



City of Park Ridge, IL

Employee Manual

2014

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Disclaimer: This is your personal copy of the City of Park Ridge Employee Policies. The information in this document is only a summary description of the City of Park Ridge policies, programs and benefits. It is not intended to be all-inclusive or complete in every detail. If there is a need for additional information, you may contact your supervisor or Human Resources. Neither the policies, programs and benefits summarized herein, nor this employee manual itself shall be considered as creating the terms and conditions of an employment contract, either expressed or implied, nor creating rights in the nature of an employment contract, nor does it provide employees with any due process rights in the event of discipline or discharge. Terms and conditions of any and all collective bargaining agreements will govern the employment of employees in applicable bargaining units where those terms address a matter contained within these policies. Unless otherwise set forth under a written contract of employment or unless provided otherwise by the Civil Service Commission or Board of Fire and Police Commissioners, employees of the City of Park Ridge are at-will and can be discharged, demoted, suspended or otherwise disciplined with or without cause at any time at the sole discretion of the City. **Personnel policies are applied at the discretion of the City Manager and may be withdrawn applied or amended at any time.**

This manual includes the policies, programs and benefits in effect as of July 1, 2014. These policies, practices and benefits, which supersede all prior policies, practices and benefits, may be revised or revoked at any time to meet changing circumstances. You will be notified of any changes, and updated editions of the manual will be available on the City of Park Ridge Intranet.

Collective Bargaining Agreements: Certain employees of the City are part of a recognized collective bargaining unit. In case of a conflict between these policies and any collective bargaining agreement between the City and a recognized bargaining unit the latter shall take precedence over this Manual. If a non-economic issue is not addressed in the collective bargaining agreement, these policies shall control.

In the event there is a conflict between the policies contained in this manual and a current individual employment agreement, or applicable rules and regulations of the Civil Service Commission or Board of Fire and Police Commissioners, the terms of the agreement or applicable rules and regulations shall apply.

The use of the masculine pronoun in the policies is not intended to discriminate in any manner against female employees and is used solely as a matter of literary convenience.

Acknowledgment of Receipt: You will be required to sign a document acknowledging receipt of this manual. We will all be using and referring to these policies as we work together and, therefore, it is important to insure everyone has received a copy. Should you lose this copy, it is available on the City's intranet, to which all employees have access.

All full and part-time employees of the City of Park Ridge are expected to comply with all applicable policies and in particular those describing appropriate conduct in the workplace. These standards of conduct cover all conduct within the workplace, including by:



- Elected Officials
- Persons employed to make or conduct a temporary special inquiry, investigation or on behalf of the City Council or City Council Committee
- Volunteer personnel who receive no regular compensation from the City of Park Ridge

If you have any questions regarding how this manual applies to you, speak to your department head or the Human Resources Manager.



Definitions:

Full-Time Employee: A full-time employee is an employee who regularly works at least 37.5 hour per week or more year-round. A full-time seasonal or temporary employee is not a regular full-time employee.

Part-Time Employee: A part-time employee is an employee who regularly works less than 37.5 hours per week year-round. A part-time seasonal or temporary employee is not a regular part-time employee.

Exempt Employee: An exempt employee is an employee performing duties determined by the City to be exempt and paid on a salary basis regardless of the number of hours worked consistent with the Fair Labor Standards Act. This employee is not eligible for overtime pay per the Fair Labor Standards Act.

Non-exempt Employee: A non-exempt employee is paid hourly and his/her pay is based upon hours actually worked in any given day. This employee is eligible for overtime pay per the Fair Labor Standards Act.

Tier 1 Employee: For purposes of these policies, a Tier 1 City Employee is an employee hired before July 1, 2014, as referred to in the Vacation Policy Number 25, Sick Pay Policy Number 27, and PTO Policy Number 26.

Tier 2 Employee: For purposes of these policies, a Tier 2 City Employee is an employee hired after July 1, 2014, as referred to in the PTO Policy Number 26.



Department: Human Resources

Topic: **Code of Ethics & Prohibited Conduct Policy Number 1**

Original Issue Date: July 1, 2014

1.0 All City employees assume the obligation to maintain the highest standards of professionalism as public sector employees. **Employees who violate this code of ethics or any other policy or procedure of the City of Park Ridge contained in this manual or elsewhere will be subject to discipline, including and up to termination.**

As a condition of employment, each City employee agrees to:

- a) Effectively administer and implement the policies established by the Mayor and City Council, or their representative, and enforce laws and City ordinances.
- b) Maintain the highest level of honesty and integrity in all dealings with the public, other governmental agencies, outside parties, and other employees.
- c) Other than compensation and benefits as provided by ordinance, no employee of the City shall gain personal advantage either monetarily or otherwise for work as a City employee.
- d) Each employee shall embrace the mission of the City to provide excellence in City services in order to uphold a high quality of life so our community remains a wonderful place to live and work.
- e) Employees shall not grant special consideration, treatment, or advantage to any person or business entity and shall not receive anything in return for their work for the City of Park Ridge, which is beyond the availability of every other citizen. Special consideration that would create an atmosphere or perception of impropriety or favoritism shall not be granted or received.
- f) Employees shall not accept gifts from residents, contractors or other individuals with whom the City does business. Any employee having any knowledge about another employee's possible violation of this code of ethics, the established code of ordinances for the City of Park Ridge, local, state or federal law, City of Park Ridge Safety Manual, or this Personnel Manual, shall bring it to the attention of their Department Head or the City Manager immediately.

Employees who violate this code of ethics or any other policy or procedure of the City of Park Ridge contained in this manual or elsewhere may be subject to discipline, up to and including termination of employment from the City of Park Ridge.



Department: Human Resources

Topic: **Employee Problems and Concerns Policy Number 2**

Original Issue Date: 8/1/1999

Revised: 1/1/2001

Revised: 1/1/2003

Revised: 7/1/2014

2.0 Employee Problems and Concerns

- a) The resolution of employee concerns and problems is necessary to achieve our objectives of increased productivity and high quality of working life.
- b) All Department Heads and supervisors are responsible for taking prompt and appropriate action when an employee presents a concern or problem. The employee is to be given courteous attention and an unbiased and open evaluation of their problems.
- c) Employees who have a problem or concern should discuss the issue with their immediate supervisor, if appropriate. The supervisor will make every attempt to resolve the problem or will explain to the employee why the concern or problem cannot be resolved in the manner requested. If the supervisor may refer that employee to an appropriate person in an effort to insure that the employee gets a suitable answer.
- d) If the immediate supervisor is not able to resolve the issue, the employee and/or supervisor may request a conference with the Department Head. The Department Head will generally attempt to resolve the issue through a similar process as the supervisor.
- e) In the event an employee problem or concern is not resolved in a satisfactory manner to the employee by the Department Head, the employee may approach the Human Resources Manager, or City Manager to discuss the problem and find a resolution. The City Manager's/Library Director's decision will be final.
- f) If the supervisor is unclear about a specific policy, he should tell the employee he would get back to him/her with the correct information. Any employee may approach the Human Resources Manager with any problem or concern. In situations where the Human Resources Manager cannot resolve the issue, she will see that the employee is referred to the appropriate person.
- g) This process is intended to promote the informal resolution of employee concerns and problems separately from the complaint resolution procedures contained in any applicable bargaining agreement and is in addition to the complaint procedures outlined in these policies.



Department: Human Resources

Topic: **Equal Employment Opportunities Policy Number 3**

Original Issue Date: 7/1/2014

3.0 Equal Employment Opportunities

- a) The City of Park Ridge is an Equal Opportunity Employer and does not discriminate in employment policies and practices for any reason, including race, age, color, sex, sexual orientation, gender identity, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable discharge from the military (except dishonorable), source of income, housing status, or any other legally protected status.
- b) All reasonable safeguards are used to insure that position descriptions, testing and employment procedures impose only those physical and other requirements and restrictions which are considered necessary for satisfactory performance of tasks included within the position description. All notices of examinations for employment with the City are made in such a manner as to provide position availability information to the disabled, including but not limited to providing a TTD telephone number for the hearing impaired (847/318-5252),
- c) The City makes reasonable accommodations to disabled persons to assist them in participating in all testing procedures and in performing their essential job duties. Persons with disabilities who are otherwise qualified for the job may request reasonable accommodations by directing their request to Human Resources. The City may engage in an interactive process with employees to determine the nature of limitations and potential accommodations that might remove such limitations. As part of this interactive process, the City may request an employee to provide certain information from his or her health care provider regarding the employee's ability to perform the essential job functions with or without a reasonable accommodation.
- d) All City of Park Ridge employees are responsible for helping to assure that there is no discrimination in the workplace. If you feel you have experienced or witnessed such discrimination, or have any questions about discrimination in the workplace, you are to immediately notify the Human Resources Manager or City Manager, if said person is not involved in a charge of discrimination. If said person is involved in a charge of discrimination, notification should be given directly to the City Manager, providing said person is not involved in a charge of discrimination. The City of Park Ridge forbids retaliation against anyone who has reported discrimination.



- e) The City of Park Ridge will investigate all such complaints thoroughly and promptly. To the extent practicable and the needs of the investigation permit, the City of Park Ridge will keep complaints and the terms of their resolution confidential. If an investigation confirms that discrimination has occurred, the City will take corrective action.



Department: Human Resources

Topic: **Recruiting & Hiring Policy Number 4**

Original Issue Date: 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

4.0 Equal Employment Opportunity

The City of Park Ridge is an Equal Opportunity Employer, and recruits regardless of race, age, color, sex, sexual orientation, gender identity, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable discharge from the military (except dishonorable), source of income, housing status, or any other legally protected status.

4.1 Resumes and Applications

- a) All resumes and applications, whether solicited or unsolicited, should be sent to the Human Resources Department for review and response. Applications sent to the Library will be responded to by the Administration office.
- b) All resumes and applications will be kept on file for at least twelve (12) months, unless otherwise specified by law.
- c) All applicants must complete the official Employment Application Form.

4.2 Search Firms

- a) All contact with search firms, headhunters, employment agencies, etc. will be handled through the Human Resources Department.
- b) Human Resource Department will place all ads for open positions at City Hall and Library Administration for the Library, when necessary. All ads must include EOE M/F/D/V.

4.3 Employment Requisitions

- a) Employment requisitions must be completed in order to fill any positions. Requisitions must be initiated by the department supervisor. Requisition approval by the Department Head and City Manager is also required prior to requisition being forwarded to Human Resources. Employment requisitions should indicate the positions' hours/shifts, pay grade/range, starting salary, FLSA status, reason for the opening, and length of time position needs to be filled.

4.4 Job Postings – Non Civil Service

- a) Current employees of the City of Park Ridge are eligible to apply for open positions that are exempt from Civil Service, however, the City reserves the right to hire and employ individuals outside the workforce whenever deemed



necessary. In all instances, the City will seek to hire the most qualified applicant.

- b) Resumes, applications and candidates will be screened by the Human Resources Department or Library Administration and the top candidates will be scheduled for interviews with the hiring manager.
- c) Employees who are transferred or promoted into another position within the City, regardless of facility location, will retain their seniority and benefits eligibility. Employees who transfer into new jobs normally will not be eligible again for six (6) months.

4.5 Job Postings – Civil Service Positions

- a) Open positions that are covered by Civil Service Commission will be filled in accordance with the Civil Service rules and regulations.

4.6 Police and Fire Openings

- a) All police and fire candidates will be processed in accordance with the Human Resources Department and the Police and Fire Commission rules and regulations.
- b) All police and fire candidates will complete the City of Park Ridge Public Safety employment application in addition to paperwork required by the Human Resources Department.

4.7 Background Checks

- a) Employees will be required to complete and sign the Background Investigation form as part of the new hire process.
- b) Background checks will be done in accordance with state and federal laws. Background checks will be completed by a third party vendor. Background checks may vary depending on the employee's position. For example, finance employees will be required to undergo a credit history check as part of their background check.
- c) Upon receipt of the results of the background checks, Human Resources will contact the department head and/or hiring manager.
- d) Background check results will be kept by the Human Resources Department in a confidential manner.

4.8 Physical/Psychological Examinations and Drug Screens

- a) All individuals (salaried, hourly, full-time and part-time) hired by the City of Park Ridge will be subject to a pre-employment drug and alcohol screen prior to start date. Drug screens will be scheduled by the Human Resources Department (City Hall) or Library Administration (Library). Individuals testing positive will not be employed; however, they may reapply for employment in twelve (12) months.



- b) Employees may be required to have a pre-employment physical or psychological examination depending on the position they will occupy. Physical and/or psychological examinations will be scheduled by the Human Resources Department, and will be performed after a conditional offer has been made but before the individual has started work.

4.9 Response to Applicants

- a) Offer letters will be sent by Human Resources or Library Administration to all candidates confirming offer of employment, position title, salary and a start date. Offer letters will include the following:
 - When and where the employee is to report
 - Where to park
 - Hours of Work
 - Verification of Employment Eligibility Requirements (I-9 documentation)
- b) Rejection letters are to be sent by the Human Resources department to candidates who are not chosen.

4.10 Form Completion

- a) The Employment Application is to be filled out entirely with signature.
- b) The affirmative action data form is an optional form to be filled out by the applicant when applying for employment.
- c) Human Resources will store the affirmative action data form separately from the application for the period of one year, usually from May 1 to the following April 30.
- d) The Personnel Action Form is to be completed with all information.
- e) State W-4 is to be completed and signed by employee.
- f) The Federal W-4 is to be filled out and signed by employee.
- g) The top portion of the I-9 is to be filled and signed by employee. Section II will be completed by Human Resources with appropriate documents copied and attached.
- h) All applicable benefit applications will be completed by Human Resources.
- i) Complete New Hire Checklist.

4.11 Employment Status and Type

Employees will be assigned one or more of the following employment types:



- a) Full-Time. An employee who is normally scheduled to work either 37.5 or 40 hours per week, recognizing that this may vary depending on individual work schedules.
- b) Part-Time. An employee who is normally scheduled to work less than thirty (30) hours per week.
- c) Probationary Employee. An employee who has yet to complete his/her probationary period.
- d) Professional Library Employee. An employee who holds a Master's Degree in Library Service from an ALA- accredited library school.
- e) Sworn Employee. An employee in a position considered to be sworn under Illinois law. Generally such employees hold positions of police officers and firefighters covered by the Board of Fire and Police Commissioner Act, 65 ILCS 5/10-2.1
- f) Civil Service Employee. An employee in a position covered by the rules and regulations of the Civil Service Commission.
- g) Exempt Rank Employee. An employee in a position specifically determined by statute or ordinance to be exempt from the Civil Service System, and/or Police and Fire Commission testing and disciplinary rules.
- h) Temporary Employee. An employee may be assigned temporarily to a specific position, or an employee may be hired for a specific project, both of which are fixed time periods and will terminate upon completion of the specific project or on a specific date. Under no circumstances will an employee be considered temporary for more than 12 months.

4.12

In addition, employees will fall into one of the following categories as designated by the Fair Labor Standards Act (FLSA)

- a) Exempt. This classification of employee is paid on a bi-weekly salaried basis and is employed in a position determined to be exempt from overtime and not eligible to receive overtime regardless of the hours worked in any given week.
- b) Non-Exempt. This classification of employee is paid on a bi-weekly basis, and is not exempt from overtime. Employees in this classification will receive overtime for all hours worked over 40 in a work week.

4.13

Classification in any of the above is dependent upon the position the employee holds and may change upon promotion or transfer into another position.



Department: Human Resources

Topic: **Conditions of Employment Policy Number 5**

Original Issue Date: 7/1/2014

5.0 Conditions of Employment

5.1 Medical Examinations

Employment with the City is conditional upon passing a drug/alcohol screen. Applicants for employment also may be asked to take and pass a physical and/or psychological examination depending on the position applied for. A current employee may be required to undergo examination under certain conditions.

5.2 Documentation

You must provide documentation as required by the City, which establishes your birth date, identity and employment eligibility in the United States. You must complete the I-9 form confirming your eligibility to work in the United States.

5.3 Probationary Period

- a) Where applicable by the terms of a collective bargaining agreement or Civil Service Commission Rules, an employee may be subject to a formal probationary period. The probationary period is an important part of your performance evaluation process. It is during this time that your conduct and job performance are most closely observed and evaluated so as to assure the City that you have satisfactorily performed your position's assigned duties and to identify any employee whose conduct and performance is not satisfactory. During the probationary period, you may be suspended, laid off or terminated without cause at the sole discretion of the City.
- b) Your employment status with the City shall be considered probationary for a minimum period of one year of continuous service from the effective date of your appointment, promotion, or reinstatement. The probationary period may be extended by the City Manager for any amount of time deemed appropriate by the City Manager.
- c) If, during your probationary period, you have a satisfactory record of performance and are laid off and subsequently re-appointed to a position in the same department, you will be credited for the portion of the probationary period completed prior to your being laid off.



Department: Human Resources

Topic: **Safety & Security Policy Number 6**

Original Issue Date: 8/1/99

Revised: 1/1/2001

Revised: 7/1/2014

6.0 Policy Statement

- a) The City of Park Ridge is committed to maintaining a work environment that is free from intimidation, threats, or violent acts, and also is free of illegal drugs, alcohol, unauthorized firearms, explosives, or other improper materials. To this end, the City prohibits the possession, sale, transfer or use of such materials on its premises or in City vehicles. The City requires the cooperation of all employees in administering this policy.

6.1 Employee Identification

- a) All City employees will be issued a photo identification card at the time of initial employment, the photo identification is to be returned to your department head at the time of your separation from City service.

6.2 Security Inspections

- a) Desks, lockers and other storage devices may be provided but remain the sole property of the City. Accordingly, these areas, City vehicles and other workplace areas, as well as any articles found within them, can be inspected by any agent or representative of the City at any time, with or without prior notice. Employees should have no expectation of privacy within any of the above mentioned equipment, places or locations.

6.3 Threats, Violence and Weapons

- a) The City prohibits intimidating, threatening or hostile behavior; physical abuse; vandalism; arson; sabotage; use of weapons; carrying unauthorized weapons of any kind while on duty, in City vehicles or on City property; or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures. This list is not intended to be all-inclusive.
- b) The prohibitions of this policy extend to a firearm subject to a concealed carry license consistent with State law, and the City will permit only lawful storage of a firearm within a parking area as required by State law. In addition to the prohibitions above, this policy prohibits an employee of the City, other than a sworn officer, from carrying a concealed firearm in the performance of duties for the City, whether on or off City property.
- c) Employees who believe they have been subjected to any of the behaviors listed above, or witness such behavior, are required to immediately report the



incident to their immediate supervisor, Department Head or the Human Resources Manager. All complaints will be investigated. Based upon the results, disciplinary action up to and including termination will be taken against the offender, if appropriate.

6.4 Employees are empowered to contact the proper law enforcement authorities without first informing management if they are certain that a threat to their safety or that of others exists.

6.5 On-The-Job Safety

- a) Employees are expected to exercise caution and observe all established safety rules and regulations applicable to their position and in the operation of tools, equipment and motor vehicles in connection with City business. Motor vehicles are an extension of the workplace.
- b) Any employee acting in a supervisory capacity shall require all employees under their supervision to comply with all applicable safety rules and practices.
- c) The following safety rules apply to all employees of the City:
 - i. Any employee having knowledge of any unsafe condition or work practice shall report such condition or practice to their immediate supervisor, departmental safety representative, or Department Head.
 - ii. All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.
 - iii. All employees shall familiarize themselves with the safety rules applicable to their jobs and shall consult with their supervisor on any safety rule or practice not understood, or whenever work conditions present unforeseen hazards.
 - iv. No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
 - v. Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
 - vi. All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as provided, or directed.
 - vii. When driving or riding as a passenger in a City-owned vehicle, or in a personal vehicle while on City business, employees shall wear properly adjusted and fastened seat belts.



- viii. Employees shall comply with all applicable local, state and federal traffic laws when operating a City vehicle or personal vehicle while on City business. Use of a hand-held cellular telephone or similar communication device while driving is prohibited by State law. Employees whose job responsibilities include regular or occasional driving within the City are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Texting or sending e-mails or other written communications is prohibited while operating a vehicle.
- ix. Any employee who suffers an on-the-job injury or illness, or is involved in an accident while operating or riding in City equipment, a City-owned vehicle, or a personal vehicle on City business, shall immediately complete a report of accident on the approved report form and submit the form to the immediate supervisor, even if the employee has not received medical attention as a result of the accident.

6.6

Individual departments may adopt any safety rules that address particular operations or hazards that exist within that department and which are not inconsistent with the general safety rules listed above.

6.7

Employees who do not comply with above safety rules or other department specific rules are subject to disciplinary action up to including termination of employment from the City of Park Ridge.



Department: Human Resources

Topic: **Personal Conduct Expectations Policy Number 7**

Original Issue Date: 8/1/99

Revised: 5/1/2003

Revised: 7/1/2014

7.0 Expectations

- a) The City of Park Ridge is an image conscious, high visibility organization with public contact. City employees are representatives and extensions of that image. The success of the City as an organization depends largely upon the personal conduct of its employees.
- b) City of Park Ridge employees are expected to conduct themselves in a manner consistent with the highest ethical and moral standards prevailing in the business community in which we operate.
- c) Disciplinary guidelines have been established so employees generally know what the organization expects of them. Although not all-inclusive, these guidelines outline the employee conduct that will cause disciplinary action to be taken. The following references are purely guidelines and the City reserves the right to discipline employees based on what it deems to be appropriate in any given situation.
- d) Employees covered by collective bargaining agreements will be treated in accordance with those agreements.
- e) These guidelines do not form a contract of employment nor should employees have any expectation that such guidelines form a contract. In addition, these guidelines are not all inclusive of what conduct will result in discipline. The decision as to what disciplinary action will be taken rests solely with the management of the City of Park Ridge and is made on a case-by-case basis. The City of Park Ridge also reserves the right to change, alter or abolish these guidelines at any time without notice to its employees. Unless otherwise provided by a written bargaining agreement or applicable rules and regulations of a statutorily-created Board or Commission, employment with the City remains at-will, and employees may be terminated as determined by the City with or without notice or cause.

7.1 Solving Performance Problems

- a) In our employment process we attempt to recruit and select for employment people who clearly demonstrate an ability and willingness to perform their assigned tasks with distinction. Our employees are mature and responsible people and are to be treated with dignity and respect.
- b) Occasionally an employee may perform his assigned responsibilities in a less than satisfactory manner or engage in conduct at work that is not acceptable. When these situations occur, management strives to provide the necessary



leadership and encouragement in a positive and straightforward manner that will enable the employee to improve his performance.

7.2 Reasons for Disciplinary Action

Unless otherwise set forth under a written contract of employment, or unless provided otherwise by the Civil Service Commission or Board of Police and Fire Commissioners, employees of the City of Park Ridge are at-will and can be discharged, demoted, suspended or otherwise disciplined without cause at any time at the sole discretion of the City. **Reasons for disciplinary action may include the following conduct. The absence of a behavior from this list will not be the basis for avoiding disciplinary action when a supervisor believes discipline is warranted. This list is not exhaustive:**

- Incompetence, negligence, inefficiency, or failure or inability to perform assigned duties.
- Abusiveness in attitude or language; conduct resulting in physical harm, injury or harassment of City employees or the public.
- Violation of City drug and alcohol policies.
- Violation of City Internet Use policies.
- Violation of any lawful or official regulation, order or rule, or failure to comply with any lawful direction given by a superior.
- Conviction of a felony or any criminal misdemeanor defined in Illinois Compiled Statutes that renders the employee unqualified for or unable to perform the duties of the position.
- Failure to report changes in driver's license status.
- Causing damage to public property or waste of City supplies through negligence or willful misconduct, failure to take reasonable care of City property.
- Removing from City premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any City vehicle, equipment, supplies, tool, material or property, or the vehicle, equipment, supplies, tools or property of a resident, business, City official or fellow employee
- Falsifying or alteration of time-sheets, personnel records, employment applications, attendance, or any other City records or documents.
- Fraudulent statements or actions involving City records or business activities
- Absence from scheduled work without prior authorization or failing to report to work at any time when so directed, including during emergencies.
- Leaving the assigned place of work during work hours when not authorized to do so.



- Using scheduled work time for activities other than job performance unless permission has been granted for those activities by the supervisor.
- Claiming sick leave under false pretenses.
- Absence without leave for a period of three (3) days (a voluntary resignation), or failure to report after leave of absence has expired or has been disapproved, revoked or cancelled by the department head.
- Excessive, unreported or chronic absenteeism or tardiness.
- Failure to comply with established safety rules.
- Sleeping, loitering or loafing on duty.
- Incompetent, inefficient, negligent or unsatisfactory performance of assigned work.
- Insubordination or refusal of a direct work order or assignment or other breach of conduct.
- Failure or refusal to participate in an internal investigation.
- Violation of the City's policies against discrimination and harassment.
- Disobeying safety regulations, including failure to promptly report work-related accidents to supervisors, or otherwise creating or contributing to an unsafe condition on City premises.
- Intimidating actions such as fist-shaking or "getting in someone's face".
- Possession, carrying, displaying, brandishing, discharging or otherwise having control of or using a firearm, weapon, explosives or other dangerous object or substance on City premises or in the performance of work duties, or engaging in other conduct inconsistent with the City's policies against weapons and providing a safe environment.
- Political activity on City time.
- Reporting to work under the influence of alcohol and/or drugs.
- Verbal, non-verbal, or written threats or intimidation.
- Violation of applicable City ordinances and State or Federal laws.
- Any other misconduct as determined by the City.



7.3 Disciplinary Action

- a) Depending upon the nature of the offense, disciplinary action may be taken under any of the terms mentioned below as the first disciplinary action, including termination. The City reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including discharge, without regard to the progressive discipline procedures. Disciplinary action may be taken when an employee fails to abide by the rules set forth by City policy, does not abide by departmental policy when such policies are in effect, or is in violation in future disciplinary proceedings.
- b) Oral Warning. When deemed appropriate by the City, an employee may be given an oral warning. A record of that warning may be filed in the employee's personnel file and may be considered in future disciplinary proceedings.
- c) Written Warning. When deemed appropriate by the City or when an oral warning has already been given, the employee may be given a written warning. A copy of the written warning given to the employee is maintained in the employee's personnel file.
- d) Suspension or Termination. When deemed appropriate by the City or when a warning (oral or written) has already been given, the employee may be suspended without pay or may be terminated from employment.

Disciplinary action may also include demotion. The decision as to what disciplinary action to take rests solely with the City and is made on a case-by-case basis.

7.4 Disciplinary proceedings are subject to the rules and regulations of the Civil Service Commission or Board of Police and Fire Commissioners, if applicable. The City may, at its sole discretion, afford an employee the opportunity to resign in lieu of disciplinary action.

7.5 Generally, employees may be disciplined by their supervisor, Department Head, or the City Manager. The Department Head will notify the Human Resources Manager of any disciplinary action. The Human Resources Manager will notify the City Manager of any suspension, resignation or discharge of an employee. Notwithstanding any provisions of City Policies, the discipline of exempt salaried employees shall be in accordance with the Fair Labor Standards Act, 29 C.F.R. § 541.118.

7.6 Appeal of Discipline

- a) If the employee is in a position which is covered by the Civil Service Commission, or the Board of Fire and Police Commissioners, and the employee is not a seasonal or temporary employee, the employee may be entitled to request an appeal hearing before the appropriate body, in accordance with applicable rules and regulations.



- b) If the position is exempt from rules and regulations of both the Civil Service Commission and the Board of Fire and Police Commissioners, and the employee is not a seasonal or temporary employee, the employee may request an appeal to the Human Resources Manager after receiving disciplinary action other than termination. In the event the employee is not satisfied with the appeal, the employee may then appeal in writing to the City Manager or Library Director. The decision of the City Manager or Library Director will be final.



Department: Human Resources

Topic: **Anti-Harassment Policy Number 8**

Original Issue Date 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

8.0 Zero Tolerance for Discrimination and Harassment in Workplace

- a) The City of Park Ridge is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the City has zero tolerance for harassment of City of Park Ridge employees by anyone, including any co-worker, supervisor, elected official, vendor, client, customer or any other person. The City of Park Ridge maintains a zero tolerance policy for harassment, sexual harassment and discrimination. Any employee who harasses or discriminates against another employee will be terminated from employment with the City of Park Ridge, there are no exceptions. Harassment, sexual harassment, and discrimination are defined in this policy.

8.1 Harassment

- a) Harassment consists of unwelcome conduct, whether verbal, physical or of a visual nature that is based upon a person's protected status, including race, age, sex, sexual orientation, gender identity, color, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable discharge from the military (except dishonorable), source of income, housing status, or any other protected status under applicable law. The City will not tolerate harassment that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

The conduct prohibited by this policy includes, but is not limited to: epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; written or graphic material circulated in hard copy or via any electronic or digital means, available on the City's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment the City discourages any such conduct in the workplace.



8.2 Sexual Harassment

- a) Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when:
- Submission to the conduct is an explicit or implicit term or condition of employment;
 - Submission to or rejection of the conduct is used as the basis for an employment decision;
 - The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- b) Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex and may include, but is not limited to:
- Explicit sexual propositions
 - Sexual innuendo
 - Suggestive comments
 - Threats
 - Sexually oriented "kidding" or "teasing"
 - Sexually oriented "practical jokes"
 - Jokes about gender-specific traits
 - Foul or obscene language or gestures
 - Suggestive or insulting noises or whistling
 - Leering
 - Displays of foul, pornographic, sexually explicit or obscene printed or visual materials
 - Physical contact, such as patting, pinching, brushing against another's body
 - Coercing sexual intercourse or assault

This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

8.3 Reporting Requirements

- a) All City of Park Ridge employees are responsible for helping to assure that harassment, including sexual harassment, is avoided. Employees who feel they have experienced or witnessed any conduct that is inconsistent with this policy are to notify the Department Head or Human Resources Manager, if said person is not involved in the harassment charge. If the Human



Resources Manager or the Department Head is involved in the harassment charge, notification should be given directly to the City Manager or the City Attorney, providing said person is not involved in the harassment charge. Any supervisor or managerial employee who is aware of conduct inconsistent with this policy is expected to promptly report such conduct to the Human Resources Manager, City Manager or City Attorney. A supervisor's failure to make such a report may constitute a violation of this policy.

- b) The City of Park Ridge forbids retaliation against anyone that has reported harassment, assisted in making a harassment complaint, or cooperated in a harassment investigation. If you feel you have been retaliated against or have witnessed retaliation, you are to notify the Human Resources Manager or the City Manager.

8.4 Investigation of Complaints

- a) All reports describing conduct that is inconsistent with this policy will be investigated promptly. The City may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The City will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The City might also conclude, depending on the circumstances, either that no violation of policy occurred or that the City cannot conclude whether or not a violation occurred. To the extent reasonably possible, confidentiality with respect to reports and investigations under this policy will be maintained.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the City will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The City may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy. If the person who engaged in harassment is not employed by the City, then the City will take whatever corrective action is reasonable and appropriate under the circumstances.

- c) The policy provides for immediate notice of problems to the City personnel listed above, so that the City may address and resolve any problems without waiting for any legal proceedings to run their course. However, employees may also file a charge of discrimination in writing with the IDHR within 180 days of the occurrence or with the EEOC within 300 days of the occurrence at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200

Equal Employment Opportunity
Commission
500 West Madison Street, Ste. 2800
Chicago, Illinois 60661-2511
(312) 353-2713



Department: Human Resources

Topic: **Dress Standards Policy Number 9**

Original Issue Date: 1/1/2000

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

9.0 Policy

- a) Every person who visits or does business with the City of Park Ridge may judge the entire organization through contact with one individual. If this person is rude, indifferent or inefficient, it will take a great deal of courtesy, professional service and efficiency to overcome the initial impression made. Every employee serves the public, either directly or indirectly.
- b) Some departments have specific uniform requirements. Departments not requiring uniforms have some latitude in dress; however, the guidelines listed in Section 9.1 are to be followed. Department Heads may set specific dress standards for their departments.
- c) All employees are required to display their City of Park Ridge identification provided for them by the City during each workday.

9.1 Dress Standards

- a) For employees who are not required to wear a uniform, the minimum standard dress at City Hall will be 'business casual' on Monday through Thursday and a 'casual day' policy on Fridays. However, the type of public and business contact for the day should be taken into account in determining if business, business casual or casual dress is appropriate. Under Friday's 'casual day' policy, employees may wear jeans.
- b) Attire should be business-like and coordinated at all times. Employees are not permitted to wear athletic wear, Clothing must be clean and neat; cannot be torn or tattered. Open-toed shoes may be worn during the warmer months; however, flip flops are not permissible.

9.2 Grooming Standards

- a) Extreme hairstyles or hair colors are not appropriate.
- b) Employees are expected to maintain a high level of personal hygiene.



Department: Human Resources

Topic: **Drug-Free Workplace Policy Number 10**

Original Issue Date: 1/1/2000

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

10.0 Policy

- a) The City of Park Ridge is committed to maintaining a workplace that is free from the effects of drug and alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.
- b) The City of Park Ridge does not condone and will not tolerate the use of drugs and/or alcohol in our work environment. It is our policy to appropriately deal with the use of drugs or alcohol that interferes with safe and efficient job performance. In addition, all managers must understand and consistently enforce this policy.
- c) This policy is issued pursuant to the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workplace Regulations.
- d) Employees may not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, unauthorized prescription drugs, alcohol or controlled substances on the premises of any City building or facility (unless authorized), in City-owned vehicles, or during working hours.
- e) Employees are prohibited from being under the influence of illegal drugs, controlled substances, unauthorized prescription drugs or alcohol on the premises of any City building or facility (unless authorized), in a City-owned vehicle, while operating a City-owned vehicle or during working hours. The intent of this policy is to prohibit the use of and to remove the effect of employees being under the influence of any intoxicating substance in the workplace.
- f) "Drugs" are defined as, "any drug not legally obtainable and/or, if legally obtainable, was not legally obtained nor used for prescribed purposes nor taken according to prescribed dosages." In addition, the term "controlled substances" means a controlled substance listed in the Illinois Controlled Substances Act (720 ILS 570) or Cannabis Control Act (720 IL 550) and substances listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. § 812), as further defined by regulation at 12 CRF § 1308.11 through §1308.15. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD.



- g) An employee who has been prescribed drugs is required to consult with his doctor or pharmacist about the prescribed medication's effect on the employee's ability to perform his job safely, and to immediately disclose to his supervisor any medication-related work restrictions. The City shall determine if the employee is fit to perform his job safely. Employees should not, however, disclose the underlying medical conditions, impairments or disabilities unless specifically directed to do so by their physicians or asked to do so by the City. This policy also prohibits the use of medically prescribed marijuana in the workplace or being under the influence of marijuana as a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act during the work day or work activities. Where an employee is subject to discipline due to the City's determination that the employee is impaired by the use of marijuana in the workplace, the City will offer the employee the opportunity to respond to the determination regarding impairment.

10.1 Testing

- a) Pre-Employment Drug Testing

Pre-employment drug testing will be done on all prospective employees of The City of Park Ridge and the Park Ridge Public Library. Applicants testing positive will not be employed, however, they may reapply after twelve (12) months.

- b) For Cause Testing

All employees, regardless of their position, shall be subject to drug testing based upon:

- i. suspicion of use or impairment.
- ii. as a follow-up to a rehabilitation program.

- c) Random Testing

Employees may be subject to random drug testing under the following circumstances:

- i. they have access to classified information.
- ii. they are involved in matters of national security.
- iii. their job duties affect the health and safety of personnel using the products produced by them.
- iv. their jobs require a high degree of trust and confidence.
- v. as required by the Department of Transportation.



10.2 Notice of Convictions

- a) Any City employee, in any location, who is convicted of violating any federal or state criminal drug statutes resulting from conduct occurring in the work place must notify Human Resources within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes:
 - a finding of guilty
 - a no-contest plea
 - and/or imposition of an entrance by a judicial body or any violation of criminal statute involving the unlawful manufacture, distribution, dispensation, possession or use of drugs.
- b) Employees who voluntarily notify the City of Park Ridge of any such conviction may be subject to discipline, up to and including discharge, depending on the severity of the conviction. Each case will be reviewed by the Department Head, the Human Resources Manager, and the City Manager.
- c) Employees who do not voluntarily notify the City of any such convictions will be discharged.

10.3 Supervisor Training

Supervisors shall be trained as much as practical to identify drug users and address drug use by employees.

10.4 Employee Initiated Rehabilitation Treatment

- a) Employees unlawfully using alcohol or controlled drugs are encouraged to contact the Employee Assistance Program, their manager, or Human Resources for counseling and possible referral for treatment.
- b) Employees who admit the unlawful use of a controlled drug and initiate treatment prior to discovery of unlawful use by City of Park Ridge will not be subject to discipline solely as a result of prior unlawful use of a controlled drug. Such employees may be provided with counseling and referred for treatment.
- c) Employees may be placed on medical disability during treatment. The employee may be transferred to another job if necessary.
- d) Employees undergoing treatment must meet all normal standards and requirements of the job assigned.
- e) The counseling and treatment process will be managed by a physician in cooperation with Human Resources. Counseling and treatment will be kept confidential to the extent practical and consistent with such factors as reassignment, absence from work for treatment, or the employee's failure to cooperate with the treatment program. Failure to cooperate with the treatment program will be grounds for discipline including discharge.



10.5 Management-Initiated Rehabilitation Treatment

- a) Employees who are confirmed by testing to have controlled drugs in their system outside the limits of a valid prescription will be subject to discipline which may include discharge. Employees who admit to unlawful drug use at this point will still be subject to disciplinary action. Such discipline, including possible discharge, shall also apply to employees who admit unlawful use of controlled drugs after deterioration of job performance. Treatment may be required if the employee is to be retained in the workforce. If rehabilitation is offered to the employee in lieu of discharge, the employee will be required to complete the rehabilitation program to continue employment.
- b) Each situation (individual or group) will be thoroughly reviewed. Based on this review, the Department Head and the Human Resources Manager will determine the specific action to be taken concerning drug testing, discipline, treatment, and subsequent placement or termination.

10.6 Post-Treatment

- a) Employees treated for unlawful use of controlled drugs may be required to be tested from time-to-time after treatment is concluded. Refusal to be tested will be grounds for discipline including discharge.
- b) Employees who complete treatment and any required follow-up treatment and remain drug free will normally be eligible to resume their former position or a comparable position.
- c) Confirmed unlawful use of controlled drugs after the completion of the treatment program will be grounds for discipline including discharge.
- d) The City of Park Ridge Group Health Plan provides for substance abuse treatment.

10.7 Disciplinary Actions

- a) Employees found to have been under the influence of drugs and/or alcohol while on City premises and/or in the performance of duties whether on or off City premises may be subject to disciplinary action, including and up to termination. Eligibility to be considered for future employment will be subject to a review by the Department Head, the Human Resources Manager, and the City Manager.
- b) The following may be grounds for immediate dismissal:
 - i. Use and/or possession of drugs or alcohol on City property, including any City vehicle, at any time, whether during or after work hours.
 - ii. Selling drugs on City property at any time.
 - iii. Off-duty illegal drug use which results in publicity or circumstances which adversely affect the City or its employees.



- iv. Refusal to submit to a reasonable medical examination and/or refusal to provide a urine, blood, and/or breath sample.



Date: July 1, 2014
To: City of Park Ridge Employees
From: Human Resources
Subject: DRUG-FREE AWARENESS PROGRAM

The purpose of this program is to inform all employees about the danger of drug abuse in the workplace, the City's Drug-Free Workplace Policy, Counseling, Rehabilitation, and Employee Assistance Programs which are available to employees with a drug abuse problem, and disciplinary actions for violating the City's policy. It does not create a contract for employment.

The City's Drug-Free Workplace Policy for Employees is posted on the bulletin boards and has been distributed to all existing employees, and will be distributed to all new hires. This policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs on City premises. Employees who violate this policy are subject to discipline up to and including discharge.

Some problems caused by drug abuse in the workplace include:

- increased number of illnesses, accidents, and injuries;
- increased absenteeism and tardiness;
- lowered productivity;
- theft of company and co-worker property to support drug habits;
- strained relations between co-workers;
- domestic and financial difficulties;
- legal problems;
- poor judgment in decision-making; and
- damage to City property.

From time to time we will schedule workshops and programs to discuss the dangers of drug abuse. We have also gathered a variety of pamphlets, videotapes, and other materials about drug abuse. These materials are available from your personnel administrator.

City of Park Ridge's Health Plan provides Substance Abuse Treatment coverage for employees and dependents who are covered under our plan. In addition, the City offers all employees and their immediate family members an Employee Assistance Program which is available 24 hours per day, 7 days per week by calling (800) 272-7255. Any employee who has a drug/alcohol abuse problem is urged to contact their supervisor or the personnel department. All contacts will be kept in confidence.



Department: Human Resources

Topic: **Smoking Policy Number 11**

Original Issue Date: 1/1/2000

Revised: 1/1/2001

Revised: 7/1/2014

11.0 Employee Smoking

- a) The City of Park Ridge complies with the Smoke-Free Illinois Act of 2008. Per the Smoke-Free Illinois Act, smoking is not allowed on City Property. City Property includes, but is not limited to City vehicles or within 15' of entrances to any City buildings.



Department: Human Resources

Topic: **Use of City Equipment, Policy Number 12**

Original Issue Date: 1/1/2000

Revised: 1/1/2001

Revised: 7/1/2014

12.0 Policy Statement

- a) The City of Park Ridge provides vehicles, equipment and supplies to employees under certain, specific conditions. Employees are responsible for the proper operation, care and conservation of City equipment. City equipment includes, but is not limited to, vehicles, machinery, office equipment, tools and supplies.

12.1 Authorization to use Vehicles, Equipment and Supplies

- a) No City equipment shall be removed from City premises for personal use except that which may be assigned for such use, as cellular telephones, portable computers, vehicles and the like.
- b) To be authorized to operate City vehicles, or to operate a private vehicle in conducting City business, you must have an appropriately classified, currently valid driver's license.
- c) Employees whose positions require operation of City vehicles must comply with State and Federal traffic laws. Employees must immediately report to Human Resources, any suspension or revocation of their driver's license, other change in license status, or other impairment in their ability to lawfully and safely operate a vehicle.
- c) Persons other than authorized City employees or authorized City volunteers are not permitted to operate or use City equipment.

12.2 Use of City Equipment

- a) Employees are responsible for the proper operation, care and conservation of the City equipment used in carrying out assigned duties. Employees are expected to report promptly any accident, breakdown, or malfunction of any equipment. In reporting an accident, employees must follow the established notification procedures.
- b) Employees are expected to conform to the highest standards of safety and courtesy during operation of City vehicles. Seatbelts must be worn in City vehicles at all times. Failure to wear a seatbelt or failure to follow any other law may result in disciplinary action, including and up to termination.



12.3 Vehicle Assignment

- a) Employees may be assigned a City-owned vehicle if it is determined that one of the following applies:
 - i. the nature of work requires that the majority of time is spent in field activities requiring extensive travel throughout the City;
 - ii. the nature of work requires the employee to be on call twenty-four hours per day and is expected to respond on short notice; or
 - iii. the nature of work requires operation of specialized vehicles with specialized equipment, such as police and fire vehicles.
- b) When the employee is not making use of a City vehicle it is to be available for use by other authorized personnel.

12.4 Use of Personal Vehicles on City Business

- a) If an employee is authorized to operate a personal vehicle in conducting City business he/she may be compensated for its use at the rate as set forth by the IRS.
- b) If a personal vehicle is used on a daily basis for City business, the employee must inform the vehicle insurance carrier that the vehicle is used for business. The City will pay the difference in premium between the regular premium and the business-use premium, if any.

12.5 Vehicle Rental

- a) If an employee is authorized to rent a vehicle temporarily to conduct City business, the City will reimburse him/her for the cost of the most economical vehicle available.
- b) The employee should request additional supplemental insurance, which will be reimbursed by the City.

12.6 Personal Mail

- a) Employees may not use the addresses of City Hall or other City facilities as a personal address for receipt of personal mail.
- b) Employees may mail personal envelopes from City Hall or other City facilities provided the envelopes have proper postage, and the personal mail is not voluminous. Employees may not mail personal Christmas/Holiday cards from City Hall or other City facilities occasionally it may be necessary for an employee to have a package delivered at City Hall or other City facilities. Employees may receive packages with prior approval from their Department Head. The City will not be responsible or liable for lost or misplacement of packages.

12.7 Communications Devices

- a) Employees in possession of City communications devices are expected to protect the equipment from loss, damage, or theft. Employees should not use



such devices to communicate or store confidential or sensitive City information, and in the event such use is unavoidable, the employee must immediately remove the confidential or sensitive information from the device.

Any device used for business purposes must be password-protected. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the communications device for return or inspection. Employees who use City communications devices specifically consent to the access by and disclosure to the City of information created, entered, transmitted or received via such devices that is stored by a third-party electronic communication service or remote computing service.

The use of an employee's personal communications devices for conducting public business for the City is discouraged.

- b) While at work employees are expected to exercise the same discretion in using personal communications devices as is expected for the personal use of City computers. Personal phone calls and messaging must be limited to non-work time, or otherwise cleared through the employee's immediate supervisor, and must be made in a manner that does not disturb employees who are working. Employees are expected to devote working time to performance of job duties, and any use of communications devices during working time for messaging or functions other than a phone call that has been cleared through the employee's immediate supervisor is strictly prohibited. Violations of this policy will be subject to discipline, up to including termination.

The City will not be liable for the loss of personal communications devices brought into the workplace.



Department: Human Resources

Topic: **Travel Policy Number 13**

Original Issue Date: 08/01/01

Revised: 5/1/2003

Revised: 7/1/2014

13.0 Policy

- a) The City of Park Ridge is committed to “state of the art” employees and as such will provide its employees with opportunities to learn and grow. The City will also encourage and embrace the concepts of a learning organization, so as to help employees learn and grow.
- b) From time to time employees will be required to travel to other locations for training. The following policies will act as guidelines to assist in compensating employees for expenses incurred as a result.
- c) Additionally, employees may be required to travel for business related purposes. These guidelines will also apply.
- d) All travel expenses must be approved in advance by the employee’s immediate supervisor.

13.1 Ethics

- a) In all cases, the City of Park Ridge Prohibited Conduct Policy Number 1, shall apply. Employees shall not take trips paid for by others, unless specifically authorized to do so by the City Manager.

13.2 Travel

- a) Travel to and from training will be by the most economic means possible and practical.
- b) City employees will use a City vehicle whenever possible. City vehicles are not available for library employee use, except when use is approved by the City Manager.
- c) When an employee uses his or her vehicle they will be reimbursed for mileage per the current IRS rate. Mileage will be calculated based upon the distance from Park Ridge to the site of the training and back.
- d) If travel by air is necessary, the City will pay coach fare only.
- e) All reasonable incidental fees will be reimbursed by the City. Examples include, cab fare, transportation to and from the airport, parking fees, etc.



Reasonable incidental fees do not include expenses for entertainment such as movies, plays, or concerts (except as provided below).

- f) Employees issued City cellphones should use their City cellphone, when possible, to make calls when traveling on City business.
- g) While traveling, the City will reimburse for meals up to the following rates: Breakfast \$9.00, Lunch \$12, Dinner \$25.
- h) Travel and meals for training required for an employee to complete his/her probationary employment shall not be covered by this policy. Probationary employees will be responsible for their own transportation and meals.
- i) Employees must complete the City's travel reimbursement form and provide receipts for any approved expenses greater than \$5.00. Failure to provide a receipt may result in the employee not being reimbursed for the expense.

13.3 Conferences and Conventions

The above policies will apply with the following differences:

- a) The City will pay all conference related expenses including meals or other conference related events. Employees will not be additionally reimbursed for those meals paid for as a part of the conference expenses.
- b) The City will not pay for any pre or post conference activities which are primarily social in nature.
- c) The City will pay for lodging at conference designated sites; however, if you choose to stay elsewhere, the City will only reimburse you up to the charge levied by the conference hotels.

13.4 Variances

- a) There shall be no variations to this policy unless specifically authorized by the City Manager.



Department: Human Resources

Topic: **Personnel Files Policy Number 14**

Original Issue Date: 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

14.0 Personnel Files

- a) The official personnel file is maintained in the Human Resources Department at City Hall.
- b) Medical history, documentation and benefit information will be kept in a separate file.
- c) Departments residing in facilities other than at City Hall may keep personnel files, but will be limited to copies of the following information:
 - Employment application
 - Federal Tax Form
 - State Tax Form
 - Employee Handbook Acknowledgment Form
 - Personnel Action Forms
 - Disciplinary Action Forms
 - Performance Evaluation Forms
 - Applicable training documents (police, fire and public works only)
- d) All original documents must be forwarded to Human Resources and will be kept in the official files.

14.1 Disciplinary Action Forms

- a) All written disciplinary actions will be maintained in the employee's personnel file. Once submitted to Human Resources all written disciplinary actions will be considered part of the employee's permanent record, and will not be removed under any circumstances.

14.2 Access to Personnel Files

- a) Employees have the right to review the personnel file maintained by Human Resources. Employees are to contact the Human Resources Department to make an appointment to view their files during normal business hours, Monday through Friday, 8:30a to 5:00p. Exceptions may be made with approval from the Department Head and Director of Human Resources.



- b) Supervisors and Department Heads may review their employees' personnel files by contacting Human Resources.

14.3 Reference Checks

- a) Requests for verification of employment data should be submitted to Human Resources and be accompanied by the employee's written authorization for release of the information.
- b) Additional information regarding employment with the City may be released to third parties in response to a request under the Freedom of Information Act, including information related to job positions, salary and pay rates, dates of employment, and employment status.

14.4 Mandatory Notifications to Human Resources

Employees must notify Human Resources within thirty (30) days of any change in:

1. Home address or telephone number.
2. Change in marital status
3. Addition of dependent(s)
4. Deletion of dependent(s)
5. Name, address and telephone number of the person to be notified in case of an emergency.

Human Resources may deny benefits to a new dependent if the employee does not notify them within thirty (30) days of the change.

Employees must notify their department head and Human Resources within twenty-four (24) hours of any loss of driving privileges.

Employees must notify Human Resources of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. Human Resources will determine if the nature of the conviction and the employee's job poses an unreasonable risk to co-workers or the public.



City Computer, Internet and Electronic Mail Policy

Department: Human Resources

Topic: **City Computer, Internet and Electronic Mail Policy Number 15**

Original Issue Date: 7/1/2014

This is the policy and procedures of the City of Park Ridge regarding computer systems, email and Internet access. Department heads authorize access to the City's network, Internet and/or email systems for designated employees. The City views the legitimate use of the City's network, Internet and email systems as potentially enhancing a large number of its functions and services being provided to the public. Department heads authorize Internet access on an individual basis according to business need; getting access to the City's network does not automatically grant Internet access. The goal of this policy is to ensure the responsible and acceptable use of these resources. The safety and security of the City's network and resources must be considered paramount when using the City's network, Internet or email.

Definitions as used in this Policy:

City: City of Park Ridge

Computer system: A complete, working computer. The computer system includes not only the computer, but also any software and peripheral devices that are necessary to make the computer function. The computer systems at the City of Park Ridge include PCs, file servers, and network equipment.

Email: Electronic mail, the transmission of messages over the City's network. Internet email is the transmission of electronic mail to networks outside of the City's network.

Hardware: Refers to objects that you can actually touch, like disks, disk drives, display screens, keyboards or printers, boards.

Internet: A massive network of networks, a networking infrastructure, connecting millions of computers together globally which forms a network.

Internet access: Authorization given to a login ID to allow use of the Internet.

Login ID: A username and password which is required before the computer system will allow you access.

Network: A group of two or more computer systems linked together. The City's network includes connections to City Hall, Fire Stations, Public Works Service Center, Library,



Public Works Pump Station, Dee Road Train Station, various government agencies and the Internet.

PC: Abbreviation for personal computer.

Programs: An organized list of instructions that, when executed, causes the computer to behave in a predetermined manner.

Software: Includes systems software which is the operating system and all the utilities that enable the computer to function and applications software which includes programs for the users such as word processors, spreadsheets, and database management systems.

User: Any individual having access to a computer system of the City.



City Computer, Internet and Electronic Mail Policy

This policy applies to all employees, contractors, interns, and other individuals who are provided access to these systems. The City Manager and Director of Information Technology reserve the right to change this policy from time to time.

The policies and procedures are as follows:

1. Every person using a City of Park Ridge computer must be an employee or authorized agent of the City of Park Ridge. All unauthorized users are strictly prohibited.
2. Each user must use a login ID created and assigned to him by an Information Technology Coordinator. A person may not use another employee's login ID to gain access to the computer system. Neither may any user offer the use of their privileges for another user's access. Doing so would make the system, the City, and the user vulnerable to undesired disclosure of information and is prohibited without authorization. If there is a need to access another user's files, you may contact the Information Technology Coordinator for access from your login ID.
3. Users should not leave their personal computer (PC) logged in and unattended. This creates an opportunity for unauthorized users to access the computer system, the Internet or send an email message under another login ID. Every user shall log off the computer every day at the close of their workday and as required for periods away from the PC to prevent unauthorized access.
4. A user requiring access to the computer system shall be referred to the Information Technology Coordinators by the user's supervisor or department head with an explanation of the access required and their written authorization. This should be done as a work order. Before issuing anyone a login ID, the Information Technology Department must get verification from the Human Resources department that the employee has signed this computer policy.
5. Maintenance of the user's access will remain the responsibility of the Information Technology Department in conjunction with departmental needs.
6. Each user's login ID is protected by a personal, confidential password to be determined by the user. The password is not displayed on the screen as it is typed and may not be disclosed to anyone in order to protect the user and the data. It is the user's responsibility to maintain the confidentiality of their password(s). Individual users can be held accountable for the use of their account by others. This password must be changed every twelve months (or in some more sensitive areas, every 30-90 days) and may be changed as frequently as desired.



7. Any person with knowledge of any password not his own, shall report this to his supervisor immediately. The supervisor will then notify the Information Technology Department.
8. Personnel are prohibited from encrypting or password-protecting computer files without the knowledge and consent of the Information Technology Department. At least two users shall have access to any protected or encrypted file.
9. The City provides employees the relevant computer programs in order to complete their specific job functions. These computer programs may vary from employee to employee as the City sees fit.

All user files and copies of programs reside on File Servers so that backups are performed and within levels of security, multiple users can have access to certain files. For performance reasons, most programs, like the Windows operating system and the Microsoft Office Suite, are installed on the local PCs.

No settings or programs should ever be modified on the local PCs. This is the responsibility of the Information Technology Coordinators who should be contacted in the case of any problems or questions with programs or files.

10. All software used by the City will be properly licensed. The loading of software of any kind (including games and screen savers) by any user on any City computer is strictly forbidden. Games or web games may not be played on any of the City computers. Software applications of any kind, including, but not limited to, Instant Messaging, (e.g., Yahoo, AOL Instant Messenger etc.), Shockwave software may not be downloaded or used on any City computer.
11. Users shall not store files on the local hard drive. There are files stored on the local hard drive that are crucial for the operation of the PC and, if altered, could cause the PC to stop functioning. The files on the local drive shall not be altered.
12. City computers are to be used primarily to conduct City business. City computers may not be used for the creation and storing of personal documents and/or personal data files. City computers may be used for incidental and occasional personal use only during non-working hours with supervisory approval. No user may conduct a private business on any City computer. Any personal information or personal email sent or received on City computers may be subject to release in response to a FOIA request or a court order and may be reviewed at any time by IT Department staff.
13. Any programs, documents, files, or email created using the City's computers become the property of the City of Park Ridge. This includes all of the material and information created, transmitted or stored on this equipment. **There should be no expectation of privacy for any of that**



material or information. This includes all information, including that which may be considered personal. All users must realize that material and information that has been deleted can be retrieved and viewed by others, including email that has been deleted.

14. No hardware or software (including portable equipment) will be loaned to non-City personnel or removed from City property.
15. No outside equipment, including but not limited to, MP3 players, non-City cell phones, and portable hard drives, may be plugged into any City computer equipment without prior authorization from the Information Technology Department.
16. In order to determine compliance with the City's Computer Policy and for other operational reasons, authorized City officials, employees, or agents may monitor any employee's computer use, content of communications including any type of email, Internet access or files saved on a local hard drive or in private areas of the network, at any time. This will assist to maximize employee productivity and conserve network resources by monitoring network use.
17. Some users may need to connect to outside computers or bulletin boards from the City's computers. The Information Technology Department must be advised of this necessity and give the user authorization. Under no circumstances are any files or programs to be downloaded from any other computer systems without the permission from and knowledge of the Information Technology Department. Due to the threat of viruses, this will only be done on a limited, controlled basis.
18. There shall be no use of subscription services without approval from the department head and Information Technology Department. Some Internet sites require that users subscribe before being able to use them. Users should NOT subscribe to such services without approval. Resources, of any kind, where fees are assessed may not be accessed without prior approval.
19. The selection and purchase of computer software, hardware and upgrades shall be the responsibility of the Information Technology department. Only City approved Internet providers may be used to access the Internet. The Information Technology Department must authorize any hardware or software required for Internet access. Hardware may not be relocated, connected or disconnected at any City facility without the prior knowledge and approval of the Information Technology Department.
20. Users must abide by copyright, contract, and other local, state and federal laws, City administrative directives and policies, as well as individual department guidelines. The City prohibits any users from illegally duplicating or using illegally duplicated software on City computers. This includes but is



not limited to bringing outside software to the City's computers, copying City software to portable media and taking it elsewhere, or downloading or installing on City computers software from the Internet.

21. Files are not to be copied from another user without those users' consent. Files or programs are not to be copied from one computer to another without the Information Technology Department's permission.
22. The City may use independently supplied software and data to identify Internet sites that contain sexual or other inappropriate content. The City may block access to such sites from within its networks. The failure of the City to block a particular site does not render the site necessarily appropriate for access. If a user purposefully or accidentally connects to a site that contains sexual or racially or ethnically offensive material, he or she must immediately disconnect from the site and notify the Information Technology Department. If a user believes that a site is being improperly blocked, he/she shall submit a work order to the Information Technology Department that identifies the website, explains why it is necessary for City business and why it should not be blocked.
23. Any user who attempts to disable, defeat or circumvent any City security mechanisms such as Windows policies, Internet screening programs, security programs, firewalls, or proxy will be subject to disciplinary action up to and including dismissal. This also applies to any user who creates, installs or knowingly distributes a malicious program.
24. Using the City's Internet and email systems or resources to deliberately propagate any virus, worm, Trojan horse or Malware program code is prohibited. Users must take precautions to avoid inadvertently importing such destructive instruments into the City's Internet and email systems.
25. Training in the use of the computer system will be conducted by the Information Technology Department or their contractors and also by members of the user's department more familiar with certain department specific procedures.
26. For the City network, Internet and email use there are a number of prohibited activities, which include the following. This list is not intended to be inclusive of all prohibited activities but only as general guidelines:
 - Any illegal, illicit, improper, unprofessional or unethical activity, or any activity that could reasonably be construed to be detrimental to the interests of the City
 - Unauthorized attempts to access another's email
 - Transmitting obscene or harassing messages to any other individual



- Use for access to and distribution of indecent or obscene material, child pornography, inappropriate text or graphic files; or files dangerous to the integrity of the network, with the exception of law enforcement purposes
- Use of Internet / email resources for commercial use or profit
- More than minimal use of Internet / email resources for personal use
- Frivolous email or announcements and the exchange of games, software, chain letters, or screensavers
- Solicitation of funds
- Political messages
- Harassing or threatening messages
- Messages that could be construed as sexually explicit or discriminatory based on race, age, color, sex, sexual orientation, gender identity, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable discharge from the military (except dishonorable), source of income, housing status, or any other legally protected status
- Gaming, betting, gambling or wagering
- Instant messaging and chat
- Using the Internet to access personal email accounts with personal email providers such as AOL, Gmail, Yahoo or Hotmail, is not permitted. This includes using the Internet to retrieve any type of email account not provided by the City.
- Streaming audio or video unless it is directly related to the individual's business use of the Internet

All email messages must be businesslike, courteous, civil and written with the expectation that they could be made public at some time in the future. Each user is responsible to process received email appropriately. Confidential information (such as personnel or legal materials) shall not be communicated via email and must be communicated via a more secure method.

27. Each user should limit the use of his City email address to business purposes. Since there is currently no state or federal law limiting spam, people are responsible for their own email address and its usage according to these policies.
28. Email is archived for approximately one (1) year. However, If you send or receive an email that you need to maintain as a record, a hardcopy should be



printed or a digital copy maintained in the network hard drive and that hard copy or digital copy maintained according to the Local Records Act. Where email communication is between two users of the City's email system, the sender of the email is responsible to maintain the email for Local Records Act purposes. If the email is between a user and a person outside of the City's email system, the receiver of the email is responsible to maintain the email for Local Records Act purposes. If in doubt regarding whether a particular email or type of emails need to be maintained, a user should consult with the City Attorney.

29. A wide variety of information is available on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the City has no control over and therefore cannot be responsible for the content of information available on the Internet or received in email.
30. Users may not intentionally intercept, eavesdrop, record, read, alter or receive another person's email messages without authorization from the City Manager.
31. Alterations or enhancements shall not be made to the City's web pages except by authorized individuals who are part of the City web support team according to established standards and procedures.
32. Any unlawful use of the Internet, email, or use in violation of this policy may result in discipline up to and including dismissal. Unlawful use may result in referral for criminal prosecution.

All users are cautioned that the use of the Internet for any purpose holds certain inherent risks. The Internet is a vast worldwide collection of networks that remain totally unregulated. Though the Internet provides excellent communications and research capabilities, there is always a possibility that information sent out on the Internet can be retrieved and redistributed. The City of Park Ridge will attempt to provide all available security to protect our users and information, but care should be used whenever using the Internet or Internet email on a City account.

No employee shall be given a login ID, use the Internet or email until they have read and signed a copy of this policy. Human Resources will maintain a copy of the signed document in the employee's personnel file.



I have read and understand the City of Park Ridge's Computer, Internet and Electronic Mail Policy and agree to abide by all the conditions contained therein. I understand that any programs, documents, files, or email created using the City's computers become the property of the City of Park Ridge and are subject to review and disclosure and that any misuse of the City's computer system, Internet or email may subject me to the termination of my access rights or further disciplinary action, up to and including termination. I understand this policy may be revised from time to time.

Signature: _____

Printed name: _____

Date signed: _____



Department: Human Resources

Topic: **Pay Program Policy Number 16**

Original Issue Date: 7/1/2014

16.0 Your Pay Program

- a) The City of Park Ridge is committed to providing employees with fair and equitable pay programs. The City currently has a Merit Plan.
- b) The Merit Plan establishes a basic salary schedule to be approved by the City Council each budget year. The salary grades include minimum, midpoint and maximum rates for all positions included in the Classification Plan.
- c) The Human Resources Manager shall maintain a master set of all approved class specifications that constitute the official Classification Plan. Class specifications will be available for inspection by employees by appointment only, and during business hours. Employees are to contact the Human Resources Manager. See Policy Number 17 for information regarding the Classification Plan.
- d) The Human Resources Manager will research re-evaluating positions for reassignment to a new pay grade upon request by a Department Head.

16.1 Temporary Work

- a) Employees required to work in a higher classification than their current position may be eligible to receive an increase in pay as follows:
 - i. The appointment to the higher position is at the direction of the Department Head.
 - ii. The employee is required to work in the higher classification for thirty-one (31) consecutive calendar days or longer.
 - iii. The employee meets the minimum qualifications of the higher classification.
- b) Pay for work in a higher classification will be at the minimum rates for the grade or 5% above their salary, whichever is higher.

16.2 New Hires

- a) A candidate who meets only the minimum requirements for the position will be offered the minimum rate of pay for that position. A candidate who exceeds the minimum qualifications stated in the class specification may be offered a salary above the minimum. Department Heads may use their discretion in hiring new employees and offering compensation between the minimum and midpoint. Any consideration to hiring above the midpoint of the



pay range must be approved in advance by the Human Resources Manager and the City Manager.

16.3 Transfers

- a) Employees may transfer or be transferred to another department in a similar position (lateral move). Such transfer will not change the employee's pay, grade or the date of the next evaluation for performance award.

16.4 Promotions

- a) Employees who are promoted to a position in a higher pay grade generally are eligible to receive at least the minimum salary of the new pay grade, provided the increase in pay is 5% or higher.

16.5 Demotion

- a) When an employee is demoted or transferred to a lower position, the employee shall be paid at a rate that is within the approved range for the lower position. The Human Resources Manager and the department head shall set the rate of pay, taking into consideration the circumstances surrounding, and the reasons for, the demotion or transfer. The new rate must be approved by the City Manager. If the demotion or transfer is due to performance issues, the employee will begin a new probationary period.

16.6 Performance Evaluation

- a) The City generally provides each employee with a performance appraisal a minimum of once annually. The purpose of the performance appraisal is to receive feedback on performance from the employee to help that employee capitalize on performance strengths and improve various skills through a training and development plan. This helps the employee improve performance on the present job, prepares them for promotional advancement, and serves to increase individual contribution to the growth of the organization.
- b) The primary emphasis when evaluating employees should be on measuring results against objectives, which the supervisor develops in consultation with the employee. In this regard, we have established this policy for appraising performance. The use of objectives has the following advantages:
 - i. The supervisor, with or without input from employee has established what work must be accomplished and the standards by which that work will be evaluated.
 - ii. The employee clearly understands which part of the job has greatest priority.

Objectives provide a factual job-related basis for evaluating results, which encourages job and career interest.



- Objectives establish a basis for on-going discussion between the supervisor and the employee concerning performance, while insuring fair treatment and objectivity in the evaluation of the performance process.
 - This performance appraisal process is designed to measure goals and objectives through interaction between the supervisor and employee. Performance evaluations also may be used in determining regular employment status or dismissal; as a basis for performance awards; as a factor in determining the order of layoff; as a basis for training, promotion, demotion and transfer; and for such other purposes as may be deemed appropriate.
- iii. Employees who disagree with a performance evaluation rating may appeal the evaluation to the Human Resources Manager. If the employee is not satisfied with the results of this appeal, the employee may then appeal to the City Manager/Library Director. The City Manager/Library Director will have the final decision with regards to appeals for a change in evaluation.

For specific policy information please see the Human Resources Manager.

16.7 Compensation Plan:

- a) The City Manager, as part of his/her recommendation to the City Council for its consideration, submits a salary budget for each department. This budget is determined after consideration of the City's current financial condition.

The City Manager is responsible to develop and recommend to the City Council a schedule of salary ranges for each position in the City service, , to be effective for the fiscal years.

The City Manager is responsible for setting an employee's pay rate to be determined on an individual basis and may be modified at any time by the City based upon a number of considerations, such as job duties, individual job performance, attendance record and conduct. The initial pay rate will be communicated to an employee at the time of hire, and any subsequent modifications will be communicated at or near the effective date of the change.

16.8 Merit Award:

The performance award component is designed to reward job performance using the performance evaluation form and policy. Employees whose overall rating of Meets Standards or Exceeds Standards generally will be eligible for consideration of a performance award. Employees whose overall rating is Requires Improvement will not normally be eligible for a performance award. Any funding for performance awards must be approved by the City Council at the recommendation of the City Manager. Any funding for performance awards for library employees must be approved by the Library Board.



- a) Employees who consistently perform all responsibilities in a fully competent manner and above are eligible to move from the minimum of the pay grade to the maximum where authorized within the budget. Employees who are at the maximum of their salary ranges will not normally be eligible to receive increases to base pay. They may, however, be eligible to receive a performance award in the form of a lump-sum bonus, as authorized and approved by the City Council, provided the performance warrants that increase.
 - i) Calculation of the lump sum bonus for hourly or non-exempt employees is as follows:
 - i. Determine the dollar amount of bonus to be paid.
 - ii. Determine the total number of hours worked in the previous 12 months.
 - iii. Divide the bonus amount by the hours worked to get the hourly rate.
 - iv. Calculate the number of regular overtime hours worked in the previous 12 months.
 - v. Multiply the hourly rate (3 above) by 1.5 (OT rate) by the number of overtime hours worked.
 - vi. Add (5) above to bonus amount.

16.9 Your Paycheck

- a) All employees will receive their advice of deposit or paychecks at work or other designated location every other Friday. For the purpose of determining any overtime pay, the 'pay week' begins Saturday and ends Friday.
- b) Employees may receive their pay via direct deposit into two or less separate accounts. See the Human Resources Manager or the payroll technician in the Finance Department for information on direct deposit. The City of Park Ridge may also use other means for paying its employees as new methods of payment become available.
- c) If the regular payday falls on a holiday, payday will normally be the last workday prior to the scheduled payday. If you think there is an error in your paycheck, notify your supervisor immediately.
- d) Upon termination or retirement, your final check will be a paper check, not direct deposited. The City of Park Ridge requires separated employees to return all city issues property prior to issuance of the final paycheck.



Department: Human Resources

Topic: **Classification Policy Number 17**

Original Issue Date: 8/1/99

Revised: 9/1/2005

5/1/2006

5/1/2007

7/1/2014

17.0 CLASSIFICATION PLAN

- a) The Classification Plan provides a systematic arrangement and inventory of the positions in the City of Park Ridge within the Civil Service Commission. Each class specification lists the minimum requirements or qualifications needed to perform the job, such as education, work experience, and other skills and abilities. By describing the essential functions of the job, job duties, responsibilities and qualifications, the Classification Plan provides guidelines for establishing a pay plan based on these relationships.
- b) Certain city employees are members of a recognized collective bargaining unit. This policy applies to employees that are not members of a recognized collective bargaining unit and employees whose collective bargaining agreement does not explicitly address overtime. Any collective bargaining agreement which addresses overtime supersedes this policy.

Definitions:

- i. **Class Specification:** Class specifications are descriptive and explanatory and are not necessarily all inclusive of all duties performed. Each class specification lists the minimum requirements or qualifications needed to perform the job, such as education, work experience, and other skills and abilities.
- ii. **Class of Positions:** A group of positions, regardless of department or geographical location, that are alike enough in duties and responsibilities to be called by the same descriptive title, to be given the same pay scale under similar conditions, and to require substantially the same qualifications.
- iii. **Class Assignment:** The assignment of a class specification to a pay grade.

17.1 Official Copy of Class Specifications

- a) The Human Resources Manager shall maintain a master set of all approved class specifications which constitute the official Classification Plan. The copies of the specifications will include the date of adoption and/or the last date of revision.



- b) The Human Resources Manager will provide each Department Head with a set of class specifications of those positions assigned to his/her department, and any other appropriate positions.
- c) Employees will receive a copy of their class specification.
- d) All class specifications will be available for inspection by employees by appointment only, and during business hours. Employees are to contact the Human Resources Manager.

17.2 Procedures for the Classification of New Positions

- a) The Department Head will follow the normal procedures for approval to add a new classified position.
- b) The Human Resources Manager will create new class specifications (if applicable) for positions upon request by a Department Head to add a new position. The following procedure will normally be followed:
 - i. The Department Head will submit a request in writing requesting development of a new class specification and justification for same.
 - ii. A Position Description Questionnaire (PDQ) will be submitted to the Human Resources Manager describing the position duties in detail.
- c) A desk audit and/or interview with the Department Head may be required.
- d) A determination will be made by the Human Resources Manager in conjunction with the City Manager as to whether the new position warrants a new class specification, or if a current class specification adequately describes the position.
- e) Upon approval, the new position will be assigned a pay grade.

17.3 Reassignment of Positions

- a) The Human Resources Manager will research re-evaluating positions for reassignment to a new pay grade upon request by a Department Head. The following procedure will normally be followed:
 - i) The Department Head will submit a request in writing requesting re-evaluation of a position, justifying the request by relating specific items to be reviewed.
 - ii) The Position Description Questionnaire (PDQ) will be reviewed by the Human Resources Manager with regard to the above request and justification for review.
 - iii) The Human Resources Manager, in conjunction with the Department Head will make a recommendation to the City Manager regarding re-evaluation and reassignment.



- b) Re-evaluation of positions may occur under the following circumstances:
 - i) The position was incorrectly classified and there has been no substantial change in duties from those in effect when the position was originally evaluated and assigned to a pay grade.
 - ii) There has been a substantial change in the duties and responsibilities associated with a position since it was classified.
 - iii) In the event a position is re-assigned to a higher pay grade, a pay adjustment may or may not be warranted. The policy and procedure as outlined in the Compensation Plan will be followed.
- c) In the event a position is reassigned into another pay range, the following will apply:
 - i) If the position is assigned to a higher pay grade, such action is considered an upgrade for the position. The incumbent may be reclassified without an additional performance evaluation, however, must meet the minimum qualifications of the new class specification. The incumbent will receive at least the minimum salary of the new pay range. If, however, the incumbent is already above the minimum, no further adjustment will be made.
 - ii) If the position is assigned into a lower pay grade, the position is downgraded. The incumbent will continue at the same rate of pay and may receive increases to the maximum of the new grade. If the current salary of the incumbent is above the maximum of the new grade the guidelines in this policy will apply.

17.4 Abolishment of Positions

- a) The Department Head will make a recommendation for abolishment to the Human Resources Manager when there is sufficient justification to remove a position from the Classification System. Positions will be abolished only in circumstances in which the Department Head agrees the position will be completely eliminated and not filled for at least two (2) years.

17.5 Maintenance of the Classification Plan

- a) The Classification Plan will be reviewed annually to determine whether the Position Description Questionnaires (PDQ's) need to be resubmitted for review.
- b) Any change in the Classification Plan during this maintenance period will be approved by the City Manager.

Please see Policy Number 16 for information regarding temporary assignment, transfers, promotions and demotions.



Department: Human Resources

Topic: **Overtime Policy Number 18**

Original Issue Date 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

18.0 Union Employees

- a) Certain city employees are members of a recognized collective bargaining unit. This policy applies to employees that are not members of a recognized collective bargaining unit and employees whose collective bargaining agreement does not explicitly address overtime. Any collective bargaining agreement which addresses overtime supersedes this policy.

18.1 Days of Work

- a) The City's workweek runs from Saturday through Friday.
- b) The workweek is Sunday through Saturday for Library employees paid on a non-exempt basis.

18.2 Hours of Work

- a) The regular hours of work are 37.5 hours per week, 7.5 hours per day.
- b) Employees are entitled to a daily unpaid lunch period.

18.3 Overtime Scheduling

- a) Time worked in excess of 40 hours per week constitutes overtime work and the rate of compensation for such work shall be the rate of one-and-one half times the regular hourly rate. All overtime must be approved in advance by the supervisor or Department Head.
- b) The City does not allow non-exempt employees to work "off the clock" without compensation. Non-exempt employees must record all hours of work, including work performed away from City premises, on their time sheets and receive prior authorization if performing work outside of the employee's assigned work hours. Any employee who fails to accurately record all hours of work on his or her time sheet will be subject to disciplinary action, up to and including possible termination of employment.

18.4 Eligibility for Overtime

- a) Employees may be entitled to overtime compensation depending upon the position they hold. Each position is assigned a classification as follows:
 - i. Exempt. This classification of employee is paid on a bi-weekly salaried basis and is exempt from overtime, that is, is not eligible to



receive overtime regardless of the hours worked in any given week. Positions in this classification are executive, administrative and professional as defined by the Fair Labor Standards Act.

- ii. Non-Exempt. This classification of employee is paid on a bi-weekly basis, and is not exempt from overtime. It includes part-time employees and individuals hired by the city for temporary or seasonal employment. Employees in this classification will receive overtime for all hours worked over 40.0 per week.

18.5 Calculation of Overtime

- a) Non-exempt, non-union employees are eligible to receive overtime compensation at 1.5 times the regular hourly rate of pay and may receive this as direct pay or compensatory time. Overtime compensation or compensatory time will be given for hours actually worked over 40 in a work week.
- b) The City reserves the right to pay overtime as wages, and unless mutually agreed in advance, all overtime will be paid as wages.

18.6 Evening/Saturday Meeting Overtime

- a) Regular full-time employees who are non-exempt and are required to attend evening or Saturday meetings which are outside of the normal scheduled workday may be eligible for overtime or compensatory compensation.
 - i. Hours spent at the above meetings will be counted towards the hours worked in that week.
 - ii. A minimum of two hours will be paid for evening or Saturday meetings for administrative clerical support positions, in lieu of any other overtime.

18.7 Part-Time or Temporary Employees

- a) All part-time or temporary employees performing non-exempt work, whether IMRF eligible or not, will receive overtime pay at 1.5 times the hourly rate for all hours worked over 40 during the work week.
- b) The workweek runs from Saturday through Friday for City Hall employees, and Sunday through Saturday for non-exempt and part-time Library employees.



Department: Human Resources

Topic: **Compensatory Time Policy Number 19**

Original Issue Date: 2/1/2000

Revised: 5/1/2003

Revised: 7/1/2014

19.0 Non-Exempt Employees

- a) Non-exempt employees who work more than 40 hours per week may elect to receive compensatory time in lieu of paid overtime.
- b) Compensatory time will be earned at the rate of 1.5 hours for each hour of overtime worked.
- c) The maximum accrual for compensatory time is sixty (60) hours (40 hours at time and a half) for employees who work 37.5 hours per week, and 66.75 hours for Fire Lieutenants.
- d) Employees who terminate or retire will receive pay for unused compensatory time.
- e) The City may cash out an employee's accrued compensatory time off at any time or otherwise require employees to use accrued compensatory time.
- f) Non-exempt employees may use earned compensatory time off with prior approval of their Department Head. If it is not possible to approve the particular compensatory time off requested, time off will be granted within a reasonable period, normally within thirty (30) days, unless the requested time off would unduly disrupt operations.

19.1 Exempt Employees

- a) Exempt Regular Full-Time employees who are required to attend meetings outside of regular work hours may be granted up to five administrative days.
- b) These days will be granted by the City Manager at his discretion once per fiscal year.



Department: Human Resources

Topic: **Service Recognition Policy Number 20**

Original Issue Date: 7/1/2014

Revised: 08/25/2014

20.0 Service Recognition

- a) The City of Park Ridge recognizes that longevity is integral to the success of the organization and wants to recognize employees for their years of service.
- b) City employees will receive a coupon for time off as outlined below on these respective anniversaries: 5, 10, 15, 20, 25 years and every five years after. Time off awarded is determined by the number of hours per week the employee is currently budgeted for as follows:

Less than 30 hours/week	3.75 hours paid time off
More than 30 hours/week	7.5 hours paid time off
- c) The time off coupon expires six months after it is issued. This time cannot be carried over, nor will it be paid out upon termination or retirement.



Department: Human Resources

Topic: **Worker's Compensation Policy Number 21**

Original Issue Date: 1/1/99

Revised: 7/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

21.0 Accident Reporting Procedures

- a) In the event of an accident at work no matter how minor, supervisors and employees are required to: 1) Notify Human Resources ASAP or within 24 hours. 2) Submit an incident report completed by the employee, supervisor, and any witness(es) within 24 hours.

21.1 Incident Report

- a) The Incident Report (available via the Intranet, Human Resources, or Supervisors) is to be completed immediately by the supervisor of the employee and returned to Human Resources. It is a management document with significant legal implications and is not to be completed by the employee. Late reporting may result in violations of the state reporting deadlines and questionable legal status.
- b) The Employee's Incident Report is to be completed immediately, or no later than the end of the shift in which the incident occurred. The form is to reflect the employee's judgment of the accident and should be accurate, thorough and very specific.
- c) In the event the employee is completely disabled and unable to complete the form, the Supervisor must notify Human Resources immediately.

21.2 Witnesses

- a) The Incident Report is to be completed by all witnesses and forwarded to Human Resources. A thorough accident investigation should be completed before the end of the shift during which the accident was reported.
- b) The report is to be based on a complete and thorough investigation of the accident, including an interview with all employees who are involved in or witness the accident. This report must be completed within 48 hours of the injury, illness or incident.

21.3 Medical Treatment

- a) *No Medical Treatment Required.* If an injury is minor and no medical treatment is required, the supervisor will complete the Incident Report and send to Human Resources.



- b) First Aid. Minor injuries requiring First Aid shall be treated in the workplace and an Incident Report will be completed and sent to Human Resources.
- c) Injuries Requiring Medical Treatment (not requiring ambulance transport) – Employees sustaining injuries that require medical treatment will be sent to Advocate Occupational Health, located in Niles, Illinois. If the injury occurs after 8 p.m. during a weekday or after 5 p.m. on the weekend, the employee will be sent to Lutheran General Hospital for treatment. Hours for Advocate Occupational Health in Niles, Illinois are Monday thru Friday (8 a.m. to 8 p.m.) and Saturday & Sunday (8:30 a.m. to 5 p.m.).
- d) Injuries Requiring Emergency Treatment/Ambulance Transport – Employees sustaining injuries that require ambulance transport to the emergency room will be taken to Lutheran General Hospital. Follow-up treatment will be at Advocate Occupational Health.

21.4 Determination of Fitness for Duty

- a) A City-approved physician will determine fitness for duty for all work-related injuries/illnesses.

21.5 Modified Duty Program

The City may require an employee who is receiving workers' compensation benefits to return to work in an available modified duty assignment, upon the following conditions:

- a) The City of Park Ridge is committed to providing injured and disabled employees the opportunity to return to gainful employment on a limited basis when appropriate, until able to return to full duty, whenever feasible. The intent of the program is to comply with all Federal and State Laws.
- b) Modified duty assignments will be considered on a case-by-case basis and shall be based on the operational needs of the City. Further, modified duty assignments are temporary and are reserved for employees who will be able to recover from their injuries. Modified duty assignments are intended to benefit the employee and the City and to the extent that modified duty assignments cease to serve the operational needs of the City, modified duty assignments will be terminated. Modified duty assignments may be made in the employee's usual department or another area within the City that offers work that the employee is physically able to perform. Supervisor cooperation and participation is mandatory to the extent of identifying and assigning employees appropriate work.
- c) Modified duty is a possible option only in cases where the injury or disability happened on the job. Off-duty injuries resulting in the employee being unable to return to work are not eligible for modified duty.



- d) A City-approved physician will determine when an employee is available for modified duty. Employees must be released to modified duty by the City-approved physician.
- e) A suitable position must be identified that is within the medical restrictions as described by City-approved Occupational Healthcare provider.
- f) Employees who are expected to return to duty within 12 months of accident or injury may serve in a modified duty position up to 90 days, subject to availability of modified duty assignments.
- g) Any exceptions to this policy must be approved by the City Manager.

21.6 OSHA Record Keeping Requirements

- a) Human Resources will maintain an OSHA 300 log for the City Hall building, and each outside facility will be responsible for maintaining the facility log.
- b) Retention of OSHA Records
The log and summary, OSHA No. 300, and the supplementary record, OSHA No. 101, must be retained in each establishment for 5 calendar years following the end of the year to which they relate.

21.7 Violations/Disciplinary Actions

The following violations are major offenses for which any employee could be discharged immediately. The decision as to what disciplinary action will be taken rests solely with management and is made on a case-by-case basis.

- a) Drug-Related Accidents
Employees who report to work when physically, mentally or emotionally impaired and unable to perform assigned responsibilities and are involved in an accident that results in injury and/or damage to property will be subject to a drug screen. The guidelines in the Drug-Free Workplace Policy and all collective bargaining agreements will be followed.
- b) Hazardous Acts
Employees who knowingly circumvent safety procedures, or violate safety rules or practices as well as employees who have been previously counseled for a similar incident may be subject to immediate discharge.

21.8

The following violations are offenses for which substantial penalties could be levied. Normally, an employee will be subject to progressive counseling. The decision as to what disciplinary action will be taken rests solely with management and is made on a case-by-case basis.

- a) Reporting Requirement. Failure to report all occupational injuries or acts that result in injury to conform to applicable OSHA regulations. This includes failure to report the accident to management within 24 hours of occurrence.



- b) Medical Attention. Failure to receive medical attention at the designated medical facility.
- c) Negligent Conduct. Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
- d) Irresponsible Actions. Behavior which creates risk of harm or actual harm to another person or the business, damage to company property or to the property or others while on company time or on the premises. This includes, but is not limited to: reckless use of company equipment; assault or attempted physical assault on any fellow associate or horseplay.



Department: Human Resources

Topic: **Benefits Policy Number 22**

Original Issue Date: 7/1/2014

22.0 Benefits

- a) The health, dental and life insurance provisions set forth below provide only a brief description of your benefits. Summary plan descriptions (SPD), which explain coverage of your health, dental and life insurance benefits in greater detail, are available from Human Resources. The actual plan documents, which are available by making a written request to the Human Resources Manager, are the final authority in all matters relating to benefits described in the Human Resource policies or in the summary plan descriptions and will govern in the event of any conflict. Additionally, the City reserves the right to change or eliminate any benefits at any time in accordance with applicable law or Council policy direction.

22.1 Group Medical Insurance Coverage

- a) If you are a regular full-time employee, the City offers group health and major medical insurance to you and your eligible dependents effective the date of your employment. At your option, you may elect coverage through any one of the health and major medical plans made available by the City. Specific information regarding plan provisions is available for your review in the Human Resources Department. For full-time employees, the City shall pay a portion of the monthly employee and dependent premium, as determined from plan year to plan year.
- b) The City may, at its option, modify plan design, extent of benefits, or change commercial insurance carriers.

22.2 Employee Assistance Program

- a) The City of Park Ridge provides an Employee Assistance Program for all employees. An Employee Assistance Program (EAP) is a professional and confidential counseling and information service designed to help resolve any personal concerns an employee or family member may have. EAP services are available 24 hours a day by calling 800/227-8620. Examples of personal issues commonly helped through an EAP include:

Marital and family conflict; interpersonal communication; stress and anxiety; alcohol or drug abuse; grief and loss; job pressures.

Information on the EAP is posted on City bulletin boards and available from Human Resources.



22.3 Group Dental Coverage

- a) If you are a regular full-time employee, the City offers group dental insurance to you and your eligible dependents effective from the date of your employment. The City shall pay a portion of the monthly employee and dependent premium, as determined from plan year to plan year.

22.4 Life Insurance

- a) Full-time employees receive basic term life insurance that is paid by the City. Additional supplemental term life insurance coverage is also available. Please see Human Resources for specific life insurance coverage information.

22.5 COBRA Provision for Continuation of Group Medical and Dental Coverage

- a) If you would otherwise lose your group coverage because of a reduction in your working hours or the termination of your employment for reasons other than gross misconduct on your part, you may be eligible to continue under the City's plan for a period of time as prescribed by COBRA law. The City will notify you of the time period for which continuation coverage may be provided, depending upon your individual situation.
- b) If you elect to continue coverage, you are responsible for payment of the full premium plus administrative fees which may change from time to time.

22.6 Conversion Privileges

- a) If you are no longer eligible for the City's group health, dental and/or life insurance coverage, you may be eligible to convert to an individual policy with the City carrier. For specific plan procedures governing conversion of coverage please contact Human Resources.

22.7 Disability Benefits through Illinois Municipal Retirement Fund (IMRF)

Note: All disability benefits in this section (temporary and total and permanent disability) are for **personal** injuries or illnesses. Please see Policy Number 23.7 "Duty-Related Injury or Illness Leave" for duty-related injuries and illnesses.

22.8 Temporary Disability Benefits

- a) IMRF eligible employees are eligible to receive temporary disability benefits. Temporary disability benefits are paid for a period of time equal to one-half of your credited service, but not more than 30 months. For example, if you have one year of IMRF service credit, six months are payable. With five or more years of service credit, 30 months of benefits may be payable.

Temporary disability benefits are payable under the following conditions:

- You are disabled by a physical or mental condition which makes you unable to perform the duties of any position that might be reasonably assigned by the City of Park Ridge.



- You have contributed as a participating member for at least 12 consecutive months since being enrolled as a participating member, and have at least nine months of contributing service in the 12 months immediately prior to the date of disability.
- The disability has existed for at least 30 consecutive calendar days and you are no longer receiving compensation from the City.

Temporary disability benefits may be discontinued as follows:

- You have used up all temporary disability benefits, or
- You return to work, or
- Your physician or the City's physician or IMRF's physician reports that you are able to return to work, even though there might not be a position available, or
- You refuse to submit to a physical examination requested by IMRF, or
- You fail to submit a medical report from your physician certifying continuance of disability.

22.9 Total and Permanent Disability Benefits under the Illinois Municipal Retirement Fund

- a) Total and permanent disability benefits are payable when a member who has used up all temporary disability benefits is unable to engage in any gainful activity whatsoever and the disability is expected to result in death or be of long and continued duration.
- b) IMRF total and permanent disability benefits can be paid to a maximum age of 65 years for those members who become disabled under age 60. If a member becomes disabled after attaining age 60, total and permanent disability benefits may be paid until five years after the original disability began. The five-year period includes the 30-day waiting period, temporary disability, and total and permanent disability combined.
- c) Additional reasons for terminating the payment of total and permanent disability benefits are as follows:
 - You receive wages or other compensation for personal services from any source whatsoever, or
 - A report by a physician states that you are no longer totally and permanently disabled, or
 - You refuse to submit to a physical examination requested by IMRF, or
 - You fail to submit a medical report from the treating physician to certify continuation of disability.



22.10 Amount of IMRF Disability Benefits

- a) The amount paid as an IMRF disability benefit depends on whether you receive Social Security Benefits, workers' compensation (including occupational disease) benefits, or have returned to work for a trial work period.
- b) The least that you can receive from all four sources is 50% of your average monthly earnings for the 12 calendar months prior to the date you are disabled.

22.11 Group Medical and Dental Benefit Continuation under Illinois Municipal Retirement Fund

- a) When you begin receiving temporary or total and permanent disability benefits under IMRF, your group dental insurance will cease. You may be eligible to continue your dental coverage under COBRA provisions.
- b) When you begin receiving permanent disability benefits under IMRF, you may continue your group medical benefits until age 65 by paying the full amount of the premium.

Please contact Human Resources for specific information on IMRF disability benefits and continuation of health benefits.



Department: Human Resources

Topic: **Leaves of Absence Policy Number 23**

Original Issue Date 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

23.0 General Provisions

- a) **Certain employees of the City are part of a recognized collective bargaining unit. In case of a conflict between these policies and any collective bargaining agreement between the City and a recognized bargaining unit the latter shall take precedence over these policies. If an issue is not addressed in the collective bargaining agreement, these policies shall control.**
- b) Employees must normally request a leave of absence in advance from their Department Head, except in situations where they are absolutely prohibited from doing so by emergencies or unforeseen circumstances. All leaves must be reviewed by the Human Resources Manager and City Manager for final approval.
- d) Employees will maintain employment status and previously accrued benefits while on approved leave.
 - Paid Leaves of Absence. Except where otherwise noted, employees will continue to accrue benefits during the time they are on approved paid leave from City service.
 - Unpaid Leaves of Absence. Employees are not entitled to the accrual of any seniority, vacation, service credit or other benefits during an unpaid Leave of Absence, unless otherwise proscribed by law.
- e) Time spent on extended, unpaid leaves of absence may not be counted as creditable service for pension purposes. Further, if the employee goes on an approved, unpaid leave of absence for a period in excess of thirty (30) calendar days and wishes to continue to be covered by the City's health, dental or life insurance, the employee is responsible for payment of the total monthly insurance premiums unless otherwise provided by law.
- f) It is the policy of the City of Park Ridge NOT to request the City Council to grant IMRF Pension Credit and Death and Disability Protection Leave Authorization for an employee going on unpaid leave of absence. Employees may be able to buy back this service upon return to work.

The reasons for this policy include:

- Should the employee become disabled or die while on said leave of absence, a considerable liability could accrue to the City and IMRF;



- The City incurs expenses for maintaining such coverage;
 - While on the leave of absence, the employee activities may increase his/her risk of serious injury and subsequent disability or death;
 - The City Council has indicated its desire to limit the exposure of the City to increased pension liability.
- g) Employees covered by a collective bargaining agreement will be granted leaves of absence in accordance with those agreements.

23.1 Medical and Family Leaves

See Family and Medical Leave Act Policy Number 30.

23.2 Personal Leave

- a) Emergency leave may be granted without pay by the department head for a period of up to three (3) working days when conditions warrant absence from work for compelling personal or business reasons.
- b) Personal leaves of absence may be granted when there is an urgent or compelling need for an employee to be absent to take care of important personal business. Personal leaves of absence will not be granted or extended to last for more than six (6) months.
- c) Personal leaves of absence (except for emergency leave) must be approved in advance by the Department Head, Human Resources Manager and the City Manager. All personal leaves will be unpaid, unless the employee has accrued unused vacation or compensatory time, in which case the employee will be required to utilize such leave concurrently with the requested personal leave.
- d) Employees on an unpaid personal leave of absence may continue their insurance coverage by paying current COBRA rates in advance each month during the leave.

23.3 Military Leave

- a) Military leaves of absence will be granted for required military duty as prescribed under state and federal laws. Employees who require military leave must notify their supervisor or Department Head as soon as possible after receiving military orders. Employees who are returning from military leave should notify the City as soon as possible when they know of their release from military service if the employee intends to return to work.
- b) Employees may be eligible for continued compensation for any period actively spent in military service, including basic training; special or advanced training, and annual training, pursuant to law. During leaves for annual training, employees will continue to receive regular compensation. Employees on military leave will continue to accrue seniority and benefits as if they were actively at work.



- c) Employees on a military leave of absence may continue their insurance coverage by paying their portion of the insurance premium (if any) in advance each month. If the required contribution is not paid, the insurance coverage will terminate and COBRA provisions will apply. Upon returning to work the employee may re-enter the group plan at open enrollment.

23.4 Educational Leave

- a) Regular full-time employees may be granted leave for purposes of taking coursework directly related to their work duties. Application for educational leave must be made in writing to the Department Head at least one month in advance of the coursework.
- b) Educational leave is unpaid unless the employee has unused, accrued vacation or compensatory time, which the employee may be required to use concurrently with the educational leave.
- c) Normally, educational leave shall not exceed twenty (20) working days, or one hundred sixty (160) hours in any calendar year. Exceptions may be made in cases where the coursework is of unusual merit to the City government.
- d) All educational leaves must be approved in advance by the Department Head, the Human Resources Manager, and either the Library Director or the City Manager.

23.5 Victims' Economic Security and Safety Act ("VESSA") Leave

Employees who are victims of domestic or sexual violence or who have a family or household member who is a victim of domestic or sexual violence may take up to twelve (12) weeks of unpaid leave in any twelve (12) month period to address needs for medical attention, recovery, counseling, safety planning, and to seek legal assistance to ensure victim safety, including court proceedings related to the violence. If you have questions relating to this form of unpaid leave, please contact your Human Resources.

23.6 Sick Leave

- a) Please see Policy Number 27 for information related to Sick Pay/Leave Policy for employees hired before July 1, 2014 and Policy Number 26 for employees hired after July 1, 2014.

23.7 Duty-Related Injury or Illness Leave (Disability Leave)

- a) You are covered under worker's compensation for injuries or illnesses related to your work. In the event of an accident at work, no matter how minor, supervisors and employees are required to complete the correct forms in a timely manner and report the injury or illness to the Human Resources Department.
- b) All duty-related accidents or illness are to be reported immediately to the department supervisor, even if medical attention is not required. The Incident



Report Form is to be completed by the supervisor immediately and returned to Human Resources within 24 hours.

- c) All accidents and illnesses will be thoroughly investigated. If it has been determined that you have been injured in the line of duty, or contracted a duty-related illness you may be eligible for worker's compensation benefits.
- d) If you are a police officer or firefighter whose injury is covered by the Public Employee Disability Act, 5 ILCS 345, you may be eligible for continued compensation for up to one year for days off due to your line of duty injury. Any Worker's Compensation payments made to you during this period will be signed over to the City, and you must comply in full with the provisions of the Act.
- e) All absences from work due to duty-related injury or illness shall be recorded as "Injury on the Job" and not charged against other accrued leave benefits.

23.8 Sick Leave at Retirement or Termination

- a) This applies only to employees in the City's Tier 1, hired before January 1, 2012. It does not apply to employees in the City's Tier 2 or Tier 1 employees hired on or after January 1, 2012. For Tier 1 employees hired on or after January 1, 2012, the City may authorize the payments below if the payment does not increase the employee's final earnings over the 106% cap contained in 40 ILCS 5/7-172(k). In the event the City pays less than available unused sick leave compensation at the time of retirement, the employee may receive payment for the remaining balance up to the maximum approximately 90 days following the employee's retirement date.

Full-time Tier 1 employees who retire or resign in good standing may be eligible to receive compensation for unused, accrued sick leave as follows:

- The employee must have accrued sick leave of a minimum of 120 days.
- The employee may receive compensation for 35% of all unused accrued sick leave days in excess of 120 days, up to a maximum of 180 days.
- Instead of receiving monetary compensation for sick leave days accrued in excess of 120, employees may opt to have unused accrued sick leave days converted to medical coverage upon retirement. A determination of what the conversion rate is will be given to the employee upon request.



Department: Human Resources

Topic: **Holiday Leave Policy Number 24**

Original Issue Date 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

24.0 Collective Bargaining Units

- a) **Certain employees of the City are part of a recognized collective bargaining unit. In case of a conflict between these policies and any collective bargaining agreement between the City and a recognized bargaining unit the latter shall take precedence over these policies. If an issue is not addressed in the collective bargaining agreement, these policies shall control.**

24.1 Exempt Management Employees

- a) Each year a holiday schedule designated by the City Manager (City Hall) and the Library Director (Library) will be distributed. Although specific dates and designated holidays may change from year to year, exempt and management staff will normally be given eight (8) (City Hall) and eight (8) (Library) pre-determined paid holidays each year.
- b) When an exempt employee is required to work on a designated holiday, the employee must take another day off within 30 days or forfeit the paid day off. Battalion Chiefs (Fire) will be given comp time.
- c) Employees who terminate or retire will not receive pay for unused holidays.
- d) The City Manager reserves the right to close City Hall early the day before a holiday at his discretion.
- e) The Library normally closes early on July 3 and the evening before Thanksgiving Day.

24.2 Full-Time FLSA Non-Exempt Non-Union Employees

- a) Full-time employees who are FLSA non-exempt will be eligible to receive holiday pay.
- b) Any employee who does not work on the designated holiday will receive straight pay for the holiday for the normal scheduled hours.
- c) Employees scheduled to work on a designated holiday will receive time and one-half for all time worked on the holiday, in lieu of any other overtime.
- d) Employees who terminate or retire will not receive pay for unused holidays.



- e) Fire Lieutenants who work a designated holiday will be paid at one and a half times the rate of pay or time coming.

24.3 Part-Time Employees

- a) To be eligible for holiday leave, part-time employees must be enrolled in the Illinois Municipal Retirement Fund (IMRF).
- b) Part-time employees who do not work on the designated holiday will receive straight pay as determined by their normal work schedule.



Department: Human Resources

Topic: **Vacation Policy Number 25**

Original Issue Date: 1/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 2/1/2006

Revised: 7/1/2014

25.0 Vacation Accrual Policy for Full Time Employees (37.5 Hours Per Week)

- a) The vacation policy applies to all full-time employees of the City of Park Ridge hired before July 1, 2014 (city's Tier 1 employees), whose positions are not covered by a collective bargaining agreement, and who regularly work thirty-seven and one-half (37.5) hours per week. This policy does not apply to employees hired after July 1, 2014; (city's Tier 2 employees) are granted paid time-off under policy number 26.
- b) Employees earn and accrue vacation hours beginning the first pay period of employment. The rate of vacation accrual is based on the employee's years of service at his or her anniversary date.
- c) Vacation may be used in one hour increments.
- d) Vacation should normally be taken in the year in which it is accrued. An employee with 10 years of service or less will not be allowed to carry over more than the equivalent of 300 vacation hours to the next calendar year without the written approval of the City Manager. An employee with 10 years of service or more will not be allowed to carry over more than the equivalent of 337.5 vacation hours to the next calendar year without the written approval of the City Manager.
- e) Fire Department supervisors including Battalion Chiefs may accrue and carry over up to a maximum of 36 vacation days. Vacation days in excess of 36 will be lost as of the pay period encompassing January 1 each year.
- f) Vacation time not approved cannot normally be taken. The City Manager and Department Head may approve "borrowed" time, however a written agreement for payback on January 1 or at time of termination (whichever is first) must be authorized by the employee prior to taking of time off.
- g) Vacation reconciliation will be done the pay period in which January 1 falls.
- h) Vacation days must be scheduled in advance and approved by the employee's supervisor. Although vacation scheduling is first-come, first-serve in the event of a conflict, the employee with the most seniority will be given first consideration.



- i) Employees who are separated from City service will be compensated for all unused, accrued vacation. This pay will be at the regular rate of pay in effect at time of separation.
- j) Part-time employees must be IMRF eligible to receive vacation pay. Vacation pay for part-time employees is paid at straight time as determined by the average number of hours worked during a normal workweek. The Library will adopt this policy as of May 1, 2001.
- k) Any employee transitioning from part to full-time status will keep any accrued vacation time and the employee's accrual rate for benefits will be based on the total years of continuous service, regardless of full or part-time status.

Non-Union City Employees hired before July 1, 2014:

Full Time Regular (37.5 hour work week)

Years of Continuous Service	Annual Vacation Hours	Annual Vacation Days	Accrual Rate Per Pay Period
1-5 yrs.	105	14	4.038
6	112.5	15	4.327
7	120	16	4.615
8	127.5	17	4.904
9	135	18	5.192
10	142.5	19	5.481
11	150	20	5.769
12	157.5	21	6.058
13	165	22	6.346
14	172.5	23	6.635
15+	217.5	29	8.365

Full Time Police Commander (40 hour work week)

Years of Continuous Service	Annual Vacation Hours	Annual Vacation Days	Accrual Rate Per Pay Period
1-5 yrs.	112	14	4.308
6	120	15	4.615
7	128	16	4.923
8	136	17	5.231
9	144	18	5.538
10	152	19	5.846
11	160	20	6.154
12	168	21	6.462
13	176	22	6.769
14	184	23	7.077
15+	232	29	8.923

Vacation Accrual for Fire Battalion Chiefs hired before July 1, 2014:

Years of Continuous Service	Annual Vacation Hours	Annual Vacation Days
1 – 9	378.25	17
10 – 15	445	20
15+	534	24

Please see the Library Appendix for Library Employee accrual rates.



Part-time Employees:

- a) Part-time employees must work a minimum of 1,000 hours per year to be eligible for vacation leave, and must be eligible for IMRF as required by law. Vacation should normally be taken in the year in which it is accrued. An employee will not be allowed to carry over more than the equivalent of 60 hours of vacation time to the next calendar year without the written approval of the City Manager.

- b) Any employee transitioning from part to full-time status will keep any accrued vacation time and the employee's accrual rate for benefits will be based on the total years of service, regardless of full or part time status.

All IMRF-eligible part-time employees hired before July 1, 2014 will be assigned to the following schedule and will accrue vacation beginning their first paycheck:

Years of Continuous Service	Annual Vacation Hours
0-5	20
6	24
7	28
8	32
9	36
10	40
11	44
12	48
13	52
14	56
15+	60



Department: Human Resources

Topic: **Paid Time-Off Policy Number 26**

Original Issue Date: 7/1/2014

26.0 Paid Time-Off Policy, Tier 2 Employees

- a) This policy is in effect for all employees hired after July 1, 2014 and any employees in service prior to July 1, 2014 who voluntarily opt into the PTO bank instead of vacation, and sick time.
- b) *Collective Bargaining Agreements:* Certain employees of the City are part of a recognized collective bargaining unit. In case of a conflict between these policies and any collective bargaining agreement between the City and a recognized bargaining unit the latter shall take precedence over these policies. If an issue is not addressed in the collective bargaining agreement, these policies shall control.
- c) This Paid Time Off (PTO) policy eliminates the distinction between sick and vacation time. PTO is an accrual of time, which an employee can use for any purpose such as vacation, other leisure time, personal illness, to care for another person who is ill, etc. PTO encompasses all time off, except specific leaves which are covered under Policy Number 23 and any other policy regarding specific leaves.
- d) Employees requesting to use PTO for a planned absence are required to give advance notice to their supervisor. Employees who need to use PTO for an unplanned absence, need to give notification to their supervisor at least 30 minutes before the start of their shift. Employees are required to give their supervisor the reason for the unplanned absence, such as illness of themselves, their spouse, or any member of their immediate household. Use of PTO for illness is not to be abused by the employee and excessiveness absenteeism will not be tolerated. The City reserves the right to require the employee to verify illness of themselves, their spouse, or any member of their immediate household via a healthcare provider's note or any other communication deemed appropriate by the City.
- e) Full-time Regular Employees earn PTO according to the following accrual schedule:



Years of Continuous Service	Annual PTO Hours	Annual PTO Days	PTO Hours Accrued Per Pay Period
0-5	150	20	5.769
6	157.5	21	6.058
7	165	22	6.346
8	172.5	23	6.635
9	180	24	6.923
10	187.5	25	7.212
11+	195	26	7.500

f) Part-Time Regular Employees earn PTO according to the following schedule:

Years of Continuous Service	Annual PTO Hours
0-5	20
6	24
7	28
8	32
9	36
10	40
11	44
12	48
13	52
14	56
15+	60

e) *PTO Carry-Over:* Employees may carry-over up to 262.5 hours (35 days) from year to year. Department heads may, with City Manager approval, allow the employee to carry over additional PTO days. Employees must submit a request for the additional days to be carried over to their Department Head. If the request is granted, the additional PTO days must be used in the first quarter.



- l) Non-union Fire Department supervisors including Battalion Chiefs who opt into the PTO Policy or promoted after July 1, 2014, may accrue and carry over up to a maximum of 24 shift days, at 22.25 hours per shift day, 534 hours total can be accrued. Accrued time in excess of 534 hours will be lost as of the pay period encompassing January 1 each year.

- g) *PTO Pay out upon Retirement or Termination:* Accrued PTO remaining in the employee's bank will be paid out upon retirement or termination. Instead of being paid out, employees can opt to have their unused PTO days converted to medical coverage upon retirement. A determination of what the conversion rate is will be given to the employee upon request.



Department: Human Resources

Topic: **Sick Pay Policy Number 27**

Original Issue Date: 8/1/99

Revised: 7/1/2001

Revised: 9/1/2002

Revised: 2/22/2008

Revised: 7/1/2014

27.0 This policy is in effect for employees hired before July 1, 2014. The City of Park Ridge recognizes that it may be necessary for some employees to be absent due to illness, whether personal or immediate family. To properly schedule work in accordance with the needs of the department and increase the effectiveness and ability to satisfy the needs of our customers, absences must be for good cause and within reasonable limits.

27.1 If the City determines that an employee has patterns of absence that become excessive, or has four (4) or more occurrences in a rolling twelve (12) month period, the employee's supervisor, in conjunction with Human Resources, will review the reason for such absences. Excessive absenteeism may be subject to discipline as outlined in the Personal Conduct Expectations policy.

27.2 Department Heads are responsible for the attendance of their department and are to complete attendance records including leave time, sick leave, overtime, etc.

27.3 Sick leave is intended to provide employees with paid time off during occasional periods of illness, or in the event of certain unavoidable medical emergency situations. Sick leave shall not be used for matters of personal convenience, such as (but not limited to) weddings, graduations, or personal business. Sick leave may be used in the following instances only:

- a) Personal illness or injury (non-work related)
- b) Personal medical or dental appointment if unable to schedule during off-duty
- c) To care for a sick spouse, dependent or member of employee's immediate household.

27.4 Employees are expected to pre-arrange any absences with their supervisor a minimum of two days in advance. In emergency situations employees who are unable to report to work as scheduled are required to contact their supervisor no later than thirty (30) minutes prior to the start of their shift. Employees are not to contact the Human Resources department.

- a) Employees who are absent due to illness, or pre-arranged medical or dental appointments must use sick leave time. If no sick leave time is available, the employee will not be paid for the time off unless it falls within the guidelines of FMLA, in which case the paid leave time substitution rules will apply. Generally, if no banked leave time is available, time off will be unpaid (in accordance with FMLA and FLSA regulations).



- b) Generally and to the extent provided by law, employees who are ill and on paid sick leave are expected to be confined to their place of residence or be hospitalized, unless en route to, from or at the doctor's office or pharmacy.
- c) The City reserves the right to require the employee to verify illness of themselves, their spouse, or any member of their immediate household via a healthcare provider's note or any other communication deemed appropriate by the City.
- d) Employees who are sick for three (3) or more consecutive days, must present a completed Medical Certification Form in order to return to work. If the employee does not provide appropriate medical documentation, the employee may not be allowed to return to work, and such time off will be considered an unpaid leave of absence subject to the terms and conditions of that policy.
- e) Employees who are absent for three (3) consecutive days without notifying their supervisor will be considered terminated.

27.5 Sick Leave Accumulation

- a) Regular full-time employees earn and accumulate one day of sick leave per calendar month of employment.
- b) Fire Battalion Chiefs earn and accumulate 6 days (133.5 hours) of sick leave per calendar year of employment.
- c) Part-time employees who are IMRF-eligible earn four hours of sick leave per calendar month of employment.
- d) Employees covered by a collective bargaining agreement will be paid in accordance with that agreement.
- e) The maximum sick leave accrual is two hundred forty (240) workdays for full-time employees.
- f) The maximum sick leave accrual is 96 hours for part-time employees who are IMRF-eligible.
- g) Any employee transitioning from part to full-time status will keep any accrued sick leave.

27.6 Sick Leave Extension

- a) An extension to paid sick leave may be granted in situations where the employee has an extended illness and all accrued sick leave, vacation leave and compensatory time has been used. Human Resources will monitor extended illness and determine when an employee will deplete all paid sick leave and pension disability. Upon verification of continued illness, the City Manager may authorize continued paid sick leave.



- b) Employees covered by a collective bargaining unit will be paid in accordance with that agreement.

27.7 Sick Leave Verification and Documentation

- a) Illnesses resulting in three (3) or more consecutive workdays of lost time will require a Medical Certification Form to verify illness/injury and ability to return to work.
- b) In the event the absence is to continue beyond seven (7) consecutive days, the following procedures will apply:
 - i. All injuries/illnesses requiring time off in excess of seven (7) consecutive days will require medical certification.
 - ii. The employee must provide Human Resources with a physician's statement indicating diagnosis, prognosis and estimated return to work date.
 - iii. Updated medical certification will be required every two weeks from the physician indicating prognosis and estimated return to work.
 - iv. Continuation of paid leave time is contingent upon receipt of continued medical certification.
 - v. The City of Park Ridge reserves the right to send the employee for an Independent Medical Examination to verify the status of the employee's condition and ability to perform job duties.
- c) If the illness or injury falls within Family Leave definitions, the time off will be designated as FMLA and FMLA provisions will apply.
- d) Types of illnesses that are **not** considered serious health conditions (and therefore not considered eligible FLMA illnesses) by the Department of Labor include common cold, upset stomach, flu, headaches other than migraine, ulcers, ear aches, routine dental or orthodontic problems including periodontal disease.
- e) The supervisor reserves the right to request medical verification and/or documentation for absences less than three (3) days when the supervisor has determined that an employee has patterns of absence, or has taken an excessive amount of sick leave (non FMLA leave).

27.8 Disability Periods

- a) Employees who are disabled due to serious health related conditions, as covered by the Family and Medical Leave Act, and are off work for one (1) day up to twelve (12) weeks will be treated in accordance with the Family and Medical Leave Act.
- b) Employees who continue to be disabled and unable to perform their regular duties for medical reasons after their twelve (12) week Family Leave period may request a personal leave of absence. Provisions as outlined in the Leaves of Absence



policy will be in effect. The total leave, including FMLA, normally will not exceed six (6) months, unless otherwise consistent with the law as a reasonable accommodation.

- c) Employees may be eligible for temporary disability benefits through the Illinois Municipal Retirement Fund. Eligibility for temporary disability benefits include:
 - i. The employee must be unable to perform the duties of any position reasonably assigned by the City.
 - ii. The employee must have at least twelve (12) months of continuous service prior to the disability period.
 - iii. There is a 30-day waiting period for temporary disability benefits through IMRF.
 - iv. All earnings from the City will cease while receiving temporary disability benefits through IMRF.
- d) Maternity leave will be treated as any other medical leave.

27.9 Modified Duty

- a) The City of Park Ridge will not normally provide modified duty for personal illness or injury. If, however, an employee requests modified duty and suitable work is available and appropriate in light of applicable laws, such work may be offered within the guidelines for modified duty, Workers Compensation Policy Number 21.

For information regarding the Family and Medical Leave Act, see Policy Number 30.



Department: Human Resources

Topic: **Bereavement Leave Policy Number 28**

Original Issue Date: 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

28.0 Funeral Leave

- 1.1 When it is necessary for an employee to be absent for purposes of funeral arrangements and/or attendance at a funeral for a member of their immediate family, provisions are made to cover such absences without employee loss of wages or salary.
- 1.2 Normally, such excused absences are to be limited to three (3) consecutive days for full-time employees and up to twelve (12) hours over three consecutive days for part-time employees. Additional time off may be granted upon prior approval of the department head.
- 1.3 Immediate family is defined as: spouse, (step) parent, (step) child, grandchild, grandparent, mother-in-law, father-in-law, brother, sister, brother-in-law or sister-in-law.
- 1.4 One paid funeral leave day may be taken for attendance at the funeral of an aunt, uncle, first cousin, niece or nephew.
- 1.5 Paid leave for funeral attendance for non-immediate family members not listed above will be reviewed by the Department Head and Human Resources on a case-by-case basis and is only approved for unique circumstances.
- 1.6 Vacation time must be utilized for any bereavement leaves that are not permissible under this policy. If an employee has no vacation time available, the employee may use compensatory time or be granted bereavement leave without pay.



Department: Human Resources

Topic: **Jury and Civil Duty Policy Number 29**

Original Issue Date 8/1/99

Revised: 1/1/2001

Revised: 5/1/2003

Revised: 7/1/2014

29.0 Jury Duty

- a) All employees shall be permitted necessary time off from work upon receipt of an appropriate court order directing them to report for jury duty. The employee's supervisor and Human Resources must be advised of this order as soon as possible.
- b) Full-time employees will be paid their normal salary while on jury duty, up to a maximum thirty (30) days. The employee may keep the check received for jury duty pay to cover daily expenses. The employee will receive pay from the City for normally scheduled work days/shifts only.
- c) If the period of jury duty is less than a normally scheduled shift for the employee, the employee will check in with their supervisor to determine if the employee should come to work for the remainder of their normally scheduled shift.

29.1 Civil Duty Leave

- a) Regular full-time employees who are subpoenaed to appear on any matter connected with their employment by the City will receive pay for time lost from work. Any payment received shall be turned over to the City in order to qualify for regular compensation.



Department: Human Resources

Topic: **Family Medical Leave Act Policy Number 30**

Original Issue Date: 8/1/99

Revised: 7/1/2014

Family and Medical Leave Act (FMLA)

30.0 General Policy

The City has adopted this policy to implement the provisions of the Family and Medical Leave Act of 1993 (Public Law 103-3) (collectively referred to as "FMLA"). The terms used in this Section shall have the same meanings ascribed to said terms in the FMLA.

30.1 Applicability

An eligible employee is entitled to a total of twelve (12) work weeks of leave during a twelve month period, as defined herein, for any one or more of the following reasons:

- a) The birth of a son or daughter, and to care for the newborn child within the twelve (12) months after birth;
- b) The placement with the employee of a son or daughter for adoption or foster care and to care for the child within the twelve (12) months after placement;
- c) To care for the employee's spouse, son, daughter or parent (but not a parent in-law) with a serious health condition;
- d) Because of a serious health condition that makes the employee unable to perform the functions of his or her job. (See Policy 23 for paid leave provisions.); and
- e) Due to any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces, National Guard or Reserves in support of a contingency operation.

Entitlement to leave for the birth of a child or for adoption or foster care will expire twelve (12) months from the date of birth or placement. Spouses are entitled to a combined total of twelve (12) weeks of leave for the birth or placement of child, or the care of a parent.

An eligible employee who is the grandparent of a person called to military service lasting longer than 30 days pursuant to a state or federal deployment order may also be entitled to up to 15 days of unpaid family military leave during the time the deployment order is in effect, if the employee has exhausted all available vacation and personal time.

Additionally, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member 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 leave in a single 12-month period to care



for the service member. This Military caregiver leave is available during “a single 12-month period” (i.e. such leave is only available one time for the care of the service member) during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

30.2 Eligibility

Employees who have been employed by the City for at least twelve (12) months, which need not be consecutive, and for 1,250 hours over the previous twelve months immediately preceding the leave shall be eligible for family and medical leave. Except under certain circumstances for those employees designated by the Act as “highly compensated employee”, employees will be returned to the same or equivalent position after taking family leave.

30.3 Definition of Serious Health Condition

A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:

- a) Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by a health care provider, or
- b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.
- c) “Regimen of continuing treatment” includes a course of prescription medication, and/or therapy requiring special equipment to resolve or alleviate the health condition.

This definition is not complete in its entirety; see Human Resources for specific, detailed description of serious health condition.

30.4 Computing the Twelve-Month Period

Employees are entitled to twelve workweeks of FMLA leave during a twelve-month period. The twelve-month period is measured using a ‘rolling’ 12-month period backward from the date the employee’s first FMLA leave begins.

30.5 Notice

An employee must provide the City with at least thirty (30) days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If thirty (30) days’ notice is not practicable, 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 shall be given as soon as practicable which generally means either the same day or the next business day that the employee learns of the need for the leave. Failure to provide timely notice may result in a delay or denial of leave.



Employees are required to comply with their Department's usual and customary policies for reporting absences and requesting leaves even where the absence is covered by FMLA, absent "unusual circumstances."

Whenever an employee is absent under circumstances that would otherwise qualify as FMLA leave and normally be eligible, the City will consider such incidents as "notice" that the FMLA may apply to the leave request.

30.6 Retroactive Designation of Leave

If the employee does not request Family Leave, the City of Park Ridge reserves the right to designate time off as FMLA Leave. Designation may be made retroactive while leave is in progress or within two business days of the employee's return to work. All retroactive designation of leave will be made in accordance with the Family Medical Leave Act rules and regulations.

30.7 Continuation of Health and Retirement Benefits: During any FMLA leave, the City shall maintain the employee's coverage under any group health, dental and life plan maintained by the City under the same conditions that existed when actively employed. Employees are obligated to continue to make the same co-payments of insurance premiums as made while actively employed. Employees going on unpaid FMLA leave will be informed at the beginning of the unpaid leave period of the right to continue group health and dental insurance, the responsibility for premiums, the amount due, and frequency of insurance premium payments. Premium payments more than thirty (30) days late can result in the City terminating group health and dental insurance coverage. However, group health insurance coverage will be restored, without a waiting period, immediately upon the employee's return from FMLA leave. Employees who fail to return from unpaid FMLA leave for reasons other than (1) the continuation of a serious health condition of employee or a covered family members or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason) may be required to reimburse the City for the cost of portion of the premium paid by the City.

The retirement plan (when applicable) will be continued on the same conditions as coverage would have been provided if the employee had been actively employed during the entire leave, unless specified differently in a collective bargaining agreement, **provided the employee is using accrued paid leave time** during the term of the family leave. If FMLA leave is unpaid, the City will not contribute to the Illinois Municipal Retirement Fund for employees on unpaid leave. The employee may be eligible to purchase this time upon return from leave, in accordance with IMRF rules and regulations.

An employee is not entitled to the accrual of seniority, vacation, service credit or other benefits during unpaid Family Medical Leave. An employee who takes family or medical leave will not lose any employment benefits that accrued before the leave date began.

30.8 Application of Paid Leave:

In all qualifying instances, the City will require an employee to substitute paid leave for unpaid FMLA leave:



- a) **Leave for Child Care After Birth or Placement of a Child:** Employees shall be required to first use any and all vacation leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid.
- b) **Leave for Serious Health Condition of a Family Member:** Employees shall be required to first use any and all accrued sick leave, then vacation leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid.
- c) **Leave for Serious Health Condition of the Employee:** Employees shall be required to first use any and all accrued sick leave, then vacation leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid.

Employees using all available eligible paid leave accruals before the end of a scheduled FMLA leave will be in an “unpaid” status for the remainder of the leave. While in a “non-paid” FMLA leave status, employees with a serious medical condition may be eligible for disability benefits under the applicable pension program. Receipt of disability benefits under a pension program or through workers’ compensation benefits does not extend the maximum limit of FMLA leave entitlement; rather these benefit will run concurrently with FMLA leave.

30.9 Intermittent, Reduced Schedule Leave

FMLA leave taken to care for a family member with a serious health condition or for an employee’s own serious health condition may be taken intermittently or on a reduced leave basis if medically necessary. If an employee requests intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the City may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates recurring periods of leave than does the employee’s regular position. The employee must make a reasonable effort to schedule intermittent leave for planned medical treatment so as not to unduly disrupt the City’s operations.

30.10

FMLA taken for care of a newborn, or adopted or foster child may be taken intermittently or on a reduced leave basis only upon the City’s approval.

30.11 Certification

The City may request that employees eligible for FMLA leave because of a serious health condition to themselves or a family member as defined above have the treating health care provider complete a *Certification of Health Care Provider for Employee’s Serious Health Condition* or a *Certification of Health Care Provider for Family Member’s Serious Health Condition*.



Employees have fifteen (15) days to submit their certification form to the Human Resources Division after it is requested.

At its discretion and its expense, the City may request a second medical opinion as to the employee's health condition. If the certification from the employee's health care provider and the second opinion differ, a third medical opinion will be required. A health care provider agreed on jointly by the employee's and City's health care providers will submit a third opinion, the results of which will be binding.

The City will require recertification for leave due to an employee's serious health condition following the minimum duration of a condition as stated in the certification form or every thirty (30) days. The City may request recertification more frequently as permitted by law. In all instances, the City requires recertification every six (6) months in connection with an FMLA medical leave. The City will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification. The City may provide the health care provider with the employee's attendance records and ask whether the need for leave is consistent with the serious health condition

Employees shall be notified if submitted medical certifications are incomplete or insufficient and must correct any deficiencies within 7 days or as otherwise permitted by the City. The City may delay or deny FMLA leave to employees who fail to timely submit a requested *Certification of Health Care Provider for Employee's Serious Health Condition* or *Certification of Health Care Provider for Family Member's Serious Health Condition* or otherwise fail to timely correct deficiencies. With the employee's permission, the City (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. All documentation of an employee's personal or family member's health conditions will be held in strictest confidence and maintained in a separate medical records file maintained in the Human Resources Division.

30.12 Concurrent Running of Other Leave

Any health related leave provisions provided for in other sections of the City policies and union contracts shall run concurrently with the leave provisions provided for under this Section.

30.13 Reinstatement

During the leave, the employee may be required to report periodically on the employee's status and the employee's intentions to return to work. Any extension of time for the employee's leave of absence must be requested in writing prior to the employee's scheduled return to work date, and the employee will be required to provide a recertification if the employee remains eligible for FMLA leave.

Employees on FMLA leave for their own serious health condition must provide fitness for duty releases from their health care provider before they will be permitted to return to work.

Except under circumstances for those employees designated by the Act as "highly compensated", employees 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. If an employee is unable to return to work at the end of the original FMLA leave period due to a continuation of a serious medical condition, the employee should contact Human Resources to review available options. If an employee is unable to return to work at the end of an FMLA leave for reasons other than a continuation of a serious medical condition may be subject to discipline, up to and including termination.

30.14 Application to Spouses

Spouses working for the City who are eligible for FMLA leave shall be permitted to take only a combined total of twelve (12) work weeks for FMLA leave during the 12-month period for child care after the birth of a son or daughter, or after the placement of a son or daughter for adoption or foster care, or to care for a parent (but not a parent-in-law) with a serious health condition.

30.15 Conflicts

To the extent that there may be any conflict between the FMLA and this Section, the provisions of the FMLA shall control.



APPENDIX – PARK RIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

All City of Park Ridge policies apply to Park Ridge Library employees, except where there is a conflict between policies listed elsewhere and policies listed here. In that case, policies listed in this appendix apply to Park Ridge Library employees.

LIBRARY MISSION STATEMENT

The mission of the Park Ridge Public Library is to provide the community with access to information, recreation and enlightenment by promoting materials, programs and services.

LIBRARY VISION STATEMENT

The vision of the Park Ridge Public Library is to be a community resource that dynamically provides fresh formats, materials for personal growth and stimulating programs, accomplished through a friendly and professional staff in an enhanced building with up to date technology.

STANDARDS OF SERVICE EXCELLENCE

We have created these Standards of Service Excellence based upon the premise that the actions of one single individual can create or change the image of the Library and of all staff members in the eyes of our patrons and associates. Therefore, we have standardized certain behaviors and responses so that all may receive the same consistent level of excellent service. These standards apply to all areas of service both in person, online and on the telephone.

Friendly – Create an atmosphere that makes people feel welcome the moment they enter the building or your work area. Greet with a “hello” when possible.

Attentive/Observant – Acknowledge people with eye contact or a smile as quickly as possible. Always leave paperwork, conversations with others and the computer to help a person. Be aware of the actions of an individual that may signal the need for special assistance.

Enthusiastic – Be enthusiastic, enthusiasm is contagious; it improves the work environment and causes patrons and residents to look forward to their visit.

Empathetic – “What if this were happening to me?” is one of the best questions to ask us when an individual is experiencing a problem. “Asking what would I want the Library to do for me if I were in this situation?” gives us an indication of the action necessary to show that we understand and want to assist in the solution of the problem.

Knowledgeable – Develop a thorough working knowledge of the Library's services and which department(s) provide them. Use this knowledge to answer questions, solve problems or direct an individual to the appropriate department or person.

Professional – Professionalism is a matter of attitude, not academic degrees. We must appear and conduct ourselves in a professional manner while working, regardless of job classification. Professional appearance should be consistent with the highest standards in the field. Professional demeanor while working includes such things as



refraining from personal conversations and telephone calls, eating, drinking or chewing gum in public view, refraining from making any negative comments about other employees, patrons, the Library, the City or other organizations where it may be overheard by the public.

Proud – Display an attitude of pride in the quality of our work and the services we provide. Acknowledge the achievements of our colleagues.

Diplomatic – Be diplomatic and tactful in all situations. Although patrons or colleagues may not always be right, it is essential that they never be treated as though they are wrong. Care must be taken to avoid offending or embarrassing an individual, or causing one to lose face in front of his or her peers.

Listen – Communication occurs only when the person to whom we are talking hears what is being said. We should always listen carefully to understand not to judge a situation or individual. By understanding, we are able to respond in calming, confidence-building language and avoid aggravating, confidence-destroying language. By restating what we have heard, we indicate that we have understood what has been said.

Courteous – Always conduct yourself in a gracious and courteous manner to everyone.

Appreciative – Always thank patrons for using our services and facility. Always thank other employees for their thoughtfulness or help.

Cooperative – Be a team player. Understand, accept and practice these standards. Understand that they are the benchmark against which all our activities will be seen and evaluated.

STANDARDS FOR PROCESSES AND PROCEDURES

Convenient – Within the framework of the Library's purpose and mission, all processes and procedures are designed for the convenience of library patrons, not employees. Services and facilities must be easily understood and used. Our responsibility is to accommodate the patron.

Flexible – Although rules and regulations are important, they can never be detailed or extensive enough to cover every situation. Rules cannot solve problems - people can. Rules exist to give us guidelines and parameters within which to solve problems. Unnecessary rules or rules that are too difficult to explain or enforce do not permit excellent service. These should be brought to the attention of management.

Solution-driven – Avoid giving the patron the run-around. Take ownership of a misdirected patron; do not just point them in another direction. Whenever possible, accompany the patron to the appropriate person or location that can help them. If you have to transfer a patron who has been misdirected, place the person on hold and explain the situation to the next person before you transfer the call.



Efficient & Accurate – We are responsible to understand all procedures and processes within our area of responsibility or that have direct bearing on processes within our area of responsibility. We must stay informed regarding changes so that all tasks can be performed correctly the first time.

Responsive – Always indicate our course of action with every request. Be as specific as possible with a patron concerning when he or she may expect a response. Always respond by the time we promised, even if it is to tell the patron that we are still working on his or her request. Remember that the entire organization-every staff member-has promised the patron excellent service.

Image Conscious – Every employee must guard and promote our image, being aware that image and quality are linked. Understand that every move we make, every word we say, every decision we make is always a statement about quality, and reveals what we think about our patrons, our services and ourselves.

Complaints – Every effort should be made to respond positively to every question or complaint when and where it is received, even if the response is "Yes, that is a problem. Let me take you to someone who will help you." If no one is available, provide the patron with the name of the supervisor who can discuss the problem with him or her and/or provide him or her with a patron comment form. Do not make excuses for the problem; just direct the patron to the person who can best help them with the problem.

Use of Standards

Every employee must be aware that these standards require the acceptance and cooperation of all to be effective. These standards are only as good as our understanding and implementation of them. Just as with rules and procedures, they are designed to be guidelines and set parameters. They are regularly reviewed and revised.

Every employee is encouraged to contribute ideas for changes and/or improvements to these standards and to the general work environment.

If an employee has trouble understanding or meeting any of these standards, that employee has the responsibility to communicate that to his or her supervisor. Each supervisor is responsible for responding to employees' questions, problems and ideas concerning these standards.

New employees will be introduced to these standards during their initial training period.



HOURS OF WORK:

The weekly schedule varies from department to department based on the needs of each department. In order to cover all of the hours that the library is open, staff are scheduled to work a combination of morning, afternoon and evening shifts, including Saturdays and Sundays. Sunday is a regular workday, employees scheduled to work on a Sunday are paid straight time.

The Library's workweek runs Sunday through Saturday.

Full-time employees are scheduled to work 37.5 hours per workweek. Part-time employees are scheduled to work a total number of hours per pay period as determined by their position.

Library Meals and Work Breaks:

Meal periods are one hour of the employee's own time when working a 7 or 7.5 hour shift. These periods are scheduled by the employee's supervisor. Exceptions must be approved by the employee's supervisor.

Employees may take a paid fifteen-minute work break for each consecutive 3 ½ hours worked. Employees working a full day (at least 7 hours) may take two breaks, regardless of their meal break schedule. (Example of work schedule where employee would be entitled to an afternoon break when working less than a 3 ½ hour shift: 9am – 1pm, Lunch 1 - 2pm, 2 – 5pm).

Work breaks are not guaranteed. If a department is short staffed or it is an exceptionally busy day and library service would be affected, employees may be required to forfeit a work break.

Student pages working a shift that is a minimum of three hours are entitled to a 15 minute break.

Lost time may not be made up by skipping meals or breaks. Time allowed for meals or breaks may not be accumulated for future use. Breaks may not be used to take the place of a meal period, nor may they be used either at the beginning or end of a scheduled work period. Employees must return on time from their meal periods and breaks. When employees are repeatedly tardy, it increases the workload of others in the department. Chronic tardiness will affect the employee's performance appraisal and the employee may be subject to discipline.

OVERTIME:

Non-exempt and hourly employees will receive time and one-half for all hours worked in excess of 37.5 in a workweek.

EMERGENCY CLOSINGS:

When it is necessary to close the Library in an emergency situation (e.g. snow, power failure, etc.) full-time employees will be paid for the hours they normally would have worked that day. Part-time employees present at the time of closing will be paid for the hours they normally would have worked to the end of their scheduled shift or one hour beyond the time of emergency closing, whichever is less. Other part-time employees will be notified not to report to work and will not be paid.



VACATION ACCRUAL:

Full-time Library staff earns vacation based on their position classification and date of hire. For information on your vacation accruals see the Library Business Manager. Employees accrue at the new rate beginning with the first day after their anniversary.

VACATION ACCRUAL RATES: FULL-TIME EMPLOYEES

FT Staff Hired after 1/1/05				FT Staff hired prior to 1/1/05			
NON-LIBRARIANS				NON-LIBRARIANS			
Years	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days	Years	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0-1	4.04	105.0	14	0-1	4.04	105.0	14
2	4.04	105.0	14	2	4.33	112.5	15
3	4.04	105.0	14	3	4.62	120.0	16
4	4.04	105.0	14	4	4.9	127.5	17
5	4.04	105.0	14	5	5.19	135.0	18
6	4.33	112.5	15	6	5.48	142.5	19
7	4.62	120.0	16	7	5.77	150.0	20
8	4.90	127.5	17	8	6.06	157.5	21
9	5.19	135.0	18	9	6.35	165.0	22
10	5.48	142.5	19	10	6.63	172.5	23
11	5.77	150.0	20	11	8.37	217.5	29
12	6.06	157.5	21	12	8.37	217.5	29
13	6.35	165.0	22	13	8.37	217.5	29
14	6.63	172.5	23	14	8.37	217.5	29
15	8.37	217.5	29	15	8.37	217.5	29

FT LIBRARIANS Hired 1/1/05 – 7/1/14 (Cerdian Conv.)			
Years	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0- 1	5.19	135.0	18
2	5.48	142.5	19
3	5.77	150.0	20
4	6.06	157.5	21
5	6.35	165.0	22
6	6.63	172.5	23
7	8.37	217.5	29



VACATION ACCRUAL RATES: PART TIME EMPLOYEES

PART TIME STAFF		
Hired 1/01/05 – 7/1/14		
Years	Accrual per pay period	Annual Vacation Hours
0-5	0.769	20
6	0.923	24
7	1.077	28
8	1.231	32
9	1.385	36
10	1.538	40
11	1.692	44
12	1.846	48
13	2.000	52
14	2.154	56
15+	2.308	60

PAID TIME OFF – EFFECTIVE 7/1/14

The following accruals apply to all Library staff hired starting July 1, 2014 and any employees in service prior to July 1, 2014 who voluntarily opt into the PTO Bank instead of receiving vacation and sick time.

Please see **Paid-Time Off Policy Number 26** in the Employee Handbook for details on how PTO may be used. Employees may carry-over up to 262.5 hours (35 days) from year to year. Department Managers, with approval of the Library Director, may allow the employee to carry over additional PTO days. Employees must submit a request to carry over additional PTO days prior to the end of the calendar year. If the request is granted, the additional PTO days must be used in the first quarter of the new calendar year.



PAID TIME OFF ACCURAL RATES

FT NON-LIBRARIANS HIRED AFTER 7/1/14			
YEARS	Accrual per pay period	Annual Hours	Annual PTO Days
0- 5	5.769	150	20
6	6.058	157.5	21
7	6.346	165	22
8	6.635	172.5	23
9	6.923	180	24
10	7.212	187.5	25
11+	7.5	195	26

FT LIBRARIANS HIRED AFTER 7/1/14			
Years	Accrual per pay period	Annual Hours	Annual PTO Days
0-5	6.92	180	24
6	7.21	187.5	25
7+	7.5	195	26

PART TIME STAFF		
Hired After 7/1/14		
Years	Accrual per pay period	Annual PTO Hours
0-5	1.538	40
6	1.692	44
7	1.846	48
8	2.000	52
9	2.154	56
10	2.308	60



LIBRARY HOLIDAY CLOSINGS AND PAY:

The Library is closed on eight holidays. A list of holidays and the dates they are observed is posted on the Library website and staff intranet.

The Library is closed on the following holidays:

- | | |
|------------------|--------------------|
| New Year's Day | Thanksgiving Day |
| Memorial Day | Christmas Eve Day |
| Independence Day | Christmas Day |
| Labor Day | New Year's Eve Day |

Employees will be notified in advance of any changes to this schedule. Regular full-time employees will be paid for the above holidays. Eligible part-time employees (designated as IMRF eligible) will be paid for holiday hours they normally would have been scheduled to work.

The Library is closed the following days (unpaid):

- Easter Sunday
- Early closings are customary on July 3 and the evening before Thanksgiving

The President of the United States, the Governor of Illinois or the Mayor of Park Ridge may declare additional paid holidays on special occasions. The Library will be closed on these occasions with the approval of the President of the Library Board of Trustees in accordance with closing procedures.

Effect on Work Schedules:

When the observed holiday is on a day which is a regularly scheduled day off for a full-time employee, then another day off will be given the same week or a compensatory day off at a later date with the approval of the employee's supervisor. This provision does not apply to part-time employees.

Holidays which occur on a weekend are extended to the following Monday or the preceding Friday by the direction of the Library Director in consultation with the Library Board.

Religious Holidays

Religious holidays not regularly observed as holidays by the Library may be taken as vacation leave, compensatory time, or, with the approval of the department head or Library Director, be scheduled as time off to be made up later.

PROMOTIONS

Employees who are promoted to a position in a higher grade will receive at least the minimum salary of the new pay grade, provided the increase in pay is 2.5% or higher.



LIBRARY STAFF MEETINGS

It is important that each employee completely understand the policies and service programs of the Library. To this end, staff meetings are held periodically. These include general meetings, departmental meetings, and department head meetings. Purposes of these meetings include: to present and explain matters of policy; to discuss professional problems, new trends, procedures and materials; and to consider matters involving the staff and its interests. Staff members are expected to attend their appropriate meetings and to discuss common interests.

GUIDELINES FOR APPROPRIATE USE OF THE INTERNET

Park Ridge Public Library staff is expected to follow these guidelines whether used during business hours or on personal time while using Library computers.

1. While the use of library equipment for Internet exploration is encouraged, departmental priorities must be taken into account. Public area computers should be used for library work only.
2. Departmental and individual passwords should not be disclosed to or used by anyone other than those authorized for those passwords. Logins and passwords are the property of Park Ridge Public Library and may be accessed by authorized library personnel at any time for proper maintenance of the system.
3. Staff with individual passwords are responsible for maintaining their mailboxes and file directories. Departments are responsible for maintaining department mailboxes and file directories according to individual department needs. In the event of an unplanned lengthy absence, authorized library personnel may access individual mailboxes and file directories for maintenance.
4. The Internet is not a secure or private communication system. Staff should keep this in mind when sending messages.
5. Messages that include personal opinion published on the Internet by staff should be clearly marked as personal opinion, not Library policy. Please place the following statement in each message you send outside the library:

"Opinions stated here are personal and may not reflect the policy of the Park Ridge Public Library."

6. The Internet consists of resources outside of Park Ridge Public Library. Some material may not be completely accurate, complete or current; some material may be considered offensive. Park Ridge Public Library has no control over the material on the Internet and cannot assure the validity of all information, nor can it protect staff from offensive material. The library also cannot assure access to all resources at any given time; they may be busy, available only to authorized people, or closed.
7. It is not appropriate to use Internet privileges to interfere with or disrupt other users, services or equipment. Disruptions include, but are not limited to, distribution of



unsolicited advertising, harassment, propagation of computer worms or viruses, or use of the network to make unauthorized entry to any other machine. Staff will not use the Internet for any illegal activity, or place any text, data, graphics, images, messages, communication(s), files or other material related to any illegal activity on the Internet.

8. Park Ridge Public Library may suspend or terminate Internet privileges if the Library reasonably believes that any staff member has violated these guidelines. Park Ridge Public Library will review these matters on a case-by-case basis.
9. Student Pages will use patron computers when accessing the Internet and will comply with current patron procedures and policies for scheduling and use of these computers.

SOCIAL MEDIA POLICY

The Park Ridge Public Library's use of social media is closely tied to the to the Library's Mission. The Library uses social media to communicate information, to promote Library programs, reading, literature and services. Social media is defined as: blogs and online discussion forums including but not limited to Facebook, Twitter and LinkedIn.

Library Sponsored Social Media

1. Only employees designated and authorized by the Library Director can post content on Library sponsored social media accounts such as Facebook, Twitter and others.
2. Employees that contribute to the Library's social media should present content in a clear and professional manner.
3. Employees must follow all copyright laws as they relate to posting content on the Library's social media accounts and must check facts, grammar and spelling before posting.
4. Employees may not post confidential, work-related information.
5. Employees may not share their password with anyone except their supervisor and the website manager.
6. Employees that leave the employment of the Library may not continue to post items on the Library's accounts.
7. Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.



Employees' Personal Use of Social Media

Library employees have the same rights to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any Library policy. Employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time:

1. Employees that identify themselves as employees of the Library shall make it clear that the views expressed are their personal views and do not represent the views of the Library.
2. Employees shall respect the Library's confidential and proprietary information and shall not post information that is still in draft form or is confidential.
3. Employees shall respect all Library patrons online as they do in person and on the phone. Comments about patrons in general, about specific questions from patrons, or about patron behavior are not appropriate.