Item #9:

Resolution Approving Amendments To Personnel Manual

01/21/11

VILLAGE OF LONG GROVE

RESOLUTION NO. 2011-R-___

RESOLUTION APPROVING AMENDMENTS TO THE VILLAGE OF LONG GROVE EMPLOYEE HANDBOOK

WHEREAS, the Village of Long Grove has previously adopted personnel policies as part of the Village of Long Grove Policy Manual of 1999 (the "***Policy Manual***"); and

WHEREAS, the Village of Long Grove has previously adopted personnel policies as part of the Village of Long Grove Employee Handbook of 2010 (the "***Employee Handbook 2010***"); and

WHEREAS, in light of operations within the Village and a review of current policies and practices of the Village, the Village Board has directed that the Employee Handbook be amended; and

WHEREAS, the Village Board has been presented with, and has carefully reviewed, the "Village of Long Grove Employee Handbook of 2011," (the "***Employee Handbook 2011***"), a copy of which is attached hereto as Exhibit A; and

WHEREAS, the President and Board of Trustees have determined that it is in the best interests of the Village, its personnel, and its residents to approve the amendments to the Employee Handbook in;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LONG GROVE, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

Section 2: Approval of Employee Handbook Amendments. The President and Board of Trustees hereby approve the Employee Handbook 2011 as amended attached hereto as Exhibit A, which Employee Handbook 2011 shall repeal and replace the Employee Handbook of 2010.

Section 3: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this 25th day of January, 2011.

AYES: (__)

NAYS: (__)

ABSENT: (__)

APPROVED this 25th day of January, 2011.

_____
Village President

ATTEST:

_____
Village Clerk

DRAFT

EXHIBIT A

Employee Handbook 2011

DRAFT

THE VILLAGE OF LONG GROVE

EMPLOYEE HANDBOOK

Effective May 25, 2010
Revised January __, 2011

TABLE OF CONTENTS

PURPOSE OF THIS HANDBOOK 1
LETTER FROM THE VILLAGE MANAGER 2
STATEMENT OF AT-WILL EMPLOYMENT 3
POLICY AGAINST DISCRIMINATION AND HARASSMENT 4
EMPLOYMENT CLASSIFICATIONS 9
EMPLOYMENT POLICIES 10
- PERSONNEL RECORDS 10
- SOLICITATION AND DISTRIBUTION 10
- CONFIDENTIALITY 11
- HOURS OF WORK 11
- MEAL BREAK 11
- ATTENDANCE 12
- TARDINESS 12
- LICENSE, REGISTRATION AND CERTIFICATE VERIFICATION 12
- NO SMOKING POLICY 14
- EMPLOYEE SAFETY 14
- USE OF VILLAGE PROPERTY 14
- ELECTRONIC COMMUNICATIONS 14
- PAYMENT OF MONEY OR SERVICES 18
- POLITICAL ENDORSEMENT 18
- CANDIDATES FOR OFFICE 18
- OUTSIDE EMPLOYMENT 18
- EMPLOYMENT OF RELATIVES 18
- GIFTS AND ENTERTAINMENT 19
- DRUG/ALCOHOL-FREE WORKPLACE 19
- EMPLOYEE CONDUCT AND WORK RULES 23
- EMPLOYEE GRIEVANCE PROCEDURE 25
- SEPARATION OF EMPLOYMENT 26

EMPLOYEE BENEFITS 27
- INSURANCE BENEFITS 27

PENSION PLAN 27
REIMBURSEMENT OF EXPENSES 27
TIME AWAY FROM WORK 28
HOLIDAYS 28
VACATION 28
SICK LEAVE 29
UNPAID LEAVE OF ABSENCE 31
EMERGENCY LEAVE 32
MILITARY LEAVE 32
VICTIM'S ECONOMIC SECURITY AND SAFETY (VESSA) LEAVE ..... ~~33~~32
BLOOD DONATION LEAVE ..... ~~33~~32
VOTING TIME ..... ~~33~~32
JURY DUTY 33
BEREAVEMENT LEAVE 33
COMPENSATION ..... ~~35~~34
PERFORMANCE EVALUATIONS ..... ~~35~~34
SALARY ADJUSTMENTS ..... ~~35~~34
OVERTIME ..... ~~35~~34
PAY PERIODS/PAYCHECKS ..... ~~36~~35
DEDUCTIONS FROM EXEMPT EMPLOYEES' SALARIES ..... ~~38~~37
EMPLOYEE RECEIPT ..... ~~40~~39

PURPOSE OF THIS HANDBOOK

This Employee Handbook has been prepared as a general reference guide to help familiarize employees with the Village of Long Grove's (referred to in this Handbook as the "Village") basic policies, procedures, and rules, as well as the many employee benefits which it provides. This Handbook applies to all employees. It specifically supersedes and replaces all previous employee handbooks, manuals, and policy statements, whether oral or written, issued by the Village.

Please note that this Handbook is *not a contract or an offer to form a contract.* It is not intended to create any binding contractual commitments between the Village and any employee. Furthermore, it does not provide any guarantee or assurance of continued employment with the Village for any particular term.

Notwithstanding anything contained in this Handbook or in any other current or future policy statement or practice, *the Village and its employees retain the mutual right to terminate the employment relationship "at will," with or without warning, notice, or cause.* No representative of the Village, except upon the approval of the Board of Trustees, has the authority to make any binding representations, whether oral or written, contrary to the foregoing or purporting to guarantee any particular benefits, procedures, terms, or conditions of employment. Even as to an authorized representative, those representations will be binding on the Village *only if* they are set forth specifically in a written employment agreement signed by a representative of the Board of Trustees and the employee.

The Village expressly reserves all of its traditional management rights, including, without limitation, the right to unilaterally revise, interpret, or discontinue any of the policies, procedures, rules, or benefits set forth in this Handbook at any time. In no case, however, may any such action alter the prevailing "at will" employment relationship or guarantee any particular benefits, procedures, terms, or conditions of employment.

Except as otherwise provided in this Handbook, the action of the Village Manager on behalf of the Village Board of Trustees shall be the action of the Village. Where a conflict of interest or other situation would make it inappropriate for the Village Manager to act on behalf of the Village, the action of the Village President on behalf of the Village Board of Trustees shall be the action of the Village.

The rules and regulations set forth in this Handbook do not preclude supervisors, department heads, or the Village Manager from establishing work rules consistent with the rules in this Handbook. All work rules shall be submitted to the Village Manager for review and approval.

Employees who have questions about the contents of this Handbook, or about any aspect of their employment, are encouraged to raise them with their supervisor or the Village Manager. They will gladly provide you with the information you need or direct you to someone who can do so. We take pride in keeping an open line of communication with all employees.

Dear New Employee:

Congratulations on becoming a Village of Long Grove employee. The Village Board and the Village Staff would like to welcome you.

You have joined a team of extremely dedicated people who are committed to delivering total long-term community satisfaction. With a commitment to your position, I am sure you too will make a significant contribution to the Village. As dedicated professionals, all of us working for the Village are urged to continually strive for and meet the high standards of performance that the residents of Long Grove expect and deserve.

This Handbook is intended to provide you with general knowledge and an understanding of the employment policies and practices of the Village, and help familiarize you with your duties and responsibilities. This Handbook should be viewed only as an outline of our policies. Being a rather small organization, we are proud of, and hope to be able to continue, our managerial philosophy of flexibility and personal treatment.

After reading the Handbook, you may still have questions about particular provisions. If so, please communicate these questions to your supervisor or directly to me. If you have any suggestions about the Village's policies, I invite you to discuss them with me as well. Fellow employees have suggested many of our policies.

We take pride in a history of good employee relations. We hope and expect that you will soon discover our team spirit of participation and cooperation, and join with us in working enthusiastically toward our mutual goals and the mission of the Village of Long Grove.

We wish you every success with the Village of Long Grove!

Best regards,

David A. Lothspeich
Village Manager

STATEMENT OF AT-WILL EMPLOYMENT

The policies and procedures in this Handbook are not intended nor are they to be construed as creating a contract of employment for any specific duration with the Village. This Handbook is not a contract or an offer to create any form of contract.

Absent a duly authorized, express written contract to the contrary, signed by a representative of the Board of Trustees, all Village employees are employed on an "at will" basis. Although we hope your employment relationship with us will be long-term, either you or the Village may terminate this relationship for any reason not specifically prohibited by law, with or without warning or notice and with or without cause.

POLICY AGAINST DISCRIMINATION AND HARASSMENT

The Village desires to have a professional working environment for its employees so that they may carry out their duties in productive and positive surroundings. Accordingly, the Village has adopted a "zero-tolerance" policy against discrimination and harassment.

Equal Employment Opportunity

In order to provide equal employment opportunities to all individuals, employment decisions at the Village are based on an assessment of the individual's merits, qualifications, and abilities. They are not based on or affected by an employee's race, color, religion, creed, sex, sexual orientation, national origin, citizenship, ancestry, age, marital status, veteran status, physical or mental disability or handicap, unfavorable discharge from military service, or any other characteristic or activity protected by law. The Village also will make reasonable accommodations, as required by law, for qualified individuals with disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, promotion, discipline, discharge, and access to benefits and training.

The Village Manager is primarily responsible for seeing that the Village's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for ensuring that by their personal actions, the policies are effective and apply uniformly to everyone.

Any employees, including supervisors, involved in discriminatory practices will be subject to disciplinary action, up to and including termination, even for a first offense.

Sexual Harassment

It is the policy of the Village to provide a workplace free from sexual harassment. The Village strongly disapproves of offensive and inappropriate sexual behavior or language at work. Thus, all employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment is strictly prohibited by both Village policy and under the law. Sexual harassment, which may occur between individuals of the same sex or opposite sexes, consists of:

1. Making unwelcome sexual advances, requesting sexual favors, or engaging in other verbal or physical conduct of a sexual nature;

2. Conditioning any aspect of an individual's employment on his or her response to sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; or

3. Creating an intimidating, hostile, or offensive working environment by sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, *whether it is repeated or not.*

Sexual harassment of the Village's employees by non-employees, such as residents, Trustees, public officials, and other third parties with whom our employees interact while performing their job duties, also is unlawful and strictly prohibited.

The following *non-exclusive* list sets forth examples of the types of conduct which violate the Village's policy against sexual harassment:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or other intentional physical conduct (*e.g.*, touching, pinching, patting, grabbing, rubbing, or brushing against another employee's body);

- Unwanted sexual advances, propositions, or other sexual comments, such as sexually-oriented gestures, sounds, remarks, epithets, jokes, slurs, or comments about a person's sex, sexuality, or sexual experiences;

- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct; or subjecting or threatening to subject an employee to more onerous terms or conditions of employment because of that employee's sex or rejection of sexual advances, propositions, or comments; and

- Sexual or discriminatory displays or publications anywhere in the workplace, including but not limited to computer images, pictures, posters, calendars, graffiti, objects, books, or other materials that are sexually suggestive, demeaning, or pornographic.

Other Forms of Harassment

The Village is committed to providing a work environment that is free from all forms of unlawful harassment. Actions, words, jokes, or comments based on an individual's race, color, religion, creed, sex, sexual orientation, national origin, citizenship, ancestry, age, marital status, veteran status, physical or mental disability or handicap, unfavorable discharge from military service, or other legally protected characteristic will not be tolerated.

Harassment on the basis of any protected characteristic is strictly prohibited by both Village policy and the law. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, creed, sex, sexual orientation, national origin, citizenship, ancestry, age, marital status, veteran status, physical or mental disability or handicap, unfavorable discharge from military service, or any other factor prohibited by federal, state, or local law, which has the purpose or effect of creating an intimidating, hostile, or offensive work environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment.

Harassment includes, but is not limited to, unwelcome comments, stereotyping, epithets, jokes, or slurs; offensive touching, or impeding or blocking movement; and derogatory or offensive posters, calendars, photographs, cards, cartoons, graffiti, drawings, or gestures.

Regardless of legal definitions, the Village expects employees to use discretion and to interact with each other in a professional and respectful manner. If your conduct could be offensive to another, then that conduct is not appropriate.

Harassment of the Village's employees by non-employees, such as residents, Trustees, public officials, and other third parties with whom our employees interact while performing their job duties, also is unlawful and strictly prohibited.

Internal Complaint Procedure/Investigation Process

The Village is committed to vigorously enforcing its policy against unlawful discrimination and harassment at all levels within the Village. All employees should conduct themselves in a way that ensures they do not engage in acts of unlawful discrimination or harassment. All supervisors are responsible for making sure that the employees under their supervision are aware of this policy, ensuring that their personnel decisions comply with this policy, and taking corrective actions (after consultation with the Village Manager) when inappropriate behavior occurs. Conduct that disregards or violates this policy will not be tolerated. Guilty parties will be subject to appropriate disciplinary action, up to and including termination.

Any employee who feels that he or she has been subjected to or has witnessed an incident of discrimination or harassment is encouraged to immediately report the matter – preferably in writing – to one of the following:

1. His or her supervisor, who shall promptly report the matter to the Village Manager;

2. If an employee believes that his or her supervisor is involved in the job-related discrimination or harassment or is condoning it, the employee may bypass his or her supervisor and report it directly to the Village Manager. In addition, the Village Manager may specifically designate, from time to time, one or more other persons for that purpose;

3. If the Village Manager is the subject of the complaint or the employee believes that it would be inappropriate to communicate with the Village Manager, the employee should report the incident to the Village President. (In this event, each step of this policy that would involve the Village Manager will be instead performed by the Village President or by a person designated by the Village President); or

4. If the Village President is the subject of the complaint, the employee should report the incident to the Village Manager, who shall report it to the Trustees.

The Village Manager will ensure that the matter is promptly investigated. This may include, but is not necessarily limited to, interviewing the complaining employee, the alleged discriminator or harasser, supervisors, and other personnel as necessary to obtain sufficient factual information upon which to base a decision. In all cases, the investigation will be conducted by persons who are not involved in the alleged harassment or discrimination. Confidentiality will be maintained to the extent it is consistent with conducting effective investigation.

If a complaint is substantiated, appropriate corrective action will be taken. This may include disciplinary action, up to and including termination of the guilty employee. A written record of any such action taken will be placed in the guilty employee's personnel file. In the case of unlawful harassment by a non-employee, the Village will notify the person of the Village's policy against harassment and take such other action as may be appropriate under the circumstances. Where the investigation does not confirm the allegation of discrimination or harassment, the matter will be closed. In either case, the complaining party will be advised of the results of the investigation.

If, through the course of the investigation, it is discovered that there was malicious intent – *i.e.* not "good faith" – in submitting a complaint, the offending employee will be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited

The Village's policy prohibits retaliation against any employee who makes a good faith complaint of unlawful discrimination or harassment in the workplace, or who participates in any related investigation conducted by the Village. The Village wants to encourage the reporting of incidents of unlawful discrimination or harassment and, at the same time, to protect the reputation of any employee wrongfully charged with such conduct. Employees who feel they have been subjected to retaliation should follow the Reporting Procedure set forth above. The same procedures will be followed in investigating and responding to such reports.

The Village is committed to promptly responding to and resolving complaints of discrimination or harassment in a prompt and fair manner. It is hoped that such complaints can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC). Such charges must be filed within a certain period of time, usually within 180 days of the alleged incident if filed with the IDHR, or within 300 days of the alleged incident if filed with the EEOC. An employee who is retaliated against after

filing a complaint with the IDHR or the EEOC may file a retaliation charge with either of these agencies.

Illinois Department of Human Rights
Chicago (312) 814-6200
Springfield (217) 785-5100

Equal Employment Opportunity Commission
Chicago District Office (312) 353-2713
General Number (800) 669-4000

EMPLOYMENT CLASSIFICATIONS

The Village employs full-time employees and part-time employees.

Full-time employees are employees who are regularly scheduled to work at least 1,000 hours per year. Full-time employees receive all benefits described in this Handbook unless specifically stated otherwise.

Part-time employees are employees who are regularly scheduled to work less than 1,000 hours each year. Part-time employees are not eligible to receive the benefits described in this Handbook unless specifically stated otherwise.

All employees also are classified as either "exempt" or "non-exempt."

Exempt employees generally are those who are paid on a salaried basis and who serve in executive, administrative, professional or other "exempt" positions as defined in applicable wage and hour laws. Their salaries are intended to fully compensate them for all hours which they may be required to work to perform their assigned responsibilities. Accordingly, they are not eligible for additional compensation (overtime pay or comp time) for working beyond their normal work schedule. The Village Manager, Village Superintendent, and Village Planner are exempt employees.

Non-exempt employees are those who are entitled to overtime pay or comp time for all hours worked in excess of 40 in any workweek.

EMPLOYMENT POLICIES

The Village has the authority to initiate, implement, and enforce such work rules as it deems necessary to create an effective, efficient, and cooperative work environment in accordance with all applicable laws. This Handbook sets forth many of those basic rules and policies.

PERSONNEL RECORDS

To properly administer your pay and benefits, and in the event of an emergency, it is important that the Village maintain accurate records for each employee.

It is the responsibility of each employee to keep the Village informed of changes that should be made to his or her employee records. Employees are responsible for providing the Village with accurate, up-to-date information regarding the following:

- Legal name
- Social security number
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependants
- Marital status
- Change of insurance beneficiary
- Exemptions on the employee's W-4 tax form
- Education or skills attainment
- Driver's license or auto insurance (if the employee's position requires him or her to drive)
- Immigration status and other information relevant to the employee's ability to work lawfully in the United States

All personal information provided to the Village is kept private and secure. Employees are allowed to inspect their own personnel file twice per year. A written request to do so should be submitted to your supervisor or the Village Manager. The inspections generally will take place in the presence of your supervisor, the Village Manager, or his or her designee.

SOLICITATION AND DISTRIBUTION

In order to protect employees from annoyance, harassment, and interference, and to maintain a workplace free of undue litter, the Village has adopted the following rules concerning solicitation and distribution of literature:

1. Employees shall not engage in solicitation of any kind during *working time.* ("Solicitation" includes, among other things, sales of products or raffle tickets, requests for donations or contributions, solicitations for lotteries or

sports pools, and solicitations for membership in or support of any organization or cause.)

2. Employees shall not distribute literature in *working areas* at *any time*.

3. Employees shall not distribute literature in *non-working areas* during *working time*.

4. Non-employees shall not be permitted to distribute literature or solicit Village employees at any time on Village property.

5. As used in these rules, the term "*working time*" means the period of time that an employee is supposed to be performing his or her job duties. It includes the time when either the employee soliciting or distributing literature or the employee being solicited or receiving literature is supposed to be working. "*Working time*" does not include free time such as time allotted for break or lunch periods or periods before or after work.

CONFIDENTIALITY

Village employees shall not disclose any information about Village security procedures or Village residents, Trustees, officials, vendors, or employees unless directed to do so by the Village Manager or as necessary to conduct Village business. Employees shall not remove or make copies of any Village records, reports, or documents without prior approval from the Village Manager. Any requests for information must be forwarded to the Village Manager or his or her designee.

Employees found to have breached confidentiality will be subject to disciplinary action, up to and including termination.

HOURS OF WORK

The Village's regular office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The Village's employees are expected to work during regular office hours and to report for work promptly each workday.

MEAL BREAK

All employees who work at least seven and one-half (7 1/2) continuous hours on any one work day are entitled to a ~~30~~60-minute unpaid meal break, which must be taken within five (5) hours after the start of the work period. The starting and finishing time for each work day of any non-exempt employee shall be established by the Village Manager or the Manager's designee.

ATTENDANCE

You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your work station until the end of

your assigned work hours, except for your approved lunch break. Any employee who must be absent from work for any unforeseeable reason must notify his or her supervisor as soon as possible. Excessive absence, lateness, or a pattern of poor attendance, regardless of the reason or justification, may result in discipline, up to and including termination. An unauthorized absence is one that is not recognized by and approved under the provisions of this Handbook or otherwise approved in writing by the Village Manager.

Employees who are absent for three (3) or more consecutive workdays may be required to present a doctor's statement or other documentation substantiating the reasons for the absence. Absences of three (3) consecutive days or more due to an employee's illness or injury may require the employee to submit a note from his or her health care provider certifying the employee's fitness to return to work.

Any employee who does not report to work for three (3) consecutive scheduled working days and who fails to notify his or her supervisor of the reason for such absence will be considered as having voluntarily resigned from employment with the Village. The termination date will be the last day worked.

TARDINESS

The Village expects all employees to report for work on-time as scheduled, but recognizes that on occasion employees cannot avoid being tardy for work. If you realize that you will be late for work, you must notify your supervisor as soon as possible. Chronic tardiness, however, cannot be tolerated. If you are habitually tardy, you will be subject to disciplinary action, up to and including termination.

LICENSE, REGISTRATION AND CERTIFICATE VERIFICATION

Certain job classifications require employees to be licensed, certified, or registered to operate vehicles, pieces of equipment, or perform other job duties. Employees must comply with the licensing requirements set forth in their job descriptions. When employees are unable to show proof of possessing the required license(s), they are prohibited from performing those functions which require them to be licensed.

Definition

Whenever the terms "license", "licensed", or "licensing" are used in this policy, they shall be interpreted to include all licenses, registrations, and/or certificates an employee must possess to perform his or her assigned job duties.

Showing Proof

Employees must show proof of possessing a valid license before they can operate a motorized vehicle in the course of conducting Village business, regardless of whether the vehicle is employee- or Village-owned. Additionally, employees must show proof of possessing whatever other valid licenses their jobs require them to have.

Noncompliance

Employees who are unable to secure and/or maintain the required licenses, shall immediately notify their Department Head and cease to operate those vehicles and/or pieces of equipment for which they are no longer licensed.

Timely Notification

To be considered timely, employees shall notify their Department Head of their inability to comply with the licensing requirements on their first work day following the suspension, revocation or loss of their license.

Alternative Assignment

Employees who have met the timely notification requirement as described above may be assigned to other existing, available jobs for up to 90 calendar days. To be considered for an alternative assignment there must be a reasonable expectation that the employee can resume, within 90 calendar days, either all the duties of his or her former job, or those of a different job. However, no employee shall be moved from his or her regular job to make room for someone who is unable to perform his or her own job for reasons described above. Moreover, priority consideration for alternative assignments goes to employees who are recuperating from on-the-job injuries.

Unpaid Leave or Suspension

Employees who are unable to meet the licensing requirements are not guaranteed alternative job assignments. Employees may be placed on unpaid leave, suspended or terminated, if alternative job assignments are unavailable or denied. The Village Manager, in consultation with the Department Head, will approve or deny alternative job assignments.

Failure to Notify

Employees who fail to notify the Department Head of being unable to obtain or having lost their license, through suspension, revocation, or any other reason may be subject to disciplinary action, up to and including termination. In determining the appropriate measure of discipline, the Village Manager, in conjunction with the Department Head, will consider all the facts and circumstances of each case.

NO SMOKING POLICY

All persons, whether they are Village employees, visitors, or members of the public, are prohibited from smoking in all Village buildings, vehicles and premises.

EMPLOYEE SAFETY

The Village firmly believes that all accidents are preventable. The Village will make every effort to provide a safe and healthy work environment including working equipment, proper protective equipment, and sufficient employee training and instruction.

To ensure the safety of all Village employees, you are expected to abide by certain basic safety rules:

1. Obey all safety rules and use the safety equipment provided to you.
2. Follow all safety instructions when using the Village's machinery or equipment.
3. Report any injury, no matter how minor, to your supervisor immediately, as well as anything that needs repair or is a safety hazard.

A failure to abide by these rules shall be grounds for disciplinary action, up to and including termination.

USE OF VILLAGE PROPERTY

Employees shall not use the Village's property for their own purposes, with the exception of de minimus use. Employees shall not remain or return to the offices or other work areas or Village buildings outside of the normal business hours without having obtained the prior authorization of their supervisor.

Examples of items constituting Village property are stationery, postage meter, computers, computer discs, telephones, fax machines, tools, machinery, and similar items.

ELECTRONIC COMMUNICATIONS

Purpose

This policy sets forth the Village's rules regarding the use of its electronic communications systems ("systems"), which include, but are not limited to, electronic mail, voicemail, facsimiles, computers and related equipment, the Internet, and the World Wide Web. All employees who use the Village's systems agree by such use to comply with the rules outlined in this policy. Use of the Village's systems is a privilege that may be revoked in the Village's sole discretion and that automatically terminates upon an employee's departure from the Village.

Ownership of Messages

The Village's systems and all information stored on them are Village property. All information and messages that are created, sent, received, accessed or stored on these systems constitute Village records.

Business Use Only

The Village's systems are to be used solely to conduct Village business – *not* personal business. No Village owned or leased computer, software or data file may be used for non-Village related business, with the exception of de minimus use.

Only those employees who have a valid business reason for using the Internet will be provided Internet access and e-mail accounts. The Village will determine which employees need Internet access and e-mail accounts to perform their job functions.

Village communications property or equipment may not be removed from the premises without written authorization from the employee's supervisor.

Employees are prohibited from uploading or downloading any personal software programs onto the Village's computers. Employees may not use the Village's systems to post information, opinions, or comments to Internet discussion groups or other such forums. Employees also are prohibited from passing off their views as representing those of the Village.

No Presumption of Privacy

Communications on the Village's systems are not private, and security cannot be guaranteed. Any passwords, codes or user IDs assigned by the Village are designed to protect the Village's confidential information from outside third parties, *not* to provide employees with personal privacy in their messages. Employees should assume that any communications they send or receive on the Village's systems may be read or heard by someone other than the intended recipient. Highly confidential or sensitive information should not be sent through the systems without prior authorization from your Department Head. Although some incidental personal use of electronic mail is tolerated by the Village, the e-mail messages, like all other communications, are treated as business-related messages and are susceptible to unannounced review by the Village.

Village's Right to Monitor Messages and Systems Use

The Village reserves the right to monitor, access, retrieve, read, and disclose to law enforcement officials or other third parties all messages and other files created, sent, received, or stored on the Village's systems without prior notice to the originators and recipients of such messages. The Village also reserves the right to monitor all activity conducted on its computers and other systems. Authorized personnel may monitor the electronic communications of employees and the use of Village computers and other systems to determine whether there have been any violations of law, breaches of confidentiality or security, communications harmful to the business interests of the Village, or any violations of this policy or any other Village policy.

Message Restrictions

Communications on the Village's systems may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive or derogatory, including, but not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, color, religion, creed, sex, sexual orientation, national origin, citizenship, ancestry, age, marital status, veteran status, disability, unfavorable discharge from military service, or any other characteristic protected by law.

Prohibited Activities

Employees may not use the Village's systems to:

a. Upload or download copyrighted, trademarked, or patented material, trade secrets, or confidential, private, or other proprietary information without the permission of the owner of such materials;

b. Upload, download or otherwise transmit any illegal information or materials, or otherwise engage in any illegal activity;

c. Upload, download, access, create, distribute, or otherwise transmit sexually explicit materials;

d. Upload, download, access, create or distribute any materials that provide personal or defamatory information regarding any Village official, employee or resident;

e. Upload, download, access, create or distribute any materials that may harm the Village's systems or network environment;

f. Gain unauthorized access to remote computers or other systems, or damage, alter or disrupt such computers or systems in any way;

g. Vandalize or otherwise damage data of another user;

h. Give a personal communication the appearance of an official communication of the Village; or

i. Create or distribute chain letters, junk e-mail, or anonymous e-mail or facsimile messages.

Employees also are prohibited from using someone else's password, code or user ID, disclosing their password, code or user ID to someone else, or allowing someone else to use their password, code or user ID, without proper authorization from their Department Head or the Village Manager.

Message Creation

Employees must use the utmost care in creating messages on the Village's electronic systems. Even when a message has been deleted, it may still exist on a back-up system, be recreated, be printed out, or may have been forwarded to someone else without its creator's knowledge. As with paper records, proper care should be taken in creating electronic records, which can affect the Village's reputation and which the Village may some day have to produce to other parties.

Record Retention and Deletion

The Village complies with the Local Records Act. As with paper documents created and received by an employee, it is each employee's responsibility to ensure that those electronic messages that should be retained are in fact saved according to the Village's record retention policy. Any questions relating to record retention or deletion should be directed to their Department Head or the Village Manager.

Viruses and Tampering

The introduction of viruses, attempts to breach system security, or other tampering with any of the Village's systems is expressly prohibited. Employees must immediately report any viruses, tampering, or other system breaches to your Department Head. In order to reduce the possibility of viruses attacking the Village's systems, employees should not open any attachments of unknown origin.

Violations

Violations of this policy, including breaches of confidentiality or security, may result in suspension of systems privileges and/or disciplinary action. The Village also reserves the right to hold employees personally liable for any violations of this policy.

Use of Computer Software

The Village may license computer software from outside vendors. The Village does not own such software and, unless authorized by the software developer, does not have the right to reproduce or copy it. Employees must be sure to use licensed software only in accordance with the licensing agreement.

Unauthorized duplication of software is a federal crime. Employees learning of any misuse or illegal duplication of software or related documentation within the Village should notify their Department Head. According to the U.S. Copyright Law, illegal reproduction of software can result in civil damages, in addition to criminal penalties, including fines and imprisonment. Employees who make, acquire or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances.

PAYMENT OF MONEY OR SERVICES

No person seeking appointment to or promotion in the Village's service shall either directly or indirectly give, render, or pay any money, service, or other valuable thing to any person for, on account of, or in connection with his or her test, proposed appointment, appointment, proposed promotion, or promotion.

POLITICAL ENDORSEMENT

No employee shall seek to use any political endorsement in connection with any appointment to or advantage in connection with a position in the Village's service.

CANDIDATES FOR OFFICE

No employee in the Village's service, except as provided by ordinance, shall continue in his or her position after being duly elected to any public office in the Village of Long Grove, the holding of which would involve a conflict of interest. An employee elected to other public office will not be allowed to remain in the Village's employ in the case of a conflict of interest or in those instances where the employee is unable to continue to work, as scheduled, in an acceptable manner due to the commitment he or she must make to the other public office.

OUTSIDE EMPLOYMENT

Any person applying for or obtaining a position with the Village is discouraged from obtaining or holding outside employment. Employees are cautioned that outside employment that hampers their ability to acceptably perform their job(s) at the Village, reflects or may reflect adversely upon the Village, and/or is in conflict with their position as Village employees is not permitted. Therefore, any Village employee who wishes to obtain a second job must submit a written request to his or her Department Head which describes the name of the employer, the nature of the outside work, and the work schedule of the outside work and receive written approval to accept the outside employment.

EMPLOYMENT OF RELATIVES

More than one member of the same family may not be employed by the Village of Long Grove at any one time. For purposes of this section, the term "family" shall include the employee's spouse, child, grandchild, parent, stepparent, parent-in-law, grandparent, brother, sister, brother-in-law, sister-in-law, niece, or nephew.

GIFTS AND ENTERTAINMENT

The Village has adopted a Gift Ban Ordinance, a copy of which is attached to this Handbook as Attachment A. The purpose of the Gift Ban Act is to discourage acceptance of gifts by Village officials and employees in their professional capacity. The Ordinance is applicable to every Village employee. Any gifts or violations of the Ordinance must be reported to the Ethics Officer. Under the provisions of the Ordinance, the Village Manager serves as the Ethics Officer for the Village. Village employees should refer to the attached Ordinance for a summary of its requirements. Any Village employee found to have accepted gifts in violation of the Ordinance shall be subject to disciplinary action, up to and including termination. Employees found to be soliciting entertainment or gifts of any value shall be terminated immediately.

DRUG/ALCOHOL-FREE WORKPLACE

The Village has a vital interest in maintaining safe, healthy, and efficient working conditions for its employees. Being under the influence of an illegal drug, a controlled substance or alcohol on-the-job may pose serious safety and health risks not only to the user, but to all those who work with the user, as well as our residents. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely. All necessary steps will be taken to provide a work environment free of illegal drugs, controlled substances and other intoxicants. Although we recognize that alcoholism and drug addiction are illnesses requiring treatment, and encourage employees with such problems to seek counseling and/or treatment, this policy will be enforced through remedial discipline up to and including termination.

Whenever use or abuse of alcohol, illegal drugs or controlled substances interferes with a safe workplace, appropriate action will be taken. The possession, sale, or use of alcohol, illegal drugs or controlled substances at the workplace, or coming to work under the influence of such substances, is a violation of Village policy and will subject the employee to disciplinary action, including possible termination.

The Village has established the following rules with regard to drugs and alcohol:

1. The manufacture, distribution, dispensation, sale, possession or use of alcohol, illegal drugs or controlled substances while on duty or on Village property is absolutely prohibited and will subject the employee to disciplinary action, up to and including termination. Employees who are impaired by or under the influence of alcohol, illegal drugs or controlled substances, or who have any of the same present in their bodily systems, while on duty or on Village property, also will be subject to disciplinary action, up to and including termination.

2. Employees are not permitted to use alcohol in public while in Village uniform. If you are discovered using alcohol in public while in Village uniform, you will be subject to disciplinary action, up to and including termination.

3. Off the job, illegal manufacture, distribution, dispensation, sale, possession or use of illegal drugs or controlled substances may adversely affect an employee's job performance, the safety of other employees and the public, and the public's trust in the Village and its ability to provide quality services. Accordingly, such conduct is prohibited and will subject employees to disciplinary action, up to and including termination.

4. The misuse or sale of any legal drugs is also prohibited and will subject employees to disciplinary action, up to and including termination.

5. The Village reserves the right to search the person, vehicle, and personal property of employees for contraband (including, but not limited to alcohol, illegal drugs, controlled substances, and drug paraphernalia) while on duty or on Village property. The Village also reserves the right to search all Village property (including, but not limited to, employee offices, desks, and lockers) for such contraband. Employees who fail to submit to or cooperate fully in such searches will be subject to disciplinary action, up to and including termination.

6. Each employee must notify the Village Manager of any conviction under a criminal drug statute which the employee receives for a violation occurring while on duty or on Village property within five (5) days of such conviction.

7. Employees taking a prescribed drug or controlled substance must maintain the same in the original container identifying the drug or substance, dosage, date of prescription, name of the person for whom it was prescribed, and authorizing physician. Employees also must review with their supervisor or Department Head any work restrictions that should be observed while taking the prescribed drug or substance. You should also inform your supervisor or Department Head of the approximate duration for which you will be taking the medication. The Village may ask you to provide medical certification from your doctor regarding the use and possible effects of the prescribed medication. The wrongful use or sale of prescription or non-prescription medication is a violation of this policy.

8. As explained more fully below, employees may be required to submit to a drug and/or alcohol test as a condition of continued employment. Employees who fail to submit to the required tests and/or test positive for alcohol, illegal drugs or controlled substances will be subject to immediate termination.

9. Employees are required to report known violations of these rules directly to their supervisor or the Village Manager. The Village will use its best efforts to protect the anonymity of all employees involved and will treat the information as confidential.

10. Employees who recognize that they have a drug and/or alcohol problem are encouraged to voluntarily seek medical or other professional assistance to correct the problem. Employees who come forward to request a referral for treatment or leaves of absence for treatment will not be subject to disciplinary action. Employees may

not, however, escape discipline by seeking professional assistance, participating in a drug and/or alcohol rehabilitation program or requesting a leave of absence after being selected for testing or violating this or any other Village policy. If an employee continues to work while seeking treatment, he or she must continue to meet all established standards of conduct and job performance set by the Village and to observe all Village policies and procedures. In addition, once an employee has violated Village policy, compliance with a prescribed treatment program will not guarantee an employee the right of reemployment. Requests for voluntary treatment and related matters will be kept confidential to the extent possible and as required by law.

11. This policy is intended to target and rectify current abuse. The Village will not discriminate against persons who have abused alcohol or drugs in the past and will give the same consideration to persons with diagnosed chemical dependencies as to employees with other diseases, as required by law.

Drug and Alcohol Testing

The Village reserves the right to require employees to submit to drug and/or alcohol tests as a condition of continued employment. Such tests may be required when, for example, the Village has reason to believe that an employee is using, impaired by, or under the influence of alcohol, illegal drugs or controlled substances, or has any of the same present in his or her system, while on duty or on Village property. Behavior and/or symptoms which may lead to such testing include, but are not limited to, slurred speech, abnormal gait, glazed eyes, unusual or erratic conduct, and the odor of alcohol, drugs or controlled substances on the employee's person. Because of the significantly increased risk and probability of accidents and injuries arising out of the use of alcohol, illegal drugs or controlled substances, employees who are involved in work-related accidents or unsafe practices may, depending on the circumstances, also be required to submit to a drug and/or alcohol test.

When a physical examination is required to qualify for a promotion or transfer to a particular position, an employee may also be required to submit to a drug and/or alcohol test as part of the examination. Determinations as to which positions are subject to a physical examination requirement will be based on the nature of the position and the physical, mental or other requirements for successful performance in the position. Notice of drug and alcohol testing will be provided in any position announcement. Refusal to submit to drug and alcohol testing at the time specified will be considered a voluntary withdrawal of the applicant from the promotion or transfer process.

Where periodic or routine physical and medical examinations are required for a particular position, drug and alcohol testing may also be required during the examination process. Refusal to submit to such drug and/or alcohol testing will be considered a refusal of a direct order and will subject employees to disciplinary action up to and including termination.

The Village will use a reputable testing laboratory and/or medical facility to collect and analyze specimens. A chain of custody procedure will be utilized. A test result indicating the presence of a drug metabolite shall be confirmed by a second test on the same sample. Where

there is a suspicion of alcohol use, a breathalyzer test will be administered. If a drug or alcohol test confirms a positive result, a medical review officer will determine whether there is a valid medical or other reason to explain the positive result.

To protect the privacy of the employee, the results of drug and alcohol tests will be released only to the employee involved, treatment professionals, other personnel designated by the Village Manager (to the extent necessary to take or approve actions relating to this policy), and the Village Manager. The Department Head will be informed of the results so that any other appropriate action can be taken. Results of drug and alcohol testing will be treated as highly confidential.

Participation in a treatment plan or program will be at the employee's cost, utilizing health insurance coverage where available. Employees who continue to work or who have available sick leave benefits will remain in pay status during treatment until such benefits expire. Employees who do not have sick leave available and are required to undergo treatment without being allowed to work may request an unpaid leave of absence pursuant to any restrictions or guidelines established for such leave at the time it may be allowed.

If an employee is reinstated following the successful completion of a treatment program, the employee will be subject to periodic, unannounced drug and/or alcohol testing for a period of two (2) years. A confirmed positive test result on such a test will result in termination. Refusal of an employee to cooperate in any prescribed additional treatment or testing during or following completion of a treatment program will result in termination.

Use of prescription medicine is not prohibited. If you are prescribed medication by a physician to cure or control any illness or physical impairment, you must inform your supervisor or the Village Manager that you are taking such prescribed medication if certain side effects of the medication might impair your work performance.

Definitions

The following definitions apply for purposes of the Village's drug/alcohol policy and rules:

1. The terms "drugs," "illegal drugs," and "controlled substances" include controlled substances as defined in the federal Controlled Substances Act (21 U.S.C. § 812 *et seq.*) and the Illinois Controlled Substances Act (720 ILCS 570/100 *et seq.*), and cannabis as defined in the Illinois Cannabis Control Act (720 ILCS 550/1 *et seq.*). The terms specifically include, but are not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates.

2. The term "Village property" includes, but is not limited to, all Village offices, work areas, lunch or break rooms, rest rooms, parking lots, buildings and grounds, vehicles, desks, and lockers, wherever located, which are owned, leased or operated by the Village or any of the Village's customers, or which are used by employees in connection with the performance of their duties on behalf of the Village.

3. The term "conviction" means a finding of guilt, including a plea of *nolo contendere*, or imposition of a sentence or both, by any judicial body charged with determining violations of federal or state criminal drug statutes.

4. The term "criminal drug statute" means a criminal statute involving the manufacture, distribution, sale, possession, or use of any controlled substance.

EMPLOYEE CONDUCT AND WORK RULES

The Village expects an employee's conduct and performance to conform to general standards of good conduct, professionalism, and business ethics; the requirements of his or her job; published and common sense health and safety rules and practices; and applicable federal, state and local laws, rules, and regulations. There are certain types of conduct which are unacceptable and will subject an employee to disciplinary action, up to and including termination. The following, *non-exclusive* list of such conduct is offered for the guidance of employees:

1. Fraud.
2. Falsification in securing employment.
3. Being intoxicated or under the influence of drugs while on the job or otherwise violating the Village's Drug/Alcohol-Free Workplace policy.
4. Negligent or willful destruction or loss of Village property.
5. Theft of any kind.
6. Any act which endangers the safety, health, or well-being of any Village employee, official or resident.
7. Any act that causes disruption of work.
8. Any act that discredits the Village.
9. Incompetence or ineffectiveness in the performance of the job assigned to you, including the repeated failure to meet established guidelines.
10. Failure to report, in writing, any accident and/or injury on-the-job within a reasonable period after such occurrence.
11. Insubordination, including failure or refusal to promptly carry out the orders or instructions of a supervisor, Department Head or the Village Manager.
12. False representation to any Village employee as to the quality or quantity of work performed.
13. The attempt to use Village employment or the Village of Long Grove name for any personal benefit.
14. Excessive absenteeism or tardiness.
15. Sleeping, loafing or wasting time during a scheduled work period or stopping or leaving work before the end of a scheduled work period without proper authorization.
16. Improper use of sick leave.
17. Misrepresentation regarding a leave of absence, or obtaining other employment during a leave of absence without proper authorization from the Village.
18. Use of Village property or the services of Village employees for unauthorized purposes.

19. Engaging in horseplay or any other activity not compatible with the public service or professional image of the Village.
20. Acts of dishonesty, including falsification of any attendance records, employment-related documents or any other Village records.
21. Unauthorized dissemination of confidential or privileged information.
22. Discrimination or harassment prohibited by Village policy.
23. Engaging in abusive, discourteous or profane language or conduct while on duty or on Village property.
24. Provoking or engaging in a fight or threatening harm to others while on duty or on Village property.
25. Being convicted of certain criminal behavior.
26. Using or possessing firearms, explosives or other dangerous weapons while on duty or on Village property.
27. Committing any criminal offense while on duty or on Village property, or which otherwise may adversely affect the employee's work or work relationships or the Village's business or reputation.
28. Failing to have a valid class of driver's license and automobile insurance while driving a Village-owned vehicle.
29. Violating the Village's rules regarding solicitation and distribution of literature.
30. Any conduct violating the policies or procedures set forth in this Handbook or as established by the Village Manager or the Board of Trustees.

All disciplinary action is within the Village's discretion. Cases of unacceptable work behavior will be handled on an individual basis, subject to such penalties as the Village may deem appropriate. Relevant factors include, but are not limited to, the nature of the offense, the surrounding circumstances, and the employee's prior work record. The Village generally endorses the concept of corrective counseling, which is predicated on the assumption that employees, when given the opportunity to correct work behavioral problems, will do so. Therefore, when deemed appropriate, the Village will attempt to apply corrective counseling before discharging an employee. *Nevertheless, in any given case, the disciplinary action imposed by the Village can range from informal counselings, to written warnings, to suspensions without pay, to immediate termination. Furthermore, nothing stated herein should be construed as imposing a requirement of "cause" for discipline or termination, or as otherwise limiting the prevailing "at-will" employment relationship between the Village and its employees.*

EMPLOYEE GRIEVANCE PROCEDURE

The Village desires to have a professional working environment for its employees so that they may carry out their duties in productive and positive surroundings. Village employees are also expected to perform their duties in a consistent and courteous manner. Whenever an employee believes that another employee (including a supervisor) has failed to meet the expectations of the Village, such employee may file a grievance with the Village, and the Village will promptly address such grievance. An individual whose employment with the Village has been terminated may not use the grievance procedure to contest that termination.

Reporting Grievances

The Village recognizes the importance of responding promptly to employees' grievances. In most cases, grievances can be settled quickly and informally between supervisors and employees willing to discuss and resolve work-related problems as they arise, and the Village, therefore, expects its supervisors and employees to exhaust the informal methods of grievance resolution before resorting to formal means. However, the Village also recognizes that some grievances can be resolved only through formal means and has established the following procedure:

Except as otherwise stated below, all aggrieved employees may take the following steps to have their grievances resolved:

1. Discuss and attempt to resolve the grievance with their supervisor. If efforts fail to resolve the grievance within 10 days after the supervisor and the employee meet, employees may take the grievance to the next step.

2. Submit the grievance in writing to the Department Head within five (5) work days from the date the time period in step one expires. The Department Head will respond with a written decision within five (5) work days from the date of receipt. If efforts fail to resolve the grievance at this level, employees may proceed to the next step.

3. File a written appeal with the Village Manager within five (5) work days from the date on which the aggrieved employee receives the written decision generated in step two. The Village Manager will respond with a written decision within 10 work days from the date of receipt of the written appeal. The Village Manager's decision shall be final.

4. If the Village Manager is the subject of the grievance, the aggrieved employee may file a written appeal with the Village President within five (5) work days from the date on which the aggrieved employee receives the written decision generated in step two, in lieu of appeal to the Village Manager under step three. In this event, the Village President will respond with a written decision within 10 work days from the date of receipt of the written appeal, and the Village President's decision shall be final.

Some of the steps described above may be inapplicable in certain cases because of the departmental structure or because of the position of the employee who is bringing the grievance, and should therefore be omitted. The time frame specified above may be extended at each step by mutual agreement between the aggrieved employee and the management employee involved in the grievance resolution process.

Employee Responsibilities

Any employee who believes he or she has a legitimate basis for submitting a grievance shall promptly avail himself or herself of the procedures of this policy. An employee's failure to

do so may result in the loss of an employee's opportunity to prevent or redress the conduct giving rise to the grievance.

All employees are expected to cooperate fully with any investigation pursuant to this policy. The failure or refusal to cooperate may result in disciplinary action against such employee. It is Village policy that no adverse action may be taken against any employee for submitting a grievance or cooperating in any investigation of a grievance. If an employee believes that he or she has been retaliated against for submitting a grievance or cooperating in any investigation of a grievance, the employee should report such conduct as a grievance under this policy.

False Accusations

False or frivolous accusations in submitting a grievance or in giving testimony in connection with any investigation of a grievance can have serious effects on innocent persons. False and frivolous accusations do not include grievances or statements made in good faith that cannot be proven. If an investigation results in a finding that an employee has maliciously or recklessly made false or frivolous accusations or statements, such employee will be subject to disciplinary action, up to and including termination.

SEPARATION OF EMPLOYMENT

All employees whose employment with the Village is severed are entitled to, and encouraged to, participate in an exit interview with their supervisor, the Village Manager, or his or her designee. The purpose of this exit interview shall be solely for the employee to comment on the work environment and work experience at the Village. The exit interview shall not be used as an additional forum for re-evaluating the decision to sever the employment relationship.

All Village property in the possession of a separating employee must be returned to the Village before the employee's last day of employment with the Village. Such property includes, but is not limited to, departmental manuals, keys, tools or other Village-owned equipment, safety gear, and all other property that belongs to the Village. Items shall be returned to the employee's supervisor or Department Head.

EMPLOYEE BENEFITS

INSURANCE BENEFITS

The Village may provide, upon the recommendation of the Village Manager and the approval of the Board of Trustees, benefits including, but not limited to, health, dental, accident, life and disability insurance, and retirement benefits. Such benefits may be funded entirely by the Village, or employer/employee shared in amounts determined from time-to-time by the Board of Trustees.

All full-time employees are eligible to participate in the Village's insurance plans commencing on the first day of their employment with the Village. These plans are amended from time to time. Details of the plans are available from the Village Manager. All coverages, benefits, costs, and other insurance conditions and procedures are subject to change at any time at the discretion of the Board of Trustees.

PENSION PLAN

Full-time employees participate in the Illinois Municipal Retirement Fund (IMRF) and have the option of participating in the Illinois City Manager Association (ICMA) 457 Deferred Compensation Plan. The Village makes regular employer contributions through IMRF. Details of these benefits are available from the Village Manager.

Pension plan benefits are subject to change at any time at the discretion of the Board of Trustees.

REIMBURSEMENT OF EXPENSES

Employees will be reimbursed for reasonable travel expenses incurred in the course of conducting Village business and for other pre-approved expenses. Expenses must be authorized in advance by the employee's Department Head or the Village Manager.

Reimbursement for the business use of your personal vehicle will be at the then-current rate established by the IRS, provided that proper documentation is provided.

When employees attend conferences or other out-of-town training sessions that are budgeted and pre-approved by the Village Manager, they will be reimbursed for their expenses.

To be reimbursed for their expenses, employees must complete and submit to their Department Head itemized expense reports to which receipts for all listed items are attached. Expense reports must be approved by the Village Manager before employees are reimbursed. The Village Manager has the sole authority to approve the reimbursement.

TIME AWAY FROM WORK

HOLIDAYS

All full-time employees and part-time employees who are regularly scheduled to work 25 hours or more each workweek will receive time off with pay on the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
~~Four~~Five (~~4~~5) Floating Holidays

Holidays falling on a Saturday will be observed on the Friday preceding the holiday. Holidays falling on a Sunday will be observed on the subsequent Monday.

Holiday pay will be paid to employees only if they work their last scheduled day before and first scheduled day after the holiday, unless the holiday falls within an approved vacation period, there was a death in the employee's immediate family, as that term is defined in the Bereavement Leave policy, or the employee is on jury duty. If an illness occurs either on the last scheduled day before a holiday, or on the first scheduled day following a holiday, the employee may be entitled to holiday pay if he or she presents a physician's statement documenting his or her illness on the day in question.

Employees must schedule floating holidays in advance with their supervisor. Floating holidays must be taken within the calendar year in which they accrue, and may be taken in full-day or half-day increments. Floating holidays that are not taken within the year in which they accrue are forfeited at the end of the calendar year.

VACATION

All full-time and part-time employees are eligible for a paid vacation period so they may rest and relax away from the responsibilities of their jobs. Vacation time is earned based on a calendar year. Employees accrue the vacation days for which they are eligible in each calendar year on a *pro rata* basis by virtue of their active employment during that calendar year. No vacation time is earned during unpaid leaves of absence of 10 or more work days. An exception applies to leaves taken for military training, extended jury duty, and as otherwise required by law.

Full-time and part-time non-exempt employees accrue vacation time according to the following schedule:

Years of Service	Number of Vacation Days Accrued Per

	Calendar Year
At least 1 year but less than 5 years	10
At least 5 years but less than 10 years	15
At least 10 years but less than 16 years	20
16 years	21
17 years	22
18 years	23
19 years	24
20 years or more	25

For exempt employees, during their first base vacation accrual period, they shall accrue vacation credit at a rate of 1.25 days per month (a rate of 15 days per year). Thereafter, exempt employees shall earn one additional day of vacation each year. For any employee transitioning from non-exempt to exempt, such employee will earn an additional week's vacation during the base vacation accrual period which begins on the date on which their status changes, and may use such additional vacation during the year of the status change or the year immediately following the status change. Thus, an employee whose status changes on July 1, 2011, earns the additional week's vacation during the January 1, 2011 through December 31, 2011 base vacation accrual period. The employee may use the extra week's vacation between July 1, 2011 and December 31, 2012.

Unless otherwise provided by contract, vacation pay is calculated as provided in this Handbook. A vacation day for a full-time non-exempt employee consists of eight (8) hours. A vacation day for a part-time non-exempt employee is pro-rated based on the number of hours the employee is scheduled to work each workweek. Vacation pay is equal to the employee's regular, straight time earnings.

Employees must provide at least two (2) weeks advance notice to their supervisors of their desire to schedule vacation time. Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with the Village's operations and therefore cannot be taken without prior approval of your supervisor or the Village Manager.

Employees may not take vacation time in less than half day increments. Vacation time may not be used for a disciplinary suspension.

Employees are expected to take their full vacation entitlement in the calendar year in which it is accrued. Employees may not carry over vacation days from year to year. Vacation time that is not used by the end of the calendar year will be forfeited unless otherwise approved by the Village Manager (for extenuating circumstances only). Employees may not work and be paid in lieu of taking a vacation. Vacations are encouraged for the benefit of employees, their families and the Village.

Employees will be paid out all accrued, unused vacation time that has not been forfeited pursuant to this policy upon the termination of their employment with the Village, regardless of the reason for the separation.

SICK LEAVE

Full-time employees accrue paid sick leave benefits at a rate of 12 days per year, or 3.69 hours during every two (2) week pay period. Part-time employees accrue paid sick leave proportionate to the number of hours normally worked during each workweek. Employees do not earn sick leave during periods of suspension, leaves of absence without pay, or when they are otherwise in an unpaid status for more than 15 calendar days in a month, unless otherwise required by law.

Employees who are unable to work because of illness or injury shall notify their immediate supervisor or Department Head at least 30 minutes prior to their normal starting time. When employees become ill at work and wish to leave, they shall notify their immediate supervisor or Department Head of their reason for leaving work.

Sick leave is granted to employees as a privilege. It shall only be used for occasional absences necessitated by the employee's bona fide illness or injury. They are not to be used as personal days or as additional vacation days. Abuse of sick leave is grounds for disciplinary action, up to and including termination. No sick leave may be used during the last two (2) weeks of employment. The Village has the right to investigate all use of sick leave.

Sick leave may ~~not~~ be used for time lost from work due to medical or dental appointments. Employees ~~are therefore urged to schedule their medical and dental appointments during non-work time. With the~~shall be required to secure the prior approval of the Department Head~~, employees may make up lost time due to a medical or dental appointment by working extra hours during the same workweek, or use vacation time~~ or Village Manager in order to apply sick leave for such health care appointments.

Employees may be required to provide a doctor's note certifying their incapacity to work. If you miss three (3) or more consecutive work days due to an illness or injury, you may be required to provide a doctor's note certifying your fitness to return to work.

Sick days are intended to be used by an employee who is ill or injured. However, you may also use sick days to care for an ill family member. For purposes of this policy only, the term "family member" means a spouse, parent, sibling, child, stepparent, stepchild, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, or first cousin.

Buy Back of Sick Time

At the employee's option, the Village will buy back some of an employee's accrued, unused sick time ~~at the end of the calendar year~~ at 100% of an employee's salary, or the employee may carry over unused sick time to the next year. An employee must make his or her election to exercise such "buy back" option between December 15 of the current calendar year accrual period and January 15 of the following calendar year. However, employees may accumulate no more than 50 days of sick leave. Once an employee accumulates 50 days of sick leave, the employee may not bank any additional sick leave until time is used. However, the employee may still participate in the payout options described in this policy for authorized accumulated days of sick leave.

Every year, employees who use six (6) or fewer sick days may choose to receive a payout of some of their unused sick time based on the following schedule:

Number of Sick Days Used by the Employee During the Calendar Year	Number of Sick Days For Which the Employee May Elect to Receive Payout
0-1 day	3 days
2-6 days	1 day
7 or more days	No payout

Upon separation from employment, an employee having time accrued and not previously bought down will be eligible for a buyout based on the following guidelines: an employee with a minimum accrual of 25 days and less than 40 days of sick leave shall receive compensation equal to 25% of all days accrued at the employee's current straight pay rate; an employee having a minimum of 40 days of sick leave accrued shall receive compensation equal to 50% of all days accrued at the employee's current straight pay rate. Employees who have not accrued at least 25 days of sick leave or who have received annual payouts equal to 20 days of sick leave or more will not receive any compensation for accrued but unused sick time upon separation from employment.

UNPAID LEAVE OF ABSENCE

An employee is entitled to the benefits established under the Family Medical Leave Act ("***FMLA***"). In furtherance of the policies of the FMLA, an employee may be granted leave without pay for up to three (3) months for sickness, disability, maternity or paternity leave, educational development related to Village employment, or other reasons which the Village Manager determines to be in the best interest of the Village. An employee requesting a leave of absence, for any reason, must submit a written request to the Village Manager at least 30 days in advance of the leave or as soon as possible if 30 days' notice is not feasible. The request should set forth the reason for the leave, the start date of the leave and the anticipated duration of the leave. The leave must be approved in advance by the Village Manager.

Employees who are on leave without pay may concurrently use accrued, unused sick days when such leave is for sickness, disability, maternity or paternity leave, or similar circumstances, as well as any accrued and unused vacation days. The balance of the leave will be unpaid.

Employees requesting leave for sickness or disability may be required to submit doctor's note certifying the need for leave. Such employees may also be required to provide a doctor's note certifying their fitness to return to work.

Employees who are on leave under this Section shall not accrue vacation time, sick leave, or any other benefits of employment. However, the employee will not lose any employment benefits earned and accrued up to the date the leave begins.

An employee on leave may maintain his or her insurance benefits during such leave by arranging with the Village Manager to pay the Village the full cost of the relevant premiums during the period of his or her leave. Failure to make such arrangements, or regularly scheduled premium payments, will result in cancellation of the employee's benefits. If a benefit is canceled, the policies and procedures of the Village's insurance carrier shall apply when the employee returns to work and seeks coverage. Insurance benefits shall cease if required by the policy in effect at the time of such leave.

Employees requesting a leave of absence without pay must be aware that any position may be eliminated or substantially changed during the duration of their leave or it may become necessary to fill or eliminate the employee's position and, therefore, reinstatement to employment after leave cannot be guaranteed. An employee who fails to report for duty on his or her scheduled return-to-work date following the expiration of his or her leave will be deemed to have resigned from employment with the Village.

EMERGENCY LEAVE

Emergency leave without pay may be granted by the Village Manager until the Board of Trustees can evaluate the reasons for the leave. The Board may approve or deny the request for additional leave, or impose whatever conditions it deems appropriate.

MILITARY LEAVE

The Village recognizes and applauds its employees who elect to serve in the United States Armed Forces and the Illinois State Militia. In accordance with applicable federal, state and local laws, military leaves of absence may be available to employees who enlist or are inducted into federal or state military service. Please contact the Village Manager for details concerning eligibility, reinstatement options and the obligations of employees under the applicable statutes.

VICTIM'S ECONOMIC SECURITY AND SAFETY (VESSA) LEAVE

Employees who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, are permitted to take up to 12 weeks of unpaid leave during any 12-month period to address issues arising from domestic or sexual violence. Interested employees should contact the Village Manager for additional information.

BLOOD DONATION LEAVE

Full-time employees who have been employed by the Village for at least six (6) months may receive up to one hour of paid leave every 56 days to donate blood. However, employees may take leave only after obtaining approval from their supervisor.

VOTING TIME

The Village encourages you to exercise your voting privileges in local, state, and national elections. Since the polls are open for long periods, you are expected to vote before or after regular

working hours. If it should be necessary, you may take up to two (2) hours of paid leave from work to vote if your working hours begin less than two (2) hours after the opening of the polls and end less than two (2) hours before the closing of the polls. The Village reserves the right to designate the two (2) hour period in which to vote. You are required to notify your supervisor at least one (1) week in advance of your request for voting time.

JURY DUTY

All employees will be granted time off when called to jury duty. Employees are expected to report for work immediately upon release by the court.

Leave with pay may be authorized for employees called to serve jury duty. This pay shall be the difference between the employee's pay for jury duty and his or her regular rate of pay at the time of jury duty. To receive pay for jury duty, an employee must sign and turn over to the Village the employee's check from the government. In exchange, the employee will receive his or her regular payroll check covering the period of absence. Leave with pay will be granted for reasonable periods, provided that such leave is reported to and approved by the Village Manager.

BEREAVEMENT LEAVE

Full-time employees will be granted up to three (3) consecutive paid workdays to attend the funeral of an immediate family member. For purposes of this provision ~~only~~, "~~immediate family member" means your father, mother, sister, brother, child, spouse, grandparent, grandchild, mother-in-law, and father-in-law~~family member" shall have the same meaning as under the Sick Leave provisions of this Handbook. An employee may use sick leave time in conjunction with bereavement leave, subject to the prior approval of the Village Manager. Additional leave or other leave without pay to attend the funeral of a non-immediate family member may be granted at the discretion of the Village Manager.

COMPENSATION

PERFORMANCE EVALUATIONS

The Village encourages its management and supervisory personnel to provide their direct reports with frequent informal feedback as to performance. However, employees who feel uncertain as to how they are doing or where they stand should not hesitate to ask their supervisor. Likewise, the Village expects all employees to put forth their best effort at all times.

At or near the end of an employee's first 12 months of employment with the Village, his or her supervisor and/or the Village Manager generally will conduct a formal written performance appraisal of the employee's performance to date. Subsequently, once each year, on or about the anniversary date of the employee's first review, the employee's supervisor and/or the Village Manager will conduct an evaluation of the employee's performance for that year. The purpose of these performance evaluations will be to evaluate past performance in light of the goals and objectives of the Village, and to help establish goals for the future.

Employees may, within seven (7) days after an annual performance evaluation, submit a written response to the evaluation to the Village Manager. Such response shall become a part of the employee's personnel file.

SALARY ADJUSTMENTS

The Village generally grants pay adjustments on May 1st of each year. Adjustments are not granted automatically and may be postponed or denied at the discretion of the Village Manager. In determining an employee's pay increase, if any, the Village considers such factors as the employee's demonstrated performance level, the present pay rate, the position within the pay range, the pay and length of service of other employees within and outside of the same job classification and pay range, general economic conditions, the Village's ability to pay as determined by its revenue sources, and other factors deemed appropriate by the Board of Trustees. All pay adjustments will be made solely in the Village's discretion. The Village strives to achieve and maintain internal pay equity and pay salaries competitive with the market.

OVERTIME

The Village's policy is to keep overtime hours to a minimum. Non-exempt employees must receive prior authorization from their supervisor prior to working any overtime. Unauthorized overtime work will be deemed a violation of your duties and may subject you to disciplinary action.

Non-exempt employees will receive their regular hourly rate of pay for up to 40 hours during any workweek. Non-exempt employees will receive one and one-half (1 1/2) times their regular hourly rate of pay for all hours worked in excess of 40 during any workweek.

When determining an employee's eligibility for overtime pay, only actual hours worked will be counted. Paid or unpaid time off, including vacation time, holiday time, or leave time are not included in determining hours worked in any workweek for overtime purposes.

Full-time, non-exempt employees may elect to take compensatory time-off ("comp time") in lieu of overtime compensation. Comp time will be granted at a rate of one and one-half (1 1/2) hours of comp time for every hour of overtime worked.

Comp time-off may not be taken unless the employee has received prior approval from his or her Department Head. Once an employee has worked overtime and received approval from his or her Department Head, the employee may schedule and take his or her earned comp time in hourly increments. An employee should ordinarily schedule and use comp time within four weeks after the end of the pay period in which the comp time accrued, so long as the use of that comp time does not unduly disrupt the operations of the Village or the employee's department. In extraordinary circumstances, an employee's Department Head may, in his or her discretion, grant approval for an employee to schedule and use comp time more than four weeks after the end of the pay period in which it accrued. If an employee does not schedule and use his or her accrued comp time within four weeks or receive approval to schedule and use it at a later date, an employee's Department Head may schedule a time for the employee to use his or her comp time.

Employees may not accumulate more than 40 hours of comp time during a given calendar year. After an employee accrues 40 comp time hours for overtime work, the employee will be paid overtime compensation for any further overtime hours worked during that calendar year. Employees may not carry-over comp time from year to year. Employees will be issued a check for all comp time not used within the calendar year in which it is earned that is equal to the number of hours accrued, but not used. The Village may also, at any time, substitute overtime cash payments in exchange for comp time hours. Upon termination, an employee will be paid for unused comp time at a rate of compensation not less than the average regular rate received by such employee during the last three years (3) of the employee's employment or the final regular rate received by the employee, whichever is higher.

Exempt employees are not eligible for overtime pay or comp time under any circumstances.

PAY PERIODS/PAYCHECKS

The Village has established bi-monthly pay periods, meaning that there are 24 pay periods each year. At present, paychecks will be distributed on the 15th and the 30th of each month. When a pay day falls on an official holiday, paychecks are distributed on the preceding business day. The Village, however, reserves the right to change pay periods or the dates on which paychecks are distributed.

An employee whose employment with the Village is severed for any reason will receive his or her final paycheck no later than the next regularly scheduled payday subsequent to the employee's last day of employment. Employees who desire to have their final check mailed to

them may leave with their supervisor or the Village Manager the address to which the check should be sent.

DEDUCTIONS FROM EXEMPT EMPLOYEES' SALARIES

Exempt employees are not answerable merely for the number of hours they work. They work as few or as many hours as are necessary to get the job done. For this reason, and subject to the exceptions below, Village policy provides the compensation of exempt employees should not be reduced for any partial-day absence; any partial-week absence occasioned by the Village or its operating requirements, including holidays and partial-week shutdowns; or because of variations in the quality or quantity of work performed.

Deductions from the compensation of exempt employees are proper under the following circumstances:

1. Full-day absences for personal reasons, other than sickness or disability;
2. Full-day absences due to the employee's own sickness or injury (including work-related injuries). Such deductions will be made in accordance with the Village's paid time off plans and state worker's compensation laws and regulations;
3. Deductions from pay for penalties imposed in good faith for infractions of safety rules of major significance;
4. Deductions for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules;
5. Any portion of a workweek that the exempt employee does not work at the commencement and termination of employment; and
6. Full workweeks in which no work is performed.

The Village reserves the right to require an employee to utilize paid time off benefits for partial-day absences occasioned by personal reasons or by the employee's own illness or injury.

The Village also reserves the right to offset from an exempt employee's compensation any amount received in a particular workweek in jury duty fees, witness fees or military pay.

Improper deductions from the salary of exempt employees are a serious violation of the Village's policy. The Village encourages any exempt employee who believes his or her salary has been improperly reduced to report the problem immediately to his or her immediate supervisor or the Village Manager. The Village will review the deduction to determine if it was proper. The review process may require the employee to provide information or present documents to the Village. The employee will be notified of the results of the Village's review. Should the Village determine that the deduction was improper, the employee will be reimbursed for the improper deduction as soon as practicable. Employees are assured that the Village is committed to comply, and expects all supervisors and managers to comply, with this policy and to carefully avoid making improper deductions from the salary of exempt employees. Employees also are assured that no retaliatory action will be taken for reporting improper deductions. Employees who suspect

retaliation should report their concerns immediately to their immediate supervisor or the Village Manager.

Note: The Village's attendance and disciplinary action policies are applicable to exempt employees even though an absence may not be one for which a deduction from salary may be taken.

EMPLOYEE RECEIPT

I hereby acknowledge that I have received the Village of Long Grove Employee Handbook.

I agree to abide by the policies and procedures in the Village of Long Grove Employee Handbook. I understand that the Village of Long Grove Employee Handbook has been developed for the general guidance of the Village's employees and is not a binding contract of employment, an offer to form a contract, a guarantee of employment for any particular term, or a guarantee of any particular benefits, procedures, terms or conditions of employment, but rather is provided to generally describe the Village's policies and procedures. I understand that the policies and procedures therein may be changed at any time, with or without notice to me.

Further, I understand that nothing in the Village of Long Grove Employee Handbook is designed to alter the "at-will" employment relationship, and my employment with the Village may be terminated by the Village or by me for any reason not specifically prohibited by law, with or without notice and with or without cause.

_____ _____

Date Employee Signature

_____

Print Name

~~# 5223800_v5~~

#5223800_v6

Document comparison by Workshare Professional on Friday, January 21, 2011 2:56:13 PM

Input:	
Document 1 ID	interwovenSite://HKDMS/Active/5223800/5
Description	#5223800v5<Active> - Long Grove - Employee Handbook (4/08)
Document 2 ID	interwovenSite://HKDMS/Active/5223800/6
Description	#5223800v6<Active> - Long Grove - Employee Handbook (4/08)
Rendering set	standard

Legend:	
Insertion	
~~Deletion~~	
~~Moved from~~	
Moved to	
Style change	
Format change	
~~Moved deletion~~	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	23
Deletions	20
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	43