

2018

PIATT COUNTY, ILLINOIS EMPLOYEE HANDBOOK



PIATT COUNTY COURTHOUSE
101 WEST WASHINGTON STREET
MONTICELLO, ILLINOIS 61856

FOREWORD

Whether you have just joined our staff or have been with Piatt County, Illinois (hereinafter “Piatt County” or “County”) for a while, we are confident that you will find this a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Piatt County to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions with the Department Head. Neither this handbook nor any other document confers any contractual right, either express or implied, to remain in the County’s employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the County, or you may resign for any reason at any time. No Department Head or other representative of the County has the authority to enter into any agreement contrary to the above without County Board Approval. Any such agreement with the Board must be by specific individual agreement in writing and signed by the Chairperson and the employee. No one has the authority to make any oral statements that should be considered or construed as a contract or guarantee of employment or compensation or guarantee of employment in a particular position with the County.

The procedures, practices, policies and benefits described here may be modified or discontinued at any time, with or without notice. We will try to inform you of any changes as they occur. This handbook supersedes all previous versions of the Piatt Employee Handbook

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

This handbook applies to all employees listed in the Application of Handbook section herein unless otherwise provided under the terms of any applicable collective bargaining agreement. Additionally, in the event of any conflict between the provisions of this handbook and the terms of any collective bargaining agreement, the terms of the agreement will control as to the employees covered by such agreement.

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DIVERSITY

AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Piatt County to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

"Disability" refers to a physical or mental impairment which substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a "disabled individual". A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

The County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Piatt County. Individuals should contact their Department Head with any questions or requests for accommodation.

ANTI-HARASSMENT & DISCRIMINATION POLICY

Piatt County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Piatt County expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Piatt County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Piatt County prohibits any such discrimination or harassment.

Piatt County encourages immediate reporting of all perceived incidents of discrimination or harassment. It is the policy of Piatt County to promptly and thoroughly investigate such reports. Piatt County prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or employees, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on County time or using County equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Piatt County (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Procedure

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating

against or harassing you. You may complain directly to your Department Head, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, the County will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Piatt County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Piatt County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the County has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Piatt County expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Piatt County employees to perform their expected job duties is absolutely not tolerated.

IMMIGRATION AND EMPLOYMENT

It is the policy of Piatt County to employ only those individuals that are legally authorized to work in the United States. In complying with the Immigration Reform and Control Act of 1986, it is against Piatt County policy to discriminate because of an individual's national origin, citizenship, or intent to become a US citizen.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. These requirements must be fulfilled within three business days of the employee's first day of work. Former employees who are rehired must also complete the form if they have not completed an I-9 with Piatt County within the past three years, or if their previous I-9 is no longer retained or valid.

If documentation is unavailable, and has been applied for by the employee, a receipt is required for verification. The employee must produce the receipt within three (3) business days of hire, and the actual document within ninety (90) calendar days of hire.

The County cannot lawfully employ anyone who fails to comply with the employment eligibility verification and/or Form I-9 requirements.

PROBLEM OR GRIEVANCE RESOLUTION PROCEDURE

Piatt County realizes that employees of the County from time to time may have complaints or concerns regarding their jobs, working conditions, Department Heads or fellow employees that the employee may be unable to resolve on an informal basis. Therefore, this formal procedure is designed to resolve such complaints or concerns as quickly as possible, and/or clearly communicate to the involved employee why the matter of concern cannot be resolved to their satisfaction.

Procedure

Any employee having a work-related concern, problem or grievance relating to his/her employment shall first discuss the concern, problem or grievance with his/her Department Head. If the problem is not settled to the employee's satisfaction, the employee may present his/her formal grievance in accordance with the following guidelines. Unless specified by a department appendix.

No Retaliation Pledge

No employee will be subject to reprisal due to his/her good faith involvement in a grievance. An employee may complete a grievance even if resignation, suspension or termination occurs.

Subject Matter of Grievance

Only one subject matter shall be covered in any one grievance. A grievance shall contain in writing the following:

- A statement of the employee's position;
- The date the dispute occurred;
- The relief sought;
- The signature of the grieving employee; and
- The date the grievance was given to the Department Head.

Steps in Formal Grievance Procedure

An employee's failure to submit a grievance to the next step/level within specified time limits shall mean that the employee has accepted the last answer given in this process.

Step 1: The employee shall present the grievance in writing to their department head, explaining its nature and circumstances, within ten (10) department working days after learning of the circumstances or conditions which gave rise to the grievance. The department head shall schedule a conference to discuss the written grievance within ten (10) department working days of its presentation. The department head shall respond to the grievance in writing as soon as possible, but not to exceed ten (10) working days after the conference.

Step 2: If the grievance is not satisfactorily resolved or no answer is given within the time limit set forth in Step 1, the employee may submit a copy of the written statement of grievance submitted in Step 1 within ten (10) working days from the date the decision was due, to the Piatt County Board for review and determination. The

Piatt County Board shall schedule a conference with all parties heretofore mentioned, within twenty (20) working days of receipt of the grievance.

Step 3: In the event the decision of the Piatt County Board does not resolve the grievance to the employee's satisfaction, the aggrieved may request an appearance before the next regularly scheduled official meeting of the Piatt County Board, such meeting may be held in closed session, in accordance with the Illinois Open Meeting Act. The decision of a majority of the members of the Piatt County Board present at the meeting will be final. The results of their deliberations will be recorded in the minutes of the meeting and a copy of those results provided to the employee within two working days after finalization.

In the discussions or meetings in Step 1, 2, and 3, the employee shall be present. Representation may be present as well. The parties involved may present any relevant testimony during a grievance process. The parties may bring supporting documents to any grievance discussions or meetings. In each step of a grievance a formal written summary of the proceedings and outcome will be required; copies will be distributed to those involved. Accurate facts will be recorded from all involved and concerned. Time periods specified for County responses at each Step will be followed under normal circumstances; if the time frames cannot be met or new time frames cannot be agreed upon by both parties under the specific circumstances, the employee will be notified, and the remedy will be to advance to the next step.

EMPLOYMENT

ADMINISTRATION

It is the responsibility of each Department Head and the Board to carry out the provisions of this Employee Handbook. It shall be the responsibility of each Department Head to ensure that each employee in that department receives a copy of this Employee Handbook when initially employed, or whenever this handbook is modified. The employee shall read the handbook and/or amendment(s) and sign an acknowledgement that the employee has received the handbook and/or amendments and is required to understand and comply with its provisions. New Department Heads and Board Members shall do likewise. Amendments to this handbook shall be included in all employee handbooks provided for all employees covered by the handbook, Department Heads and Board Members.

Variations in office procedures, consistent with this handbook, shall be made at the discretion of the Department Heads.

AMENDMENTS

Any employee subject to this Employee Handbook, Department Head or Board Member may propose an amendment to the Employee Handbook. Such proposed amendment(s) must be in written form and must be submitted to the Chairman of the Piatt County Board, who will note the date of the submission. Within twenty-one (21) days after submission, the Piatt County Board shall hold a meeting to discuss the merits of the proposed amendment(s). The Piatt County Board shall periodically review this Personnel Policy and may propose any amendment it deems advisable.

APPLICATION OF HANDBOOK

The Piatt County Board has deemed it advisable to establish a written employee handbook that sets forth operational guidelines concerning various aspects of the County of Piatt's personnel management procedures and benefits. This Employee Handbook applies to all Piatt County employees.

NOTE: "All Department Appendices supersede this handbook."

For purposes of this policy, the term "employee" includes individuals other than individual contractors, who receive compensation from the County for services, and unpaid volunteers when involved in activities covered by County provided liability insurance.

ATTENDANCE

Employees are expected to report to work whenever scheduled and be at their work station at starting time, and again after lunch break at the prescribed time. Failure to observe working hours could result in disciplinary procedures.

When an employee is unable to report to work because of illness or emergency, the employee must call his/her Department Head as far in advance as possible, but no later than 2 hours prior to his/her scheduled shift time, or in the event of an emergency, as soon as practical. If the Department Head is unavailable, employees should notify the other office staff. Such notification should include a reason for the absence or tardiness and an indication of when the employee can be expected to report to work. The absent employee is responsible for ensuring that proper advance notice of absent or late arrival is given to the employee's Department Head or another office staff. Failure to provide proper notification on an absence or lateness, as well as unexcused absences, late arrivals or early departures from work may result in disciplinary action, up to and including discharge unless otherwise prohibited by law.

An employee who fails to report to work and who fails to notify his/her Department Head in advance for the reason of their absence for two or more consecutive shifts, will be considered to have voluntarily resigned his/her position with the County.

ATTIRE AND GROOMING

It is important for all employees to project a professional image while at work by being appropriately attired. Piatt County employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. If uniforms or specific dress requirements are provided, the employee must wear the uniform or comply with the dress requirement during all scheduled working hours.

All employees must be covered from shoulders to knees at all times (no see-through clothing is permitted at any time). Natural and artificial scents, tattoos and/or piercings may become a distraction from a well-functioning workplace and are also subject to this policy.

Piatt County is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is

improperly dressed will be counseled or in severe cases may be sent home to change clothes. Work time missed by a non-exempt employee will not be compensated. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

BACKGROUND CHECKS

To ensure that Piatt County maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Piatt County. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Piatt County to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check. Any applicant who has been convicted of a felony offense will be ineligible for employment with the County. Department heads shall consult with the State's Attorney or other attorney approved by the County Board concerning any issues which arise as a result of criminal background check. If an individual is hired by the County and convicted of a felony offense thereafter, the County will take appropriate disciplinary measures, which may include termination.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Piatt County also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above, or upon suspicion of post-hire criminal conviction.

COMPUTER AND ELECTRONIC MAIL USAGE

Computers, computer files, software, Internet service, the electronic mail system, and all other communication devices or systems furnished to employees are the exclusive property of Piatt County and are intended for business use only. To ensure compliance with this policy, the County reserves the right to monitor, review and/or trace, at any time, electronic communications (including e-mail), downloaded material, Internet usage and/or computer files stored on or transmitted via the County's computers or systems. As a result, employees have no expectation of privacy in those files or communications.

Employees are advised that password protection does not confer any privacy right. Password protection is provided for security purposes; however, a password does not prevent or limit the County's access to files and communications (as explained above). In addition, employees are advised that deleting a communication or file does not eliminate the County's ability to retrieve and review the communication or file.

The County strives to maintain an efficient and appropriate workplace environment. Therefore, the County employees are prohibited from using the County's computers, Internet, electronic mail system, and any other County communication system in any manner that is disruptive, discriminatory, unlawful, obscene, derogatory, offensive, defamatory, or otherwise inappropriate. For example, playing of games is not permitted, and the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Employees should not change a password, use a password, access a file, or retrieve any stored communication without authorization. Employees should not upload new programs or files without prior approval.

Electronic mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-- work related matters.

Effective January 1st, 2010, The Freedom of Information Act requires that all Electronic Communications including Electronic mail, must be performed in accordance with approved Electronic communication methods and resources approved by the Piatt County Technology Committee. Under the 2010 Freedom of Information Act all Electronic Communications are considered Public Records to be preserved, retained or destroyed in accordance with the Illinois Records Act 5ILCS 205/1seq.

Employees must and are required to notify their Department Head upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

CONFIDENTIALITY

Our residents and other parties with whom we do business entrust the County with important information relating to them personally and/or their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her Department Head.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All requests by the media for information shall be coordinated through the County Administrator or County Board Chairman.

EDUCATIONAL EXPENSES

County shall reimburse employees for reasonable continuing education expenses incurred.. All continuing education must be approved in advance by the Department Head.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. All eligible travel expenses directly related to accomplishing continuing education

travel objectives shall be reimbursed by the County according to established travel policy. Employees are expected to limit expenses to reasonable amounts. County shall not reimburse for alcoholic beverages and other personal expenses not approved by the County Board.

Employees who are involved in an accident while traveling for continuing education purposes must promptly report the incident to their Department Head. Vehicles owned, leased or rented by the County may not be used for personal use. Employee must take a test for the presence of drugs or alcohol, if requested to do so by law enforcement.

When travel is completed, employees shall submit completed travel expense reports within thirty (30) days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their Department Head for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other continuing education travel issue. Abuse of this travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, including termination of employment.

ELECTRONIC DEVICES CELL PHONES, SMARTPHONES & OTHER HANDHELD DEVICES

This policy covers those aspects of an employee's work at the County regarding the use of cellular phones, Smartphones, or other handheld devices, whether County issued or personally owned, and the use of such electronic devices. Regardless of whether a cellular phone, or SMARTPHONES, is County or employee owned; such devices will be turned off, or set to vibrate/silent, during all meetings, conferences and other locations where incoming calls may disrupt workflow.

Use of County Owned Electronic Devices

Some job classifications require immediate access to an employee. Under such circumstances, the County may issue a cell phone, or other device, to an employee for work-related communication. The primary use of such a device is for County related communication. All personal use of such devices is expected to be kept to a minimum. If the personal use of these devices causes disruption, or loss, in productivity, the employee may be subject to disciplinary action.

Employees in possession of County equipment, such as cell phones and other electronic devices, are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request of the County, the employee may be asked to produce the electronic device for return or inspection.

Only when there is a necessity to do so will the County consider replacing a County issued electronic device. Under no circumstances will the County replace business cell phones, or other electronic devices, to keep up with the changes in technology when there is not a need for such a replacement.

In the event an employee goes out on a leave under the Family Medical Leave Act or other leave described in this policy, the County reserves the right to deactivate or request for the device to be turned in for the duration of the employee's leave.

Use of Employee Owned Electronic Devices

While at work, employees are expected to exercise the same discretion in using personal cellular phones and other electronic devices as is expected of them in using County owned devices. Excessive personal calls during the work day, regardless of the type of phone used, can interfere with employee productivity and be distracting to other workers. Employees are encouraged to make any other personal calls on non-work time where possible and to ensure that friends and family members are made aware of the County's policy.

Use of personal cellular phones for making/taking County calls is discouraged. Under certain circumstances, an employee may submit a request to have such calls reimbursed. The County will not be liable for loss, or damage, to personal cellular phones, or other personal electronic devices brought into the workplace.

Safety and the Use of All Electronic Devices in the Workplace

All employees are expected to follow applicable state and federal laws or regulations regarding the use of cellular phones and other electronic devices, at all times.

, employees remain responsible for the continued safe operation of motor vehicles at all times.

EMPLOYEES WHO ARE CHARGED WITH TRAFFIC VIOLATIONS RESULTING FROM THE USE OF ANY CELLULAR PHONE OR ELECTRONIC DEVICE WHILE OPERATING A MOTOR DRIVEN VEHICLE WILL BE SOLELY RESPONSIBLE FOR ALL LIABILITIES THAT RESULT FROM SUCH VIOLATIONS.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

EMPLOYEE CLASSIFICATION CATEGORIES

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Piatt County.

- **Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Piatt County has established the following categories for both nonexempt and exempt employees:

- **Full Time:** Employees who are regularly scheduled to work the County's full-time schedule of at least 30 hours each week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Part Time:** Employees who are regularly scheduled to work 28 hours or less per week. Part-time employees are generally not eligible for the benefits offered by the County.
- **Temporary:** Temporary employees are those who are hired to work for a temporary period of time. Such appointments are made when a special project requires the addition of an employee for a specific period of time, for student intern appointments, or for emergency appointments. Generally, the duration of time the employee is needed is specified at the time of hire. The schedule and duration of the temporary assignment may be altered or terminated at any time. Temporary assignments usually will not exceed six (6) calendar months. (Where the terms of a collective bargaining agreement permit a longer period of temporary employment in a position, the collective bargaining agreement shall control.)

Temporary assignments can be extended beyond six (6) calendar months with approval from the Piatt County Board. Temporary employees are only eligible to receive legally mandated benefits (such as Social Security and Workers' Compensation Insurance).

- **Independent Contractors/Contractual Staff:** Individuals or companies contracted on a limited basis for a specific purpose and are paid at a predetermined rate for a specific project. Such individuals or companies are considered "self-employed" or independent contractors and are, therefore, not eligible for any fringe benefits or other indicia of employment available to employees of the County.
- **Volunteers:** Individuals who donate their time and talents in one or more services provided by the County and who are covered by County liability insurance. Volunteers shall preserve client confidentiality and shall observe the general rules of conduct applicable to regular employees.
- **Students and Interns:** Individuals who participate on a temporary basis in County activities and/or serve without compensation as a condition of fulfilling an academic requirement or training. The County will attempt to cooperate with college and high schools by allowing students to spend time in the County when it is convenient for the staff. The decision will be made by the Department Head. Students and interns shall preserve client confidentiality and shall observe the general rules of conduct applicable to other employees. All individuals are required to sign a release of liability.

EMPLOYEE RELATIONS

Piatt County is in the business of providing services to the communities and individuals who reside within its borders. The success of Piatt County is dependent upon the skill, dedication and productivity of its employees, and as such, employees are expected to act consistent with the County's purpose. Employee performance and achievement are enhanced in an open and supportive work environment which is characterized by mutual trust and respect. Department heads are responsible for creating and maintaining a positive work environment in their operations by implementing the policies contained in the Piatt County Employee Handbook.

The pace of change and the need for greater flexibility necessitate that we work within a climate of openness and participation. This is achieved by establishing open channels of communications,

developing personal ownership of our objectives and performance measures, and consulting over the strategic planning and management of Piatt County.

If employees have concerns about working conditions, compensation, or any other employment matter, they are to discuss these concerns openly and directly with their Department Heads. Department Heads are responsible for responding to employee concerns. A Piatt County employee may appeal his or her problems to the Piatt County Board if they cannot be resolved at the department level. Employees are encouraged to use these problem-solving procedures without fear of retaliation by their Department Head or the County. Resolution of employee problems and concerns at the earliest possible opportunity is recognized as a fundamental principle of sound employee relations.

To continue achieving our standards of service delivery, we need to maintain operational resilience while at the same time developing the ability to respond quickly and creatively to fluctuating demands. We recognize the need to critically assess our performance, plan for change, and be proactive in bringing further improvements.

EMPLOYMENT APPLICATION AND REFERENCE CHECKS

As part of the hiring process, applicants will be required to complete an employment application. Resumes will not be accepted as employment applications.

Piatt County relies upon the accuracy of information contained in the employment application and other employment-related documents. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Skill tests, approved to the duties of position, may be administered by the Department Head.

To ensure that individuals who join Piatt County are well qualified and have a strong potential to be productive and successful, it is the policy of Piatt County to check the employment references of all applicants.

ETHICAL CONDUCT / CONFLICT OF INTEREST

Employees have an obligation to conduct County business in such a way that wholly avoids actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain from that employee or for a relative as a result of County's business dealings. For the purposes of this policy, a "relative" is any person who is related by blood or marriage.

No employee or relative may receive any kickback, bribe, substantial gift or a special consideration as a result of any transactions or business dealings involving the County.

Any employee who violates this policy is subject to discipline, including discharge.

This policy does not prohibit employees from having interests in contracts, leases or purchases, where the employee has no ability to affect the decision to enter into the contract or lease, or make the purchase.

This policy does not prohibit an employee or a relative from having an interest in a purchase, contract or lease made by the County, which the employee may influence, if:

- The employee or relative has less than a seven and one-half percent (7.5%) ownership interest in the business, and the employee has disclosed the interest to the Piatt County Board in advance; or
- The interest concerns a utility or a common carrier; or
- The interest concerns a banking institution, and the employee has disclosed the interest to the Personnel Committee in advance; or
- The interest is with a firm or company which has competitively bid the contract, purchases or leases, which is the lowest responsible bidder, and the employee has disclosed the interest to the Piatt County Board in advance of receipt of the bid; or
- The total contract, lease or purchase totals less than Five Thousand Dollars (\$5,000.00), and the employee has disclosed the interest to the Piatt County Board in advance; or
- The total aggregate of contracts, purchases or leases between the County and the firm or person performing the contract or lease, or fulfilling the purchase, will not exceed Two Thousand Dollars (\$2,000.00) in a year.

The Board may also permit an employee to have an interest in a contract, purchase or lease in other circumstances, when the employee has fully disclosed the interest to the Piatt County Board and the Board and Elected Official (if applicable) determines that appropriate arrangements can be made which prevent any improper influence or gain negatively affecting the public interest.

Employees are informed that receipt of any gain resulting from County contracts, purchases, or leases might constitute the criminal offense of Official Misconduct. Any employee with a concern should fully inform the Department Head, who shall consult with the State's Attorney for advice.

HIRING AND TERMINATION AUTHORITY

The necessary authority for hiring and termination of all County employees is vested solely in the duly elected officers of the County Board/or their designees, Department Heads may request the Piatt County Board to assist in selection and/or termination decisions.

INTRODUCTORY PERIOD

In order to give the County an opportunity to review the work and qualifications of new employees, and to give new employees time to become familiar with their new positions and evaluate the County, there is an introductory period of 120 days for all new employees. Although evaluation of employees' job performance is a continuous, on-going process throughout the introductory period, your Department Head will meet with you to personally evaluate your performance at the end of the introductory period. Employment with Piatt County is at-will and either party can terminate the employment relationship at any time, with or without cause. Successful completion

of the introductory period is not a promise or guarantee of continued employment and does not alter the at-will employment relationship.

JOB POSTING / INTERNAL TRANSFERS AND PROMOTIONS

Piatt County provides employees an opportunity to indicate their interest in open positions. The job-posting program gives current Piatt County employees a means to apply for lateral and promotional positions before recruiting activities begin outside the organization.

Normally, notices of all job openings are posted, although the County reserves the right not to post a particular opening. Job openings will be posted on the courthouse bulletin board for at least seven (7) working days and published in a public electronic media or a newspaper circulated in Piatt County prior to being filled. Positions may be filled temporarily during the seven (7) working day period. After the seven (7) working days, the department head may fill the open position or may begin recruiting activities outside the organization.

Each job posting notice may include the dates of the posting period, job title, department, location, salary range, job summary, essential duties, and qualifications (required skills and abilities).

Employees who are on suspension or have a written warning on file for less than 6 months, are not eligible to apply for posted jobs. The County encourages employees to discuss their developmental and career plans with their Department Heads before applying for posted positions.

Piatt County offers the opportunity to be promoted or transferred, on the basis of need and the employee's work-related performance, job-related qualifications and County service. Recognition of years of service will carry over into the new position.

For purposes of this policy and practice, a promotional opportunity is defined as a movement to a position in a higher classification. A lateral transfer is defined as a move from one position to another position which is not of a higher classification. Transfers may be initiated by the County to adjust to changes in workforce requirements, and other circumstances as determined by the County. Additionally, an employee may request a transfer in order to satisfy a personal preference. Such a transfer may also be suggested by the employee's Department Head when it is in the best interests of the County.

Employee-Initiated Transfers and Promotions

Employees may apply for posted internal positions (both lateral transfers and promotions) by applications through the job-posting program. Employees are eligible to pursue job opportunities for positions in which they are qualified. Employees are encouraged to contact their department manager to discuss their qualifications and career interests prior to applying for an internal opening.

County-Initiated Placements

Placements may be initiated by the County to adjust to changes in workforce requirements, to accommodate an employee's disability or for other business reasons.

LAYOFF AND RECALL

In some circumstances, it may become necessary to use a layoff procedure to adjust the work force. The term layoff is not used when employees are separated from the County because of failure to perform their duties satisfactorily. The County may lay off an employee due to shortage of funds to work, the abolition of the position, lack of work, or other material changes in the duties of the position, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by any employee laid off may be reassigned to other employees already working. In identifying employees to be laid off, the County will consider various factors, which may include, but are not limited to, length of employment, work performance, and/or ability to satisfactorily perform job duties that are or may be assigned.

Qualified employees on layoff may be recalled at the discretion of the County. Recall of any employees is contingent upon their ability to satisfactorily perform the work available. In addition, recall is contingent upon the satisfactory results of any required physical examination. Employees affected by a layoff are placed on a recall list for a maximum period of one calendar year. Employees not recalled within one year are removed from the list. If an employee is recalled after an absence of three months or more, the seniority or start date is adjusted to account for the time the employee was absent. If the employee is recalled within three months, the starting date is not adjusted.

Employees receiving a recall offer will be notified by registered mail, return receipt requested. Letters will be sent to the last known address on record in the employment files. Letters should be received by the employee or a member of the employee's immediate family. Such notification will require a reply by telephone or electronic communication within three (3) days of receipt. Failure to reply within the prescribed time will result in withdrawal of the recall offer.

Where the terms of a collective bargaining agreement conflict with this section, the terms of the collective bargaining agreement shall control (as to the relevant employees in the applicable collective bargaining unit).

MEDICAL EVALUATIONS

New employees shall be required to take a medical examination at County expense to determine the employee's fitness to perform the duties of the position, as a condition of employment. No request for medical examination or other medical examination shall be made until after the individual has been offered the position. The examination shall be administered by a physician chosen by the County and shall be designed only to determine if the employee is capable of performing at least the essential duties of the position (with or without reasonable accommodation) and if the individual is free of evidence of current abuse of controlled substances, cannabis or alcohol. Such examinations will be scheduled at reasonable times and intervals and performed at the expense of Piatt County. Department heads shall consult with the State's Attorney or other attorney approved by the County Board concerning any issues which arise as a result of the medical evaluation.

If an employee voluntarily terminates employment with Piatt County within less than 120 days of their start date, they agree to reimburse the county for one-half of the cost of their pre-employment physical.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the expense of Piatt County.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

Piatt County wants to ensure that County practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as a spouse, child, parent, sibling, grandparent, aunt, uncle, niece, or nephew, or any such relative who is "step" or "in-law".

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform the Department Head of the relationship.

Piatt County reserves the right to apply this policy in the case of actual or potential problems because of the relationship between employees, even if there is no direct-reporting relationship or authority involved. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

OFFICE CLOSURE

Every reasonable effort will be made to keep the Courthouse and other County operated offices open during normal work days and the staff shall make every practical effort to report to work. Should it be necessary to officially close the Courthouse and other County operated offices, the decision to suspend operations will be made by the Chairperson of the Piatt County Board and/or the Sheriff. Employees will immediately be notified of the closing either in person or by telephone.

When the Courthouse and other County offices have to be closed prior to 8:00 a.m. because of weather emergencies or other man-made or natural disasters, employees that are scheduled to work that day will be paid for that day. In the event of hazardous weather or other disaster conditions that occur during the hours of 8:00 a.m. to 4:00 p.m., employees that are at work that day will be paid from the time the office closes until the end of their normal work day.

In the event of extreme weather conditions occurring locally, which make it impossible for the employee to report for work when the Courthouse and their Department is in operation, the employee may take a paid vacation day, personal day, or an unpaid day.

OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the County interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for residents and/or businesses on non-working time that are normally performed by Piatt County. This prohibition also extends to the unauthorized use of any County tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for/ poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If Piatt County determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

PARKING

County employees are encouraged to park at the former jail site, or in any location not designated with a two (2) hour limit.

PERFORMANCE APPRAISALS

At a minimum all employees will receive a yearly performance review to be administered by their Department Head annually. The County Board Chair or Chairman of the Committee will evaluate department heads based on performance with input provided by their oversight committee. Evaluation forms shall be signed by the Department Heads and placed in the personnel file for record keeping.

In general, a new employee will be formally evaluated by his/her Department Head within 4 months after the date of hire. Additionally, each employee who has been transferred or promoted to a new position will be formally evaluated by his/her Department Head within 4 months after the date of the transfer or promotion.

The purposes of performance appraisal are to provide Department Heads and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches to meeting goals.

The performance appraisal process is a continuous one, not an activity restricted to the production of a periodic performance appraisal form. Department Heads and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis and summarize progress more formally and in writing in the annual performance appraisal.

PERFORMANCE STANDARDS

To ensure orderly operations and provide the best possible work environment, the County expects employees to adhere to disciplinary rules and proper personal standards of conduct at all times. These rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted operation, and to protect the County's property and goodwill.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Misrepresentation or withholding information on the employment application or on any other records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or tardiness, or any absence without notice.
- Unauthorized absence from the work area during the workday.
- Unauthorized use of telephones, mail system, computers or other employer-owned equipment.
- Unauthorized disclosure of confidential information.
- Unauthorized purchases.
- Violation of personnel policies.
- Conviction of a felony.
- Sleeping or loafing on the job.
- Obstruction of the work of fellow employees.
- Unsatisfactory performance or conduct.
- Any work rule or regulation set by an individual Department Head.
- Mis-Use of Cell Phones.
- Failure to maintain appropriate working relationships with others in the work environment.
- Gambling or soliciting on County property.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify his or her department head of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, an employee should notify his or her department head so that the information may be forwarded to the County Clerk.

PERSONNEL FILES

Each Department Head shall maintain a personnel file for employees in their office in a secure (locked) location to prevent theft or unauthorized viewing of private employee information, such as social security numbers. Such files should include at least, discipline and commendations, evaluations of employee performance, employee application information, and all other records necessary to determine the employee's status of employment and employment privileges under law and this handbook. Said files shall be kept in the office in which he/she is employed and reviewed and initialed by the Department Head annually. Department Head may agree with the County Clerk that such records be maintained in the County Clerk's Office. Employee files are maintained by the County and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Attendance and leave records should be kept in a separate file.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

An employee shall have the right to examine the contents of his/her personnel file upon reasonable notice in accordance with the Illinois Personnel Record Review Act, as amended. The Department Head shall grant at least two (2) inspection requests by an employee in a calendar year when requests are made at reasonable intervals. The Department Head shall provide the employee with the inspection opportunity within seven (7) working days after the employee makes the request or if the County can reasonably show that such deadline cannot be met, the County shall have an additional seven (7) days to comply.

An employee who is involved in a current grievance under this policy or a collective bargaining agreement may designate in writing a representative of the employee's union or collective bargaining unit or other representative to inspect the employee's personnel record which may have a bearing on the resolution of the grievance. The Department Head shall allow such a designated representative to inspect that employee's personnel record. A Department Head shall be present during the employee's review of the personnel file. The employee has no right to add or delete from the employee personnel record but may file a grievance if he/she believes information in the file is erroneous. An employee may obtain a copy of the information or part of the information contained in the employee's personnel record. The Department Head may charge a fee for providing a copy of such information, limited to the actual cost of duplicating the information.

If an employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the Department Head and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The Department Head shall attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file. The inclusion of any written statement attached in the record without further comment or action by the Department Head or Board shall not imply or create any presumption of employer agreement with its contents.

The Department Head shall consult with the State's Attorney or other counsel approved by the board before disclosing the content of any personnel file information to any third party, or if any other question arises regarding personnel file issues.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

PROGRESSIVE DISCIPLINE

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Piatt County supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Piatt County reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Piatt County's progressive discipline process:

- **Verbal warning:** A Department Head verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a Department Head considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Final Warning / Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the Department Head and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.
- **Suspension:** Suspension details are based on management discretion.
- **Termination:** When a situation is deemed to be extreme, previous warnings have not resulted in a change in unacceptable behavior performance, or performance does not meet

acceptable standards as determined by the County, an employee's employment may be involuntary terminated with the County.

Piatt County reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and termination.

PURCHASING AND REQUISITIONS

Department heads shall instruct employees in the proper method of making purchases and requisitions. No employee is authorized to make purchases on behalf of the County unless specifically so authorized by a Department Head.

REHIRE

Former employees who left Piatt County in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire. In addition, if an employee does not work through the entire two week minimum notice period they may be ineligible for rehire.

RESIDENCY REQUIREMENTS

In general, employees in some positions may be required to be residents of Piatt County at the time of hire and throughout their employment with the County. However, the Piatt County -- Board may approve exceptions to this requirement, in its discretion, on a case-by-case basis.

RETURN OF COUNTY PROPERTY AND TERMINATION PROVISIONS

The separating employee must return all County property at the time of separation, including uniforms, cell phones, keys, PCs, credit cards and identification cards.

The separating employee shall contact the Department Head as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Accrued vacation leave will be paid in the last paycheck.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their

share of the dependent health and dental premiums through the end of the month. See Appendices for policies regarding sick leave pay accrued.

RIGHT TO MONITOR

All County-supplied technology and County-related work records belong to the County and not to the employee. Piatt County routinely monitors use of County-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

SEPARATION OF EMPLOYMENT

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide as much notice as possible, with a minimum of two weeks' notice required, preferably in writing, to facilitate a smooth transition out of the organization. Once an employee has submitted a notice to terminate their employment with the County, they are no longer eligible to use accrued but unused vacation, personal or sick time. The County reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. Department heads shall give four weeks' notice in writing.
- **Retirement:** Employees who wish to retire are required to notify their Department Head in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their Department Head for two or more consecutive shifts shall be considered to have abandoned the job without notice, effective at the end of their normal shift. Employees who are separated due to job abandonment are ineligible for rehire.
- **Termination:** Employees of Piatt County are employed on an at-will basis, and the County retains the right to terminate an employee at any time.
- **Death:** Separation will be effective as of the date of death. In the case of an employee death, all compensation due shall be paid to the estate of the employee.
- **Layoff** - involuntary employment termination initiated by the County for non-disciplinary reasons. The County may lay off an employee due to shortage of funds to work, the abolition of the position, lack of work, or other material changes in the duties of the position, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by any employee laid off may be reassigned to other employees already working. For benefit purposes, an employee's length of service will be reduced by the length of time the employee was laid off. Vacation time earned but not taken, as well as sick pay, will be paid according to current policy, to the laid-off employee. An opportunity to continue coverage under Piatt County's employee benefit plan will be given in accordance with COBRA for covered individuals. The "Layoff and Recall" policy in this manual contains more information. (See page 15).

SOCIAL MEDIA—ACCEPTABLE USE

Piatt County recognizes that social networking may be used by employees for personal as well as business purposes. Piatt County understands how the use of internet social network sites and blogs can shape the way the public views us and we respect the rights of any employee to maintain a blog or post a comment on social networking sites. However, the County is also committed to maintaining its identity, integrity, and reputation. Therefore, Piatt County has established the following rules and guidelines regarding social networking forums.

1. Employees may participate in a social networking site, blog, or web page during working hours and use Piatt County computers when explicitly instructed your Department Head.
2. Employees may not post on a personal blog or web page or participate in a personal social networking site during working time with Piatt County equipment or property.
3. Any employee who mentions Piatt County on a personal blog or social networking site must include a disclaimer that specifically states that the opinions expressed are those of the employee alone and may not be the same as those of Piatt County.
4. Employees not authorized by Piatt County to engage in social media on behalf of the County. They must use a personal email address, not a Piatt County email address as a means of identification.
5. All Piatt County rules and policies regarding disclosure of sensitive, proprietary, financial, or confidential information apply in full to blogs and social networking sites. This includes, but is not limited to, information about customers, products, finances, Piatt County strategies and other information not previously publicly released by the County.
6. All Piatt County rules and policies regarding discrimination and harassment apply in full force to blogs and social networking sites. Any conduct which is impermissible under the law if expressed in any other forum is also impermissible if expressed through blogs or social networks.

Amendments and revisions

This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Use of the Internet via Piatt County computer system constitutes consent by the user to all the terms and conditions of this policy.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snap Chat, among others.

Confidentiality

Do not identify or reference Piatt County clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

Expectations

On-duty use of social media

Social media use shouldn't interfere with employee's responsibilities at Piatt County. The Piatt County computer systems are to be used for business purposes only. When using the Piatt County computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter,

blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

Off-duty use of social media

If employees publish content after-hours that involves work or subjects associated with the Piatt County, a disclaimer should be used, such as this: “The postings on this site are my own and may not represent Piatt County’s positions, strategies or opinions.”

Employees must ensure that social media activity does not interfere with their work. In general, the County considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

It is highly recommended that employees keep Piatt County related social media accounts separate from personal accounts, if practical.

Competition

Employees should not use a social media to criticize Piatt County’s competition and should not use it to compete with Piatt County.

Respect

Demonstrate respect for the dignity of Piatt County, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Discipline

Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Legal

Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Links

Employees may provide a link from a social media site to the Piatt County website during employment (subject to discontinuance at the County’s sole discretion). Employees should contact the Web design group to obtain the graphic for links to the County’s site and to register the site with the County.

New ideas

Please remember that new ideas related to work, or Piatt County’s business belong to Piatt County. Do not post them on a social media site without the permission of Piatt County.

Post disclaimers

If an employee identifies himself or herself as a Piatt County employee or discusses matters related to the Piatt County on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of Piatt County and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to Piatt County or the County’s business. Employees must keep in mind that if they post information on a social media site that is

in violation of Piatt County policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Trademarks and copyrights

Do not use the County's or others' trademarks on a social media site or reproduce the Counties' or others' material without first obtaining permission.

SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS

Piatt County limits the solicitation, distribution and posting of materials on or at County property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Piatt County management and County-sponsored programs related to Piatt County's products and services.

USE OF COUNTY VEHICLES AND EQUIPMENT

When using County equipment and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees are expected to adhere to all applicable municipal codes and state and federal laws when operating a vehicle or piece of equipment while in an employment capacity. Employees are also expected to obtain and to keep current the appropriate license(s) for the type of vehicle(s) operated.

Employees are expected to notify their Department Head immediately if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. If employees have questions regarding their responsibility for maintenance and care of equipment or vehicles, they should contact their Department Head.

The improper, careless, negligent, destructive, unauthorized or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

In the course of conducting County business, all county owned vehicles are to be operated by County employees only. No unauthorized persons may operate County owned vehicles. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

All Piatt County employees intending to operate County vehicles or use personal vehicles on County business must hold a valid driver's license and insure their personal vehicle. On January 31st of each year all Department heads must submit a list of those employees who use County vehicles or personal vehicles for county business. Those individuals will be required to submit a copy of proof of automobile insurance and be subjected to an audit of their driver's license record by the sheriff's department. Failure to do so may result in disciplinary action, up to and including termination of employment.

COMPENSATION

ADMINISTRATION AND REVIEW OF SALARY AND WAGES

The Piatt County pay plan is intended to provide fair compensation for positions in the County within its affordability to do so. In establishing the pay plan, the County takes into consideration the general rates of pay for similar employment in private establishments and other public jurisdictions in the area as well as the financial condition of the County. From time to time, the County may make comparative studies of factors affecting the pay plan to determine whether its pay objectives are being met.

New employees or current employees entering a new classification are generally paid at the entrance rate for that position. The compensation for each employee will be set by the Department Head. Each employee's compensation may be reviewed at the beginning of each fiscal year. Compensation increases will be primarily based on employee performance.

While the performance of each employee is under constant review, overall performance and pay level shall be appraised at least once during each 12-month period. Employees are generally advanced to the new pay rate within their classification on December 1st of each year, provided his or her performance level is at a satisfactory level. Pay rate advancements, as well as any exceptions, must be recommended by the appropriate department head and must be approved by the Piatt County Board and have appropriate funding within the Fiscal Budget. A new employee hired within 90 days before any effective wage increases will not be eligible for that wage increase. Refer to department appendices.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be needed to work overtime. All overtime work must receive the Department Head's written authorization normally in advance.

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

Overtime shall be paid at a rate of time and one half for all worked hours exceeding forty hours in a workweek. The work week begins on Sunday and ends on the following Saturday or a different work week schedule maybe requested by the Department Head and approved by the County Board.

Where appropriate, all department heads are encouraged to offer comp-time in lieu of overtime pay for hours worked in excess of 40 hours in a workweek. Compensatory time will be granted to non-exempt employees at the rate of 1.5 hours for each hour of overtime worked. Upon termination of employment, an employee will be paid for accrued unused compensatory time.

PAYMENT OF WAGES

All employees are paid biweekly, on every other Friday. The County reserves the right to alter pay date and schedule with one month's written notice to employees. Each paycheck will include earnings for all work performed through the end of the previous payroll period. It is the County's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address. No salary or wage advances will be made. In the event that an employee will be absent on payday, he/she may receive his/her paycheck, with approval of the Department Head, no earlier than Noon on the previous working day.

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

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the County.

The law requires that the County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The County also must deduct Social Security taxes on each employee's earnings up to a specified limit called the Social Security wage base.

All full-time employees hired for the County of Piatt shall be signed up for the Illinois Municipal Retirement Fund (IMRF) or SLEP in the Sheriff's Department at the time of hire. Wages will be deducted on a pre-tax basis at the rate required by the specific fund and deposited into the employee's account.

The County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

The County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his or her Department Head so that corrections can be made as soon as possible.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your Department Head can assist in having your questions answered.

WORK HOURS AND TIMEKEEPING

The work week begins on Sunday and ends on the following Saturday or a different work week schedule may be requested by the Department Head and approved by the Personnel Committee.

Accurately recording time worked is the responsibility of every employee and his or her Department Head. Federal and state laws require the County to keep an accurate record of time

worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. If the employee's department has a time clock the employee must use it.

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

If corrections or modifications are made to the time record, both the employee and the Department Head must verify the accuracy of the changes by initialing the time record.

TIME OFF/LEAVES OF ABSENCE

BEREAVEMENT LEAVE

In the event of the death of an immediate family member, an employee shall be permitted to be absent from his job for up to three (3) days for each occurrence with the Department Head's approval, and for each such day's absence, the employee shall receive compensation at his/her normal rate of pay. If the employee desires to be absent for more than three (3) days, he/she may utilize previously earned, unused, vacation or personal time and receive compensation for each such additional day's absence at his normal rate of pay, provided that the Department Head approves such additional absence.

Definition of Immediate Family - A member of the immediate family shall be defined to be an employee's spouse, parent/step-parent/in-law, son/daughter in-law, grandchild, grandparent, sibling/step-sibling/half-sibling or legal guardian. .

Child Bereavement Leave

In the event of the death of a child (natural, adopted, foster, stepchild, a legal ward or the child of a person standing in loco parentis), employees who have worked a minimum of 1250 hours for the County during the immediately preceding 12 months are entitled to a maximum of 2 weeks of unpaid bereavement time and up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period.

The time may be used to attend the funeral or alternative to a funeral, make arrangements necessitated by the death, or to grieve the death of the child. The leave must be completed within 60 days after the date employee receives notice of the death of the child. Employees must give 48 hours of notice before the leave, unless it is not practicable, and may be requested to provide documentation demonstrating the need for the leave.

Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act (FMLA) and may not exceed unpaid leave time allowed under that law.

DISABILITY LEAVE

Disability is defined as a physical or mental condition that incapacitates an employee to a point that he/she is unable to perform their job requirements. Disability may be work or non-work related and must be certified by a licensed physician. It is the responsibility of the employee or his/her representative to contact the Department Head to keep him/her advised of the extent of the disability and contact the Treasurer's Office for a disability application as soon as it is anticipated that the employee may go on disability. Employees with a disability may qualify for IMRF or workman's compensation disability benefits; however, IMRF disability benefits are not paid for the first 30 days of disability. An employee may also be eligible for leave under the Family and Medical Leave Act (FMLA) policy, if the employee meets certain eligibility requirements and the employee's disability qualifies as a serious health condition. In such cases, disability leave will run concurrently with FMLA leave and the terms of the FMLA policy will control to the extent such terms conflict with the provisions of this disability policy, until the employee's FMLA leave rights are exhausted.

- Employees requesting a disability leave must submit a request for leave in writing, stating the reason for the leave, at least thirty (30) days in advance to his or her Department Head. In emergencies, written notice must be provided as soon as possible under the circumstances. The employee must also submit certification from his or her physician stating the diagnosis and nature of the disability, why the disability will preclude the employee from working and the recommended course of treatment, and the estimated length of time that the employee will be out of work because of the disability. This medical certification generally must be provided at the time of the request of the leave, but no later than fifteen (15) days after the request for leave is made. The County reserves the right to require a second medical opinion by another physician at its designation.
- Employees must use all accrued sick days in conjunction with a disability leave. Employees are required to use vacation, sick and personal days during a disability leave within the first 30 days to continue disability payments. Sick leave, vacation and personal time will continue to be accrued only during the period when the employee is being paid by the County. Otherwise, sick leave, vacation, or personal days will not be accrued while the employee is on disability or on unpaid FMLA.
- Disability beyond 30 calendar days may be covered by the Illinois Municipal Retirement Fund (IMRF). The Payroll Office will prepare the required forms to request IMRF disability coverage and forward them to the disabled employee. It is the employee's responsibility to sign the forms as required, provide the necessary physician's statement or proof of disability, and return all forms to the Payroll Office for processing. The amount of IMRF disability benefits is 50% of the employee's average monthly earnings for the 12 calendar months prior to the date he or she is disabled.
- An employee will be returned to his or her former position if the employee returns from a sick/disability leave within 30 calendar days after the first day of absence, provided that the employee is able to perform the essential job functions of the position. Employees who are unable or unwilling to resume their duties on the same schedule to which they were assigned immediately prior to the period of disability within the thirty days are not

guaranteed reemployment. For example, a full-time staff member is not guaranteed the right to demand rehire on a part-time basis. See appendices for Department specific policies.

- If the employee's leave continues beyond thirty (30) days, the County will attempt to return the employee to his or her former position or to a comparable position for which the employee is qualified if available when the employee returns from an approved leave. However, the County's need to fill a position may override its ability to hold a position open until an employee returns from his or her leave. The County, therefore, cannot assure that it will be able to return an employee to any position after an approved leave of more than thirty (30) days. If during the leave the employee's position has been filled or eliminated, or the duties and responsibilities have been significantly changed requiring new skills and abilities, the returning employee may be offered a position, if open, comparable to the position the employee held immediately prior to the leave. The County has the sole discretion to determine comparable jobs and the employee's qualifications for any such positions. In the event that the employee's same or a comparable position for which the employee is qualified is not open at the end of the leave of absence, the employee will be automatically terminated from employment. Additionally, if an employee refuses to accept any position offered within one week after such offer, the employee will be terminated from employment, at which time the employee will be notified, as applicable, of any conversion rights and/or rights to group health plan coverage.
- Health Insurance will be paid by Piatt County only while on paid absence, unless otherwise required by applicable law. Continued participation by the employee in the Group Life and Health Insurance program during unpaid disability leave will be at the employee's expense of paying the premium for continued coverage.
- During a disability leave, the County may require the employee to periodically report on his or her status and intent to return to work. The County may also periodically require certification of the employee's medical condition.
- , if after six months of a disability leave the employee is unable or unwilling to perform the normal job functions of their position, the employee will be separated, and all unused benefits paid in accordance with routine separation policy.
- If the employee's disability continues beyond the original requested and approved leave time but the employee has not yet used the maximum six months allowed for a disability leave, the County may extend the disability leave for up to the maximum leave available upon written request for an extension and presentation of a statement from the employee's physician stating the reason why the employee cannot report back to work and the estimated additional time that will be required for the employee to recover from the disability.
- Failure to return from a disability leave upon the expiration of the approved leave period will be considered a voluntary resignation.

- When an employee returns from a disability leave, the employee must provide a statement of disability from his or her physician stating that the employee is medically fit to return to work and further stating any limitations that may be imposed by the physician on the employee's ability to work. The County, in its sole discretion, may require an employee to be examined by a physician designated by the County before the employee is permitted to return to work from a disability leave. The final decision on whether an employee is ready to return to work rests with the County.

FAMILY AND MEDICAL LEAVE ACT

Upon hire, Piatt County provides all new employees with notices via the employee handbook required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact your Department Head in writing.

General Provisions

Under this policy, Piatt County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) unpaid, job protected leave during a 12-month period to eligible employees.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the County for 12 months or 52 weeks. . Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours for the eligibility test for an employee under FMLA.

- The employee must work in a work site where 50 or more employees are employed by the County within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition in loco parentis.
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the County's sick leave policy are encouraged to consult with their Department Head.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the County may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of

active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (*Son or daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Military Caregiver Leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term covered service member means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term serious injury or illness means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the County will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the County will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave taken for other FMLA circumstances will be deducted from the total of 26 weeks available in that 12-month period.

If spouses both work for the County and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the County and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the county will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. However, the employee will still be responsible for their portion of the benefits.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The County will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The County will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The County will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The County will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The County may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the County may request recertification for the serious health condition of the employee or the employee's family member as often as every 30 days in connection with an FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Department Head with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Department Head will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the County's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Department Head will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work from FMLA Leave

The county may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

HOLIDAYS

Piatt County will observe such holidays as the Board shall annually prescribe. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. In the event there is a discrepancy concerning the day a holiday is to be observed, the holidays will be observed as the day designated by the State of Illinois.

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

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. In order to qualify for holiday pay, all employees shall work their last regularly scheduled workday before the holiday and their first regularly scheduled workday after the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

An employee in a non-exempt position working on one of the above enumerated holidays may, at the option of the Department Head, be given an equivalent time off or time and one-half pay for the number of hours worked.

JURY DUTY

Serving on a jury or serving as a witness when called is a civic duty, and as such is recognized and supported by Piatt County.

An employee who receives a summons or subpoena from a civil authority and serves during work hours will be paid the difference between the earnings from the court system and his or her current base rate of pay. Employees would need to sign their court system check over to the county and they will continue to receive their normal paycheck. Only full-time employees are eligible to receive paid jury and witness duty leave. Temporary employees are not eligible for paid jury and witness duty leave.

If an employee is asked to appear in court as a witness at the request of a party other than the County, the employee is free to use vacation leave. If the subpoena is County related, the employee will receive paid time off for the entire period of witness duty.

In the event the employee is engaged in litigation against the County, other County employees and/or County Elected officials, the employee will not be paid in any manner for their absence to appear as a witness and/or litigant. However, if an employee is witness for the County in a litigation matter, the employee will receive their regular hourly rate of pay for the time scheduled away from their assignment by their Department Head.

The County will continue to provide health insurance benefits for the full term of the absence, if the employee has coverage. However, the employee is responsible for their portion of the benefits. Vacation, sick leave, and holiday benefits will also continue to accrue during the leave.

LACTATION/BREASTFEEDING

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The Department Head will designate a room for this purpose upon request.

MEAL BREAKS

In accordance with Illinois State Law, employees whose workday is at least 7 1/2 hours long are given a meal period beginning no later than the end of the fifth hour. The duration of the meal period will be at least twenty minutes. Nonexempt employees are to be completely relieved of all job duties while on meal breaks. Department Heads arrange time schedules and meal periods to accommodate operating requirements.

MILITARY LEAVE OF ABSENCE

Piatt County is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the County's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or County policy. If any employee believes that he or she has been subjected to discrimination in violation of County policy, the employee should immediately contact your Department Head

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact their Department Head to request leave as soon as they are aware of the need for leave.

PERSONAL TIME

Personal time provides an all-purpose time-off policy for eligible employees for personal business. Full-time employees will receive three days of paid personal leave on their employment date and at the beginning of each subsequent fiscal year. Personal days cannot be accumulated from year to year.

Personal days can be used in minimum increments of one hour. To schedule planned personal days, employees should request advance approval from their Department Head. The Department Head based on business need and staffing requirements will review requests for personal days. The Department Head must also be contacted on each additional day of absence.

Personal days are paid at the employee's base rate of pay at the time of absence, not including any overtime or special forms of compensation such as bonuses or shift differentials.

PREGNANCY RIGHTS AND ACCOMMODATIONS

Pursuant to the Illinois Human Rights Act, the County provides reasonable accommodations, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. Employees requesting a leave or reasonable accommodation should promptly notify their Department Head.

Use of accrued paid leave

The County requires employees to use accrued paid sick leave, concurrently with some or all of the leave taken under this policy. Additionally, employees must comply with the County's normal procedures for the applicable leave policy (e.g., call-in procedures, advance notice).

Maintenance of health benefits

If employees and their families participate in the County's group health plan, the County will maintain coverage during leave under this policy on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their shares of health plan premiums while on leave. In some instances, the County may recover premiums it paid to maintain health coverage or other benefits for employees and their families. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.

Procedures

When seeking leave or a reasonable accommodation under this policy, an employee must provide their Department Head with the following:

- As soon as practicable and if possible prior to commencing leave, a statement from his or her health care provider supporting the request for leave or reasonable accommodation. The statement should confirm that the requested leave or reasonable accommodation is based on a pregnancy-related disability, and if the statement is provided in support of a leave request, the statement should include an anticipated start and end date. An employee must also supply periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.

- Upon return from leave, medical certification of fitness for duty before returning to work. The County will require this certification to address whether employees can perform the essential functions of their positions.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer responsibilities

To the extent required by law, the County will inform employees whether they are eligible for leave under this policy. As detailed in the Family and Medical Leave Act (FMLA) Policy, the County will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlements. If employees are not eligible for FMLA leave, the County will provide a reason for the ineligibility.

Job restoration

Upon returning from leave, employees will typically be restored to their original positions or to equivalent positions with equivalent pay, benefits, and other employment terms and conditions.

Failure to return after leave

If an employee fails to return to work as scheduled after leave under this policy, or if an employee exceeds the leave entitlement, the employee will be subject to the County's other applicable leave of absence, accommodation and attendance policies. This may result in termination if the employee has no other County-provided leave available to him or her that applies to the continued absence. Likewise, if leave under this policy ran concurrently with FMLA leave, following the conclusion of the FMLA leave, the County's obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act of 1993 provides employed parents and guardians (who are otherwise unable to meet with educators because of work conflicts) the right to 8 hours of unpaid time off during the school year to attend necessary education or behavioral conferences at their children's schools. The County will provide employees their rights under this act as follows:

- This act applies solely to public and private employers with fifty (50) or more individuals in Illinois.
- The employee must have been employed at least six (6) months and have been employed at least half time.
- The employee can be granted up to eight (8) hours during any school year; no more than four (4) hours may be taken at any one day.
- This time can only be taken if the employee has exhausted all earned leave time.
- The leave permitted under this Act will not be paid time.
- The school administrator shall provide the employees with documentation of the school visitation.

- The State Superintendent of Education and the Director of IDOL must develop the form. The following link takes you to the visitation form. <http://www.illinois.gov/idol/Laws-Rules/FLS/Documents/FLSSVA01.PDF>

SICK LEAVE

Piatt County provides paid sick leave benefits to all eligible employees for periods of temporary absence due to non-occupational illness, accident or disability. In addition, sick leave can be used in the event of illness, disability or injury of children or stepchildren under the age of fourteen (14) years of age, medical emergency for children or stepchildren up to eighteen (18) years of age, or for the medical emergency of a spouse. A medical emergency is defined as a condition that requires immediate medical (or surgical) treatment.

Full-time employees are eligible to use accrued sick leave after six months of employment. Eligible employees will accrue sick leave benefits at the rate of one (1) day per calendar month for any part of a month worked.

During the first 180 days after an employee is hired, sick leave time will accrue but may not be taken until after the end of that 180-day period. If an employee becomes ill during his/her initial 180 days of employment, the matter will be referred to the Department Head for appropriate action.

Paid sick leave can be used in minimum increments of one hour. Employees who are unable to report to work due to illness or injury should notify their Department Head as far in advance as possible or as soon as practical. The Department Head must also be contacted on each additional day of absence. Failure to notify the Department Head, except under extenuating circumstances, shall be cause for disciplinary action.

For absences greater than three (3) consecutive calendar days, employees are required to provide a physician's statement to their Department Head verifying the absence and the employee's inability to perform the duties of the position during the absence. For absences greater than five (5) consecutive calendar days, employees are required to provide a physician's statement to their Department Head verifying the absence and the employee's inability to perform the duties of the position during the absence, plus a statement that the employee safely return to work and listing restrictions or accommodations, if any. A physician's verification is not required for absences of three (3) days or less, except in cases where there is a pattern of suspected abuse or repeated illness.

Any employee who submits a falsified absence report and/or physician's statement will be subject to discipline, up to and including termination. An employee "abuses" sick leave when the employee uses or attempts to use sick leave for reasons that do not qualify for sick leave (as identified above). An employee who is determined to have abused sick leave will not be paid for the inappropriate sick leave. "Abuse" of sick leave shall subject the employee to disciplinary action.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as bonuses or shift differentials.

Employees will be allowed to accumulate a maximum of 240 sick leave days. Accumulated unused paid sick leave is an earned benefit granted during employment. Upon an employee's retirement, they may elect to receive pay for one half of their accumulated sick days, not to exceed thirty (30) days, and may use any remaining toward retirement under IMRF guidelines. Upon termination of employment, employee may receive pay for one half of his/her accumulated sick days, not to exceed thirty (30) days.

In recognition of the financial hardship that an extended catastrophic illness can cause employees, the County is willing to facilitate the voluntary donation of sick leave among employees. If an employee voluntarily requests that the County transfer a portion of that employee's accrued sick time to an employee with a catastrophic illness, the County will facilitate that transfer. Such a request must be submitted in writing to the Department Head for processing. The name of the donor can be kept anonymous.

An employee seeking to donate sick leave will be required to retain enough sick time to equate to one month of scheduled work time off, hours and number of days will vary based on part time or full-time status. Donated time is not otherwise limited in the amount of sick time the employee can donate. An employee can only receive donations of sick time from employees once they have otherwise exhausted all accrued time off.

UNPAID LEAVE OF ABSENCE

An Unpaid Leave of Absence is intended to provide Piatt County with a means to allow employees to be reinstated with past seniority if they need to suspend active employment status. Unpaid leaves are granted to employees in good standing at the discretion of the appropriate department head and the Piatt County Board .

An employee requesting an unpaid leave must be a full-time employee with at least one year of service. An employee requesting an unpaid leave must provide a written request (to the appropriate department head) which relates the anticipated term of the leave and its purpose. The department head will recommend its acceptance or denial on the basis of operational needs. Unpaid leaves are without pay with a minimum duration of one month, a maximum duration of six months. At the end of an unpaid leave of absence, at the request of an employee who is unable to return to work, the Piatt County Board will review the situation to determine whether additional leave should be granted.

During the leave of absence, employees can continue to receive group benefits provided such continuances are acceptable under the terms of the adopted programs (employees must pay full premium costs for employees and dependents in advance). Employees will not earn sick leave or vacation credit while on an unpaid leave and no pay will be given for holidays occurring during this period. Time spent on an approved unpaid leave shall not be credited toward seniority or vacation benefits.

An employee returning from an unpaid leave is requested to provide the Department Head with at least two weeks' advance notice of the date the employee intends to return to work. The employee may be reinstated to his or her former position, if it exists, or, if not, to another vacant position in the same class. Reinstatement from an unpaid leave is not guaranteed.

VACATION

The Piatt County vacation policy is intended to provide eligible employees with opportunities for rest, relaxation, and personal pursuits. Full-time employees accrue vacation time according to their length of service as shown below:

YEARS OF SERVICE	VACATION TIME ACCRUED
1st year of service	2 weeks
After 5 years of service	3 weeks
After 10 years of service	4 weeks

Vacation time will be calculated on length of eligible service. . This is the 12-month period that begins on the date the employee starts employment with the County. Vacation shall be accrued during the work year. Accrued time may be used after 180 days of employment. An employee's benefit year may be extended for any significant leave of absence except a military leave of absence (military leave has no effect on the vacation calculation). . Temporary employees are not eligible for vacation.

Paid vacation time can be used in minimum increments of half a day. To use vacation benefits, employees must request advance approval from their Department Head. Vacation requests are reviewed based on business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials.

Employees may accumulate vacation time; however, such accrual will not exceed the number of days regularly earned for one year of employment plus 5 additional days. Vacation credit accrued in excess of that maximum amount will be forfeited by the employee.

Vacation time is granted in addition to any recognized holidays which may fall during the employee's vacation.

When an employee's service with the County is terminated, he or she will receive compensation for any unused, accumulated vacation leave.

VICTIMS ECONOMIC SECURITY AND SAFETY ACT (VESSA)

In accordance with the Illinois Victims Economic Security and Safety Act (VESSA), leave shall be granted to an employee who is a victim of domestic (sometimes referred to as "intimate partner violence") or sexual violence or who has a family or household member (defined as spouse or Civil Union partner, parent, son, daughter, and persons jointly residing in the same household) who is a victim. Up to twelve (12) weeks of unpaid leave per year (52 consecutive weeks) may be taken. For purposes of this policy, the initial one-year period will commence on the first day that VESSA is taken. VESSA does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the Family and Medical

Leave Act (FMLA). For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the 12 week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA, but depletes the 12 week FMLA entitlement when used.

An employee, who may have exhausted all available leave under FMLA for a purpose other than that which is available under VESSA, remains eligible for leave under VESSA. Employees taking leave under VESSA may “voluntarily” use accumulated, unused leave days, first. However, the employer cannot require that these unused personal leave days be used. When an employee is taking a VESSA leave of absence concurrently with FMLA, they will be required to use accumulated, unused leave days (PTO) as outlined in FMLA policy.

While on a VESSA qualifying leave, employees will retain health insurance benefits at the same level as if continuously employed. Upon return to employment following a VESSA leave, the employee is entitled to be returned to his or her same or equivalent position. Contact your Department Head for additional information.

VOTING LEAVE

Voting Time

The County encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. All employees who are scheduled to work on election day are encouraged to vote by mail . If the polls are not open at least two hours before or after the employee is scheduled to work, the County will grant up to two hours off to vote.

Employees are required to request time off to vote from their Department Head at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt to their Department Head on the first working day following the election to qualify for paid time off.

Election Leave

Employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records.

BENEFITS

CONTINUATION OF BENEFITS (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the County's Health plan when a 'qualifying event' would normally result in the loss of eligibility. Some common "qualifying events" are as follows:

- Death of the employee;
- Termination of the employee's employment for any reason other than gross misconduct;
- Reduction in the employee's hours of work below the minimum required for eligibility under the plan;
- Divorce or legal separation;
- Employee becoming entitled to Medicare; or
- Dependent child ceasing to be a "dependent child" under the terms of the County's health care plan.

Under COBRA, the employee or beneficiary pays the full premium at applicable rates as determined by the plan actuary, plus a service fee. The County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the County's Health Insurance plan. The notice contains important information about the employee's rights and obligations.

RETIREMENT, INSURANCE AND OTHER BENEFITS

The County provides retirement, group health insurance, life insurance, disability insurance and other benefits for eligible employees. These various benefits are described below. Additional information, including summary plan descriptions ("SPDs") which explain coverage of our benefits in greater detail are available from the County Clerk' Office and the Piatt County Treasurer's Office. Please note, however, that the actual plan documents are the final authority in all matters relative to the benefits described in this handbook or the SPDs, and will govern in the event of any conflict, including any oral representations or statements concerning such benefits. Piatt County also reserves the right to change or eliminate benefits at any time at its discretion in accordance with applicable law.

Retirement Plan

County maintains a 457 plan whereby employees may deduct sums from their earnings by payroll deduction to save for retirement. This plan allows employees to avoid current income taxation on those savings and earnings on those savings until the employee receives the savings and earning in retirement. Interested employees should see the Payroll Office for details.

Section 125 "Cafeteria Plan"

The County maintains a cafeteria plan whereby eligible employees may pay for health insurance premiums not paid by the County through payroll deduction of untaxed earnings. This is a valuable benefit that saves the employee a portion of the employee's cost of health insurance premiums by lowering the employee's obligations to pay income taxes. See the Payroll Office for an explanation and forms

Group Health Insurance

The County of Piatt shall contribute an amount toward the cost of single coverage for each eligible employee participating. The covered employee has the option to add their spouse and children for inclusion in the insurance plan, provided the appropriate deductions will be taken from the employee's salary. Those Piatt County employees off work as a result of non-work related illness or accidents, who have used up all sick leave, vacation time, and personal days and are no longer being paid by the county shall pay the full premium for coverage under the said policy.

County employees who retire, shall be eligible to participate in the County's insurance plan by paying the premium for coverage under the said policies. For more details regarding such benefits, please contact the County Clerk.

Life Insurance

While employed full-time, the County of Piatt provides the option to participate in the term life insurance plan through IMRF or a whole life plan designated by the County.

Disability Insurance

An employee who has twelve (12) consecutive months of service and cannot perform the duties of his or her position because of illness or injury that lasts more than thirty (30) days may be entitled to disability benefits, equivalent to 50% of average monthly earnings in accordance with IMRF regulations. For more details regarding such benefits, please contact the Payroll Office.

WORKER'S COMPENSATION INSURANCE

Piatt County provides a Workers' Compensation insurance program at no cost to employees. This program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Under the provisions of the Occupational Safety and Health Act of 1970 (OSHA), Piatt County is required by law to keep a log of all occupational injuries and illnesses. Therefore, it is mandatory that all potentially work-related injuries must be reported IMMEDIATELY to the Department Head. An Accident Report Form must be completed within 24 hours of a work-related accident (forms are available from the Department Head. This report will be the basis of a review to determine if the illness/injury is covered by Workers' Compensation under the guidelines of the State of Illinois.

Piatt County retains the right to investigate and contest any Worker's Compensation claims made by employees. The County may require that a medical examination be conducted to determine the nature and extent of injuries claimed. Any such required medical exams will be performed at the County's expense.

In order to limit the obligations of the County for each new separate injury, the County (or the insurer or administrator, as applicable) requires the employee to furnish medical proof or submit to a medical examination, whether any subsequent injury is a new and separate injury or an aggravation of a former injury received while in the County's service. Neither the County nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the County.

WORKPLACE SAFETY

DRUG-FREE WORKPLACE

Piatt County has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Piatt County is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Piatt County.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Department Head.

Piatt County will establish a drug free awareness program, to inform employees about the dangers of drug abuse in the workplace and available drug counseling and rehabilitation programs.

Piatt County will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their Department Head. Employees should not, however, disclose underlying medical conditions unless directed to do so by their physician

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any County vehicle, are present on County premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug as defined in this policy.

- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing County business or while in a County facility is prohibited.
- Piatt County will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
- Any employee of the County who is convicted of any criminal drug statute violation occurring within the county workplace shall notify his/her Department Head of such conviction within five (5) days after such conviction. The County will notify appropriate state and federal grant agencies within ten (10) days after receiving notice of such convictions.
- Employees may also be subject to discipline for off duty conduct involving illegal drugs or controlled substances regardless of whether such conduct constitutes or results in any criminal action, where, in the opinion of the County, the employee's conduct adversely affects the County or a Department, including the County's reputation for honesty and safety.

Required Testing

The County retains the right to require the following tests:

- **Pre-employment:** Some applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable suspicion:** Employees are subject to drug/alcohol testing based on observations by a Department Head of apparent workplace use, possession or impairment.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result may be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a Department Head. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

The County may require employees, as a condition of continued employment, to participate satisfactorily in an approved drug abuse assistance or rehabilitation program, at the employee's expense, as an alternative to, or in conjunction with discipline.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

Piatt County reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

Piatt County prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on County premises or while conducting County business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

SAFETY AND HEALTH

Piatt County is committed to maintaining safe and healthy working conditions. It is the responsibility of every employee to do their part to help us achieve this goal.

Every employee is expected to take all safety and health policies seriously and help enforce these policies within the work place-safety is everyone's job. The responsibilities of all employees in this regard include, but are not limited to, the following:

- Approach your job from the point of view of SAFETY - don't take risks. Come to your job well-rested and alert;
- Eliminate fire and other hazards by practicing good housekeeping;
- Never block fire exits, extinguishers, fire alarm boxes, aisles, switches, or power panels;
- Familiarize yourself with the location of the nearest outside exit from your work area;
- Wear proper safety equipment as required by job duties;
- Follow all safety instructions and policies relating to the performance of your job duties
- Do not operate any machines, mechanical equipment, etc., unless you have been properly trained and authorized to do so;
- Turn off all machinery when unattended or not in use, and when making repairs or cleaning;
- Do not perform any task that calls for more than one person until the required number of persons are present;
- Bring any unsafe conditions that you may notice to the Department Head's attention immediately;
- Report all accidents or injuries to the Department Head immediately;

Common sense is the most important rule of all. Please try to use it all times. Failure to observe and follow safety rules and procedures will result in disciplinary action, up to and including

immediate discharge. Employees shall notify the County Board Chair or a Department Head of any hazard that endangers the health or safety of personnel. Complaints or notifications of hazards at the Courthouse may also be reported to the Sheriff.

SMOKE-FREE WORKPLACE

Pursuant to the Smoke Free Illinois Act (410 ILCS 82/1, et seq.), smoking is prohibited in all County facilities and within 15 feet of all entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. In addition, smoking is prohibited in any vehicle owned, leased, or operated by the County. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." This policy also applies to the use of the "E-cigarette" technology currently available.

In keeping with the County's intent to provide a safe and healthful work environment, smoking on County property is permitted only in outdoor smoking areas designated by the person responsible for the relevant County facility. Even while smoking outdoors, employees must remember that tobacco use of any kind (including "chewing" tobacco) in the presence of others may be offensive. The rights of others must be a consideration at all times. In situations where the preference of smokers and non-smokers conflict, the preferences of the non-smokers will be observed.

Recognizing that the County does not have a break policy for non-union employees, the allowance of smoking breaks shall be at the discretion of the Elected Official or Department Head responsible for the department. Employees violating their department policy or union contract will be subject to disciplinary action.

Employees who violate the smoking restrictions may be subject to fines and/or disciplinary action. Employees are free to report violations, without fear of retaliation, in accordance with the Piatt County Personnel Policy.

Members of the general public, who violate the smoking restrictions, should be **politely asked** to extinguish their smoking materials, and to refrain from the activity. In the event that they refuse, they should be informed that they are subjecting themselves to prosecution under State Law. **Under NO circumstances should you get into an argument with a member of the public regarding the smoking ban.**

VIOLENCE IN THE WORKPLACE

All employees, customers, vendors and business employees must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, coerces or creates a hostile work environment towards another employee, customer, vendor or business employee will not be tolerated. Piatt County resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Piatt County treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a Department Head, or security personnel. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their Department Head of any protective or restraining order that they have obtained that lists the workplace as a protected area. Piatt County will not retaliate against employees making good-faith reports.

Piatt County will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Piatt County will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Piatt County may suspend employees suspected of workplace violence or threats of violence without pay, pending investigation. If the claim is unfounded, the employee will receive back pay for time suspended.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Piatt County encourages employees to bring their disputes to the attention of their Department Head before the situation escalates. Piatt County will not discipline employees for raising such concerns.

WORKPLACE ACCOMMODATIONS / LIGHT DUTY

In general, Piatt County's light duty position classification is reserved for employees in the worker's compensation program and otherwise-qualified disabled employees subject to temporary work restrictions.

Each request by an employee for a deviation from the duties and requirements of his/her position will be treated on an individual basis in conformance with applicable State and Federal Laws. The employee must submit requests for work restrictions, in writing, to their department head. The form must be signed by their physician. Generally, any accommodation or modification of an employee's job duties will be permitted on a temporary basis, and will be reviewed by the County at periodic intervals.

WORKPLACE BULLYING

Piatt County defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the Performance Standards, which clearly state that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including Department Heads, that the County will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Piatt County considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

WORKPLACE CONTRABAND AND SECURITY INSPECTIONS

Piatt County wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the County prohibits the possession, transfer, sale or use of such materials on its premises. The County requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the County. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the County at any time, either with or without prior notice.

The County likewise wishes to discourage theft or unauthorized possession of the property of employees, the County, visitors, and customers. To facilitate enforcement of this policy, the County or its representative may inspect not only desks and lockers, but also persons entering and/or leaving the premises and any packages or other belongings.

WORK-RELATED ACCIDENT, INJURY OR ILLNESS

In accordance with applicable state law, employees will be paid benefits (lost salary and medical expenses) if disabled as result of a work-related accident or illness. The amount and duration of these benefits are specified by law based upon the nature and circumstances of the illness or injury.

Employees must immediately report to their Department Head all injuries, illnesses, or accidents that occur while working - no matter how minor. This ensures that the County can assist the employee in obtaining any necessary medical treatment, and determine if the employee is eligible for worker's compensation benefits. Failure to promptly report any illness, injury, or accident or to otherwise cooperate with the County's investigation and documentation of the incident may affect eligibility for worker's compensation benefits, and will result in disciplinary action up to and including immediate discharge. (See also Worker's Compensation Insurance section under Benefits)

ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Piatt County, and I understand that I should consult my Department Head regarding any questions not answered in the handbook. I have entered into my employment relationship with Piatt County voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Piatt County can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that no Department Head or representative of Piatt County has any authority to enter into any agreement for employment other than at will.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Piatt County. By distributing this handbook, the County expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Piatt County, and the County reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Piatt County is employment at will, which may be terminated at the will of either Piatt County or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Piatt County or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee Name (Print)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE