

Effingham County



Employee Handbook

Amended: October 17, 2022

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Disclaimer

This employee handbook has been drafted as a guide for employees. It shall not be construed as an employment contract or employment for a specific term between Effingham County and its employees. It describes current policies, procedures, and guidelines. These can be changed in whole or in part at any time without notice.

This handbook and the policies and procedures contained in it supersede and revoke any and all prior handbooks and any other written or oral statements of policies and procedures concerning the subject matters covered in this handbook.

Effingham County reserves the right, at its sole discretion, to apply, not apply, or modify the policies and procedures in this handbook, depending upon the facts and circumstances of any given case.

The rules set out below are as complete as we can reasonably make them. However, they are not necessarily all-inclusive, because circumstances that we have not anticipated may arise. Specifically, some currently unanticipated circumstances may warrant the application of discipline, including discharge.

For detailed information concerning guidelines, procedures or benefits, please contact your Department Head.

Policies

CONTRACT LANGUAGE

There is an agreement between Effingham County and The Laborers' International Union of North America, The Southern & Central Illinois Laborers' District Council and Laborers' Local #1197 and Illinois Fraternal Order of Police Labor Council. The Association distributes copies of the agreement. Members are responsible to become familiar with the information in the contract. Nothing contained in this handbook shall supersede Federal or State law and/or collective bargaining agreements.

EQUAL EMPLOYMENT OPPORTUNITY

Effingham County is an equal employment opportunity employer. We ensure equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, disability, pregnancy, childbirth, or related medical conditions.

Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, transfer, promotion, job benefits, educational assistance, social and recreational activities.

EMPLOYMENT AT WILL

It is the policy of the county that all employees other than those employed by collective bargaining agreement are "employed at will," and may leave of their own accord, or be terminated at any time, for any reason, with or without notice, and with or without cause. No county representative is authorized to modify this policy. Any statements contained in this manual or any other policies, procedures, terms or conditions of employment, may not modify this policy.

OPEN DOOR POLICY

It is our intent to administer all benefits and conditions of employment, such as those outlined in this handbook, in a fair and consistent manner. If at any time an employee doesn't feel this is being done, or has a suggestion or complaint, he/she is encouraged to review the issue with a Department Head. We believe it is important

that employees be able to discuss their concerns, suggestions, and opinions with any Department Head or Board Member.

SOLICITATION AND DISTRIBUTION

Employees may not solicit or distribute literature concerning outside events or activities during the employee's working time or the working time of any employee. (Working time does not include lunch periods, work breaks, or any periods in which employees are not on duty). In addition, the posting of written solicitations or literature on county bulletin boards is restricted. These bulletin boards display important information and employees should consult them frequently for: Employee Announcements, Internal Memoranda, Job Openings, Organization Announcements, Payday Notice, Worker's Compensation Insurance information, etc. If employees have a message of interest to the workplace, they may submit it to the Department Head for approval.

FRAUD/WHISTLEBLOWER POLICY

Purpose of Policy

The purpose of this policy is to establish certain principles and expectations for the County of Effingham (the "County") in order to prevent fraud, to investigate fraud and to provide consequences for engaging in any manner of fraud and to heighten awareness of possible fraud. The County will not tolerate fraud or the concealment of fraud. This policy is intended to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Scope of Policy

This policy applies to any irregularity, suspected or observed, involving any employee of the County, vendors, contractors, volunteers, outside agencies doing business with the County and any other persons or parties in a position to commit fraud on the County. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship with the County.

Policy

The County Board is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to benefit personally, or to create a benefit for a family member/friend, or to induce another to act to his or her detriment. Each Department Head will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the County Board Chairman, and the County Board Chairman will coordinate all investigations with the State's Attorney and other affected areas, both internal and external.

Actions Constituting Fraud

Actions constituting fraud include, but are not limited to, the following:

- Falsifying, or unauthorized altering of County documents, including but not limited to:
 - Claims for payments or reimbursements – (including but not limited to submitting false claims for travel or overtime).
 - Files (both physical and electronic forms), photographic or audio records, or accounts belonging to the County.
 - Checks, bank drafts, or any other financial documents.
 - Maintenance records.
 - Fire, health and safety reports.
- Accepting or offering a bribe, gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision making.
- Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the County in order to give any entity, person or business an unfair advantage in the bid process.
- Causing the County to pay excessive prices or fees where justification is not documented.

- Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.
- Using the County's equipment or work time for any outside private business activity.
- Any dishonest or fraudulent act.
- Impropriety in the handling or reporting of money or financial transactions.

Investigation Responsibilities

The County Board Chairman, in consultation with the State's Attorney, has the primary responsibility for overseeing the investigation of all suspected fraudulent acts as defined in the Policy. If the investigation substantiates that fraudulent activities have occurred, the County Board Chairman will issue reports to appropriate designated personnel and, if appropriate, to the full County Board.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the State's Attorney. County Board and State's Attorney's Office will make final decisions on disposition of the case. When an investigation is conducted concerning complaints or charges against an employee, the employee shall be accorded ethical treatment, due process of law, and shall be offered fair and impartial consideration. All County employees shall cooperate fully with appropriate authorities who are conducting investigations into employee conduct.

Confidentiality

The County Board treats all information received confidentially. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know and as may be required by law. This is important in order to avoid damaging the reputations of persons suspected unfairly of such conduct and to protect the County from potential civil liability.

Authorization for Investigating Suspected Fraud

The County Board Chairman, in consultation with the State's Attorney, will have free and unrestricted access to all County records and premises, whether owned or rented; and/or the authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises, in

cases of suspected fraud or official misconduct. Any removal of documents will be receipted.

Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way until the appropriate time.

An employee who discovers or suspects fraudulent activity will contact the County Board Chairman immediately. Every effort will be made to keep the employee or other complainant anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the State's Attorney. No information concerning the status of an investigation will be given out. The proper response to any inquiries is "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be instructed not to contact the suspected individual in an effort to determine facts or demand restitution, or discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the State's Attorney or the County Board Chairman.

Termination

If an investigation results in a recommendation to terminate an individual, the recommendation should be reviewed for approval by the Personnel Committee and the State's Attorney and, if necessary, by outside counsel, before any action is taken. The decision to terminate an employee is made by the elected official or appointed official in consultation with the County Board Chairman.

Protection of Reporting Person

No County employee shall be dismissed, disciplined, or suffer an adverse personnel action for disclosing information pursuant to the provisions of this policy. Neither the County nor the elected or appointed official shall take any adverse action that affects the rights or interests of a person in retaliation for the person's disclosure of information under this policy. The provisions and protections of this policy shall

not be applicable when an employee discloses information which the employee either knows, or reasonably should know, is false information.

Administration

The County Board Chairman is responsible for the administration, revision, interpretation, and application of this policy.

SECURITY IN THE WORKPLACE

Violence is becoming more pervasive in our society. Unfortunately, this violence can extend into the workplace. For this reason, Effingham County is implementing the following policy designed to protect Effingham County's employees.

Violations of this policy can be grounds for disciplinary action up through and including immediate termination of employment. The terms of this policy are as follows:

- (1) Threats, implied threats, intimidation of any form and violent behavior is strictly prohibited.
- (2) Illegal possession of any type of weapons on Effingham County property (including the parking area) is strictly prohibited. This prohibition does not apply to law enforcement personnel.
- (3) Any employee who feels that they have been threatened in any way is required to immediately report the threat to their Department Head who will immediately investigate the threat. Employees who are witnesses or potential witnesses to threatening or violent behavior are required to cooperate in the investigation.
- (4) In the furtherance of enforcing this policy, all items on Effingham County premises are subject to inspection by Effingham County. This includes an employee's person, vehicle, work area, desk and/or locker which are subject to inspection at any time. Further, Effingham County's computer system is the property of Effingham County and is for use solely for business purposes. For this reason, Effingham County reserves the right to review the contents of an employee's computer or their e-mail at any time without notice.

Protecting the health and safety of Effingham County employees is and remains the goal of this policy. Any violation of this policy will be dealt with through disciplinary action, up through and including the immediate termination of employment.

CONCEALED WEAPONS

In the interest of protecting the safety of employees and citizens of Effingham County, employees of Effingham County will comply with the Illinois Firearm Concealed Carry Act (430 ILCS 66) and all applicable federal statutes.

ALCOHOL AND DRUG ABUSE POLICY

Effingham County recognizes the problem of drug, cannabis, and alcohol abuse in society, while also realizing that drug, cannabis, and alcohol dependency and abuse can be treated and controlled. Our county strives to provide for the safety and security of its employees. To this end, the purpose of this policy is to provide a work environment that is free of illegal drugs, cannabis, and alcohol abuse.

The county has set requirements and has established restrictions on the use, sale and possession of illegal drugs, cannabis, and alcohol; and has identified circumstances for substance abuse testing. These are outlined below:

USE, SALE, POSSESSION, DISTRIBUTION AND TRANSPORTATION

In keeping with the county's objective to provide a safe and healthful work environment:

- The use, sale, possession, distribution or transportation of drugs (including cannabis, medical cannabis, and any THC or cannabis-infused products), controlled substances or alcohol while on county property or county business is strictly prohibited and may result in discipline up to and including termination of employment.
- Drugs (including cannabis, medical cannabis, and any THC or cannabis-infused products and alcohol may not be bought, sold or consumed on any county-owned or leased property (including vehicles, parking lots, and job-sites. Employees are prohibited from consuming alcohol, cannabis, medical cannabis, and any THC or cannabis-infused products while on work time, including during meal periods and breaks. Any employee who is using

prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

- Employees will not be permitted to work while under the influence of alcohol, cannabis, medical cannabis, and any THC or cannabis-infused products, or with a detectable level of prohibited drugs in their systems. Prohibited drugs include illegal substances, cannabis, medical cannabis, any THC or cannabis-infused products, alcohol and prescription drugs that have not been specifically prescribed by a registered physician for specific treatment purposes for the employee. While the county has no intention of intruding into the private lives of its employees, we do require all employees to report to work in a condition that allows them to perform their duties and not impair the safety of fellow employees. Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility, shall be subject to random drug and alcohol testing, and shall be subject to discipline up to and including discharge.
- Any employee who is designated as “on-call” will not be permitted to be under the influence of alcohol, cannabis, medical cannabis, and any THC or cannabis-infused products, or with a detectable level of prohibited drugs in their system. An employee is designated as “on-call” if they have been given a 24-hour notice to be on standby or otherwise responsible for performing task related to his or her employment either at the employer’s premises or other previously designated location to perform a work-related task.
- Any employee who is involved with on-the-job or off-the-job illegal drug use, sale, possession, dispensation, unlawful manufacture, transportation, or distribution may be considered in violation of this policy. In deciding what action to take, the county will take into consideration the nature of the charges including arrest, conviction, plea bargains and employee's assignment and record with the county. In addition, the county will consider any adverse effect the employee's actions may have on its clients, other employees, the public, or the county's reputation and image.
- The county does not intend to authorize indiscriminate searches of lockers, desks or personal effects on the county's property, but we do reserve the

right to authorize searches for illegal drugs, cannabis, medical cannabis, any THC or cannabis-infused products, alcohol, or contraband.

- Employees in jobs designated as "safety-sensitive" who are undergoing prescribed medical treatment with a controlled substance (including medical cannabis) must report this fact to their supervisor. This information will be handled on a very confidential basis, but it is important for the county to know treatment is occurring. A determination will be made if the employee's assignment is temporarily affected; the employee's job will not be jeopardized.
- An employee must report any criminal conviction for manufacturing, distributing, dispensing, possessing, and using controlled substances to the employer.

SUBSTANCE TESTING

To support the objective of a drug and alcohol-free workplace, testing for drugs & chemical substances may be required under the following circumstances:

Effingham County shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for commercial vehicle drivers. The county will be required to submit a report of any drug or alcohol program violations or refusals to the FMCSA Drug and Alcohol Clearinghouse by the close of the third business day following the date on which the information was obtained.

(1) PRE-EMPLOYMENT

Pre-employment drug testing may be a part of the employment process. Upon an offer of employment, a test may be required for all final candidates, and no applicant-testing positive for illegal drugs will be employed. Applicants testing positive for cannabis will be subject to the limits set forth in Section 11-501 or 11-502.1 of the Illinois Vehicle Code. Applicants who exceed the THC presence permissible under the Illinois Vehicle Code may not be approved for employment based on test results. Applications whose jobs require them to comply with federal DOT regulations or contract requirements may be subject to pre-employment testing and may not be approved for employment based on test results. This includes all employment and re-employment, whether for temporary, part-time or full-time positions.

(2) POST ACCIDENT

After a work-related accident where judgment, coordination or physical or mental ability may have been impaired. Testing is required after an injury resulting in medical treatment or lost time or for an employee whose behavior raises a reasonable suspicion of drug (including cannabis and any THC or cannabis-infused products) or alcohol use (Testing is also required for an employee, who causes injury to another person, and may not have caused injury to themselves). A test will also be required after a vehicle accident as defined by the county's management.

(3) REASONABLE SUSPICION

Employees may be required to submit to drug/alcohol testing whenever Effingham County has a good faith belief that an employee has violated any of the rules set forth in this policy. An employer has a “good faith belief” if an employee manifests specific, articulable symptoms while at work, performing job duties, or while on call that decrease or lessen the employee’s performance of the duties or tasks of the employee’s job position. Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. Management should be consulted before sending an employee for testing. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs, cannabis, medical cannabis, any THC or cannabis-infused products, or alcohol. Reasonable suspicion may arise from, among other factors,

- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

(4) PERIODIC OR RANDOM

On an unannounced and random basis. Random tests may be more frequent for those working in a safety sensitive position, however all positions may be subject to random testing.

Notification of Impairment

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition that impairs the employee in the performance of his or her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to his or her immediate supervisor.

SUMMARY

While we hope that the county will never have to address alcohol abuse or drug problems with any employee, it is only fair that every employee understands the consequences of violating this policy. Working under the influence of illegal drugs, cannabis, medical cannabis, any THC or cannabis-infused products, or alcohol, as indicated by test results or other evidence, and violation of other provisions of this policy will result in disciplinary action, up to and including discharge - even for the first offense. In regard to cannabis testing, employees will be given a reasonable opportunity to contest the basis of the test results. If an employee plans to contest the determination, an appeal must be submitted to their Department Head within seven (7) calendar days of the employee being informed of the determination. In addition, refusal to participate in any part of the program can be considered an act of insubordination and may also lead to disciplinary action, up to and including discharge.

Nothing contained in this policy is intended to discriminate based on: race, sex, sexual orientation, religion, national origin, physical disability, color, age, genetics, protected veteran status, gender identity or expression, and any other characteristics protected by federal, state, and local law.

PROHIBITING SEXUAL HARASSMENT

SECTION I: Definitions.

- A. "Employee" means a person employed by the Effingham County, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
- B. "Employer" means the Effingham County.

- c. "Officer" means a person who holds, by election or appointment, an office in Effingham County, regardless of whether the officer is compensated for service in his or her official capacity.
- d. "Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:
 - 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - 3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- e. "Working environment" is not limited to a physical location an employee is assigned to perform his or her duties.

SECTION II: Prohibition on Sexual Harassment.

- A. Each Employee and officer of Employer has the responsibility to refrain from sexual harassment in the workplace and is prohibited from engaging in conduct that constitutes sexual harassment.
- B. Conduct which may constitute sexual harassment includes:
 - 1. Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
 - 2. Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
 - 3. Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
 - 4. Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
 - 5. Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages,

intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

- C. The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtler and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."
- D. All employees will be required to complete annual training on sexual harassment prevention as per the Work Transparency Act.

SECTION III: Reporting an Allegation of Sexual Harassment

- A. An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee and her/his supervisor, County Board Chairman or the Ethics Commission.
- B. It is not necessary for sexual harassment to be directed at the person making a complaint.
- C. During the occurrence of an incident of sexual harassment or following reporting, the Employer may document or record each incident. (what was said or done, the date, the time, and the place). Additionally, the Employer may collect and/or compile related written records such as letters, notes, memos, electronic messages, and telephone messages.
- D. All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the Employer. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.
- E. Proper methods of reporting conduct believed to be sexual harassment include the following:
 - 1. Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

2. Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or County Board Chairman or the Ethics Commission. If the harasser is the immediate supervisor; the problem should be reported to the next level of supervision or the County Board Chairman.
 3. Formal Written Complaint. An employee may also report incidents of sexual harassment directly to the County Board Chairman or the Ethics Commission. The County Board Chairman or the Ethics Commission will counsel the reporting employee and be available to assist with filing a formal complaint. The Employer will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.
 4. Resolution Outside Employer. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.
- F. All reports shall be received and handled as confidential to the extent permitted by law and subject to any disclosure requirements pursuant to the Illinois Freedom of Information Act (5 ILCS 14011 *et seq.*).
- G. The employee experiencing what he or she believes to be sexual harassment must not assume that the Employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the Employer will not be presumed to have knowledge of the harassment.

SECTION IV: Prohibition Against Retaliation for Reporting Sexual Harassment

- A. An Employee shall not be retaliated against by the Employer or the Employees or Officers of the Employer due to the Employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
 2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
 3. Assistance or participation in a proceeding to enforce the provisions of this policy.
- B. No individual making a report will be retaliated against even if a report made in good faith is not substantiated.
- C. The Employer will take reasonable steps to protect from retaliation any Employee or Officer who is a witness.
- D. Supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.
- E. Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-1 0) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:
1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
 2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
 3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.
- F. Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

- G. According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil right violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.
- H. An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge - due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

SECTION V: Consequences

- A. In addition to any and all other discipline that may be applicable pursuant to the Employer's policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Employer and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the Employer shall be separate and distinct from any penalty imposed by any ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.
 - B. False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. A false and frivolous charge is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable COUNTY policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.
 - C. Any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the

State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

SECTION VI. Severability

It is the intention of the County Board that this policy and every provision thereof shall be considered separable, and the invalidity of any section, clause, or provision of this policy shall not affect the validity of any other portion of this policy.

INTERNET/E-MAIL USAGE POLICY

This policy describes our guidelines with regard to Internet access and e-mail messages sent or received by county employees with use of Effingham County's computer systems. The county respects the individual privacy of its employees; however, employee privacy does not extend to the employee's work-related conduct or to the use of county provided equipment or supplies. It is preferred that all employees provide consideration and sound judgment when utilizing county computer software and hardware. Since technology is a powerful, technically complicated and expensive resource, we must seek to manage its utilization effectively.

Internet Access

Providing Internet access to its employees requires Effingham County to place certain restrictions on workplace use of the Internet. The county encourages employee use of the Internet to:

- ◆ Communicate with fellow employees and clients regarding matters within an employee's assigned duties
- ◆ Acquire information related to, or designed to facilitate the performance of regular assigned duties.

- ◆ Facilitate performance of any task or project in a manner approved by an employee's Department Head.

Internet Access and its Compliance with Applicable Laws and Licenses

Employees must comply with all software licenses, copyrights, and all other laws governing intellectual property and online activity. Please be advised that your use of Internet access, provided by the county, expressly prohibits the following:

- Game playing.
- Employees should not install or download any software or hardware on county equipment without notification/consent of the Department Head.
- Accessing social networking websites
- Excessive accessing of information not related to one's assigned duties.
- Distribution of destructive programs (i.e., viruses and/or self-replicating code).
- Hateful, harassing, or other anti-social behavior.
- Intentional damage or interference with others (i.e. hacking).
- Making, viewing, or sending publicly accessible obscene files.
- Commercial usage for non-county business.
- Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws.
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of Effingham County
- Sending or soliciting offensive or harassing statements, sexually oriented material, images or language, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Operating a business, soliciting money for personal gain, or searching for jobs outside the county.

- Sending chain letters, gambling or engaging in any other activity in violation of the law.
- Destruction of email files sent or received without authorization from a Department Head.
- Theft of information sent via email from customers or clients to Effingham County's computer system for personal gain.

E-MAIL

Because the county provides the e-mail system to assist you in the performance of your job, please use it only for official business of the county. Occasional personal use of e-mail is permitted by the county; however, proper discretion is advised. Personal e-mail will be treated the same as all other messages noted in this policy.

PASSWORD AND ENCRYPTION KEY SECURITY AND INTEGRITY

Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's e-mail messages.

VIRUS DETECTION

All material downloaded from the Internet or from computers or networks **MUST** be scanned for viruses and other destructive programs before being placed onto the county's computer system. Each employee's computer has access to an approved Anti-Virus program and employees are responsible for downloading new virus updates when they become available as a virus deterrent mechanism. If an employee finds evidence of a virus, he or she should notify the sender of the e-mail, contact their Department Head immediately, and notify the IT Department for verification and dissemination. If an employee should receive an e-mail warning of viruses, this warning should be forwarded to your Department Head for verification and dissemination.

COUNTY'S RIGHT TO ACCESS INFORMATION

The e-mail system has been installed by Effingham County to facilitate business communication. Although each employee has an

individual password to access this system, it belongs to the county and the contents of e-mail communications are accessible at all times by the County for any business purpose. These systems may be subject to periodic unannounced inspections without regard to content, and should be treated like other shared filing systems. You should not use e-mail to transmit any messages you would not want to read by a third party. All system passwords and encryption keys must be available to your Department Head, and your passwords or encryption keys must be available to your Department Head.

VIOLATION OF INTERNET ACCEPTABLE USE POLICY

Violation of this policy may include disciplinary action leading up to termination. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the county and fellow employees.

WAIVER OF PRIVACY

The county has the right, but not the duty, to examine all aspects of its computer system, including, but not limited to: sites employees visit on the Internet; material downloaded or uploaded by employees; e-mail sent and received by employees. Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the internet.

WARRANTIES

Effingham County makes no warranties of any kind, whether expressed or implied, for the service it is providing. Effingham County will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Effingham County specifically denies any responsibility for the accuracy or quality of information obtained through its services.

INDEMNIFICATION

The user agrees to indemnify Effingham County for any losses, costs, or damages, including reasonable attorney fees, incurred by Effingham County relating to, or arising out of, any violation of these procedures.

SOCIAL NETWORKING POLICY

It is the right and duty of the company to protect itself from unauthorized disclosure of information. Effingham County's social networking policy includes rules and guidelines for company-authorized social networking and personal social networking and applies to all employees.

General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, MySpace, Twitter, You Tube, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters.

Unless specifically instructed by management, employees are not authorized to speak on behalf of Effingham County. Employees may not publicly discuss clients, products, employees or any work-related matters, whether confidential or not, outside company-authorized communications. Employees are expected to protect the privacy of Effingham County and its employees and clients and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to customer information, trade secrets, financial information and strategic business plans.

Reporting Violations

Effingham County requests and strongly urges employees to report any violations or possible or perceived violations to management. Violations

include discussions of Effingham County and its employees and clients, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

Discipline for Violations

Effingham County investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the company's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. Effingham County reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet, provided by the company. Effingham County reserves the right to monitor comments or discussions about the company, its employees, clients and the industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees. Effingham County uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose, including authorized blogging.

Effingham County reserves the right to use content management tools to monitor, review or block content on company blogs that violate company blogging rules and guidelines.

Authorized Social Networking

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about company products and services, promote and raise awareness of the Effingham County brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events.

When social networking, blogging or using other forms of web-based forums, Effingham County must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Rules and Guidelines

The following rules and guidelines apply to social networking and blogging when authorized by the employer and done on company time. The rules and guidelines apply to all employer-related blogs and social networking entries, including employer subsidiaries or affiliates.

1. Only authorized employees can prepare and modify content for Effingham County's blog located on [web site] and/or the social networking entries located on [web site]. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by Effingham County. If uncertain about any information, material or conversation, discuss the content with your Department Head.
2. All employees must identify themselves as employees of Effingham County when posting comments or responses on the employer's blog or on the social networking site.

3. Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on Effingham County's blog.
4. Department Heads are responsible for ensuring all blogging and social networking information complies with Effingham County's written policies. Department Heads are authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.
5. Effingham County expects all guest bloggers to abide by all rules and guidelines of this policy. Company reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. Effingham County also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

Personal Blogs

Effingham County respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

- Effingham County respects the right of employees to use blogs and social networking sites as a form of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.
- Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party.
- Employees cannot use employer-owned equipment, including computers, company-licensed software or other electronic

equipment, nor facilities or company time, to conduct personal blogging or social networking activities.

- Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with Effingham County.
- If you choose to identify yourself as an Effingham County employee, please understand that some readers may view you as a spokesperson for Effingham County. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the company, nor of any person or organization affiliated or doing business with Effingham County.
- Employees cannot post on personal blogs or other sites the name, trademark or logo of Effingham County or any business with a connection to Effingham County. Employees cannot post company-privileged information, including copyrighted information or company-issued documents.
- Employees cannot post on personal blogs or social networking sites photographs of other employees, clients, vendors or suppliers that may be deemed derogatory or harassing in nature, nor can employees post photographs of persons engaged in company business or at company sponsored events.
- Employees cannot post on personal blogs and social networking sites any advertisements or photographs of company products, nor sell company products and services, unless they have written permission from management.
- Employees cannot link from a personal blog or social networking site to Effingham County's internal or external web site.
- If contacted by the media or press about their post that relates to Effingham County business, employees are required to speak with their Department Head before responding.

If you have any questions relating to this policy, your personal blog or social networking, ask your Department Head or supervisor.

EMPLOYMENT BACKGROUND SCREENING

It is the policy of Effingham County to conduct pre-employment screening and credentials verification on applicants who are offered and accept an offer of employment. Employment background screens are conducted to ensure that individuals who join our organization are qualified for the position as well as to ensure that our organization maintains a safe and productive work environment free of any form of violence, harassment or misconduct.

An offer of employment is contingent upon the organization's receipt of a pre-employment background screening investigation that is acceptable to our organization. Any applicant who refuses to sign the Authorization and Disclosure Form will not be eligible for employment.

All screenings are conducted in conformity with the Federal Fair Credit Reporting Act (FCRA), the Americans with Disabilities Act (ADA), and state and federal anti-discrimination and privacy laws. All reports will be kept confidential and viewed only by individuals of our organization who have direct responsibility in the hiring process. In accordance with the Fair Credit Reporting Act, all background screens are conducted only after the applicant has signed an Authorization and Disclosure Form and received a copy of the Summary of Rights.

Our organization reserves the right to conduct a background screen any time after the employee has been hired to determine eligibility for promotion, re-assignment, or retention in the same manner as described above.

Background checks may include verification of information provided on the application for employment, the applicant's resume, or on other forms used in the hiring process. Information to be verified includes, but is not limited to, Social Security Number, previous addresses, education, and employment background. The background check may also include a criminal record check. A criminal conviction does not

automatically bar an applicant from employment. If a conviction is discovered, Effingham County will review the conviction in accordance with the organization's intent to provide a safe and profitable workplace. Before the employment decision is made, a determination will be made whether the conviction is related to the position for which the individual is applying, or would present safety or security risks, taking into account the nature and gravity of the act, the nature of the position, and age of the conviction.

In addition, a driving record and credit report check may be completed on applicants for particular job categories if appropriate and job-related.

Our organization relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment, including interviews. Any misrepresentations, falsifications, or material omissions in any of the information or data, no matter when discovered, may result in the firm's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

SMOKING

The Smoke-Free Illinois Act requires that public places and places of employment, including company vehicles, must be completely smoke-free inside and within 15 feet from entrances, exits, windows that open, and ventilation intakes. In keeping with Effingham County's intent to provide a safe and healthful work environment, smoking and vaping (e-cigarettes) in the workplace is *prohibited* in all county buildings, vehicles, and job sites. "Smoking" shall mean cigarettes, cigars, e-cigarettes, vaping, or any other electronic nicotine delivery system. The only exception to this policy is employees are allowed to smoke outside the building in designated areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees, customers, and visitors.

CUSTOMER RELATIONS AND TELEPHONE CALLS

It is extremely important that our phones be available for county business calls. Personal calls are acceptable; however, proper discretion is advised. First impressions are very important and when answering the phone employees shall greet the caller with "Good Morning or Good Afternoon, Effingham County, John/Jane Doe speaking." Employees who answer the phone should do so promptly and in a businesslike manner.

CELLULAR PHONE POLICY

This policy outlines the use of personal cell phones at work, the personal use of county cell phones and the safe use of cell phones by employees while driving. This policy applies to phone calls, text messaging, pictures, etc. The County does not expect employees to use their personal cell phones for business use.

Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of county phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the county's policy. Flexibility will be provided in circumstances demanding immediate attention.

The county will not be liable for the loss of personal cellular phones brought into the workplace.

Personal Use of County-Provided Cellular Phones

Where job or business needs demand immediate access to an employee the county may issue a business cell phone to an employee for work-related communications. In order to protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for county business reasons only. Phone logs may be audited regularly to ensure no unauthorized use has occurred.

Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who utilize a cell phone for county business or personal use are expected to abide by Illinois driving laws regarding cell phones while driving. Safety must come before all other concerns. It is illegal for drivers of commercial vehicles to use a hand-held mobile device to talk or text while driving. Texting means manually entering alphanumeric text into, or reading text from, an electronic device. This includes, but is not limited to, short message service, e-mailing, instant messaging, a command or request to access a Web page, or pressing more than a single button to initiate or terminate a voice communication using a mobile phone. If the employee chooses to access his or her cell phone using a voice-activated or one-button touch feature, special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for county business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill county business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

(Violations of this policy will be subject to discipline up to and including termination.)

APPEARANCE

We are a professional organization. Therefore, our image should be reflected in dress and manner. Good grooming and tasteful attire are essential. Styles, appearance, habits or other practices that are distracting or offensive to others should be avoided. Pins, buttons and decals of political, lewd or inflammatory nature should not be worn. In keeping with the professional atmosphere, unless otherwise specified, the following clothing would not be considered appropriate attire:

- Casual clothing such as jogging outfits, shorts, tank tops, t-shirts (with or without advertising), crop tops

Please consult your Department Head if you have any questions regarding appropriate dress.

MEAL PERIODS

Employees scheduled to work more than seven and one-half hours in a day are provided with a meal period. Department Heads will schedule meal periods to accommodate operating requirements. Employees who leave the premises are required to clock out and receive approval prior to leaving. All employees must take their thirty (30) minute or one-hour meal period. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

COUNTY VEHICLES

All employees must get authorization to use county vehicles. When using county vehicles, you must follow all State and Federal laws. Employees shall pay any tickets incurred, which are in violation of the law. When using county property, employees are expected to exercise care, follow all operating instructions, safety standards, and guidelines. The Department Head can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. Upon your return or completion of a job, clean out the

vehicle and refuel. The vehicle and keys shall be returned to the proper location and sign the vehicle in as being returned. All employees are responsible for maintaining a good driving record – continued utilization of vehicles will depend on a good driving record.

At times when no county vehicle is available, employees may be asked to use their personal vehicle for county business purposes. Employees who utilize a personal vehicle for county business use must provide a proof of insurance to the county and keep a mileage log to be turned in for reimbursement.

MOTOR VEHICLE REPORTS

It is the policy of Effingham County that MVRs (Motor Vehicle Reports) should be obtained on all drivers on an annual basis and also used as the foundation for selecting employees who will be allowed to operate a county vehicle.

The review of these reports is important when hiring a new driver, as their past driving record affords one of the best clues to his/her future performance as a safe, dependable driver. Past experience has shown there is a high correlation between poor driving records and accident frequency. A new employee should not be allowed to drive a county vehicle until his MVR is obtained and favorable results are noted. Annual review of the MVR should result in the determination of whether an employee can continue to drive a county vehicle. Our system of review follows:

ALL TYPE A VIOLATIONS (as defined below) WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.

ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING COUNTY VEHICLES:

1. One (1) or more type A Violations in the last 3 years
2. Three (3) or more accidents (regardless of fault) in the last 3 years.
3. Three (3) or more type B violations in the last 3 years
4. Any combination of accidents and type B violations which equal Four (4) or more in the last 3 years.

Type A Violations:

1. Driving While Intoxicated
2. Driving While Under the Influence of Drugs
3. Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
4. Operating During a period of Suspension or Revocation
5. Using a Motor Vehicle for the commission of a Felony
6. Aggravated Assault with a Motor Vehicle
7. Operating a Motor Vehicle Without the Owners Authority (grand theft)
8. Permitting an Unlicensed Person to Drive
9. Reckless Driving
10. Speed Contest (racing)
11. Hit and Run (Bodily Injury or Property Damage)

Type B Violations

1. All Moving Violations not listed as type ‘A’ Violations

COUNTY TOOLS AND EQUIPMENT

The county shall supply all power tools and equipment. Tools and equipment shall be picked up at the end of the workday and returned to their proper location. Tools and equipment may be used by employees for personal use or stored at off-site locations with prior approval from the department head.

VISITORS/ ADMISSION TO COUNTY FACILITIES

All visitors must enter through the main entrance.

Employees shall enter the operation only when they are there on business. At other times, they must obtain permission from a Department Head (No other friends, visitors, or family shall be allowed without permission). The County reserves the right to inspect all packages and containers entering or leaving the facilities.

OPERATING SUGGESTIONS AND IMPROVEMENTS

All employees are encouraged to bring to his/her Department Head's attention any suggestion he/she might have to improve the operating efficiency of our county.

SAFETY POLICY

It is the intention of Effingham County to develop, implement, and administer an all-encompassing Safety Program. The county maintains that its residents and employees are its most important asset. Therefore, their safety is our greatest responsibility. In all of our assignments, the health and safety of all should be the utmost consideration.

Department heads and supervisory personnel at all levels of the county work force are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. This program is part of the County's procedures designed to efficiently utilize county capital and personnel.

Every department head or supervisor is responsible for developing positive safety attitudes among all the personnel under his or her supervision, and emulating a safety program in conjunction with the county program that will reduce conditions that can cause unnecessary injuries and accidents. It will also be the Department head or Supervisor's responsibility to advise the County Board Chairman of any Federal, State, or local standards with which compliance is felt to be

lacking. Within the operational activities of any endeavor there may be exposure to personal injury or property damage. A review of operations should include consideration of hazards, which could be present. The possibility of unsafe job procedures and/or improper equipment can also contribute to the occurrence of an accident. Accidents are unplanned events which, through proper planning, can be minimized. Continual emphasis on the foregoing has been shown to significantly reduce injuries, property damage, and work interruption. Every employee is charged with the responsibility to support and cooperate with the County Safety Policy.

ACCIDENT REPORTING

This policy shall apply to accidents and injuries. Employees must report to their Department Head immediately following any accident or injury. Employees must complete an injury report and maintain regular communication with the Department Head in regards to recovery from an accident including follow-up from doctor visits. Employees involved in a work-related, equipment or automobile accident may be subject to alcohol/drug testing as specified in our alcohol/drug testing program.

DISCIPLINE & DISCHARGE

The following steps shall be administered by the employee's Department Head, or the Personnel Committee in the case of other employee positions. At each step a copy of notation of the warning shall be placed in the employee's personnel file.

Violations:

Section 1: The Employer shall continue to have and exercise the right to make and enforce reasonable rules and regulations to insure orderly and efficient operations maintain discipline and provide for the safety of personnel and equipment provided such rules do not conflict with the express terms of this Agreement.

Section 2: Violation of any rule, regulation or order or instruction of a supervisor shall be deemed cause for discipline, up to and including discharge.

Section 3: The Employer shall utilize progressive discipline where appropriate and will not discharge any employee without just cause. Progressive discipline is described below. The Employer is not required to follow progressive discipline in the event that the Employer reasonably believes that the employee's actions are severe enough not to warrant progressive discipline.

Progressive Discipline

Step 1. An oral or written warning by the department head to the employee. The Warning shall be explanatory as to the reasons for and the circumstances of the warning. No disciplinary action shall be taken at this time unless the infraction is listed below. Notice must be specific as to what performance must change.

Step 2. A written warning specifying the reasons and circumstances of the warning. Suspension without pay from one to ten working days by the Department Head is permissible.

Step 3. Written warning specifying reasons for the warning and allowing the Department Head for the committee to suspend the employee from two (2) to four (4) weeks, or to ask for the employee's resignation. In the latter, rules of voluntary resignation shall apply.

Step 4. Immediate termination without accrued benefits

Repeated violations of the same rule, violations of more than one rule in a single act, violation of different rules at different times, and aggravating circumstances, however, may be cause for accelerated or compound disciplinary action. Moreover, certain serious types of misconduct may result in immediate dismissal.

Section 4: The requirement to use progressive discipline does not prohibit the Employer from suspending or discharging an employee on a first offense including, but not limited to: use, possession or sale of illegal drugs or alcohol, fighting, insubordination, theft or destruction of county property, dishonesty, failure to report an accident, negligence or misconduct resulting in, leading to, or nearly causing a serious accident, leaving the job without appropriate approval, unauthorized release or possession of confidential information, use or sale of a deadly weapon on County property.

Employment Status

INTRODUCTORY PERIOD

Your first 180 days of employment shall be considered an introductory period. It gives you the opportunity to complete your training and learn more about our organization and gives us the opportunity to find out if the new team member will measure up to our standards. Completion of the introductory period does not guarantee employment and does not create an employment contract since we maintain an employment at will relationship with all employees.

FULL-TIME EMPLOYEE

After your 180-day, introductory period, you will be considered a full-time employee if hired to work 30 hours per week on a regular basis for at least 26 consecutive weeks. Full-time employees are eligible for certain benefits.

PART TIME EMPLOYEE

After your 180-day, introductory period, you will be considered a part-time employee if hired to work less than 30 hours per week on a regular basis. Part-time employees are eligible for certain benefits on a pro-rata basis.

TEMPORARY/ SEASONAL EMPLOYEE

You are considered to be a temporary/seasonal employee when you have been hired during periods of a heavy workload or for particular jobs. Temporary/seasonal employees are not eligible for benefits.

WORK SCHEDULES

Work schedules for employees vary throughout the county by department. Department Heads will advise employees of their individual work schedules. Staffing needs and operational demands necessitate variations in starting and ending times, variations in scheduled shifts, as well as variations in the work hours that may be scheduled each day and week. All employees are expected to work when necessary to meet position requirements.

REPORTING ABSENCES & ATTENDANCE

To maintain a productive work environment, we expect employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the county. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they are required to notify their Department Head at least one hour before they are scheduled to work, or earlier if possible.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. Absence of three working days without reporting will be considered a voluntary resignation.

EMPLOYMENT RECORD/ EMPLOYEE STATUS CHANGES

Any changes in name, address, phone numbers, marital status, and persons to be contacted in case of an emergency need to be turned into the County Clerk's Office as soon as possible in order to keep your records current.

Compensation Policies

PAYROLL PERIOD/TIME RECORDING SYSTEM/PAY DAY

All employees are paid bi-weekly on Friday by four-o-clock (4:00 p.m.). The payroll period is two weeks from Sunday through the following Saturday. Your paycheck will be given only to you unless you request otherwise in writing.

We provide direct deposit for all employees to simplify payroll processing. Employee's payroll earnings will be deposited directly into their checking or savings account as designated on the payroll deduction authorization form and acknowledged on the payroll record. Please note that the county deposits payroll earnings to our main bank every other week, which is then deposited to employee's individual bank and then to the employee's account based on the schedule for posting at each local banking facility.

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is all the time actually spent on the job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment. Time is calculated using a seven-minute interval for payroll purposes. (For example, if an employee is scheduled to work at 8:00a.m. and arrives at 7:53a.m. it would be rounded forward to 8:00.) Employees should make every effort to arrive by the appointed time, constant tardiness will not be tolerated. Both the Department Head and the employee can be held responsible for any of these dishonest actions and may result in criminal prosecution.

The employee shall review and sign the time records and then the Department Head will review and approve the time record before submitting it to payroll for processing. In addition, if the employee makes corrections or modifications to the time record, the Department Head must verify the accuracy of the changes by initialing the time record.

OVERTIME COMPENSATION

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of overtime will be provided. All overtime must receive Department Head's authorization. Overtime compensation is paid to all non-exempt employees in accordance with the following schedule:

- **One and one-half times regular pay for all hours worked over 40 in a workweek**

As required by law, overtime pay is based only on actual hours worked. Time off with pay, vacation, personal time, and holidays will not be considered hours worked for purposes of determining overtime calculations. Failure to work assigned overtime may result in disciplinary action.

PAYROLL DEDUCTIONS

There are payroll deductions that are required by Federal & State regulation including Federal & State Income Tax, Social Security Tax, Medicare Taxes and Garnishments/Wage attachments. Additionally, there may be withholdings authorized by each employee for specific employee benefits including medical insurance, retirement plan contributions, etc. These withholdings will be included on each employee's pay-stub.

BUSINESS TRAVEL EXPENSES

If a non-exempt employee travels overnight for jobs, training or conferences, the employee will be compensated for any travel time that cuts across their normal working hours. Employees will not be compensated for travel time from home to work.

Employees who have been approved to travel, attend a seminar or training session by their Department Head are allowed to be reimbursed for the following expenses at the rates set if there is sufficient money in the department budget. A signed request shall be kept on file by the

Department Head documenting each request and the response. Any conventions, seminars, or training sessions **outside** the state of Illinois must have **advance County Board approval.**

The county will pay actual costs up to, but not exceeding, the following, upon submission and approval of an itemized voucher including the following details: date, destination, purpose of trip, and amount and miles per trip.

Meals-----\$45.00 per day

Mileage Reimbursement-----readjusted each budget year by issuing IRS rate as guideline

Travel (by public transportation)-----actual cost (not to exceed mileage rate)

Registration (1)-----actual (not to exceed \$125.00 unless pre-approved by board)

Rooms (2)-----single room rate

(1) If necessary books, publications, or association dues are included in registration fees, such items must be detailed to apply for approval of a payment in excess of \$100.00.

(2) If two authorized personnel stay in the same room, the county will pay the total room cost (half for each individual).

If another unit of government or another agency pays, Effingham County will not pay costs in duplicate.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action.

Benefits

COBRA INSURANCE

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents (qualified beneficiaries) the opportunity to continue health insurance coverage under our health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; or a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage of the group rates plus administration fee.

We provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan. The notice contains important information about the employee’s rights and obligations.

It is the employee’s responsibility to inform the Plan Administrator of the following events for eligibility purposes:

- The participant becomes entitlement to Medicare benefits
- The participant and spouse become divorced
- The participant and spouse become legally separated
- A participant’s child ceases to be a dependent under the plan

FLEXIBLE SPENDING ACCOUNTS (SECTION 125)

Employees can save tax dollars by enrolling in this plan. This account allows employees to withhold pre-tax dollars from their paycheck to pay group health insurance premiums. **See official plan documents or County Clerk’s Office for complete details.**

LEAVE OF ABSENCE

Department Heads shall have discretion in deciding whether to approve all leaves of absence. A leave of absence shall be determined as any leave, which does not involve paid time off or is not covered under another leave policy. You should give prompt, written notice of a leave of absence, the dates, and expected date of return to Department Head for approval. If medical related, it should additionally include a doctor's notice stating the nature of the leave. The amount of leave taken must be reduced by the amount of vacation, personal, and sick time accrued. To maintain insurance coverage, make arrangements with the County Clerk's Office prior to leaving.

When you are able to return to work, you should give at least one week's notice by presenting a written request to your Department Head. We will make reasonable efforts to return you to the same or similar job you held prior to your leave, subject to business requirements that may exist. Failure to report back to work at the expiration of any leave granted shall be considered a voluntary resignation.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

Any employee, other than temporary and seasonal employees, who leaves active employment for the purpose of being inducted, entering, determining physical fitness to enter, or performing training duty in the Armed Forces or Coast Guard, either by enlistment, draft or recall, will be granted a leave of absence.

Reemployment Rights: You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- You ensure that your employer receives advance written or verbal notice of your service;
- You have five years or less of cumulative service in the uniformed services while with that particular employer;

- You return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

Upon the expiration of such leave of absence, each employee will be restored to his/her former job classification or to a position of like seniority, status and pay; unless, circumstances of the county have so changed as to make it impossible or unreasonable to do so.

PERFORMANCE EVALUATION

Performance evaluations are conducted on a regular basis. Evaluation and discussion on feedback will not always be in written form as the County considers informal verbal feedback equally important as written feedback. The purpose of the evaluation is to determine the effectiveness of each employee in his/her position in terms of the applicable job description.

Factors to be considered in such evaluations include attitude, dependability, punctuality and attendance, appearance/grooming, quality of work, along with overall rating and recommendations for improvement. The results of performance reviews will be discussed with each employee in confidence.

TUITION REIMBURSEMENT

Education on the job is encouraged. Each case will be reviewed individually. Courses for which reimbursement may be made shall be limited to those, which can directly benefit the employee's job performance. Prior to the employee's enrollment in a course, the Department Head shall present justification on the desired course to the Personnel Committee for their recommendation to the County Board. **County Board approval is mandatory for out of state education or training.** Approval shall be contingent upon there being sufficient funds in the **department** budget to provide for reimbursement. The employee will be required to remain a full-time Effingham County employee for a

period of at least (2) years or a pro-rated share of the educational reimbursement will have to be refunded to the county.

Regardless of whether reimbursement is asked for, an employee may petition his/her Department Head for permission to attend beneficial courses during working hours. If the Department Head determines that the benefit to be derived by the employee and the county exceeds the detriment to effective and efficient operations, then the Department Head, with the approval of the Personnel Committee may excuse the employee from work to attend the course, or allow the employee to “make-up” the lost work time.

FAMILY & MEDICAL LEAVE OF ABSENCE POLICY

General Provisions:

It is the policy of the county to grant up to 12 weeks of family and medical leave during a 12 month rolling year to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA).

Eligibility:

In order to qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the county for 12 months.
2. The employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when the leave is requested to commence.
3. The employee must work in an office or worksite where 50 or more employees are employed by the county within 75 miles of that office or worksite.

Type of the Leave Covered:

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

1. the birth of a child and in order to care for that child;
2. the placement of a child for adoption or foster care, and to care for the newly placed child;

3. to care for a spouse, child, or parent with a serious health condition;
4. the serious health condition of the employee.
5. A qualifying exigency arising out of a spouse, son, daughter, or parent on active duty or who has been notified of an impending call to active duty status, in support of a contingency operation
6. to care for a spouse, son, daughter, parent, or next of kin of a servicemember who has incurred a serious injury or illness in the line of duty while on active duty

Service Member Family and Medical Leave:

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious injury or illness sustained in the line of duty is entitled to up to a combined total of 26 weeks of leave in a single 12-month period to care for the servicemember. This leave is available during a single 12-month period during which the employee is entitled to a combined total of 26 weeks of all qualifying FMLA leaves.

Employee Status After Leave:

An employee who takes leave under this policy will normally be able to return to the same position, or an equivalent position if the previous position is no longer available.

The county may choose to exempt certain key employees from leave. If an employee falls within this “key employee” exception, he/she will be notified after requesting, and before taking leave.

Use of Paid and Unpaid Leave:

An employee must apply earned vacation, sick, and personal time toward the 12-week period allowed for an approved leave of absence pursuant to this policy. There is no other compensation paid by the county other than the payment for earned vacation and personal time noted above during a leave of absence. During the period of any unpaid leave of absence under this policy, an employee must arrange to pay the

premium contributions for continuation of his or her group health insurance coverage, if applicable.

Certification of the Serious Health Condition:

The county requires medical certification of serious health conditions. The employee must respond to such a request within 15 days of the request. Failure to provide certification will result in denial of leave. Medical certification is provided by using the Medical Certification Form if it is the employee's own serious health condition.

If leave is requested to care for a family member with a serious health condition, the medical certification must include an estimate of the amount of time the employee will be needed to care for the family member.

Procedure for Requesting Leave:

When an employee plans to take leave under this policy which is foreseeable (such as the birth, adoption or placement of a child or a planned medical treatment), notice must be in writing to the employee's Department Head. If it is not possible to give 30 days notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the county's operations.

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

In accordance with the Victims' Economic Security and Safety Act, the county will provide to their employees, unpaid leave up to 12 weeks per rolling year for an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. Unpaid leave from work may be taken to address domestic or sexual violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security;
- or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

* "Family or house hold member" is defined as a spouse, parent, son, daughter, and persons jointly residing in the same household.

This act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

Application for Leave/Notice by Employee

Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit an application for leave of absence to his or her Department Head. The employee shall provide the employer with at least 48 hours notice in advance of the employee's intention to take the leave unless providing such notice is not practicable.

Certification Procedure

Every application for Leave of Absence pursuant to this policy must include certification that: (1) the employee or the employee's family or household member is a victim of domestic or sexual violence; and (2) the leave is for one of the purposes in the above paragraph. An employee may satisfy the certification requirement by providing: (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence. The documentation must be submitted in a timely manner. It is the responsibility of the employee to submit the written documentation and it shall be attached to the application for leave of absence.

Conditions of Victims' Economic Security and Safety Act

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the county may require an employee taking approved leave of absence to periodically report on his or her status and intention to return to work.
2. An employee taking leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the

leave of absence, and to have voluntarily terminated his or her employment with the county.

3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the county may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
4. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after the completion of the leave of absence, the employee will be liable and required to reimburse the county for the cost of payments made to maintain the employee's benefits during the leave of absence.

Compensation and Benefits during VESSA

An employee may apply earned vacation time and personal time toward the 12-week period allowed for any approved leave of absence pursuant to this policy. There is no other compensation paid by the county other than the payment for earned vacation and personal time noted above during a leave of absence.

GENERAL RULES OF CONDUCT

To assure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct, performance, and attendance. This will protect the interests of all employees and the organization.

For the guidance of all employees, listed below are some rules of conduct, performance and attendance. Violation of any of these rules may result in disciplinary action, including discharge, at the county's discretion. This list is by way of illustration only and should not be deemed to limit the county's right to discipline or discharge for other reasons not specifically listed.

The following acts are prohibited and constitute violations of county Rules of Conduct.

1. Illegal or unauthorized possession of any dangerous weapon or explosive while on county property.
2. Reporting to work under the influence of, or introducing, possessing, or using on county property, any intoxicating or controlled substance (including drug paraphernalia) not prescribed by a licensed physician. Employees with prescription drugs, which could impair motor function, must advise their Department Heads when first reporting for work after receiving such a prescription.
3. Fighting with, threatening, intimidating, coercing, physically abusing or interfering with another employee or persons doing business with the county.
4. Taking or receiving, without authorization, goods, money, materials, equipment or property belonging to the county, employees, or persons doing business with the county.
5. Practicing or promoting discrimination against or harassment of another employee or group of employees on the basis of race, color, national origin, sex, age, religion, or disability.
6. Willful destruction of property, including but not limited to falsification of report(s); employment application; tallies; data; time

- recording system; computer files, commission of deliberate error; concealment of such acts committed by employee or others.
7. Insubordination (refusal to carry out Department Head's instructions). Using profane or abusive language or displaying the abusive conduct toward an employee or person.
 8. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
 9. Committing any felony or misdemeanor crimes as prohibited by federal, state, or local laws or failure to report unlawful conduct.
 10. Transaction of personal business, including telephone calls, during working hours (excluding breaks and lunch) without consent of a Department Head.
 11. Riding in or operating a county vehicle in an unsafe manner (employees will be responsible for fines and other costs associated with incurring any kind of traffic ticket or other sanction for illegal use or occupation of a motor vehicle.)
 12. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
 13. Sleeping during working time.
 14. Failure to report an accident or injury to the appropriate Department Head.
 15. Excessive employee absenteeism or tardiness or failure to notify of absence or tardiness within an hour of the scheduled work time.
 16. Leaving county premises during working hours without Department Head permission. Unauthorized entrance on county property during non-working hours.
 17. Working in an unsafe manner or violating county safety policies and procedures.

NON-UNION EMPLOYEE BENEFITS

HOLIDAYS

The County Board annually sets the holiday schedule for Effingham County Employees. All full-time employees will be paid up to eight hours pay at regular hourly rates based on the average hours worked for each holiday listed below.

New Year's Day	Columbus Day
MLK Jr., Birthday	General Election Day (Only on Federal Elections)
President's Day	Veterans Day
Good Friday	Thanksgiving Day (Thursday)
Memorial Day	Day after Thanksgiving (Friday)
Independence Day	Christmas Eve
Labor Day	
Christmas Day	

In order to qualify for holiday pay, an employee must work the last scheduled workday before and the first scheduled workday after the holiday unless approved in advance by their department head. In addition, an employee must actually work in the week in which the holiday falls unless part of a scheduled vacation week. A holiday that occurs on a Saturday or Sunday generally will be observed by the county on either the preceding Friday or the following Monday.

PERSONAL DAYS

Full-time employees will earn two (2) personal days each year. Personal time off shall be scheduled in advance, if possible, and shall be taken in increments at the discretion of the Department Heads. Personal days must be used in the year the days are granted. No personal time off will be paid out at year end and will not be converted to sick leave.

SICK LEAVE

Full-time non-probationary employees shall be given sick leave under the following conditions:

One day per month of service to a maximum of twelve (12) days per year of service. Employees may accumulate (or “bank”) leave on the following basis:

Employees with up to five (5) years may bank up to sixty (60) days

Employees with up to ten (10) years may bank up to one hundred and twenty (120) days

Employees with up to fifteen (15) years may bank up to one hundred and eighty (180) days

Employees with up to twenty (20) years may bank up to two hundred and forty (240) days

Each County Department Head shall verify the sick days of employees in his or her office. The county may require an employee to present a doctor’s statement or similar evidence where circumstances appear to warrant the requiring of such evidence. Sick leave for employees may be authorized for the following purposes only:

- (1) Illness, disability or injury of the employee, or immediate family members (spouse, child or parent).
- (2) Medical or Dental Appointments.
- (3) Enforced Quarantine.

Upon Retirement, an employee will be entitled to compensation for all of the number of days of his or her accumulated sick leave based on one-half (1/2) days pay for each day of such sick leave. When employees leave the County, sick days will be credited to IMRF as the plan allows.

In the event where an employee is fully vested, eligible for IMRF benefits and retires from the County prior to his/her eligibility of collecting IMRF benefits, the County shall compensate the employee after 60 days but no later than 90 days after voluntary separation of employment 100% of the accumulated sick leave.

ADDENDUM #1

VACATION

The vacation period is based on an anniversary year beginning with the employee's first day of full-time employment. All full-time employees earn paid vacation time based on the following schedule:

After one anniversary year of service – up to 40 hours

After two anniversary years of service – up to 80 hours

After ten anniversary years of service – up to 120 hours

After twenty anniversary years of service – up to 160 hours

Vacation time may be used in half-day increments. Unused vacation will not be paid out at year-end. Up to one week of vacation time may be carried over to next year.

We will schedule vacation requests at the beginning of each year. Any vacation requests thereafter must be submitted at least two weeks in advance. Employees must request advance approval from their supervisors to schedule vacation. Requests will be reviewed according to a number of factors, including county needs and staffing requirements. In the event several requests for the same period are received, preference will usually be granted on the basis of seniority. The final decision, however, is left to the discretion of the department head.

** All vacation, personal, and sick time must be used prior to any time off without pay. **

HEALTH INSURANCE

Effingham County offers a Health Insurance Plan to the officials (elected and appointed) and to the full-time employees of the county. Full-time employment is considered 30 hours a week. Effingham County shall pay employee coverage for full-time non-union personnel as follows:

ADDENDUM #1

1. Effingham County shall pay 100% of the monthly premium for health insurance up to \$603.34 per month effective November 1, 2017
2. If single insurance premiums exceed \$603.34 per month, the premium amount above \$603.34 per month shall be paid equally between Effingham County and Employee subject to County Board review. This calculation will be based on the HSA plan only to determine the board contribution for all plans.
3. Effingham County shall pay an incentive up to \$350 per month for Medicare Part B, Medicare Part D and Medicare Supplement a/k/a Medicare Part F combined subject to County Board review. This is only offered to Medicare eligible employees not dependents. Employees that elect the Medicare reimbursement are opting off the group health plan.
4. There shall be no insurance and/or Medicare reimbursement for part-time employees.
5. The Employee Health Insurance Plan, for non-union employees, will be adjusted to be consistent with employee collective bargaining changes.

Eligibility and specific benefits are governed by the terms of the policy. The County Health Insurance Policy is available for employee review. Family health insurance coverage is available, and the cost is the responsibility of the employee. The health insurance benefits of the County's union employees will be governed by the Collective Bargaining Agreements of each unit. **See official plan documents or County Clerk's Office for complete details.**

LIFE INSURANCE

We may provide Voluntary Life Insurance for eligible full-time employees. The county does not pay life insurance premiums. **See official plan documents or the County Clerk's Office for complete details.**

ADDENDUM #1

DENTAL/VISION INSURANCE

We provide a voluntary group dental/vision insurance plan for all eligible full-time employees and elected officials. The county does not pay dental/vision insurance premiums. Employees may purchase dependent coverage at an additional cost. **See official plan documents or County Clerk's Office for complete details.**

IMRF

Eligible employees of Effingham County are covered by Illinois Municipal Retirement Fund (IMRF).

ANCILLARY INSURANCE COVERAGE

Employees interested in disability, cancer, accident, dental, or intensive care insurance may purchase this on their own running the premiums through our payroll deduction program. The county offers this as an administrative service only to the employee. Inquires relating to any ancillary insurance should be directed to the insurance agent. The county makes no representations with respect to any ancillary insurance coverage and any administrative assistance provided shall not be construed as endorsing such insurance coverage.

JURY DUTY

We recognize and encourage civic participation by employees including serving when called for jury duty. You are expected to inform your department head when you receive your notice for jury duty. When an employee is required to serve, we will pay the difference between jury pay and the employee's scheduled hours up to 40 hours per week at regular rate of pay. Employees on jury duty will be expected to turn in a

voucher and work as much of their regularly scheduled shift and days as their jury duty schedule permits.

ADDENDUM #1

BEREAVEMENT LEAVE

In the event of death in the immediate family of an employee, the employee may be granted, by the Department Head, a leave of absence with pay and benefits for a period of up to three (3) work days. An employee may be granted (1) paid work day for bereavement leave of an aunt or uncle. The Department Head shall determine the amount of time off. The immediate family is defined as follows:

IMMEDIATE FAMILY – THREE DAY LEAVE

Father	Wife	Sister
Mother	Son	Brother-in-law
Step-father	Daughter	Sister-in-law
Step-mother	Step-son	Step-brother
Father-in-law	Step-daughter	Step-sister
Mother-in-law	Son-in-law	Grandparents
Husband	Daughter-in-law	Grandchildren
Domestic Partner	Brother	

The Department Head under special circumstances may approve a leave in addition to the specified duration. However, such additional leave will be without pay.

FAMILY BEREAVEMENT LEAVE ACT POLICY

The Family Bereavement Leave Act (FBLA) states that employers with 50 or more employees must provide covered employees with up to 2 weeks (10 work days) of unpaid leave for the death of a “covered family member”.

Covered family member, for the purpose of this policy, will mean an employee’s child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Eligibility

FBLA falls under the same standards as FMLA. Therefore, an employee must meet the same eligibility requirements listed in the County's FMLA Policy in order to be eligible to take leave under the FBLA.

Family bereavement leave may not be taken in addition to unpaid leave permitted under FMLA and may not exceed unpaid leave time allowed under FMLA.

Type of the Leave Covered

These 2 weeks (10 work days) of FBLA leave can be used for the following:

- Attend the funeral or alternative to a funeral of a "covered family member"
- Make arrangements necessitated by the death of the "covered family member"; or
- Grieve the death of a covered family member.
- Absence(s) due to (i) miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or adoption that is not finalized; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) stillbirth.

Procedure for Requesting Leave

Employees must provide 48-hour notice of their intention to take leave under FBLA, unless it is not reasonable and practicable. Leave under FBLA must be taken within 60 days after the employee receives notice of the death of a covered family member or from which a qualifying pregnancy/fertility event occurs. If an employee loses more than one covered family member in any 12-month period, they are entitled to take up to six weeks of unpaid bereavement leave in that 12-month period.

Certification of the Leave

An employer may require reasonable documentation. Employers cannot require an employee to designate which category is the basis for leave for a qualifying pregnancy/fertility event.

Use of Paid and Unpaid Leave

Employees can elect to substitute paid leave for unpaid leave under the FBLA. But, unlike under FMLA, the County may not require employees to do so.

ANNIVERSARY BONUS BENEFIT

Employees who have been employed full-time for one year or more will be issued a bonus check in the amount of \$25.00 for each year of full-time employment. The Bonus Benefit will be capped at a maximum of 30 years full-time employment and \$750.00. Employees who have attained the maximum will continue to receive \$750.00 yearly on the anniversary date of their full-time employment.

The Bonus Benefit will be subject to annual review by the Tax and Finance Committee.

ADDENDUM #1

LONGEVITY INCREASE

Beginning with the twenty-first (21st) year of full-time employment, an employee will receive an additional ten cents (\$.10) per hour to their hourly rate. Beginning with the twenty-sixth (26th) year of full-time employment, an employee will receive an additional ten cents (\$.10) per hour to their hourly rate. Beginning with the thirty-first (31st) year of full-time employment, an employee will receive an additional ten cents (\$.10) per hour to their hourly rate. Beginning with the thirty-sixth (36th) year of full-time employment an employee will receive an additional ten cents (\$.10) per hour to their hourly rate.

PREGNANCY RIGHTS POLICY

In accordance with the Illinois Human Rights Act (775 ILCS 5/1 et seq.), the County will provide reasonable accommodations to employees affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

No employee or applicant will be discriminated or retaliated against because of pregnancy or because she requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act.

Employees affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth have the following rights:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an accommodation offered by your employer for your pregnancy that you do not desire.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

It is the employee's responsibility to make the request for an accommodation. If the requested accommodation imposes an undue hardship on the ordinary operation of the County, the County has the right to deny the requested accommodation. As part of this review process, the County may ask the employee to provide the following documentation from the employee's healthcare provider:

- (i) The need or medical justification for the requested accommodation;
- (ii) A description of the reasonable accommodation medically advisable;
- (iii) The date the reasonable accommodation became medically advisable; and
- (iv) The probable duration of the reasonable accommodation.

It is the employee's responsibility to submit to the employer any documentation that is requested in accordance with this section.

If you have any questions regarding this policy, please contact your immediate supervisor.

NURSING MOTHERS

The County shall provide reasonable paid break time each day to an employee who needs to express breast milk for her infant child for up to one year following the birth of her child. The break time may run concurrently with any break time already provided to the employee. The County shall also make reasonable efforts to provide a room, or other location in close proximity to the work area, where an employee can express her milk in privacy.

Acknowledgement, Agreement & Receipt Of Employee Handbook

The undersigned hereby acknowledges receipt of a copy of the Effingham County Employee Handbook. The undersigned hereby acknowledges and agrees that nothing contained in the employee handbook including policies, practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. We retain the right to revise, amend this handbook, or terminate any policy unilaterally without notice at any time, and the employee's continued employment will be deemed acceptance of such revisions and modifications. The information contained in this Employee Handbook supersedes all previous Employee Handbooks.

Employee Signature

Witness Signature

Date

(This acknowledgement and agreement will be retained in the employee's personnel file).