

Woodford County Personnel Policy



**Adopted by Woodford County Board
June 19, 2012**

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101. HISTORY OF WOODFORD COUNTY, ILLINOIS

The total area of Woodford County is 545.52 square miles. The US Census Bureau has reported that the population of Woodford County in 2010 was 38,664. The County was established formally by an Act approved by Governor Thomas Carlin, on February 27, 1841. The County was formed from territory taken from McLean and Tazewell Counties.

The original County seat was Versailles in 1841; it was moved to Hanover (Metamora) in June of 1843 and finally to Eureka in 1894. The main courthouse was built in 1897 with the ground donated by The Hanover Company. The cost of the building was \$4,400.00 and was paid off during the first two (2) years.

The first residents of Woodford County settled along the Illinois River at Spring Bay, then among the groves of Walnut Creek and near Metamora. Early settlers of Spring Bay were Wm. Baylock in 1819, William Blanchard in 1822, William Phillips and George Kingston in 1823, and John Stephenson and Auston Crocker in 1824. The first cabin built in Woodford County was built in the fall of 1822 by a man named Darby on part of what was known as the old Crocker farm in Spring Bay Township.

Other early settlers were Joseph Dillon, who settled three miles south of the present Eureka Court House near Walnut Creek in 1824 and Charles Moore, Jonathon Baker and Daniel Meek who settled at Walnut Grove at Walnut Creek in 1827.

The next settlers that arrived settled at Panther and Crow creek. Some of the earliest residents of Woodford County were Amasa Stout and his wife who were the first settlers at Panther Grove at Panther Creek in 1828. The McCords, Patricks and Bilbreys settled there before 1831.

In 1832, William Maxwell settled in the eastern part of what now is the village of Washburn near Crow creek and built an inn and entertainment house for travelers on the State Road. He also kept fresh horses for the stagecoach.

In 1836, a school district was formed which included an area from Morsetown to Lowpoint and west to Bricktown. It may have been the first free school in the state of Illinois and was paid for out of the public fund in northern Illinois. The schoolhouse was built in 1838 near the home of James Owen. Miss Love K. Morse was the first teacher.

James Boys established the first post office three miles north of Hanover (Metamora) in 1836 in a settlement called Black Partridge.

By 1840, the groves along Panther and Crow creeks were fairly well settled. Woodford County, Illinois was organized in 1841. It was named after birthplace of an early pioneer, Thomas Bullock - Woodford County, Kentucky. Abraham Lincoln was one of the early lawyers who practiced in Versailles and later at Hanover (Metamora), Illinois.

A board of three commissioners conducted county affairs until 1850. In 1850, the present township organization plan was adopted and the townships were organized in 1852. The county was divided into 16 townships. A supervisor who was elected annually represented each township. This continued until 1890. In 1890, the supervisors were divided into two classes

and a two-year election term was adopted. This continued until 1930 when the present four-year term was established by a state law which was approved on June 10, 1929.

There are many different facets of County Government. The County Board members are elected by voters in the three (3) districts of the County (5 per district). The Department Heads of the County that are elected by the voters are the County Clerk, Circuit Clerk, County Treasurer, County Sheriff, Coroner, States Attorney, Judge and the Regional Superintendent of Schools.

Department Heads appointed by the board are the Zoning Administrator, Highway Engineer, Supervisor of Assessments and the ESDA Administrator.

The E-911 Department has its own board that oversees operation. The Chief Probation Officer is appointed by the 11th Circuit Judicial Committee. Each Department Head has different duties, most of which are set by state statute.

The Woodford County Health Department was established by a vote of the County Board in 1990. Eureka Community Hospital managed the Health Department under a contract with the Board of Health from 1990 until November 30, 2007. During that period, the Health Department was housed within the hospital campus. On December 1, 2007, the management of the Health Department was assumed by the Board of Health. At this time, the Health Department rented space and moved to 1831 S. Main Street in Eureka.

Woodford County employs approximately 150 people, many who have served the County their entire working career.

Submitted by: Woodford County Historical Society

102. INTRODUCTION - PURPOSE

The purpose of this handbook is to provide an outline of the basic personnel policies, practices and procedures which apply to Woodford County employees. The County recognizes that the recruitment and retention of competent, dependable employees and the maintenance of high standards of employee conduct are essential to efficient, effective county government. This Handbook contains general statements and goals and is not intended to contain fine details or be all inclusive. **This handbook is not intended to be nor should it be read as forming an express or implied contract.** The Woodford County Board may alter, revoke, modify or add to the policies, practices and procedures in this Handbook from time to time. Every effort will be made to keep this handbook current but there may be times when policies, procedures or practices have changed before this Handbook can be revised. Woodford County will follow all applicable Federal and State laws.

This policy does not apply to Employees of other agencies related to the County, including but not limited to Regional Office of Education, Woodford County Health Department, and E-911 employees.

103. COUNTY OFFICES AND DEPARTMENTS

The policies, practices and procedures contained in this Handbook shall be considered the core or basic set of policies applicable to all agencies, offices and departments of this County. County agencies, offices or departments may supplement this Handbook by adopting rules, regulations, policies and/or procedures to address the special circumstances or needs of that agency, department or office which are in addition to the policies contained in this Handbook. Such supplemental policies shall be approved by the Woodford County Board.

Certain County offices or departments have some of their rules and procedures determined by other entities, i.e. the Supreme Court or the Judges of the Eleventh Judicial Circuit. In the event of a conflict with the policies of this Handbook, the rules and regulations of such other entities shall govern.

Further, the County recognizes the authority of elected officials to appoint their employees and to control the internal operations of their offices. The elected officials will be requested annually to affirm their acceptance and approval of this Handbook at the time the annual budget is approved. Any elected official that chooses not to accept and approve this handbook must provide a copy of their personnel policy to the County Board at the time the annual budget is approved.

For those agencies, offices and/or departments with collective bargaining agreements, such agreements will prevail to the extent permitted by law.

Employees are encouraged to familiarize themselves with the contents of this Handbook, for it will answer many common questions concerning employment within Woodford County Government.

201. EMPLOYEE RELATIONS

The Officials of Woodford County strive to ensure that work conditions, wages and benefits offered to employees are competitive with those offered by other employers in the area. If an employee has concerns about work conditions or compensation they should be voiced openly and directly to the Elected/Appointed Official of the relevant Department. It's believed that the Elected/Appointed Officials and County Board members amply demonstrate commitment to employees by responding effectively to employee concerns.

202. EQUAL OPPORTUNITY EMPLOYER

Woodford County does not discriminate with respect to the terms and conditions of employment because of an individual's race, color, creed, ancestry, religion, sex, sexual orientation, national origin, mental or physical disability, age, military status, arrest record, marital status, unfavorable discharge from military service, order of protection status or any other status protected by law. It is our policy to employ, promote and transfer those individuals who possess the required skills, education, experience and qualifications for each position. Any employees with any concerns about any type of discrimination in the workplace are encouraged to bring these issues to the appropriate department head.

203.**NEPOTISM**

The County permits the employment of qualified relatives of employees of the employee's household or immediate family as long as such employment does not, in the opinion of the Employer, create actual conflicts of interest. For purposes of this policy, "immediate family" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the employee's household. The Employer will use sound judgment in the placement of related employees in accordance with the following guidelines:

1. Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same County department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within " the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by the other relative.
2. Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
3. Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the Employer, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.
4. Any exceptions to this policy must be approved by the Employer.

204.**EMPLOYEE HIRING AND ESSENTIAL
FUNCTION TESTING POLICY AND PROCEDURE**

The purpose of this policy is to ensure that employees are able to safely perform the essential functions of their job without posing a direct threat to themselves or others. All medical/background screenings will be completed only after a conditional job offer is made. Fitness for Duty/Essential Function Testing will be required upon hire.

Procedure:

1. All job applicants must complete a written application and sign a release of information for prior employers and job references.
2. Job applicants who appear to meet the relevant qualifications for the position will be contacted to schedule a personal interview. During the interview, job applicants should be shown a copy of the relevant job description and asked whether they can perform the functions with or without an accommodation.
3. Following successful completion of the interview process, the employer should contact references as well as prior employers identified by the job applicant.

4. Qualified applicants who have successfully completed the interview and reference check will receive a Conditional Job Offer (CJO) where appropriate. The job offer will be contingent upon the results of a Fitness for Duty/Essential Functions Test by a healthcare professional. The healthcare professional should be given a copy of the relevant job description including maximum lifting requirements and other physical demands of the position.
5. If the employee successfully completes the physical examination, an employment start date will be given.
6. Where the physical examination reveals a medical condition that the healthcare professional believes would impair the job applicant's ability to perform the essential functions of the position, the job applicant must then meet with the employer to discuss whether the employer can reasonably accommodate the job applicant's disability. During this interactive process, the job applicant should be prepared to identify potential reasonable accommodations that the job applicant believes would allow him or her to successfully perform the essential functions of the position without posing a significant risk of harm to himself or others.
7. In the event that there is no reasonable accommodation that would allow the job applicant to perform the essential functions of the job or the requested accommodation would pose an undue hardship on the employer, the conditional job offer may be rescinded.
8. If the job applicant and employer are able to agree on a reasonable accommodation for the identified disability that will allow the job applicant to perform the essential functions of the position, the job applicant will be given a start date.
9. The employer further reserves the right to rescind a conditional job offer or terminate employment if the job applicant/employee provided false or misleading information at any time during the application process, including during the physical examination.

205. OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the County. All employees will be judged by the same performance standards and will be subject to the County's scheduling demands, regardless of any existing outside work requirements.

If the Elected/Appointed Official determines that an employee's outside work interferes with performance or the ability to meet the requirements of the department as modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the department.

206.

PERSONAL SERVICES

No employee may be required to perform personal services for any fellow employee, Elected/Appointed Official. No employee may voluntarily perform such services during any compensated work hours, excluding holidays and vacations. Personal services are defined as activity having any value or for which compensation is normally paid between unrelated parties, other than as contained in an employee's job description or directly related to the operation of County business.

301.

EMPLOYMENT CATEGORIES

This section is to clarify the definitions of employment classifications so that employees understand employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the County employer.

Each employee is designated as Non-Exempt or Exempt from federal and state wage and hour laws. Non-Exempt employees are entitled to receive overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of Federal and State wage and hour laws. An employee's Exempt or Non-Exempt status classification may be changed only upon written notification of the County Board or the Board's designated agent.

- Nonexempt employees. Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty paid hours in a workweek, in accordance with applicable federal wage and hour laws.
- Exempt employees. Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Elected/Appointed Official, managers, professional employees and certain employees in administrative positions are typically exempt.

In addition to having Exempt or Non Exempt status, each employee will belong to one of the following categories:

Full Time – An employee who has completed a 90 day probationary period and who regularly works a minimum of 40 hours on a continuing basis is considered a full time employee. Temporary or per diem employees are not considered full time employees.

Part Time – An employee who works less than 40 hours per week on a continuing basis is considered a regular part-time employee. Temporary and Per Diem employees are not considered regular part-time employees.

Temporary/Seasonal Employee – Those who are hired as interim replacements to assist in a specific project or to temporarily supplement the regular work force are temporary/seasonal employees. Employment assignments in this category are of limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. While temporary employees receive all legally mandated benefits (such as workers compensation and social security), they are ineligible for all of the County's other benefit programs unless otherwise mandated.

Per Diem Employee – Employee that adds to or substitutes for career and limited appointments on a pre-scheduled basis or as needed on a day-to-day. Employees who are considered Per Diem Employees may be scheduled or not scheduled or called off from a pre-established schedule. Additionally, a Per Diem employee's eligibility for scheduling may be discontinued at any time without notice and without cause at the sole discretion of the Elected/Appointed Official without recourse. Per Diem employees are not eligible for any benefit programs except those mandated by law.

302. ACCESS TO PERSONNEL FILES

Each Elected/Appointed Official maintains a personnel file on each employee employed in his or her office. The personnel file includes such information as: the employee's job application, resume', records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of the County and access to the information they contain is restricted. Generally, only persons who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own personnel file should contact the Elected/Appointed Official of their department. The County provides employee's with access to their personnel files in accordance with the Personnel Record Review Act.

The personnel file should not be confused with the payroll file maintained by the payroll clerk. The payroll file should include only such items as pertain directly to payroll.

303. PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify his/her Elected/Appointed Official and the County Clerk of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

304. PERFORMANCE EVALUATIONS

Elected/Appointed Officials and Employees are strongly encouraged to discuss job performance and goals on an informal, regular basis. Formal performance evaluations are conducted after an employee has completed 90 days of employment in any new position. This period allows the Elected/Appointed Official and the employee to discuss the job responsibilities, standards and performance requirements of the new position. Additional performance evaluations are conducted to provide both management and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting goals.

Formal performance evaluations are generally performed on an annual basis, on or near the employee’s hire date. These evaluations are to be placed in the employee personnel file maintained by the Elected/Appointed Official.

305. VACANCY POSTING

The Elected/Appointed Official shall post new or vacant positions in a central location at the appropriate worksites and on the appropriate websites.

401. EMPLOYEE BENEFITS

Eligible employees are provided a range of benefits. A number of programs are legally mandated and are provided for every employee (such as Social Security, workers compensation, state disability, and unemployment insurance) and cover all employees in the manner prescribed by law.

Employees who regularly work a minimum of 30 hours per week on a continuing basis are eligible for all County benefits. Single and family plan Health and Life insurance is available at an employer/employee shared expense.

Benefit eligibility is dependent upon many factors, including employee classification. Consult the County Clerk for a list of benefit programs currently offered.

402.

PAID HOLIDAYS

The County Holiday schedule will always be based on the most recent Circuit Court Holiday Schedule and may change annually.

Holidays currently are:

- | | |
|----------------------------|--------------------------------|
| New Years Day (observed) | Martin Luther King, Jr. Day |
| Lincoln’s Birthday | Presidents Day |
| Memorial Day | Independence Day |
| Labor Day | Columbus Day |
| Veteran’s Day | Thanksgiving Day |
| Day following Thanksgiving | *Christmas Eve & Christmas Day |

*Christmas Eve is not a holiday observed by the Courts however it is observed by other County Offices.

Holidays falling on Saturday and/or Sunday will be observed on Friday and/or Monday. When Christmas Eve and Christmas Day falls on Friday and Saturday we will also have Thursday off. When Christmas Eve and Christmas Day falls on Sunday and Monday we will also have Tuesday off.

Employees eligible for benefits shall be paid a regular day’s pay for each Holiday based on the employee’s regular rate of pay (as of the date of the holiday) times the number of hours the employee would otherwise have worked that day.

If a recognized holiday falls during an eligible employee’s paid absence, (such as vacation or sick leave), holiday pay will be provided instead of paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times the regular rate for the hours worked on the holiday.

When a full time employee is called in from his regular day off on the actual day of a holiday, he shall be paid at his overtime rate for all hours worked in addition to his holiday pay.

Paid time off for holidays will not be counted as hours worked for the purposes of calculating overtime.

In case of emergency and when required by the Elected/Appointed Official, employees shall work on holidays and shall be paid at the overtime rate if applicable. Employees that are called into work on Saturdays, Sundays, and holidays will be paid a minimum of four (4) hours at the overtime rate if applicable.

403.

Paid Time Off—(PTO)

In addition to the Holidays listed previously, Paid Time Off (PTO) is available to full time employees eligible for benefits for rest, relaxation, sick time, and personal pursuits. Employees are not required to work while on scheduled paid time off, however, an employee who works voluntarily during scheduled paid time off will be paid at the applicable regular, holiday, or overtime rate and paid time off will not be used.

The amounts of PTO employees receive will accrue according to the following schedule:

Length of Service	Time Earned Bi-Weekly Accrual	Time Earned per Calendar Year	Maximum Carry Over
	Based on 80 Hours	(Yearly Hours)	At Years End
Hire thru 10 yrs.	6.75 Hours	22 days (175.5 hrs)	35 days (280 hrs)
11 thru 15 yrs.	8.5 Hours	27 days (221 hrs)	35 days (280 hrs)
16 + Years	10.0 Hours	32 days (260 hrs)	35 days (280 hrs)

No time will accrue during the first 90 days of employment. When an employee has successfully completed 90 days of employment, PTO time will be retroactive to hire date prorated on pay periods.

PTO time can be sold back to the County at 1/2 the employee's current rate based on the following:

- A maximum of 80 hours can be sold back in any one year, with the exception of termination year.
- Hours sold back must not reduce PTO bank to less than 96 hours.
- PTO time will **only** be bought back at the last pay period in November each year. **All requests must be presented with the time sheets at that time.**

Please note: At December 1 each year, all PTO time will be rolled back to 280 hours or actual, whichever is less. All time in excess of 280 hours will be lost.

PTO requests should be scheduled at least 2 weeks in advance. PTO because of illness should be requested as soon as possible.

PTO requests will be reviewed based on a number of factors, including department needs and staffing requirements. When possible, PTO time will be scheduled as requested, however, the department head shall have the right to modify any PTO request if it's considered to be in the best interest of the office to do so.

Upon termination, the employee may have the option to be paid for the balance in their PTO bank at their full current hourly rate or to have their unpaid unused PTO time reported to IMRF in accordance with IMRF rules for reporting.

404.

BEREAVEMENT LEAVE

The Employer agrees to provide to employees eligible for benefits leave without loss of pay as a result of death in the immediate family, not to exceed three (3) days. For purposes of this policy a member of the immediate family shall be defined to be any employee's mother, father, spouse, daughter, or son (including step or adopted), sister or brother (including half or step), father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents and grandchildren. Full time employees are allowed one day paid leave for other family members.

405.

JURY DUTY AND WITNESS LEAVE

An employee called to serve on a jury shall be granted leave, with pay, to perform that duty. Also, if an employee is served a subpoena by any judicial, legislative or administrative tribunal, or by the office of any such tribunal, the employee shall be granted leave with pay to serve as a witness. Any employee who is summoned to appear as a jurist or subpoenaed as a witness should contact their immediate supervisor, department head or elected official upon request of such notice so arrangements can be made to accommodate such leave time.

Any payment received by an employee of the County for service on a jury or as a witness as outlined above, shall be turned over to the County Treasurer, except that the employee may keep any portion of the payment which specifically covers mileage reimbursement. The employee may keep any portion of such pay earned while he/she performs this service during his/her designated weekend, while using accumulated compensatory time, or while using earned PTO.

406. FAMILY AND MEDICAL LEAVE ACT AND MILITARY LEAVE (FMLA) POLICY

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

I. ELIGIBILITY

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

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

II. LEAVE ENTITLEMENT

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

- for the birth of a son or daughter, and to care for the newborn child;
- for the placement with the employee of a son or daughter for adoption or foster care;
- to care for the employee's spouse, son or daughter or parent (but not parent-in-law) who has a serious health condition,

- when the employee is unable to perform the functions of the employee's job because of a serious health condition, or because of incapacity due to pregnancy, prenatal medical care or child birth.

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

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

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

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of unpaid leave in a single 12-month period to care for the servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is on the temporary disability retired list. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA -qualifying reason during the single 12-month period, but is entitled to no more than 12 weeks of leave for:

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

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

- If FMLA leave is for birth and care or placement for adoption or foster care of a son or daughter, use of intermittent leave is subject to the employer's approval.

- FMLA leave may be taken intermittently whenever **medically necessary** to care for a seriously ill family member or seriously ill or injured servicemember, or because the employee is seriously ill and unable to work.

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

III. SERIOUS HEALTH CONDITION

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

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

IV. LEAVE AVAILABILITY CALCULATION

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

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

V. SUBSTITUTION OF PAID LEAVE

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

All other FMLA leave is unpaid.

VI. MEDICAL INSURANCE BENEFITS WHILE ON FMLA LEAVE

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

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

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

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

VII. PROCEDURE FOR REQUESTING FMLA LEAVE

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

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

Any employee taking leave to care for the employee's covered family member with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position must be supported by a certification issued by the health care provider of the employee or the employee's family member on the form attached to this policy. An employee taking leave because of a qualifying exigency or to care for a covered servicemember with a serious injury or illness must also be supported by a certification in the form attached to this policy except that an employee taking leave to care for a covered servicemember may provide an invitational travel

order (ITO) or an invitational travel authorization (ITA) in lieu of certification for the leave taken through the expiration of the ITO or ITA. Additional copies of the certification forms can be obtained from your supervisor. Employees are required to furnish the above-referenced certifications at the time the employee gives notice of the need for leave or within 5 business days thereafter. In the case of unforeseen leave, certification must be provided within 5 business days after the leave commences. FMLA leave may be denied in accordance with the FMLA Rules and Regulations if appropriate certification is not provided.

VIII. CONSEQUENCES OF TAKING FMLA LEAVE

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

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

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

IX. EMPLOYER RESPONSIBILITIES

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

Woodford County must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Woodford County determines that the leave is not FMLA-protected, the employer must notify the employee.

X. UNLAWFUL ACTS BY EMPLOYERS

The FMLA makes it unlawful for any employer to:

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

XI. ENFORCEMENT

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

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

XII. REFERENCE TO FMLA NOTICE POSTER

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

407. UNPAID LEAVE FOR EMPLOYEES DUE TO DOMESTIC AND SEXUAL VIOLENCE (VESSA)

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

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

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

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

PERIOD OF LEAVE: Employee shall be entitled to a total of 12 workweeks (**note that employers with less than 50 employees can provide 8 weeks instead of 12**) of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.) Leave may be taken intermittently or on a reduced work schedule.

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

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

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

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

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

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

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

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

CONFIDENTIALITY: All information provided to the County, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be **retained in the strictest confidence by the County**, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

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

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

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

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

However, the employee is not entitled to:

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

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

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

FAILURE TO RETURN FROM LEAVE: The County may recover the premium that the County paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

- (i) the employee **fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired; and

- (ii) the employee **fails to return** to work for a reason other than:
- (I) the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
 - (II) other circumstances beyond the control of the employee.

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

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

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

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

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

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

501. TIME KEEPING

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

Employees should accurately record the time they begin and end the work day, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. The Elected/Appointed Official must always approve overtime work before it is performed.

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

Employees are not to begin work before their scheduled start time, and are expected to finish working at their scheduled end time. Any departures from the normal schedule must be authorized by the Elected/Appointed Official. It is the employees' responsibility to sign the time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Elected/Appointed Official must verify the accuracy of the change by initialing the time record.

502. WORK SCHEDULES

The normal work schedule for non-exempt Courthouse employees will be from 8:00 a.m. to 5:00 p.m. Monday through Friday with an unpaid one hour lunch period, unless otherwise specified by the Elected/Appointed Officials.

The Highway Department and the Sheriff's Department work schedules are to be determined by the Department Heads and any applicable union agreements.

Employees are granted two (2) paid fifteen (15) minute breaks, (one in the morning and one in the afternoon). These breaks are permitted with the provision that offices be staffed at all times. Break time is not to be added to the lunch period or used for late morning arrival or early afternoon departure, or calculated as overtime. These breaks are paid but it is not required that the county pay employees for these breaks. No overtime or any other additional wages are paid for missed breaks.

503. OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be given the opportunity for overtime work. All overtime work must be approved by the Elected/Appointed Official prior to the time the work is performed.

Overtime compensation is paid to all nonexempt employees in accordance with Federal and State wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on holiday pay, sick leave, vacation leave, or any leave of absence will not be considered as hours worked for purposes of performing overtime calculations.

Overtime must be compensated at the rate of time and a half. It shall be the Elected/Appointed Official option to choose compensatory time or financial reimbursement for nonexempt employee overtime.

504.

PAYDAYS

All employees are paid biweekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Employees should turn in their time sheets to their Elected/Appointed Official no later than 5:00 pm on the Thursday proceeding the Thursday payday. The payroll claims are to be submitted to the Treasurer's Office by noon on the Friday before the Thursday payday.

In the event that a regularly scheduled payday falls on a holiday, employees will receive their paycheck on the last day of work before the regularly scheduled payday.

Direct Deposit is required of all employees except those whose payroll arrangements were made prior to April 2001. The employee must provide banking information to the payroll department on the date of hire. If a current employee changes banking information, the payroll department must be notified immediately. Failure to report banking changes to the payroll department may result in a delay of receiving pay.

505.

TERMINATION OF EMPLOYMENT

It is the policy of the County that employment may be terminated by an employee's resignation, discharge, or retirement; the expiration of an employment contract; or a reduction in the work force.

The following are some of the most common circumstances under which employment is terminated:

HONORABLE RESIGNATION – Employees are requested to give a minimum of two (2) weeks written notice of their intent to resign.

AUTOMATIC RESIGNATION – An employee will be considered to have resigned after failing to report to work for three (3) consecutive workdays without notification to the Elected/Appointed Official.

DISCHARGE– Involuntary employment termination initiated by the Elected/Appointed Official.

LAYOFF – Involuntary employment termination initiated by the County for non-disciplinary reasons. There shall be no seniority within County employment, departments or offices and no ability to transfer between departments or offices. Individuals to be laid off in each department will be determined by the Elected/Appointed Official of the department.

RETIREMENT – Voluntary employment termination initiated by the employee, meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with the County is based on mutual consent, both the employee and Woodford County Elected/Appointed Officials have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination. All accrued vested benefits that are due and payable at termination will be paid on the payday for that pay period. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that will be paid

and the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

IMRF Pension is further calculated as follows:

“Retiring IMRF members may qualify for a maximum of nine (9) months additional pension service credit for unpaid, unused accumulated sick leave. One (1) month of service is credited for every twenty (20) days, or fraction thereof, of unpaid, unused sick leave not to exceed one hundred eighty (180) days - nine (9) months.

This sick leave must have been accumulated under an established sick leave plan available to all employees, and the effective date of the pension must be within sixty (60) days of termination. This additional pension service credit provision applies solely to employee termination for retirement purposes.

*Converted sick leave **cannot** be used to meet the requirements of a minimum of eight (8) years for an IMRF pension or the thirty five (35) years for a non-discounted pension under age 60.”* IMRF Manual - Section 5.20, Item 3.

DEATH OF EMPLOYEE: Upon the death of an employee, the employee’s estate shall receive compensation for the balance of the pay period in which the employee died along with any unused PTO time, vacation time, and accrued overtime.

601. SAFETY IN THE WORKPLACE

To assist in providing a safe and healthy work environment for employees, customers, and visitors, Woodford County has established a workplace safety program. This program is a top priority for the County. The Safety Committee has the responsibility for implementing, administering, monitoring and evaluating the Safety program. Its success depends on the alertness and personal commitment of all.

The County provides information to employees about workplace safety and health issues through regular internal communication channels such as internal meetings in each department, bulletin board postings, memos or other written communications. A safety advisory group has been established to assist in these activities and to facilitate effective communications between employees and management about workplace safety and health issues.

Elected/Appointed Officials and employees receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety are encouraged to raise them with their Department Heads.

Each employee is expected to obey all safety rules and to exercise due caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Department Head. Employees who violate safety standards, employees who cause hazardous or

dangerous situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, all employees should immediately report the incident to the appropriate Elected/Appointed Official. Such reports are necessary to comply with laws and initiate insurance and workers compensation benefit procedures.

602. ACCIDENT REPORTING & INVESTIGATION POLICY AND PROCEDURES

Purpose:

1. To delegate the responsibility for the reporting and investigating of accidents and incidents throughout the organization.
2. To identify the items to be included in an accident investigation.
3. To discuss recordkeeping requirements under OSHA.

Accident Reporting Procedure:

The employee is responsible for reporting to their direct supervisor the following: any work-related injury or illness; motor vehicle accident involving a company vehicle or their own personal vehicle while operating it on official business; any damage to any property; or injury or property damage to someone other than an employee while on property or arising from a County operation. These accidents and incidents are to be reported immediately to their Department Head/Supervisor.

The Department Head/Supervisor, after being so informed of the accident or incident, will then complete all relevant and required documents. Once completed, these documents will then be forwarded to the County Risk Manager so that they can be reviewed and then sent to either the insurance agent or directly to IPMG within 72 hours of the occurrence.

Failure to comply with these reporting timeframes will be subject to the departments' progressive discipline policy.

Accident Investigation

The purpose of the accident investigation is to find out the facts in order to determine the cause of the accident so that steps can be taken to prevent reoccurrence. With this in mind, it is the Department Head/Supervisor's responsibility to investigate the accident using the guidelines provided below.

The investigation should document who, what, when, where, how and why. These last two items merit special attention. As to how the accident occurred, the following should be investigated:

- What was the employee doing when the accident occurred? Provide as much detail on this as is necessary to determine the cause;
- What was the sequence of events that led up to the occurrence? What materials, equipment, and tools were involved?
- Speak to witnesses if necessary to gain information on how the accident occurred.

603. Employee Work-Related Injury Medical Program

Policy Statement:

This policy exists to ensure a safe working environment in the event an employee must work with restrictions administered by a medical doctor. This policy is only applicable for an employee who has sustained a work-related injury. The goal of this program is to rehabilitate the injured worker through modified duties and to return the injured worker to gainful employment.

If no modified duties are available, or should any modified duties become unavailable in the future, the eligible employee will be so informed and may be returned to disability leave status, as outlined under the Illinois Workers' Compensation Act.

Availability, assignment and continuation of modified duty will always be at the discretion of the employer, in accordance with the guidelines set forth in this policy.

Designated Medical Provider:

Woodford County has designated a primary care facility for work-related injuries and illnesses. This facility is set up for emergency and extended care and is well-staffed and equipped to provide Woodford County employees with superior medical services. Hospital emergency services shall be used only in life-threatening medical situations. Should life-threatening medical emergencies occur, call 911. After-hours injuries requiring medical treatment should also be referred to the designated primary care facility.

If an employee is injured during normal business hours and non-emergency medical treatment is required, the following procedure is to be followed:

- Report injury to their Department Head
- Complete Employee Injury Report, Supervisor/Employer Report, W/C Witness Report, W/C Injury Medical Authorization Seek medical attention at designated medical provider.

Medical Provider Documents:

When seeking medical treatment, the Department Head/Supervisor will provide the employee with a packet of information to present to the Occupational Health Provider, including:

- Any necessary medical and/or authorization forms.
- A cover letter to convey our ability to return injured workers to their jobs with modified duty until the employee can be released to full duty.
- A copy of the employee's job description.
- The Modified Duty Work Restriction form.

If Modified Duty has been indicated by the Medical Provider, the employee will return the completed Modified Duty Work Restriction form to their Department Head/Supervisor.

Modified Duty:

If it is determined by the Medical Provider that, as the result of a work-related injury or illness, an employee is not able to perform his/her normal duties, but is able to perform other meaningful tasks, the Department Head/Supervisor will assess their ability to provide an appropriate modified-duty assignment to the employee. The following procedure will be used in the identification of suitable modified duty and the assignment of the employee to the same. Woodford County has identified various tasks within its operations which may be utilized for modified duty purposes. Upon return of the Modified-Duty Work Restriction Form by the employee, the Department Head/Supervisor will determine if modified duty within physician restrictions is available.

Modified-Duty Job Description:

Once a Modified Duty position has been located, the Department Head/Supervisor will meet with the employee to discuss the specific duties, restrictions and appropriate monitoring for the employee's safety in the form of a Modified-Duty Job Description.

The work restrictions will be followed with strict adherence with no exceptions. Failure to adhere to the restrictions will result in disciplinary action set forth by this policy.

1. The first violation will result in a verbal warning with a discussion of why the restrictions were not followed. Corrective action plans will be immediately implemented.
2. The second violation will result in a dialogue between the Department Head/Supervisor, Union Representative (if applicable) and the employee. The Department Head/Supervisor will document the discussion, sign and date it for inclusion in the employee's personnel file. This is a formal written warning.
3. The third incident will result in an employee suspension, without pay, and notification of the attending physician regarding failure to adhere to the physician's restrictions.

In the event an employee refuses an accommodation or reassignment of duties (outside the employee's FMLA benefit eligibility period), which are within the employee's restrictions and ability to perform, Woodford County is not obligated to provide alternatives. In such a case, Woodford County will notify IPMG, which may result in termination of the employee's workers compensation benefits.

Follow-up Appointments

Full-time employees will be paid for visits to designated providers. Those employees seeking treatment from providers other than those designated by Woodford County will not be paid for treatment during work hours; however, they may use sick time for this purpose. Part-time and temporary employees must use sick time, if available, for all follow-up visits to medical providers during working hours.

604. WORKERS' COMPENSATION MODIFIED DUTY POLICY

Purpose:

The purpose of establishing a modified-duty policy is to provide temporary duty for employees who are temporarily disabled, as a result of a work-related injury or illness and cannot be assigned to regularly duty, but maintains the ability to perform another form of productive duty. The duties to be performed by the employee on modified-duty status will always be bona fide, productive work and medically approval is obtained. Modified duty will be limited in duration and intended for employees who are expected to return to full duty in the near future, but no longer than three months, with an option to extend the status upon review.

Eligibility:

Eligible candidates for modified duty must be currently employed by Woodford County and be temporarily disabled due to a work related injury or illness. Temporary disability is defined as the lack of ability to perform all aspects of the essential functions of the employee's regular position for a period of time.

The employee will keep in constant contact with the Department Head in regard to his/her medical condition and the projected commencement date for the modified-duty assignment. Employees must accept modified-duty assignments which meet their limitations/restrictions, as specified by a medical doctor. An employee's failure to report for his/her regular work in a timely manner, once released to do so by a medical doctor, may result in disciplinary action up to and including immediate termination. An employee's refusal or failure to fully cooperate with and/or to participate in modified duty may place their workers' compensation benefits in jeopardy.

Employees who are restricted from regular duty due to a work-related injury or illnesses at the time of the approval of this policy are eligible for modified duty.

Physician's Role:

An eligible employee must be released to return to modified duty by a medical doctor. The eligible employee must bring a letter to the Department Head/Supervisor from a medical doctor that details the following:

1. The length of time that the employee is expected to remain on modified duty.
2. The exact nature of the work (including duties and limitations/restrictions that the employee can and cannot perform.
3. The date of the next scheduled re-examination to determine any change in the employee's physical status.
4. A medical opinion as to whether the employee's current disability is permanent or temporary in nature.

The employee must provide the above-mentioned information in writing, prior to modified-duty assignment and after each medical re-examination, while on modified duty.

Modified duty may not exceed one (1) month without an evaluation. If, at the end of one (1) month, the employee is still unable to return to regular duty, Woodford County will confer on

a job change for the employee, or a one (1) month extension of the modified-duty assignment. If, at the end of three (3) months, the employee has not been placed in another position and is unable to return to his/her original position, the employee and his/her position will be evaluated further. Each situation will be decided on its own merits.

Modified duty is not a guarantee of permanent, continued employment. If the employee has attained maximum medical improvement or is unable to return to his/her regular duties within one (1) year of their disability, no further reasonable accommodations can be made to allow the employee to perform the essential functions of his/her position and no other position is available for which the employee is qualified, the employer may terminate the person's employment. Termination of employment does not preclude provisions of workers' compensation benefits as provided by state statutes.

Types of Duty/Work:

Projects or tasks assigned to an eligible employee for modified duty must be legitimate, ongoing and productive work, which does not consist of "manufactured" or "busy" work. Any modified duties shall not be construed as creating a new or permanent position. An eligible employee who is released by a medical doctor to modified duty shall be directed by his/her immediate supervisor as to their job duties and responsibilities under this modified duty policy. These modified duties must be within any and all limitations/restrictions enumerated by a medical doctor.

Modified duty can involve, but is not limited to, work assignments to areas other than the eligible employee's regular duty station or department. The eligible employee may be assigned to an entirely different division within the department or another department. Coordination of placement of eligible employees into modified duty will be completed by the Department Head/Supervisor.

Scheduling:

Eligible employees assigned to modified duty will be scheduled by the Department Head/Supervisor. Modified-duty schedule may vary from the employee's regular work schedule or hours. Modified duty may consist of an 8 hour day and a 40-hour work week.

Eligible employees assigned to modified duty will attempt to schedule their medical treatment and/or care for off-duty times. Employees are not permitted to leave their modified-duty assignment to attend medical appointment(s) without prior approval from the Department Head/Supervisor.

Administrative Review:

An employee assigned to modified duty will be subject to an Administrative Review at the end of every 30 calendar days. Included in this meeting will be the employee, the Department Head/Supervisor, and Union Representative (if applicable). This review will consist of an evaluation of the employee's physical status to determine the employee's ability to perform the modified duty and the availability of legitimate work. If it is determined that the modified-duty assignment is not meeting the limitations/restrictions detailed by the employee's medical

doctor, the modified-duty assignment will be terminated and the employee returned to workers' compensation disability status.

Criteria for Modified Duty Assignments:

Below are requirements for a medical doctor to follow when determining the return to work on modified duty status of the employee.

1. **Sedentary Work:** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as documents, books, ledgers and small tools. Although a sedentary job is defined as one that involves sitting, a certain amount of walking and standing is necessary in carrying out job duties. Employee must be able to stand, walk and/or move him/herself, using physical supports such as canes, crutches, walkers or wheelchairs.
2. **Light Work:** Lifting 20 pounds maximum, with frequent lifting and/or carrying of objects up to 10 pounds. Even though the weight lifting may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree of pushing and pulling of the arm/leg controls.
3. **Medium Work:** Lifting 50 pounds maximum, with frequent lifting and/or carrying of objects weighing up to 25 pounds.
4. **Heavy Work:** Lifting 75 pounds maximum, with frequent lifting and/or carrying of objects weighing up to 50 pounds.
5. **Very Heavy Work:** Lifting objects in excess of 75 pounds, with frequent lifting and/or carrying of objects weighting 50 pounds or more.

Procedures for Implementation of Workers' Compensation Modified-Duty Program

1. During new hire orientation, new employees will be informed of the Modified-Duty Policy and its procedures.
2. Each Department is to make the Workers' Compensation Modified-Duty Policy available for employees to review.
3. At the initial visit and any subsequent visits to a medical doctor, the injured employee shall get modified-duty limitations/ restrictions or an off-work slip. The employee's off-work slip must be kept current. If it is not, the employee will be expected to return to full duty on their next assigned duty/work shift/day.
4. After a medical doctor has completed modified-duty limitations/restrictions, the employee is to return the documentation to Department Head/Supervisor immediately.
5. The department then assigns the employee a modified-duty assignment, in accordance with the medical doctor's limitations/restrictions. The employee remains on modified-duty status until a medical doctor authorizes the employee to return to full duty or until the one (1) –month evaluation.
6. The Department shall coordinate with the Medical Provider to review medical limitations/restrictions of the employee, monitor on-going medical status and any work adjustments which are necessary.
7. The original release of the employee to full-duty status by a medical doctor should be forwarded to the Department Head/Supervisor to be placed in the employee's workers' compensation file.

605.

INTERNET/E-MAIL POLICY

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

THERE CAN BE NO EXPECTATION OF PRIVACY OR ASSURANCE OF CONFIDENTIALITY FOR ANY MESSAGES OR FOR ANY USE OR PATTERN OF USAGE OF THE INTERNET, PHONES OR ANY OTHER PROPERTY.

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

The system must never be used to create or access offensive or disruptive messages. The display or access of any kind of sexually explicit image or document on any Woodford County system is a violation of both this internet policy and Woodford County's nondiscrimination and harassment policy. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources. Woodford County may use independently-supplied software and data to identify inappropriate or sexually-explicit internet sites. We may block access from within our networks to all such sites. If you find yourself inadvertently connected to a site that contains sexually explicit or offensive material, you must immediately disconnect from that site, regardless of whether that site has been previously deemed acceptable by any monitoring, screening or rating program. Woodford County's internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, county, province or other local jurisdiction in any material way. Use of any Woodford County resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement agency in the investigation of such activity.

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

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

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

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

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

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

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

Employees may from time to time use the County internet facilities for non-business research outside of work hours provided they request permission from their supervisor before engaging in such use, and provided all other usage policies are observed. Woodford County will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on any individual employee's internet activities.

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

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

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

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

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

Technical - No employee may create or implement any password other than the password issued by Woodford County for voice mail, network or internet access, without permission of the employee's department head.

Security - Woodford County has installed a variety of firewalls, proxies, address screening programs and other security systems to assure the safety and security of the County's networks.

Any employee who attempts to disable, defeat or circumvent any County security facility will be subject to discipline, including immediate termination.

Computers that use their own modems to create independent data connections sidestep our network security mechanisms. An individual computer's private connection to any outside computer can be used by an attacker to compromise any County network to which that computer is attached. That is why any computer used for independent dial-up or leased-line connections to any outside computer or network must be physically isolated from the County's internal networks. Only those internet services and functions with documented business purposes for the County will be enabled at the internet firewall.

EMPLOYEES WHO MISUSE WOODFORD COUNTY INTERNET/EMAIL SYSTEM MAY BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION. REMEMBER THAT YOU HAVE NO EXPECTATION OF PRIVACY IN ANY OF THE COUNTY EQUIPMENT OR PROPERTY, INCLUDING BUT NOT LIMITED TO DESKS, COMPUTERS, INTERNET ACCESS, VOICE MAIL, OR E-MAIL.

606. SOCIAL MEDIA AND SOCIAL NETWORKING POLICY AND GUIDELINES

Social media, including networking sites and blogs, are increasing in popularity and activity. The County understands the benefits that social media presents to enhance communications with its citizens, but also recognized the risks posed by inappropriate use, and seeks through this policy to establish rules for use regarding County-related online posts. This policy applies to anything that you may post in association with your work as a County employee. In other words, when it comes to all County-related online and internet activities, this policy is mandatory. This policy does not apply to your personal use of social media. You may, however, find that this policy contains helpful information for your own social media practices.

Online activity may be deemed County-related if a post (1) contains the name of the County, contains County contact information, a County email suffix, links to the County's website, or any County online account, or contains images of persons while they are working at the County or at County-sponsored functions or (2) is created or maintained at the County or while using County computers or other equipment.

County employees are not to create social media accounts or post any comments or content on social media websites on behalf of the County or using a County email address unless they have received prior written approval of their department head or the County Board.

The County considers any employee personally responsible for his or her online activity that is linked or may be traced to the County. This includes any use of the County's name, internet domain, or property, including computers. By associating yourself with the County in any of these ways, or possibly others, you may be giving the impression that you are acting on behalf of the County.

When posting in any online forum an employee is potentially impacting his or her own personal image and potentially impacting the County. If your online profile indicates that you work for Woodford County, then your activity may be associated with Woodford County. The guidelines below are mandatory regarding any online content posted on behalf of the County. You may also find these guidelines helpful to guide your personal online use.

The sites covered in this document include any electronic form of communication, including social networking sites such as FaceBook and MySpace; professional networking sites such as LinkedIn; and live blogging tools like Twitter, as well as any blogs and those sites hosted by other organizations where you either author or post comments.

Follow these guidelines when creating and/or publishing content online:

- **Maintain confidentiality.** Never divulge confidential information about the County, our employees, our clients, or our citizens.
- **Represent yourself accurately.** Make certain that when you are posting approved content on behalf of the County, you properly identify yourself, and your position.
- **Be accurate.** When posting content, your overall goal should be providing value through accurate information. You may not post anything that is knowingly false.
- **Be respectful.** All rules relating to conduct in the workplace also apply to any work-related online activity.

Please also follow these guidelines:

- Follow the rules regarding the use of County email and internet outlined in the Personnel Policy. Users are responsible for complying with all applicable federal, state and local laws, regulations and policies, including but not limited to intellectual property and copyright laws.
- Please remember to use common sense and follow the County's policies prohibiting discrimination, harassment, threats and intimidation.
- Woodford County is not interested in limiting your ability to participate in personal social networks with a personal email address outside of the workplace. However, what you publish on these sites should never be attributed to the County. Please make it clear that you are speaking for yourself. Furthermore, even if you do not mention Woodford County, your association with the County may be readily ascertainable and could reflect poorly upon you and the County. Please use common sense when making online comments, even if you intend for them only to be personal in nature.

- Be aware of your association with Woodford County in online social networks. If you identify yourself as a Woodford County employee, ensure your profile, photographs and related content is consistent with how you wish to present yourself to colleagues and clients.
- Social media sites are within the public domain and Woodford County reserves the right to monitor social media sites and blogs.
- Nothing in this policy, or any other Woodford County policy, should be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. Section 6 provides in relevant part that “employees of ... any political subdivision of the State... are protected in the exercise of, the right of self-organization, and may form, join or assist any labor organization, to bargain collectively through representatives of their own choosing on questions of wages, hours and other conditions of employment, not excluded by Section 4 of this Act, and to engage in other concerted activities not otherwise prohibited by law for the purposes of collective bargaining or other mutual aid or protection, free from interference, restraint or coercion...” The County has and always will comply fully with its obligations under the Illinois Public Labor Relations Act.
- Nothing in this policy should be interpreted as a restriction on an employee’s rights under the First Amendment.
- Any violators of these guidelines may be subject to disciplinary action, up to and including termination.

607. USE OF COUNTY EQUIPMENT

When using any County property, employees are expected to exercise due care, perform required maintenance and follow all operating instructions, safety standards and guidelines. County equipment of any kind can only be used for County business.

Please notify the Elected/Appointed Official if any equipment, machines, tools, vehicles, buildings or other County owned property appear to be defective, damaged or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of the equipment, eliminate warranty matters, and possible causes of injury to employees or the general public. See your Elected/Appointed Official with any questions regarding County Equipment.

608. AUTHORIZED DRIVERS AND MOTOR VEHICLE RECORD (MVR) CHECK POLICY AND PROCEDURE

Introduction

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

Policy Statements

- All drivers must be authorized to drive for work purposes.
- Woodford County vehicles are not to be used for personal or non-work related purposes unless otherwise authorized.

- Woodford County reserves the right to review both the Drivers License and MVR of all authorized drivers at any time.
- MVR reviews will be run for authorized drivers a minimum of annually.
- For positions which require driving as an essential function, applicants will receive a conditional offer of employment, contingent upon the results of the MVR review.

Requirements to Become an Authorized Driver

- Must be a current employee or contracted individual.
- Must complete the Employee Authorization for MVR Review (attached.)
- Must present and maintain a favorable MVR (see attached for guidelines.)
- Must provide a current copy of a valid Drivers License for the type of vehicle to be driven.

Driver Responsibilities

- It is the driver's responsibility to operate the vehicle in a safe manner to prevent injuries and property damage.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion on medical, drug, and alcohol evaluations.
- All drivers and passengers must wear seat belts.
- Employees must report all accidents, regardless of severity, by the end of the employee's work shift to the police and to their Department Head or immediate Supervisor. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.
- Authorized drivers are prohibited from text messaging and emailing while driving. Phone use is also prohibited, unless a hands free device is used.
- It is the responsibility of all authorized drivers to report the loss, bond issuance, suspension and/or revocation of his/her Drivers License immediately to their Department Head or immediate Supervisor.
- All traffic violations (including parking tickets), citations and fines incurred when driving for work purposes are the sole responsibility of the authorized driver.
- Driving for work purposes while under the influence of intoxicants or other illicit drugs is forbidden and is sufficient cause for discipline, including termination.
- Authorized drivers must inform their Department Head if taking any medications that may affect their ability to safely operate an automobile.
- Drivers are responsible for the security of vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended unless doing so would inhibit the employee's ability to perform their job functions. If the vehicle is left with a parking attendant, only the ignition key is to be left.

Questionable MVR's

The following is a non-exhaustive list of MVR violations that could result in disciplinary action up to and including rescinding an offer of employment or termination:

One serious violation during the past three years. Serious violations are:

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

Two of the following occurrences during the past three years:

- Major speeding (20 or more MPH over limit)
- "At fault" accident

Three of the following occurrences during the past three years:

- Speeding (less than 20 MPH over limit)
- Any moving violation
- Not "at fault" accident

Any questionable MVR will be reviewed by the Department Head and may result in suspension or termination of driving privileges.

Unacceptable MVR's

An employee's MVR may be considered unacceptable based on the number and severity of violations

If an unacceptable MVR is received it will be reviewed by the Department Head. Appropriate actions may be taken, up to and including rescinding the offer of employment, or termination of current employment.

Please review and sign the "Employee Authorization for MVR Review" form at the end of this handbook.

609. SMOKING POLICY

In keeping with the County's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace and on County property.

This policy applies to all employees, customers and visitors.

610. BUSINESS TRAVEL EXPENSES

Employees will be reimbursed for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel and expense must be approved in advance by the appropriate Elected/Appointed Official.

The use of personal vehicles will be reimbursed at the mileage rate set forth by the IRS.

When approved, the actual reasonable costs of travel, lodging, meals and other reasonable expenses directly related to accomplishing business travel objectives will be reimbursed. Employees are expected to limit expenses to reasonable amounts. Expenses attributed to non-employees or to any alcoholic beverages will not be reimbursed.

When travel is completed, employees should submit their expenses to the Elected/Appointed Official. All claims must be accompanied by original itemized receipts for individual expenses and must be submitted to the Elected/Appointed Official before the first Tuesday of each month. The Elected/Appointed Official will then review, authorize and submit for payment.

Abuse of business travel expenses policy, including falsifying expense reports to reflect costs not actually incurred by employee, will be grounds for disciplinary action, up to and including termination of employment. In some instances, legal action may be instituted.

611. VISITORS IN THE WORKPLACE

For the safety and security of all employees and the facilities of Woodford County, only authorized visitors are allowed in work areas. Restricting visitors helps to maintain safety standards, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

If any individual is observed engaging in questionable behavior on any County premises, employees should immediately notify an Elected/Appointed Official.

Follow the Sheriff's policy on usage of key card.

612. EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes may disrupt County operations. In extreme cases, these circumstances may require the closing of a County facility. In the event that this occurs during non-business hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed, the time off from scheduled work will be paid.

Provisions of this section are applicable only to the Court House and are not applicable to the Highway Department and the Sheriff's Department. The decision to close the Courthouse is the responsibility of the Sheriff. The decision to close the Courts is the responsibility of the Chief Judge of the 11TH Circuit.

701. EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Please notice surveillance cameras are used thru out the courthouse. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. See your department head if you are unsure of what constitutes professional and acceptable conduct.

- Employees should use discretion when using County telephones while making personal calls. Incurring long distance charges for personal calls while using a County telephone is not permitted.
- To ensure effective communications, employees should always answer the telephone (within 3 rings if possible) in a courteous and professional manner and use the greeting approved for that office.
- The use of County paid postage for personal correspondence is forbidden.
- Theft or inappropriate removal or possession of County property is forbidden.
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism, tardiness or absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory job performance or personal conduct
- Sleeping while on the job
- False or misleading information on employment application form
- Violating any state or federal statute

702.

DRUG AND ALCOHOL USE/ABUSE POLICY

Intent:

The County is concerned about the ultimate effects of the use of illegal drugs and the use of alcohol upon the health and safety of its employees and the public. We recognize that studies show that alcohol abuse and the illegal use of drugs leads to increased accidents and medical claims. Employees who abuse drugs and alcohol present a danger to themselves, their fellow employees, the County and the public. In addition, the increased medical costs incurred by employees who use/abuse drugs and/or alcohol and the associated decreased productivity of these individuals, because of accidents, absenteeism and turnover adversely affect achievement of the County's mission and goals.

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

Definitions:

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

- A. 'Premises' shall include all work sites, work areas, property owned or leased by the County, or vehicles owned, operated, leased, or under the control of the County. Privately-owned vehicles parked or operated on property owned, leased or managed by the County is also included under the definition.
- B. 'County time' shall include all times during which an employee is on County premises, meal and break times on or off the County premises, or performing work off the premises for the benefit of the County, as a representative of the County.
- C. 'Legal drug' means any substance the possession or sale of which is not prohibited by law, including prescription drugs that have been prescribed and over-the-counter drugs.
- D. 'Illegal drug' means any controlled substance the possession or sale of which is prohibited by law.
- E. 'Under the influence' means the condition wherein any of the body's sensory, cognitive, or motor functions or capabilities is altered, impaired, diminished, or affected due to substances. This also means the detectable presence of substances within the body, regardless of when or where they may have been consumed, having an alcohol concentration within the violation range specified by the laws of the State of Illinois, and/or having a positive test for other substances. With respect to employees subject to the Federal Motor Carrier Safety Administration, U.S. Department of Transportation, under the influence is defined in accordance with FMCSA regulation as having an alcohol concentration of 0.04 or greater.
- F. 'Substance' means any alcohol, drugs, or other substances (whether ingested, inhaled, injected subcutaneously, or otherwise) that have known mind altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her work, specifically including, but not limited to, prescription drugs and over-the-counter medications; alcohol, drugs, and other substances made illegal under federal or state law; "synthetic or designer" drugs; illegal inhalants; "look-alike" drugs; amphetamines; cannabinoids (marijuana and hashish); cocaine; phencyclidine (PCP), and opiates; and any drugs or other substances referenced in Schedule I through V of 21 C.F.R. Part 1308 (whether or not such drugs or other substances are narcotics).

- G. 'Traceable in the employee's system' means that the results of a laboratory's analysis of the employee's urine or blood specimen is positive for the tested substance.
- H. 'Reasonable suspicion' means suspicion based upon: specific personal observations that the County's representatives can describe concerning the employee's appearance, movements, behavior, speech, breath; detection of a prohibited substance in the area where an employee has/had been working; an unexplained decline in work performance or attendance; a workplace accident or safety violation.
- I. 'Work related cause' means the employee has: incurred a work-related injury requiring medical attention at a medical facility; caused the injury of another person on County premises or during County time; caused damage to any County owned or leased property; or commits repeated and/or flagrant violations of safety standards.

Applicability:

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

Policy:

- A. Alcohol or Illegal Drugs or Substances: The possession, sale, purchase, use or transfer of alcohol or an illegal drug or substance while on the County's premises or while on County's time is prohibited. In addition, employees may not report to work or be on County premises or County time under the influence of alcohol or with any traceable illegal drug or substance in their system. Any violation of this policy may result in immediate discharge and may subject an employee to legal action.
- B. Legal Drugs: The County does not condone the abuse of legal drugs or working under the influence of legal drugs to the extent that job performance and/or safety is adversely affected. Employees using prescription and/or over-the-counter drugs are responsible for being aware of any potential effect such drugs may have on their judgment or ability to perform their duties.
- C. Pre-Employment Substance Testing: Upon receipt of a contingent offer of employment, candidates may be subject to pre-employment substance testing. Individuals to whom a contingent offer is made whose pre-employment substance test returns positive (except with respect to prescription drugs and over-the-counter medications) will be ineligible for employment. Candidates who test positive may have their contingent offer of employment revoked.
- D. Random Selection Testing: The County is a drug-free workplace and reserves the right to conduct random testing on all employees. All employees are subject to random testing for substances. Where random testing is prohibited or restricted by applicable federal, state or local statute or regulation, or other legally-binding agreement, the County will conform to all applicable laws, regulations, and agreements notwithstanding the provisions of this policy.

- E. Post-Accident Testing: If the County has reasonable cause to believe that an employee has caused an on-the-job injury that is considered recordable under OSHA guidelines (i.e. requiring medical treatment) as a result of being under the influence, the supervisor may require the injured employee to undergo a post-accident substance test. Employees who operate vehicles owned by the County are subject to random, no-notice substance testing.
- F. Fitness for Duty: Employees suspected of being unfit for duty as a result of the use or reasonably suspected use of substances may be subject to substance testing. Employees who have successfully completed a substance abuse or rehabilitation program will be required to submit to a fitness for duty substance test before being permitted to return to work.
- G. Per FMCSA regulation, a driver subject to DOT regulations who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.
- H. Disciplinary Action:
 - a. Any employee who possesses, sells, purchases, uses or transfers alcohol or an illegal substance on County premises may be subject to immediate discharge.
 - b. Any employee who reports to work under the influence of alcohol or with an illegal drug or substance traceable in his/her system may be subject to immediate disciplinary action up to and including discharge.
 - c. An employee who refuses to sign a consent form or cooperate in providing a specimen for testing when required under this policy may be subject to immediate disciplinary action up to and including discharge.
 - d. Any employee who refuses to participate in rehabilitation/treatment as recommended as a result of a positive test and evaluation by a substance abuse counselor may be subject to immediate discharge.

Testing Procedures:

- A. Testing: The County may require an employee or candidate to provide a urine specimen, submit to a blood test, provide hair or saliva samples, and/or undergo breath/alcohol testing for laboratory analysis at a medical clinic or other location as designated by the County, immediately upon the request of authorized County representatives or agents in accordance with this policy.
 - 1. Where the County has reasonable suspicion that an employee is under the influence of a substance, he or she will be removed from the work area and provided with transportation to the place of testing. The County should call the emergency contact indicated by the employee, or if unavailable, arrange for the employee to be transported home following the test.
 - 2. Prior to submitting to testing, an employee or candidate may confidentially disclose to the independent medical examiner any prescription drugs or over-the-counter medications that he/she has taken or known medical condition that might interfere with an accurate test result. Such information will only be revealed to the County as permitted by law.
 - 3. At the discretion of the County, employees suspected of violating this policy may be placed on administrative leave without pay pending test results. If the test results are negative; the employee will be reimbursed for any salary lost during administrative leave.

4. Specimens reported by the testing laboratory as adulterated or substituted will be considered a refusal to test, and may be grounds for immediate termination of employment or ineligibility for hire.
 5. Should a candidate or employee fail the initial drug test, he or she will be notified of the results and will not be allowed to perform work on behalf of the County. The candidate or employee will have the option of re-testing within 24 hours at the County's expense.
 6. If the second test is also positive, the candidate or employee will have the opportunity to explain the results. The County retains the discretion to determine the appropriate disciplinary action following two positive drug tests.
 7. An employee who has been removed from the work area or barred from working as a result of violating this policy, may be subject to immediate discharge, and may not commence or return to work unless he or she provides sufficient documentation that he or she has tested negative for the presence of a substance and is not under the influence of a substance; has been approved to commence or return to work under the terms of this policy; and testing for the presence of a substance and the handling of test specimens was conducted in accordance with guidelines for laboratory testing procedures and chain-of-custody procedures established by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.
- B. Consent: The employee must sign a consent form authorizing the medical clinic or other location as designated by the County to perform the aforementioned tests and release the results of the testing to the County.
- C. Chain of Custody Procedures: At the time specimens are taken, standard 'chain of custody' or 'chain of possession' procedures will be followed and the employee shall be given a copy of these specimen collection procedures.
- D. Confidentiality: The results of any testing shall be kept strictly confidential among the employee, the clinic/other designated location, any outside laboratory used for analysis, and the County. However, the County may use the results to decide upon an action to be taken towards an employee, or to the extent necessary, to defend its actions in any subsequent grievance, arbitration, or legal or other proceeding.
- E. Treatment: An employee who voluntarily informs the County that he/she has a drug or alcohol abuse problem and desires rehabilitation assistance may be granted a leave of absence, in accordance with the County's Family Medical Leave Act policy. The sole purpose of such leave is to obtain the necessary rehabilitation assistance. The employee may be required to periodically provide proof that he/she is participating in an appropriate rehabilitation or after-care program. Any employee who returns to work after completion of a rehabilitation program and who subsequently violates the substance abuse policy may be immediately discharged without regard to a request for further rehabilitation.
- F. Searches: Authorized County representatives or agents may conduct searches of personal effects, vehicles, lockers, desks and rooms for drugs/alcohol and related paraphernalia, dangerous weapons, County property or property of other employees, consumers, etc. Items discovered through such searches may be turned over to law enforcement authorities.
- G. Employees must notify the County within 5 days of any criminal drug statute conviction.

- H. The County, with the development and implementation of this policy, is making a good faith effort to maintain a drug/alcohol-free workplace.

The following are hotline and helpline numbers made available as a reference only.

Focus on Recovery
Helpline for Drug & Alcohol Abuse
(800) 234-0286, (800) 234-0246 or (800) 234-0420
The Center for Substance Abuse
Treatment Information, Treatment & Referral Hotline
(800) 662-HELP (4357)

703. DISCRIMINATION AND HARASSMENT POLICY

I. STATEMENT OF POLICY

It is the County's policy that it will not tolerate or condone discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, or any other classification prohibited under federal or state law. The County will neither tolerate nor condone harassment of employees by managers, supervisors, elected officials, co-workers, or non-employees with whom County employees have a business, service, or professional relationship. Retaliation against an employee who complains or reports any act of harassment in violation of this policy is prohibited. The County is committed to ensuring and providing a work place free of harassment. The County will take disciplinary action, up to and including termination, against an employee who violates this policy.

Sexual harassment is also prohibited by the County. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

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

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

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.

- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

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

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

II. RESPONSIBILITIES

A. Supervisors

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

1. Monitoring the workplace environment for signs of discrimination or harassment;
2. Stopping any observed acts of harassment and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;
3. Reporting any complaint of harassment or discrimination to the state's attorney; and
4. Taking immediate action to limit the work contact between employees when there has been a complaint of harassment, pending investigation.

B. Employees

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

1. Refrain from participation in, or encouragement of, actions that could be perceived as harassment;
2. Reporting acts of harassment to a supervisor; and
3. Encouraging any employee who confides that he/she is being harassed to report these acts to a supervisor.

Failure to take action to stop known harassment may be grounds for discipline.

There is a clear line most cases between mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment.

Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions by a co-worker should inform the harasser that such behavior is offensive and tell the harasser to stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome.

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

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

III. APPLICABLE PROCEDURES

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

It is helpful for the employee to directly inform the harasser that the conduct is unwelcome and must stop. The employee should use the county's complaint procedure to advise the county of any perceived discrimination or harassment.

A. Bringing a Complaint

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

1. Advising his or her supervisor; or
2. Advising the employee's supervisor, County State's Attorney, or the County Clerk in the event that the alleged harasser is the State's Attorney.

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

The complaint should be presented as promptly as possible after the alleged discrimination or harassment occurs.

B. Resolution of a Complaint

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

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

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

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

Non-Retaliation

Under no circumstances will there be any retaliation against any employee making a complaint of discrimination or harassment. Any act of retaliation by any party directed against either a complaining employee, an accused employee, witnesses, or participants in the process will be treated as a separate and distinct charge and will be similarly investigated. Complaints of retaliation should be addressed to the State's Attorney or County Clerk.

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

704. PERSONAL APPEARANCE

It is the policy of Woodford County that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

The appearance of office workers and any employees who have regular contact with the public is to be governed by the following standards:

1. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The wearing of suggestive attire is not permitted as it does not present a businesslike appearance.
2. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
3. Sideburns, mustaches, and beards should be neatly trimmed.

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.

Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their job.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

705.

SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by the County may not solicit or distribute literature in the workplace.

Bulletin Boards – The posting of written solicitations on County Bulletin Boards is restricted. These bulletin boards display important information and employees should consult them frequently.

706.

PROGRESSIVE DISCIPLINE

The following are recommended procedures for employee discipline consistent with good personnel management. The disciplinary steps would be dependent on the severity of the violation and other relevant considerations. The County reserves the right to bypass any or all steps in this policy depending on the circumstance of the conduct at issue. These steps may be utilized in the absence of a procedure provided by statute.

1. Verbal Warning: This may be given prior to initiation of disciplinary action, and should be noted in the employee's personnel file as to the time and date of the infraction and the nature of the infraction. The employee shall be advised that there will be a notation in their personnel file.
2. Written Warning: A written warning may be given to the employee if he/she continues to have difficulties in the same area. However, the department head may give a written warning to an employee after an oral warning, even if the problem area is different. Finally, the department head may issue a written warning if the violation or infraction is a serious nature, but does not justify dismissal. A copy of this warning should be included in the employee's personnel file, and each employee should sign and date a statement that he received the warning.
3. Suspension: The department head may, as a disciplinary action, suspend an employee with or without pay. Upon evidence or reasonable suspicion of a serious offense against the county, another employee, a client or the public; and after consultation with the employee, the department head may order an employee absent from duties with or without pay for a period not to exceed five working days. The department head shall, within 48 hours of such action, prepare a written report stating the grounds for such action and submit it to the suspended employee. An employee may appeal his/her suspension to the Chairman of the County Board, provided that the request for review is filed with the County Clerk within 10 working days of the receipt of the written report stating the reasons and duration of the suspension.
4. Dismissal: Certain conduct, may result in discharge of the employee by the department head. The Elected/Appointed Official must prepare a written report of the grounds and the specific reasons for the dismissal, and must provide the same to the employee.

707.

COMPLAINT PROCEDURE

It is the policy of Woodford County that employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution procedure. The County will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by an elected official or department head or other employees. Examples of matters which may be causes of grievances appropriate under this policy include but are not limited to:

1. A belief that County policies, practices, rules, regulations, or procedures have been applied unfairly;
2. Treatment considered unfair by an employee, such as coercion, reprisal, or intimidation; and
3. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary, or seniority.

Employees must notify the appropriate elected official or department head within five (5) working days of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances.

Employees are not to be penalized for proper use of the grievance procedure. However, it is not considered proper if an employee abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge have no merit. Implementation of the grievance procedure by an employee does not limit the right of the County to proceed with any disciplinary action which is not in retaliation for the proper use of the grievance procedure.

The grievance procedure has a maximum of two steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed unless the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Employees who feel they have an appropriate grievance should proceed as follows:

Step One - Promptly provide a written grievance to the attention of the appropriate elected official or department head. If the grievance involves the elected official or department head proceed directly to step two. The elected official or department head is to investigate the grievance, attempt to resolve it, and communicate a decision in writing to the employee within ten (10) business days of the receipt of the grievance. The elected official or department head should prepare a written and dated summary of the grievance and proposed resolution for file purposes.

Step Two - Appeal an unsatisfactory decision by the elected official or department head to the County Board. An appeal to the County Board must be made in writing to the County Board Chairman within five (5) business days of receipt of the decision from the elected official or department head. The Board shall grant the employee a hearing at the first available Board meeting to discuss the grievance. The Board will take the necessary steps to review and investigate the grievance and will then issue a written, final and binding decision within thirty (30) calendar days of the hearing. The Board recognizes the right of an Elected Official to control the operations of his/her office including staffing and personnel decisions.

Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as County policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Information concerning an employee grievance is to be held in strict confidence. Elected officials, department heads and the County Board who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.

Time spent by employees in grievance discussions with elected officials or department heads or the County Board during their normal working hours will be considered hours worked for pay purposes.

CONFLICT REPEAL:

Any and all policies, procedures or regulations previously adopted by the County or any agency, office or department which are inconsistent with the provisions of this Handbook shall be hereby repealed to the extent they are inconsistent with the provisions of this Handbook. In the event of conflict with the provisions of this Handbook and any policy, procedure, rule or regulation previously adopted by this County or any agency, office or department thereof, the provisions of this Handbook shall prevail.

EMPLOYEE ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge receipt of my Employee Handbook. I understand that the Handbook has been developed for the general guidance of Woodford County (hereafter known as Employer) employees and that it is my responsibility to read and acquire an understanding of the information contained in the Handbook. I have been advised that my Department Head is available to answer any questions I may have concerning the Handbook. Furthermore, I understand that neither the Handbook nor any of its individual terms constitutes or represents binding contractual commitments on the part of the Employer, and that the policies, benefits and rules described in the Handbook can be unilaterally changed or discontinued by the Employer at any time without prior notice. I recognize that I am an employee at will and may resign at any time or be discharged at any time for any reason with or without cause.

I acknowledge that because the information, policies and benefits described here are necessarily subject to change, that revisions to the Handbook may occur, except to the Employer's policy of employment –at-will. As new policies are enacted or current policies are revised, I acknowledge that I may receive additional policies or revised information that may supersede, modify or eliminate existing policies to include in my Handbook. I will update my Handbook as new pages are issued to ensure that my copy will remain an accurate resource on the Employer's policies. Only the Employer has the ability to adopt any revisions to the policies in the Handbook.

I understand that the Employee Handbook, although assigned to me, is considered property of the Employer and I will be expected to return it upon separation from the Employer.

I, _____, acknowledge that I have been assigned Employee Handbook number _____, issued ____/____/____. I certify that I have read the Handbook and understand the policies contained in it.

Date

Signature of Employee

EMPLOYEE AUTHORIZATION FOR MVR REVIEW

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

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

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

Employee Name (please print)

Date

Signature of Employee