



# Village of Bedford Park Employee Policy Manual

Updated January 2020

**VILLAGE OF BEDFORD PARK EMPLOYEE POLICY MANUAL**

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## Acknowledgement Form

I, \_\_\_\_\_, acknowledge receipt of this personnel policy. I understand that the policy has been developed for the general guidance of employees and it is my responsibility to read and acquire and understand the information contained in the policy. I understand that my supervisor is available to answer any questions I may have concerning this policy. I understand that the policy does not constitute or represent a binding contractual commitment on the part of my employer. Failure to comply with a current policy may be grounds for disciplinary action up to and including termination.

Furthermore, I understand that the employer can unilaterally change or discontinue policies at any time without prior notice.

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

\_\_\_\_\_  
Date



## **100 - Welcome**

### **101 Purpose of Policy Manual**

Adopted: 9/2/09

The Village of Bedford Park has established a policy manual for the purpose of communicating its methods of operation, ensuring uniform operational applications, as well as establishing expectations for employees.

The Policy Committee, under the direction of the Village President will be responsible for developing, revising, and/or deleting all policies contained in this manual. All Village departments shall consider new policies and/or proposed revisions so that any conflict or hardship placed upon any department may be thoroughly aired.

It is the responsibility of each employee to become familiar with all Village policies and abide by them during the course of employment. It is also the responsibility of the employee to familiarize themselves with any changes made and adopted by the Village Board. Failure to know and/or understand a policy will not be an excuse for inappropriate behavior or failure to comply.

A change in policy or method of operation will be in effect by the release of a revision or new policy once approved by the Village Board. It is the responsibility of all Village employees to ensure that they have the latest version of a policy or procedure either through deleting and inserting the new policy, or viewing the latest version on the Village's website. Depending upon the policy revision or adoption, employees may be requested to sign acknowledgement of receipt of the new policy. Such acknowledgements will be maintained in the employee's personnel file.

In the event of policy conflicts the Federal or State law, or conflicts with negotiated union contracts - Federal and/or State law, as well as the union contract will prevail. Such conflicting provisions or recommended changes should be brought to the attention of the Policy Committee. Further, it is the responsibility of all departments to immediately notify the Policy Committee of all deviations or changes needed to existing policy. It is the responsibility of the Policy Committee and Village Board to discuss and take action on any conflicting policies, new policies, revisions to policy, and/or deletion of policy.

### **102 Mission of Village of Bedford Park**

The Mission of the Village of Bedford Park is to provide efficient, fiscally responsible municipal government to preserve and enhance the residential, commercial and industrial environment provided by our predecessors and promoted for our future.

### **103 About Bedford Park**

The Village of Bedford Park is an Illinois Home Rule community. The Village is part of an Illinois Enterprise Zone, and is also an integral partner of the Illinois and Michigan Heritage Canal Corridor.

Many industrial organizations settled in this area, including Ingredion Incorporated (formerly known as Corn Products Corporation). The industry prospered over the years, and the district currently is home of many well-known international companies. Early in the Village's history,



the issue of housing employees close to their work was addressed by a subdivision – which later became the residential area of Bedford Park.

Ingredion Inc., whose first president was E.T. Bedford, built the first housing units as a project for company employees. As the employees purchased homes and moved into the community, they brought with them a sense of organization, enthusiasm, and energy. This ultimately led to the incorporation of Bedford Park as a Village in 1940.

## **104 Village Organizational Structure**

The Village of Bedford Park incorporated as a Home Rule Village in 1940 and has a Mayor-Council form of government. Home rule designation, as established in the 1970 Illinois State Constitution, allows for the Village to “exercise any power and perform any function pertaining to its government and affairs, including but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt.”

### The President-Board System

The Village of Bedford Park operates under a Mayor-Council form of government. The citizens elect the President for four-year terms. The Village Trustees are elected on staggered terms. The six Trustees comprise the Board. The President and Trustees comprise the legislative body of the Village and act on all ordinances, determine the general goals and establish policy for operation of the Village.

The President and Trustees appoint the various Department Heads to administer the affairs of the Village.

The President is the Village’s Chief Executive Officer. He/she acts as the agent of the Village Board in carrying out their decisions and policies in accordance with the law.

### Village Committees & Departments

In addition to the Board of Trustees, the President has the option to form committees to assist in the operations of the Village. These boards, commissions, or committees are created to research and then make recommendation of a single topic, or they may be standing committees. The President appoints citizens, council members, and/or employees to these committees to provide advice to the Board of Trustees as a whole.

The Village of Bedford Park is organized into ten departments each having a Department Head. Each department is responsible for providing services to the residents of the Village and to municipal employees.

- Administration – Mayor (Part-time)
  - Responsible for the operations of the Village
- Building Department– Building Coordinator
  - This department is responsible for the Village’s development in conjunction with the Administrator/President and Board. In addition, the department is responsible for the issuance of building permits and inspection of construction

for both new and renovated projects, code enforcement, plan review and zoning issues.

- Village Clerk
  - The Clerk's office is the repository of all official Village records, issues licenses, issues notices and the keeper of the Corporate Seal.
- Fire Department – Fire Chief
  - The Fire Department is charged with the safety and education of the Village, including fire prevention, inspection, and emergency medical services.
- Police Department – Police Chief
  - The Police Department is charged with the preservation of public peace, prevention of crime and detection and arrest of all offenders of Penal Codes and City ordinances.
- Public Works – Public Works Superintendent
  - Public Works is responsible for all public right of way maintenance including vegetation management. Public Works operates and maintains all Village facilities, streets, alleys and other areas as designated related to Village property.
- Finance Department – Chief Administrative Officer-Finance
  - The department manages all financial matters, which include collection, accounting, payroll and administration of funds.
- Water – Water Department Superintendent
  - The Water department is responsible for the maintenance of all water towers and lines, as well as the distribution of water to Village residents and other customers. The Village of Bedford Park also sells water to a number of surrounding communities; thus, this department ensures the distribution of water to our customers.
- Economic Development – Chief Business Officer-Marketing & Economic Development
  - The department is responsible for all Village marketing and economic development practices.
- Vehicular Services – Director
  - The department is responsible for maintenance of all residential vehicles registered under the Automobile Repair Program.

All Department Heads report directly to the President, Village Administrator and to the Chairperson of his or her assigned committee. Refer to Appendix B for the Village Organization Chart.

## **105 Contractual Obligations**

Contract provisions will take precedence over this policy.

**201 You and Your Job**

The public has employed us to serve them in a courteous, impartial, and efficient manner. The demand for our product-essential services continues to grow along with the growth of the Village. To meet this demand and render maximum service at a minimum cost to the taxpayer, teamwork is required. Each employee is part of a team. As such, every employee's job is important to the success of the Village of Bedford Park.

**202 Role of a Supervisor**

While working for the Village of Bedford Park, each employee will be directly responsible to one person – an immediate supervisor. Employees will be trained in their job and directed by a supervisor, who expects every employee to work at his or her job during the hours assigned for the position. The Department Head will define the individual that you should report absences to, the individual responsible for evaluating performance, and the primary contact for questions or concerns.

If you have questions, do not hesitate to go to your supervisor or Department Head for help. Given the opportunity, he or she will be glad to answer your questions, help with your problems, and guide you to a better understanding of your job.

**203 Employee Definitions**

Each employee will belong to one employment category:

- **Part-time**  
Employees scheduled to work less than 35 hours per week and are not subject to benefits unless otherwise provided for by statute.
- **Seasonal**  
Seasonal employees are those who are regularly scheduled to work less than 40 hours per week and less than one full year.
- **Full-time**  
Full-time employees are those who are regularly scheduled to work at least 35 hours per week, or other alternative full-time work schedule.

Each employee is designated as either Exempt or Non-Exempt from Federal and State wage and hour laws.

1. **Exempt**  
Exempt employees are excluded from specific provisions of federal and state wage and hour laws, such as overtime provisions.
2. **Non-Exempt**  
Non-Exempt employees are entitled to overtime pay under the specific provisions of Federal and State laws.

## **204 Seniority**

Village Seniority is the length of continuous time an employee has been employed by the Village beginning on the date of hire.

Department seniority is deemed as the length of continuous time an employee has been employed in the department.

Some of the Village benefit provisions may be based on an individual's seniority. Part-time employees do not accrue Village or department seniority.

## **205 Equal Employment Opportunity Policy**

The Village of Bedford Park is an Equal Employment Opportunity Employer. It does not discriminate on the basis of race, religion, sex, sexual orientation, national origin, political affiliation, veteran status, age, marital status or disability. The policy of non-discrimination applies to every aspect of employment including recruitment, selection, training, compensation, benefits, promotion, transfer, termination or any other personnel action.

## **206 Position Vacancies**

1. Postings. Notification of openings must include, but not be limited to, the minimum requirements and qualifications all prospective employees must possess to be considered for employment in the Village. Employment and/or advancement listings shall be posted internally and externally as appropriate. Internal vacancy announcements shall be posted for a minimum of five (5) working days and/or to the close of the opening, whichever is longer.
2. Transfer. To be considered for a departmental transfer, the applicant must have five (5) years seniority in his/her present department and participate in the necessary requirements for employment in that department including testing and fall into the approved eligibility ranking standard.
3. Hiring Process-Testing. Dependent upon the position, testing shall be required or there may be certification requirements.
  - a. Testing shall be required as a pre-requisite for employment in various areas with the Village. Depending upon the type of testing, it will either be handled internally, or by a testing agency approved by the Village Board. Fees, if any, for testing shall be the responsibility of the applicant.
  - b. All employees are required to take a physical examination as a pre-requisite to employment within the Village, and are subject to extensive background checks including but not limited to reference check, fingerprint and drug testing.
4. Selection of best-qualified candidate. The Village of Bedford Park will make every effort to ensure all applicants for a position vacancy are reviewed carefully and a selection and interview process will determine the best-qualified candidate.

## **207 Employment of Minors**

Employees of the Village of Bedford Park must be 18 years of age or older. The Village, under certain circumstances or for a special project, may hire individuals under the age of 18; however, if the individual hired is under the age of 16, a permit is required before he/she can begin work.

## **208 Employment of Relatives**

All entry level positions in the Village shall be filled through an eligibility list established completely by an independent testing agency.

All non-administrative promotions in the Village shall be filled through an eligibility list established completely by an independent testing agency.

All eligibility lists for hiring of entry level positions or non-administrative promotions shall remain in effect through completion of the list for a four year time period unless the Village Board establishes a different time frame. The Department Head will have direct input into this process.

All administrative positions shall be filled by a process determined by the Village Board and the Village President. Administrative positions include: Village Administrator, Village Clerk, Deputy Clerk, Village Treasurer, Fire Chief, Police Chief, Public Works Superintendent, Water Superintendent, Building Coordinator, Communications Coordinator, Fire Marshal, Deputy Fire Chief, Deputy Police Chief, Police Lieutenant, Director of Vehicular Services, Chief Administrative Office-Finance, Chief Business Officer-Marketing & Economic Development and all consulting positions.

Village Board members and the Village President shall recuse themselves from participating and/or voting in the process of hiring or promotion for any position involving a family member. A family member is defined as father, mother, spouse, son, daughter, brother, sister, step-son, step-daughter, son-in-law, daughter-in-law, niece or nephew.

By Ordinance and State law, the appointment for all positions of employment in the Village are appointed by the Village President with the advice and consent of the Village Board.

## **209 Rehiring Employees**

Former employees who apply to be rehired may be considered for employment as members of the general public. However, consideration will be given to past job performance, the circumstances surrounding termination and the former employee's knowledge of the Village's procedures and functions.

## **210 Personnel Records**

An employee may access his/her own personnel file during normal business hours. Access to personnel records in the employment related file is limited to designated personnel in the Administration office, your Department Head, the Village Administrator, the Village President and the Village Board. These files cannot be removed from their secure location and can only

be reviewed while a Village representative is present. The content of the medical information is restricted to designated administrative personnel qualified through HIPPA laws.

### **300 - Performance**

Adopted: 9/2/09

#### **301 Expectations**

To be developed by each Department Head as directed by the Village President and/or Board of Trustees.

#### **302 Performance Evaluations**

To be developed by each Department Head as directed by the Village President and/or Board of Trustees.

### **400 - Hours of Work**

Adopted: 9/2/09

#### **401 Hours of Work**

Full-time employees are expected to follow regular operating hours unless previously approved by their Department Head. Employees within the Police and Fire Department will have hours of work representative of 24/365 day operations. Part-time employees will be advised of his/her hours by their immediate supervisor. A workweek, for payroll purposes, is based on department assignments.

When a supervisor is out of the office longer than four (4) hours, the supervisor shall notify the Village Clerk and the Village President in advance. When an employee leaves the Village during their assigned work day other than on an emergency call, they shall have the approval in advance of their Department Head. (Adopted: 2/2/2017)

#### **402 Breaks and Lunch Hours**

Depending upon the number of hours a day an employee is scheduled to work, employees may be eligible for two fifteen (15) minute breaks and a sixty (60) minute lunch period. The Department Head will be responsible for designating the appropriate lunch and break available to each employee. Lunch periods should be scheduled so that the department has adequate coverage. Consult with your Department Head or immediate supervisor immediately if you are unable to take your lunch period. Overtime, as a result of missed lunches, requires Department Head approval.

#### **403 Recording of Time**

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and State laws require the Village of Bedford Park to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal/break period. If an error has occurred in record

keeping, please make the correction immediately. It will save time at the end of each pay period when reviewing and submitting the timesheet.

Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his/her time record to certify the accuracy of all time recorded. Timesheets are to be turned in to the employee's supervisor at the end of each pay period. The Department Head then reviews and approves before submitting for payroll processing.

#### **404 Overtime**

Overtime is defined by State statute as hours actually worked in excess eight (8) hours a day or forty (40) hours in a workweek. Overtime requires Department Head approval.

Overtime will be paid at a rate of one and one-half times the regular rate of pay. Exempt employees are not eligible for overtime compensation. Individual department overtime will be based on department contract.

#### **405 Compensatory Time**

No compensatory time is allowed except in holiday emergency call out as stated in Section 502-4 of this policy.

#### **406 Placement and Movement on salary schedule/contract**

Non-contractual employees will be placed on the current salary schedule and move through the schedule on employee's anniversary date of each year or January 1<sup>st</sup> if pre-approved by the Board as defined by current practice. To adjust for this policy change, no employee will be adversely affected.

#### **407 Longevity Pay**

Longevity Pay is awarded to employees who have completed five (5) years of continuous service with the Village of Bedford Park and will be awarded on an annual basis thereafter.

Longevity Pay will be added to an individual's base pay on the employee's anniversary date. Individuals who leave employment with the Village prior to this date will not receive the current year's longevity increase. Appendix A contains the current longevity schedule(s)

#### **408 Stipends**

Supervisors will be eligible to collect for any earned stipends that their contractual employees receive.

The following non-contractual employees are eligible to receive a \$4,000 stipend for an Associate Degree, an additional \$4,000 stipend for a B.A. or B.S. Degree, and an additional \$4,000 stipend for a Master's Degree. The degree must be from a certified college or university:

Chief Administrative Officer-Finance, Chief Business Officer-Marketing & Economic Development, Village Clerk, Village Treasurer, Deputy Clerk, Administrative Assistant, Communications Coordinator.

#### **409 Travel Time**

The Village of Bedford Park may pay for time spent traveling from work to a special event. The Village will pay for travel time in accordance with applicable rules outlined by the Internal Revenue Service. Refer to Appendix C for a copy of the Travel Reimbursement Request.

In order for travel time to be compensated, the travel must be job related and pre-approved to ensure it meets all local, state and federal guidelines. Travel time requests must be completed and pre-approved by the Department Head. All employees who leave the Village during work hours, other than for emergency calls shall notify their immediate supervisor or the Village Administrative Office, if they will be gone four (4) or more hours. Notification can be through email, text or some documented form prior to the leave. Documented notifications for supervisors shall be given to the Village President.

#### **410 Payroll Deductions**

The Village of Bedford Park is required to deduct Federal and State taxes, social security, medical and other required taxes from an employee's paycheck. The specific deductions will be determined from forms completed by each employee at the time of employment. An employee that needs to change his or her deductions should complete the required form and submit to the Treasurer/designee for application at the next available pay period.

Except as required by any applicable law or regulations, payroll deductions shall be permitted twice per year during June 1<sup>st</sup> through June 10<sup>th</sup> and December 1<sup>st</sup> through December 10<sup>th</sup>. Insurance plan deductions shall be permitted only one time per year during open enrollment from December 1<sup>st</sup> through December 10<sup>th</sup>. (Amended 4/10/2018).

#### **411 Garnishments**

Personal debt and financial obligations are the responsibility of the employee and should not interfere with their employment or burden the Village. The Village incurs extra costs and unnecessary work when it is forced to comply with garnishment and/or assignment proceedings.

All employees shall use their best efforts at all times to avoid any potential wage garnishment, assignment or similar proceedings.

Upon receipt of a garnishment and/or wage assignment, the Village Treasurer shall apprise employee.

Multiple wage garnishments and/or assignments at any one time, may result in disciplinary actions that the Board of Trustees deems appropriate including but not limited to written reprimand, suspension or discharge.

This policy does not apply to Orders of Withholding of Income under the Illinois Marriage and Dissolution Act, Revised Uniform Reciprocal Enforcement Act, or Paternity Act.



## 412 Termination Pay

Upon termination of employment other than retirement with the Village of Bedford Park, all regular wages and any other pay – i.e., vacation, will be paid upon completion of the termination process.

To be eligible for all other pay, an employee must give the Village a minimum of two-week written notice.

## 413 Tardiness

On time performance is essential to a good working environment. The following steps will be followed in relation to work:

### EIGHT HOUR SHIFT EMPLOYEES

TARDINESS DURING A CALENDAR YEAR	DAYS SUSPENDED WITHOUT PAY
5	Warning
6-8	1
9	2
10	5
11	Subject to termination from Village Board

### 24 ON/48 OFF SHIFT EMPLOYEES

3	Warning
4	1
6	2
7	5
8	Subject to termination from Village Board

### DOCKING OF PAY

Tardiness without an acceptable excuse after the following time will lead to a reduction in pay for that day.

MINUTES	REDUCTION IN PAY
15-29	$\frac{1}{4}$ hr.
30-44	$\frac{1}{2}$ hr.
45-59	$\frac{3}{4}$ hr.
60 or more	Sent home – 1 day off without pay

All disciplinary action taken according to this policy shall be noted on the personnel file of the employee.

**501 Employee Expectations**

To maintain a safe and productive work environment, the Village of Bedford Park expects employees to be reliable and to be punctual in reporting for scheduled work. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

**502 Vacation**

- 1. Eligibility: All full-time employees shall be eligible for vacations of the duration listed below after the length of continuous service listed:

LENGTH OF CONTINUOUS EMPLOYMENT	LENGTH OF VACATION
1 year less than 5 years	2 weeks
5 years less than 10 years	3 weeks
10 years less than 15 years	4 weeks
15 years less than 20 years	5 weeks
20 years less than 25 years	5 weeks + 3 days
25 years less than 30 years	6 weeks
30 years or more	6 weeks + 3 days

- 2. Scheduling Vacation: Vacation preference forms shall be issued to all employees during the first week of January. The Department Head shall schedule vacation time according to Department seniority in a practical and workable manner based on the vacation preference form.
  - a. Employees who are undecided on their vacation schedule and decide after March 15th, will have to take a vacation on what time is open and not according to seniority. All vacations must be scheduled by September 1st by the Department Head, who shall be responsible for the final decision on the total vacation schedule.
  - b. The Department Head shall give written notification to the Village Clerk who will notify the respective committee chairman of their vacation date(s) at least one (1) week prior to the use of the vacation time.
  - c. Exempt staff can schedule vacations by department or administrative standards.
- 3. Vacations shall not begin before January 1st and shall terminate on or before December 31st of any calendar year.
- 4. Carry over vacation: Employees shall be required to take vacation time earned. No additional payment of salary will be made in lieu of vacation time. Vacation time cannot be accumulated from year to year. There is no accrued vacation time.
- 5. Vacation pay at termination other than retirement: When an employee leaves the Village either voluntarily or involuntarily, the Village may pay the employee the balance of his/her vacation. This payment, if applicable, will be paid upon completion of the termination process.

## **503 Holiday**

1. Schedule: All full time employees, except seven-day continuous operation personnel shall not be required to work on any of the holidays except in case of an emergency. Employees off work collecting Workers' Compensation will not be eligible for holiday pay. There are eleven (11) holidays recognized by the Village of Bedford Park.
  - New Year's Day - January 1<sup>st</sup>
  - Martin Luther King Jr Day – Third Monday of January (Federal Designated Day)
  - President's Day – Third Monday of February (Federal Designated Day)
  - Good Friday
  - Memorial Day – Last Monday of May (Federal Designated Day)
  - Independence Day – July 4<sup>th</sup>
  - Labor Day – First Monday in September
  - Thanksgiving Day – Fourth Thursday in November
  - Christmas Day – December 25<sup>th</sup>
  - Employee's Birthday
  - Floating Holiday (Non-contractual employees only)
2. Holiday on Weekends: When a holiday falls on a Saturday it shall be celebrated on the previous Friday, and when a holiday falls on a Sunday, it shall be celebrated the following Monday.
3. Work Day Before/After: In order for a Village employee to receive compensation for a holiday, that employee must work the scheduled day prior and scheduled day after the authorized holiday.
4. Called into Work. Full time employees who are scheduled to work or are called to work of any of the established legal holidays, shall be paid an additional one and one half (1 ½) times their basic hourly rate.

Non-contractual supervisors that must work on a holiday because of an emergency shall not receive extra pay, but shall be permitted to take an equal amount of time off at some later date, after approval of the Village President and/or Village Board but that time cannot be carried over from year to year. There is no accumulation of time off as a result of this policy.

5. Birthday Holiday. The employee's birthday shall be considered a floating holiday to be used at the discretion of the employee so long as such request does not conflict with department minimum staffing requirements.

## **504 Sick Leave/Bonus**

Employees shall earn a sick day after two months of continuous employment. The number of sick days will be increased by one day after each month of employment during the first calendar year up to 10 days. On January 1<sup>st</sup> of the employee's second calendar year of employment, he/she will be eligible for the maximum sick day earning. Employees will earn 12 sick days per year.

Doctor's Excuse. All employees who are absent from work for five (5) days or longer because of sickness or accident must present a certificate to his/her Department Head stating that the employee may return to work.

Employees on the traditional sick time program should refer to their respective contract. All sick time starts on December 1<sup>st</sup> and runs through the next year until November 30<sup>th</sup>.

Sick Bank: Employees can give up to 5 days per year to employees who have used up their sick time, vacation time, comp time, unscheduled time, Kelly days and the disability time to cover an extended illness. The Village Board approves the transfer of days given to an employee and the days are then forfeited from their sick time.

When an employee ceases employment, the employee has 3 options:

1. Village buys sick time at 50% on the dollar, which will be capped at 2,000 hours;
2. Employee uses accumulated sick time for retirement credit; or
3. Employee uses sick time at retirement.

## **505 Leave of Absence**

Regular attendance is an essential function of all employment with the Village. Employment will be terminated if an employee is frequently absent or absent for an extended period or periods of time. Absences that total more than 12 months in any 24-month period may result in termination. Frequent absences of shorter duration may also result in discipline up to and including discharge. Limited exceptions to this policy will be made where required to reasonably accommodate a disability.

IMRF short-term disability.

1. If an employee is absent due to sickness or accident for more than thirty (30) days regardless of whether the sickness or accident is occupational or non-occupational, and IF THE VILLAGE IS NO LONGER PAYING THE EMPLOYEE A SALARY, this employee becomes eligible for I.M.R.F disability benefits, adjusted by Worker's Compensation, if occupational.
2. If an employee becomes eligible for I.M.R.F. benefits:
  - a. The employee is to fill out any pertinent form.
  - b. The doctor is to complete a form called titled "Physicians Statement".
  - c. The Village Administrative Office is to complete a form called "Municipality's Certificate of Disability".

The employee's position can be filled after thirty (30) days of continuous non-occupational sickness or accident leave. The employee will be eligible to return to their position after medical certification of fitness for that job.

Employees will be subject to termination of employment after six (6) months of continuous leave for NON-OCCUPATIONAL sickness or accident leave.

## 506 Family and Medical Leave Act

### FAMILY AND MEDICAL (FMLA) LEAVE

The Village of Bedford Park is committed to compliance with the Family and Medical Leave Act of 1993, as amended (the “FMLA”). This policy is intended to provide employees with basic information regarding their rights under the FMLA and the Village’s policies relating to same. This policy does not confer any legal rights upon employees beyond those provided by the FMLA.

**Eligibility.** FMLA leave is available only to eligible employees. Village employees are eligible employees under the FMLA only if they have been employed by the Village for a total of at least 12 months; have worked at least 1,250 hours within the 12-month period before the date on which the requested leave is to begin.

**Leave Entitlement.** Eligible employees may take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of the employee’s child or to care for the employee’s child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for the employee’s spouse, child (who is under 18 or incapable of self-care due to a physical or mental disability), or parent (not parent-in-law), who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his/her position; or
- To address “qualifying exigencies” that arise because the employee’s spouse, parent, or child is a member of the Armed Forces who is on or has been notified of an impending covered active duty deployment to a foreign country

The Village measures FMLA leave using a rolling 12-month period, measured backward from each date that an employee uses leave.

**Military Caregiver Leave.** An eligible employee is also entitled to up to 26 workweeks of unpaid leave to care for the employee’s spouse, son, daughter, parent, or next of kin who is a “covered servicemember,” while the covered servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list. The 12-month period for purposes of leave to care for a covered servicemember begins on the first day that an employee takes leave to care for the covered servicemember and ends 12 months after that date.

**Notice of Leave.** When requesting leave, the employee must:

- Supply sufficient information for the Village to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable;

- Cooperate with all lawful requests for information regarding whether absences are FMLA-qualifying.

For leave that is not foreseeable 30 days in advance, employees must follow all applicable Village and departmental policies and procedures with respect to reporting and approval of absences.

Failure to comply with these procedures may result in leave being delayed or denied.

Intermittent and Reduced Schedule Leave. When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees may also take intermittent leave when necessitated by a qualifying exigency arising from a family member's military service.

Employees who require foreseeable intermittent or reduced schedule leave for their own serious health condition or to care for a family member with a serious health condition are expected to consult with the Village to work out a schedule for such leave that meets their needs without unduly disrupting the Village's operations, subject to approval by a health care provider. In some circumstances, the Village may alter an employee's existing job (while maintaining pay and benefits) or temporarily transfer an employee to a different position with equivalent pay and benefits to better accommodate the employee's intermittent or reduced schedule leave.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and other Certifications. Employees must provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. The Village may also require certification for leave due to qualifying exigency arising from a family member's military service. Failure to provide a complete and sufficient certification in a timely manner may result in delay or denial of an employee's leave request.

The Village may contact the health care provider who provides a certification to verify that the certification was in fact written or authorized by the health care provider who signed the certification. Falsification of FMLA certification documents will result in discipline up to and including termination of employment.

The Village may also contact a health care provider to request clarification of information on the certification form, and may ask an employee to sign a release form authorizing the health care provider to communicate with the Village for the purpose of providing such clarification. Failure to provide a signed authorization if requested by the Village may lead to delay or denial of leave.

The Village, at its expense, may require a medical examination by a health care provider of its own choosing. If the second health care providers' opinion differs from the certification provided by the employee's health care provider, the Village may require a certification from a third health care provider, also at the Village's expense. The third health care provider will be jointly selected by you and the Village, and will be final and binding. If requested, an employee is required to cooperate with these examinations, including authorizing the release of any medical

records requested by the health care providers conducting the examinations. Failure to do so may result in delay or denial of leave.

Separate certification and/or documentation may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

Employees may be required to provide recertification of their leave to the extent permitted by the FMLA.

**Fitness for Duty Certifications.** Because the Village wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

**Maintenance of Benefits.** The Village will maintain group health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. An employee who uses unpaid FMLA will be required to issue payment to the Village for their contributions in order to maintain their group health care benefits. Failure to timely pay all contributions due may result in loss of coverage. Coverage will be restored upon reinstatement to work. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the Village for the cost of premiums paid for maintaining coverage during the leave period, unless the employee's failure to return to work is due to a serious health condition (of either the employee or the employee's family member), or other circumstances beyond an employee's control. All other benefits cease to accrue during the unpaid portion of the leave. Benefits accrued prior to leave will be maintained.

**Concurrent Leave.** Employees may be required to use any accumulated sick leave, personal or paid time off (PTO) to the extent available during FMLA leave unless such leave is covered under workers' compensation, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

**Reporting While on Leave.** While on FMLA leave, employees may be required to report periodically to provide updates on their status and confirm their intention to return to work on the scheduled date. Employees must notify the Village of any change in their expected return to work date within two business days after learning of such a change. If this is not possible due to an unforeseen change in circumstances, employees must notify the Village as soon as practicable under the circumstances.

**Reinstatement at the conclusion of FMLA leave.** Employees who timely return from FMLA leave will generally be reinstated to the same position that they held prior to their leave, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, an employee may not be reinstated if the employee's employment would have terminated for reasons unrelated to the employee's FMLA leave, or if the employee is not able to perform any essential functions of the employee's job (with or without reasonable accommodations).

Outside Employment During FMLA Leave. Employees are not permitted to engage in any outside employment while on FMLA leave without prior written approval of the Village.

Married Couples Who Work for the Village. If an employee and his/her spouse both work for the Village, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

Return from Leave. Upon return from leave, the employee will be restored to his/her original or an equivalent position with equivalent pay and benefits. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with the Village. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.

State and Local Laws. When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

## **507 Workers Compensation**

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, employees are covered by worker's compensation insurance. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. In general, however, all reasonable medical expenses incurred in connection with a work related injury or illness is paid in full.

Once an illness or injury has been determined, employees receive approximately 2/3rd of their average weekly wage after the 3rd day of absence. Compensation is determined by State and Federal regulations.

In addition to the applicable Worker's Compensation laws, the rules that apply for a Family and Medical Leave also apply to an employee off work due to a work related incident.

1. Reporting injury. If an employee is injured or becomes ill on the job, it must immediately be reported to the supervisor or the Village President/designee. This ensures that the Department can assist in obtaining appropriate medical treatment. Failure to follow this procedure may result in the failure to file the appropriate worker's compensation report in accordance with the law, which may in turn jeopardize an employee's right to benefits in connection with the injury or illness. **IT IS ESSENTIAL THAT AN EMPLOYEE REPORTS TO THEIR SUPERVISOR PROMPTLY ANY INJURY, NO MATTER HOW MINOR IT MAY APPEAR AT THE TIME.**



An employee who requires immediate medical attention will proceed to either the nearest emergency care center or to his or her personal physician. If, after receiving medical attention/treatment, the treating physician prohibits the employee from returning to normal duty, the employee must obtain from the physician such authorization in writing. The physician's statement must contain:

- Nature of the illness/injury,
- Prognosis,
- Type of continuing treatment,
- Anticipated duration and/or expected return to work, and
- Next visit (if any)

Under no circumstances will an employee be released from normal duty without the authorization of a physician.

2. Investigation. The immediate supervisor/designee will conduct an investigation of the work-related injury or illness. All information regarding the injury/illness, nature of injury/illness, when and where it occurred, conditions at the scene, witness statements, etc., will be gathered. The Department Head may review the report as well as the employee involved in the incident for accuracy and completeness.
3. Benefits. Worker's Compensation will be paid in accordance with the regulations of the insurance carrier used by the Village.

If on a disability leave for more than one week, but less than six months, the Village will continue to pay for your medical insurance, long-term disability and life insurance premiums. If you have any other Village provided benefits, the status of these will be dependent upon the duration of the leave as determined by the Village President/Administrator.

The making of a false worker's compensation claim is a violation of Illinois' criminal code, which can result in a fine and imprisonment and will result in an employee's termination of employment.

Anyone who engages in any other employment while on leave for a work-related injury will be terminated.

4. Communication with Department Head. It is the responsibility of the employee to provide written authorization of time off after each treating physician appointment in order to remain off of work. Further, it is the responsibility of the employee to keep one's Department Head informed of the next physician visit, prognosis of treatment, and anticipated return to duty.
5. Light Duty. This policy provides for temporary assignment of alternate work duties to employees who have sustained an injury or illness (while on or off duty) that prevents them from performing their normal job duties. Light duty maintains a level of activity, which is productive, serves a therapeutic purpose, and quickens an employee's return to full duty. The Department Head and/or Village President/Administrator will be the determinate if the individual's illness/injury allows them to perform light duty, or if there is sufficient light duty work. Assignments will be at the discretion of the Department Head and/or the Village President/Administrator, with consent of the Village Board within the limitations set forth by your physician. Light duty work may be performed in a department that is different from

one's regular department.

In the event no assignments are available, the employee will be placed either back on worker's compensation leave, or a leave of absence.

Light duty assignments do not create a regular employment opportunity, and is in-fact, made as a temporary assignment only, which will terminate at the conclusion of a specified time period. Such time period will not exceed six (6) months in duration. The Department Head and the Village President/Administrator will review this assignment every thirty (30) calendar days.

6. Return to work. You will not be able to return to normal duty from a work-related injury/illness until authorization is received from the treating physician. Subject to review by Village physician.
7. Forms. Current worker's compensation forms can be found in Appendix C.

## **600 - Other Leaves**

Adopted: 9/2/09

### **601 Jury Duty**

If an employee is called for Jury Duty, a leave of absence for this purpose shall be granted whether the employee has established full time status or not and the Village shall supplement those monies paid to the employee by the court so that the employee shall receive an amount equal to his/her base pay for that period of absence.

### **602 Bereavement**

When death occurs in an employee's immediate family (i.e., father, mother, father-in-law, mother-in-law, brother, sister, grandparents, grandchild, stepfather, stepmother, stepbrother, stepsister, or stepchild) an employee upon request, shall be excused for three (3) working days. (24/48 employees shall be excused for one duty day)

If death of a spouse or of a child occurs, the employee shall be excused for five (5) working days. (24/48 employees shall be excused for 2 duty days)

If an employee is notified of the death of a member of the immediate family (i.e. spouse, child, father, mother, father-in-law, mother-in-law, brother, sister, grandparents, grandchild, stepfather, stepmother, stepbrother, stepsister, or stepchild) while on the job, the employee shall upon request, be excused with pay for that day. This leave shall not count against the leave listed above.

An employee is not entitled to bereavement pay any day(s) he/she receives sick pay, vacation pay, and holiday pay or is otherwise being paid by the Village. The purpose is to avoid duplicate pay for the same day and bereavement time cannot be carried over to be used for other purposes then intended.

## 603 Military Leave

Service in the Uniformed Services: means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time military duty, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, and a period for which a person is absent from a position of employment for the purpose of performing Military funeral honors duty as authorized by section 12503 of title 10, or section 115 of title 32.

All village employees that are members of the uniformed services must notify their supervisors in writing of their branch of service and contact information for their unit/company commander. Also, a military basic pay schedule must be turned in to the office at least annually or any time there is a change in pay (promotion, anniversary...). This will assure the employee of prompt and proper military differential pay in the event of deployment. The employee must also turn in a schedule of monthly and annual training dates as soon as possible upon receiving the schedule from the company commander.

### Military Leave of Absence

The Village of Bedford Park shall grant a leave of absence to any employee who requests such leave in order to perform service in the uniformed services. It is the policy of the Village to comply with USERRA and all other state, federal, and local laws. The uniformed services are the Army, Navy, Marine Corps, Air Force, Coast Guard, and the commissioned corps of the Public Health Service. This includes the Reserve components of these services and the Army National Guard, Air National Guard and to persons who serve as Intermittent Disaster Response Appointees (IDRAs).

1. Temporary Military Leave. All benefits will continue during an employee's temporary military leave. Temporary military leave is defined as drill or annual training, or other active duty assignment not exceeding 30 calendar days. During this time, employees will remain on paid status. The employee shall receive regular compensation minus the amount of their base military pay.
2. Extended Military Leave. Employees directed to participate in extended military duties in the Uniformed Services that exceed 30 calendar days will be placed on an unpaid military leave of absence status for a period of as long as five years and will be entitled to the rights and benefits described in this policy, subject to the procedures outlined below. The employee shall receive regular compensation minus the amount of their base military pay.

### Procedures for Military Leave

Written prior notice to the Department Head is preferred, although verbal notice is sufficient under the statute. The Village prefers that employees provide as much advance notice as possible, but recognizes that circumstances arise where employees do not receive notice from the service until the last minute. No specific amount of advance notice is required, but the notice must be given before leaving their employment assignment. Prior notice is not required in those rare cases where precluded by military necessity or otherwise impossible or unreasonable.

Temporary Military Leave.

1. The procedure for personnel who are attending drill/annual training or other orders for a period of less than 30 days will be for the employee to contact their Department Head and make written notification of requested leave in a reasonable time to allow the department to adjust scheduling. Drill orders must be turned in to the supervisor upon returning for work for the leave to be approved as paid. The employee shall have the option of using accrued sick time to cover drills and/or annual training.

#### Extended Military Leave.

1. The employee will provide his or her Department Head with notice that the employee will be engaging in military service including, where feasible, a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity. Employees are requested to provide such notice within 30 days of active military service. Failure to provide adequate notice may render the employee ineligible for the rights and benefits described in this policy.
2. To request an extended military leave of absence, the employee should, unless prevented from doing so by military necessity, submit a written request for military leave of absence. The request should state the last day the employee will be available to work and the anticipated date of discharge.
3. The Department Head shall review the leave of absence request and forward a copy to the Village Clerk's office for insurance and payroll purposes. The request does not need to be approved and cannot be denied. As a matter of record, the Department Head shall forward the request to the Village Board for approval at the next Board meeting.

#### Application for Reemployment

1. Eligibility Criteria. An employee who leaves employment of the Village of Bedford Park for service in the uniformed services will be entitled to reemployment, provided he or she meets the USERRA eligibility criteria:
  - a. The employee (or an appropriate officer of the uniformed service) must have given their respective Department Head, or his/her designee, prior verbal or written notice of the impending service.
  - b. The employee's cumulative period or periods of service, relating to of the Village of Bedford Park, shall not have exceeded five years.
  - c. The employee must have completed the period of service without having received a punitive or other than honorable discharge or having been dismissed or dropped from the rolls of the uniformed service.
  - d. The employee must have made a timely application for reemployment or have been timely in reporting back to work.
2. Release from Service under other-than-honorable conditions. An individual does not have reemployment rights with the Village of Bedford Park if he or she has received a punitive (by court martial) or other-than-honorable discharge or if he or she has been "dropped from the rolls" of the uniformed service.
3. Timely Application for Reemployment. When the employee intends to return to work, he or she must make application for reemployment to the Department Head within the application period set forth below. The application is simply a letter stating the intended date of the employees return to work and must include a copy of military discharge papers.

- a. Period of 1-30 Days of Service: After a period of less than 31 days of service, the employee is required to report for work at the start of the first full regularly scheduled work period on the first day after the completion of the period of service, the time reasonably required for safe transportation from the place of service to the individual's residence, and a period of eight hours (for rest). If reporting that next day is impossible or unreasonable because of factors beyond the individual's control (like an accident on the return trip), the individual is required to report for work as soon as reasonably possible thereafter.
- b. Period of 31 or More Days of Service: If the period of service is greater than 30 days but less than 181 days, the individual is required to submit an application for reemployment within 14 days. If the period of service is 181 days or more, the individual must submit an application for reemployment within 90 days.
- c. Service Connected Injuries: an employee either hospitalized or convalescing from a service related injury has up to two years to apply for reemployment following completion of service.
- d. Tardiness: If the individual misses the relevant deadline by a day or two, he or she is entitled to reemployment, but is subject to the usual policy regarding explanations or sanctions for absence from scheduled work. For example, assume that the employee is returning from a period of 179 days of service and has 14 days to submit the application for reemployment. The employee submits the application on day 15. He/She has the right to reemployment, but will be subject to disciplinary action for one day of unexcused absence.

### Employee Benefits

In addition to the rights granted under USERRA, employees mobilized to active duty by order of the President of the United States are entitled to continuation of benefits under the Local Government Employees Benefits Continuation Act (50 ILCS 140)

1. Salary. The Village shall make up the difference in salary between military compensation and the employee's salary.
  - a. It should be noted that the employee is eligible for any salary adjustments that were granted or would have been earned if the employee remained continually employed by the Village.
  - b. While on active duty, the employee is eligible for Holiday Pay in the form of 8 hours straight time.
  - c. If the employee was receiving a stipend prior to active duty then that compensation must be considered when figuring the differential pay for which the Village is responsible.
2. Pension. No loss of service time if the employee contributes to the fund during their absence or upon their return (retroactively) over some reasonable period of time as appropriate under USERRA. The employee shall elect whether to contribute during military leave or upon their return. If no contribution is made then there is a break in service.
  - a. Contributions shall be made by the Village only if made by the employee.
  - b. If the employee does not notify the Village of the decision to stop contributions, pension contributions shall continue to be deducted from the military differential pay to assure that no creditable pension time is lost.

3. Health and Dental Insurance. Benefits will remain identical if desired by the employee.
  - a. If the employee is fully compensated by the military, the employee must continue to pay their share of the monthly premium on a monthly basis if they wish to remain covered.
  - b. If the employee is earning differential pay, the employee may elect to continue their payroll deduction towards health and dental insurance. The employee cannot, however, suspend health insurance contributions and make “catch up” payments upon their return to employment with the Village.
  - c. If the employee requests health and dental coverage be continued, the Village shall continue to pay its current level of contributions.
4. Life Insurance. Benefits shall remain identical.
5. Vacation Leave. Employee continues to accrue vacation during mobilization at the same rate.
  - a. The Employee is entitled to payout of accrued vacation leave while on active duty for any unused vacation as of Dec. 31st of that year.
6. Sick Leave. Employee continues to accrue sick leave at same rate.
7. Union Dues. Village may stop deductions unless directed by employee to continue.
8. Seniority. No loss in service time will occur during mobilization.
9. Promotions. If a test is conducted for the purpose of establishing a promotion eligibility list, the employee shall have every right to challenge the test.
  - a. The Village, when possible, may attempt to allow the employee to challenge the test, while deployed, using a military proctor to administer the test.
  - b. If a promotional list was created while the employee was on military leave, and the employee was eligible to test for the promotion and was unable to due to their active duty status, the Village shall allow the employee to test for the position upon the employees return even though a new promotional list may have been constituted and subsequent promotions made from that list. The employee is then placed on that list as if there were no interruption of employment.
  - c. Any promotions made from a list that was established while an otherwise eligible employee was on military leave will be considered temporary in nature until the employee challenges the exam and a revised list established if necessary.
  - d. An employee returning to employment with the Village after military leave will have ten (10) business days from the first day of reemployment to notify his/her supervisor of their intent to challenge a promotional exam that was missed during military leave. The employee must meet the same criteria as all other employees to be eligible to challenge the exam.

#### Entitlements of Returning Disabled Veterans

Some employees who have been called to serve may return with temporary or permanent physical limitations resulting from service connected injuries or illness. In such a situation the Village is required to make reasonable accommodations in equipment, scheduling, etc. in order to enable the employee to perform duties of his/her escalated reinstatement position (the position that would have been attained if continuously employed). Of course, some disabilities cannot be accommodated. If the employee cannot be reinstated in the escalated reinstatement position,

he/she is entitled to reinstatement in some other position, the duties which he/she can perform despite the limitations. The employee is entitled to the position that comes as close as possible (in terms of seniority, status and pay) to the position to which he/she would be entitled but for the disability.

### Family Military Leave

Under the Family Military Leave Act (P.A. 94-0589) employees who are a spouse or parent of a member of the military that is on active duty status are eligible for up to 30 calendar days of unpaid leave. Any leave request in excess of 5 business days shall be made 14 days in advance of the first day of requested leave. Leave requests of a duration less than 5 business days shall be made with 24 hours' notice. Employees requesting military leave may use accrued vacation and/or sick time.

### Statement of Non-Discrimination

The Village of Bedford Park is committed to protecting the job rights of employees absent on military leave. In accordance with Federal and State law, it is the Department's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact his/her Department Head or the Village Administrator or Village President if the Department Head is unavailable or unable to be of assistance.

### **604 Victims' Economic Security and Safety Act**

The Village will comply with VESSA Standards.

### **700 - Benefits**

Adopted: 9/2/09

### **701 Health Insurance**

Full-time employees of the Village shall be covered by the Village health insurance policy approved and adopted by the President and the Board of Trustees of the Village and subject to specified terms of the health plan as written by the insurance company. The Village will make efforts to include the following: All spouses and dependents of full-time Village employees shall be covered on the Village Health insurance policy. Village board members can purchase village insurance at 100% of the cost.

By law, a dependent of a full-time employee shall be covered until he/she reaches the age of 26. All handicapped dependents of full-time employees shall be eligible for health insurance coverage through the employee's policy during the entire period that said dependent remains handicapped.

The term "dependents" as used in this policy is defined in the Group Plan Insurance Policy.

Employees share the cost of insurance with the Village. Each year the employee contribution will be established and deducted from the employee's paycheck.

Any Village employee who is eligible for Total Disability under IMRF, incurred while in the line of duty, shall be eligible for coverage under Group Insurance Plan until regular retirement.

## 702 Insurance Continuation (COBRA)

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) is a federal law, enforced by the U.S. Department of Labor, Employee Benefits Security Administration, which provides continuation of group health coverage that otherwise might be terminated. The law contains provisions giving certain former employees, retirees, spouses and dependent children the right to temporary continuations of health coverage at group rates.

COBRA establishes a maximum period of coverage for continuation of health benefits. The following table illustrates the maximum coverage periods.

Qualifying Event	Who May Elect COBRA	Max Coverage Period
Termination of Employment or reduction of hours	Employee and/or covered dependents	18 months
disability of employee or covered family member at time of COBRA election or within 60 days after election	Employee and/or covered dependents	29 months (18 months plus extension of 11 months)
Divorce or legal separation	Spouse and/or dependent children	36 months
Death of employee	Spouse and/or dependent children	36 months
Entitlement to Medicare by covered employee before a qualifying event	Spouse and/or dependent children	36 months after date of entitlement to Medicare OR 18 months (29 months if there is a disability extension) after the covered employee's employment terminates or his hours are reduced.
Loss of dependent child status	Dependent Child	36 months

An employee who elects COBRA benefits, will be responsible for the full cost of the premium.

When an employee leaves employment with the Village of Bedford Park, or otherwise qualifies for COBRA benefits, a representative of the Village will meet with the employee to discuss these benefits in greater detail.

## 703 Life Insurance

The Village of Bedford Park provides a term life insurance policy for all full time employees, at a rate equal to the highest rate of contractual employees.



#### **704 Physical Exams**

All Village employees shall be eligible for a physical exam once during a one-year period beginning January 1, 2009.

The Village will pay for the expense of the exam, cost not to exceed \$500.00 in excess of insurance coverage. The exam shall consist of only the following items; basic physical exam (i.e. height/weight, vital signs, occupational and medical history), audiometry, urinalysis, HIV titer, complete blood count, chemistry profile, cardiac risk profile, spirometry (pulmonary function test), urine drug screen (10-panel), blood alcohol level and chest x-ray. Employees over 40 years of age are also eligible for an EKG. Employees over 50 years of age are also eligible for a rectal exam. This listing represents the maximum tests to be conducted, dependent upon the employee, all or parts of this list may be chosen by the employee.

Record(s) of the exam(s) will be part of the employee's permanent medical record. The content of the medical information is restricted to designated administrative personnel qualified through HIPPA laws.

#### **705 Vision Exams and Subsidies**

Non-contractual employees are eligible for a \$500.00 vision subsidy. Non-union employees are eligible for the subsidy once a year. The vision subsidy consists of the following items: vision screening, glasses, frames, and contacts. The Village will pay up to \$500.00 per employee for corrective vision surgery. Any employee who receives this payment will be ineligible to receive it again. Employees must submit the paid receipt to the Village Treasurer for reimbursement.

#### **706 Employee Assistance Program**

The Village of Bedford Park may consider and offer confidential Employee Assistance Program (EAP) services as a benefit to its employees. Employees or their immediate family members may obtain confidential, professional counseling services to resolve personal and/or family problems through the EAP. The employee or family member may contact the EAP directly. Department Head may also request employees to seek counseling where job safety or performance is affected. Participation in the Employee Assistance Program will not excuse substandard job performance and discipline will not be used as a retribution for refusal to use the program.

#### **707 Tuition Reimbursement**

The Village may consider and agree to pay for any and all job related schooling for an employee of the Village. If any employee of the Village wishes to attend an educational seminar or meeting, relating to his/her job position or skills required in performance of his/her duties as a Village employee, he/she shall submit a written request to his/her Department Head.

Upon receipt of a written request from the employee, the Department Head shall, in writing, notify the Village Board of the request.

Upon approval of the Village Board of Trustees, the employee may enroll in the educational program. The Board of Trustees will approve a maximum amount of tuition reimbursement not to exceed \$7,200 a calendar year.

Upon completion of the course, the employee will submit the pre-approved authorization, paid tuition receipt and course grade.

The Village shall have no obligation to reimburse employee for any educational expenses should the employee terminate employment with the Village before satisfactory completion of such course work or program.

Should the employee's employment with the company terminate for any reason, with or without cause, less than twenty-four (24) months after the reimbursement by the Village of any expenses under this policy, the employee shall repay such reimbursement to the Village in the amount determined as follows:

FROM DATE OF PAYMENT	AMOUNT DUE
0-12 months	100%
13-24 months	50%
25+ months	0%

Tuition reimbursement form can be found in Appendix C – Forms.

## **708 Conferences**

### Conventions

Attendance at any convention may be considered and granted only by formal Village Board approval.

Each Department Head and Trustee will be allowed to attend one (1) convention per year. For those Department Heads and Trustees attending a convention, the Village will assume the costs of registration, lodging, transportation to and from the convention site and a per diem (which includes ground transportation and local expenses). The per diem allotment shall only be granted for the actual time spent at the convention, meeting or workshop at a rate of \$200.00 per day. Receipts for all expenses will be turned in including the Village Board members.

### Other Meetings and Workshops

Attendance at other meetings and workshops shall be considered and granted by formal Village Board approval, and the expenses and costs shall be approved and allocated based upon the requirements of the particular meeting or workshop and subject to relevancy of topic and review of finances and budget.

For workshops and meetings longer than four (4) hours, the Department Head shall notify the Village Clerk and the Village President in advance. When an employee leaves the Village during their assigned work day other than on an emergency call they shall have the approval in advance of their supervisor. (Adopted: 2/2/2017)

Upon return from any event, it is the employee's responsibility to complete the appropriate statement of expenses to be filed with the Village Treasurer. All unused money shall be returned to the Village with a statement of expenses and all receipts attached.

Attendance should be limited to sites located with the continental United States. However, a Department Head may be allowed to attend an event outside the continental United States if it is determined by the Board of Trustees that such attendance will be beneficial to the daily operations of the Village.

## **709 Retirement Incentive**

Amended 12/15/2011

Non-represented employees who were hired prior to January 1, 2012 and who provide irrevocable written notice of their intent to retire sufficiently in advance of their intended retirement date will receive a base salary increase during their remaining period of employment in accordance with the terms below. If the notice is received 30 months or more before the intended retirement date, the employee's base salary will be increased by 10 percent during the penultimate 12 months of employment and an additional 10 percent during the final 12 months of employment. If the notice is received less than 30 months but 18 months or more before retirement, the employee's base salary will be increased by 20 percent during the final 12 months of employment. These increases will be in addition to any increases provided to non-retiring employees. For example, if other employees receive a 2% increase effective January 1<sup>st</sup> of a given year and the final 12 months of employment for a retiring employee who gave 18 months' notice begins on February 1<sup>st</sup> of the same year, the retiring employee will receive a 2% increase on January 1 and an additional 20% increase on February 1<sup>st</sup>. In addition, these employees shall receive 3 points toward the Village's formula for retirement health insurance reimbursement.

In addition to the above, employees who are not supervisors and who are earning less than \$70,000 per year when they submit their retirement notice will receive \$200 additional salary each month during their final twelve (12) months of employment. Employees who are supervisors and who are earning less than \$70,000 will receive \$400 per month additional salary during their final twelve (12) months of employment.

## **710 Vacation/Sick Time at Retirement**

Retiring employees are required to use all vacation time accrued prior to the year of retirement; such time will not be paid out as a cash benefit. In the year of retirement, time earned for the following year may be paid out on a prorated basis.

For sick time, refer to section 503 – Sick Leave/Bonus of this policy manual.

## **711 Retiree Benefits**

Amended 1/9/20

1. **Retiree Health Insurance.** To qualify for health insurance benefits, a retiree must be at least 55 years of age when he/she retires. For medical insurance, employees accrue points by adding their age together with the number of years of service with the Village. A retiree can continue their dental and visions insurance through the Village by paying 100% of their monthly insurance premium.
  - a. The Village will pay a percentage of the retiree's medical insurance premium, based on the following schedule:

100%	for 80 points
75%	for 75 points
50%	for 70 points

- b. For employees hired after January 1, 2006 the following schedule will apply:

90%	for 80 points
75%	for 75 points
50%	for 70 points

At the age of sixty-five (65), the Village shall pay 95% of the supplemental insurance for an early retiree who qualifies for the above schedule.

- c. Employees hired before January 1, 2019 will received health insurance as listed above. All employees hired on or after January 1, 2019 will be able to continue their retiree insurance benefits through the Village by paying 100% of the premium.
- d. A retiree's dependents at the time of retirement will continue to be carried under the Village's present coverage per rules set by policy and insurance company policy.
- e. When a retiree marries, his/her spouse and/or new dependents, if any, shall not be covered by any hospital, medical or surgical insurance.
- f. When a retiree becomes divorced, his/her spouse and his/her dependents, if any, shall no longer be insured by the Village.
- g. Retiree Supplemental Insurance:
- 1) The retiree and those spouses eligible for Medicare shall be covered by a supplemental plan provided they enroll for Medical Insurance under the supplemental insurance. The supplemental premium will be based on the schedules above.
  - 2) If a Medicare eligible retiree's spouse is Medicare ineligible, they will both be covered under the present insurance coverage until they both become eligible for Medicare at which time both will switch to the Village supplement plan. The supplemental premium will be based on the schedules above.
- h. If a retiree dies while covered at the time of his/her retirement, spouses and other dependents who were covered at the time of retiree's death shall continue to receive medical coverage at their current rate for a 90-day period immediately following the death of the retiree. Such other terms apply as prescribed by the health insurance policy currently in force. At the end of the 90-day period, refer to the COBRA Continuation Coverage laws.
- 1) If an early retiree does not qualify under one or more of the foregoing provisions, he/she may elect to have himself/herself and his/her dependent added to the health insurance policy of the Village; however, the entire coverage expense of premiums shall be paid by the early retiree. Said individual desiring health insurance coverage

shall notify the Village office in writing; the notice shall state the names of the persons, including the dependents, to be covered.

- 2) Any retiree who becomes employed outside the Village automatically waives his/her insurance coverage under the foregoing provision, if health insurance of any nature is available from the retirees outside employment, notwithstanding any provisions to the contrary herein.
2. A full time non-contractual employee who was once a full-time contractual employee for the Village and who retires from the Village and is eligible for retiree benefits shall receive the same retiree benefits of other non-contractual employees or contractual employees under the contract for the village department that existed at the time of the promotion/transfer to the non-contractual position, whichever outlines the superior benefit. (Adopted: 06/01/2017).
3. Basic Life Benefits: The amount in force at retirement. The life benefit will reduce by 10% of the original amount per year for retirees under age 65 for a maximum of 5 years, and reduce by 50% of the original amount after age 65. Once the employee reaches age 70, the life insurance policy decreases to \$10,000.

## **800 - General Policies**

Adopted: 9/2/09

### **801 Maintenance of Job Qualifications**

Individuals who are hired by the Village of Bedford Park, and who are required to maintain specific qualifications and/or certifications, must maintain these requirements during the duration of employment – provided the individual does not change positions within the Village.

All individuals who are hired by the Village of Bedford Park to be employed in the Fire Department shall be required to maintain the minimum qualifications that were imposed at the time he/she became employed with the Village. For example, if an individual was hired as a Firefighter/EMT, he/she must take whatever steps are necessary to maintain such status during their employment with the Bedford Park Fire Department.

Any individual who is found to be in violation of this policy shall be subject to disciplinary action that shall include but not be limited to suspension without pay and/or termination of employment.

### **802 Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image of the Village that it presents to customers and visitors. During business hours, employees are expected to present a clean and neat appearance. At times, employees may dress casually in the office only including wearing denim jeans and tennis shoes. Shoes and denim must be clean and in good condition.

Unacceptable attire and appearance includes shorts, hats, sheer or see-through clothing, clothing that is tight or constricting, loose or baggy, frayed, torn or needs mending, shorts, tank tops, cut-offs, tee-shirts, miniskirts, leggings or spandex pants, thongs, exposed undergarments, fad application make up, fad applied hair color, visible body piercing (except ear) and visible tattoos.

Employees who are deemed to be dressed inappropriate by his or her immediate supervisor will be asked to return home to change. Continued unacceptable appearance may be grounds for discipline up to and including termination.

### **803 Uniforms**

1. Allotment- Applicable employees in the following departments: Administrative Office, Police, Fire, Public Works, Water and Building, shall be granted a clothing allotment to purchase department authorized clothing. Amount shall not exceed that allowed for in each department's labor agreement per person. The Administrative Office will have a budget of \$400 per person.
2. Maintenance and Cleanliness. Each employee is responsible for the maintenance and cleanliness of their uniforms. Wearing a clean uniform is important and employees who are required to wear uniforms are expected to present a clean and neat appearance.

Employees who may be in violation of the personal dress policy will be counseled on the proper attire for his/her department and/or may be sent home to change clothes. Disciplinary action may occur if the violations continue.

### **804 Employee Recognition**

The Village of Bedford Park provides recognition to employees for continued service to the Village and their Department. The Village Board will present employees with a commemoration. The Village may also elect to present a longevity benefit and a retirement salary increase to complete the service recognition program.

### **805 Personal Use of Telephones**

The Village telephones are for conducting necessary business. Long distance calls in any department may be made by authorized personnel and only for official village business. Exceptions to this must have supervisory approval and may be subject to reimbursement to the Village.

Personal telephone calls on village phones or personal cell phones by an employee are permitted; however, if used to the point of interference with the performance of your job duties, may result in corrective action.

Professional use of telephones. Employees are requested to answer all calls in a prompt courteous manner in the following way:

1. Good morning (afternoon).
2. Identify yourself and that the caller has reached the Village of Bedford Park (department).
3. How may I help you or can I direct your call?

Employees shall be courteous and respectful to all co-employees and the general public at all times. Employees should limit conversations to Village business matters.

### **806 Use of Cell Phones**

Village issued cell phones are to be utilized for business reasons only. Personal use may be reason for corrective action.

Village issued cell phones must be on at all times during work hours. Employees are expected to respond to calls immediately or as soon as practical.

When using either a personal or business cell phone, make sure that the conversation is appropriate for either employees or the public who are within hearing. Employees are not allowed to use profanity, or inappropriate language. In some situations, an employee may be asked to move to a private area to continue the conversation. Personal cell phone shall be restricted to lunch or break times unless emergency circumstances exist. Supervisory personnel may use P.D.A. devices.

### **807 Outside Employment**

Full-time employees are not permitted to accept a second part-time job in another department in the Village of Bedford Park or engage in outside employment, including self-employment, where the activity would constitute a conflict of interest or would adversely affect performance in performing job responsibilities. An employee, who wishes to engage in other employment, should report such activity to his or her Department Head and/or Village Board.

In the event such employment interferes with performance of job responsibilities, the employee would be required to terminate the other employment or resign employment with the Village.

### **808 Political Activity**

Village employees are prohibited from engaging in any political activities during work hours. For example, employees may not solicit or collect funds, make phone calls at the work place, or use Village property for political purposes.

Employees are prohibited from using their official capacity to influence, interfere with or affect the results of an election. Nor shall employees engage in any activity which could be construed as giving departmental sanction to any candidate for public office.

Any employee, who runs for a non-Village of Bedford Park position in the Village, must notify his/her Department Head and the Village Administrator. They will review the candidacy to determine if potential conflicts of interest or other reasons exist that could require the employee to resign.

### **809 Solicitation and Distribution of Information**

During work time, employees will not solicit or distribute literature to other employees for any purpose unless authorized by the supervisor, Department Head or other Village official for Village related activities.

Literature will not be distributed to other employees in the working areas of the department.

Employees will not solicit or distribute literature unless authorized by the Village to any visitor/citizen at any time for any purpose.

## **810 Bulletin Board Policy**

The Village maintains bulletin boards throughout its facilities to furnish employees with up-to-date information on events and matters of interest to employees. It is each employee's responsibility to check the bulletin boards regularly to be well informed on Department/Village matters.

Employees need permission of the Department Head prior to placing any notices or announcements on the bulletin board. Each union will be allowed a designated space on assigned or separate bulletin boards for posting of union business.

Bulletin boards may not be used by employees or outside parties for the posting of commercial notes and advertisements, announcements and witticisms, sales of personal property, or any other matters work related or not.

Information on the Village's electric sign will be conducted through the Village Clerk or his/her designee.

## **811 Meeting Attendance**

In the interest of ensuring communication and cooperation between the Village Board, Village Department's and Committees, the practice of monthly meetings should be offered. The purpose will be to discuss issues relative to the particular department, board and/or committee. Robert's Rules of Order shall be followed in conducting the meetings.

## **812 Open Meetings Act**

Adopted: 6/17/10

This Policy outlines the Village of Bedford Park's procedures for compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., ("the OMA") as amended effective January 1, 2010, by Public Act 96-542. This Policy is not intended to address any Open Meetings Act issues other than those presented by the amendments made by P.A. 96-542. In all other respects, the policies of the Village of Bedford Park regarding the Open Meetings Act shall continue unchanged.

### **1. Training**

Pursuant to §1.05 of the Act, the Village hereby designates the following officers or employees to receive training on compliance with the OMA:

- Village Clerk
- Deputy Village Clerk
- Communication Coordinator
- Public Works Superintendent
- Water Superintendent
- Fire Administrative Assistant

The Village Clerk shall submit a list of such designated persons to the Public Access Counselor ("PAC") in the Office of the Illinois Attorney General. Each designated person shall complete a training program developed by the PAC not later than July 1, 2010 and



annually thereafter. Any person designated to receive training subsequent to July 1, 2010 shall complete such training within thirty (30) days after designation.

## 2. Request for Review/Response

If any officer or employee of the Village receives a written "Request for Review" from the PAC, that person shall, within one (1) working day, forward the Request to the Village Clerk. The Clerk shall consult with the Village Attorney and determine what, if any, response shall be made to the PAC, in accordance with §3.5 of the OMA.

## 3. Response to Opinion of the PAC

If any officer or employee of the Village receives any written opinion or directive from the PAC, that person shall, within one (1) working day, forward the document to the Village Clerk. The Clerk shall, within one (1) working day forward the document to the Village attorney. The attorney, bearing in mind the time limit for filing a complaint established by the Administrative Review Act, 735 ILCS 5 Art III, consult with the corporate authorities regarding the communication from the PAC. The Village Board shall determine what, if any, action shall be taken by the Village.

## 4. Request for Advisory Opinion

The Village President or the Village Attorney may request in writing an advisory opinion from the PAC, in accordance with §3.5(h) of the OMA.

# **900 - Administrative Policies**

Adopted: 9/2/09

## **901 Code of Conduct**

The Village's reputation and the trust and confidence of those with whom we deal require us to conduct our affairs openly and honestly. This standard requires the adherence to all laws, regulations, and normal ethical practices that apply to the Village's activities.

*Integrity.* Each employee should always act in the interest of the law and in accordance with the highest ethical standards. In doing so, each employee will be acting in the Village's best interest. No employee should be influenced by outside interests or relationships that jeopardize the Village or the employee's reputation and integrity.

*Respect.* Employees should maintain a constructive, creative, practical attitude toward their responsibilities and maintain respect for every employee's role as a trusted public servant.

*Preferential Treatment.* Employees should avoid improper or questionable credits, rebates, discounts, or allowances on products or services in the community.

Employees shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

Officials or employees shall not solicit nor accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the official or employees vote

action or judgment, action or inaction on the part of the employee. Officials or employees shall not grant, in the performance of his/her duties, any improper favor, service or thing of value.

*Conduct Toward the Public.* Employees shall be courteous and orderly in their dealing with the public. They shall perform their duties quietly, avoiding harsh, violent, profane, or insolent language and always remain calm regardless of provocation to do otherwise. Employees should strive to deliver services that are the highest quality possible, as efficiently and effectively as possible.

*Confidentiality.* Employees must not disclose any confidential information concerning property, operations, policies, or affairs of the Village that are gained by reason of their position within the Village.

*Representing Interests of the Village.* Employees shall not appear on behalf of the Village or their Department representing its interests other than those duly authorized.

*Misappropriation of Funds.* Employees must follow all laws, rules and regulations in the handling of Village funds. Misappropriation of Village funds, property or assets, including theft and unauthorized use, must not occur.

*Service.* Employees are encouraged to emphasize friendly and courteous service to the public, as well as fellow employees, and seek to improve the quality of life within the Village of Bedford Park and the image of public service in the Village of Bedford Park.

This is not a complete list of ethical standards. Any conduct of an employee that disrupts the work environment or places the personal interest of the employee above those of the Village or those of the public may be treated as a violation of the public trust and subject to corrective action.

## **902 Rules of Conduct**

It is the duty of each employee to maintain high standards of productivity, cooperation, efficiency, and economy in his/her work for the Village. It is the duty of the supervisors to direct the work in their department to achieve the Village's objectives. It is the duty of the employees to follow directions, policies and procedures, yet find innovative ways in which to achieve departmental goals and objectives.

The Village has established rules of conduct to ensure that is uniformity of behavior and that the Village maintains the public trust. This is not a comprehensive list, but one that should convey the behavior that is unacceptable while employed with the Village of Bedford Park. Violating any of these rules will result in discipline, up to and including termination.

- Giving false information or withholding pertinent information called for in making application for employment.
- Unauthorized altering of employees or other employee's time record.
- Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits, or worker's compensation.

- Falsifying testimony or assisting in falsifying personnel or other records.
- Bookmaking on the job.
- Theft of any property of the Village or other employee.
- The use (except medications prescribed by a physician) or sale on the job of alcoholic beverages, amphetamines, barbiturates, hallucinogens, cannabis, or any other narcotic or controlled substance.
- Unauthorized carrying, possession, or use of firearms, explosives, or any lethal weapon while on duty or on Village property.
- Intentionally injuring or attempting to injure others while on duty.
- Engaging in unlawful or improper conduct on or off the job, which affects or tends to affect the employee's relationship to his/her job.
- The refusal to comply with specific Village or departmental rules and regulations or verbal instructions, which the employee may be reasonably expected to perform.
- Driving a Village vehicle/equipment while under the influence of intoxicants or other self-administered drugs except for prescribed medications that do not impair vehicle/equipment operation.
- The personal use of Village property, vehicles, equipment, or materials for personal convenience or profit.
- Deliberate and/or malicious destruction in any manner of Village property, equipment, or the property of others.
- Unexcused absences for three consecutive days without contacting the supervisor.

Not only is it each employee's responsibility to perform their job within appropriate behavioral guidelines, it is also the employee's responsibility to ensure that co-workers act responsibly. If an employee is a witness to behavior that violates these standards, each employee has a duty to report that situation to the supervisor, Department Director, or Village President.

### **903 Sexual Harassment**

The Village of Bedford Park is committed to providing a work environment that is free of (1) verbal or physical harassment concerning an employee's race, color, religious, age, handicap, orientation, marital status, and national origin and (2) unwelcome sexual advances, requests for sexual favors, and any other conduct or communication constitutes sexual harassment as that term is defined by State and Federal law.

Verbal or physical conduct will constitute unlawful harassment when:

- It has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

- It has the purpose or effect of unreasonably interfering with an individual's work performance; or
- It otherwise adversely affects an individual's employment opportunities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to sexual conduct is an explicit or implicit term of condition of an individual's employment;

The submission to or rejection of sexual conduct by an individual is the basis for any employment decision affecting that individuals; or

When sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

The Village of Bedford Park strongly disapproves of any form of harassment of its employees by another either internal or external to the department. Further, harassment is strongly disapproved or regardless of whether it occurs within or outside the department. Appropriate disciplinary action will be taken promptly against any employee engaging in unlawful harassment.

In order to administer this policy, all employees have a responsibility to report any incident of harassment to the attention of their immediate supervisor. Employees who feel aggrieved because of harassment are strongly encouraged to bring the matter to the immediate attention of their supervisor.

The policy of the Village of Bedford Park is to investigate thoroughly and remedy any known incidents of harassment. The Village President/designee, or Village attorney, as designated by the Village Board will be responsible for investigating the complaint. Employees who have a complaint of harassment should follow the following steps:

- Employees are encouraged, whenever appropriate; to directly inform the person engaging in harassing conduct that such conduct is offensive and must stop.
- The employee should verbally contact his/her immediate supervisor to register a complaint of harassment.
- In the event the immediate supervisor is the person engaging in the harassing conduct, the employee should contact the Village President/designee.
- As soon as practicable after the completion of the investigation, the designated investigator will report its findings to the Village Board.
- The Village Board shall determine if harassment has occurred, and recommend the appropriate disciplinary action, up to and including termination.

To the extent possible, every reasonable attempt will be made to maintain confidentiality during the course of an investigation into a charge of harassment.

All employees may raise concerns and make reports without fear of reprisal.

Any questions concerning this policy should be directed to an employee's immediate supervisor or the Village Administrator.

#### **904 Violence in the Workplace**

The Village of Bedford Park is committed to providing a safe work environment free from workplace violence for its employees and others.

Workplace violence is strictly prohibited. This policy is intended to protect Village employees from such prohibited conduct whether initiated by other employees or by non-employees. It is also intended to prevent employees from engaging in prohibited conduct toward each other or toward non-employees. The policy applies to prohibited conduct that occurs in or related to the workplace.

Employees who experience, observe, or have reason to fear such prohibited conduct are urged to report their concerns to their supervisor, or if they prefer, to the Village President. Supervisors who receive such reports are required to notify the Village office. All such reports will be investigated and appropriate corrective action will be taken. Corrective action may include physical removal from the workplace.

If an employee is engaging in misconduct, corrective action may include discipline up to and including termination. Criminal prosecution may also be sought where appropriate. If there is an apprehension of immediate danger, police assistance should be requested by calling 911. Retaliation against employees or others for reporting their concerns or cooperation with an investigation is strictly prohibited.

Definition of "Violence" includes any intentional conduct, which is sufficiently threatening, offensive or intimidating to cause an individual to reasonably fear for his/her personal safety and/or the safety of his/her family, friends and/or property.

Specific examples of conduct, which may be considered threats or acts of violence under the policy, include, but are not limited to the following:

- Threats of physical or aggressive contact
- The intentional destruction or threat of destruction of Village property
- Harassing or threatening telephone calls
- Surveillance
- Stalking
- Veiled threats of physical harm or like intimidation
- Fighting or use of any object as a weapon

"Workplace" includes all property and facilities belonging to the Village and any location where Village employees are performing work.

#### **905 Drug and Alcohol Usage**

Possession, use or sale of illegal drugs is prohibited. Any employee who violates this rule will be subject to disciplinary action, up to and including termination. An employee is also subject to discipline for using drugs when not on duty and is also subject to discipline for using alcohol

while not on duty if such use impairs the person's ability to perform his/her work properly and efficiently. Each department is to review the State guidelines as well.

Possession, use, sale or being under the influence of alcohol or drugs while on duty, or the possession of drug paraphernalia by an employee while on duty or while on Village property, will be subject to disciplinary action, up to and including termination.

Employees will not bring into or keep any intoxicating liquor/drugs on Village property.

Any employee who violates these rules will be subject to disciplinary action, including the requirement of an employee to participate in an appropriate treatment program in order to remain employed with the Village of Bedford Park.

Any employee who is charged with a drug or alcohol related crime must notify the Department Head immediately of the nature of the charges. The Village of Bedford Park will take action that it deems appropriate after consideration of the facts and circumstances involved. Time missed as a result of incarceration or conviction of a criminal offense will be regarded as an unexcused absence. A person who is convicted of a drug or alcohol related crime may be subject to termination.

Any employee, who recognizes that he/she may have a drug or alcohol problem, is encouraged to seek assistance in dealing with the problem. The disclosure of the existence of a chemical abuse problem will not constitute the need to take disciplinary action. However, subsequent failure to abide by Village rules or when required to remain in an alcohol or drug treatment program until released by the person in charge of counseling, will not be excused or condoned and may become the subject of disciplinary action.

## **906 Smoke-free Workplace**

Employees are encouraged not to smoke and are expected not to do so in restricted areas. Safe smoking habits must be observed at all times.

All employees will refrain from smoking in the presence of our customers, visitors, and officials of the community.

When smoking in designated areas, please be sure to extinguish your cigarettes in the proper receptacles.

## **907 Electronic Communication**

The Village utilizes electronic mail and the Internet to conduct business in a quick and efficient manner. Also, as a benefit, the Village of Bedford Park allows members to send limited personal e-mail messages to friends and family, and have access to the Internet. Every employee with access to electronic mail and the Internet is responsible for seeing that the system is used properly and in accordance with the following policy. Questions concerning this policy should be directed to the Village President or individual in charge of information services.

The email/internet system is part of the business equipment and technology platform and is to be only be used for Village purposes. Personal business (including games) is to be limited to lunch or other break times and must be in compliance with the remainder of this policy.

Information and messages that are sent or received are to be disclosed only to authorize individuals.

- There is NO personal privacy in any matter created, received, or sent from the e-mail/internet system. The Village of Bedford Park, in its discretion, reserves the right to monitor and to access any matter created, received, or sent from the e-mail/internet system.
- Messages sent during working hours should be sent only with good business reason for doing so. Copies should be forwarded only for good business reasons.
- Employees with e-mail/internet access may have a password to access the account. Each employee is responsible for messages that are sent from his/her account(s). Do not share your e-mail/internet password with anyone. Your account can be accessed by the network administrator at any time for verification that information being created, received, or sent is being created, received, or sent for good business reasons, and to check that personal internet/e-mail is not being sent during working hours and that information contained with personal messages does not compromise, libel, or slander the Village of Bedford Park and/or its employees in any way.
- All email/internet (personal and business) must follow the Village policy banning solicitation and distribution. Chain letters, pyramid schemes, and other solicitations are strictly prohibited. Employees found to be in violation of this policy may be terminated immediately.
- No email/internet (personal or business) that constitutes intimidating, hostile, or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation, or disability should be created, sent, accessed, or received. The Village's policy against harassment applies fully to the email/internet system and any violation of that policy is grounds for discipline up to and including immediate termination.
- The email/internet system is not a secure one-way communication tool, and information sent over it may be intercepted and read by unauthorized individuals. Employees must take every precaution to protect confidential information about the Village and our citizens.
- Employees may not use the email system to send copies of documents that are in violation of copyright laws.
- Email messages are considered "records" as defined by the Illinois Freedom of Information Act. Email records are comparable to other Village records and must be kept according to the minimum retention period identified for each particular record. Generally, if the schedule calls for retention, the email should be printed to hard copy and filed. System backups will include email messages, but those back-ups will not be for the purpose of storing and retaining email records.
- Employees who become aware of misuse of the email/internet system should promptly contact their supervisor, Department Head, network administrator or Village Administrator.

It is each employee's responsibility to use proper etiquette when using email or the Internet. Keep messages brief, think about what is to be said before starting and keep messages clear and concise.

Each employee also has a responsibility as the receiver of email to read it, reply promptly and keep the email box uncluttered. Further, try not to read misaddressed email and return it to the sender.

## **908 Progressive Discipline**

The Village is constantly seeking to establish and utilize fair standards for evaluating work performance and to reward outstanding members for their achievements. The Village of Bedford Park also accepts the responsibility to help improve employees whose work performance and efficiency have fallen below established standards or if an employee does not comply with all established policies and procedures. When management determines disciplinary action is appropriate, actions will be taken according to the Village's Progressive Discipline Policy.

Normal steps of disciplinary process are outlined here. However, based on the seriousness of the offense, management may enter into any level of disciplinary action or termination.

**Verbal Correction-**The supervisor will provide a verbal correction to the employee. A written record of this correction will be placed in the employee's personnel file.

**Written Correction-**If the employee does not correct his/her behavior, the supervisor will consult the higher management and prepare a written correction. The employee will be asked to sign the correction indicating receipt of a copy, and a copy will be placed in the employee's personnel file. This step may include a Performance Improvement Plan, where the specific behavior is documented; action steps to correct the behavior are outlined within a specified time frame.

**Suspension without pay-**If the written correction does not ameliorate the problem; an employee may be suspended without pay. The Village President/designee must approve the suspension without pay. The suspension without pay will be for a period of not more than five (5) days consecutive calendar days.

**Termination-**When all means of discipline has been used, or when the offense justifies such action, the employee may be terminated. The Village President/designee must review all recommendations of termination. Management reserves the right to enter into any level of disciplinary action or termination based on the severity of the offense and the member's past work record.

**Disciplinary Action Appeals-**If an employee is the subject of a progressive disciplinary action, the employee is first encouraged to discuss the action with your immediate supervisor and/or Department Head. If after such discussion, or attempted discussion, the employee does not feel the matter is resolved, the employee may initiate the appeal procedure.

All Village employees have the right to appeal a disciplinary action to the next level supervisor. After the Department Head, the appeal should be directed to the Village President/designee.



An employee has the right to appeal to the Village Council. The Council will conduct a hearing regarding the facts and information leading to the disciplinary action taken. The hearing is fair and impartial and you will be given an opportunity to present your defense. The Village Board is the final decision authority regarding the disciplinary appeal proceeding. See ordinance and employee relations committee information in ordinance.

## **909 Computer/Internet Usage**

All of the Village of Bedford Park's electronic, communication and computer equipment, systems, software and services, including but not limited to the Village's telephones, fax machines, electronic mail (e-mail) and voice mail equipment and systems (collectively, the "Electronic System"), are the property of the Village. All communications, data, records, files and other information (collectively, the "Information") created through the use of, or retained in, the Electronic Systems are also the Village's property. The Village makes the Electronic Systems and the Information available to its employees solely for the purpose of conducting Village business. They are not intended for personal use whether on Village premises or elsewhere.

The Village reserves the right to monitor the operations and use of the Electronic Systems and to access all Information. Employees, consultants, vendors, contractors, citizens, and suppliers using the Village's Electronic Systems for personal or other non-Village purposes do so at their own risk and with the knowledge that the Village may monitor, use and access any and all information resulting from such use.

All passwords and codes used in connection with the Electronic Systems and the Information are the property of the Village. The Village may override individual passwords and codes and require employees to disclose any passwords or codes. Employees must abide by, and not attempt to circumvent all systems' security controls, including but not limited to the passwords of other individuals. The Village prohibits employees from accessing or attempting to access or use the e-mail or voice mail systems of a co-worker unless authorized to do so.

All employees are expected to maintain a secure environment for the Electronic Systems and Information. Accordingly, employees are required to:

- Protect the Electronic Systems, software, and services from all types of abuse including but not limited to, misuse, misappropriation, misapplication, and vandalism.
- Protect the integrity and accuracy of Information from unauthorized access, alteration, or destruction.
- Maintain the privacy of proprietary, privileged, personal, or otherwise sensitive information. (For example, employees must exercise caution when sending confidential information via e-mail, since the degree to which the information remains confidential is largely dependent upon the care and protection exercised by employees and the recipient of the e-mail message. Another example is that privileged or confidential communications should be marked as such.)
- Use computer software and other copyrighted materials in accordance with licensing agreements and applicable copyright laws.

- Protect the Electronic Systems and Information from viruses by not downloading software, games or other entertainment software, including screen savers or visiting public bulletin boards and not installing unauthorized software of any type. Under no circumstances may an employee make any unauthorized connection between the Electronic systems or information and any third party systems, software or data.

In keeping with the Village's policies against unlawful harassment and discrimination, the Village prohibits any use of the Electronic Systems to make offensive, harassing, vulgar, obscene, threatening, discriminatory, or intimidating communications. In addition, employees are prohibited from creating, distributing or soliciting sexually oriented messages or images using the Electronic systems. The Village also prohibits communications that constitute slander, defamation, or unlawful disparagement of employees, clients, vendors, or any other person or entity.

Nothing should be said in an e-mail message that would be inappropriate, improper or unsuitable to state in a written memo. Employees should regard e-mail as another form of written communication.

Information within the Village's Electronic Systems is to be treated as confidential. Employees may disclose Information obtained from the Village's Electronic Systems only to authorized individuals.

Violation of this policy will result in disciplinary action, up to and including termination of employment.

## **1000 - Safety**

Adopted: 9/2/09

### **1001 Safety Policy**

Employees must understand that compliance with safety requirements is a condition of employment. Due to the importance of safety, consideration to the Village of Bedford Park employees who violate safety standards, cause hazardous, or dangerous situations, or allow such conditions to remain when they could be effectively remedied may be subject to disciplinary action, up to and including termination.

It is, therefore, essential that all employees comply fully with the standards and practices of the Village of Bedford Park that are designed to promote a safe and healthful working environment.

Whenever an employee identifies an unsafe condition or an occupational safety and health risk, the employee should report the matter immediately to his/her immediate supervisor if the employee is unable to remedy the situation him/herself.

Every employee should understand the importance of safety in the workplace. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers. Accordingly, the Village of Bedford Park emphasizes "safety first" and expects all employees to take steps to promote safety in the workplace.

All accidents must be reported immediately to the supervisor.

1. Each Department Head has the basic responsibility to make sure the safety of human beings is a part of their concern. Supervisors at all levels are responsible for advancing safety and loss prevention programs established by the Village.
2. Personal Protective Equipment. Check with the Department Head to determine if there is any required personal protective equipment for your area. Failure to do so may not only result in injury, but disciplinary action for failure to follow proper safety procedures.
3. Safety Meetings. As a method of prioritizing safety issues and keeping current with Village trends, safety meetings will be conducted.

All departments shall participate in safety training and are expected to initiate safety training and procedures that best suit the department's needs. Each department shall keep records of training.

## **1002 Slip, Trip, and Fall Prevention**

Adopted: 4/18/2019

### **I. Purpose**

Village of Bedford Park makes all reasonable efforts to:

- A. Protect the health and safety of employees.
- B. Provide safe work practices for employees.
- C. Provide information to employees.
- D. Identify and correct health and safety hazards and encourage employees to report hazards.

This Slip, Trip and Fall Prevention policy has been developed to minimize injury, illness, or death associated from slip, trip and fall related incidents. Procedures include worksite evaluations, elimination of slip, trip and fall hazards, and employee training.

Requirements outlined in this policy are mandatory by regulation where the word "shall" is used and are advisory in nature where the word "should" is used.

### **II. Application of This Guidance Document**

The objectives of the Slip, Trip and Fall Prevention Guide are to provide direction on:

- A. Identifying working environments where slip, trip and fall hazards are most likely to occur.
- B. Eliminating/reducing identified slip, trip and fall hazards.
- C. Training employees who will be working in environments where slip, trip and fall hazards are likely to arise during a typical work shift.

### **III. Responsibilities**

The responsibilities listed below supplement the core responsibilities as outlined in employee job descriptions.

#### **A. Department Heads (Supervisor)**

Supervisors are responsible for the following:

1. Identifying work locations that are "Higher Risk Areas." For definition of "Higher Risk Area," refer to Section IV-B.

2. Ensuring periodic workplace inspection is conducted to identify slip/ trip/ fall hazards.
3. Properly addressing slip, trip and fall hazards promptly and consulting with the safety committee if a slip, trip and/or fall hazard cannot be abated.
4. Ensuring appropriate training is provided for all employees who will be working in higher risk areas where slip, trip and fall hazards are prevalent.
5. Evaluating employees' compliance with safe work practices.
6. Where routine or occasional floor cleaning is performed by departmental staff, creating a floor maintenance procedure and ensuring that personnel properly and consistently follow floor maintenance procedures.
7. Promptly reporting all employee injuries to employer.

#### B. Employees

1. Employees who work in a higher risk area are responsible for the following:
2. Adhering to the recommended housekeeping practices & other safe work practices to prevent slip, trip and fall related incidents. This includes cleaning up spills immediately, marking spills and wet areas, mopping or sweeping debris from floors, and removing obstacles from walkways, and keeping areas free from clutter.
3. Following all (Member Name) safety practices, including but not limited to:
  - a. Reporting potential hazards to the supervisor immediately.
  - b. Reporting accidents to the supervisor immediately.

#### C. Department Supervisors

Department supervisors are responsible for the following:

1. Assisting in the identification and elimination of slip, trip and fall hazards found in common/shared areas. Inspections for identifying slip, trip and fall hazards are recommended:
  - a. At least annually, ideally prior to a wet season.
  - b. Before, during, and/or after construction and renovation activities in situations where building occupants and the general public may be affected.
  - c. A sample inspection form is contained in Appendix D.
2. As appropriate, assisting departments with the removal of facilities-related slip, trip and fall hazards.
3. Consulting with the safety committee for assistance in addressing slip, trip and fall hazards as appropriate.

#### D. Safety Committee

1. The Safety Committee is responsible for the following:
  - a. Developing, implementing, and maintaining the Slip, Trip and Fall Prevention Guide.

- b. Assisting departments in evaluating areas where slip, trip and fall hazards are prevalent and providing suggestions to help abate noted deficiencies.
- c. Making available training for employees who work in areas where slip, trip and fall hazards are prevalent.
- d. Analyzing and reporting trends in injury and/or incidence rates related to slip, trip and fall hazards.

#### IV. Hazard Identification/Inspection

##### A. Slip, Trip, & Fall Hazards

1. Common slip, trip and fall hazards result from:
2. Wet or contaminated floors (e.g. grease, liquids, ice, oil, dust fine powders, etc.).

Contaminant	Source
Rain/Snow water	<ul style="list-style-type: none"> <li>• Transmitted internally from open external doors or from the feet, coats or umbrellas of pedestrians</li> <li>• Building leaks</li> </ul>
Ice	<ul style="list-style-type: none"> <li>• Wintery conditions</li> </ul>
Water, other fluids	<ul style="list-style-type: none"> <li>• From spills, plumbing leaks, cleaning, ice machines</li> </ul>
Floor cleaning products	<ul style="list-style-type: none"> <li>• Resulting from failure to follow appropriate floor cleaning procedures</li> </ul>
Body fluids	<ul style="list-style-type: none"> <li>• Blood, vomit</li> </ul>
Condensation	<ul style="list-style-type: none"> <li>• Variations in temperature</li> </ul>
Dusts	<ul style="list-style-type: none"> <li>• Natural or from stored materials</li> </ul>
Debris	<ul style="list-style-type: none"> <li>• Bags, paper, food residues, soil, cardboard boxes</li> </ul>

3. Uneven walking surfaces, holes, changes in level, broken or loose floor tiles, defective or wrinkled carpet or uneven steps/thresholds.
4. Mats or rugs not lying flat on the floor.
5. Obstructions and accumulation of objects in walkways (e.g. hoses, cords, cables, debris, etc.).
6. Unguarded platforms, walkways, and work areas 48 inches above ground.
7. Inadequate illumination

##### B. Higher Risk Areas

For purposes of this Guide, an area where slip, trip, or fall hazards may likely arise during a typical work shift, is considered a “higher risk area”. Examples of higher risk areas include:

1. Kitchens – wet floor
2. Locker rooms / Bathrooms – wet floor
3. Loading docks – elevated locations
4. Maintenance Garages – wet floor– housekeeping
5. Vehicle Storage Garages – wet floor - housekeeping

##### C. Inspections

Inspections to identify slip, trip and fall hazards are recommended should be conducted on a regular basis. For higher risk areas, a formal inspection is recommended at least on a weekly basis; more frequently depending on the likelihood for changing conditions. For building common areas, it is recommended that the building Department Manager conduct inspections. A sample inspection form is contained in Appendix D.

Recommended inspections should minimally include evaluation of the following:

1. Condition of floors, carpets, and steps
2. Floor maintenance procedures
3. Housekeeping practices
4. Lighting levels
5. Presence and condition of guardrails, stair-rails, and handrails at elevated work surfaces.

## V. HAZARD CONTROL MEASURES

### A. General Housekeeping Procedures / Safe Work Practices

The following housekeeping procedures and safe work practices must be followed to prevent accidents associated with slip, trip and fall hazards:

1. General Safety
  - a. Avoid running or walking too fast, especially in higher risk areas.
  - b. Avoid carrying items that will obstruct one's view of their walking pathway.
  - c. Avoid walking through potential slip, trip and fall hazards.
  - d. Use extra caution when traveling both outdoors and indoors during wet/winter weather.
  - e. Avoid walking and texting
2. General Housekeeping Procedures
  - a. Clean up spills immediately. For greasy liquids, use suitable cleaning agent.
  - b. Do not leave floors wet after cleaning – clean them to a completely dry finish if possible. If "clean-to-dry" is not possible, then use barriers and "wet floor" warning signs to keep people off the wet area.
  - c. Use cleaning methods that do not spread the problem. Small spills are often better dealt with using a paper towel instead of a mop that wets a larger area of floor.
  - d. Do not use cardboard to soak up spills.
3. Slip Hazards
  - a. Sidewalks and parking lots shall be cleared of snow and ice, and salt and ice-melt used in high traffic areas. Snow and ice removal procedures shall be conducted prior to arrival hours of general working population.
  - b. Floors, platforms, and walkways shall be maintained in good repair, and reasonably free of oil, grease, or water. Mats, grates, or other methods that provide equivalent protection shall be used on areas where operation requires walking on slippery surfaces.
  - c. Slip-resistant floor coatings should be used in areas that are likely to get wet or subject to frequent spills.

- d. Slip hazards must be identified and removed promptly.
- e. Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.

#### 4. Trip Hazards

- a. Platforms and walkways shall be free of obstructions & dangerous projections (e.g. extension cords, power cables, hoses, carts, boxes, debris).
- b. Position equipment to avoid cables crossing pedestrian routes; use cable covers securely fix to surfaces, or consider use of cordless tools.
- c. Surfaces in poor repair (i.e. holes, surface upheaval, and broken tiles) shall be repaired or guarded by readily visible barricades, rails or other equally effective means.
- d. Ensure floor mats and rugs are securely fixed and do not have curling edges.

#### 5. Fall Hazards

##### a. Elevated Locations

- 1) Guardrails shall be provided on all open sides of unenclosed elevated locations. Example of elevated locations include: balconies, runway ramps, or working surfaces that are more than 48 inches above the floor, ground, or other working areas of a building.
- 2) For Roofs: Guardrails shall be provided at locations where there is routine need for an employee to approach within 15 feet of the edge of the roof. Where such roof access is needed no more than 4 times a year, safety belts, lanyards, or an approved fall protection system may be used in lieu of guardrails.

##### b. Stairways

Stairways shall have handrails or stair rails on each side.

##### c. Ladder Use

When a ladder is used, the employee shall follow safe ladder practices.

##### d. Elevating Work Platforms & Aerial Devices (e.g. vertical tower, scissor lift, mast-climbing work platform):

- 1) Only employees who have been trained, and authorized by the supervisor shall operate elevating work platforms and aerial devices. NOTE: Aerial device and elevating work platforms are vehicle-mounted or self-propelled device designed to elevate a platform/ individual in a substantially vertical axis.

#### 6. Design Guidelines for guardrails, stair-rails, and handrails

- a. Design guidelines for guardrails, stair-rails, and handrails can be found within the IPRF Loss Control Manual, SECTION 18 – Slip and Fall Prevention. The Loss Control Manual can be found within the Loss Control section of the IPRF website, IPRF.com
- b. Additional information on the design guidelines for guardrails, stair-rails, and handrails can be found at Per OSHA IDOL/OSHA CFR 1926.502 (b) Subpart M,

for construction tasks as well as IDOL CFR 1910 Subpart D, for general industry. Within the standards referenced, depending on the job assignment, there are variations with the requirements, ensure to refer back to the most applicable standard.

## B. Floor Mats and Other Floor Treatments

Where work processes are expected to create wet floor surfaces, such surfaces shall be protected against slipping by using mats, grates, cleats, or other methods that provide equivalent protection.

Where wet processes take place, drainage shall be maintained and false floors, platforms, mats, or other dry standing places provided.

### 1. Floor mats

- a. Floor mats shall be placed in higher risk areas where walking-working surfaces may encounter wetness or other slippery conditions. Examples of higher risk areas include:
  - b. Building entrances
  - c. Areas adjacent to food counters and food preparation areas
  - d. Cooking areas
  - e. Areas where the work procedure is going to produce fluids that could remain standing on the floor surface
  - f. The design of floor mats should have the following features:
    - g. Slip resistant surface on both top and bottom sides.
    - h. Beveled edges, flat edges or similar design to help reduce the likelihood of workers tripping on the mat's edges.
    - i. Slots or similar design to help promote drainage and prevent accumulation of water & grease.
    - j. Antibacterial treatment or similar design to help prevent the growth of mold and mildew.
    - k. Floor mats should not be installed and used in a way where the mat itself becomes a slip or trip hazard.

### 2. Other Methods

Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places shall be provided.

## C. Slip-Resistant Footwear

Employees who work in potentially slippery higher risk areas must wear slip-resistant footwear. When selecting slip-resistant footwear, the following should be considered:

1. Level of slip-resistance (i.e. Polyurethane and microcellular urethane soles are more slip-resistant compared to nitrite and styrene rubber).



2. Tread design, tread hardness, and shape of sole and heel. (i.e. High elastic soles with raised-tread and cross-hatch patterns are more slip-resistant compared to rough and flat soles. Tread patterns should cover the whole sole and heel area.)
3. Use of non-slip shoe covers. Examples include Yak Trax, Gator Shoes with Gatorbacks or other slip resistant over shoes.
4. Proper support and comfort.
5. A footwear wear inspection program to ensure treads are still adequate.

NOTE: The use of slip-resistant footwear alone is not adequate in preventing slip-related accidents. General housekeeping procedures, safe work practices, and matting/ floor treatments (as necessary) must be used.

#### D. Floor Maintenance Procedures

A floor maintenance procedure must exist where routine or occasional floor cleaning is performed by departmental staff. It is recommended to consult with the floor cleaner product manufacturer for guidance on suggested cleaning procedures. The following should be considered when developing a floor maintenance procedure:

1. The type of floor finish products used, including slip-resistant polymer finishes, strippers, degreasers and general cleaners.
2. Proper application methods for products, including proper dilution and time schedules for each component or process.
3. Proper warning system used during floor maintenance operation to alert building occupants of the presence of potential slip, trip and fall hazards.
4. Documentation of products used, including Safety Data Sheets, and specifications regarding the slip-resistance level of the product.
5. Periodic review of maintenance program, especially after a report of an employee “near miss” or actual accident.

## VI. TRAINING

For employees working in higher risk areas, training shall be provided to ensure employees are in compliance with safe work practices.

#### A. General Housekeeping / Safe Work Practices

All employees who may be required to work in a higher risk area shall be trained on the following:

1. Recognition of potential hazards associated with working in a higher risk area.
2. The use of control measures to prevent slip, trip and fall related accidents.

The frequency of training provided to the employees is to be determined by the supervisor and department manager.

#### B. Floor Maintenance Procedures

Where departmental staff personnel are assigned to perform routine or occasional floor maintenance, recommend training should be provided on established floor maintenance procedures and necessary PPE to be worn. When new products and/or equipment are used, recommend the departmental staff receives adequate re- training for proper usage.

### C. Recordkeeping

Department Heads shall keep records of health and safety training received by employees.

### **1003 Drug Testing**

All employees may be required to submit to a urinalysis test and/or other appropriate drug testing upon reasonable suspicion that the employee is using a controlled substance or is under the influence. The employer may also request that a blood sample be taken at the same time. Results and any actions will be in accordance with appropriate contractual agreements.

### **1004 Hazard Communication**

The Village of Bedford Park in accordance with the Hazard Communications Act and the Occupational Safety and Health Standard (OSHA), maintains a hazard communication program that will train and educate employees on the use of and handling of hazardous materials. Employees who are in positions that require personal protective equipment or have the need to work with and around chemicals, will receive the proper training for the safe handling of, and personal protection from these substances.

A list of hazardous materials is maintained in each department and/or with the Village President. Each employee, once trained, is responsible to know where the information is kept, read safety instructions and warning labels, know the location of the MSDS and how to read them, and not to begin working with any chemicals until the precautions and required safety equipment is understood.

### **1005 Firearms on Village Property**

Employees of the Village are prohibited from carrying on their person, either concealed or unconcealed, or in their immediate possession, or bring onto Village property any firearm, gun, pistol, or other similar items, regardless if the employee is licensed to carry a weapon. The policy pertains to all Village employees, with the exception of the Village of Bedford Park Police personnel.

### **1006 Use of Cell phone while driving**

When using a Village issued cell phone while driving, it is recommended that employees safely pull off the road while engaged in a conversation. Safe driving techniques must be adhered to ensure safety to our employees and the community.

### **1007 Emergencies Affecting Village Operations**

The Village is open for business during normal working hours; however, due to weather or other emergencies, the Village may be faced with temporary service closure, or have limited operations. The Village President/designee is the only individual authorized to close Village operations.

Some departments during an emergency may have the duty to call in off-duty employees to assist with the situation. Supervisors will notify employees if required to report to duty. In some situations, the Village may use the media to notify employees they are required to report to work. Please check with the Department Head as to the types of response required of employees in your area during emergency situations.

## **1100 - Terminating Employment**

### **1101 Notice of termination**

To be considered a resignation in good standing, the Village expects a two-week notice. This will give the department time to arrange for a replacement. This also allows time for the preparation of paperwork to ensure the timely payment of any benefits owed to the Village or the employee. Notices of less than two (2) weeks will limit or eliminate receipt of benefits.

### **1102 Layoff/Reorganization**

The Village may layoff an employee, transfer an employee to another position, or demote an employee because of changes in duties, reorganization, discipline or lack of funding or work. Whenever possible, an employee will be transferred to a suitable position elsewhere. Further, whenever possible, the Village will give the employee at least two (2) weeks' notice before the layoff, transfer, or demotion.

The Village will determine individuals for layoff or reorganization based on job performance and efficiency, retaining the most proficient employees the longest. Seniority will only be used to determine a layoff or reorganization among employees with substantially equivalent job performance records, retaining the most senior employee the longest. The Village will lay off temporary employees before regular employees doing similar job duties.

### **1103 Retirement**

Employees with a qualifying age may retire from the Village of Bedford Park. Prior to retiring, employees are advised to check with the Illinois Municipal Retirement System to ensure eligibility to retire and available benefits.

A minimum of two (2) weeks notices is required; however, special considerations may be made available to those employees and supervisors who announce his/her retirement prior to the retirement date. Refer to Section 708 – Retirement Incentive.

### **1104 Death of an Employee**

In the case of a death of a Village employee, salary and vacation monies due this employee shall be paid to his/her beneficiary.

In the case of a death of a full-time salaried Village employee, regular or probationary, his/her beneficiary shall receive his/her salary equal to a full pay period in which the death occurred.

Beneficiary is defined to mean person or persons designated as the beneficiary or beneficiaries in the records of the Illinois Municipal Retirement Fund and otherwise referred to as I.M.R.F.

## **1105 Exit Interviews**

To promote a better understanding of working conditions and employee concerns or opinions, it shall be the policy of the Village to conduct exit interviews whenever possible with employees that leave the employment of the Village. The interviews shall be conducted separately by the Department Head and/or the Village President/designee, whenever possible. The purpose is to determine the reasons for leaving; the impression of the person regarding the work experience; and to explain any procedures necessary and paperwork required or benefit options available, if any. The results shall be recorded and submitted to the appropriate persons for review.

## **1200 - Financial Expenditures**

Adopted: 9/2/09

### **1201 Expenditures**

Expenditures will be processed as follows:

\$ .01-\$5,000.00 – Department Head signature and will be placed on “Bills List” report to be reviewed and approved by Board at regular board meetings.

\$5,000.01- Department Head and two Board members’ signatures along with Village Board approval at regular board meetings.

All purchases of \$25,000 or more are subject to the Village Bid Procedures.

Expenditures that will exceed yearly budgeted line item amounts in a department budget shall be presented to the department committee, for approval before purchase authorization.

Utility purchases and emergency related issues that affect department mission are not included in the above regulations but are subject to review and assessment by Board. Department Committee Chairman is to be notified as soon as possible when these incidents occur.

### **1202 Mileage Reimbursement**

The Village may reimburse employees for mileage when use of a personal vehicle becomes necessary for Village business and is pre-approved by the Village. The employee shall report mileage to and from the location to their Department Head who will verify correctness and submit to the appropriate persons for reimbursement. The reimbursement shall be based on the standard mileage rate set by the Internal Revenue Service for the year in which the vehicle is used, based on cents per mile for business miles driven.

### **1203 Collection of Revenue**

Revenue collected by the Village shall be supported by documentation such as bank records, receipts and tickets. Tickets will be used to support revenue from spectator events and concessions. Every effort should be made to collect revenue by means of credit cards or debit cards.

## **1300 - Village Vehicles & Equipment**

Adopted: 9/2/09

Amended: 5/16/13

### **1301 Village Vehicles**

The following Village personnel shall be assigned use of a village vehicle on a 24 hour per day basis: Fire Chief, Police Chief, Public Works Superintendent, Water Superintendent, Building Coordinator and Fire Marshal. A vehicle may be assigned to their assistant on the same basis when the Department Head is on vacation and/or incapacitated. The Village President and the Village Board Department Chairperson shall approve such use. No other vehicles will be assigned to the village personnel of the same basis without the approval of the Village Board.

Village employees assigned a vehicle when, on vacation, sick leave, on worker's compensation, or any other reason not connected with their employment to the Village or their regular assigned duties, or otherwise approved events, shall return their vehicles to their assigned department. Village vehicles are not to be used for personal use other than driving to and from work. All village vehicles will maintain a monitored mileage system. Mileage reports shall be completed and given to the Chief Administrative Officer-Finance. Non police or fire vehicles are subject to IRS regulation regarding use of vehicles compensation and taxations.

All Village vehicles including those assigned to supervisors shall be clearly marked as to both Department and Village identification. Markings shall be a minimum of eight (8) inches in diameter located on the panel under the driver's side door and the passenger's side and shall be in permanent paint or decal marking no removable magnet or other type of sign shall be used and shall remain until the Village no longer owns the vehicle. The Police Department due to its mission shall be allowed a pre-determined number of vehicles that can remain unmarked but must be used predominately for undercover work and shall not be used for non-assigned duty hours unless under special circumstances.

### **1302 Village Owned Equipment**

Village owned equipment, tools, material or other village property shall be used only for Village related work. No such equipment, tools, material or other Village property shall be used for personal purposes without receiving Village board approval.

Storage of personal vehicles, equipment or tools in Village facilities or properties is hereby prohibited. Said facilities will be solely for Village related work and to store Village vehicles, equipment and tools.

### **1303 Repair/Replace Property**

Except as required by contract, the Village is not responsible or liable for the repair or replacement of any personal items belonging to the employees that are lost or damaged during the employee's normal course of employment.

Said personal items referred to above include, but are not limited to, wrist watches, eye glasses, contact lenses, rings, necklaces, or any other type of jewelry.

Any employee wearing or carrying said items on their persons while working, assumes complete and full responsibility for said items.

### **1304 Inventory and Loss Prevention**

Capital assets which include land and improvements, current year purchases of streets, sidewalks, buildings, storm sewers, sanitary sewers, water distribution system and machinery and equipment are reported in applicable governmental or business-type activities (proprietary/enterprise funds) in the government wide financial statements.

Capital assets are defined as assets with an initial, individual cost of more than \$5,000, and estimated life of greater than one year. Additions or improvements that significantly extend the useful life of an asset, or significantly increase the capacity of an asset are capitalized.

Expenditures for asset acquisitions and improvements are stated as capital outlay expenditures in the government funds.

Capital assets are valued at historical cost, or estimated historical cost, if purchased or constructed. Donated assets are recorded at their estimated fair market value at the date of the donation.

Interest incurred during the construction phase of capital assets included as part of a business type activity is reflected in the capitalization value of the asset constructed, net of interest earned on the invested proceeds of any debt issuance associated with the project over the same period. The costs of normal maintenance and repairs that do not add value of the asset or materially extend the asset life are not capitalized.

### **1305 Surplus Personal Property**

The Village Board, upon receiving a written recommendation from the respective Department Head, may elect to declare Village personal property as surplus and is no longer functional for Village related needs.

If so determined, the personal property shall be disposed in one of the following manners:

1. The Village shall receive an appraised value of the property via a blue book price and/or through a nationally recognized accepted appraisal process. Upon determining the appraised value, the Village Clerk will notify the Village residents, employees and the local business district that the Village is accepting sealed bids for the property. The minimum bid must be equivalent to the appraised value. The Village shall have the right to reject bids which shall be part of the notice to be furnished by the Village Clerk.
2. The Village can offer the property for sale at one of the local municipal, county or regional governmental auctions.

All properties shall be sold on an "AS IS" basis with no guarantees or warranties of any kind.

### **1400 - DOT Drug Testing Policy**

Adopted: 9/2/09

Refer to Appendix E for the Village of Bedford Park's DOT drug and alcohol testing rules and procedures.



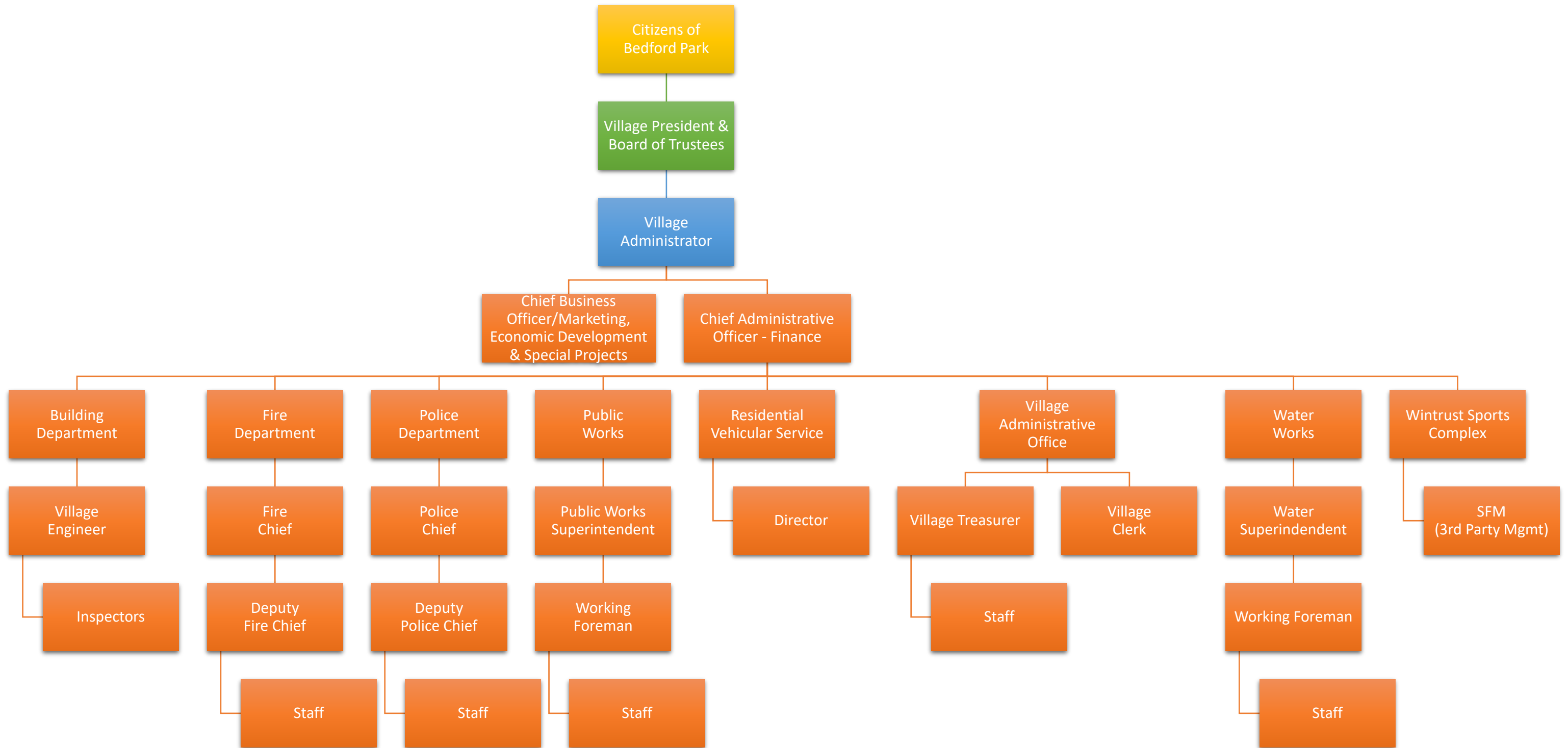
**Appendix A: Longevity Schedule**

<u>Years of Service</u>	<u>Amount</u>
6 years	\$ 600.00
7 years	\$ 700.00
8 years	\$ 800.00
9 years	\$ 900.00
10 years	\$1,000.00
11 years	\$1,100.00
12 years	\$1,200.00
13 years	\$1,300.00
14 years	\$1,400.00
15 years	\$1,500.00
16 years	\$1,600.00
17 years	\$1,700.00
18 years	\$1,800.00
19 years	\$1,900.00
20 years	\$2,000.00
25 years	\$2,500.00



APPENDIX B

VILLAGE OF BEDFORD PARK  
ORGANIZATIONAL CHART



**APPENDIX C:**

**EMPLOYEE FORMS  
(SEE THE FOLLOWING PAGES)**

**Certification of Health Care Provider for  
Employee's Serious Health Condition  
(Family and Medical Leave Act)**

**U.S. Department of Labor**  
Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT

OMB Control Number: 1235-0003  
Expires: 7/31/2018

**INSTRUCTIONS to the EMPLOYER:** The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: \_\_\_\_\_

Employee's job title: \_\_\_\_\_ Regular work schedule: \_\_\_\_\_

Employee's essential job functions: \_\_\_\_\_

Check if job description is attached: \_\_\_\_\_

**INSTRUCTIONS to the EMPLOYEE:** Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: \_\_\_\_\_  
First Middle Last

**INSTRUCTIONS to the HEALTH CARE PROVIDER:** Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider's name and business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**PART A: MEDICAL FACTS**

1. Approximate date condition commenced: \_\_\_\_\_

Probable duration of condition: \_\_\_\_\_

**Mark below as applicable:**

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?  
 No  Yes. If so, dates of admission:

\_\_\_\_\_

Date(s) you treated the patient for condition:

\_\_\_\_\_

Will the patient need to have treatment visits at least twice per year due to the condition?  No  Yes.

Was medication, other than over-the-counter medication, prescribed?  No  Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?  
 No  Yes. If so, state the nature of such treatments and expected duration of treatment:

\_\_\_\_\_

2. Is the medical condition pregnancy?  No  Yes. If so, expected delivery date: \_\_\_\_\_

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition:  No  Yes.

If so, identify the job functions the employee is unable to perform:

\_\_\_\_\_

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART B: AMOUNT OF LEAVE NEEDED**

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? \_\_\_ No \_\_\_ Yes.

If so, estimate the beginning and ending dates for the period of incapacity: \_\_\_\_\_

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? \_\_\_ No \_\_\_ Yes.

If so, are the treatments or the reduced number of hours of work medically necessary?  
\_\_\_ No \_\_\_ Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

\_\_\_\_\_

Estimate the part-time or reduced work schedule the employee needs, if any:

\_\_\_\_\_ hour(s) per day; \_\_\_\_\_ days per week from \_\_\_\_\_ through \_\_\_\_\_

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? \_\_\_ No \_\_\_ Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups?  
\_\_\_ No \_\_\_ Yes. If so, explain:

\_\_\_\_\_

\_\_\_\_\_

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency : \_\_\_\_\_ times per \_\_\_\_\_ week(s) \_\_\_\_\_ month(s)

Duration: \_\_\_\_\_ hours or \_\_\_\_\_ day(s) per episode

**ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER**

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



**Notice of Eligibility and Rights & Responsibilities**  
**(Family and Medical Leave Act)**

**U.S. Department of Labor**  
Wage and Hour Division



OMB Control Number: 1235-0003  
Expires: 7/31/2018

In general, to be eligible an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

**[Part A – NOTICE OF ELIGIBILITY]**

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

FROM: \_\_\_\_\_  
Employer Representative

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

On \_\_\_\_\_, you informed us that you needed leave beginning on \_\_\_\_\_ for:

- \_\_\_\_\_ The birth of a child, or placement of a child with you for adoption or foster care;
- \_\_\_\_\_ Your own serious health condition;
- \_\_\_\_\_ Because you are needed to care for your \_\_\_\_\_ spouse; \_\_\_\_\_ child; \_\_\_\_\_ parent due to his/her serious health condition.
- \_\_\_\_\_ Because of a qualifying exigency arising out of the fact that your \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent is on covered active duty or call to covered active duty status with the Armed Forces.
- \_\_\_\_\_ Because you are the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

- \_\_\_\_\_ Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)
- \_\_\_\_\_ Are not eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):
  - \_\_\_\_\_ You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately \_\_\_\_\_ months towards this requirement.
  - \_\_\_\_\_ You have not met the FMLA's hours of service requirement.
  - \_\_\_\_\_ You do not work and/or report to a site with 50 or more employees within 75-miles.

If you have any questions, contact \_\_\_\_\_ or view the FMLA poster located in \_\_\_\_\_.

**[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]**

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by \_\_\_\_\_. (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

- \_\_\_\_\_ Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request \_\_\_\_\_ is/\_\_\_\_\_ is not enclosed.
- \_\_\_\_\_ Sufficient documentation to establish the required relationship between you and your family member.
- \_\_\_\_\_ Other information needed (such as documentation for military family leave): \_\_\_\_\_

No additional information requested

If your leave does qualify as FMLA leave you will have the following responsibilities while on FMLA leave (only checked blanks apply):

Contact \_\_\_\_\_ at \_\_\_\_\_ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You will be required to use your available paid \_\_\_\_\_ sick, \_\_\_\_\_ vacation, and/or \_\_\_\_\_ other leave during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.

Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We \_\_\_\_\_ have/\_\_\_\_\_ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.

While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every \_\_\_\_\_ (Indicate interval of periodic reports, as appropriate for the particular leave situation).

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.

If your leave does qualify as FMLA leave you will have the following rights while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:
  - \_\_\_\_\_ the calendar year (January – December).
  - \_\_\_\_\_ a fixed leave year based on \_\_\_\_\_.
  - \_\_\_\_\_ the 12-month period measured forward from the date of your first FMLA leave usage.
  - \_\_\_\_\_ a "rolling" 12-month period measured backward from the date of any FMLA leave usage.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on \_\_\_\_\_.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have \_\_\_\_\_ sick, \_\_\_\_\_ vacation, and/or \_\_\_\_\_ other leave run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.

\_\_\_\_\_ For a copy of conditions applicable to sick/vacation/other leave usage please refer to \_\_\_\_\_ available at: \_\_\_\_\_

\_\_\_\_\_ Applicable conditions for use of paid leave: \_\_\_\_\_

Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact:

\_\_\_\_\_ at \_\_\_\_\_

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.



**Designation Notice  
(Family and Medical Leave Act)**

**U.S. Department of Labor**  
Wage and Hour Division



OMB Control Number: 1235-0003

Expires: 7/31/2018

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form by employers is optional, a fully completed Form WH-382 provides an easy method of providing employees with the written information required by 29 C.F.R. §§ 825.300(e), 825.301, and 825.305(e).

To: \_\_\_\_\_

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

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided. We received your most recent information on \_\_\_\_\_ and decided:

\_\_\_\_\_ Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

\_\_\_\_\_ Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: \_\_\_\_\_

\_\_\_\_\_ Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

**Please be advised (check if applicable):**

\_\_\_\_\_ You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA leave entitlement.

\_\_\_\_\_ We are requiring you to substitute or use paid leave during your FMLA leave.

\_\_\_\_\_ You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position \_\_\_\_\_ is \_\_\_\_\_ is not attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

\_\_\_\_\_ **Additional information is needed to determine if your FMLA leave request can be approved:**

\_\_\_\_\_ The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than \_\_\_\_\_, unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.  
(Provide at least seven calendar days)

(Specify information needed to make the certification complete and sufficient)

\_\_\_\_\_ We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

\_\_\_\_\_ Your FMLA Leave request is Not Approved.

\_\_\_\_\_ The FMLA does not apply to your leave request.

\_\_\_\_\_ You have exhausted your FMLA leave entitlement in the applicable 12-month period.

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. §§ 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 – 30 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**





# VILLAGE OF BEDFORD PARK

## Tuition Reimbursement

6701 S Archer Rd, Bedford Park, IL 60501 Phone: (708) 458-2067 Fax (708) 458-2079 www.villageofbedfordpark.com

- 1. Preapproval through Motion.** A request to attend courses that will later be reimbursable must be requested through a motion of a board meeting. The request will include the course names, start dates and supervisor approval. Complete the section below and submit to supervisor to be included in board meeting.

Name	_____	Date	_____
Department	_____	College Attending	_____
Course 1	_____	Course 2	_____
Course 3	_____	Course 4	_____
Start Date	_____	Year	_____
Program	_____		

Schedule is attached

Dept. Approval \_\_\_\_\_

- 2. Course Completion.** Course grades AND proof of payment must be submitted for the payout after the course is completed. Actual payment receipt is required (credit card receipt or register receipt from college). If paid with school loans, the receipt must show payment on loan.

Grade report is attached

Proof of payment is attached

Copy of approved motion

Date submitted for payment \_\_\_\_\_

Please submit to Dyane or Rhonda in Village Hall.



# Injury Reporting Guidelines

In order for **on-the-job-injuries** to be processed properly, this form must be completed as soon as possible by each Village Department and promptly forwarded to the Village Hall. Please follow these guidelines:

1. Complete the report **in-full**. An "N/A" (*for not applicable*) may be filled in any box that does not apply.
2. After completing the report, print it out and sign/date it as the "**Supervisor Preparing the Report**".
3. Have the injured **Employee** review the report and sign/date it.
4. The Supervisor will then forward the completed and signed report to the **Department Head** of the respective department.
5. The **Department Head** will review the report, provide any comments, sign/date it, and forward it to the Village Hall immediately.

If there is any anticipated or expected delay in getting this report forwarded to the Village Hall in a prompt manner, (*waiting for employee signature, department head not available, etc.*), please consider emailing the form to involved parties to expedite the process and please consider providing an unfinished report to the Village Hall so the processing of the injury can begin.

## Post Injury Expectations

Employees are our greatest asset and we want you to be well. If you are injured at work, please be aware of the process.

1. If you are hurt, get assistance with administering first aid if it is needed.
2. If you need to see the company physician, go to Proven during work hours (M-F, 7a – 5p).
3. If you need medical treatment, you will need your worker's compensation claim number. You can get this from Dyane or Yvette in the village administrative office (708-458-2067). You can also ask the provider to obtain the claim number from Dyane at [dyane@villageofbedfordpark.com](mailto:dyane@villageofbedfordpark.com). Please note the injury report is needed before a claim can be filed with work comp.
4. Proven Occupational Health is connected to MidAmerica Orthopedics and can refer you to their best orthopedic physician for your injury if further treatment or x-rays are needed. You can usually be treated and/or have testing done within a reasonable wait time.
5. There is no medical cost to you for work-related injuries so do not provide your personal insurance information.
6. A physician needs to provide an order to excuse you from work.
7. Worker's compensation benefits will be determined if more than three work days are missed.
8. If you need medical attention and/or miss work, you will be contacted by a work comp representative. You can expect to be interviewed by the rep regarding details of the incident. All requested information needs to be provided to this person.
9. If you are off due to a work comp injury, you will be expected to call in to your department every Friday morning before noon to provide an update of your status. This is in addition to providing a work status report to your department and the administrative office (Dyane) following every physician appointment.
10. If therapy is recommended by your physician and approved by work comp, you will need to provide a therapy schedule.
11. If off on work comp, light duty is available and may return you to work sooner. You will receive full pay on light duty.
12. When returning to light duty and full duty you will need a work release from your treating physician and Proven Occupation Health. Please contact your department or the administrative office to set up the return to work visit with Proven.



# VILLAGE OF BEDFORD PARK

## On the Job Injury Report

6701 S Archer Rd, Bedford Park, IL 60501 Phone: (708) 458-2067 Fax (708) 458-2079 www.villageofbedfordpark.com

*This report is to be completed in full by the employee's immediate supervisor and promptly forwarded to the Department head.*

<b>Employee Name:</b>	<b>Job Title:</b>	<b>Department:</b>
<b>Employee Home Address:</b>	<b>City:</b>	<b>State/Zip:</b>
<b>Employee Phone Number (Cell):</b>	<b>Employee Phone Number (Home):</b>	<b>Employee Phone Number (Work/Other):</b>
<b>Employee Email Address:</b>	<b>Employee Date of Birth:</b>	<b>Employee SS#:</b>
<b>Date of Injury:</b>	<b>Time of Injury:</b>	<b>Time Employee Started Work:</b>
<b>Location of Injury (Address):</b>	<b>City:</b>	<b>State/Zip:</b>
<b>Specific Job Operation When Accident Occurred:</b>		
<b>Detailed Description of Injury: (Include nature of injury (or illness), how it occurred, part(s) of the body affected, or any other relevant information):</b>		
<b>Fire Incident #:</b>	<b>Police Incident #:</b>	<b>Type of Training (if applicable):</b>
<b>Were department policies followed? If not, please explain:</b>		
<b>EMS Attention Offered (yes/no):</b>	<b>EMS Attention Refused (yes/no):</b>	<b>EMS Attention Administered By (list EMS agency):</b>
<b>Additional Medical Attention Administered By (list Hospital, Immediate Care, Occupational Health, etc.):</b>		
<b>Address:</b>	<b>City:</b>	<b>State/Zip:</b>

<b>Doctor Name:</b> <input type="text"/>	<b>Additional Medical Remarks:</b> <input type="text"/>
---	--

**\*\*If the injury was serious enough to require medical attention, complete a detailed narrative below, including any witness statements. Include a copy of an Ambulance report if applicable. Forward all relevant reports to a supervisor as soon as possible.**

**Detailed Narrative of Medical Attention:**

<b>Was there any lost time from the job (yes/no):</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If so, how many hours:</b> <input type="text"/>
---	---

<b>Witness Name:</b> <input type="text"/>	<b>Phone Number:</b> <input type="text"/>	<b>Email Address:</b> <input type="text"/>
<b>Witness Name:</b> <input type="text"/>	<b>Phone Number:</b> <input type="text"/>	<b>Email Address:</b> <input type="text"/>
<b>Witness Name:</b> <input type="text"/>	<b>Phone Number:</b> <input type="text"/>	<b>Email Address:</b> <input type="text"/>

<b>Supervisor (preparing report):</b> <input type="text"/>	<b>Rank / Title:</b> <input type="text"/>
<b>Supervisor Signature:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>

<b>Employee Name:</b> <input type="text"/>	<b>Rank / Title:</b> <input type="text"/>
<b>Employee Signature:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>

<b>Department Head (receiving report):</b> <input type="text"/>	<b>Rank / Title:</b> <input type="text"/>
<b>Department Head Signature:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>

**Department Head Remarks:**

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**Original Copy to: Village Hall**

APPENDIX D:

FACILITY SAFETY INSPECTION CHECKLIST  
(SEE THE FOLLOWING PAGES)



# VILLAGE OF BEDFORD PARK

## Facility Safety Inspection Checklist

6701 S Archer Rd, Bedford Park, IL 60501 Phone: (708) 458-2067 Fax (708) 458-2079 www.villageofbedfordpark.com

**Building Name/Location:** \_\_\_\_\_

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

**Inspected by:** \_\_\_\_\_

FIRE SAFETY AND PREVENTION	Yes	No	Comments/Location
1. <b>Exit lights</b> – present and clearly illuminated			
2. <b>Exit door, fire doors</b> – not wedged open, close tightly, not blocked			
3. <b>Emergency lighting</b> – adequate, in working condition			
4. <b>Fire extinguishers</b> -checked monthly, serviced annually			
5. <b>Sprinkler clearance</b> - no storage is allowed within 18 inches of sprinkler heads (24 inches of ceiling where no sprinkler system exists)			
6. <b>Exits</b> - unobstructed and kept unlocked during normal business hours or special events			
7. <b>Combustible materials</b> – areas kept free of waste combustible materials			
8. <b>Fire systems</b> – tested, inspected annually			
9. <b>Storage</b> – none beneath stairs			
10. <b>Fire evacuation plans</b> – implemented and communicated to staff			
PERSONAL PROTECTION	Yes	No	Comments/Location
11. <b>Safety glasses/goggles</b> – available where needed and clean			
12. <b>Gloves</b> – available			
13. <b>Hearing protection</b> – available where needed, signs posted			
HAZARDOUS MATERIALS	Yes	No	Comments/Location
14. <b>Material Safety Data Sheets</b> – readily available			
15. <b>Compressed gas cylinders</b> – properly stored and secured			
16. <b>Visible signage at entrances</b> - where hazardous materials stored			
SHOP AREAS	Yes	No	Comments/Location
17. <b>Machine Guards</b> – in place			
18. <b>Machinery anchored</b> – secure to floor			
19. <b>Compressed air nozzles</b> – 30 psi or less			
20. <b>Eyewash and shower</b> -checked weekly, inspected annually; battery charging areas			
21. <b>Warning signs posted</b> - eye protection, hearing protection, etc.			



<b>ELECTRICAL HAZARDS</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Location</b>
22. <b>Extension cords</b> – not used as permanent wiring.			
23. <b>Cords</b> – good condition, not frayed or taped.			
24. <b>Extension cords and power strips</b> – not plugged in to other extension cords or power strips.			
25. <b>Power strips</b> – UL listed and have circuit breakers.			
26. <b>Plugs are in good condition</b> - there are no exposed wires and the ground is not removed from 3-way plugs			
27. <b>Wall outlet and junction box covers</b> - in place			
28. <b>Electric circuit panels</b> - kept clear (at least 36 inches open area)			
<b>SLIP, TRIP, FALL EXPOSURES / WALKING SURFACES</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Location</b>
29. <b>Floors/Walkways/aisles:</b> Free of storage, tripping hazards.			
30. <b>Carpet/rugs:</b> No buckling, tears. Flush with other walking surfaces.			
31. <b>Floors drains:</b> Not plugged. Cover flush with floor. Cover not missing.			
32. <b>Floor mats:</b> Lay flat on floor, no buckling, no trip hazard.			
33. <b>Lighting:</b> Illumination is adequate.			
34. <b>Sidewalks &amp; ramps:</b> Free of defects (e.g. cracks, breaks, holes).			
35. <b>Stairway's surface:</b> Nosing, riser, and tread free of defects (e.g. broken steps, cracks).			
36. <b>Fall Protection:</b> Handrail is present and secured at stairways & ramps.			
37. <b>Guardrails:</b> Secured, stable on working surfaces that are more than 30 inches above floor or other working areas.			
38. <b>Restroom floors:</b> Plumbing leaks, water on floor.			
<b>OFFICE SAFETY</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Location</b>
40. <b>File drawers</b> - closed when not in use			
41. <b>Wires or extension cords</b> - do not run under carpets or rugs, through doorways, or placed in other traffic areas			
<b>COMMENTS</b>			

APPENDIX E:

DOT DRUG/ALCOHOL TESTING POLICY  
(SEE THE FOLLOWING PAGES)

# **VILLAGE OF BEDFORD PARK'S DOT DRUG AND ALCOHOL TESTING RULES AND PROCEDURES**

Approved 3/21/96

On January 1, 1996, the Village of Bedford Park implemented and enforced new drug testing rules and procedures for all employees required to have a Commercial Driver's License (CDL) pursuant to new regulations promulgated by the United States Department of Transportation (DOT). As drivers, your duties require you to perform safety-sensitive functions such as driving and/or maintaining vehicles which could lead to serious injury or death if such duties are not carried out properly. Congress has decided that you may not perform these and other types of functions if you are using drugs or alcohol because these substances may affect your ability to safely perform your duties.

The Village cannot allow you to perform safety-sensitive functions unless you submit to DOT mandated tests when ordered; therefore, complying with the DOT regulations has become a condition of employment for any Village employee who is required to have a CDL. If you are found to have violated the DOT's regulations or the Village's drug and alcohol policy as evidenced by a positive alcohol or drug test, you will be disciplined up to and including termination.

- **PERSON TO CONTACT FOR QUESTIONS ABOUT THE DOT REGULATIONS**  
You may receive further information about the DOT regulations by calling the Village Administrative Office or your Department Head.
  
- **DRIVERS SUBJECT TO DOT REGULATIONS**  
You are subject to DOT regulation and must be tested for both controlled substances and alcohol if you are required to perform any of the following functions:
  - Operate a Commercial Motor Vehicle (CMV) with a gross weight vehicle rating of 26,001 pounds or higher; or
  - Operate a vehicle (i.e., a bus) with the capacity to transport 16 or more persons, including the driver.
  
- **PERIOD OF WORKDAY WHEN DOT RULES APPLY**  
The DOT regulations apply during on-duty time. On duty time includes all time from the time you begin work or are required to be ready for work, until the time you are relieved from work and all responsibility for performing work. Specifically, on duty time includes, but is not limited to, the performance of the following safety-sensitive functions:
  - All time spent at a Village terminal or other Village property, or on any public or private property, waiting to be dispatched, unless you have been relieved from duty;
  - All time spent inspecting equipment or otherwise inspecting, servicing, or conditioning any CMV at any time;
  - All driving time, defined as time spent at the driving controls of a CMV in operation;
  - All time spent, other than driving time, in, on, or with any CMV;
  - All time spent attending a vehicle being loaded or unloaded;
  - All time repairing, obtaining assistance, or remaining with a disabled vehicle;

- All time spent proving a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing required by DOT regulations.

In addition, DOT regulations prohibit drivers and other CDL holders from consuming alcohol within 4 hours before going on duty. Therefore, the period of the day you are required to comply with the DOT regulations includes 4 hours before reporting for duty as well as any time thereafter that you are on duty or available for duty.

- **PROHIBITED CONDUCT**

Under the DOT regulations, you are not allowed to use alcohol or controlled substances in the following circumstances:

- **ALCOHOL**

- Alcohol Concentration. You may not report for duty or remain on duty in a safety-sensitive function with an alcohol concentration of .04 or greater. If your alcohol concentration level is .04 or greater, you will be disciplined, up to and including termination. If you have an alcohol concentration of .02 or greater, but less than .04, you may not perform or continue to perform any safety-sensitive functions for a minimum of 24 hours, and you may be disciplined up to and including discharge.
- Alcohol Possession. You may not possess alcohol while on duty or operating a CMV. No alcohol should ever be in the vehicle or otherwise in reach of the driver.
- On-duty Use. You may not use alcohol while performing a safety-sensitive function.
- Pre-duty Use. You may not perform safety-sensitive functions within 4 hours after using alcohol.
- Use After an Accident. You may not use alcohol for 8 hours following an accident which requires a post-accident alcohol test, or until you have taken the post-accident test, whichever occurs first.

- **CONTROLLED SUBSTANCES**

- You may not report for duty or remain on duty requiring the performance of safety-sensitive functions when you use any controlled substance, except when the controlled substance is prescribed by a physician and the physician has advised you that the substance will not adversely affect your ability to safely operate a CMV. You should always advise your doctor of the type of work you do before he or she prescribes any medication
- The Village may require you to report the use of any therapeutic drugs.
- You may not report for duty, remain on duty, or perform a safety-sensitive function if you test positive for controlled substances. If you test positive for a controlled substance, you will be disciplined, up to and including termination.

- **THE CIRCUMSTANCES THAT A DRIVER WILL BE TESTED FOR ALCOHOL AND/OR CONTROLLED SUBSTANCES**

DOT requires testing for alcohol and controlled substances under the following circumstances:

- **POST-ACCIDENT TESTING.** If you are involved in an accident with a CMV, you will be tested as soon as possible for controlled substances and alcohol if:
  - You were performing a safety-sensitive function at the time of the accident and the accident involved the loss of human life, or

- You receive a citation under state or local law for a moving traffic violation as a result of the accident.

If you are subject to post-accident testing, you will be tested for alcohol within 2 to 8 hours and for controlled substances within 32 hours. You may not drink alcohol for 8 hours after an accident, or until you have been tested for alcohol, whichever is first. You must remain available for testing after an accident. If you do not remain available for testing, your unavailability will be treated as a refusal to be tested. This does not mean that you may not seek necessary medical treatment after an accident.

If you are given a urine or breath test by Federal, State or Local officials as a result of the accident, you may not need to take any tests under the DOT regulations, provided the Village is able to obtain the results of the tests and the tests meet the Federal, State or Local requirements.

- **RANDOM TESTING.** You will be subject to random testing for controlled substances and alcohol use. Tests for alcohol will be conducted just before, during or just after you perform safety-sensitive functions. The Village is required to test at least 50% of the average number of driver or CDL positions for controlled substances and 25% of the average number of driver or CDL positions for alcohol use during the calendar year. You will have an equal chance of being selected each time random testing is conducted.

Drivers and other CDL holders will be selected for testing by a computer-generated process which randomly chooses a certain number of drivers and CDL holders each period. You may be selected for random testing more than once each year. If selected, you may be tested for controlled substances, alcohol, or both. The testing period will be unannounced and will be spaced throughout the year. Once you have been selected for random testing, your name goes back on the list and you may be selected again.

If you are selected for random testing, you must proceed immediately to the test site. If you are performing a safety-sensitive function at the time of notification, your supervisor will make arrangements for you to stop performance of the safety-sensitive function and proceed to the test site as soon as possible.

- **REASONABLE SUSPICION TESTING.** The Village must require you to submit to tests for alcohol and controlled substances if there is reasonable suspicion that you have engaged in any conduct prohibited by DOT regulations. Reasonable suspicion is based on suspicious behavior such as your appearance, conduct, body odor or speech.

A supervisor trained to determine reasonable suspicion will decide whether you should be tested. This supervisor has completed a training course covering the physical, behavioral, speech and performance indicators of probable alcohol misuse and the use of controlled substances. Only supervisors who have completed a training course will be allowed to make reasonable suspicion determinations.

Alcohol tests will be conducted within 2 to 8 hours after a supervisor has determined that there is reasonable suspicion to test you. Such tests will be given only if the suspicious behavior or observations are made during, just before or just after the period of work when you must comply with the alcohol prohibition. If the alcohol test is not completed within 8 hours, you will not be allowed to perform safety-sensitive functions until:

- You take an alcohol test and the alcohol concentration is less than 0.02, or
  - 24 hours have elapsed following the determination of reasonable suspicion, whichever occurs first.
- RETURN-TO-DUTY TESTING. If you engage in any conduct prohibited by the DOT regulations, you must be removed from all safety-sensitive functions and you may be subject to discipline, up to and including termination. If the Village decides to return you to duty, you must undergo additional testing. You must first be referred to a substance abuse professional for evaluation at your own expense. The substance abuse professional shall determine what treatment, if any, you need to resolve your problems with alcohol misuse or use of controlled substances. If you need treatment, you will not be returned to duty until you have completed the treatment. If you do not need treatment, you must be tested for controlled substances and alcohol before you can return to duty. You cannot be returned to duty unless your alcohol concentration is less than .02 and your test for controlled substances is negative.
  - FOLLOW-UP TESTING. If you are returned to duty after engaging in any conduct prohibited by the DOT rules, and you were required to undergo treatment, you will be subject to follow-up testing. You will be subjected to unannounced testing at least 6 times during the first 12 months after you return to duty. The substance abuse professional shall determine whether you require testing for controlled substances, alcohol, or both. The substance abuse professional may determine that no additional tests are needed after the initial six follow-up tests or may require testing for up to 5 years after you return to duty.
- ALCOHOL AND DRUG TESTING PROCEDURES
 

The DOT testing procedures are designed to protect the driver or CDL holder by carefully maintaining the integrity of the testing process. Further, the procedures safeguard the validity of the test results to assure that those results are attributed to the correct person. This section will explain the collection procedures for drug and alcohol testing, and explain the precautions taken to ensure that the results are correct.

    - DRUG TESTING PROCEDURES
      - THE COLLECTION PROCESS
        1. When asked to report for a drug test, you will be sent or taken to an approved collection site. The collection site personnel will obtain the urine sample and forward it to a drug testing laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). SAMHSA is the agency that sets the federal standards for drug testing.
        2. The collection site procedures are designed to ensure that the specimen has not been adulterated, contaminated or tampered with in any way. Only you and authorized collection site personnel will handle the specimen.
        3. Once your identity is established, you will be asked to remove all unnecessary clothing and to wash your hands. This ensures that you cannot hide or conceal anything which may contaminate or adulterate the urine specimen. It also ensures that you did not bring urine donated by someone else.
        4. You will be given a container and asked to provide a specimen. You will be allowed to go into the restroom or stall alone to provide the specimen, although

the collection site personnel will be nearby. The water in the toilet will have been dyed and there will be no access to a workable faucet.

5. After you have provided the specimen, you will give it to the collection site personnel. The specimen will remain within your view at all times until it has been sealed in the proper shipping container. The collection site personnel will only process one specimen at a time to prevent mislabeling of the specimen. Prior to sealing the container, the collection site personnel will perform visual inspections and temperature checks to ensure that the specimen has not been contaminated.
  6. The specimen will be poured into two bottles and sealed with evidence tape. Your name, identifying number, the date, and other information will be written on the tape. You will be asked to sign or initial the tape, to guarantee that it is the specimen you provided. Collection site personnel will complete chain of custody and control forms and place them in envelopes with the urine bottles containing your specimen. The bottles and forms will be shipped to a SAMHSA certified lab for testing.
  7. If the collection site personnel receive a specimen that does not appear to be the right color or temperature, you will be asked to provide another specimen. If this happens, a person of the same sex will accompany you into the bathroom and watch you as you give the specimen. The same procedures for inspecting, sealing and initialing the specimen will be followed. Both this sample and the one suspected of being adulterated will be sent to the SAMHSA approved lab for testing.
- TESING THE SAMPLE
1. When the specimen arrives at the laboratory, it is checked for signs of tampering. If any discrepancies are noted, the specimen will not be processed and the lab may ask you to provide another sample. If, however, everything is in order, processing will begin.
  2. The lab will assign an accession number to your sample. The accession number allows the lab to track your specimen. Your accession number is unique to your specimen and is yet another safeguard to ensure that the sample is yours.
  3. The lab will inspect the sample for signs of contamination or adulteration. The lab will visually inspect the sample and test its specific gravity. If the specific gravity is not within normal limits, or if there are other discrepancies, no test will be performed. The lab may ask you to provide another sample. If a new sample is requested by the lab, the collection site personnel will observe you as you give the sample, to ensure that you are not adulterating or contaminating the sample.
  4. Your urine specimen will undergo an initial screening test. This test is called an immunoassay test.
  5. If the immunoassay is positive, your specimen will be subjected to a second test called the Gas Chromatography/Mass Spectrometry or GC/MS. The GC/MS is the most sensitive and accurate drug test available. Courts of law have determined that a positive screening test which is confirmed by the GC/MS is proof of drug use.

6. SAMHSA labs are required to maintain all positive samples in locked frozen storage for a certain period of time. These specimens are retained so that they can be retested if necessary.

○ THE MEDICAL REVIEW OFFICER (MRO)

The MRO is a medical doctor who has received training on drugs and drug abuse. The laboratory will send all test results to the MRO. The actual test results are never sent to the Village.

The MRO reviews all positive test results, checks medical records and interviews the CDL holder to determine whether there is a legitimate reason for the result. If the MRO finds there is a legitimate reason for the positive test result, the MRO will report your test results as negative to the Village.

If your test is positive, and the MRO is unable to contact you within 24 hours, the MRO will contact the Village and request that you be told to contact the MRO. The MRO will not tell the Village why he or she wants to talk to you. The Village will contact you and tell you to contact MRO within 24 hours. If you fail to contact the MRO within the allotted time, the MRO will notify the village that your test results are positive.

- ALCOHOL TESTING PROCEDURES

The DOT regulations require the use of breath analysis to determine whether alcohol is present in the body, and if so, the amount. Alcohol concentration is measured by a computerized instrument called a breathalyzer. Breathalyzer results are used in courts as evidence in Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) proceedings.

The person administering the breath alcohol test is trained on how to use the machine and interpret the results. Because the breath alcohol results are printed automatically by the machine, the MRO is not involved. To take the test, you simply blow into a tube.

If the results of the initial test are 0.02 or higher, you will be asked to take a confirmation test 15 to 20 minutes later. During the waiting period, you will be asked not to eat or drink anything.

If the confirmation test indicates a breath alcohol level of 0.02 or greater but less than 0.04, you will not be allowed to perform any safety-sensitive functions for 24 hours, and you may be disciplined up to and including discharge. If your breath alcohol level is 0.04 or greater, you will be disciplined, up to and including termination.

● MANDATORY COMPLIANCE

As a condition of employment with the Village, when ordered, a driver or CDL holder must submit to alcohol and controlled substance tests administered in accordance with the DOT regulations.

● REFUSAL TO SUBMIT TO AN ALCOHOL OR CONTROLLED SUBSTANCE TEST



- REFUSAL TO SUBMIT TO AN ALCOHOL OR CONTROLLED SUBSTANCE TEST INCLUDES:
  - o Failure to provide adequate breath for testing without a valid medical explanation;
  - o Failure to provide adequate urine for controlled substances testing without a valid medical explanation; or
  - o Engaging in any conduct that clearly obstructs the testing process.
- CONSEQUENCES OF REFUSING TO BE TESTED  
You may not refuse to submit to post-accident, random, or reasonable suspicion testing. If you refuse to be tested, you will be discharged.

- CONSEQUENCES FOR VIOLATING THE DOT REGULATIONS  
If you violate DOT regulations, you may be disciplined up to and including discharge. If you engage in conduct violative of DOT regulations that warrants your discharge, you will not be returned to duty under any circumstances.

- CONSEQUENCES IF DRIVERS FOUND TO HAVE AN ALCOHOL CONCENTRATION OF 0.02 OR GREATER, BUT LESS THAN 0.04  
If you are tested under the DOT regulations and have an alcohol concentration of 0.02 or greater but less than 0.04, you cannot perform or continue to perform safety-sensitive functions, including driving a CMV until the start of your next regularly scheduled duty period or 24 hours following administration of the test, whichever is greater. Under such circumstances, you may be disciplined up to and including discharge.

- EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES  
The misuse of alcohol and the use of controlled substances can have negative effects on your health, work and personal life. Statistics show that a typical abuser of alcohol or controlled substances:

- Is absent 2 ½ times more often than the average worker;
- Is late to work 3 times more often;
- Uses 3 times as many sick benefits;
- Collects 5 times as much workers compensation; and
- Has 300% higher medical costs and benefits.

Even if you are not abusing drugs or alcohol, you are affected by those who do. The higher costs you pay for insurance, medical treatment, and materials and services can be traced to drug and alcohol abuse.

- SIGNS AND SYMPTOMS OF AN ALCOHOL OR DRUG PROBLEM
  - ALCOHOL – The effects of alcohol vary depending on many factors including body weight, age, gender, stomach content, and physical condition. The degree of impairment and the effect on the individual increases as more alcohol is ingested.

#### SIGNS AND SYMPTOMS OF MISUSE

Slurred speech	Drowsiness
Aggressiveness	Coma
Blackouts	Memory loss
Slowed reactions	Unsteadiness
Impaired judgement	Smell of alcohol

Nausea	Incoherence
Hostility	Short attention span

- CONTROLLED SUBSTANCES

The DOT regulations require the Village to test for five controlled substances: Amphetamines, Cocaine, Marijuana, Opiates and Phencyclidine (PCP).

Amphetamines. Amphetamines stimulate the central nervous system. They are often used to combat drowsiness. Using amphetamines impairs your ability to perform activities which require mental alertness or physical coordination, such as operating machinery or driving a vehicle.

SIGNS AND SYMPTOMS OF USE

Nervousness	Irritability
Exhaustion	Sweating
Grinding teeth	Loss of appetite
Dry mouth	Excessive talking

Cocaine. Cocaine also stimulates the central nervous system. It gives the user a sense of well-being or euphoria, known as a high. The high lasts from 10 to 60 minutes. Crack cocaine is more potent than powdered cocaine, and the high lasts only 5 to 8 minutes. Using cocaine affects your driving by slowing your reaction time; distorting your vision and depth perception; and affecting your ability to measure time and distance.

SIGNS AND SYMPTOMS OF USE

Mood swings	Weight loss
Hypersensitivity	Restlessness
Nose bleeds	Runny nose

Marijuana. Marijuana is a depressant and a mind-altering drug. Marijuana does not affect the central nervous system; it works on the brain. It causes hallucinations. Marijuana slows your reflexes and thought processes. Marijuana use distorts your vision and depth perception and affects your ability to measure time and distance. Using marijuana with alcohol increases the effects of both. The effects of marijuana are unpredictable. The marijuana available today is more potent than that available in the 1960's. It also is likely to be laced with PCP or other dangerous chemicals.

SIGNS AND SYMPTOMS OF USE

Dilated pupils	Slowed reflexes
Giddiness	Moodiness
Impaired vision	Reduced concentration
Slowed thinking	Trance-like state
Memory loss	Odor of burning rope
Rolling papers	Dried plant material
Roach clip	Hash pipe

Opiates. Opiates act as depressants on the central nervous system. Opiates are prescribed to relieve pain but are abused because they allow the user to relax and escape from the real world. Use of opiates affect concentration, vision and perception of time and

distance. Use of opiates may have unpleasant side effects such as nervousness, nausea, restlessness, coma or death.

#### SIGNS AND SYMPTOMS OF USE

Confusion	Slurred speech
Hostility	Memory loss
Excessive talking	Euphoria
Short attention	Drowsiness
Depression	Span
Sweating	Reduced feeling of pain
Red eyes	Dizziness

Phencyclidine (PCP). Commonly known as angel dust, PCP is an anesthetic. Users of PCP may have hallucinations and exhibit signs of intoxication. PCP may also cause long-term psychotic behavior associated with violent acts. Use of PCP impairs coordination, may lead to more aggressive driving and a tendency to take greater risks while driving.

#### SIGNS AND SYMPTOMS OF USE

Delusions	Confusion
Flashbacks	Panic
Anxiety	Increased blood pressure

#### - OVER-THE-COUNTER AND PRESCRIPTION DRUGS

DOT regulations do not allow you to take anything that can affect your ability to drive. If you take any medication that causes drowsiness, it is a violation of DOT regulations to drive a commercial motor vehicle. The Village therefore has a right to require that you inform them of all medications that you take, including cough medicines.

#### • INTERVENTION

If you suspect that you or a coworker has a problem with alcohol or drugs, there are several steps you can take. You may speak to your coworker in a nonconfrontational way about your suspicions. If you choose this method, do not make accusations. Be as objective as possible and stick to concrete examples of behavior. Suggest that your coworker seek help from a supervisor or other member of management. Alternatively, you may discuss your suspicions directly with a supervisor or other member of management.

## CERTIFICATE OF RECEIPT

The undersigned certifies that he or she has received a copy of the Village of Bedford Park's DOT Drug and Alcohol Testing Rules and Procedures. Moreover, the undersigned acknowledges and understands that full compliance with these rules and procedures is a condition of his or her employment with the Village.

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Employer/Driver

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Witness

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Date