

Rock Island County  
Employee Policy Handbook

# Employee Policy Handbook

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## **Acknowledgement of Receipt of Employee Policy Handbook**

This handbook of employee policies is applicable to all employees of Rock Island County who do not work for an elected official or the Chief Judge. It is up to each individual elected official or the Chief Judge whether to adopt any of the policies contained in this handbook.

All items contained within this handbook are applicable at all times except for those employees who have a valid employment contract or union members who have a valid union contract. For those employees, this handbook is applicable at all times except for items contained in the employment or union contract that contradict the rules outlined in the handbook – in such a case the employment or union contract takes precedence.

The undersigned employee acknowledges that they have received the County of Rock Island Employee Policy Handbook, for which the employee is responsible for reading and understanding the complete contents of the Handbook. The employee can ask questions of management regarding the contents of the Handbook at any time and as consideration of their employment acknowledge and agree that:

1. Your employment with the County of Rock Island is "at will", meaning that employment can be terminated by the County or the employee at any time for any reason or for no reason at all;
2. The policies in this Handbook are not contractual in nature;
3. The County can rescind, modify, or add to the policies in this Handbook at any time;
4. No policy or rule contained herein or adopted pursuant hereto guarantees any employee of the County a right to continued employment. The County always retains the right to exercise discretion in amending and reasonable interpreting these;
5. Any agreement(s) or assurance(s) concerning the terms, conditions, or duration of any individual's employment are not binding unless they are in writing and signed by the County Administrator or County Board Chairperson;

I acknowledge receipt of the following policies:

Policy Title	Policy number	Policy effective date
Purpose & Scope – Disclaimer	100.1	06/22/2016
Organizational Chart	100.2	11/15/2016
Equal Employment Opportunity	100.3	6/22/2016
Communications & Confidentiality	100.4	11/15/2016
County Board and County Administrator Code of Conduct	100.5	7/21/2015
General Fund Reserve	100.10	6/22/2016
Hiring, Promotions, Transfers, and Assignments	200.1	11/15/2016
Conclusion of Employment	200.2	11/15/2016
Performance Appraisals	200.3	6/22/2016
Employee Classification	200.4	11/15/2016
Secondary Employment	200.5	11/15/2016
Residency Requirements	200.6	11/15/2016
Physical / Medical Examinations	200.7	11/15/2016
Chain of Command & Discipline	200.8	11/15/2016
Discipline & Grievance Procedure	200.9	11/15/2016
Layoffs & Furloughs	200.10	11/15/2016
Nepotism	200.11	6/22/2016
Marijuana	200.12	11/15/2016
Americans with Disabilities Act (ADA)	200.13	11/15/2016
Orientation	200.14	6/22/2016
Litigation Committee	200.15	11/15/2016
Worker's Compensation / Workplace Injury Investigations	200.16	11/15/2016
Drug Free Workplace	300.1	11/15/2016
Harassment	300.2	11/15/2016
Sexual Harassment	300.3	01/18/2018
Safety	300.4	11/15/2016
Workplace Violence	300.5	11/15/2016
Building & Vehicle Security	300.6	11/15/2016
Closure of County Facilities	300.7	11/15/2016
Social Media	300.8	11/15/2016
Work Schedule	400.1	11/15/2016
Pay Periods	400.2	11/15/2016
Overtime & Compensatory Time	400.3	11/15/2016
Travel & Training	400.4	11/15/2016
Benefits	500.1	11/15/2016
Vacation & Other Leaves	500.2	05/23/2017
County Holidays	500.3	6/22/2016
Family Medical Leave Act (FMLA)	500.4	11/15/2016
Electronic Communications & Technology	600.1	11/15/2016
Bulletin Boards & Solicitations	600.2	11/15/2016
Conflicts of Interest	600.3	11/15/2016

Use of Consultants	600.4	11/15/2016
Personnel Files – Privacy and Access	600.5	11/15/2016
Mail & Phones	600.6	11/15/2016
Dress, Grooming, and Tobacco use	600.8	11/15/2016
County Vehicles & Equipment Use and Care	600.9	11/15/2016
Employee Code of Conduct	600.10	11/15/2016
Providing Reference Information for Current or Previous Employees	600.11	11/15/2016

Received a copy of the policies this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

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

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



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## Policies & Procedures

<u>Policy:</u> <b>Purpose &amp; Scope / Disclaimer</b>	<u>Number:</u> <b>100-1</b>	<u>Effective:</u> <b>06/22/2016</b>
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Scope: All Employees not working for an Elected Office Holder or the Chief Judge

### **PURPOSE AND SCOPE**

Welcome to Rock Island County employment. The purpose of the Employee Policy Handbook is to state the general terms and conditions of employment for all employees of the County who are not employed within an Elected Official's Office or working for the Chief Judge (County Clerk, Circuit Clerk of Court, State's Attorney, Coroner, Recorder, Sheriff, Auditor, Treasurer, Regional Office of Education, Probation, and Public Defender). Pursuant to Illinois law, the County Board does not have authority to set policy for Elected Office Holders or the Chief Judge and those officials have full autonomy to set policies for their office. All other employees are subject to these policies except as otherwise mentioned in the disclaimer.

### **DISCLAIMER**

This Employee Policy Handbook is provided for informational purposes only. The County retains the exclusive right, without prior notice and at its sole discretion, to revise the policies, procedures and benefits described in the Employee Policy Handbook. When changes are made, each employee will receive a supplement or a new copy. Any promises, representations, or actions by the County or an employee that are contrary to this manual are not the official policy of this County and have no force or effect. If any article or section of this policy manual is in conflict with a County ordinance, union contract, employment contract, or State or Federal law, the Ordinance, union contract, employment contract, or law shall prevail.

This Employee Policy Handbook is not intended to create a contractual relationship between the employee and the County. The Employee Policy Handbook should not be construed as an employment contract or as a promise that an individual will be employed for any specified period of time. Either the Employee or the County can terminate the employment relationship at any time. Employees are employed at the will of the County and are subject to termination at any time, for any reason, with or without cause or notice. Nothing in this Employee Policy Handbook is intended to erode the at-will nature of employment with the Rock Island County.



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## Policies & Procedures

<u>Policy:</u> <b>County Organizational Chart</b>	<u>Number:</u> <b>100-2</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The purpose of this organizational chart is to provide an overview of the structure of the County.

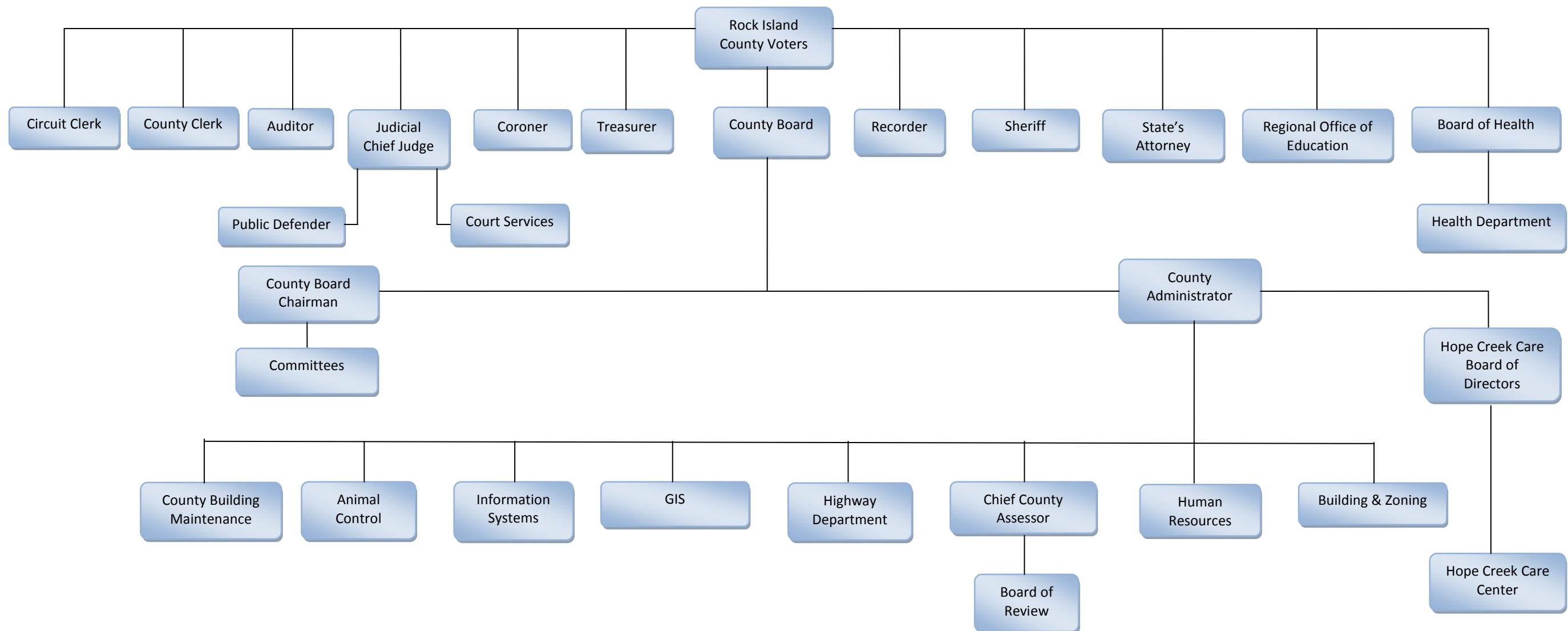
### Policy

#### Section 1: Overview

The County's organizational structure is made up of various departments and occasionally boards or committees. The organizational chart should be viewed as a guide to show how information flows through a particular office or through the County in general.

#### Section 2: Organizational Chart

The following represents Rock Island County's organizational chart:





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## Policies & Procedures

<u>Policy:</u> <b>Equal Employment Opportunity</b>	<u>Number:</u> <b>100-3</b>	<u>Effective:</u> <b>06/22/2016</b>
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Scope: All Employees

Purpose: To help ensure that Rock Island County is an Equal Opportunity Employer

### Policy

#### Section 1: Overview

Rock Island County is an equal employment opportunity employer. Employment decisions are based on merit and business needs. The County carefully selects employees. The County employs people who are concerned with the success of the county, people who care about the highest quality of public service and the interests of the public, people who can carry on their work with skill and ability, and people who can work well with our team.

It is the County's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, veteran status, pregnancy, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States. It is the policy of the County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The County will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments of the job, and provided that any accommodations made do not impose an undue hardship on the County.

The County is committed to providing a work environment in which employees are treated with courtesy, respect, and dignity. As part of this commitment, the County will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, veteran status, pregnancy, or any other basis protected by state or federal law. Therefore, all employees are encouraged to bring any concern or complaints in this regard to the attention of management through the chain of command or through the reporting procedures in specific policies. All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct.

All employees share in the responsibility of ensuring that Equal Employment policies are effective and apply uniformly to everyone.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

For additional information on the County's anti-harassment policies.

#### Section 2: Equal Employment Opportunity Officer and Investigations

An Equal Employment Opportunity Officer shall be appointed by the County Board through the County Board Chairman. The EEO Officer will assist the County Board Chairman by acting as a liaison between the County and other governmental agencies and the public.

The Director of Human Resources with the assistance of the EEO Officer:

- Develops and administers an affirmative recruitment program with special emphasis in occupational categories where the County's minority or female representation is significantly below the minorities or females in the relevant labor market area.
- Assists departments in developing objective selection criteria and techniques that do not adversely impact minorities or other protected classes.
- Maintains an up-to-date list of recruitment sources for seeking qualified minority and female applicants.

- Monitors compliance with federal, state and local laws regarding EEO/Affirmative Action, including preparation of annual reports to the EEOC, County Board, and other reports as required.
- Provides periodic staff training on EEO-related topics and provides appropriate feedback to department heads and elected officials.
- Conducts periodic review of County employment practices and related documents (i.e. job announcements and descriptions, application forms, employment and promotional tests, etc.) to assure non-discriminatory effect.
- Maintain EEO-related data on the County's regular workforce and applicants for regular County positions.
- Investigates and attempts to resolve EEO-related complaints.

Any employee or applicant alleging discriminatory practice by the County on the basis of a protected class may file a confidential complaint with either the County EEO Officer or the Director of Human Resources through the established procedure below. All employees or applicants shall have the right to file a complaint without fear of reprisal.

1. If an employee or applicant believes that he or she has been discriminated against, a complaint should be filed with either the County EEO officer or the Director of Human Resources within seven (7) days of the incident to ensure a prompt investigation. If the complaint is filed with the Director of Human Resources, the EEO officer shall be notified of any ongoing investigations.
2. Complaints about discrimination will be responded to promptly and equitably. The right to confidentiality of all employees and applicants will be respected in both informal and formal procedures, insofar as possible.
3. County policy explicitly prohibits retaliation against employees for bringing complaints of discrimination.
4. An employee found to be guilty of discrimination, or filing of a false discrimination claim, is subject to disciplinary action for violation of Rock Island County policy, consistent with existing procedures.

The procedure for investigating and resolving complaints regarding discrimination will be handled as follows:

1. After a complaint has been made, the complaint will be reviewed and investigated by the Director of Human Resources with the assistance of the County EEO Officer. If the complaint deals with an Elected Office holder's office, that Human Resources Director will only be involved at the request of the Elected Office holder.
2. After the investigation, a recommendation for resolution will be brought to either the Elected Office holder or the County Administrator as appropriate.
3. The Office Holder or County Administrator will make a determination of how the complaint will be resolved.
4. If any party involved in the complaint is not satisfied with the determination, the unsatisfied party may appeal to either the County Board Chairman or the Elected Official elected to the office in which the incident occurred. In a case where the County Board Chairman or the Elected Official is the accused, the unsatisfied party may appeal to the County Board.

### Section 3: Applicability

This policy applies to all actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer, and termination of employment.



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## Policies & Procedures

<u>Policy:</u> <b>Communications &amp; Confidentiality</b>	<u>Number:</u> <b>100-4</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: Communication and confidentiality is a responsibility shared by the County and all employees since the release of certain information can potentially compromise the County or lead to a lawsuit. This policy explains the County's position on communication and confidentiality and outlines what is expected from County employees.

### Policy

#### Section 1: Overview

No information concerning the internal operations of the County, including but not limited to the release of records may occur except through, and with the permission of, the County Administrator or individual Department Head if that department head does not report directly to the County Administrator. If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the appropriate County Freedom of Information Act (FOIA) officer or the County Administrator.

Because of an employee's responsibilities at the County, an employee may have access to confidential data, resident information, personnel files, or other sensitive information. This may include information concerning a resident's financial status, the County's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to anyone who does not have a legitimate business need to know such information. All employees are responsible for protecting the confidentiality of this information.

The County acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern; however, when those issues are related to the County the employee's expression must be balanced against the interests of the County. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the County.



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## Policies & Procedures

<u>Policy:</u> <b>County Board and County Administrator Code of Conduct</b>	<u>Number:</u> <b>100-5</b>	<u>Effective:</u> <b>06/21/2015</b>
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Scope: County Board members and County Administrator

Purpose: The residents and businesses of Rock Island County are entitled to have an ethical and accountable county government which is committed to integrity and providing efficient and effective professional services.

### Policy

#### Section 1: Overview

The County Board is ultimately responsible (both individually and as a body) to its citizens for the effective operation of county government services. The development of this policy is designed to ensure effective and efficient governance of county services.

The County Administrator is responsible for professionally carrying out the directives of the County Board while ensuring the efficient and effective operation of county services.

By adopting this policy, the County Board acknowledges its responsibility to each other, to the professional staff, and to the public.

#### Section 2: County Board Code of Conduct

##### a. Conduct of Members:

1. Recognizing that stewardship of the public interest must be a primary concern, members of the Rock Island County Board will work for the common good of the people of Rock Island County and not for any personal or private interest. Members will ensure fair and equal treatment of all persons.
2. The professional and personal conduct of members must be above reproach and must avoid even the appearance of impropriety. Members shall not use their position on the County Board to obtain special favors for personal gain nor shall

they use their professional position to influence a decision in which they have a personal financial interest.

3. Members shall refrain from verbal attacks or abusive conduct toward other Board members, members of staff, or the public.
4. When an issue is up for consideration or discussion at a public meeting, County Board members shall avoid intentionally delaying release of information to the governing body, but rather shall give all relevant information on the subject for consideration to the County Administrator ahead of the meeting so that the County Administrator can properly analyze the issue.
5. Members shall respect the confidential nature of County information and shall not disclose confidential information to unauthorized personnel.
6. With regard to County employees, individual members shall not:
  - i. Become involved in hiring decisions for any County position except for the County Administrator position (except as a personal reference just like anyone else).
  - ii. Become involved in union collective bargaining agreement negotiations, except as follows:
    1. The full County Board, during a closed session, will set direction for professional staff to follow while at the bargaining table before the beginning of new contract negotiations.
    2. The County Board, at the closed direction-setting session, shall designate two members to observe the negotiations.
    3. The County Board will approve or deny the agreement once it is complete.
    4. The professional staff negotiators shall report on the progress of on-going negotiations to the Human Resources Committee and the County Board Committee of jurisdiction.
  - iii. Direct, order, or otherwise attempt to influence the work of a County employee (other than inquiries that can be answered routinely and without research). *County Staff work under the direction of the County Administrator or an Elected Department Head and individual Board members have no authority to direct the work of these officials. When a Board member attempts to direct the work of a County employee, it can quickly create a situation that undermines the professional efforts of the*

*County Administrator or Elected Department Heads. Other than routine questions, County Board members should direct questions or concerns to the County Administrator or the appropriate Elected Department Head.*

- b. Implementation and Enforcement – As an expression of the standards of conduct for members, this Code of Conduct is intended to be self-enforcing. Complaints about possible violations of this policy should be reported to the Board Chairperson or if necessary, the State's Attorney. Ideally, the Board Chairperson will talk with the Board member and encourage future compliance with this policy. Other options include the full Board discussing the matter at a public meeting and possibly reprimanding or censuring the individual Board member. The intent of course is to gain voluntarily compliance with all individual Board members complying with this policy while working toward the common good of professional governance/management.

### Section 3: County Administrator Code of Conduct

The County Administrator shall adhere to the International City & County Management Association Code of Conduct. This code states:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective;
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant;
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public;
4. Recognize that the chief function of local government at all times is to serve the best interests of all people;
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials;
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members;
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of members of the employing legislative body;

8. Make it a duty to continually improve the member's professional ability and to develop the competence of associates in the use of management techniques;
9. Keep the community informed on local government affairs; encourage communication between citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service;
10. Resist any encroachment on professional responsibilities; believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice;
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline;
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.



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## Policies & Procedures

<u>Policy:</u> <b>General Fund Reserve</b>	<u>Number:</u> <b>100-10</b>	<u>Effective:</u> <b>06/22/2016</b>
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Scope: Administration

Purpose: Reserve funds are maintained to stabilize the fiscal base by anticipating fluctuations in revenues and expenditures; provide for non-recurring, unanticipated expenditures; and to provide for innovative opportunities for the betterment of the community (including covering costs in time of emergency or natural disaster). A primary purpose of this policy is to ensure a prudent level of financial reserves to guard our citizens against service disruption in the event of an unexpected temporary revenue shortfall or unpredicted one-time expenditures.

### Policy

#### Section 1: Target Levels

Unassigned funds within the General Fund should be at least 20% of the budgeted General Fund expenditures for the year. This level has been established after review and consideration of a variety of factors. The Government Finance Officers Association (GFOA), a national professional finance organization, recommends two months regular general fund operating expenditures as a minimum reserve level (16.7%). In Illinois, since local governments receive a substantial portion of revenue late in the fiscal year through the distribution of the property tax settlements, it is

important to maintain a fund balance level that can temporarily fund cash flow needs. Additionally, County obligations toward accumulated employee vacation, compensatory time, and holiday pay should be considered since these expenses are a liability for the County. Finally, general fund balance levels are commonly monitored by bond rating agencies and having an inadequate general fund reserve balance will likely cause harm to the County's bond rating.

#### Section 2: Unassigned Funds outside of the Target Level

During the annual budgeting process, if the General Fund unassigned balance is less than 20% of the budgeted General Fund expenditures for the upcoming budget year, the General Fund budget shall be adjusted as necessary to achieve the target level. This policy is a guide and knowing that the County's General Fund reserve is inadequate as of May 2016, knowing that it will take time to achieve a minimum 20% reserve, and knowing that achieving this reserve in only one year will likely result in employee layoffs, it is acceptable to not have a minimum 20% reserve until FY21 so long as the County's long-term operating budget plan shows progress toward this reserve.

#### Section 3: Conditions for Use and Authority over Reserves

Only the County Board, usually on the recommendation of a committee responsible for financial oversight of county operations, can appropriate new money not in an existing budget.



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## Policies & Procedures

<u>Policy:</u> <b>Hiring, Promotions, Transfers, &amp; Assignments</b>	<u>Number:</u> <b>200-1</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The purpose of this policy is to outline when and how the County of Rock Island will accept job applications, to outline the hiring process, and to detail the process for promotions, transfers, and assignments. The County seeks to hire the most qualified candidates who fit the needs and culture of the County.

### Policy

#### Section 1: Job applications:

The County of Rock Island will only accept job applications/resumes for open positions.

The County will have applications available at the County office building and when possible these applications will be available for download off of the County's website.

Whenever possible, an application will be mailed to whoever requests one.

An applicant must complete a new job application for each position applied for (applicants who previously applied for a County job are required to submit another application if another position is now available). With the approval of the County Administrator, exceptions can be made for department head and executive level positions (i.e. resume and cover letter in lieu of an application).

#### Section 2: Hiring Process:

The following process shall generally be followed when filling an open regular full-time or regular part-time position:

1. When a position becomes available the County Administrator and the appropriate Department Head will meet to discuss the County's current need to fill the position.
2. The County Administrator and Department Head will review the job description and recommend any updates as necessary.
3. The County Administrator will determine if the position will be posted only for internal applicants or if it will be a general job posting available to either internal or external applicants.
4. The position should be posted at the County office building, on the County website, and in publications as approved by the County Administrator.
5. At an appropriate time (i.e. anytime if the position is "open until filled" or after the filing deadline has passed) the Department Head will review all applications/resumes and only those applicants most closely meeting the needs of the County will be invited for additional testing and/or interviews.
6. The Department Head will arrange for in-person interviews and if appropriate and approved by the County Administrator, arrange for other job-related testing. The Department Head will then forward to the County Administrator the information for the applicant who he/she would like to continue in the hiring process.
7. The County Administrator or designee shall conduct a background investigation on the selected finalist.
8. Upon successful completion of the background investigation, the County Administrator or designee may provide a conditional offer of employment – conditional on the finalist passing a pre-employment drug screen (#8) and a medical screening if appropriate (#9).
9. The finalist submits to a drug screen. Passing the pre-employment drug screen is a condition of employment. If the applicant fails the test, he/she will not be hired.
10. If appropriate, a medical screening will be conducted at the County's expense.

The hiring process for temporary or seasonal employees will be handled by the Department head with County Administrator approval. The strict process outlined above may be modified depending on the nature of the job or the temporary/seasonal position to be filled.

With each employment-related hiring process, Veteran's Preference Points shall be applicable.

### Section 3: Promotions, Transfers, and Assignments

The County may choose to fill a job vacancy by promotion from within the organization. The County may also consider both internal and external applicants.

From time-to-time and in the interests of the County, the County may transfer employees from assignment-to-assignment, position-to-position or Department-to-Department. Employees may request to be transferred from one position or Department to another. Such a request may be given consideration when a suitable opportunity exists and such request can be fulfilled in the interests of the County. Requests for transfer by an employee must be in writing, must include a resume of qualifications and the reasons for the transfer, and must be directed to the person in charge of the Department to which they wish to transfer, with notice to their current Department Head of the request.

Appointment of personnel by the County to a higher classification on a temporary basis in order to fill a vacancy is considered an "acting appointment." An employee holding an acting appointment may receive a temporary pay increase if authorized by the County Administrator.

### Section 4: Background Investigations

Depending on the nature of the position, the County may conduct varying levels of background screening to determine whether candidates for employment, promotion, assignment, or transfer are suitable for the position they desire to obtain. Information that may be obtained or requested includes information relating to references, past employment, work habits, education, judgments, liens, criminal background and offenses, character, general reputation, and driving records. The County may also obtain information from a consumer credit reporting agency. Before denying an assignment, promotion, or other benefit of employment, based in whole or in part, on information obtained in the credit report, the County will provide a copy of the report and a description in writing of the applicant's rights under the Fair Credit Reporting Act.

Employees or applicants seeking employment, transfer, promotion, or assignment will be required to sign a document that constitutes the employee's full waiver, release, and indemnification of any liability related to the background investigation. Employees or applicants who refuse to sign the waiver, release, and indemnification form will not be considered for employment, transfer, promotion, or assignment.



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## Policies & Procedures

<u>Policy:</u> <b>Conclusion of Employment</b>	<u>Number:</u> <b>200-2</b>	<u>Effective:</u> <b>11/15/2016, 5/20/2025</b>
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Scope: All Employees

Purpose: The purpose of this policy is to explain when final paychecks will be issued to someone at the conclusion of their employment with the County, to explain the requirement to have all County property returned upon termination of employment, and to explain continuing health care coverage.

### Policy

#### Section 1: Overview

If an employee decides to leave employment, the County requests two or more weeks' notice from all non-exempt employees. The employee shall provide a written resignation notification to his or her manager. Supervisory and management employees are asked to provide four or more weeks' notice.

#### At-Will Employees

Employment with Rock Island County is voluntary and subject to termination by the employee or the County at will, with or without cause, and with or without notice, at any time. Nothing in this policy shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of Rock Island County employees.

## Section 2: Property

All property of the County must be returned to the County in an appropriate condition prior to the end of the employee's last day of work. Failure to return all equipment and property of the County will not result in the final paycheck being withheld; however, appropriate criminal and/or civil action might occur.

## Section 3: Final Paycheck

An employee who resigns or is discharged will have a termination date of the last day worked. Vacation, comp, personal and banked holidays, less outstanding loans or other agreements the employee may have with the County, in compliance with state laws will be paid out on the next regularly scheduled County payday. In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law.

## Section 4: Continuation of Health Insurance Coverage

Medical, dental and vision insurance coverage terminates on the last day of the month the employee separates employment or is terminated. An employee will be required to pay his or her share of insurance premiums through the end of the month. Information about COBRA continuation coverage will be provided.

Retiree's, please see policy 500.01 Benefits. Section 3: Retirement – Health Insurance

## Section 5: Exit Interview

For employees who have voluntarily resigned, the HR Director or designee may request the employee provide an exit interview.

The purpose of the exit interview is to obtain information from the outgoing employee about the positives and negatives of employment with the County so that the County can consider future operational improvements.



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## Policies & Procedures

<u>Policy:</u> <b>Performance Appraisals</b>	<u>Number:</u> <b>200-3</b>	<u>Effective:</u> <b>06/22/2016</b>
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Scope: All Employees

Purpose: Performance appraisals help clarify supervisory expectations of employees, they provide a means for an employee to identify ways to become an even better employee, and they provide for an opportunity for dialogue between employee and supervisor. This policy explains when employee performance appraisals will be completed and the process for their completion.

### Policy

#### Section 1: Overview

It shall be the policy of the County of Rock Island to provide an annual employee evaluation process. This process is designed to document employee performance in an effort to document poor performance, to recognize excellent performance, and to assist with professional employee development. Formal written employee evaluations can be an important communication tool.

#### Section 2: Process

Employee evaluations shall be completed annually in June. If an employee has been employed with the County for at least six full months as of June 30 of any given year, that employee will have an evaluation. In May of each year, the Human Resources Director or designee shall offer training to all supervisory personnel for completion of annual employee appraisals. The evaluation process under this policy shall begin in May 2017. One goal of this training is to help ensure that some common issues with completion of evaluations do not occur (i.e. the halo effect) and to answer questions regarding the employee evaluation process.

The performance evaluation shall be conducted in writing and reviewed with the employee. Supervisors are responsible for submitting completed evaluations to the Department Head for review. Elected Office holders determine the evaluation methodology to be used within that office.

Department Heads shall submit all completed evaluations to the Human Resources Director by the end of July. Elected Officials, with the exception of the Sheriff's Office that keeps their own personnel records, are asked to forward all completed employee evaluations to the Human Resources Director by the end of July.

The County Administrator shall complete evaluations for all Department Heads and Administration office staff under his or her direct authority. Department Heads shall complete evaluations for all employees under their direct authority. If a Department employs additional supervisory personnel, the Department Head can authorize the supervisor(s) within the department to complete the evaluations; however, in that situation the Department Head shall still complete evaluations for those supervisory employees.

### Section 3: Method of evaluation

There are numerous different methodologies for conducting employee performance evaluations. Each Elected Official may use any written method of evaluation he or she so chooses (keeping in mind that there can be legal challenges for use of an inappropriate methodology).

Each department head shall complete evaluations using forms approved by the County Administrator. Each Elected Official is welcome to use the form used by the County Administration staff.



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## Policies & Procedures

<u>Policy:</u> <b>Employee Classification</b>	<u>Number:</u> <b>200-4</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The purpose of this policy is to make clear the different employment status classifications in the County. The employee's written job description should include the status for each position.

### Policy

#### Section 1: Classification

##### *Regular Full-Time Employee:*

An employee who is regularly scheduled to work forty (40) hours or more per week. A regular full-time employee may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) and is generally eligible to accrue and receive fringe benefits as outlined in other sections of this employee policy handbook.

##### *Regular Part-Time Employee:*

An employee who is regularly scheduled to work less than forty (40) hours per week. A regular part-time employee may be exempt or non-exempt under the Fair Labor Standards Act (FLSA) and is generally not eligible to receive fringe benefits offered by the County unless benefit eligibility is specifically granted by the County Board.

##### *Temporary or Seasonal Employee:*

A temporary employee is defined as an employee who is hired by the County for a special project or a short-term period of time, generally related to seasonal work, with the understanding that his or her employment will be terminated no later than upon completion of a specific assignment, project, or season. Except for special

circumstances such as when an individual is hired on a temporary basis to fill a position vacated by an employee called to active duty with the military for example, temporary employees generally will not be employed for longer than 180 consecutive calendar days. A temporary employee may be exempt or non-exempt under the Fair Labor Standards Act (FLSA), work any number of hours a week, and is not eligible for fringe benefits offered by the County.

*Purchase of Service Contractors:*

The County reserves the right to contract with self-employed individuals, agencies, or organizations to perform certain services for the County. These persons or organizations shall be referred to as Service Contractors. Individuals working with a Service Contractor Agreement shall not be eligible for any of the fringe benefits offered by the County and shall not be considered employees of the County.

Section 2: FLSA Status

An exempt employee is defined as an individual, employed by the County, who has been determined not to be covered by the Fair Labor Standards Act (FLSA) overtime provisions and consequently is not required to receive overtime for work performed over forty (40) hours in an established seven (7) day work week.

A nonexempt employee is defined as an individual employed by the County, who has been determined to be covered by the Fair Labor Standards Act (FLSA) overtime provisions and consequently is required to receive overtime at the rate of time and one-half for all hours worked over forty (40) hours in an established seven (7) day workweek. A paid employee classified as non-exempt may not volunteer to perform the same type of work that he or she is normally compensated to perform.



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## Policies & Procedures

<u>Policy:</u> <b>Secondary Employment</b>	<u>Number:</u> <b>200-5</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: To provide guidance to County employees on when outside or secondary employment is permitted.

### Policy

#### Section 1: General Policy

A regular full-time or regular part-time employee shall be permitted to augment their income by other employment provided that said other employment does not create a conflict of interest, whether real or implied, in the performance of the employee's duty for the County. Performance of duty for the County shall be the primary obligation of each employee and shall not be subordinate to other employment.

The County may issue discipline, up to and including termination, for an employee whose secondary employment interferes with the performance of his or her work, or when such employment creates a conflict to the best interests of the County.



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## Policies & Procedures

<u>Policy:</u> <b>Residency Requirements</b>	<u>Number:</u> <b>200-6</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The purpose of this policy is to outline which employees are required to live within County limits.

### Policy

#### Section 1: County Residency Requirements

The County Administrator and all department heads are required to live within the limits of the County within six months of accepting employment into that position and shall maintain County residency throughout employment with the County.

The County Board can approve exceptions to this section.

#### Section 2: On-call Employees

The Department head over any employee required to be on-call shall determine the needs of that department and shall set the requirements for how quickly the employee is required to respond if called out. Any employee subject to being on-call shall meet the County's drug free policy at the time of reporting to work.



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## Policies & Procedures

<u>Policy:</u> <b>Physical / Medical Examinations</b>	<u>Number:</u> <b>200-7</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The purpose of this policy is to protect both the employee and the County. Should a current County employee sustain or report an injury, work related or otherwise, or appear medically incapable of safely performing job duties and responsibilities, a policy is needed to protect the employee from injury and to ensure the County is not subject to worker's compensation claims that might have been avoided. Additionally, it may be appropriate to offer pre-hire physical examinations to ensure that potential employees are able to perform the essential job functions for a position with or without reasonable accommodation.

### Policy

#### Section 1: Pre-Employment Physical Exams

The County may require a pre-employment, post job offer physical examination for the purpose of determining the applicant's fitness to perform the work for which the applicant may be hired. This pre-employment physical shall be conducted by a licensed medical practitioner (i.e. Physician's Assistant, Nurse Practitioner, or Medical Doctor) designated and paid for by the County. A copy of the report shall be made available to the County and if requested, to the applicant.

#### Section 2: Injured or ill employee – Fitness for duty

Subject to applicable law and the Workers' Compensation Act set forth at 820 ILCS 305/1 *et seq.*, the County shall have the right to require any employee who is thought to be ill or injured and who appears at imminent risk for a future work-comp claim to see a licensed medical practitioner (i.e. Physician's Assistant, Nurse Practitioner, or Medical Doctor), designated and paid for by the County, who will determine whether the employee is able to perform the essential job functions with or without

reasonable accommodation. The HR Director shall consult with the County's legal team prior to removing someone from work and requesting a fitness for duty examination. In the event the County shall deem such an examination of an employee to be necessary and/or advisable, the County shall make the necessary arrangements for the physical and/or medical examination with the medical practitioner of the County's choice. A copy of the report shall be available to the County and if requested, to the employee. Nothing contained herein shall be construed to prevent the employee from obtaining a medical examination, at employee's sole cost and expense, from a physician selected by the employee.



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## Policies & Procedures

<u>Policy:</u> <b>Chain of Command &amp; Discipline</b>	<u>Number:</u> <b>200-8</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: Operation of any organization depends on an effective chain-of-command. The purpose of this policy is to help ensure the chain of command is followed throughout the County organizational structure and to outline County disciplinary policy.

### Policy

#### Section 1: Chain of Command

The ultimate decision concerning policy in the County resides with the County Board under the leadership of the County Administrator and County Board Chairperson. The County Administrator is the primary professional advisor to the Board. Department Heads are part of the management team and they report to the County Administrator.

The County Administrator is responsible for the development, supervision, and operation of the County, including its personnel and facilities. The County Administrator is given the latitude to determine the best method of implementing the policy decisions of the Board.

Each employee shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and up through the County Administrator. Each employee is to keep his or her supervisor informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions, or suggestions about the information contained in the Employee Policy Handbook or about any other aspect of his or her job, then those questions, opinions or suggestions shall be directed through the chain of command.

It is a violation of policy for an employee to jump the chain-of-command except as expressly authorized by policy (i.e. sexual harassment reporting).

Generally, if an employee has a problem with another employee, then the employee is encouraged to approach that person first and attempt to resolve the conflict (but only if this can be done in a non-confrontational and safe manner). If that does not resolve the problem, then the employee must address the problem through the employee's immediate supervisor and onward through the chain of command. If an employee feels harassed or sexually harassed by another person, then the employee is directed to follow the appropriate procedures outlined in either the Harassment Policy 300-2 or Sexual Harassment Policy 300-3.

Section 2: Discipline

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the County of Rock Island. Depending on severity and on a case-by-case basis, disciplinary action may include any of the following: verbal warning, written warning, suspension without pay, or termination of employment. Nothing in this procedure shall be construed to provide any right to progressive discipline. The County of Rock Island reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Section 3: Appeals of Discipline: If an employee receives discipline, that employee shall have the right to appeal the discipline as outlined in County Policy 200-9 Discipline & Grievance Procedure. If discipline is appealed, the original discipline might be upheld, reduced, or increased by the person or Board handling the appeal.

Section 4: At Will Employment:

Nothing in this policy shall be construed to be an employment contract and each employee is considered to be employed "at will".



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## Policies & Procedures

<u>Policy:</u> <b>Discipline &amp; Grievance Procedure</b>	<u>Number:</u> <b>200-9</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The County understands that employee disciplinary action is possible and at the same time there should be a policy that provides an employee an outlet to appeal that discipline. The same holds true for work safety issues – employees should have a specific recourse to follow if they believe there are work safety issues that are going unresolved.

### Policy

#### Section 1: Discipline

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the County.

#### Section 2: Grievance Procedure

If an employee receives discipline, that discipline may be appealed to the County Administrator so long as the appeal is in writing and within seven (7) calendar days of when the employee received the disciplinary action. The County Administrator will review the written statements from employee and supervisor to determine whether to uphold or reduce the discipline. If necessary, the County Administrator will hold a hearing to obtain verbal statements from the involved parties. The County Administrator will complete the review and issue a decision within thirty (30) days of receiving the request for appeal. The County Administrator's decision on discipline is final.



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## Policies & Procedures

<u>Policy:</u> <b>Layoffs &amp; Furloughs</b>	<u>Number:</u> <b>200-10</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: To clarify procedure if employee layoffs & furloughs are a business necessity.

### Policy

#### Section 1: General

Workforce reductions may occur through layoffs or furloughs, in addition to attrition or position elimination or modification. The County will determine the Departments, number of positions, and persons impacted by the reduction in workforce.

In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed based on skills, abilities, qualifications, and the interests and needs of the employer. Unless otherwise outlined in a collective bargaining agreement, if within 12-months of a layoff or furlough the County Board approves a recall, the County Administrator or designee will make a reasonable effort to notify the prior employee of the recall. Employees who were laid off or furloughed are not eligible for recall after 12-months of the date of the initial layoff or furlough.



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## Policies & Procedures

<u>Policy:</u> <b>Nepotism</b>	<u>Number:</u> <b>200-11</b>	<u>Effective:</u> <b>06/22/2016</b>
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Scope: All Employees

Purpose: In order to avoid any appearance of impropriety or favoritism, it is important to set standards with regard to the hiring and employment of relatives.

### Policy

#### Section 1: Overview

It shall be the policy of Rock Island County that no person shall be employed, promoted, or transferred to an Office/Department of the County when as a result he/she would have administrative discretion over terms and conditions of a relative's employment, supervising responsibilities over a relative, or receive supervision from a relative.

#### Section 2: Examples of what is prohibited:

- The County Administrator cannot have any relative working for the County in any capacity.
- The IT Director cannot have any relative working in the IT department.
- Using the above example, if the IT Director position is open and the candidate seeking the position has a relative already working in the IT Department – unless the employee already in place voluntarily leaves employment or voluntarily transfers – the County shall not employ the candidate in the IT Director position. Similarly if a person seeks employment or is currently employed and wants a

transfer to the IT Department while that person's relative is the IT Director – the County shall not employ or permit a transfer.

Section 3: Definitions

For the purpose of this policy, relative shall mean and include:

- o Mother
- o Father
- o Son
- o Daughter
- o Brother
- o Sister
- o Husband
- o Wife
- o Grandparent
- o Grandchild
- o Aunt
- o Uncle
- o Niece
- o Nephew
- o Domestic Partner
- o These definitions apply for "adopted" or "step" or "in-law" added to any of the above titles



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## Policies & Procedures

<u>Policy:</u> <b>Marijuana</b>	<u>Number:</u> <b>200-12</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All employees

Purpose: This policy clarifies the County's position on marijuana possession or marijuana use in the workplace including "legal" or "prescription" marijuana. This policy is in addition to 300.1, the Drug Free Workplace policy.

### Policy

Employees may not bring marijuana, including medical marijuana (cannabis), into the workplace and/or onto any Rock Island County owned property. This includes buildings, parking lots, and/or County owned vehicles, even if the employee has the legal right to possess marijuana (cannabis) outside of the workplace.

An employee may not be under the influence of marijuana (cannabis) while working. An employee determined to be under the influence of legally prescribed marijuana (cannabis) shall be subject to remedial actions, including discipline up to and including termination.

The County will not conduct random drug testing for any non- "D.O.T. safety sensitive" position; however, the County reserves the right to conduct "reasonable suspicion testing" for any employee whenever a trained supervisor or designee observes behavior or appearance that is characteristic of marijuana use or impairment.



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## Policies & Procedures

<u>Policy:</u> <b>ADA Policy</b>	<u>Number:</u> <b>200-13</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All employees

Purpose: The purpose of this policy is to explain the County's position related to the American's with Disabilities Act (ADA) including the American's with Disabilities Act as Amended (ADAA).

### Policy

#### Section 1: Overview

It is the policy of Rock Island County to prohibit discrimination against qualified individuals with disabilities in accordance with Title I of the Americans with Disabilities Act. This policy shall cover all personnel practices including job application procedures, job training, and other terms, conditions, and privileges of employment.

Additionally, the American with Disabilities Act requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Rock Island County to comply with all Federal, State, and local laws concerning the employment of persons with disabilities.

Rock Island County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job.

#### Section 2: Title II of the American with Disabilities Policy Statement

It is the policy of Rock Island County to allow persons with a disability to participate in a service, program, or activity offered through Rock Island County.

Rock Island County shall eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs, or activities unless "necessary" for the provisions of the service, program, or activity.

When appropriate, Rock Island County will make reasonable modifications to policies, practices, and procedures that may deny equal access to individuals with disabilities, unless a fundamental alteration in the program would result.

Programs will be provided in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity.

Rock Island County shall provide necessary aids or services to ensure effective communication, unless an undue burden or fundamental alteration would result. Rock Island County shall not place special charges on individuals with a disability to cover costs incurred to ensure compliance.

#### Section 3: Responsibility for Implementation

Implementation of this section is placed with the Americans with Disabilities Act Coordinator (Human Resources Director or designee).

#### Section 4: Grievance Procedure

Rock Island County has adopted a complaint procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act.

Title I of the Americans with Disabilities Act states "a covered entity shall not discriminate against a qualified individual with a disability". Title II of the American with Disabilities Act states "State and local governments may not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability".

Any qualified disabled individual who feels he or she has been discriminated against may make discrimination-related grievances to the Rock Island County Americans with Disabilities Coordinator (ADA Coordinator). Complaints should be addressed to the Human Resources Director/ADA Coordinator, 1504 Third Avenue, Rock Island, Illinois 61201; (309)558-3606; who has been designated to coordinate compliance with the Americans with Disabilities Act efforts.

1. The complainant should meet with the ADA Coordinator and attempt to resolve the problem(s) causing the complaint. The ADA Coordinator shall then have ten working days within which to issue a decision and submit it in writing to the complainant(s).
2. If the complainant feels that the decision does not satisfactorily resolve the complaint, the persons involved shall have ten working days in which to file a formal written complaint. The complaint must be legible and signed and must include: (1) Name, address, telephone number of person making the complaint (2) Date of filing, (3) Name including address and telephone number of those against whom the complaint is lodged and/or name of other involved parties, (4) A single set of facts, situation, or conditions which caused the complaint, (5) The date that the situation/problem developed, and (6) The remedy/solution requested by the complainant.

Upon receipt of the complaint in the proper form, the ADA Coordinator will log it and deliver letters of acknowledgment and notice of receipt to the complainant and the grievance hearing committee respectively within ten working days.

3. The County Board grievance committee shall serve in the capacity as the grievance hearing committee for any formal written complaints related to alleged violations of the American with Disabilities Act.
4. The ADA Coordinator shall provide the grievance hearing committee with copies of all written statements related to the complaint.
5. The grievance hearing committee shall schedule a hearing within ten working days of the notification of the complaint and notify the ADA Coordinator of the hearing date, time, and place. The ADA Coordinator shall notify the complainant(s) of the date, time, and place of the hearing. The ADA Coordinator and the complainant shall meet with the grievance hearing committee who shall hear statements from the parties involved in the complaint. The grievance hearing committee shall have ten working days in which to uphold or amend the ADA Coordinator's decision and shall submit their decision in writing to the complainant.
6. The ADA Coordinator shall maintain the files and records of Rock Island County relating to the complaints filed.



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## Policies & Procedures

<u>Policy:</u> <b>Orientation</b>	<u>Number:</u> <b>200-14</b>	<u>Effective:</u> <b>06/22/2016</b>
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Scope: All Employees

Purpose: To provide guidance to County Employees on when/how orientation for new employees, committee members, and Board members should occur.

### Policy

#### Section 1: General Policy

All county employees should receive orientation within the first ninety (90) days of employment/term start date. The County Administrator or designee will offer orientation to all committee members and Board members within the first ninety (90) days of the start of their Board member term or position on a committee. The purpose of this orientation is to provide information to the employee, committee member, or Board member regarding their position, benefits offered them by the County, and any other important information necessary for the employee, committee member, or Board member to do his or her job.

#### Section 2: New Employee Orientation

The Human Resources Director or designee will hold new employee orientation once a month.

#### Section 3: New County Board Member Orientation

Within the first ninety (90) days after an election in which someone is elected to the Rock Island County Board, having never served in that capacity before, the County Administrator shall schedule a New County Board Member Orientation. During this

orientation, the County Administrator and County Board Chairperson or designee will review County policy as it relates to Board member actions, they will provide an overview of the monthly processes that affect a Board member (i.e. committee meetings, the need to adequately prepare for Board meetings, etc.), they will explain County Board member benefits, they provide a tour or offer to set up a tour of county-owned facilities, and they will answer questions.

#### Section 4: Committee Member Orientation

Within the first ninety (90) days after someone is appointed to a County Committee (i.e. Hope Creek Care Center Board of Directors, Litigation Committee, etc.) the County Administrator shall schedule a Committee Member Orientation. During this orientation, the County Administrator and County Board Chairperson or designee will review the role of the member as it relates to the Committee's purpose and function, they will provide an overview of the monthly processes that affect a Committee member, and they will answer questions.



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## Policies & Procedures

<u>Policy:</u> <b>Worker's Compensation &amp; Workplace Injury Investigations</b>	<u>Number:</u> <b>200-16</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All employees

Purpose: Rock Island County's desires to maintain a safe workplace; however, there might be a time when an employee is injured while performing his or her job. It is important to have clearly identified directions for employees so they know what is expected of them regarding how we document, investigate, and take corrective action for an employee injury incident.

### Policy

#### Section 1: General Protocol

If an employee injury or illness occurs at work, nothing is more important than getting that employee immediate medical attention if necessary. All of the "requirements" listed below should occur only after immediate medical attention is been provided.

#### Section 2: Employee's Responsibility:

- A. Employees shall immediately (or as soon as reasonably possible) report any work-related illness or injury to their immediate supervisor.
  
- B. Prior to seeking any off-site medical treatment, the injured employee shall call the phone triage service center (Company Nurse) unless it is unreasonable for the employee to do so due to the need for urgently required medical treatment.

- C. If treated by a physician, the employee shall notify the treating physician that the injury occurred at work.
- D. Every time an employee sees a doctor for treatment of the reported injury, the employee shall submit to the employee's direct supervisor (or designee) written notification from the doctor of the employee's work status and/or work restrictions. If a physician creates or changes any return-to-work restrictions, the employee must notify the employee's direct supervisor (or designee) of those conditions prior to returning to work, and in any case by the next business day.
- E. Cooperate with any internal administrative investigation into the incident and answer honestly and completely all questions asked by the employee's supervisor.
- F. If the employee is off work due to a worker's compensation related injury, the employee is responsible for calling or otherwise contacting his/her supervisor after the employee's next scheduled follow up visit or one (1) time per normal workweek to update the supervisor on the status of your injury.
- G. The employee must observe the noted restrictions during all times during the work comp related period, including inside and outside the employee's home during both the Total Temporary Disability (TTD) period and/or treatment period after returning to active work duty.
- H. Unless permission is granted by the County Human Resource Department, the employee may not work in any capacity (either as an independent contractor or for another employer) during both the Total Temporary Disability (TTD) period and/or treatment period after returning to active work duty. Violation of this restriction may subject the employee to disciplinary action, up to and including immediate termination of employment, and/or loss of workers' compensation benefits.
- I. The employee shall notify the appropriate supervisor as soon as possible, but not later than the next business day, of the employee's release to return to work, and discuss scheduling of the resumption of regular work duties (either on an unrestricted or restricted basis).

Section 3: Immediate Supervisor's Responsibility:

- A. Ensure that the scene is safe and secure – to prevent further injury and to prevent any potential evidence from being disturbed.
- B. In the event of serious injury or death of an employee, ensure that all appropriate authorities are immediately contacted, including but not limited to: 911, Department Head, and County Administrator.
- C. The supervisor should ensure that appropriate care is immediately obtained, and then the supervisor should call the phone triage service center (Company Nurse) and make the report of the injury (unless the employee has already done so).
- D. Coordinate with the Human Resources Director to complete an investigation into the cause of any reported injury. The supervisor understands the job better than anyone and is in the best position to assess all conditions that led up to the injury.
  - 1. The investigation of the incident shall include at a minimum the following information:
    - a. Names of all involved personnel.
    - b. Names of all potential witnesses.
    - c. Statements from all involved personnel and potential witnesses.
    - d. Photographs of the area where the reported injury took place (for everything except minor injuries). If possible and appropriate under the circumstances, obtain photos of the injury.
    - e. A narrative report of what the investigation revealed (to include information on whether or not safety procedures or applicable County or District policies were followed).
    - f. A recommendation for corrective action if appropriate (this includes a change to current safety procedures and/or specific disciplinary action for any employees who violated policy or safety procedures).
- E. Upon learning of any new or change to a return-to-work condition, notify the County Human Resource Director as soon as practical during normal business hours.

- F. If the injury did not require off-site medical care, and the employee did not call phone triage service, the supervisor must ensure completion of the "Employee Injury or Near Miss" form and submit it to the County's Human Resources Department Office within eight (8) hours of being notified of the incident.
- G. Complete the "Supervisor's Incident Investigation Form" form and submit it to County's Human Resources Department Office within eight (8) hours of being notified of the incident.
- H. If an employee is off work or in limited status due to a worker's compensation related injury, the supervisor should have, wherever reasonable feasible, contact with the employee at least one (1) time per normal workweek to obtain an update of the employee's status of the injury.
- I. The supervisor shall be responsible to provide the County's Human Resources Department immediate notification of any reported change in the employee's restricted status.
- J. The supervisor who has a limited or light duty employee working for them is responsible to ensure that all restrictions are followed.
- K. The supervisor for the affected employee – upon that employee's return to full work status – shall review appropriate safety procedures with the employee at some point during the first day the employee returns to work.

Section 4: Human Resource Director (or Designee) Responsibility:

- A. Upon learning of a possible worker's compensation claim, notify the work comp third party administrator (hereafter known as the "TPA") by the end of the next business day.
- B. If a County employee injury is serious or if death occurs, notify the County Administrator and TPA as soon as possible.
- C. For cases of serious injury or death, respond to the scene and oversee the investigation.

- D. If directed by the County Administrator, investigate the incident and provide a detailed report as to the situation that led up to the injury, what witnesses observed, photographs of the scene, photographs of the injury (if possible and appropriate under the circumstances), and what, if any, policies were violated. Provide a recommendation for policy or process improvement, if any.
- E. Complete all work comp TPA required forms, whether in print or on-line format, in a timely manner.
- F. Notify the work comp TPA and the appropriate department head of any change in the employee's restricted status.
- G. Notify the work comp TPA of the current status of the employee upon that employee being assigned light duty work or with any change to the employee's job assignment (such as his or her return to full duty).
- H. After initial return to work, should the employee again take time off related to the original injury, within twenty-four (24) hours, notify the work comp TPA to determine the appropriate course of action.

Section 5: Follow Up Office Visits and Treatment:

- A. Medical office visits or treatment for all employees during non-work hours will be unpaid. Employees who schedule work-related injury medical appointments may attend those appointments during work hours with their supervisor's approval.
  - 1. If the office visit plus travel time away from work exceeds two hours, additional time may be granted by a supervisor if the employee provides a written statement signed by the health care provider explaining the reason for the extended office visit.
  - 2. If such time is payable, the time off during scheduled work hours shall be reported to the County Human Resources Director, who shall report the time to the work comp TPA for office visit or treatment payment.
  - 3. Employees must provide supervisor notification of any work related office visit or treatment as soon as possible, but no later than 24 hours after the office visit or treatment session.

Section 6: Non-Work Related Injury Restrictions:

- A. Employees with medical restrictions due to non-work related injuries shall not be allowed to work in any capacity for the County without review of the restrictions and permission from the County's Human Resources Director.

Section 7: Light Duty Work

- A. One important goal for the County is to return the employee back to work as soon as possible. In some circumstances, it may be appropriate to create a limited or "light" duty position for the employee for a limited period, consistent with the work restrictions listed by the employee's physician. Nothing contained herein shall be construed to create a guarantee that the County will offer light duty work to an employee. Any offer of light duty work is at the County's discretion.
- B. The appropriate supervisor shall work with the County Human Resource Department to revise the employee's current job description to be reflective of each unique light-duty position created and ensure that essential job functions are listed. Physician restrictions shall be incorporated into the job description.
- C. The "Total Temporary Disability" (TTD) portion of a worker's compensation claim may be denied if an employee is offered light-duty work and that employee refuses the assignment. If offered light-duty work, the employee is expected to accept it. If an employee fails to accept the light-duty job assignment that employee shall not be paid by the County or District except if they choose to use their own accumulated leave balance. , or unless ordered to pay benefits by the Illinois Industrial Commission.

Section 8: Payments:

- A. All employee medical bills resulting from a work-related injury shall be submitted directly to the work comp TPA for processing and payment.
- B. Worker's compensation payments for Temporary Total Disability (TTD) are processed and paid by the work comp TPA directly to the employee. Note: Applicable Sheriff's Office employees shall be compensated for Temporary Total Disability (TTD) through the County's normal payroll process at the employee's normal rate of pay and for the number of hours reflective of the employee's FTE

- C. If an employee is totally restricted from work by a physician, unless it is known that the time off will be fourteen (14) or more days, the employee must use sick, vacation, or compensatory time for any time missed the day of the injury and for three days after the injury. If the time off from work extends past three days after the date of injury, worker's compensation (if approved) would take effect and the employee will be compensated at the Worker's Compensation approved rate of pay beginning the fourth day after the injury.
  - a. If TTD payments are approved by the work comp TPA, and if the first three (3) days are deemed payable, the work comp TPA will make retroactive payment to the employee for the three lost workdays, and the County or District will go back and replenish the employee's sick, vacation, or compensatory leave balance at 100% for the three days after the date of injury for which the employee took leave.
  - b. Upon payment by the work comp TPA for the three lost workdays, the employee shall be responsible to repay any benefit time paid out by the County or District covering the same three lost workdays.
- D. Unless contravened by a Collective Bargaining Agreement, until a claim is approved by the work comp TPA, an employee will only be paid by using his or her own accumulated leave balances. If TTD payments are approved by the work comp TPA, the County or District will go back and replenish the employee's sick, vacation, or compensatory leave balance at 100% for all applicable time after the date of injury for which the employee took leave.
- E. In the event a claim is denied by the work comp TPA, any bills for medical claims paid by the County, or temporary total disability (TTD) benefits paid to the employee by must be reimbursed to the County.
- F. The supervisor of an employee who is off work, due to total restrictions imposed from his or her physician, shall complete the employee's time sheet and submit it at the same time and in the same manner as regular time sheets.

Section 9: Compliance with Law.

The intent of the Policy is to comply with applicable laws of the State of Illinois, Federal Law and the Workers' Compensation Act ("the Act") as set forth at 820 ILCS 305/1 *et seq.* and as may be amended. To the extent any provision of the policy is found to violate the law or the Act, said provision shall be subject to reformation by the Court and shall not invalidate the entire Policy set forth herein.



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## Policies & Procedures

<u>Policy:</u> <b>Employee Appreciation</b>	<u>Number:</u> <b>200-17</b>	<u>Effective:</u> <b>April 16, 2024</b> <b>5/20/2025</b>
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Scope: All Employees

Purpose: Employee appreciation is essential in Rock Island County for fostering a positive work environment and boosting morale. Recognizing employees for their hard work, dedication, and contributions can lead to increased job satisfaction, productivity, and loyalty.

### Policy

#### Section 1: Overview

There are various ways to show appreciation, such as verbal praise, recognition programs, bonuses, professional development opportunities, or even simple gestures like handwritten notes or team lunches. It is important for Rock Island County to regularly express gratitude for the value that Rock Island County Employees bring to this organization.

#### Section 2: Process

Allowing elected officials and department heads up to \$35.00 annually, per employee, for appreciation, is a practical and tangible way to foster a culture of recognition and gratitude within Rock Island County. This budgeted item can be used creatively by elected officials and department heads to organize small events, to purchase thoughtful gifts, or arrange activities that show appreciation for their department.

members' hard work and dedication. It is important to encourage elected officials and department heads to use these budgeted funds wisely and inclusively to ensure that all employees feel valued and appreciated. This appreciation incentive is not to be used for gift cards, retirement gifts, alcohol or "inappropriate" gifts.

Section 3: Method of evaluation

Regular Communications and feedback can also help fine-tune this initiative to maximize the effectiveness in boosting morale and employee satisfaction.

Section 4: Retirement Gifts

Recognition of employees retiring from Rock Island County will be funded through the County Administration office and will not be charged to the employee appreciation fund.



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## Policies & Procedures

<u>Policy:</u> <b>Drug Free Workplace</b>	<u>Number:</u> <b>300-1</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: It is the County of Rock Island's intent to establish and maintain a drug free workplace to not only comply with federal regulations, but to provide a safe and secure environment for both employees and the citizens we serve.

### Policy

#### Section 1: Overview

All employees are subject to this policy. The random drug testing section of this policy shall only apply to employees working in a DOT safety sensitive position. The Department of Transportation's (DOT) rule, 49 CFR Part 40, describes required procedures for conducting workplace drug and alcohol testing for the federally regulated transportation industry.

For use throughout this policy, D.O.T. safety sensitive positions are those where an employee operates (*i.e., drives*) a Commercial Motor Vehicle (CMV) with a gross vehicle weight rating (gvwr) of 26,001 or more pounds; or is designed to transport 16 or more occupants (to include the driver); or is of any size and is used in the transport of hazardous materials that require the vehicle to be placarded.

#### Section 2: Prohibited Conduct

- The unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance or alcohol on County premises or while conducting County business off-premises.

- Reporting for work or remaining on-duty while being impaired by alcohol or drugs.
- Having a blood (or breath) alcohol concentration (BAC) higher than .000 while at work. An employee may need to abstain from consuming alcohol for longer than eight (8) hours prior to work in order to meet the requirements of this section.
- Using a prescription controlled substance if that prescription controlled substance negatively affects the safety of the employee, the public, or other employees while the employee is at work.
- Refusal to submit to a random (DOT positions only) or reasonable suspicion drug or alcohol test authorized by this policy. It is considered a refusal to submit to testing for an employee to:
  - Fail to respond to or show up at the testing location immediately upon the request of the County;
  - Fail to provide identification or sign forms;
  - Fail to provide other necessary information as requested by an employee conducting the test;
  - Attempt to falsify or otherwise interfere with the testing process, including failure to comply with instructions or attempting to substitute/change specimens to be tested;
  - Fail to supply an adequate breath sample for alcohol testing unless there is a medical reason supported by medical documentation for such failure.
- Performing D.O.T. safety-sensitive duties if the employee should reasonably be aware of any medical condition or alcohol/drug use that might possibly adversely affect the employee's ability to safely perform such duties.

### Section 3: Pre-Employment Testing

This test is conducted following a job offer but prior to employment. This test is also required when an employee transfers or promotes into a D.O.T. safety sensitive position.

### Section 4: Reasonable Suspicion Testing

A reasonable suspicion test may be conducted when a trained supervisor or designee observes behavior or appearance that is characteristic of alcohol or drug impairment.

#### Section 5: Random Testing

Testing will be conducted on a random unannounced basis for those employees in D.O.T. safety sensitive positions. The County may use other sources for testing (i.e. the law enforcement for alcohol testing) if reasonable and appropriate.

#### Section 6: Testing Procedures

All drug/alcohol testing will be conducted in accordance with established and scientifically accepted procedures.

#### Section 7: Positive Test Results

An employee who tests positive for alcohol (.001% BAC or higher) or drugs may be suspended without pay for the remainder of the day that management learns of the positive test results – pending an administrative inquiry into the circumstances of the incident. Additional discipline and/or required evaluation/treatment from a substance abuse professional are possible administrative actions following a positive alcohol or drug test. A temporary or seasonal employee who tests positive for alcohol or drugs while working for the County may be immediately terminated from employment.

#### Section 8: Self-Identification

Employees may decline to perform job functions without penalty when the employee believes he or she may be in violation of this policy or believes because of alcohol or drug use that performance of such duties may constitute a risk to the employee or others. The County reserves the right to require the employee to submit to a clinical evaluation, including such drug and alcohol tests as deemed appropriate by a substance abuse professional, prior to returning to work.

Self-identification cannot be used by an employee after the employee has been informed of the employee's selection for alcohol/drug testing pursuant to this policy.



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## Policies & Procedures

<u>Policy:</u> <b>Harassment</b>	<u>Number:</u> <b>300-2</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: It is the intent of the County of Rock Island to provide employees with a professional work environment free from all forms of harassment.

### Policy

#### Section 1: Overview

Rock Island County promotes a productive and safe work environment and does not tolerate any verbal or physical conduct by an employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, bullying, offensive, or hostile environment. It is the responsibility of all employees, whether supervisors or employees to maintain an environment free of harassment. This policy applies to all employees as well as non-employees such as but not limited to: vendors, contractors, customers and visitors.

Harassment and/or bullying includes, but is not limited to: verbal or physical conduct that denigrates or shows hostility or aversion towards another individual or group and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment, of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Examples of harassment and/or bullying might include, but are not limited to: threats, insults, racial or religious slurs, unwelcome comments, inappropriate jokes, unwelcome pranks, disrespectful gestures, unwelcome physical contact, and display

or circulation of derogatory or inappropriate written or other physical materials, cartoons, or pictures.

Harassment and/or bullying does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.

### Section 2: Reporting and Investigation

The County of Rock Island encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken; therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment.

An employee who believes he or she has been harassed is encouraged to report the incident to his or her supervisor, the County Administrator, or the County Board Chairperson. The rule of chain-of-command does not apply to this policy as it relates to reporting harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination (or for participating in the investigatory process) is a serious violation.

### Section 3: False Reports

A false or malicious complaint of harassment, discrimination, or retaliation (as opposed to complaints which, even if erroneous, are made in good faith) is a serious violation.



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## Policies & Procedures

<u>Policy:</u> <b>Sexual Harassment</b>	<u>Number:</u> <b>300-3</b>	<u>Effective:</u> <b>01/17/2018</b>
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Scope: All Employees

Purpose: The County of Rock Island strives to create a work environment free of sexual harassment of any kind and to sensitize employees to the issue of sexual harassment. This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy.

### Section 1: Prohibition on Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. Rock Island County affirms the principal set forth by the Illinois Human Rights Act and the Civil Rights Act that employees have a right to work in a harassment-free environment and to be free from sex discrimination in the form of sexual harassment in a working environment whether an employment relationship is present or not within that working environment.

### Section 2: Definition of Sexual Harassment

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

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

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

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

Conduct which may constitute sexual harassment includes:

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

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

### Section 3: Procedure for Reporting an Allegation of Sexual Harassment

Any employee who believes he or she has been sexually harassed may report the alleged incident through the established procedures.

- (1) If the employee believes that he or she is or has been sexually harassed, the employee should immediately inform the harasser if possible in a safe and non-confrontational manner that the behavior is unwelcome and should be stopped.
  - A. The employee should also inform their immediate supervisor and the Human Resources Dept. within seven (7) days of the incident to ensure a prompt investigation of the alleged harassment through direct communication or an

electronic method via email for example. If the immediate supervisor is the alleged perpetrator of the harassment, the employee should take matters to the Human Resources Dept. and the next level of management. The County's Equal Employment Officer shall be notified by the Human Resources Dept. of any ongoing investigations.

When reporting any incident of alleged sexual harassment the employee should submit any and all documentation of any incident(s) at the time of reporting the allegation (What was said or done, the date, time and the place), including but not limited to written records such as letters, notes or telephone messages. The County will promptly address reported alleged conduct and use reasonable care to promptly address and prevent future misconduct. The right to confidentiality of all employees will be respected in both informal and formal procedures, insofar as possible.

- B. If an employee wishes to remain anonymous they should provide a written document of alleged harassment within seven (7) days of the incident that includes (What was said or done, the date, time and the place), including but not limited to written records such as letters, notes or telephone messages to the Human Resources Dept. (Rock Island County Human Resources, C/O Sexual Harassment Complaint, 1504 3rd Ave, Rock Island, IL 61201) within seven (7) days of the incident to ensure a prompt investigation of the alleged harassment.
- C. An individual can also lawfully report alleged sexual harassment to the Illinois Inspector General or any of the following:

Illinois Department of Human Rights (IDHR)  
Chicago: 312-814-6200 or 800-662-3942/TTY: 866-740-3953  
Springfield: 217-785-5100/TTY: 866-740-3953  
Marion: 618-993-7463/TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)  
Chicago: 312-814-6269/TTY: 312-814-4760  
Springfield: 217-785-4350/TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)  
Chicago: 800-669-4000/TTY: 800-869-8001

An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

D. All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the County. Due to the serious implications of sexual harassment charges and the difficulties associated with their investigations, the claimant's willing cooperation is a vital component of an effective inquiry and appropriate outcome.

#### Section 4: Prohibition on Retaliation for Reporting Sexual Harassment Allegations

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

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any county employee that is taken in retaliation for a county employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

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

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee, who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

#### Section 5: Consequences for Knowingly Making a False Report

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 county policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.



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## Policies & Procedures

<u>Policy:</u> <b>Safety</b>	<u>Number:</u> <b>300-4</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: To provide a safe working environment for all County employees.

### Policy

#### Section 1: General

The County of Rock Island will attempt to provide the safest possible working conditions for its employees. If employees believe their work environment is unsafe they are encouraged to notify their immediate supervisor. Employees may always follow the procedures as outlined in policy 200-9, Discipline & Grievance Procedure, as that policy discusses an employee's recourse if an alleged unsafe condition isn't dealt with to the employee's satisfaction.

#### Section 2: Reporting of Work Related Injuries and/or Accidents

All work related injuries, illnesses, and/or accidents must be reported as soon as possible after the incident to the employee's immediate supervisor (see policy 200.16, Worker's Compensation and Workplace Injury Investigations for details on specific notification requirements).

#### Section 3: Personnel Safety Policy

Employees shall follow the safety requirements of the operator's manual for each vehicle or machine used for County purposes. Employees must not ride on the outside of machines and vehicles such as front-end loaders, back-hoes, and dump trucks.

If the vehicle is equipped with them, seat belts must be worn at all times the vehicle is in motion. This applies to front seat passengers and operators alike.

All other such requirements as laid out in the individual operator's manuals for each piece of equipment are to be observed. It is the responsibility of the employee to request access to the operator's manual prior to their use of the piece of equipment if the manual can't be located.

#### Section 4: Safety Committee

The County shall have a safety committee made up of representatives from various departments/offices. This committee is tasked with making recommendations to senior management regarding safety policy and for annual updates to the County's Risk Management Plan.



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## Policies & Procedures

<u>Policy:</u> <b>Workplace Violence</b>	<u>Number:</u> <b>300-5</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: It is the goal of the County of Rock Island to provide a work environment free from violence and aggression or threatening conduct of any kind.

### Policy

#### Section 1: General Policy

Threats, threatening behavior, intimidation, harassment, acts of violence, or any other inappropriate behavior which threatens or frightens a person or disrupts work performance (whether mentally, emotionally, or physically) will not be tolerated. Any of these acts involving a County employee during the course of job functions will not be allowed—whether from employee-to-employee, from employee-to-the public, or from the public toward the employee.

All reports of such behavior will receive timely review and perpetrators can expect appropriate action, which may include criminal charges.

#### Section 2: Definitions

**Workplace Violence:** Any physical assault, threatening behavior, or verbal/other abuse occurring in the work setting. This includes, but is not limited to, beatings, stabbings, shootings, threats, obscene phone calls, aggression by means of electronic communication, or intimidation of any nature. Workplace violence may also manifest itself as damage, destruction, or abuse to property or resources of the employee or employer. These may occur outside normal work hours and away from the workplace.

**Workplace:** The County defines the workplace as any location, either permanent or temporary, where an employee of the County performs any work related activity. This includes, but is not limited to, County buildings and surrounding perimeters, County parking lots, field locations (client homes), and traveling to and from work assignments.

### Section 3: Weapons

Employee possession, use, or threatening to use any weapon is not permitted in County buildings, in County vehicles, or on County property except as allowed by Illinois law.

Weapons are devices designed to or capable of inflicting death or injury and include, but are not limited to, firearms, knives, clubs, and any type of explosive. The mere possession of a gun, knife (other than an authorized knife used solely for one's job assignment), or explosive is strictly prohibited, regardless of intent (i.e. the possession of a shotgun used for hunting may not be brought into the workplace). For other items not designed to inflict death but have the ability to do so it will be the intent that is considered (a baseball bat is not designed to inflict injury or death but it can do so—thus, an employee who brings to work a baseball bat and threatens to swing it at a co-worker is clearly using that bat as a weapon).

The only exception to this policy is for sworn law enforcement officers who are allowed to carry weapons on County-property.

### Section 4: Procedures

Any County employee having knowledge of a violent act, a potentially violent act not yet committed, or any threatening statement or behavior involving another County employee (whether as a victim or perpetrator) must report it immediately to a supervisor (if the situation warrants notification to law enforcement such notification will be made as soon as possible and may come before notification to a supervisor). Should the employee's supervisor be involved in the violent act the employee may make the report to the County Administrator or County Board Chairman.

Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The County will actively intervene at any indication of a possible hostile or violent situation.

It is fundamental to the success of this policy that early recognition and action is taken to intervene in the potential progression of violent incidents. Any of the following can be an indicator of future violence:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

#### Section 5: Violent situations Outside the Workplace

In order to fulfill its obligation to protect employees from violence, the County requires that an employee notify his or her supervisor of any situation of violence, including the threat of violence, which may carry over into the workplace. These situations include, but are not limited to, restraining orders issued for the protection of the employee, harassing or threatening phone calls, being stalked or suspicions of being stalked, or any other circumstance the employee perceives as threatening to the health and safety of anyone in the workplace. Supervisors can guarantee confidentiality only to the degree that it doesn't compromise workplace safety for the employee or fellow workers.

#### Section 6: Managing a Potentially Violent Situation

Because no two violent situations are alike, a single, standard formula to deal with them does not exist; however, there are some basic procedures to consider when confronted with a violent or potentially violent situation:

*A distraught, harassing, or angry person:* County employees are expected to assist and interact with the general public and fellow employees in a courteous manner. If, for example, a person becomes angry, the employee should courteously attempt to calm the person down if that action can be done safely. If that doesn't work the employee

is encouraged to leave the situation and report the incident to a supervisor (and law enforcement if necessary).

*A person threatening bodily harm:* If the employee determines that he/she or another person is threatened and in imminent danger of bodily harm, the employee should attempt to leave the scene (if it can be done safely) and contact law enforcement. After contacting law enforcement the employee should immediately notify a supervisor.

Nothing in this policy should be construed to prohibit an employee from using physical self-defense, should it be appropriate; however, in no way will the County condone any act if it is an act of aggression.



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## Policies & Procedures

<u>Policy:</u> <b>Building &amp; Vehicle Security</b>	<u>Number:</u> <b>300-6</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The purpose of this policy is to help ensure the security of County owned property and to limit the possibility of theft or loss. Securing a building or vehicle only takes a few minutes (or seconds); however, that short amount of time might prevent the loss of County owned property.

### Policy

#### Section 1: Buildings and Vehicles

The safety and security of County owned property is important and as such it shall be the policy of the County of Rock Island that vehicles and buildings shall not be left unsecured while unattended.

Whenever an employee leaves a County building or any other County owned property and no other County employee is present at the building/facility, the employee shall secure all entrances to the building/facility. No County owned valuables shall be left unsecured outside of buildings. An exception is for the highway department if they need to leave highway equipment on the side of the highway overnight.

Whenever an employee leaves a County owned vehicle that employee will ensure that the keys are not left inside of the vehicle and the vehicle is secured so that County property is protected.



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## Policies & Procedures

<u>Policy:</u> <b>Closure of County Facilities</b>	<u>Number:</u> <b>300-7</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All employees

Purpose: The purpose of this policy is to explain the County's position on what happens for employees when inclement weather (or some other emergency) requires the closure of County facilities during what would otherwise be work hours.

### Policy

#### Section 1: Determining a Closure

From time-to-time in the Quad Cities area, the need arises to close County Facilities due to Inclement Weather. It shall be the policy of Rock Island County that any and all facility closings due to inclement weather shall be made by agreement of the Chairman of the County Board; the Sheriff of Rock Island County; and the Chief Judge of the 14th Judicial Circuit.

Determination of closure shall be based on, but not limited to: amount of snow received, condition of area roads, ability of staff to safely travel to and from County facilities, clearing of all County parking facilities, and potential danger from the weather conditions.

In the event of a non-weather emergency situation, determination of closure shall be made by the appropriate Department Head or Elected Official with concurrence of the County Board Chairman and/or Sheriff of Rock Island County. All facilities may not be closed during an emergency situation; depending on the situation.

Section 2: Accounting for Employee Time

Employees who are sent home due to a closure under this policy shall not receive compensation unless the employee chooses to use available leave time (vacation, comp time, personal leave, etc.).



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## Policies & Procedures

<u>Policy:</u> <b>Social Media</b>	<u>Number:</u> <b>300-8</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: Countywide

Purpose: To provide guidelines regarding social media posting.

### Policy

#### Section 1: Overview

Rock Island County has the ability to create a social media presence on Facebook, Twitter, and other similar social media outlets with the intent of providing valuable information to the general public regarding County operations. The County is not obligated to post data on social media; however, information posted shall comply with this policy.

#### Section 2: Who can post

All social media posts related to formal county business shall be made only by the County's Social Media designee.

#### Section 3: Deleting or modifying public submissions

Rock Island County values the positive nature of providing public information in a timely manner; however, the County also recognizes the need to monitor County social media sites to ensure that citizen responses are appropriate for the viewing public. When possible, county posts will not allow for public comment so that we do not have to monitor/moderate comments. However, if public posts occur, Rock Island County reserves the right to delete submissions that contain:

- a. Profanity or vulgar and abusive language
- b. Personal attacks or threats of any kind

- c. Offensive comments that target or disparage any ethnic, racial, or religious group
- d. Sexual content or links to sexual content
- e. Sensitive information (for example, information that could compromise public safety or ongoing investigations)
- f. Spam or links to other sites
- g. Advocating illegal activity
- h. Promotion of particular services, products, or political organizations/candidates
- i. Infringement on copyrights or trademarks
- j. Personally identifiable medical information
- k. Comments not topically related to the particular social media article being commented upon and are clearly off topic

#### Section 4: Disclaimer

When feasible and appropriate, the County shall provide a disclaimer that states "The public comments expressed on this site do not reflect the opinions and position of the Rock Island County government or its officers and employees". The County will then provide a contact email for any member of the public wishing to contact the County regarding the content of moderated social media posts.



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## Policies & Procedures

<u>Policy:</u> <b>Work Schedule</b>	<u>Number:</u> <b>400-1</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: To provide information to employees on what is required with regard to work hours, rest periods, and lunch breaks.

### Policy

#### Section 1: General Policy

A workweek is defined as Sunday at 12:00 am through the following Saturday at 11:59 pm.

A non-exempt employee shall not begin work prior to his/her scheduled starting time nor shall a non-exempt employee perform work after his/her designated ending time, unless authorized by the employee's supervisor.

The work schedule for each Department shall be determined by the Department Head with the approval of the County Administrator.

#### Section 2: Lunch Breaks and Rest Periods

Because of the wide variety of work done in different departments, the employee's lunch schedule and work breaks will be determined by the Department Head.

Employees who are scheduled to work more than five hours in a day are entitled to a thirty (30) minute non-paid meal break. The timing of the break is at the discretion and approval of the employee's supervisor.



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## Policies & Procedures

<u>Policy:</u> <b>Pay Periods</b>	<u>Number:</u> <b>400-2</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: To provide employees with information regarding when they can expect to receive their paycheck.

### Policy

#### Section 1: Pay Periods and Pay Days

County employee pay periods end on Saturdays on a biweekly cycle. There are 26 scheduled pay periods each calendar year.

Paychecks or direct deposit will be issued on the Friday following the end of the pay period.

If a payday falls on a county holiday, checks will be issued to employees on the day prior to the holiday.



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## Policies & Procedures

<u>Policy:</u> <b>Overtime &amp; Compensatory Time</b>	<u>Number:</u> <b>400-3</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: Employees of the County are either non-exempt or exempt employees under the Federal Fair Labor Standards Act. This policy explains overtime and compensatory time provisions the County offers to employees.

### Policy

#### Section 1: General Policy

All employees of the County of Rock Island hold positions classified either as exempt or non-exempt under the Fair Labor Standards Act (FLSA) – see policy 200.4. The County shall follow federal law and those employees holding non-exempt positions are eligible for either compensatory time or overtime at the rate of 1.5 times the employee's rate of pay for all hours *actually worked* in excess of 40 hours in a week.

All overtime must be pre-approved by the employee's supervisor. The only exception to this policy is for emergencies.

#### Section 2: Pay or Comp Time

An employee may choose to receive overtime in the form of compensatory time or pay.

No employee will be allowed to accrue and maintain on the books at any time more than forty (40) hours of compensatory time. Accumulated compensatory time will be paid in November of each year unless the County Administrator requires employees to carry over their accumulated compensatory time to the following year.

If an employee exceeds the maximum compensatory accrual, anything over that will automatically be paid overtime.

An employee leaving County employment shall be paid for any accumulated compensatory time at his or her then regular rate of pay.

Section 3: Employee Use of Comp Time

Each department head shall determine how much notice they would like from an employee prior to that employee using their accumulated compensatory time. The County reserves the right to deny an employee's request if the needs of the department require the employee's presence during the time the employee requested to take off.

Section 4: Documentation

Employees shall document the overtime they work on their time sheet or time card. If an employee works unauthorized overtime, that employee may be subject to disciplinary action up to and including termination.

Section 5: Exempt Employees

Those employees who are exempt under FLSA are not eligible for overtime pay or compensatory time for hours worked in excess of forty (40) hours per workweek.

Section 6: Reducing Overtime / Comp Time

Management reserves the right to require an employee to come in late or go home early from work in order for the employee to avoid overtime in any given workweek.



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## Policies & Procedures

<u>Policy:</u> <b>Travel &amp; Training</b>	<u>Number:</u> <b>400-4</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: Training is a necessary part of most jobs within the County and at times travel is also required. This policy outlines procedures and expectations for both training and travel when on County business.

### Policy

#### Section 1: Overview

An employee will be reimbursed for authorized related expenses incurred while traveling on previously approved County business. All travel must have the approval of the employee's immediate supervisor. All travel, when expenses are expected to be at or over \$500.00, must have the approval of the employee's supervisor and the County Administrator or appropriate Elected Official.

Normal commuting expenses from the employee's place of residence to the work location are not considered travel and will not be reimbursed.

Employees traveling on County business are expected to maintain a high level of professionalism and courtesy.

#### Section 2: Registration

Once approved, an employee attending a conference, seminar, workshop, etc. is responsible for registering for the event.

Employees shall avoid paying for registrations with their own money and then requesting reimbursement from the County. When possible the employee shall take advantage of early registration discounts.

Section 3: Meal Expenses

Rock Island County adopts the Federal Standard Reimbursement Rate for meal & incidental expenses. The current US General Services Administration (GSA) Domestic Per Diem Rates are available by searching the website at [www.gsa.gov](http://www.gsa.gov).

Section 4: Lodging and Transportation

All lodging and commercial transportation reservations must be made by the employee. The employee will only be allowed to book a room if the room rate is \$159 per night (excluding taxes and fees) or less. If lodging exceeds \$159.00 per night, the employee will be required to pay the difference unless the employee receives prior approval from the County Administrator.

When claiming lodging expenses, the County will only reimburse or pay for lodging. Expenses such as movies, room service, spa/health club fees, phone calls, etc. are the employee's responsibility.

An itemized receipt for lodging must be submitted to the employee's supervisor upon return to work.

Employees may not drive a personal vehicle for County-related travel without prior authorization from their supervisor.

All accidents or any violations resulting in a citation occurring while on travel status shall be immediately reported to the employee's supervisor. Any citations shall be the sole responsibility of the employee.

Section 5: Credit Cards

When possible, employees should use a county credit card for all authorized travel-related expenses. County credit cards are only to be used for pre-authorized expenses (normally only for gas, airline tickets, rental cars, and hotel

accommodations). An employee shall immediately report to the credit card company and their supervisor if a credit card or credit card number is lost or stolen.

<b>Policy: Benefits</b>	Number: 500-01	<b>Effective: 11/15/2016 Revised 9/17/2024</b>
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**Scope:** All Employees

**Purpose:** The purpose of this policy is to inform employees that the County may offer health and other benefits and to check with the Human Resources Department for the most up-to-date listing of benefits offered.

**Policy**

**Section 1: General Overview**

Benefits offered to employees by the County may vary from year-to-year. Employees are encouraged to contact the Human Resources Department for the most updated information on currently offered benefits.

**Section 2: Health Insurance**

All employees (excluding temporary employees) employed by the County to work 30 hours or more per week on a regular basis, and their eligible dependents, will be eligible for coverage on an optional basis, on the 1<sup>st</sup> day of the month following 30 days of employment with the County.

The following events are considered "Life Events" which allow an employee to enroll and/or make changes in dependent coverage: (1) Birth of dependent, (2) Death of employee or dependent, (3) Marriage, (4) Divorce, (5) Legal Separation (if employee chooses to terminate his/her spouse and/or dependents during a legal separation and the couple reconciles and doesn't go through a divorce, the spouse and/or dependents are not allowed to be reinstated until the next December 1), (6) Legal Adoption, (7) Change in Dependent Status, or (8) Loss of other insurance coverage.

"Life Events" must be reported to the Human Resources Department within 31 days of the change and will become effective on the date of the "Life Event". Proof of a life event is required, (i.e. Marriage certificate, divorce certificate, birth certificate). All other enrollments/changes must be deferred until the next open enrollment period.

When a County employee leaves the employment of the County, the group health insurance plan will terminate on the last day of the month for which the employee is actively (physically) employed. Extended coverage will be offered to all terminated employees and dependents in compliance with the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). A Certificate of Group Health Plan Coverage shall be mailed to all terminated employees in compliance with the Health Insurance Portability Accountability Act (HIPPA).

**Section 3: Retirement – Health Insurance**

All Rock Island County employees and eligible dependents may continue coverage under the active employee group health plan on an optional basis providing:

1. They qualify for immediate receipt of retirement pension benefits from IMRF/SLEP, and
2. Coverage was in effect under the group health plan either as the employee or as the employee spouse, for at least two (2) years immediately preceding the day on which the retirement begins, and

Individuals hired before January 1, 2001 can receive benefits as provided by the policy in effect immediately prior to this plan. Premiums for continuation of coverage will be the active employee contribution—providing:

1. The employee has at least 12 years of Rock Island County service, is 60 or more years of age and has participated in the group plan for at least 12 years.
2. The employee is 50 years of age or older, has at least 32 years of service with Rock Island County, and has participated in the group health insurance plan for at least two (2) years immediately preceding the day on which the retirement begins.
3. Up to 12 months of unused sick time shall be applied to the employee's last year of service to calculate total years of service.

For employees hired on or after January 1, 2001, premiums for retirees will be calculated by the following formula: The Retiree will receive 2% premium subsidy per year of IMRF/SLEP service up to a maximum of 50% of the full premium with the balance of the premium paid by the retiree. Up to 12 months of unused sick time shall be applied to the employee's last year of service to calculate total years of service. This service credit will be limited to those years earned while employed by Rock Island County.

Eligible dependents insured on the employee's last day of active employment may be included if the retiree requests family coverage. Further changes will be deferred until the next open enrollment period. Retiree's that marry after retirement may be eligible to add their spouse to the health plan if a request is made to the Human Resources Department within 31 days from the date of marriage, otherwise, coverage will be deferred until the next January 1. The full cost (100%) for single coverage will be required for the spouse in addition to the retiree's premium.

The plan will continue to be in effect for all retiree's until: The retiree terminates his/her participation in the plan or becomes eligible for Medicare or Medicaid – whichever comes first.

When a Rock Island County retiree is no longer eligible for coverage under the active employee Group Health Plan, the retiree may elect to enroll in the optional Medicare Supplemental Plan. The retiree's insured spouse under age 65 may continue coverage under the Group Health Plan at the full rate, until that spouse is eligible for Medicare or Medicaid.

The surviving spouse of an employee who retired or became disabled on or after December 1, 2000, is entitled to a survivor's pension under IMRF/SLEP, may continue coverage under the active Employee Group Health Plan. They will pay the full rate, providing they had health insurance through Rock Island County immediately preceding the day on which retirement or disability of the employee began. Coverage may be continued until the date of remarriage or on the date of eligibility for Medicare or Medicaid.



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## Policies & Procedures

<u>Policy:</u> <b>Vacation and Other Leaves</b>	<u>Number:</u> <b>500-2</b>	<u>Effective:</u> <b>11/15/2016</b> <u>Amended:</u> <b>2/21/2017, 4/27/2017, 5/23/2017</b>
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Scope: All Employees

### Policy

#### Section 1: Deferral Period

New employees of Rock Island County shall have a ninety (90) day deferral period prior to being eligible to use vacation or other paid leaves of absence. After the ninety (90) day deferral period, an employee (with supervisory approval) is eligible to use paid leave time, including accumulated vacation and sick leave.

#### Section 2: Vacation Time

Full time permanent employees shall earn vacation time according to their length of employment with the County. Vacation time is earned every pay period based on the following schedule:

Non-union, non-department head employees		
Year of Employment	Approximate Hours Earned per Year	Hours Earned per Pay Period
1 <sup>st</sup> year through the end of year 3	80 hours	3.077
Start of year 4 through year 8	120 hours	4.615
Start of year 9 through the end of the 18 <sup>th</sup> year	160 hours	6.154
19 <sup>th</sup> year and beyond	200	7.692

Department Heads		
Year of Employment	Approximate Hours Earned per Year	Hours Earned per Pay Period
1 <sup>st</sup> year through the end of year 3	120 hours	4.615
Start of year 4 through year 8	160 hours	6.154
Start of year 9 and beyond	200	7.692

Part-time employees do not receive vacation benefits.

The maximum allowable vacation balance shall be 200 hours.

Earned and accrued vacation time is paid to an employee upon employment termination with the County.

### Section 3: Sick Leave

Full time permanent employees shall earn sick leave time which shall be credited at a rate of 3.70 hours per pay period.

Employees may accrue sick leave without a cap.

Part-time employees do not receive sick leave benefits.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or for that of a family member consistent with Illinois law.

### Notifications

An employee, who is to be absent due to sickness or injury, shall notify his or her supervisor as soon as practicable in advance of the time the employee is scheduled to report for work. Unless waived by the County, the employee shall continue to give notice for each succeeding day he or she is to be absent. Failure to give such notice may result in disciplinary action.

### Sick Leave Abuse

In the event the County suspects that an employee is abusing sick leave, the County shall have the right to demand verification.

Section 4: Holidays

Please view policy 500.3

Section 5: Bereavement Leave

All regular full-time employees shall be allowed up to twenty-four (24) hours' time off with pay per death in the event of the death of an immediate family member. Immediate family includes only spouse, domestic partner, parent, grandparent, children, brother, sister, and any "step" or "in-law" added to those titles. Leaves in excess of 24 hours can only be granted with County Administrator approval.

Section 6: Voting

Employees are encouraged to vote in local, state, and national elections. Employees are expected to vote on their own time and not during working hours.

Section 7: Jury Duty

A full-time permanent employee who is serving on a jury shall be granted time off with pay to perform this civic duty. The employee is required to remit to the County any pay received from an outside source (not including mileage reimbursement pay) as payment for serving on a jury.

Section 8: Military Duty

The County provides military leave to members of the armed forces or reserves in accordance with state and federal law. An employee who needs military leave should notify his or her supervisor as soon as possible.

Section 9: Worker's Compensation

The County shall provide and maintain a policy of worker's compensation insurance. For additional information related to worker's compensation please contact the Human Resources Department.

Section 10: Family Medical Leave

Employees may be eligible for family and medical leave under the Federal Family and Medical Leave Act ("FMLA"), Illinois law, or both. There are different eligibility requirements, rights, and procedures for these laws.

For additional information on FMLA employees may contact the Human Resources Department.

#### Section 11: Blood Donor Leave

With supervisory approval employees are allowed up to one hour of leave in order to donate blood.

#### Section 12: VESSA Leave

Pursuant to the 2003 Illinois Victims' Economic Security and Safety Act (VESSA) all eligible employees are entitled to take up to 12 weeks of job-protected unpaid leave during any 12-month period for certain or "perceived" victims of domestic or sexual violence. Rock Island County shall abide and comply with all terms and conditions of the 2003 Illinois Victims' Economic Security and Safety Act (VESSA).

VESSA leave shall be granted for any of the following reasons:

- Seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member
- Obtaining services from a victim services organization for the employee or the employee's family or household member
- Obtaining psychological or other counseling for the employee or the employee's family or household member
- Participating in safety planning, including relocation or taking other precautionary actions to help the employee or the employee's family or household member
- Seeking legal assistance or other remedies to secure the health and safety of the employee or the employee's family or household member.

Employees may also use VESSA leave intermittently or as part of a reduced workweek whenever it is necessary. An employee who is entitled to take paid or unpaid leave from employment may elect to substitute any period of such leave for an equivalent period of 12 workweeks of leave for any 12-month period. An employee cannot take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by FMLA.

Rock Island County uses a 12-month period measured forward from the date an employee uses any VESSA leave. Each time an employee uses VESSA leave, Rock Island County computes the amount of VESSA leave the employee has taken, subtracts it from the 12 weeks and the balance remaining is the amount the employee is entitled to take at that time. For example, if an employee has taken four weeks of VESSA leave beginning July 1, 2015; the employee only has eight weeks of VESSA leave remaining until July 1, 2016.

An employee granted Illinois leave pursuant to this policy continues to be covered under the Rock Island County group health and dental plans, life insurance plan, employee assistance program and long-term disability plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.

Normal payroll deductions will be made for the employee portion of insurance premiums during any period of paid Illinois VESSA leave. The employee is responsible for paying the employee portion of insurance premiums during periods of unpaid VESSA leave. Rock Island County will provide written notice to the employee on unpaid VESSA leave as to how Rock Island County wants the employee's share of the premiums to be paid. Insurance benefits may be terminated if payment by the employee is more than 30 days late. Employee contribution amounts are subject to any change in rates that occur while the employee is on VESSA leave. At the end of the VESSA leave, when the employee returns to work, any unpaid insurance premiums will be deducted from the employee's paycheck.

An employee who utilizes VESSA leave will be restored to the same job or a job with equivalent status, pay, benefits, and other employment terms. However, the employee's job protection rights are the same as if the employee had not been on VESSA leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated if not on VESSA leave, the employee does not have the right to be reinstated.

If an employee does not return to work at the end of the VESSA leave period for any unapproved reason the employee shall reimburse Rock Island County for all insurance premiums paid by Rock Island County on the employee's behalf during the unpaid portion of the VESSA leave.

After exhausting all 12 weeks of VESSA leave, an employee who needs additional time off should look to Rock Island County's policy on special leaves of absence to request additional time off. VESSA is not an addition to FMLA.

For VESSA leave the employee is to provide forty-eight hours' advance notice of the need for leave, if such notice is practicable. The employer cannot discharge or take other adverse action against an employee for taking an unscheduled leave if, within a reasonable time, the employee provides the employer with a sworn statement certifying that the leave was for one of the reasons cited in the law. Taking of VESSA leave may be denied if any of the above requirements are not met.

The employee is required to provide supporting documentation, such as police or medical records, when those documents become available. Rock Island County will keep confidential the fact that the employee sought leave under the law, the certification, and any supporting documents. Rock Island County shall not fail to hire, refuse to hire, discharge, or harass any individual, otherwise discriminate against any individual with respect to the compensation, terms, conditions, or privileges of the employment of the individual, or retaliate against an individual protected by the Act.

#### Section 13: Personal Days

On their employment anniversary, employees receive sixteen (16) hours of personal leave. Personal leave shall not carry over to the next year.

#### Section 14: Approval

Employees are responsible for obtaining supervisory approval prior to taking any leave of absence.



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## Policies & Procedures

<u>Policy:</u> <b>County Holidays</b>	<u>Number:</u> <b>500-3</b>	<u>Effective:</u> <b>06/22/2016</b>
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Scope: All Employees

### Policy

#### Section 1: County Holidays

All full-time employees shall be granted time off with pay for the observed holidays listed below. An employee may be required to work on a holiday if necessary to maintain essential services to the public.

The following holidays are observed by the County of Rock Island:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- The day on which members of the House of Representatives are elected

Part-time, seasonal, and temporary employees shall not qualify for paid holidays.

Working on Holidays

Non-exempt holiday eligible employees who are required to work on a designated holiday shall be compensated by being paid straight time for the holiday plus 1.5 times their regular pay for the time they actually work.

Observance of Holidays

When a holiday occurs on a Saturday it shall be observed on the proceeding Friday and when a holiday occurs on a Sunday it shall be observed on the following Monday.



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## Policies & Procedures

<u>Policy:</u> <b>FMLA</b>	<u>Number:</u> <b>500-4</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All employees

### Policy

#### Section 1: General Leaves of Absence

Rock Island County is committed to complying with all applicable provisions of the federal Family and Medical Leave Act of 1993 (FMLA), as amended, which allows "eligible" employees to take job-protected unpaid leave (or to substitute appropriate paid leave if the employee has earned or accrued it), for up to a total of 12 workweeks in a designated 12-month period for any qualifying FMLA reason(s) identified in the section titled "Leave Entitlement Period" below, or up to a total of 26 workweeks in a single 12-month period to care for a covered service member in accordance with the section titled "Limitations on FMLA Leave" below. Except for leave to care for a covered service member with a serious injury or illness, Rock Island County will use a "rolling" 12-month period measured backward from the date of any FMLA leave usage for FMLA calculation purposes. An employee on FMLA leave is also entitled to have health benefits maintained as if the employee had continued to work instead of taking FMLA leave as long as the employee continues to pay his/her share of the premiums during the leave period. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same position or to an equivalent position with equivalent pay, benefits, and working conditions.

#### Section 2: FMLA Compliance

This policy is intended to comply with the Family and Medical Leave Act of 1993 at 29 C.F.R. Part 825, as amended by the Support for Injured Service Members Act of 2008 and the Department of Labor's rules effective January 16, 2009. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the

provisions of the laws or regulations shall prevail. In the event a collective bargaining agreement between the County and a certified bargaining unit includes provisions related to application of the FMLA, the contract provisions shall be followed unless it is in conflict with federal or state law.

#### Section 3: Leave Entitlement Period

Except in the case of leave to care for a covered service member with a serious injury or illness, an eligible employee's FMLA leave entitlement is limited to a total of 12 workweeks of leave, within a "rolling" 12-month period measured backward from the date of any FMLA leave usage.

#### Section 4: Limitations on FMLA Leave

The County shall comply with 29 CFR §825.120(b). Leave to care for a newborn or for a newly placed child must conclude within 12 months after the date of the birth or placement of the child. An eligible employee may use intermittent or reduced schedule leave after the birth to be with a healthy newborn child if approved by the County Administrator or appropriate Elected Official.

#### Section 5: Employee Notice Requirements

An employee shall provide sufficient information as to the reason for an absence and the anticipated duration of the absence so the employer can reasonably determine whether FMLA leave is applicable. The employee shall comply with his/her department's usual and customary notice and procedural requirements for requesting leave. If an employee does not comply with the department's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, approval of FMLA-protected leave may be delayed.

The employee shall provide advance notice when the Family and Medical Leave is foreseeable. The County requests up to 30 days-notice when an employee has reason to believe he or she will request leave. In an emergency situation, notice must be given to the County of the need as soon as possible. An employee requesting family and medical leave may be requested to provide a written request for leave and sufficient medical certification to the Human Resources Department. If requested, such medical documentation shall be returned within 15 calendar days from the date

of the request for information. The failure to timely notify the County of the need for leave may result in the delay of approved leave until proper notice is received.

#### Section 6: Certification

The employer may require that an employee's leave to care for a covered family member with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position, be supported by a certification issued by the health care provider of the employee or the employee's family member. The employer may also require that an employee's leave because of a qualifying exigency or to care for a covered service member with a serious injury or illness be supported by a certification, as described in 29 CFR §825.309 and §825.310, respectively.

#### Section 7: Substitution of Paid Leave

Generally, FMLA leave is unpaid leave. However, under 29 CFR §825.207, FMLA permits an eligible employee to choose to substitute accrued paid leave for FMLA leave. If an employee does not choose to substitute accrued paid leave, the employer may require the employee to substitute accrued paid leave for unpaid FMLA leave. The term "substitute" means that the paid leave provided by the employer, and accrued pursuant to established policies of the employer, will run concurrently with the unpaid FMLA leave. Accordingly, the employee receives pay pursuant to the employer's applicable paid leave policy during the period of otherwise unpaid FMLA leave.

#### Section 8: Continuation of Benefits

The employee's health, dental, and vision coverage in effect at the time family and medical leave begins will continue unless the employee elects to terminate coverage. If an employee continues coverage, the employee is responsible for the employee's portion of the cost. If an employee is receiving compensation while on leave, Rock Island County will deduct the premium under its normal payroll deduction procedures. If the employee is on unpaid leave, the employee must pay their portion of the premium. The employee on unpaid leave must contact Human Resource to make payment arrangements. If the employee's leave extends for more than 12 weeks, the

employee will be responsible for payment of the entire health insurance premium in order to maintain coverage.

- If the entire month is unpaid FMLA, the employee will not accrue sick time for that month.
- The employee will not accrue vacation time if they have more than 1 (one) hour of unpaid time in the pay period.
- If a holiday occurs during FMLA and the employee is using a paid source of time on their scheduled work day prior to the holiday, the employee will receive holiday pay for that day. However, if the employee's scheduled work day prior to the holiday is completely unpaid, the employee will not receive holiday pay.
- The employee shall not engage in gainful employment during FMLA leave. Noncompliance with this restriction or fraud in obtaining FMLA may result in termination of employment.

#### Section 9: Employee Reporting, Fitness-for-Duty Certification, and Return to Work

While on an FMLA leave, the employee may be required to provide the County with periodic reports regarding his/her leave status and intent to return to work. The need for these reports and the frequency of any required reports will be identified in the Notice of Eligibility and Rights & Responsibilities form provided to the employee by the County.

If the circumstances of the employee's leave changes and the employee is able to return to work earlier than the date originally anticipated, the employee may be required to notify the County at least two (2) working days prior to the date he/she intends to report for work.

Prior to an employee's return to work from an FMLA leave for his/her own serious health condition, the employee may be required to provide a fitness-for-duty certification with regard to the particular health condition that caused the employee's need for FMLA leave. Rock Island County may request that an employee provide a second health care provider certification from a health care provider chosen and paid

for by the County. If the original certification and the second certification conflict, a third health care provider agreed upon by the County and the employee, and paid for by the County, will provide a binding opinion. The County may request that an employee recertify as to the condition of a serious health condition. Rock Island County may also request notice of an employee's intent to return to work.

At the end of an employee's family and medical leave, he/she will be returned to his/her former position or to an equivalent job with Rock Island County. If the reason for the leave was due to the serious health condition of the employee, a return to work authorization from your physician must be provided to Human Resources before returning to work. Reasonable accommodation will be made so the employee can perform essential job functions. If the return to work authorization is not received in a timely manner, the employee's return to work may be delayed.

Upon expiration of a designated FMLA leave, the employee will be restored to his/her position or to an equivalent position, if the employee would not have been terminated during the leave period because of general economic conditions or due to a restructuring of the department or division. An FMLA leave does not guarantee a restoration of employment and an employee will be treated the same as any other employee similarly positioned and actively at work on the date of the reduction in force and/or restructuring. All benefits, increases, general wage increases, or other terms and conditions of employment generally applicable to the employee's position will be restored to them as if they had not been on leave.

#### Section 10: Failure to Return to Work

The failure of an employee to return to work upon expiration of FMLA leave will be considered a voluntary resignation unless the employee requests and receives an additional non-FMLA leave of absence from the County.



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## Policies & Procedures

<u>Policy:</u> <b>Electronic Communications &amp; Technology</b>	<u>Number:</u> <b>600-1</b>	<u>Effective:</u> <b>11/15/16</b>
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Scope: All Employees

Purpose: The purpose of this policy is to provide guidelines regarding the use of Rock Island County's electronic communication systems. For purpose of this policy, electronic communication includes but is not limited to electronic mail, instant messaging, Internet access, voice mail, audio and video conferencing, and facsimile messages. This policy has been adopted to protect both employees and the County.

### Policy

#### Section 1: Electronic Communication Guidelines

Employees using County electronic communication systems represent the County of Rock Island during their use; therefore, such use should reflect only the highest ethical behavior. Electronic communication is encouraged as an appropriate means of communication to improve employee productivity. Employees shall adhere to the following guidelines:

- Employees should only use county equipment to transmit county-related electronic communication.
- Infrequent personal use of electronic communication is permitted when limited in scope and frequency and approved by the County Administrator. There may be occasions when personal messages may either be received or sent on e-mail or voicemail. This is allowed as long as messages are brief, privileges are not abused, and it does not affect the job performance of the employee or co-workers. Improper use may result in disciplinary action.

## Section 2: Downloading and Software

Employees shall not download or install on any County computer or network terminal software or other materials from the Internet or other external sources (including sound and video files and files attached to e-mail messages), without taking caution to preclude infection by computer viruses.

- Software should be removed if it conflicts with departmental hardware or software, interferes with the ability of other employees to access or utilize the system, or occupies excessive storage space needed by the department.
- Any installed software not authorized by the County Administrator is subject to removal.

Employees shall observe copyright and licensing restrictions of all software applications and shall not copy software from sources unless authorized by the County Administrator. Employees shall observe copyright restrictions for all documents, images, or sounds sent through or stored on e-mail.

## Section 3: Public Access / Admissibility

All data and other electronic messages within the County's system are the property of Rock Island County. Electronic communication is considered to be a public record and may be subject to public disclosure in accordance with applicable state and federal laws. The County of Rock Island reserves the right to review, audit, and disclose all electronic communication without prior notification to employees. Users should have no reasonable expectation of privacy in the use of these resources. All electronic communication systems are subject to all state and federal rules and laws.

Just like paper communications, E-mail is a permanent binding and admissible "document" in court. External e-mail sent from the County of Rock Island travels on our electronic stationary and, as such, is the same if it were sent on County letterhead; therefore, e-mail is subject to the same standards as any other correspondence.

E-mail, Internet access, and other electronic communication systems are not necessarily secure. Employees using the County's system should assume that their messages could be intercepted and monitored by unauthorized persons.

#### Section 4: Passwords

Employees are not to divulge their individual passwords. If users need to share computer data they should utilize message forwarding, public directories on local area network servers, and other authorized information sharing mechanisms. To prevent unauthorized parties from obtaining access to electronic communications, users shall chose passwords which are difficult to guess. Employees are encouraged to regularly change their password.

#### Section 5: Prohibitions

The County of Rock Island's electronic communication system is not to be used for unlawful or inappropriate purposes. These prohibited uses include, but are not limited to:

- Defamatory, intentionally false, intentionally inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminating, or illegal material.
- Sending e-mails under another person's name or address. With the exceptions noted in this policy, other users' e-mail messages should not be read, forwarded, deleted, or modified without permission.
- Violating County regulations prohibiting sexual harassment.
- Viewing any sexually explicit material.
- Creating offensive or disruptive messages.
- Restricting or inhibiting other users from using the system or the efficiency of the system.
- Soliciting funds.

- Gambling.
- Promoting or distributing political messages.
- Religious promotion.
- Attempting unauthorized access to data, breaching security, or intercepting any electronic communication on any system without proper authorization.
- Infringing on the copyright or other intellectual property rights of third parties or fraudulent / malicious activity.

#### Section 6: Employee Rights

Employees who retire, resign, are terminated, or laid off have no right to the contents of their e-mail messages and are not allowed access to the e-mail system. Supervisors or management may access an employee's e-mail if employees are on a leave of absence, vacation, sick leave, or otherwise unavailable if it is necessary for County business.



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## Policies & Procedures

<u>Policy:</u> <b>Bulletin Boards and Solicitations</b>	<u>Number:</u> <b>600-2</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The ability for employees to post information on a work bulletin board or provide solicitations to other employees is a privilege and the County would like to allow this practice to continue – with certain guidelines and restrictions.

### Policy

#### Section 1: Bulletin Boards

Bulletin boards are provided to inform employees of important developments from the County that will affect the employee or his or her job. Bulletin boards are used by the County to communicate information to employees and post notices required by law. Employees must secure prior authorization before posting any notices on bulletin boards. Because work-related notices of interest and importance regarding County business will be posted on the bulletin boards, the employer requests that an employee checks his or her department's bulletin boards at regular intervals.

#### Section 2: Solicitations

The solicitation of employees or distribution of materials to employees can interfere with normal operations of the County, reduce employee efficiency, annoy employees and citizens, and pose a threat to security. For these reasons, the County limits solicitation and distribution on the premises.

Individuals who are not employees of the County are prohibited from soliciting employees or distributing materials to employees on the premises. This includes soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of vendors or potential vendors as authorized by the County), or any other similar activity. All

visitors are strictly prohibited from entering non-public areas unless a supervisor grants permission.

Employees may engage in limited solicitation and distribution of materials to other employees, on the premises, subject to the following guidelines. Solicitation or distribution of materials is prohibited during the working time of either of the individuals making or receiving the solicitation or distribution. Distribution of literature in a way that causes litter on County property is prohibited. Off-duty employees may not return to the premises to solicit or distribute materials to employees. Bulletin boards, newsletters, and other employer-provided group communication systems are maintained solely for the County to communicate information to and from employees, post notices required by law, and for other work-related purposes. Posting of unauthorized notices, photographs, or other printed or written materials on those bulletin boards or other communication systems is prohibited. The County may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in such drives is completely voluntary. As a part of those charitable fund drives, the County may permit a representative from the charitable organization to make a presentation to employees. Employees seeking authorization for such a charitable fund drive should contact the County Administrator.



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## Policies & Procedures

<u>Policy:</u> <b>Conflicts of Interest</b>	<u>Number:</u> <b>600-3</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The successful operation and reputation of the County and our employees is built upon the principles of fair dealing and ethical conduct. The County's reputation for integrity and excellence requires careful observation of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct, trust, and personal integrity.

### Policy

#### Section 1: Overview

Employees will conduct business in accordance with the letter, spirit, and intent of all relevant laws. Employees will refrain from any illegal, dishonest, or unethical conduct.

No public officer or employee shall use or permit the use of County property for personal convenience or profit, except when such services are available to the public generally or are provided per policy for the use of such officer or employee in conduct of official business, as authorized by the County.

No employee shall engage in any business transaction with the County, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties or will tend to impair his or her independence, judgment or action in the performance of his or her official duties without having first disclosed the potential conflict of interest. Certain elected officials and department heads, including the County Administrator, are required to annually file a State of Illinois Statement of Economic Interest form with the Rock Island County Clerk. For all other employees, disclosure shall occur prior to a potential conflict by completing a "County Statement of Economic Interest" form available in the office of Human Resources. Once completed, that statement will

become part of the employee's personnel file and a copy will be delivered to the County Administrator.

No employee shall disclose or use confidential information of the County to advance the financial or other private interest of the employee or others.



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## Policies & Procedures

<u>Policy:</u> <b>Use of Consultants</b>	<u>Number:</u> <b>600-4</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The purpose of this policy is to protect the County's financial interests by restricting who can authorize consultant use with County money.

### Policy

#### Section 1: Overview

It is in the best interest of the County that all staff and officials obtain authorization to contact county consultants if that consultation will potentially result in a bill from the consultant to the county.

#### Section 2: Authorization

The following people or groups are authorized to contact/hire consultants on behalf of the County:

- The County Administrator
- The County Board Chairperson
- The County Board (as a whole) or a Committee of the County Board (as a whole)

Department heads or other staff who believe it is in the County's best interest to obtain the services of a consultant shall only do so after having obtained approval from the County Administrator.

Members of County Boards, committees, or other County-sponsored entities that believe the services of a consultant are in the best interest of the County shall first

obtain authorization from the County Administrator, County Board Chairperson, or the County Board as a whole.



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## Policies & Procedures

<u>Policy:</u> <b>Personnel Files – Privacy &amp; Access</b>	<u>Number:</u> <b>600-5</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: To provide information to employees and others on what information is maintained in employee personnel files and who can access that information.

### Policy

#### Section 1: Personnel Files

Necessary job-related and personal information about each employee will be retained in an official personnel file kept by the Human Resources Director. The contents of these files will include: basic identifying information (such as the employee's name, address and job title); completed employment applications and other hiring-related documents; notice of pay changes and benefit coverage information; performance evaluations and information on other employment-related actions (such as promotions, training course participation, and disciplinary actions); and other relevant job-related information or documents deemed essential. All personnel files will be kept in a secured location.

The County will maintain separate personnel and medical files for each employee. The medical file will contain any and all medical documents such as disabilities, health problems, worker's compensation documents, and drug & alcohol testing documentation.

Essential records of current and former workers will be kept according to law.

#### Section 2: Inspection

Employees shall have the right to inspect and copy the information contained in their files. Individuals will be given access to their files only in the presence of management or his/her designee.

Access to personnel files, other than one's own file, is limited to the County Administrator or Department Head. Department Head access will be restricted to those employees within their department and then with respect to the medical file the department head must articulate a valid reason for accessing that file.

No individual member of any Board or Committee, including the County Board, may obtain access to employee personnel files; however, the County Board or a personnel-related committee may obtain access to any personnel file by a majority vote of the Board or Committee.

### Section 3: Disclosure

Management reserves the right to seal or remove certain sensitive information, including third-party references, confidential management documents or plans, and items related to ongoing security or criminal investigations, before granting access to a file.

Employees should refer all requests for personnel information concerning applicants, employees, and past employees to the County Administrator. For further information on releasing information on past or current employees, please see policy #600.11 "Providing Reference Information for Current or Previous Employees".

Medical information will only be disclosed to someone other than the employee for the following reasons:

- Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee – including reasonable accommodations;
- First aid, medical, and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment; and
- When otherwise required by law (i.e. lawful subpoena from the government).

### Section 4: Accuracy and Completeness

Individuals who question the accuracy or completeness of information contained in their files should bring such matters to the attention of their supervisor. The supervisor will forward information on the employee's objections to the County Administrator who will then determine if any corrections are needed. If it is decided to retain the disputed information in the file, the employee is entitled to place a brief statement in the record identifying the alleged errors or inaccuracies.



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## Policies & Procedures

<u>Policy:</u> <b>Mail &amp; Phones</b>	<u>Number:</u> <b>600-6</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: The County recognizes that at times certain personal phone calls are made or received while at work. Keeping that in mind, it is important to establish a policy on limiting or prohibiting those calls.

### Policy

#### Section 1: Mail

The use of County envelopes, stationery, or postage/stamps for personal mail is prohibited.

#### Section 2: County Phones

Long-distance personal phone calls on County phones are prohibited. If a situation arises and an employee has to use a County phone to make a personal long distance phone call, that employee shall as soon as possible after the call notify his or her supervisor so that arrangements can be made for the employee to reimburse the County.

Incoming personal phone calls should be limited to brief conversations only. A supervisor has the right to limit/restrict personal phone calls at any time.



## Policies & Procedures

<u>Policy:</u> <b>Dress, Grooming, and Tobacco Use</b>	<u>Number:</u> <b>600-8</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: Because each County employee may be in direct daily contact with the public, how that employee looks, acts, and speaks reflects back upon the County. It is expected that employees dress and groom in such a manner as to reflect favorably upon the County during working hours. Appropriate dress is required for both safety and public appearance reasons. Employees will maintain their personal appearance, grooming, and hygiene in a manner appropriate to the task at hand and at all times befitting a representative of the County. In order to help prevent other employees or citizens to walk through or into smoke, certain smoking restrictions will apply.

### Policy

#### Section 1: Dress and Grooming

Daily Wear: Employees shall wear appropriate attire as determined by their Department Head.

Grooming: Employees shall groom themselves so as not to offend a reasonable person.

#### Section 2: Jewelry, Body Piercings, and Visible Tattoos

Jewelry and Body Piercings: Jewelry and exposed body piercings shall not create a safety hazard for the employee or others. Any piece of jewelry or exposed body piercing shall be removed if a supervisor determines that it creates a safety hazard.

Visible Tattoos: Tattoos are a means for expression and the County does not desire to limit visible tattoos. What matters most is an employee's professionalism and demeanor when dealing with the public. With this in mind, the County will not limit

the number or type of visible tattoos an employee may have with the exception that the County cannot allow visible tattoos that a reasonable person would deem threatening or utterly offensive (i.e. visible swastikas, swear words, or threatening language). If an employee has visible tattoos that are deemed threatening or utterly offensive, that employee must cover those tattoos while at work. If the employee is unable or unwilling to cover the tattoos while at work, disciplinary action is possible.

Section 3: Tobacco

Office buildings and County vehicles are tobacco-free.

Employees shall not smoke outdoors within fifteen (15) feet of any County building door, window, or ventilation system.



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## Policies & Procedures

<u>Policy:</u> <b>County Vehicles &amp; Equipment Use &amp; Care</b>	<u>Number:</u> <b>600-9</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: County vehicles and equipment are owned by the County and as such there are certain limitations on their use. The expectations for how an employee operates or cares for a County owned vehicle may differ from how an employee operates or cares for his or her personally owned vehicle.

### Policy

#### Section 1: Overview

Under certain circumstances the County provides County owned vehicles or equipment for employees to use while performing County business. Employees are expected to use care in the operation, upkeep, and maintenance of County vehicles and equipment.

#### Section 2: County Equipment—Use and Care

The use of County owned equipment is for County business only. Employees are prohibited from using any County vehicle or other County equipment for personal use.

Unless previously authorized by the employee's supervisor, County equipment shall not be stored or otherwise located away from a County-controlled premise (i.e. employees are prohibited from taking County equipment home).

All County vehicles and property shall be used in accordance with the operating manual for such equipment (if applicable) and all County equipment shall be handled with care at all times.

County vehicles shall be driven in a responsible manner including obeying all local/state laws regulating traffic. Only authorized personnel are permitted inside County vehicles. If driving a personal vehicle for county business, the employee is responsible for making sure that vehicle has valid insurance that complies with Illinois law.

In the event that damage occurs to County property, the employee causing or noticing the damage shall immediately notify his or her supervisor. If the supervisor is unavailable for any reason the employee must immediately notify the County Administrator.



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## Policies & Procedures

<u>Policy:</u> <b>Employee Code of Conduct</b>	<u>Number:</u> <b>600-10</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: Public service as an employee of the County of Rock Island is a privilege. The County desires to employ people who serve the public, who protect the trust and confidence the public has placed in us, and who serve each other as members of the same County team – always striving for professionalism. The purpose of this policy is to make clear that high quality performance, honesty, respect, reliability, professionalism, and good judgment are expected traits and behaviors in all County employees.

### Policy

Section 1: The following acts shall be considered unsatisfactory conduct by an employee:

- A. Failure to perform the duties of the position because of inadequate knowledge, skills, or abilities;
- B. Absence without supervisory approval or habitual tardiness;
- C. Abuse of Sick Leave;
- D. Insubordination, refusal, or failure to comply with the proper orders of an authorized supervisor or refusal to do work assigned by the authorized supervisor;
- E. Deliberately causing poor morale or disrespect among fellow employees—by action or by attitude;
- F. Abusive or improper treatment of a citizen, co-worker, or supervisor.
- G. Theft, willful destruction, or willful neglect resulting in damage to or loss of County property;
- H. Disregard for safety policies, procedures, reporting requirements, or proper use of safety gear, clothing, or equipment;
- I. The use of County property for personal use;
- J. Use of employee's official position or authority for personal profit or advantage;

- K. Possession or use of alcohol or illegal drugs while at work.
- L. Being under the influence, or pretending to be under the influence, of alcohol, illegal drugs, or non-prescribed drugs while at work.
- M. The employee is careless or negligent with money or property of the County;
- N. Conduct unbecoming of a public employee;
- O. Willful violation of the provisions of law or the County ordinance, County rules, County policies, or County procedures while in the performance of duty;
- P. Fraud or falsification of any County record or document including the employee's job application;
- Q. Dishonest, misleading, or deceptive conduct;
- R. Circumventing the chain of command;
- S. Causing or working unauthorized overtime;
- T. Unprofessional appearance;
- U. Horseplay or violation of safety rules;
- V. Any other offense against a public interest.

Section 2: The acts set out in Section 1 are listed for the employee's information only and are not a limitation of the type of acts that may be unacceptable practice by the County.



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## Policies & Procedures

<u>Policy:</u> <b>Providing Reference Information for Current or Previous Employees</b>	<u>Number:</u> <b>600-11</b>	<u>Effective:</u> <b>11/15/2016</b>
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Scope: All Employees

Purpose: In order to avoid any potential legal claims against the County, there will be a set policy for all employees to follow regarding providing reference information for current or previous County employees.

### Policy

#### Section 1: General Policy

There will likely be a time when someone contacts a current County employee asking for reference information for a current or previous County employee. Regardless of whether or not you are being asked to provide information as a representative of the County or as a "personal reference", with the exception of employees listed in Section 2 of this policy, no current County employee is authorized to release any information about a current or previous County employee to anyone conducting a reference or background check.

#### Section 2: People Authorized to Release Information

Only the County Administrator or the Human Resources Director or designee are authorized to release any reference check-related information for any current or previous County employee.

Section 3: Information to be Released

As a general rule, the only information to be released during a reference check will be the employee's date of hire, last date of employment, rate of pay, and job title. There may be other times in which it might be appropriate to release additional information; however, that decision will be made on a case-by-case basis and will be consistent with then-current state law, federal law, and case law.