

2017

CRAWFORD COUNTY, ILLINOIS EMPLOYEE HANDBOOK



CRAWFORD COUNTY COURTHOUSE
105 DOUGLAS STREET
ROBINSON, ILLINOIS 624544

FOREWORD

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

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

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

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

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

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DIVERSITY

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

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

ANTI-HARASSMENT & DISCRIMINATION POLICY

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

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

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

Definitions of Harassment

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

unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

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

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

Individuals and Conduct Covered

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

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

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

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

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

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

PROBLEM OR GRIEVANCE RESOLUTION PROCEDURE

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

Procedure

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

No Retaliation Pledge

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

Subject Matter of Grievance

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

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

Steps in Formal Grievance Procedure

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

Step 1: The employee shall present the grievance in writing to their department head, explaining its nature and circumstances, within ten (10) department working days after learning of the circumstances or conditions which gave rise to the grievance.

The department head shall schedule a conference to discuss the written grievance within ten (10) department working days of its presentation. The department head shall respond to the grievance in writing as soon as possible, but not to exceed ten (10) working days after the conference.

Step 2: If the grievance is not satisfactorily resolved or no answer is given within the time limit set forth in Step 1, the employee may submit a copy of the written statement of grievance submitted in Step 1 within ten (10) working days from the date the decision was due, to the County Salary Committee for review and determination. The County Salary Committee shall schedule a conference with all parties heretofore mentioned, within twenty (20) working days of receipt of the grievance. The County Salary Committee shall respond to the grievance in writing, as soon as possible, but not to exceed ten (10) working days of the conference. This step shall also apply to grievances lodged against the Department Head. At this and later steps, the employee may be represented or accompanied by an individual of his/her choice.

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

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

EMPLOYMENT APPLICATION OF HANDBOOK

The Crawford County Board has deemed it advisable to establish a written personnel policy handbook that sets forth operational guidelines concerning various aspects of the County of Crawford's personnel management procedures and benefits for the following departments: County Clerk's Office, Circuit Clerk's Office, Treasurer's Office, Sheriff's Office, State's Attorney's Office, Superintendent of Highways' Office, Supervisor of Assessments' Office, ESDA Office, Crawford County Rescue Squad, Crawford County Auxiliary Police, Forest Preserve, CCDA, Animal Control, and the Crawford County Coroner's Office. The Crawford County Health Department is excluded from this handbook and shall be subject to their own handbook.

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

EMPLOYEE CLASSIFICATION CATEGORIES

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

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law’s requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

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

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the County’s full-time schedule of at least 30 hours each week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule. Regular, part-time employees are eligible for some of the benefits offered by the County subject to the terms, conditions and limitations of each benefits program.
- **Short term/Temporary:** Employees who are hired to work during a specific period of time which is less than two (2) consecutive calendar quarters during the calendar year. Short term personnel are not guaranteed rehire and may reapply for employment season.
- **Independent Contractors/Contractual Staff:** Individuals or companies contracted on a limited basis for a specific purpose and are paid at a predetermined rate for a specific project. Such individuals or companies are considered "self-employed" or independent contractors and are, therefore, not eligible for any fringe benefits or other indicia of employment available to employees of the County.
- **Volunteers:** Individuals who donate their time and talents in one or more services provided by the County and who are covered by County liability insurance. Volunteers shall preserve client confidentiality and shall observe the general rules of conduct

applicable to regular employees.

- **Students and Interns:** Individuals who participate on a temporary basis in County activities and/or serve without compensation as a condition of fulfilling an academic requirement or training. The County will attempt to cooperate with college and high schools by allowing students to spend time in the County when it is convenient for the staff. The decision will be made by the Department Head. Students and interns shall preserve client confidentiality and shall observe the general rules of conduct applicable to other employees.

BACKGROUND AND REFERENCE CHECKS

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

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

If information obtained in a background check would lead Crawford County to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

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

Crawford County also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

INTERNAL TRANSFERS/PROMOTIONS

Employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the County may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

Crawford County offers employees promotions to higher-level positions when appropriate. The County prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the County's best interest.

To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

Crawford County wants to ensure that County practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

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

Crawford County reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

INTRODUCTORY PERIOD

In order to give the County an opportunity to review the work and qualifications of new employees, and to give new employees time to become familiar with their new positions and evaluate the County, there is an introductory period of one year for all new employees. Although evaluation of employees' job performance is a continuous, on-going process throughout the introductory period, your Department Head will meet with you to personally evaluate your performance at the end of the introductory period. Once you have successfully completed your introductory period, you will be a regular employee. Successful completion of the introductory period is not a promise or guarantee of continued employment and does not alter the at-will employment relationship.

ATTENDANCE

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

When an employee is unable to report to work because of illness or emergency, the employee must call his/her Department Head as far in advance as possible prior to his/her scheduled shift time, or in the event of an emergency, as soon as practical. If the Department Head is unavailable, employees should notify the other office staff. Such notification should include a reason for the absence or tardiness and an indication of when the employee can be expected to report to work. The absent employee is responsible for ensuring that proper advance notice of absent or late arrival is given to the employee's Department Head or other office staff. Failure to provide proper notification on an absence or lateness, as well as unexcused absences, late arrivals

or early departures from work may result in disciplinary action, up to and including discharge unless otherwise prohibited by law.

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

CONFIDENTIALITY

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

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

All requests by the media for information shall be coordinated through Department Head. When the Department Head is not available, a designated employee may provide information to the media. If the department initiated the contact with the media (i.e. sent a news release), the contact person has approval to talk with the media regarding the specific topic of the release. The employee should request a copy of the release for proof reading prior to publication.

OUTSIDE EMPLOYMENT

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

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

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

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

ATTIRE AND GROOMING

It is important for all employees to project a professional image while at work by being appropriately attired. Crawford County employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

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

Crawford County is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

ELECTRONIC DEVICES CELL PHONES, SMARTPHONES & OTHER HANDHELD DEVICES

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

Use County Owned Electronic Devices

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

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

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

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

Use of Employee Owned Electronic Devices

While at work, employees are expected to exercise the same discretion in using personal cellular phones and other electronic devices as is expected of them in using County owned devices. Excessive personal calls during the work day, regardless of the type of phone used, can interfere with employee productivity and be distracting to other workers. Employees are encouraged to make any other personal calls on non-work time where possible and to ensure that friends and family members are made aware of the County's policy. Management reserves the right to request that the employee provide detailed cellular phone bills regarding usage reports of calls made during working hours to determine if such usage was excessive.

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

Safety and the Use of All Electronic Devices in the Workplace

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

In compliance with state law regarding "hands-free" use of cell phones and electronic devices during the operation of any motorized vehicle, the County will issue employees hands-free equipment with County issued cellular phones and SMARTPHONES. However, employees remain responsible for the continued safe operation of motor vehicles at all times.

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

RIGHT TO MONITOR

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

SOCIAL MEDIA—ACCEPTABLE USE

Below are guidelines for social media use. See full policy for details.

- Post only appropriate and respectful content.
- Maintain the confidentiality of County trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a County website without identifying yourself as a County employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for County. If County is a subject of the content you are creating, be clear and open about the

fact that you are an employee and make it clear that your views do not represent those of County, fellow employees, members, customers, suppliers or people working on behalf of County. If you do publish a blog or post online related to the work you do or subjects employed with County, make it clear that you are not speaking on behalf of County. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of County."

Crawford County may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS

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

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on County premises at any time.
- Employees may only admit non-employees to work areas with management approval or as part of a County-sponsored program. These visits should not disrupt workflow. An employee must account the nonemployee at all times. Former employees are not permitted onto County property except for official County business.
- Employees may not solicit other employees during work times, except in connection with a County-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a County-sponsored event
- The posting of materials or electronic announcements are permitted with approval from a Department Head.

Violations of this policy should be reported to your Department Head.

EMPLOYEE PERSONNEL FILES

Employee files are maintained by the County and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

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

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the County office where they are maintained and may not be taken outside the department.

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

ETHICAL CONDUCT / CONFLICT OF INTEREST

Due to the responsibilities held by County employees and the nature of our operations, employees are subject to public criticism for personal conduct. Employees may also be vulnerable to accusations of "official misconduct," "unethical conduct," or "conflict of interest." Therefore, Crawford County has established the following guidelines.

- **Personal Profit:** Knowledge gained through an official position cannot be used for personal profit or the profit of friends and family.
- **Bribes and Kickbacks:** The acceptance of anything of economic value such as a gift, gratuity, favor, entertainment or loan which is designed to influence official conduct in any manner is prohibited.
- **Improper Payments:** The acceptance of any fee-for-service which is performed on behalf of the County is prohibited.
- **Personal Investment:** Investments in excess of seven (7) percent ownership interest in any companies from which the County purchases material or services and whereby personal gain may be acquired, is prohibited.
- **Moonlighting:** All secondary employment shall be approved in advance by your Department Head. Any employee who has any doubt or a question concerning actual or possible conflict of interest should discuss the matter with the Department Head.

Failure to follow this policy may result in disciplinary action up to and including termination.

COUNTY DEPARTMENT OFFICE CLOSING

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

When the Courthouse has to be closed prior to 8:00 a.m. because of weather emergencies or other man-made or natural disasters, employees that are scheduled to work that day may take either a paid vacation or personal day or an unpaid day or comp time. In the event of hazardous weather or other disaster conditions that occur during the hours of 8:00 a.m. to 4:00 p.m., employees that are at work that day will be paid from the time the office closes until the end of their normal work day.

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

PROGRESSIVE DISCIPLINE

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

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

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

The following outlines Crawford County's progressive discipline process:

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

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

PERFORMANCE STANDARDS

All employees are to be treated with dignity and respect at all times. The performance standards listed below, and others which may be established from time to time, are not all-inclusive. They are published to provide a general understanding of what the County considers to be unacceptable conduct. These performance standards are merely examples of the types of misconduct for which employees may be disciplined or dismissed. Unacceptable conduct not specifically listed below may, nonetheless, result in disciplinary action up to and including discharge. If an employee needs clarification of a specific issue related to these standards, she/he should seek clarification from the Department Head. Violations of any of the following performance standards may result in disciplinary action up to and including discharge.

- Unauthorized possession, use, purchase, consumption, transfer or sale of alcoholic beverages, controlled substances or illegal drugs during working hours, on County premises, or while representing the County, or reporting to work in a condition where your job performance may be adversely affected by the presence of alcohol, controlled substances or illegal drugs.
- Battery, threatening, or assaulting another co-worker or any other individual while on the job.
- Possession of weapons or firearms on County property or while working, unless job related.
- Falsifying department records or giving false information.
- Theft, attempted theft, or possession without proper authority of County property or the property of other persons.
- Aiding or abetting another individual who has committed a crime.
- Revealing unauthorized information from confidential records.
- Performing personal activities during working hours.
- Insubordination or failure to follow the orders of one's Department Head.
- Being absent from work without permission or without having advised one's Department Head.
- Being habitually absent or tardy.
- Disregard of safety rules or failure to wear required safety equipment.
- Failure to report a job-related injury or accident.
- Failure to perform assigned work efficiently and properly.
- Inability or unwillingness to work harmoniously with other employees.
- Being wasteful of material, property or working time.
- Other conduct which is unbecoming to a public employee.
- Workplace bullying as defined in this policy.
- Conviction of any felony.

HIRING AND TERMINATION AUTHORITY

The necessary authority for hiring and termination of all County employees is vested solely in the duly elected officers of the County Board/or their designees (hereinafter referred to as "Department Heads"), who are appointed or elected by and who remain accountable to the full membership of the Crawford County Board or the electorate. The appointed Department Heads may request the County Salaries Committee to assist in selection and/or termination decisions.

SEPARATION OF EMPLOYMENT

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

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Once an employee has submitted a notice to terminate their employment with the County, they are no longer eligible to use accrued but unused vacation, personal or sick time. The County reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their Department Head in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for shall be considered to have abandoned the job without notice, effective at the end of their normal shift. Employees who are separated due to job abandonment are ineligible for rehire.
- **Termination:** Employees of Crawford County are employed on an at-will basis, and the County retains the right to terminate an employee at any time.

RETURN OF COUNTY PROPERTY AND TERMINATION PROVISIONS

The separating employee must return all County property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in a civil court action.

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

Accrued vacation leave will be paid in the last paycheck.

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

REHIRE

Former employees who left Crawford County in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted, and the applicant

must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

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

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

WORKPLACE SAFETY

DRUG-FREE WORKPLACE

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

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

Drug-Free Awareness

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

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

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

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

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any County vehicle, are present on County premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing County business or while in a County facility is prohibited.
- Crawford County will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
- Any employee of the County who is convicted of any criminal drug statute violation occurring the County workplace shall notify his/her immediate supervisor of such conviction within five (5) days after such conviction. The County will notify appropriate state and federal grant agencies within ten (10) days after receiving notice of such convictions
- Employees may also be subject to discipline for off duty conduct involving illegal drugs or controlled substances regardless of whether such conduct constitutes or results in any criminal action, where, in the opinion of the County, the employee's conduct adversely affects the County or a Department, including the County's reputation for honesty and safety.

Required Testing

The County retains the right to require the following tests:

- **Pre-employment:** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable suspicion:** Employees are subject to drug/alcohol testing based on observations by a supervisor of apparent workplace use, possession or impairment.
- **Post-accident:** Employees are subject to drug/alcohol testing when they cause or contribute to accidents that seriously damage a County vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site

medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.

- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Crawford County may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment

Consequences

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

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

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

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the Crawford County Health Department Head shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

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

Crimes Involving Drugs

Crawford County prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on County premises or while conducting County

business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

WORKPLACE BULLYING

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

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

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

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

VIOLENCE IN THE WORKPLACE

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

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

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

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

Crawford County will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Crawford County will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Crawford County may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

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

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

SAFETY AND HEALTH

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

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

- Approach your job from the point of view of SAFETY - don't take risks. Come to your job well-rested and alert;
- Eliminate fire and other hazards by practicing good housekeeping;
- Never block fire exits, extinguishers, fire alarm boxes, aisles, switches, or power panels;
- Familiarize yourself with the location of the nearest outside exit from your work area;
- Wear proper safety equipment as required by job duties;
- Follow all safety instructions and policies relating to the performance of your job duties
- Do not operate any machines, mechanical equipment, etc., unless you have been properly authorized to do so;
- Turn off all machinery when unattended or not in use, and when making repairs or cleaning;

- Do not perform any task that calls for more than one person until the required number of persons are present;
- Bring any unsafe conditions that you may notice to the Department Head's attention immediately;
- Report all accidents or injuries to the Department Head immediately;

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

WORK-RELATED ACCIDENT, INJURY OR ILLNESS

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

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

SMOKE-FREE WORKPLACE

Pursuant to the Illinois Smoke Free Workplace Act, it is the policy of the County to prohibit smoking on all County premises with only one exception (parking lots mentioned below) in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." This policy also applies to the use of the "E-cigarette" technology currently available.

Even while smoking outdoors, employees must remember that tobacco use of any kind (including "chewing" tobacco) in the presence of others may be offensive. The rights of others must be a consideration at all times.

The smoke-free workplace policy applies to:

- All areas of County buildings.
- All County-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the County.
- All visitors (and vendors) to the County premises.
- All contractors and consultants and/or their employees working on the County premises.
- All employees, temporary employees and student interns.

Smoking is permitted in parking lots only as long as they are well beyond 15 feet from any entrance or exit to a building.

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

COMPENSATION

PERFORMANCE AND SALARY REVIEW

Performance appraisals are conducted on an annual cycle. Employees will receive a performance review on or around the established date each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Merit increases are based on County performance and financials and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

Budget allocations for merit increases are planned for and allocated before the start of each calendar year. The annual salary increase program is designed to assist management in planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the Department Head and the County Board Salary Committee will review all salary increase/adjustment requests to ensure internal equity and compliance with County policies and guidelines.

PAYMENT OF WAGES

Salary payment is made biweekly. Paydays are usually biweekly on every other Thursday. The County reserves the right to alter pay date and schedule with one month's written notice to employees.

Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior Thursday.

It is the County's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

If the normal payday falls on a County-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

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

No salary advances will be made.

WORK HOURS

Except for the County Highway Department and the Sheriff's Department, the normal working hours of all full-time employees of Crawford County shall be 8:00 a.m. and continuing through 4:00 p.m., Monday through Friday.

A work week shall be defined as Monday through Sunday at midnight. Each employee shall be generally allowed one unpaid hour (60 minutes) for lunch taken in such a manner so as to ensure the department's operation is not impaired. Due to seasonal and job requirements, the hours of employment of the County Highway Department and the Sheriff's Department shall be established and communicated by those Department Heads.

Employees will submit their time record weekly as directed by their Department Head. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

OVERTIME

Non-exempt employees (defined by applicable wage and hour laws based upon job duties) will receive overtime pay (at the rate of one and one-half times the employee's regular rate), for all hours worked in excess of 40 hours in any given work week or holiday when offices are required to be open, in accordance with the requirements of federal and/or state law. Any time worked in excess of 40 hours per week must be authorized in advance by your Department Head. Employees who work overtime without obtaining proper authorization may be subject to discipline up to and including discharge.

If budget constraints require, Department Heads may grant compensatory time off in lieu of overtime pay. If granted, compensatory time off will be allowed at 1 1/2 hours for every hour worked, over 40 hours per week. At the discretion of the Department Head, exempt employees (defined by salary and job duties) may request compensatory time off in accordance with applicable laws. The use of any compensatory time granted must be scheduled in advance with the employee's Department Head and must not unduly disrupt the operation of the department.

MILEAGE EXPENSE REIMBURSEMENT

Each employee who is required to use his/her personal vehicle for department business and receives mileage must:

- Possess a valid driver's license; and
- Be covered by minimum liability and property damage insurance at the expense of the owner, and which has been identified by the C.I.R.M.A (Counties of Illinois Risk Management Association).

Each year, or any time when requested by their supervisor, the employee will verify their compliance with this requirement by submitting a copy of their driver's license and insurance identification card to their supervisor.

The employee must submit, with their mileage claim, the date, amount of miles traveled, and business purpose.

Mileage reimbursement rate will be set by the Crawford County Board.

Vouchers for public parking garages, public transportation and other related travel expenses necessary for department business or County Board business will be reimbursed when submitted with a claim.

TIME OFF/LEAVES OF ABSENCE

HOLIDAYS

Except in the case of emergency, all employees shall receive holidays annually as set by the County Board, which shall utilize the same annual list of holidays established by the Illinois Department of Central Management Services, except the employees of the Circuit Clerk's Office and State's Attorney's Office. The holiday schedule for those offices is established by the Illinois Supreme Court. Employees will receive a full day of regular pay at the current hourly rate for each recognized holiday, if they are not scheduled to work.

In order to qualify for holiday pay, all employees shall work their last regularly scheduled workday before the holiday and their first regularly scheduled workday after the holiday. Any paid leave shall count as a worked day, except sick leave which shall be counted at the discretion of the Department Head.

VACATION

All full time, regular employees working an average of 30 or more hours per week are eligible for vacation leave benefits following 12 months of continuous service to the County according the following schedule:

- 1-5 years of service: 2 weeks
- 5 to 10 years of service: 3 weeks
- After 10 years of service: 4 weeks

Vacation time accrual begins on the first anniversary of service and will be prorated to January 1st of the following year. Thereafter, vacation time will be accrued on a calendar year basis. Vacation time can be used only after it is earned, and will not be earned during an unpaid leave of absence.

To schedule vacation time, employees should submit a request at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover

the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements.

Vacation time will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

SICK LEAVE

It is the policy of Crawford County to provide protection for its full-time employees against loss of income because of illness. All eligible employees are encouraged to save as much sick leave as possible to meet serious illness situations. Sick leave is not intended for a one-day vacation nor to be used to extend vacation periods or holidays. Any employee contracting or incurring any non-service connected sickness or disability, which renders such employee unable to perform the duties of his employment, shall receive sick leave with pay in accordance with this policy.

Sick leave will be granted according to the following schedule:

- One year of service equals one week of full pay and one week of half pay
- Two years of service equals two weeks of full pay and two weeks of half pay
- Three years of service equals three weeks of full pay and three weeks of half pay
- Four years of service equals four weeks of full pay and four weeks of half pay

Sick leave may be accumulated and carried over from year to year up to a maximum of one hundred twenty (120) days. At the time of retirement, the County will buy back fifty per cent (50%) of accrued sick days, to a maximum sixty (60) days. Accrued sick leave will not be paid if employment is terminated prior to retirement.

No employee will be permitted to take leave if it has not yet been earned. Sick leave shall be paid at the current rate of compensation. If sick leave is exhausted, any available vacation hours will be used in its place

Sick leave may be utilized by employees when they are sufficiently ill so that good judgment would determine it best not to report to work or in the event of injury not arising out of or in the course of their employment and for routine medical and dental appointments. All foreseeable leave for such purposes shall require a specific prior approval of the Department Head.

Any absence of three (3) working days or longer may require a physician's statement of release and verification substantiating that he/she may return to work. The Department Head may also

require the employee to be examined by a physician of the Department Head's choice and at the expense of the Employer.

Notice of an employee's desire to return to work after an extended illness must be given to the Department Head no less than twenty-four (24) hours in advance.

The Department Head or any authorized supervisor may direct an employee who appears ill to leave work to protect the health of other employees. Compliance with such an order will not be charged sick leave for the first day.

An employee shall be paid sick leave equivalent to the normally scheduled straight time day.

The Department Head shall maintain a record of sick leave accrued, sick leave taken, and the balance of sick leave allowance available for the individual employees.

For the purposes of the provisions contained in this Article, "abuse" of sick leave is the utilization of such for reasons other than those stated in Section 1 of this Article. Upon sufficient evidence of abuse of sick leave, the employee shall not be paid for such leave taken nor shall the employee accrue any rights such as seniority or other rights. Continued "abuse" of sick leave shall subject the employee to disciplinary action pursuant to the terms of this Policy. All employees agree to cooperate fully with the County in verifying illness, including the admission of a supervisor to the employee's home when requested.

Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family.

PERSONAL DAYS

The County of Crawford will provide three (3) personal leave days per-year for each full time, regular employee, who works an average of 30 or more hours per week. There will be no accumulation of personal days.

FAMILY AND MEDICAL LEAVE ACT

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

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

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

General Provisions

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

Eligibility

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

- The employee must have worked for the County for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the County within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

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

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

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

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.⁰

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

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

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

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

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

Covered active duty means:

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

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

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

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

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

The term covered service member means:

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

The term serious injury or illness means:

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

Amount of Leave

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

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

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

If spouses both work for the County and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Employee Status and Benefits during Leave

While an employee is on leave, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status after Leave

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

Use of Paid and Unpaid Leave

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

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

Intermittent Leave or a Reduced Work Schedule

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

Certification for the Employee's Serious Health Condition

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

Certification for the Family Member's Serious Health Condition

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

Certification of Qualifying Exigency for Military Family Leave

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

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave
The County will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a

reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

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

Procedure for Requesting FMLA Leave

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

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

Designation of FMLA Leave

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

Intent to Return to Work from FMLA Leave

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

DISABILITY LEAVE

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

- Employees requesting a disability leave must submit a request for leave in writing, stating the reason for the leave, at least thirty (30) days in advance to his or her supervisor. In emergencies, written notice must be provided as soon as possible under the circumstances. The employee must also submit certification from his or her physician stating the diagnosis and nature of the disability, why the disability will preclude the employee from working and the recommended course of treatment, and the estimated length of time that the employee will be out of work because of the disability. This medical certification generally must be provided at the time of the request of the leave, but no later than fifteen (15) days after the request for leave is made. The County reserves the right to require a second medical opinion by another physician at its designation.
- Employees must use all accrued sick days in conjunction with a disability leave. Employees may (but are not required to) use vacation and personal days during a disability leave to continue their salary, after sick days are exhausted. Sick leave, vacation and personal time will continue to be accrued only during the period when the employee is being paid by the County. Otherwise, sick leave, vacation, or personal days will not be accrued while the employee is on disability.
- Disability beyond 30 calendar days may be covered by the Illinois Municipal Retirement Fund (IMRF). The County Treasurer's Office will prepare the required forms to request IMRF disability coverage and forward them to the disabled employee. It is the employee's responsibility to sign the forms as required, provide the necessary physician's statement or other proof of disability, and return all forms to the County Treasurer's Office for processing. The amount of IMRF disability benefits is 50% of the employee's average monthly earnings for the 12 calendar months prior to the date he or she is disabled.
- An employee will be returned to his or her former position if the employee returns from a sick/disability leave within 30 calendar days after the first day of absence, provided that the employee is able to perform the essential job functions of the position. Employees who are unable or unwilling to resume their duties on the same schedule to which they were assigned immediately prior to the period of disability within the thirty days are not guaranteed reemployment. For example, a full-time staff member is not guaranteed the right to demand rehire on a part-time basis.
- If the employee's leave continues beyond thirty (30) days, the County will attempt to return the employee to his or her former position or to a comparable position for which the employee is qualified if available when the employee returns from an approved leave. However, the County's need to fill a position may override its ability to hold a position open until an employee returns from his or her leave. The County, therefore, cannot assure that it will be able to return an employee to any position after an approved leave of more than thirty (30) days. If during the leave the employee's position has been filled or eliminated, or the duties and responsibilities have been significantly changed requiring new skills and abilities, the returning employee may be offered a position, if open, comparable to the position the employee held immediately prior to the leave. The County

has the sole discretion to determine comparable jobs and the employee's qualifications for any such positions. In the event that the employee's same or a comparable position for which the employee is qualified is not open at the end of the leave of absence, the employee will be automatically terminated from employment. Additionally, if an employee refuses to accept any position offered within one week after such offer, the employee will be terminated from employment, at which time the employee will be notified, as applicable, of any conversion rights and/or rights to group health plan coverage.

- Health Insurance will be paid by Crawford County only while on paid absence, unless otherwise required by applicable law. Continued participation by the employee in the Group Life and Health Insurance program during unpaid disability leave will be at the employee's expense of paying the premium for continued coverage.
- During a disability leave, the County may require the employee to periodically report on his or her status and intent to return to work. The County may also periodically require certification of the employee's medical condition.
- Unused vacation, and personal time will be held pending the employee's return. In the event the employee does not return to work, unused benefits will be paid in accordance with the County's separation policy.
- In any event, if after six months of a disability leave the employee is unable or unwilling to perform the normal job functions of their position, the employee will be separated and all unused benefits paid in accordance with routine separation policy.
 - If the employee's disability continues beyond the original requested and approved leave time but the employee has not yet used the maximum six months allowed for a disability leave, the County may extend the disability leave for up to the maximum leave available upon written request for an extension and presentation of a statement from the employee's physician stating the reason why the employee cannot report back to work and the estimated additional time that will be required for the employee to recover from the disability.
 - Failure to return from a disability leave upon the expiration of the approved leave period will be considered a voluntary resignation.
 - When an employee returns from a disability leave, the employee must provide a statement of disability from his or her physician stating that the employee is medically fit to return to work and further stating any limitations that may be imposed by the physician on the employee's ability to work. The County, in its sole discretion, may require an employee to be examined by a physician designated by the County before the employee is permitted to return to work from a disability leave. The final decision on whether an employee is ready to return to work rests with the County.

ILLINOIS PREGNANCY RIGHTS AND ACCOMMODATIONS

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

Use of accrued paid leave

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

Maintenance of health benefits

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

Procedures

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

- As soon as practicable and if possible prior to commencing leave, a statement from his or her health care provider supporting the request for leave or reasonable accommodation. The statement should confirm that the requested leave or reasonable accommodation is based on a pregnancy-related disability, and if the statement is provided in support of a leave request, the statement should include an anticipated start and end date. An employee must also supply periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
- Upon return from leave, medical certification of fitness for duty before returning to work. The County will require this certification to address whether employees can perform the essential functions of their positions.]

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

Employer responsibilities

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

Job restoration

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

Failure to return after leave

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

ILLINOIS VICTIMS ECONOMIC AND SAFETY ACT (VESSA)

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

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

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

SCHOOL VISITATION RIGHTS

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

- This act applies solely to public and private employers with fifty (50) or more individuals in Illinois.

- The employee must have been employed at least six (6) months and have been employed at least half time.
- The employee can be granted up to eight (8) hours during any school year; no more than four (4) hours may be taken at any one day.
- This time can only be taken if the employee has exhausted all earned leave time, except PTO leave or disability leave.
- The employee must provide the employer with a written request for leave at least 7 days in advance. In an emergency situation, 24 hours' notice is required.
- The leave permitted under this Act will not be paid time.
- The school administrator shall provide the employees with documentation of the school visitation.
- The State Superintendent of Education and the Director of IDOL must develop the form. The following link takes you to the visitation form. <http://www.illinois.gov/idol/Laws-Rules/FLS/Documents/FLSSVA01.PDF>

BEREAVEMENT LEAVE

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

Definition of Immediate Family - A member of the immediate family shall be defined to be an employee's mother, father, wife, husband, daughter, or son (including step or adopted), sister or brother (including half or step), father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparent, or grandchild.'

Child Bereavement Leave

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

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

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

JURY DUTY

Employees shall receive the necessary time off for jury duty and if subpoenaed as a witness in a civil or criminal proceeding in accordance with applicable law. Employees must present a copy of the jury summons or witness subpoena to their Department Head immediately upon receipt thereof. Employees will be paid the difference between their regular base salary and any jury or witness pay received. The employee shall have the option to keep the money paid to the employee for court service and collect no pay from the County or to turn said payment from the Court over to the County and receive their regular salary from the County. If released from the jury or witness duty, prior to noon, employee shall report back to work.

Jury or witness duty leave shall not include any matter in which the employee is personally involved as plaintiff or defendant or in which the employee appears as expert.

VOTING LEAVE

Voting Time

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to three hours during the work day to vote. Time off for voting should be reported and coded appropriately on timekeeping records. All employees who are scheduled to work on Election Day are encouraged to vote absentee.

Election Leave

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

MILITARY LEAVE OF ABSENCE

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

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

such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

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

PERSONAL LEAVE OF ABSENCE

A personal leave of absence without pay may be granted for urgent personal reasons only after the employee has expended all accrued annual vacation and personal days. The Department Head and/or County Board consider only those requests for leave of absence received from employees in positions that can be left unfilled or filled temporarily for the duration of the leave without detriment to the department

Personal leaves of absences will not normally exceed 30 days. Vacation time, sick leave and personal time and other benefits will not accrue. The employee will be responsible for making group insurance premium payments in order to continue coverage during any such leave.

LACTATION/BREASTFEEDING

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

BENEFITS

RETIREMENT, INSURANCE AND OTHER BENEFITS

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

Retirement Plan

The County of Crawford shall on behalf of all full-time and part-time employees who work a minimum of 1000 hours per year contribute to a personal retirement account known as Illinois Municipal Retirement Fund (IMRF). The County's contribution shall be in accordance with the rules promulgated by the IMRF program and actions taken by the Crawford County Board. The Crawford County Clerk's Officer shall make a payroll deduction for the employees' proportionate share to his or her IMRF account

Group Health Insurance

The County of Crawford shall provide group health insurance benefits to eligible full-time

employees. The covered employee has the option to add their spouse and children for inclusion in the insurance plan, provided the appropriate deductions will be taken from the employee's salary. Those Crawford County employees off work as a result of non-work related illness or accidents, who have used up all sick leave, vacation time, and personal days shall pay the premium for coverage under the said policy.

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

Life Insurance

The County of Crawford shall provide, on behalf of full-time employees, a \$10,000.00 life insurance policy which has single conversion option at the employee's expense at time of termination of employee.

Disability Insurance

Full-time and part-time employees who are normally scheduled to work at least twenty (20) hours per week are required to participate in and to contribute to the Illinois Municipal Retirement Fund (IMRF). An employee who has twelve (12) consecutive months of service and cannot perform the duties of his or her position because of illness or injury that lasts more than thirty (30) days may be entitled to disability benefits, equivalent to 50% of average monthly earnings in accordance with IMRF regulations. For more details regarding such benefits, please contact the County Treasurer's Office.

DEATH OF AN EMPLOYEE

With a year or more of service, the employee's spouse or beneficiary is eligible for one year of the employee's salary plus employee's paid contribution, with credited interest, paid by the Illinois Municipal Retirement Fund. For those employees with eight or more years of employment at the time of their death, their spouse will have the option of a surviving spouse pension plus the \$3,000.00 life insurance benefit paid by Illinois Municipal Retirement Fund, in lieu of the one year of salary.

The above information is subject to change by the Illinois Legislature. For additional information contact the Crawford County Treasurer's Office.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Employee Handbook.

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

I understand and agree that no manager, supervisor or representative of Crawford County has any authority to enter into any agreement for employment other than at will.

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

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

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

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

Employee's Signature

Date

Employee Name (Print)

TO BE GIVEN TO EMPLOYEE

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Employee Handbook.

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

I understand and agree that no manager, supervisor or representative of Crawford County has any authority to enter into any agreement for employment other than at will.

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

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

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

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

Employee's Signature

Date

Employee Name (Print)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE