action.

b. Upon completion of the meeting, a date will be set to follow up on the employee's performance/behavior.

c. The Supervisor and employee should both sign the PAR (Written Reprimand). Both the supervisor and employee will receive, and should retain a copy of the signed PAR. The original document will be placed in the employee's personnel file.

d. If future conduct or performance is not satisfactory or should a more severe violation occur, the supervisor and the Human Resources Representative, upon approval of

the Department Head and Director of Human Resources, shall proceed with further appropriate disciplinary action, not to exclude termination.

Category III: Suspension

a. The Supervisor, after consultation with the Department Head and Human Resources Representative, may recommend suspending an employee. This may be a progressive step in discipline or a first step depending on the severity of the action. The Supervisor and the Human Resources Representative will prepare a PAR stating the reason for the action and the duration of the suspension.

b. Upon approval of the Department Head and the Director of Human Resources, the Supervisor and Human Resources Representative will schedule a private meeting with the employee.

c. The Supervisor and employee should both sign the PAR (Written Reprimand). Both the Supervisor and employee will receive, and should retain a copy of the signed PAR. The original document will be placed in the employee's personnel file.

d. If future conduct or performance is not satisfactory or should a more severe violation occur, the Supervisor shall contact the Human Resources Representative to proceed with further appropriate disciplinary action, not to exclude termination.

Category IV: Termination

a. In the case of a severe violation, or repeated violations, the Supervisor, with approval from the Department Head, may recommend termination of employment. A PAR (Termination) should be completed, stating the reasons for the separation.

b. If the termination of employment is approved by the Director of Human Resources, the Supervisor and Human Resources Representative will schedule a private meeting with the employee.

c. In cases of job abandonment, which is defined as an employee who does not report to work for three (3) days without communicating with their supervisor and/or complying with departmental call in procedures, the Human Resources Representative will send notification of separation of employment to the employee via certified mail.