

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received the City of Taylorville Employee Handbook and that it is my responsibility to read and understand this handbook and the policies referred to in this employee handbook, dated August 16, 2004, and amended December 6, 2004. I understand that the handbook is intended only as a general reference and not a full statement of policies, procedures, rules or regulations or a legal contract. In addition to this handbook, the City of Taylorville also recognizes certain collective bargaining agreements.

I agree to keep this book in my possession during my employment and to update it whenever provided with materials to do so. I agree to return the handbook upon terminating my employment with the City of Taylorville.

Print Name

Employee Signature

Date

CITY OF TAYLORVILLE EMPLOYEE HANDBOOK

I. INTRODUCTION

This is your personal copy of the City of Taylorville Employee Handbook. This handbook is given to you and all employees to summarize and communicate the City policies, procedure, rules and regulations.

Please take some time to read through and familiarize yourself with the handbook. Because we expect you to comply with these rules and regulations, it is your responsibility to understand it. Once you have read the manual, put it in a safe place for future reference. Additionally, as updates occur, supplements will be provided and it will be your responsibility to keep your handbook updated. The City reserves the right to make changes with or without notice when it is deemed appropriate.

Recognize that this handbook **is not an employment contract**. The City does, however, recognize certain collective bargaining agreements. Where these collective bargaining agreements are silent on issues contained in this handbook, the policies and procedures referenced in this handbook will govern. In the event there is a conflict between any policy and this handbook, the policy prevails. In the event there is a conflict between the handbook and a collective bargaining agreement, the collective bargaining agreement prevails.

You will be asked to sign a document acknowledging receipt of this handbook. We will all be using and referring to the handbook as we work together, and therefore, it is important to insure everyone has received a copy.

The Mayor is responsible for interpretation and administration of this handbook, collective bargaining agreements and policies.

If you have any questions regarding how this handbook applies to you, speak to the Human Resource Manager.

II. YOUR EMPLOYMENT

This handbook outlines policies, procedure and rules governing many of the general terms and conditions of employment that will be observed throughout your employment on a daily and annual basis.

It also informs employees of their benefits and the responsibilities of their employment. The City of Taylorville has developed it for the purpose of promoting fair and consistent practices.

In addition, such provisions may be addressed in a collective bargaining agreement. In the event you are covered by such an agreement, be sure to reference that agreement for its applicability.

Where federal or state laws or regulations supplement or supercede the City of Taylorville policies, employees are required to follow the provisions of the state and federal laws.

Employment-At-Will

City of Taylorville employees are generally employed under the legal doctrine known as "employment at will," which gives the City of Taylorville the right to terminate an employee at any time and for any reason, with or without notice. This doctrine has been modified by law, (i.e. the Board of Fire and Police Commissioners Act) and/or by a collective bargaining agreement, for employees covered thereunder. The City of Taylorville is committed to and will comply with all applicable provisions of any collective bargaining agreement, state and federal laws, and legal requirements governing employment status. However, this handbook and the personnel policies referenced herein do not constitute, imply, or create a contract, agreement, promise or guarantee of employment or continued employment. The City of Taylorville also reserves the right to change these policies at any time, with or without prior notice to employees.

Equal Employment Opportunity

It is the policy of City of Taylorville to provide equal employment opportunities to employees and applicants for employment without regard to race, age, color, sex, religious affiliation, ancestry, national origin, physical or mental disability, marital status, military status

(except for dishonorable discharge), or any other legally protected status.

Equal employment opportunity applies to all terms, conditions and privileges of employment, including but not limited to hiring, probation, training, promotion, transfer, compensation, benefits, layoff, recall, discipline, discharge, and retirement.

Verification of Work Eligibility

Under federal law, each new employee must, within the first three days of employment, complete and sign an INS Form I-9, and show proof of identity and eligibility.

New Employee Orientation

It is important for you to understand your benefits and conditions of employment from the very outset of your employment. The Human Resource Manager or his/her designee, on an individual or group basis, will conduct an orientation session before, on or as soon as reasonably possible after your first day of work with the City of Taylorville. During orientation, you will be given enrollment information about the City of Taylorville's benefit plans, complete required legal documentation (including W-4 form, insurance forms, insurance information about dependents, the employee acknowledgment from the Employee Handbook and any other necessary employment benefit forms) and given an opportunity to ask and receive answers to any questions concerning your employment.

Medical Examination

For your safety and well being, all new employees must undergo and successfully complete and pass a pre-employment physical examination, performed by a physician determined by the City of Taylorville, to establish that you can perform the essential functions of your position. This examination also assures the City that you are not placed in a position where the performance of duties may cause injury to you or others.

In the event of a personal injury or illness, or if a question arises about your ability to perform the essential functions of your position, you may be required to provide medical documentation, from your personal physician, of your ability or inability to perform our job and/or of any work restrictions. In addition, the City may require you to

submit to an examination by a physician of its choice, at the City's expense, to substantiate your ability or inability to perform the essential functions of your position and/or of any work restriction.

Residency

All employees, except as outlined in the City Code or in a collective bargaining agreement, are required to reside in the City of Taylorville at the time of appointment and/or by a specific time period provided in an applicable collective bargaining agreement.

Nepotism

No two (2) or more members of the same "immediate family" shall be employed or remain as full time or part time employees anywhere within City government, except those police officers and/or firefighters hired through testing procedures and based on a recommendation of the City of Taylorville Board of Fire and Police Commission, and those hired as seasonal employees, provided such seasonal employees shall not work in the same City department with any members(s) of the seasonal employee's "immediate family". You should refer to the nepotism ordinance provided in the policy section of this handbook for further information.

Probation Period

New employees shall serve a probationary period pursuant to the terms of the applicable collective bargaining agreement. Non-represented employees not covered by a collective bargaining agreement are considered at-will employees who do not serve a probationary period and can be terminated at any time and for any reason, with or without notice.

Work Schedule

If you are a full time employee, unless you are a sworn firefighter, you will be assigned to work either 37.50 or 40 hours a week, depending upon your position and department. Due to operational demands, your Superintendent and/or Chief may adjust your work schedule, as operational conditions require, consistent with the terms of the applicable collective bargaining agreement. Questions regarding work schedules may be directed to your Superintendent and/or Chief.

Non-represented employees are exempt employees required to work extended hours when necessary for the operation of City business, including but not limited to, required attendance of City Committee Meetings, City Council Meetings and/or other City related meetings outside the normal departmental working hours.

Overtime

FLSA non-exempt and hourly employees are eligible to receive overtime compensation or compensatory time pursuant to the terms of the applicable collective bargaining agreement provided the overtime hours have been pre-approved by the Superintendent and/or Chief.

Lunch and Rest Periods

Due to the varied work schedules, you should review the applicable collective bargaining agreement or see your Superintendent or Chief about lunch and rest period guidelines.

Pay Periods

You are paid bi-weekly (every two weeks) for a total of 26 or 27 pay periods per year. Your payday will normally fall on a Friday. However, if a payday coincides with an observed holiday, you will receive your paycheck on the last working day immediately preceding the holiday.

Deductions

Mandatory deductions will be made from your paycheck, if applicable, for federal and state income taxes, social security, pension, union dues and in some cases court-ordered wage attachments. Any deductions for health insurance costs will also be made from your paycheck. You may elect to have deductions made to participate in the City's voluntary life insurance plan, credit union, deferred compensation, and other deductions approved by the City Council, and as elected by you on a voluntary basis.

Employment Records

The Human Resource Manager shall maintain your employment history file, which shall include, but not necessarily be limited to: your name, current address and telephone number, employment application form, training and experience, class title, position title, performance evaluations, disciplinary actions, salary and any changes to any of

these items. In accordance with the Americans with Disabilities Act, the Human Resource Manager shall maintain your medical history in a separate confidential file. It is your responsibility to report promptly any changes in name, address, telephone number and marital or family status to the Human Resource Manager.

The City adheres to the Personnel Record Review Act, 820 ILCS 40, which provides generally for inspection by an employee of his or her personnel file. To see your file, contact the Human Resource Manager to make an appointment. The City retains the right to charge for the cost of reproducing the records you request.

The City adheres to the Freedom of Information Act, 5 ILCS 140, in respect to disclosure to third persons of records in personnel files of employees. The following employee information, available from the Human Resource Manager, is subject to public disclosure under the FOIA: name, position title, salary and date of employment. Other personnel information may be made available for official use or as may be required by law.

Work Related Injuries

The City of Taylorville requires employees to conduct job tasks safely to protect themselves and others at work. If you are injured in the course of your work, you may be eligible to receive benefits under the Worker's Compensation Act. Prompt medical care is the first priority. However, every accident, near-miss, or injury needs to be reported to the appropriate Superintendent, Chief or designee immediately. The appropriate Superintendent, Chief or designee must complete a Form 45, Medical Release Form and Supervisor's Accident Investigation Report within 24 hours of the accident or exposure. The Supervisor's Accident Investigation Form will require you and any witnesses to describe the incident and require you to advise the Superintendent, Chief or designee of the behavior change, if applicable, that will be made to prevent reoccurrence of injury or exposure. The completed Form 45, Medical Release Form and Supervisor's Accident Investigation Report will be returned to the Human Resource Manager and forwarded to the City's worker's compensation administrator for processing.

In the case of an injury requiring immediate medical attention, employees should seek the nearest medical facility in case of serious injury. In other cases, the injured employee should contact the Human

Resource Manager who may schedule an appointment with the City's worker's compensation healthcare provider.

Throughout treatment, medical slips are required from the treating physician. At minimum, the following medical information should be included on the slip that is signed by the treating physician: diagnosis, prognosis and work restrictions. Additional information may also be required. Upon return to work, a physician's statement of medical condition and release to return to work must be submitted to the Human Resource Manager and the applicable Superintendent and/or Chief.

In the event the City's worker's compensation administrator determines that the injury is not eligible under worker's compensation, and/or the City determines the injury is not covered under the Public Employee Disability Act 5 ILCS 345/1, any approved lost time will be deducted from the employee's available unused and accrued benefit time (i.e., sick, vacation) and any outstanding medical treatment and expenses will become the employee's responsibility.

Modified/Light Duty

Consistent with provisions of any applicable collective bargaining agreement or policy, if the employee is placed on modified light duty restrictions, the City will attempt to secure work consistent with the recommended work restrictions provided there is a reasonable expectation for the employee to return to full duty work within a period not to exceed ninety (90) calendar days.

Workplace Discrimination

The City of Taylorville does not discriminate in employment policies and practices based on any protected status. City policy also prohibits any employee acts of discrimination. All City of Taylorville employees are responsible for helping to assure that there is no discrimination in the workplace.

The City also attempts to provide reasonable accommodations for qualified employees with disabilities. Requests for accommodation should be made to the Human Resource Manager.

If you feel you have experienced or witnessed discrimination, have any questions about discrimination in the workplace, or wish to request a reasonable accommodation, you are to immediately notify the Human

Resource Manager, provided the Human Resource Manager is not involved in the alleged discrimination. If the Human Resource Manager is involved in the alleged discrimination, notification should be given directly to the Mayor. The City of Taylorville forbids retaliation against anyone who has reported discrimination, assists in making a discrimination complaint or cooperates in a discrimination investigation.

The City of Taylorville will investigate all complaints of discrimination and requests for accommodation thoroughly and promptly. To the extent practicable and the needs of the investigation permit, the City of Taylorville will keep complaints and the terms of their resolution confidential. If an investigation confirms that discrimination has occurred or that a reasonable accommodation is appropriate, the City will take appropriate corrective action.

Harassment

The City of Taylorville is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the City does not tolerate harassment of City of Taylorville employees, or third parties by anyone, including any employee, supervisor, elected official, vendor, client, customer or any other person.

Harassment consists of unwelcome conduct, whether verbal, physical or visual that is based upon a person's protected status, including race, age, color, sex, religious affiliation, ancestry, national origin, physical or mental disability, marital status, military status, or any other legally protected status. The City will not tolerate harassment that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating hostile or offensive working environment.

Sexual Harassment:

Unwelcome sexual advances, request for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision;

- The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex and may include, but is not limited to:

- Explicit sexual propositions
- Sexual innuendo
- Suggestive comments
- Threats
- Sexually oriented "kidding" or "teasing"
- Sexually oriented "practical jokes"
- Jokes about gender-specific traits
- Foul or obscene language or gestures
- Suggestive or insulting noises or whistling
- Leering
- Displays of foul, pornographic, sexually explicit or obscene printed or visual materials
- Physical contact, such as patting, pinching, brushing against another's body
- Coercing sexual intercourse or assault

Reporting Requirements:

All City of Taylorville employees are responsible for helping to assure that harassment, including sexual harassment, is avoided. Employees who feel they have experienced or witnessed such harassment are to notify the employee's immediate supervisor, provided the person is not involved in the harassment charge. The supervisor should immediately contact the Human Resource Manager when any harassment complaint is received. The Human Resource Manager shall immediately notify the Mayor. If the supervisor and/or the Human Resource Manager is involved in the harassment charge, notification should be given directly to the Mayor.

The City of Taylorville forbids retaliation against anyone that has reported harassment, assisted in making a harassment complaint, or cooperated in a harassment investigation. If you feel you have been retaliated against, you are to notify the Human Resource Manager.

Investigation of Complaints:

The City of Taylorville will investigate all such complaints thoroughly and promptly. To the extent practicable, the City of Taylorville will

keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of policy has occurred, the City will take appropriate corrective action, including discipline, up to and including termination of employment.

Any employee who believes they have been the subject of harassment or retaliation for complaining about harassment also has the right to file a charge of civil rights violations with the Illinois Department of Human Rights and, if substantial evidence to support the charge is found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the City and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, the Illinois Department of Human Rights and the Illinois Human Rights Commission may be contacted at:

State of Illinois
Department of Human Rights
222 S. College
Springfield, Illinois 62701
Phone: (217) 785-5100

State of Illinois
Human Rights Commission
Stratton Office Building
Springfield, Illinois 62701
Phone: (217) 785-4350

Drugs and Alcohol

Consistent with the federal Drug-Free Work Place Act of 1988 and terms of any of the applicable drug and alcohol policies, the City of Taylorville is committed to maintaining a work place that is free from the effects of drug and alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Policies can be found in the policy reference section provided in this handbook and/or the applicable collective bargaining agreement. Employees with questions about drug/alcohol policies or issues related to drug or alcohol use in the workplace, should raise their concerns with the Human Resource Manager.

Use of City Vehicles, Equipment and Property

Employees are provided adequate tools, equipment, and vehicles to perform their jobs. It is the responsibility of each employee to use them safely and to cooperate in the maintenance of equipment owned by City of Taylorville. Any employee operating a City of Taylorville vehicle is required to have a current state driver's license. Depending

on your position, you may be required, as a condition of continued employment, to possess the appropriate Illinois driver's license (including a commercial drivers license and appropriate endorsements), to operate a City vehicle or possess the necessary credentials and/or licensure required by the State of Illinois to perform the responsibilities of your position. When using a personal vehicle for conducting City business, the employee may be required to provide proof of personal automobile liability coverage.

Any accident, involving a City vehicle or a personal vehicle while conducting City business, must be reported immediately to the (1) appropriate law enforcement agency, (2) employee's Superintendent and/or Chief, and (3) City Clerk.

Smoking

Smoking is prohibited within any City facility. If you choose to smoke, ask your Superintendent and/or Chief for the nearest designated area.

III. YOUR RESPONSIBILITY

You are a key resource not only to the City, but to the residents you serve. In order for any group to work together, certain rules and expectations need to be outlined to guide the actions and behaviors. Responsibility to comply with these expectations falls directly upon you, the employee.

Business Ethics

In accordance with the State Officials and Employees Ethics Act, employees are banned from engaging in prohibited political activity. In addition, no officer or employee may intentionally solicit or accept any gift from any prohibited source or in violation of any federal or state law, rule or regulation. You should refer to the City's policy, provided in this handbook, for additional information.

Customer and Public Relations

Public employees should act in a professional manner, using good judgment and courtesy at all times, including performing duties in an honest manner and not misusing public time, assets or equipment. You should avoid any type of behavior that would even appear illegal or unethical. **Remember that the one and only lasting**

impression of the City or your department may be formed by the way you perform our job or treat these customers.

Many times in the course of our jobs, someone with a problem will approach us. This person is probably anxious or upset. A smile, a courteous attitude and the desire to help the individual will go a long way to diffusing the situation and solving the problem. If you cannot help the individual, assure them that you will assist in finding the right person to help them.

Media Communications

Any inquires by the media or press should be referred to the Mayor or the appropriate Superintendent and/or Chief, in order to assure the correct spokesperson and that correct factual information is released.

Communications

The City realizes that from time to time you may need to use a City telephone for personal reasons. Personal calls should be limited both in frequency and length of the call. Remember, this is a privilege and not a right. If, in the opinion of your Superintendent and/or Chief, this privilege is abused through excessive use or it interferes with your work duties, it may be withdrawn. Only local calls are permitted. Where prior approval has been obtained from your Superintendent and/or Chief and arrangements are made to pay the expense of the call, long distance personal calls may be permitted.

A great deal of City business is conducted over the telephone. The City considers proper phone courtesy and etiquette an essential part of customer service. Your Superintendent and/or Chief will establish the salutation and greeting for answering departmental calls. Be courteous and helpful when dealing with business calls. If you cannot help the caller, find someone who can.

The City provides many employees with E-Mail through City computers. This is provided for City business. Limited personal use is acceptable. If, in the opinion of your Superintendent and/or Chief, this privilege is abused, it may be withdrawn. In addition, these systems are not confidential and may be accessed by other City personnel or representatives.

Personal Belongings

Unless otherwise provided for in a collective bargaining agreement, employees are responsible for their own personal belongings. The City shall not reimburse any employees for lost, stolen and/or damaged personal belongings left on City property or in City vehicles or equipment.

Confidentiality

Certain information concerning the business and financial operations of the City is either routinely published or available to outside interests through the Freedom of Information Act. Many times, however, we come in contact with unique information of a confidential nature. For example, information concerning individual residents, or other employees is considered confidential and documents should not be allowed to remain in plain view or should these issues be discussed with anyone who does not have a business need to know.

We all have a responsibility to safeguard the confidentiality of the City's non-public records and information of individual residents and fellow employees. Failure to do so may result in corrective action.

Work Responsibilities

Individual employees are responsible to their immediate supervisor and required to follow the supervisor's direction. However, from time to time, someone other than the immediate supervisor may give direction to the employee. The Chain of Command for the Police and Fire Department, (which includes the Mayor,) is set forth in the applicable Departmental Duty Manual. Employees are also required to follow directions of these other individuals. If the employee reasonably believes the direction is inappropriate or puts the employee(s) at risk for injury, it is the employee's responsibility to immediately inform the Superintendent and/or Chief of the situation.

Criminal Conduct

Employees will not engage in any criminal conduct or conduct which, even though not criminal, may reflect adversely upon the City or its officials. Activity of this nature will result in disciplinary action, up to and including termination.

It is the employee's responsibility to report criminal conviction(s) to the Superintendent, Chief and/or Human Resource Manager.

Job Safety

Your department has responsibility for establishing safety rules and regulations in accordance with the City-wide safety program. Departmental safety rules, regulations and procedures are designed to guard your safety that of your co-workers and to reduce work related injuries and property damage.

The City takes its responsibility to provide a safe work environment very seriously. Employees are required to comply with all safety rules and follow all safety directions. The City-wide safety program is included with this handbook.

Safe Workplace

The City's policy is to strive to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behavior; physical abuse; vandalism; arson; sabotage; use of weapons unrelated to the employee's job; carrying unauthorized weapons of any kind while on duty, in City vehicles or on City property; or any other act, which, the City's opinion, is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures up to and including termination.

If you feel you have been subjected to any of the behaviors listed above or witness such behavior, you are to immediately report the incident to your Superintendent and/or Chief, or the Human Resource Manager. All such complaints are to be reported to the Human Resource Manager for investigation. Based upon the results, disciplinary action up to and including termination will be taken, if appropriate.

You may also contact the proper law enforcement authorities prior to informing the City, if you are certain that a threat to your safety or that of others exists.

Security Inspections

The City intends to maintain a work environment that is free of illegal drugs, alcohol, firearms unrelated to the employee's job, explosives, or

other improper materials. To this end, the City prohibits the possession, sale, transfer or use of such materials unrelated to the employee's job on its premises or in City vehicles. The City requires the cooperation of all employees in administering this policy. Desks, lockers and other storage devices may be provided for your convenience but remain the sole property of the City. Accordingly, any agent or representative of the City can inspect them, as well as any articles found within them, at any time, with or without prior notice.

Timeliness

Employees are to report for work on time and to be punctual for appointments and meetings. Furthermore, work is to be completed at the time it is due. Frequent tardiness can result in disciplinary action or termination.

Attendance

If an employee is going to be absent, he/she must report that absence in accordance with departmental guidelines and pursuant to the applicable collective bargaining agreement. Failure to report, other than in an emergency situation, may result in disciplinary action. Unexcused absences can lead to discipline or termination.

Appearance

Citizens observe employees of the City often in the course of their work. As City representatives, employees are asked to meet high standards both in the quality of their work and in presenting a professional image to the public. Because of the many and varied jobs we do, it is not possible to develop one all-encompassing and consistent dress policy for all employees of the City of Taylorville. As such, each department will determine its own appropriate dress policy, via staff order, rule or manual, based upon the interaction with the public and tasks and functions performed.

The City expects all employees to follow these general guidelines: (1) maintain good physical hygiene, and (2) have a neat and clean personal appearance.

Uniforms may be required for certain City jobs. Employees will be responsible to keep their uniforms clean and neat.

Secondary Employment

Because you are a municipal employee, secondary employment outside the City would be problematic if it is construed to be in conflict with your official duties for the City. Some departments require secondary employment approval from the appropriate Superintendent and/or Chief. You should refer to the applicable collective bargaining agreement for specific guidelines and requirements.

Use of Computer Resources

All use of City provided computer resources must be appropriate and in accordance with the applicable job. Inappropriate use may subject you to discipline, up to and including termination. Inappropriate use includes, for example:

- use of the systems in violation of any City policy, including the Discrimination and Harassment Policy
- use of the systems to download, create, send, or receive messages, pictures or computer files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, insulting, sexist, racist, discriminatory or harassing
- use of the resources to conduct illegal activities
- loading software which is not approved in advance by management
- making illegal copies of licensed software
- using software that is designed to destroy data, provide unauthorized access to the City's computer or communications equipment, or which would disrupt City's computer or communication equipment in any way.
- Using the City e-mail and/or voicemail systems for personal business.

Any message or file created, stored, and/or sent using the City's computer or communications equipment is City property. Employees should therefore have no expectation of privacy in any message stored, received or sent using City equipment.

Overpayments/Indebtedness To The City

We all have the responsibility, as employees, to check the accuracy of any payments made to us by the City, including benefit accrual balances. Be sure to check carefully that your compensation payments and benefit accrual balances are correct. Just as the City feels an obligation to repay any shortages to you, so do you assume

responsibility to repay any overpayment or other form of debt to the City.

IV. EMPLOYEE BENEFITS

The health, dental and vision insurance provisions set forth below provide only a brief description of your benefits. Summary plan descriptions, which explain coverage of your health, dental and vision benefits in greater detail, are available from the Human Resource Manager. The actual plan documents are the final authority in all matters relating to benefits described in this handbook or in the summary of plan descriptions and will govern in the event of any conflict. The City reserves the right to change or eliminate any benefits at any time in accordance with applicable law, subject to the provisions of any collective bargaining agreement.

Health, Dental and Vision Insurance

If you are a regular full-time employee, the City offers group health and major medical insurance to you and your eligible dependents, effective the date of your employment. At your option, you may elect coverage through any one of the health and major medical plans made available by the City. Specific information regarding plan provisions is available for your review from the Human Resource Manager.

Insurance Continuation After Separation

The Consolidated Omnibus Reconciliation Act of 1985 (COBRA) permits employees leaving their employer to have the option of continuing some of their benefits (health insurance) at their own expense. A person employed by the City of Taylorville, enrolled in the employee health plan, can choose to continue the insurance coverage if his/her position is lost due to reduction in hours or termination of employment. The spouse of an employee can choose to continue the coverage at his/her expense in the case of the death of the employee, termination of the employee, divorce or legal separation from the spouse, or if the spouse qualifies for coverage by Medicare. Similar circumstances would permit the child of a separated employee to continue coverage. Coverage may be continued for eighteen months, and in the some circumstances, up to three years. The Human Resource Manager will be able to provide more information on the COBRA options for affected employees and dependents.

Social Security

The City of Taylorville contributes to the Social Security and Medicare Program on behalf of employees, other than sworn Police and Fire employees. For sworn Police and Fire employees, the City, on their behalf, contributes to Medicare only.

Pension/Disability

City employees who qualify are eligible to participate in one of three pension plans: Police Pension, Fire Pension or Illinois Municipal Retirement Fund (IMRF). Each plan has specific and unique rules regarding conditions of retirement and administration. All of these plans provide survivor/disability benefits and require contributions by both the employee and the City. IMRF benefits are payable in addition to those provided by Social Security. Employees are encouraged to review and update their beneficiary on a regular basis to assure the information is current.

In the event that a police officer and/or firefighter employed by the City is off work receiving a non-duty related or duty related disability pension, when and if such individual is determined to be able to return to full duty, pursuant to State Statute and subsequent to vote by the applicable Pension Board, such individual is required to notify the applicable Chief and provide medical certification attesting to his/her fitness to return to full duty. The police officer or firefighter shall receive an official notice from the applicable Chief no later than seventy-two (72) hours following notification of the Pension Board's decision and receipt of a medical certification satisfactory to the applicable Chief, which shall state the date and time that such individual shall be required to report for full duty. To the extent legally permitted, the applicable Chief may require the employee to submit to a fitness examination with a physician designated by the City, at the City's expense. Such notification shall be sent to the applicable individual via certified mail.

Workers' Compensation

The City provides workers' compensation coverage for all employees.

Public Employee Disability Act

Full-time sworn police officers and firefighters are governed by the Public Employee Disability Act (PEDA) that provides for salary continuation under the conditions set forth therein.

Unemployment Compensation

Employees of the City of Taylorville, except for elected officials, are paid unemployment compensation benefits under the state program when the employee meets the requirements for unemployment compensation. The City pays the cost of this benefit.

Education and Training

When the City requires employees to participate in training programs, all training costs are paid or reimbursed by the City. For tuition/educational incentive reimbursement, you should refer to the applicable collective bargaining agreement and/or policy.

Training, Seminar and Travel Reimbursement

In order to receive payment or reimbursements, any and all job related training, seminar(s) and/or travel for the same must be approved in advance. Required documentation may vary slightly among departments. However, the following general provisions shall apply to all employees:

Mileage: If a City vehicle is available, employees are required to use a City vehicle. Employees required to use their private vehicles to attend training and/or seminars shall be compensated for mileage at the current IRS rate. When using a personal vehicle for conducting City business, the employee may be required to provide proof of personal automobile liability coverage.

Lodging Accommodations: Employees attending training and/or seminars within a 50-mile radius of Taylorville shall **not** be allowed lodging accommodations. Employees traveling in excess of a 50-mile radius of Taylorville shall be reimbursed for lodging accommodations provided overnight lodging was approved and the employee submits the required itemized receipts.

Meals: When an employee is required to attend training and/or seminars out of town, the City meal reimbursement allowance is **up to** \$35.00 per day and only with the appropriate and required **itemized** receipts. The City absolutely **WILL NOT** reimburse any employee for liquor purchases.

Life Insurance

The City offers term life insurance coverage for all participating IMRF employees and Police and Fire department employees. The election of this term life insurance coverage is completely voluntary and the City does not contribute to the monthly premiums. Premiums are paid through payroll deduction.

Cafeteria 125 Plan

Annually, every full time employee of the City of Taylorville is required to make an election of participation in the Cafeteria 125 Plan.

Deferred Compensation

The City of Taylorville makes available to all full time employees, a deferred compensation plan. The plan administrator offers a variety of investment options. These plans are offered to enable employees to plan for and supplement their retirement. Employees may at any time during their employment with the City of Taylorville, elect to participate in the available deferred compensation plan. Deferred compensation deductions as determined by the applicable employee are made through payroll deduction. The City does not contribute towards this plan. Information regarding this benefit is available from the Human Resource Manager.

Miscellaneous Voluntary Payroll Deduction Benefits

The City of Taylorville offers additional payroll deduction benefits that can be voluntarily elected by the applicable employee. These benefits include (1) contributions to a savings account at a local credit union, (2) loan payments for loans at a local credit union, (3) purchase of savings bonds at a local banking institution, and (4) other approved payroll deductions. For more information, on these option payroll deduction benefits, contact the Human Resource Manager.

V. PAID TIME OFF

Holidays

Employees receive time off for a certain number of holidays each year, pursuant to the applicable collective bargaining agreement or by ordinance.

Employees required to work on a holiday shall be paid in accordance with the applicable collective bargaining agreement or policy.

Vacation Leave

Full time employees are entitled to paid time off for vacation each year, after completing one year of continuous employment. Please see the applicable collective bargaining agreement or ordinance for specific details regarding vacation leave.

Vacation time may not be carried over from year to year, unless prior approval is received from the Mayor.

Personal Days

Full time employees, after completion of the probationary period, receive two personal days annually. The accrual and scheduling of such personal day(s) shall be consistent with the applicable collective bargaining agreement or ordinance.

Personal days must be taken prior to the completion of the calendar year. Personal days not taken during the calendar year shall be deemed "lost" by the employee and shall not be carried over to the next or any succeeding calendar year.

Sick Leave

The City of Taylorville recognizes that it may be necessary for some employees to be absent due to illness, injury or disability of the employee that renders the employee unable to perform the job duties or the employee's immediate family that requires the employee's presence. However, sick leave is intended to provide full time employees with paid time off during periods of illness. Sick leave is not a right but a privilege and **shall not** be regarded as vacation or personal time.

When an employee is off work using sick leave, the employee is expected to stay at home, unless en route to, from or at the doctor's office, pharmacy or hospital.

Employees who are absent three (3) or more consecutive working days or shifts, with the exception of firefighters, in which case the absence is two (2) or more consecutive shifts, must present a doctor's statement verifying the illness and providing diagnosis, prognosis and return to work date. If the employee does not provide appropriate medical documentation, the employee will not be allowed to return to work and such time off will be considered as unpaid and unexcused.

The City of Taylorville considers abuse of sick leave as a serious matter. If at any time the City suspects abuse of sick leave, or a pattern of sick leave usage develops, the employee may be required to provide: (1) a doctor's statement verifying the illness and providing diagnosis, prognosis and return to work date and/or (2) undergo an examination, with a physician selected by the City, at the City's expense.

For information on accrual, accumulation and usage, you should refer to the applicable collective bargaining agreement or ordinance.

Bereavement Leave

Generally, full time employees shall receive up to three (3) bereavement days with pay due to the death of specific family members pursuant to the applicable collective bargaining agreement or ordinance.

VI. LEAVE TIME

General Provisions

Employees must normally request a leave of absence in advance from their Superintendent and/or Chief, except in situations where they are prevented from doing so by emergency circumstances. Non-bargaining employees may request a leave of absence pursuant to ordinance.

Family Medical Leave Act (FMLA)

Employees who have employed by the City for at least one year and for at least 1,250 hours during the preceding 12 month period, are

eligible for family and medical leave under the federal Family and Medical Leave Act. The City of Taylorville will use the "rolling backward" method of calculating the leave.

Family or medical leave may be granted for the following reasons:

- The birth of the employee's child and in order to care for the child.
- The placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent (not parent-in-law) who has a serious health condition.
- A serious health condition that renders the employee incapable of performing the functions of his or her job.

In cases of foreseeable leaves, the employee must request leave at least thirty (30) days in advance of the first day of leave or whenever practical by completing a Employee Request Form. Failure to provide advance notice, when foreseeable, may result in disapproval of leave. The City will request, at the employee's expense, medical certification from the employee within fifteen (15) days for the employee's serious health condition or that of an eligible family member. Further, a second or third medical opinion may be required.

While family and/or medical leave is generally unpaid, the City shall require that an employee on family and/or medical leave use accrued and available benefit time in lieu of otherwise unpaid time.

If an employee does not request Family Leave, the City reserves the right to designate time off as FMLA leave. Designation may be made retroactive to the first day of absence.

The complete City's Family Medical Leave Policy can be found in the policy reference section of this handbook. Questions regarding family and/or medical leave may be directed to the Human Resource Manager.

Victims' Economic Security And Safety Act (VESSA)

The Victims' Economic Security and Safety Act prohibits employers from discharging or discriminating against an employee who is a victim of domestic violence or who has a family or household member who is a victim of domestic violence. Up to twelve (12) workweeks of leave may be available during any 12-month period to address the domestic violence.

Questions regarding VESSA leave should be directed to the Human Resource Manager or you may contact the Illinois Department of Labor at 312-793-2800. A copy of the City's VESSA leave policy can be found in the policy section of this handbook.

General Leave of Absence

A general leave of absence may be requested pursuant to the terms of any applicable collective bargaining agreement. All such requests shall be subject to the prior approval by the Mayor.

Military Leave

Military leaves of absence will be granted for military service pursuant to state and federal laws, as they may from time to time be amended.

Jury Duty

City policy and applicable collective bargaining agreements provide for time off with pay for employees to be released from work to serve on a jury. You should refer to the applicable collective bargaining agreement or policy for provisions that apply to you.

School Visitation Rights Act

If an employee finds it necessary to attend school conferences or classroom activities for the employee's dependent children, which cannot be scheduled during nonwork hours and has been employed by the City of Taylorville for at least six (6) consecutive months, such employee is entitled to a total of eight (8) hours each school year, no more than four (4) hours of which may be taken on any given day. No leave may be taken, however, unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee, except sick leave.

An employee who would like to request leave under the School Visitation Rights Act, shall be required to provide the applicable Superintendent or Chief with a written request at least seven (7) days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required.

The employee must consult with the applicable Superintendent or Chief to schedule the leave so as not to disrupt unduly the departmental operations.

VII. EMPLOYEE DISCIPLINE

Disciplinary guidelines have been established so that employees generally know what the organization expects of them. Although not all-inclusive, these guidelines outline examples of the employee conduct that will cause disciplinary action to be taken. The following references are purely guidelines and the City reserves the right to discipline employees based on what it deems to be appropriate in any given situation. Unless otherwise set forth under a written contract of employment, collective bargaining agreement or unless provided otherwise by the Board of Fire and Police Commission, employees of the City of Taylorville are at-will and can be discharged, demoted, suspended or otherwise disciplined without cause at any time at the sole discretion of the City.

These guidelines do not form a contract of employment nor should employees have any expectation that such guidelines form a contract. In addition, these guidelines are not all inclusive of what conduct will result in discipline. The decision as to what disciplinary action will be taken rests solely with the management of the City of Taylorville and is made on a case-by-case basis.

Examples of Reasons for Disciplinary Action

- Incompetence, negligence, inefficiency, or failure or inability to perform assigned duties.
- Threats or abusiveness in attitude or language; conduct resulting in physical harm, injury or harassment of City employees or the public.
- Violation of City drug and alcohol policies.
- Violation of any lawful or official regulation, order or rule, or failure to comply with any lawful direction given by a superior.
- Causing damage to public property or waste of City supplies through negligence or willful misconduct, failure to take reasonable care of City property.
- Falsifying employment applications, timesheets or other City records.

- Absence from scheduled work without prior authorization.

Corrective action centers on or around progressive discipline. However, employees may be subject to any level of discipline for a first offense, including termination, depending on the severity of the offense, regardless of their work status or record. Formal discipline, that which is documented, will be included in the employee's permanent work record.

VIII. GRIEVANCE PROCEDURE

The grievance procedure is an avenue to provide a method of discussing, processing and peacefully resolving grievances without interruption in operations of the City or any threat of retaliation to your employment.

Each collective bargaining agreement contains grievance procedures. The grievance process as contained in the applicable collective bargaining agreement should be used to address alleged violations of the terms of the collective bargaining agreement. However, if the matter is not covered by the collective bargaining agreement, and is included in this handbook, questions and/or complaints should be directed to the Human Resource Manager, within 10 days of the occurrence giving rise to the question or complaint. If you are not satisfied with the response of the Human Resource Manager, you may appeal to the Mayor, whose decision shall be final.