

# Randolph County Employee Handbook



Revised and adopted on the 17<sup>th</sup> day of May, 2019.

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The contents of this Handbook are presented as a matter of information only. These policies do not limit either the County or the employee's right to terminate the employment relationship at any time with or without cause or notice but rather set forth basic guidelines for wages, hours, benefits and working conditions and are intended for general information only. The policies contained in this Handbook are not intended, by reason of their publication, to confer any contractual rights or privileges upon you. This Handbook is not to be construed as a contract of employment. In fact, you should understand that no representative of the County, other than the County Board has any authority to enter into any agreement for employment for any specified period of time or to make any contract of employment and that any such agreement made by the County must be in writing, dated and executed by the parties to the contract. Absent a written, duly-executed contract for a specific duration of employment, all Randolph County employees are employed on an at-will basis which means that either the employee or the County may terminate the employment relationship at any time with or without cause or notice. The policies contained in this Handbook apply to all Randolph County employees. **However, to the extent that any policy contained herein conflicts with the terms of a collective bargaining agreement to which Randolph County is a party, the terms of the collective bargaining agreement will apply to employees covered by the Agreement.**

Individual departments, led by Appointed and Elected Officials of the County (Department Heads), will establish some policies and internal procedures for the purpose of addressing matters which are unique to their operations. That said, this manual will address the County's policies governed by Federal and State laws and to which all employees are subject.

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## **INTRODUCTION AND WELCOME TO RANDOLPH COUNTY**

Randolph County is pleased to welcome you as an employee of the County. The County Board recognizes that a personnel system which recruits and retains competent, dependable personnel is indispensable to efficient County government. This manual is provided to all employees to establish a systematic approach to administering the personnel policies adopted by the Randolph County Board. It is a basic and fundamental tool designed to communicate personnel policies and procedures as a single source of reference and guidance. The policies and benefits herein may be revised or changed from time to time, with or without notice, as the County deems appropriate and advisable

The first responsibility of Randolph County employees is to provide the best possible service to the citizens of Randolph County. Every citizen is entitled to courteous, prompt, and impartial service. Employee conduct, efficiency, and appearance all affect the public perception of the County government and its services therefore good public relations is a part of every County employees' job.

## EMPLOYMENT CATEGORIES

**Full-time Employees:** Those employees who have completed their Introductory Period and are regularly scheduled to work at least 40 hours per week. They are eligible for the County's benefits, unless otherwise stated in this Manual or unless otherwise provided in the benefit plan.

**Part-time Employees:** Those employees who have completed their Introductory Period and are regularly scheduled to work less than 40 hours per week or who are so designated by a union bargaining agreement. They are ineligible for the County's benefits, unless otherwise stated in this Manual or unless otherwise provided in the benefit plan.

**Introductory Employees:** Those employees who are within their Introductory Period. They are ineligible for the County's benefits, unless otherwise stated in this Manual, or designated by an employer benefit plan or union bargaining agreement.

**Temporary / Seasonal Employees:** Individuals who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. They are hired for a limited duration of time not to exceed 999 hours in any given year. They are ineligible for the County's benefits unless designated by an employer benefit plan or union bargaining agreement.

**Appointed Officials:** Individuals who are appointed by the County Board to be responsible for designated areas of County activity to include; Emergency Management Agency, General Assistance, Highway, Public Defender, and Land Resource Management; for purposes of this handbook these Officials shall be referred to as "Department Heads". Assistant State's Attorneys are also Appointed Officials but do not serve as Department Heads. The benefit entitlement of individuals in these positions will be stipulated in their individual employment agreements or in an employer benefit plan.

**Elected Officials:** Elected Officials are elected by the citizens of the County in general elections to be responsible for designated areas of County activity to include; Assessor, Circuit Clerk, County Clerk, County Commissioners, Coroner, Resident Judge, Sheriff, State's Attorney, and Treasurer. Elected Officials are not employees of the County and are ineligible for the County's benefits with the exception of health, accident, hospital, group life and medical insurance per (55 ILCS 5/5-1069) (from Ch. 34, par. 5-1069).

## INTRODUCTORY PERIOD

The first 90 days of employment are considered an introductory period during which the employee will be trained with respect to his or her new position. Employees may be evaluated more frequently during this period in order for the County to assess their capabilities, skills, work habits and overall performance. Department Heads will make every effort to assist and counsel the new employees to meet the standards of their position.

The introductory period is ninety (90) days. If the Department Head determines that the designated period does not allow sufficient time to thoroughly evaluate the employee's performance, they may recommend to the County Board that the introductory period be extended but not to exceed an additional 30 days.

A requirement of employment is that employees reside in Randolph County. If hired prior to residency an employee must establish residency within 90 days of completion of the Introductory Period. Successful



completion of the Introductory Period does not in any way affect an employee's at-will status. Both during and after completion of the Introductory Period an employee remains at-will, and either the employee or the County may terminate the employment relationship with or without cause or notice.

## **EMPLOYMENT STATUS**

Employees will be classified as exempt or non-exempt. Non-exempt employees are those employees that are eligible to receive overtime under state and federal law. Exempt employees are employees that meet the criteria to be exempt from overtime under state and federal law.

**Non-Exempt:** The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States receive at least the federal minimum wage for all hours worked and receive overtime pay, or alternatively for public employees, compensatory time off, at the rate of one and one-half hours for each hour worked over forty (40) in a workweek. Randolph County will exceed FLSA regulations by paying employees in this classification overtime pay, or issue compensatory time, if an employee exceeds 8 hours in a work day or 40 total hours in a work week; holidays, vacation and other time off will be counted when determining the total hours. Note that law enforcement and fire protection employees may be entitled to overtime on the basis of a different workweek. Employees who are subject to minimum wage and overtime laws are called "non-exempt." If you are eligible for overtime pay or compensatory time off (including pay due under our personnel policies or pursuant to a collective bargaining agreement), you must maintain a record of the total hours you work each day. These hours must be accurately recorded using our time-keeping system. You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start early, finish late, work during a meal break, or perform any extra work unless you are authorized to do so in advance, and the time is reported on your time-keeping record. You are required to verify that the reported hours worked are complete and accurate and that you have not worked any "off the clock" or unrecorded time. Your recorded hours worked must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each workweek, you should submit your completed time record for verification and approval. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked. Knowing or deliberate falsification or alteration of time records will result in disciplinary action up to and including termination. Per Departmental guidelines and supervisory approval compensatory time off may be approved in lieu of payment for overtime.

**Exempt:** Section 13(a)(1) of the FLSA, however, provides an exemption from both minimum wage in overtime pay for employees employed as bona fide executive, administrative, professional and outside sale employees. Section 13 (a)(1) and Section 13(a)(17) also exempt certain computer employees. Job titles do not determine exempt status. In order for an employee to qualify as "exempt" from minimum wage and overtime, an employee's specific job duties and salary must meet all requirements of the Department of Labor's regulations. If you are classified as an exempt, salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for Randolph County. This salary will be set at the time of hire or whenever you become classified as an exempt employee. Your salary may be subject to review and modification from time to time, such as during salary review time. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs no work. If the employer makes deductions from an employee's predetermined salary i.e. because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Deductions from an exempt employee's pay are permissible under the following circumstances:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deductions are made in accordance with a bona fide plan, policy or practice or providing compensation for salary lost due to illness;
- To offset amounts employees receive as jury or witness fees or for military pay;
- Or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the initial or terminal week of employment in the event you work less than a full week;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

An exempt employee's salary may also be reduced for certain types of deductions such as his or her portion of health, dental or life insurance premiums, state, federal or local taxes, social security, IMRF, or contributions to a 401 (k) plan.

The Randolph County workweek is Sunday through Saturday.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Randolph County is an equal opportunity employer and will not discriminate based on race, color, religion, creed, sex, sexual orientation, gender-identity, pregnancy, childbirth, common or medical condition relating to pregnancy and childbirth, national origin, ancestry, age, citizenship status, marital status, military status, veteran status, unfavorable discharge from military service, physical or mental disability, arrest record, genetic information, order of protection status or any other status protected by law. This policy of nondiscrimination applies to all terms and conditions of employment including but not limited to hiring, promotion, compensation, benefits, training, discipline and termination.

#### **Political Activity**

Employees are not required to participate in or financially contribute to political campaigns nor shall they be subject to direct or indirect political influence or coercion. As an EEO employer political affiliation or support is neither considered nor required with respect to employment with the County.

### **REASONABLE ACCOMODATIONS**

The County adheres to all the requirements of applicable nondiscrimination laws including but not limited to the Americans with Disabilities Act. Therefore all candidates and employees will enjoy equal employment opportunities. If you require an accommodation in your work or work environment due to a condition which qualifies under ADA please contact the Human Resource Office. The matter will be handled with the utmost confidentiality and the County will make reasonable accommodations that do not create undue hardship as defined by Federal law.

In addition, an employee who requires a reasonable accommodation due to pregnancy, childbirth or common or medical conditions relating pregnancy or childbirth should contact the Human Resource Office. The County will make reasonable accommodations to the extent that doing so does not result in undue hardship to the County.

## **AT - WILL EMPLOYER**

Employment with the County is at will unless an employee has a separate, written agreement stating otherwise which has been duly executed by both the employee and the County or unless the employee's employment is governed by a collective bargaining agreement, stating otherwise. At will employment means that either the employee or the County can terminate the employment relationship at any time with or without cause or notice. Nothing set forth in this employment handbook is intended to, nor should be construed to create any contractual rights.

## **EMPLOYMENT OF RELATIVES / MINORS**

The employment of relatives in the same workplace can potentially cause serious conflicts and problems related to favoritism and employee morale. In addition to claims of favoritism in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

For these reasons, it will be our policy that relatives should not, under ordinary circumstances, be allowed to work in a supervisor/subordinate relationship. For policy purposes, relatives are defined as parents, spouse, children, siblings, in-laws, grandparents, grandchildren, and corresponding step-relatives. If employees marry during their employment by the County, they may remain employed but should not, under ordinary circumstances, work in a supervisor/subordinate relationship and must not allow their personal life to interfere with the performance of their jobs.

Individuals must be 16 years of age or older or have a work permit to be considered for employment.

## **ACCESS TO PERSONNEL RECORDS**

Pursuant to the Illinois Personnel Record Review Act, an employee may review their personnel file up to two times within in a calendar year, when requests are made at reasonable intervals, unless otherwise provided in a collective bargaining agreement. To do so an employee must complete the County's request form and the review will normally be scheduled within seven (7) working days. If the employer can reasonably show that the deadline cannot be met, the employer will have an additional seven (7) days to comply. Documents may not be removed from the file by the employee but copies may be made. The official Employee Personnel File will be maintained by the office of Human Resources. Some employee information / forms etc. may be kept at the department but only documentation specific to the departmental level (Training records, Attendance records, etc.). Employees who wish to review their Personnel File should contact The HR Administrator in the Human Resource Office.

## **HARASSMENT POLICY**

### **RANDOLPH COUNTY'S POLICY AGAINST DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT**

#### **I. STATEMENT OF POLICY**

It is Randolph County's policy that it will not tolerate or condone discrimination or harassment on the basis of race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status or any other classification protected under federal or state law. Sexual misconduct is also prohibited. Randolph County will neither tolerate nor condone discrimination, harassment or sexual misconduct by employees, managers, supervisors, elected officials, appointed officials, co-workers, or non-employees with whom Randolph County has a business, service, or professional relationship. "Employee" for purposes of this policy only, includes any individual performing work for Randolph County, an apprentice, an applicant for apprenticeship, or an unpaid intern. The County has appointed the State's Attorney as its ethics officer to receive and oversee investigations of complaints made pursuant to this policy and he/she is referred to in this policy as Randolph County's "Ethics Officer." He/she can be contacted by email or phone at [attorney@randolphco.org](mailto:attorney@randolphco.org) 618-826-5000 ext. 193. The County reserves the right to change the Ethics Officer from time to time.

Retaliation against an employee who complains about or reports any act of discrimination, harassment or misconduct in violation of this policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this policy is likewise prohibited. Randolph County is committed to ensuring and providing a work place free of discrimination, harassment, sexual misconduct and retaliation. Randolph County will take disciplinary action, up to and including termination, against an employee who violates this policy.

As set forth above, sexual harassment and sexual misconduct are prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of this conduct explicitly or implicitly affects a term or condition of individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or;
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive work environment because of the persistent, severe or pervasive nature of the conduct.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.

- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or harassment based on any status protected by law. The following are illustrations of actions that Randolph County deems inappropriate and in violation of our policy:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Retaliating or threatening retaliation after a negative response to a sexual advance or after an employee has made or threatened to make a harassment complaint.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
5. Verbal conduct such as making derogatory comments, using epithets or slurs, making sexually explicit jokes or suggestive comments about a person's body or dress.
6. Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes about disabled individuals.
7. Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.

Sexual misconduct is strictly prohibited by Randolph County and can include any inappropriate and/or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault or ANY sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications which are written, electronic, verbal, visual, virtual or physical.)

## **II. RESPONSIBILITIES**

### **A. Supervisors**

Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination, harassment or sexual misconduct.
2. Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois.
3. Immediately notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor.
4. Immediately stopping any observed acts of discrimination, harassment or sexual misconduct and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;
5. Immediately reporting any complaint of harassment, discrimination or sexual misconduct to the State's Attorney or to the Ethics Officer; and
6. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment or sexual misconduct, pending investigation.

## **B. Employees**

Each employee is responsible for assisting in the prevention of discrimination, harassment and sexual misconduct through the following acts:

1. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination, harassment or sexual misconduct;
2. Immediately reporting any violations of this policy to a supervisor, the Ethics Officer, or the State's Attorney and law enforcement (if appropriate under the circumstances) and/or DCFS (if appropriate under the circumstances); Employees are obligated to report violations of this policy as soon as they occur. An employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All employees are obligated to report instances of prohibited conduct even if the conduct is merely observed and directed toward another individual and even if the other person does not appear to be bothered or offended by the conduct. All employees are obligated to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g. man, woman, supervisor, elected official, appointed officer, co-worker, volunteer, vendor, member of public).
3. Encouraging any employee who confides that he/she is the victim of conduct in violation of this policy to report these acts to a supervisor.

Failure to take action to stop known discrimination, harassment or sexual misconduct may be grounds for discipline.

There is a clear line in most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome behavior. An employee confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

Randolph County does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees.

## **III. APPLICABLE PROCEDURES**

Randolph County takes allegations of discriminations, harassment and sexual misconduct very seriously. It will actively investigate all complaints.

It is helpful for the employee to directly inform the offending individual that the conduct is unwelcome and must stop. The employee should use the Randolph County's complaint procedure to advise Randolph County of any perceived violation of this policy as soon as it occurs.

**A. Bringing a Complaint**

Any employee of Randolph County who believes that there has been violation of this policy may bring the matter to the attention of Randolph County in one of the following ways:

1. Advising his or her supervisor or the Ethics Officer for Randolph County; or
2. Advising the offending employee's supervisor, the State's Attorney or the County Board of Commissioners in the event that the alleged harasser is the State's Attorney.

If the complaint involves someone in the employee's direct line of command, then the employee should go directly to the State's Attorney or Ethics Officer.

The complaint should be presented as promptly as possible after the alleged violation of this policy occurs.

The County will take steps to ensure that complaints are kept confidential to the extent permissible under the law. Individuals who are involved in an investigation under this policy are required to keep the matter confidential to the fullest extent permitted under the law.

**B. Resolution of a Complaint**

Promptly after a complaint is submitted, Randolph County will undertake such investigation, corrective and preventive actions as are appropriate. In general, the procedure in resolving any complaints can (but will not necessarily) include any of the following:

1. A meeting between the employee making the complaint and an individual designated by Randolph County to investigate such complaints. Important data to be provided by the complaining employee includes the following items:
  - a. A description of the specific offensive conduct;
  - b. Identification of all person(s) who engaged in the conduct;
  - c. The location where the conduct occurred;
  - d. The time when the conduct occurred;
  - e. Whether there were any witnesses to the conduct;
  - f. Whether conduct of a similar nature has occurred on prior occasions;
  - g. Whether there are any documents which would support the complaining employee's allegations;
  - h. What impact the conduct had on the complaining employee.
2. While not required, Randolph County encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records.
3. After a complaint is submitted by the employee, the alleged offending individual should be contacted by a designated representative of Randolph County. The alleged offending individual should be advised of the charges brought against him or her, and may be provided with a copy of

the written statement of complaint made by the complaining employee (if applicable). The alleged offending individual should have an opportunity to fully explain his or her side of the circumstances, and may also submit a written statement, if desired.

4. After the alleged offending individual is interviewed, any witnesses identified by either the complaining employee or the alleged offending individual may be interviewed separately.
5. Once this investigation is completed, Randolph County will take such action as is appropriate based upon the information obtained in the investigation. In the event that Randolph County finds merit in the charges made by the complaining employee, disciplinary action will be taken against the offending employee. This disciplinary action may, but need not necessarily, include:
  - a. Verbal or written reprimand;
  - b. Placing the offending employee on a corrective action plan for a period of time to be identified;
  - c. Delay in pay increases or promotions;
  - d. Suspending the offending employee from work without pay;
  - e. Demotion;
  - f. Immediate termination.
6. Upon completion of the investigation, Randolph County will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

When investigating alleged violations of this policy, Randolph County looks at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by-case basis.

### **Non-Retaliation**

Under no circumstances will there be any retaliation against any employee making a complaint of discrimination, harassment or sexual misconduct. Any act of retaliation by any party directed against a complaining employee, an accused employee, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Complaints of retaliation should be addressed to the Ethics Officer, the State's Attorney or County Board. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act, 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

### **Discipline, Fines and Penalties**

In addition to any and all other discipline that may be applicable pursuant to Randolph County's policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by Randolph County and any applicable fines and penalties established pursuant to local ordinance, state law or federal law. Each violation may constitute a separate offense. Any discipline imposed by Randolph County shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.



### **False Reports Prohibited**

It is a violation of this policy for an employee to knowingly make a false report of discrimination, harassment, sexual misconduct or retaliation. An employee who is found to have knowingly made a false report is subject to disciplinary action, as set forth in Section III.B.5, above.

### **Additional Resources**

If you have any questions concerning Randolph County's policies on this matter, please see your supervisor, the Ethic's Officer, or the State's Attorney. Further information may also be obtained from the Illinois Department of Human Rights, 312-814-6200, or the Equal Opportunity Commission (EEOC), 800-669-4000. Confidential reports of harassment or discrimination may also be filed with these state agencies. For matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS); may be contacted by dialing 800-25-ABUSE.

Please acknowledge receipt and review of this policy by completing the acknowledgement form located in the rear of the handbook and returning it to the Human Resource Office.

## **EMPLOYMENT REFERENCE CHECKS**

The County will respond to reference check inquiries from other employers, credit organizations or other entities checking references on current or former employees when accompanied by appropriate documentation. **Any Department Head or employee who receives a request for a reference must forward the request to the Human Resource Office and should not respond to the request themselves due to possible legal ramifications to Randolph County if erroneous or legally restricted information is given out.**

## **WORK HOURS**

The normal business hours of the County are 8 AM until 4:00 PM Monday thru Friday for County business, but an individual's hours may vary per agreement with their supervisor and based on the work needs. The County complies with Illinois law with respect to meal breaks. The County pays employees for a meal break but only full time employees qualify for such a break and an employee must work 4 hours or more of their entire work shift to qualify for such a break. In other words, an employee who works less than 4 hours of their shift (taking a portion of the day as vacation, sick, personal, or comp time) does not qualify for a meal break during that shift pursuant to Illinois law. Work "breaks" are not mandated by Illinois law. Therefore policies regarding such breaks will be at the discretion of the Department Heads. If a Department Head institutes a "break" policy they will be limited to no more than two (2) per day and no longer than ten (10) minutes in duration. "Break" time is paid and therefore not deducted from time reports. Such breaks should not be used to adjust the starting or ending time of the employee's scheduled workday.

The workweek is Sunday through Saturday for purposes of calculating weekly pay, compensatory time, and payment of overtime.

## **ATTENDANCE / PUNCTUALITY**

1. Punctuality and good attendance are an essential function of all County positions. The employee is to call their Department Head, or their designee, if they are not able to work or they will be late. Employees are expected to call their supervisors at least one (1) hour prior to the start of their shift (or as soon as possible in case of emergency) but no later than fifteen (15) minutes after their scheduled start time if they will be absent or late for work, advising the supervisor of the reason for the absence or late arrival, and (in the case of a late arrival) advising when the employee expects to arrive at work. Unless instructed otherwise, the employee should call in each day of absence, (unless on an approved Leave of Absence) and speak directly with their Department Head or their designee. They will be asked to leave a phone number where they can be reached throughout the day. Voice mail messages do not fulfill this responsibility or comply with this policy. If a voice mail message must be left, the employee should call back later and actually speak to the Department Head or their designee. Above procedures must be followed for the absence to be “Authorized” and eligible for pay under the County’s “Sick Time” policies on page V-3 of this manual.
2. Employees who are absent six (6) or more consecutive days must bring in a doctor's statement releasing them to return to work. The statement must verify that the employee was unable to work the entire length of the absence and the date the physician allows the employee to return to work. The County may request a doctor’s statement for shorter absences based upon the circumstances.
3. The County will consider any employee who fails to call in or report an absence for three days as having abandoned their job and will be deemed to have voluntarily resigned.
4. An employee is to call in, pursuant to the above policy, when they cannot be at work as scheduled. If they (or their designated representative) do not call in by the end of their designated schedule they will be considered a “No-Call / No-Show” and such action may result in disciplinary action up to, and including, termination.
5. Being on time means being at your workstation, or assignment, ready to work at your designated starting time. If you are not beginning work assignments at your designated starting time, you are not fulfilling your responsibility to your co-workers or the County.
6. Excessive or frequent tardiness, absence or failure to give proper notice to your supervisor may result in disciplinary action, up to and including termination.

## **TIME CLOCK**

The Randolph County Courthouse and Sheriff’s Department use an electronic time tracking system to capture and record all non-exempt employee time records. The use of this system allows employees to accurately monitor and keep track of their time and enables employees to efficiently process employee time worked and leave taken for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance for employees:

1. Employees will use the time clock as they arrive for work and leave at the end of their work day. Employees may punch in between 7:30 a.m. and 8:00a.m. with the understanding that under normal circumstances, they are not to begin working until their scheduled times. There may be circumstances where an employee work day will be before 8:00a.m. (i.e. Employees on Election Day may be paid to come in at 6:30 a.m.).

2. Employees who are late for work or leave early without approval of their supervisor or elected official, will have their pay docked. The use of accrued time in these instances will not be allowed.
3. The scheduled work day begins at 8:00 a.m. and ends at 4:00 p.m. Employees should not leave before 4:00 p.m. unless approved by their supervisor or elected official.
4. Hourly employees must clock out for lunch each day. Those employees who are working off site must complete an 'Out of Office' form to be approved by the office holder or supervisor.
5. Lunch periods are NOT to be used to make up for tardiness. Only upon approval by their supervisor or elected official, an employee may use benefit time to guarantee pay.
6. Use of accrued time whether vacation, personal, sick or compensatory time will be calculated in per-minute increments.
7. Overtime calculations for time and a half will be made on a per-minute basis. Example: 15 minutes of overtime pay will be calculated at 22.5 minutes and paid out as 23 minutes.
8. All employees will sign their bi-weekly Time Card Report to show they agree with the payroll information presented.

### **BAD WEATHER CONDITIONS**

It will be the policy of the County that all offices will operate their normal hours during inclement weather. But, a Department head may make the decision to allow an employee, who requests to do so, to leave before their normal end of the work day due to weather conditions and will determine who shall be asked to remain to keep the office operational until the normal end of the business day. If an employee is allowed to leave early by the County or Department Head they may request to be paid from accrued vacation, sick, or personal days, or accumulated comp time for the remaining hours that they were scheduled to work that day. If a natural disaster occurs (flood, fire, etc.) and the County must dismiss employees early, the employees will be paid for the remainder of their scheduled work day.

### **CONFLICT OF INTEREST**

The County strives to operate within the letter and spirit of all laws applicable to our operations. Ethical conduct means not only observing the law, but also conducting business so that the County will deserve and receive recognition as a law-abiding body. The term "conflict of interest" describes any circumstances that could cast doubt upon an employee's ability to act with total objectivity with regard to the County's interest.

1. No employee may use confidential information obtained by the employee during the course of duties on behalf of the County for personal profit in accordance with the terms of the Non-Disclosure/Confidentiality/Conflict-of-Interest Statement attached to this manual.
2. No undisclosed or unrecorded fund or asset of the County or its subsidiaries shall be maintained or established for any purpose. No false or artificial entries shall be made on the books or records of the County or its subsidiaries for any reason. No payment on behalf of the County or its subsidiaries shall be made or approved with the understanding that it will or might be used for something other than the stated purpose.

3. The County prohibits employees from accepting gifts or services of tangible value (over \$50 dollars) from those with whom we do business including, but not limited to, supplies from vendors or from others who seek to do business with the County.
4. Approvals by the County of new or existing relationships with or investments in potentially conflicting outside business enterprises should be obtained from the Elected or Appointed Official and then presented to the County Board.
5. Whenever a situation exists which presents uncertainty with respect to whether a conflict actually exists or even if there is the mere appearance of a potential conflict, the situation should be disclosed to the Department Head or Commissioners in writing. When in doubt, the employee or official should err on the side of disclosure.

### **OUTSIDE EMPLOYMENT**

An employee may not be directly or indirectly employed by an employer that poses a real or apparent conflict of interest with their duties within the County without the Board's written permission.

If the outside work interferes with the performance of the employee's duties to the County, or otherwise adversely affects, or has the potential to adversely affect, the County's proprietary position (in the County's opinion) the Employee will be asked to terminate the outside employment in order to remain with the County.

### **MEDIA INQUIRIES**

All media inquiries should be referred to Department Heads. No employee is authorized to speak to the media on behalf of the County unless expressly authorized to do so in advance by that employee's Department Head.

Under no circumstances are materials, documents or other information that are designated as confidential, private, proprietary, personal, or restricted to be removed from the County's premises without the prior express permission of a Department Head or the Commissioners.

Former employees have a continuing obligation to refrain from disclosing confidential information in accordance with the terms of the Non-Disclosure/Confidentiality/Conflict-of-Interest Statement attached to this policy. This means that upon termination of employment an employee must return any confidential material to their Department Head and must continue to refrain from disclosing confidential information consistent with the Agreement.

At the beginning of employment with Randolph County an employee must sign a Confidentiality Agreement in the form provided by the County. Pursuant to the terms of this Agreement, each Employee is required to:

- Keep confidential and use only for the purpose of the County's business, the County's proprietary and confidential information and materials
- Maintain in confidence and use only as permitted, third party proprietary and confidential information and materials

The Agreement includes other terms and conditions related to the above.

Employees who improperly use or disclose confidential business information, or otherwise breach terms of the Agreement, will be subject to disciplinary action, up to and including termination, even if they do not actually benefit from the disclosed information. If it is determined that an employee, or former employee, has divulged any confidential information regarding Randolph County or its residents the county reserves the right to pursue legal action.

Further, if an employee is charged with the responsibility of safe-keeping confidential materials (health, personal identity or the like) of employees or residents and fails to keep the information secure due to the employee's failure to follow stated procedures the employee will be subject to disciplinary action up to and including termination and the County will pursue any legal recourse available for resulting damages.

### **TECHNOLOGY, E-MAIL, COMPUTERS, AND ELECTRONIC MEDIA**

EMPLOYEES HAVE NO RIGHT OR EXPECTATION OF PRIVACY WITH RESPECT TO THEIR USE OR PATTERN OF USE OF ANY COUNTY OWNED OR OPERATED ELECTRONIC DEVICE, COMPUTER, TABLET, LAPTOP, CELL PHONE, COMPUTER NETWORK, EMAIL ACCOUNT, VOICE MAIL ACCOUNT, TEXT MESSAGE ACCOUNT OR INTERNET ACCESS. THE COUNTY RESERVES THE RIGHT TO ACCESS AND MONITOR ALL COUNTY OWNED OR OPERATED DEVICES, ACCOUNTS, NETWORKS AND SYSTEMS.

1. Computers, computer files, the e-mail system and software are County property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.
2. Internet access to global electronic information resources on the World Wide Web is provided by the County to assist employees in obtaining work-related data and technology. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted while on personal time (lunches and work breaks).
3. The equipment, services, and technology provided to access the Internet remain at all times the property of the County. As such, the County reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Employees are cautioned against opening any suspicious incoming, unsolicited e-mail or messages. Delete any suspicious unsolicited messages. If you have any questions with respect to this policy or the authenticity of an e-mail, consult your Department Head. All data found on or received by our computer e-mail system is considered to be part of the official records of the County and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should also ensure that the business information contained in e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.
4. The County strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the County prohibits the use of computers, the e-mail system or the Internet system in ways that are disruptive, harassing or offensive to others or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Employees are prohibited from accessing restricted sites of any nature.
5. The County purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the

software developer, the County does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. The County prohibits the illegal duplication of software and its related documentation.

6. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be utilized. Employees are also responsible for ensuring that the person sending any material to them over the Internet has the appropriate distribution rights.
7. The e-mail system is provided for business purposes only. County employees are not to use their county e-mail account for personal matters. Employees are restricted from downloading Instant Messaging software onto their computers
8. The use of cell phones while driving has been proven to be extremely dangerous and exposes the County to severe liabilities. Therefore we ***require*** that an employee using a cell phone while driving on County business safely pull off to the side of the road before using a cell phone or, at minimum, utilize a hands-free device. Any cell phone use in school zones or construction zones is prohibited even with a hands-free device. Personal calls are to be made on an employee's personal time, therefore cell phones should be placed on "silent/vibrate" and kept in a discreet location (purse, desk drawer...) during work hours. Only brief calls in relation to pressing or urgent situations are permitted during work hours. Using cell phone text messaging during work hours should be held to business in nature.

### **NON-SOLICITATION**

1. It is improper and against Randolph County policy for an employee to attempt to sell products or services, promote ideologies, or distribute literature or materials related to such issues to other Randolph employees during work time or in designated work areas (i.e. offices, courtrooms, receiving areas, mail rooms, maintenance shops, etc.) as these are personal issues that should only be dealt with on personal time (lunches, breaks) and in non-work areas (such as employee lounges, locker rooms, eating areas of cafeterias). Products or services may be sold if pre-approved by the Department Head and during non-work time.
2. Any employee wishing to post literature or other materials in Randolph County buildings or on County owned property must receive pre-approval from the Sheriff ***prior to posting***.

### **ALCOHOL AND DRUG USE/ABUSE POLICY**

#### **I. Intent**

Randolph County is concerned about the ultimate effects of the use of illegal drugs and the use of alcohol upon the health and safety of its employees and the public. We recognize that studies show that alcohol abuse and the illegal use of drugs leads to increased accidents and medical claims. Employees who abuse drugs and alcohol present a danger to themselves, their fellow employees, Randolph County and the public. In addition, the increased medical costs incurred by employees who use/abuse drugs and/or alcohol and the associated decreased productivity of these individuals, because of accidents, absenteeism and turnover adversely affect achievement of Randolph County's mission and goals.

Randolph County will not penalize an employee or applicant solely for his/her status as a registered qualifying patient or registered designated caregiver under the Compassionate Use of Medical Cannabis Pilot Program Act, unless failing to do so would put Randolph County in violation of federal law or unless failing to do so would cause it to lose a monetary or licensing-related benefit under federal laws and rules. Randolph County prohibits the use and storage of medical cannabis on its property, at all workplaces and in any employer-owned vehicles.

No part of this policy, nor any of the procedures hereunder, guarantees employment, continued employment, or terms or conditions of employment or limits in any way Randolph County's rights to manage its workplace or discipline employees.

## **II. Definitions**

For purposes of this policy, the following terms shall have the following meanings:

- A. 'Premises' shall include all work sites, work areas, property owned or leased by Randolph County, or vehicles parked or operated on property owned, leased or managed by Randolph County is also included under the definition.
- B. 'Randolph County time' shall include all times during which an employee is on Randolph County premises, meal and break times on or off Randolph County premises, or performing work off the premises for the benefit of Randolph County, as a representative of Randolph County.
- C. 'Legal drug' means any substance the possession or sale of which is not prohibited by law, including prescription drugs that have been prescribed for the employee and over-the-counter drugs.
- D. 'Illegal drug' means any controlled substance the possession or sale of which is prohibited by law.
- E. 'Under the influence' means the condition wherein any of the body's sensory, cognitive, or motor functions or capabilities is altered, impaired, diminished, or affected due to substances. This also means the detectable presence of substance(s) within the body, regardless of when or where it (they) may have been consumed, having an alcohol concentration within the violation range specified by the laws of the State of Illinois, and/or having a positive test for any other substance(s). With respect to employees subject to the Federal Motor Carrier Safety Administration (FMCSA) regulations, U.S. Department of Transportation regulations, or performing safety-sensitive functions including highway personnel and police officers, under the influence is defined in accordance with FMCSA regulations as having an alcohol concentration of 0.04 or greater.
- F. 'Substance' means any alcohol, drugs, or other substances (whether ingested, inhaled, injected subcutaneously, or otherwise) that have known mid altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her work, specifically including, but not limited to, prescription drugs and over-the-counter medications; alcohol, drugs, and other substances made illegal under federal or state law; "synthetic or designer" drugs; illegal inhalants; "look-alike" drugs; amphetamines; cannabinoids (marijuana and hashish); cocaine; phencyclidine (PCP), and opiates; and any drugs or other substances referenced in Schedule I through V of 21 C.F.R. Part 1308 (whether or not such drugs or other substances are narcotics).
- G. 'Traceable in the employee's system' means that the results of a laboratory's analysis of the employee's urine or blood specimen is positive for the tested substance.
- H. 'Reasonable suspicion' of impairment means that Randolph County's representatives have observed and can describe specific symptoms of an employee while working that decrease or lessen his or her performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment

or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, or detection of a prohibited substance in the area where an employee has/had been working. A registered qualifying user of medical cannabis under the Compassionate Use of Medical Cannabis Pilot Program Act must first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on a reasonable suspicion of impairment.

- I. 'Safety sensitive function' includes any job function fraught with the risk of injury to others such that even a momentary lapse of attention can have disastrous consequences as well as any function described as safety sensitive by applicable FMCSA or other applicable regulations.
- J. 'Work related cause' means the employee has: incurred a work-related injury requiring medical attention at a medical facility; caused the injury of another person on Randolph County premises or during Randolph County time; caused damage to any Randolph County owned or leased property; or commits repeated and/or flagrant violations of safety standards.

### **III. Applicability**

- A. This policy applies to all employees and volunteers of Randolph County as well as candidates for employment with Randolph County who have been given conditional offers of employment. Such persons are responsible to be familiar with and comply with this policy.
- B. The provisions of this policy are subject to any federal, state, or local laws that may prohibit or restrict their applicability, and testing for substances shall be conducted and in accordance with and limited by such laws, notwithstanding any terms of this policy to the contrary.

### **IV. Policy**

- A. Alcohol or Illegal Drugs or Substances: The possession, sale, purchase, use, distribution, delivery or transfer of alcohol or an illegal drug or substance while on Randolph County's premises or while on Randolph County's time is prohibited. In addition, employees may not report to work or be on Randolph County premises or Randolph County time under the influence of alcohol or with any traceable illegal drug or substance in their system. Employees who drive commercial motor vehicles, operate heavy or large mobile equipment or perform other safety-sensitive functions including highway personnel and police officers in addition to the prohibitions above must not consume alcohol for four hours prior to duty time and up to eight hours following an accident or until the employee undergoes a post-accident test, whichever comes first. Individuals who are registered users of medical cannabis in accordance with the Compassionate Use of Medical Cannabis Pilot Program Act will not be disqualified from employment based solely on the detected presence of cannabis on a drug test, unless failing to do so would put Randolph County in violation of a federal law or cause it to lose a federal contract or funding. Individuals who are registered users of medical cannabis in accordance with the Compassionate Use of Medical Cannabis Pilot Program Act may not report to work under the influence of cannabis. Any violation of this policy may result in immediate discharge and may subject an employee to legal action.
- B. Legal Drugs: Randolph County does not condone the abuse of legal drugs or working under the influence of legal drugs to the extent that job performance and/or safety is adversely affected. Employees using prescription and/or over-the-counter drugs are responsible for being aware of any potential effect such drugs have on their judgment or ability to perform their duties.
- C. Pre-Employment Substance Testing: Upon receipt of a contingent offer of employment, candidates for safety-sensitive or security-sensitive positions may be subject to pre-employment drug testing. Individuals to whom a contingent offer is made whose pre-



- employment drug test returns positive (except with respect to legally prescribed drugs and over-the-counter medications) will be ineligible for employment. Candidates who test positive may have their contingent offer of employment revoked.
- D. Random Selection Testing: Randolph County is a drug-free workplace and reserves the right to conduct random testing on employees with safety-sensitive or security-sensitive job duties. The following positions include safety-sensitive or security-sensitive functions, and as such are subject to random testing: highway personnel and police deputies. Where random testing is prohibited or restricted by applicable federal, state or local statute or regulation, or other legally-binding agreement, Randolph County will conform to all applicable laws, regulations, and/or agreements notwithstanding the provisions of this policy.
  - E. Post-Accident Testing: If Randolph County has reasonable cause to believe an employee has caused an on-the-job injury that is considered recordable under OSHA guidelines (i.e. requiring medical treatment) as a result of being under the influence, the supervisor may require the injured employee to undergo a post-accident substance test. The employee will also be required to undergo post-accident testing if required by FMCSA, DOT or other applicable regulation.
  - F. Fitness for Duty: Employees suspected of being unfit for duty as a result of the use or reasonably suspected use of substances may be subject to substance testing. Employees who have successfully completed a substance abuse or rehabilitation program will be required to submit to a fitness for duty substance test before being permitted to return to work.
  - G. A driver subject to FMCSA or DOT regulations, or any other employee who is required to perform a safety-sensitive function and who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.
  - H. Disciplinary Action:
    - a. Any employee who possesses, sells, purchases, uses, distributes, delivers or transfers alcohol or an illegal substance on Randolph County premises will be removed from the work area, and may be subject to immediate discharge.
    - b. Any employee who reports to work under the influence of alcohol or with an illegal drug or substance traceable in his/her system will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge.
    - c. An employee who refuses to submit to testing when required under this policy will be removed from the work area, and may be subject to immediate disciplinary action up to and including discharge. Refusal to submit to testing shall include, but may not be limited to: (1) failure to appear for any test within a reasonable amount of time, after being directed to do so by Randolph County, consistent with this policy and/or applicable regulations, including but not limited to FMCSA or DOT regulation; (2) failure to remain at the testing site until testing is complete; (3) failure to provide a sufficient breath, saliva, blood or urine specimen for any drug or alcohol test required by this policy or applicable FMCSA or DOT regulation; (4) in the case of directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen; (5) failure to provide a sufficient amount of saliva, breath, blood or urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure; (6) failing or declining to take a second test that Randolph County or the collector has directed the employee to take; (7) failure to undergo a medical examination or evaluation, as directed by the Medical Review Officer as part of the verification process or as directed by the Designated Employer Representative; (8) failure to cooperate with any part of the testing process; (9) having a verified adulterated and substituted test result as reported by the Medical Review Officer.
    - d. Any employee who refuses to participate in rehabilitation/treatment as recommended as a result of a positive test and evaluation by a substance abuse professional, will not be allowed

to perform work for Randolph County and may be subject to disciplinary action up to and including discharge.

**V. Testing Procedures:**

- A. Testing: Randolph County may require an employee or candidate to provide a urine specimen, submit a blood test, provide saliva samples, and/or undergo breath/alcohol testing for laboratory analysis at a medical clinic or other location as designated by Randolph County, immediately upon the request of authorized Randolph County representatives or agents in accordance with this policy.
1. Where Randolph County has reasonable suspicion that an employee is under the influence of a substance, he or she will be removed from the work area and provided with transportation to the place of testing. Randolph County shall call the emergency contact indicated by the employee or, if unavailable, arrange for the employee to be transported home following the test.
  2. Prior to submitting to testing, an employee or candidate may confidentially disclose to the independent medical examiner any prescription drugs or over-the-counter medications that he/she has taken or known medical condition that might interfere with an accurate test result. Such information will only be revealed to Randolph County as permitted by law.
  3. At the discretion of Randolph County, employees suspected of violating this policy may be placed on administrative leave without pay pending test results. If the test results are negative; the employee will be reimbursed for any salary lost during administrative leave.
  4. Specimens reported by the testing laboratory as adulterated or substituted will be considered a refusal to test, and may be grounds for immediate termination of employment or ineligibility for hire.
  5. Should a candidate or employee fail the initial drug test, he or she will be notified of the results and will not be allowed to perform work on behalf of Randolph County. The candidate or employee will have the option of requesting testing of the split specimen within 72 hours at Randolph County's expenses unless the candidate or employee presents documentation that serious injury, illness, lack of actual knowledge of the verified test result or inability to contact the Medical Review Officer prevented a timely request. If the candidate fails to request testing of the split specimen within 72 hours and the candidate or employee has not presented sufficient documentation to excuse the delay, Randolph County will take appropriate action including but not limited to discipline or discharge.
  6. If the test of the split specimen is also positive, the candidate or employee will have the opportunity to explain the results. Randolph County retains the discretion to determine the appropriate disciplinary action, including discharge, following two positive drug tests.
  7. An employee who has been removed from the work area or barred from the working as a result of violating this policy, may be subject to disciplinary action up to and including immediate discharge. If any employee has not been terminated as a result of a violation, he or she may not commence or return to work unless he or she provides sufficient documentation that he or she has tested negative for the presence of a substance and is not under the influence of a substance; has been approved to commence or return to work under the terms of this policy; has received an evaluation form a Substance Abuse Professional, has successfully complied with the recommendations of the Substance Abuse Professional, and testing for the presence of a substance and the handling of test specimens was conducted in accordance with guidelines for laboratory testing procedures and chain-of-custody procedures established by applicable federal or state regulation.
  8. Randolph County will take steps to ensure the integrity of the testing process and to ensure that all test results are attributed to the correct employee.

- B. Consent: The employee may be required to sign a consent form authorizing the medical clinic or other location as designated by Randolph County to perform the aforementioned tests and release the results of the testing to Randolph County.
- C. Chain of Custody Procedures: At the time specimens are taken, standard 'chain of custody' or 'chain of possession' procedures will be followed and the employee shall be given a copy of these specimen collections procedures.
- D. Confidentiality and Privacy: The employee's right to privacy will be respected, and the results of any testing shall be kept strictly confidential by Randolph County to the extent required by law. However, Randolph County may use the results to decide upon an action to be taken towards an employee, or to the extent necessary, to defend its actions in any subsequent grievance, arbitration, or legal or other proceeding.
- E. Treatment: An employee who voluntarily informs Randolph County that he/she has a drug or alcohol abuse problem and desires rehabilitation assistance may be granted a leave of absence, in accordance with Randolph County's Family Medical Leave Act policy. The sole purpose of such leave is to obtain the necessary rehabilitation assistance. The employee may be required to periodically provide proof that he/she is participating in an appropriate rehabilitation or after-care program. Any employee who returns to work after completion of a rehabilitation program and who subsequently violates the substance abuse policy may be immediately discharged without regard to a request for further rehabilitation.

**VI. Additional Policies:**

- A. Searches: Upon reasonable suspicion, authorized Randolph County representatives or agents may conduct searches of personal effects, vehicles, lockers, desks and rooms for drugs, alcohol and related paraphernalia, dangerous weapons, Randolph County property or property of other employees. Items discovered through such searches may be turned over to law enforcement authorities.
- B. Employees must notify Randolph County within 5 days of any criminal drug statute conviction.
- C. Randolph County, with the development and implementation of this policy, is making a good faith effort to maintain a drug/alcohol-free workplace.
- D. The Designated Employer Representatives responsible for receipt of testing results and removal of employees from safety sensitive functions when they violate this policy are Sheriff or Sheriff Chief Deputy.
- E. Employees who have questions about this policy or would like more information regarding the effects of alcohol misuse and controlled substances on an individual's health, work and personal life, signs and symptoms of an alcohol problem, and available methods of intervening when an alcohol and/or controlled substance problem is suspected should contact the Randolph County Sheriff.

**SAFETY**

The County and the employee bear a dual responsibility in relation to safety. The County will provide training, equipment and the like to maintain on-the-job safety for its employees and it is our expectation that all employees will carry out their job duties in the safest possible manner and pursuant to all safe work rules and policies. Employees with specific job safety criteria will be given Safety Manuals and equipment by their Department Head. Any employee who observes a work activity being performed in violation of County safety policies has an obligation to report it to a Departmental Head immediately as it may save an employee or resident from injury.

To assure safety within the Courthouse there are metal detectors at the front entrance of the Courthouse building. Anyone, employee or visitors, will be required to pass thru the detectors if they enter through these doors.

To increase the safety of our work environment extension cords and power strips, must be pre-approved by a Department Head before use. Candles are prohibited in the workplace.

### **SMOKING**

In compliance with the Smoke-Free Illinois Act, Randolph County prohibits tobacco use on the County Courthouse Campus including the parking lots. Smoking is prohibited in any area under the control of Randolph County that employees are required to enter, leave or pass through during the course of employment. These areas include, but are not limited to, offices and work areas, restrooms, conference rooms and classrooms, break rooms and cafeterias and other common areas. Smoking is prohibited within 15 feet of any entrance, exit, windows that open or ventilation intake. Smoking also is prohibited in any vehicle owned, leased or operated by the County.

### **DRESS AND PERSONAL APPEARANCE**

#### **Office Staff**

The standard dress code for Randolph County is “business casual”. All employees should present a neat and dignified appearance while performing their job. We recommend that employees follow the business standard for that dress style which includes docker style or dress pants, polo style shirts, dress slacks, dresses, skirts, blouses, sweaters, and business casual shoes (open or close toed). T-shirts, sweatshirts, jeans, flip-flops, and tennis shoes, for example, are not acceptable. Logo apparel is not appropriate unless the logo is department specific. Clothing that does not present a professional image because it is torn, unwashed, wrinkled exceptionally revealing, short, snug fitting, or low-cut, will not be considered appropriate. Our goal is a well-groomed, professional appearance appropriate to our County’s image. If you have any questions regarding what is appropriate, consult with your Department Head. If a Department Head feels that an employee has worn something truly inappropriate that employee may be asked to leave work and return dressed in accordance with our dress code. Their time off the job will not be paid.

#### **Departmental Codes**

Certain positions (Maintenance, Animal Control...) and Departments (Highway, Sheriff...) will have specific dress or uniform codes. You will be notified of Departmental Dress Codes for those positions in New Employee Orientation.

In addition to appropriate attire, it is every employee’s responsibility to practice good grooming and personal hygiene.

### **PROFESSIONAL CONDUCT**

Each employee holds a position of public trust and is expected to conduct themselves in a responsible, professional manner, refraining from conduct which could adversely affect the confidence of the public. In addition, good relations with co-workers, other departments and offices of the County, and public agencies are essential to the County serving its citizens. This requires that employees conduct themselves

and business activities in a professional and courteous manner. Unprofessional, and therefore unacceptable, conduct may result in disciplinary action up to and including termination. The following examples cannot cover every type of seriously inappropriate employee misconduct but illustrate conduct that may result in termination depending upon the circumstances:

- Insubordination – Refusal to carry out supervisory instruction/s
- Violation of Alcohol / Drug policy
- Disrespectful treatment based on sex, race, color, religion, age, national origin, or disability or any other legally protected class
- Threatening a manager, co-worker, resident or contractor
- Disruptive behavior, including fighting and loud, verbal language
- Possession of weapons, explosives or the like on County premises or on County business unless job specific or expressly permitted by law
- Harassment of employee, resident, or contractor
- Falsification of records
- Unauthorized use of County property ( e.g. vehicles, equipment and the like), use or consumption of County property for personal purposes, or removal of County property without authorized approval
- Other conduct that could be considered illegal, dishonest, or counterproductive to the best interest of the County, its residents or its employees

### **MALFEASANCE**

All employees of the County have a commitment to the residents of our County. Malfeasance by a public official means committing an illegal act in conjunction with their official duties and includes, but is not limited to, willful:

- Misappropriation of resources
- Failure to report fraud or unlawful actions
- Offering or accepting bribes
- Misuse of the power of the position

Employees who commit malfeasance are subject to disciplinary action up to and including termination and may also be subject to legal action by the County. In addition, it is the County's expectation that employees report any incidents of reasonably suspected malfeasance, misfeasance (mistakes in performance), or any such misconduct to their Department Head or the County Board. Employees who fail to follow this policy are subject to disciplinary action up to and including termination.

### **YOUR PERSONNEL RECORDS**

It is your responsibility to promptly notify the County in writing of any changes in personal data, such as home address, telephone numbers, change in marital status, number and names of dependents and individuals to be contacted in the event of an emergency.

### **RETURN OF COUNTY PROPERTY**

Employees must return all County property immediately upon request or upon termination of employment. The County reserves the right to pursue legal action to recover County property.

Equipment and “job aids” (such as telephones, keys, fax and copy machines, computers...) are provided to the employee to adequately perform his or her job, but such equipment remains the property of the County. Employees will be held responsible for their safe-keeping of any County property assigned to them. Employees may use County property to perform County work and County property is not to be lent or duplicated for use by unauthorized individuals. County property which is lost or stolen must be reported to the Department Head immediately. Employees are expected to take reasonable steps to keep items secure. Employees should not leave portable devices like phones, laptops, tablets, keys and the like unattended. Electronic devices must be password-protected and locked whenever not in use.

Personal calls on County phones may be made on personal time but only in response to urgent issues. Such calls should be kept to a minimum and brief in nature. Calls made on County phones should never be long distance or toll calls. If an employee is found to be making calls in violation of this policy they will be charged actual billing costs plus administrative fees for the County’s processing. They will also be subject to disciplinary action up to and including termination.

### **RESIGNATION**

An employee who decides to resign is requested (but not required) to notify their supervisor two weeks prior to their last day of work. Per policy, the employee will not be permitted to schedule time off, e.g., vacation, during this notification period. Exceptions will only be considered under serious and unusual circumstances.

### **PERFORMANCE EVALUATIONS**

Randolph County believes that every employer’s most valuable asset is a skilled and motivated work force. Our reputation for excellent service depends upon our exceptional employees. Therefore our performance evaluations are designed to promote communication between the employer and the employee during which valuable feedback is exchanged and goals are set. Our compensation policy is designed to fairly compensate all employees in accordance with sound financial principles.

Performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss approaches for meeting goals. Employees are expected to meet or exceed County expectations with respect to every aspect of their job including but not limited to quality, quantity, timeliness, attendance, safety, and the like.

Every new employee will typically be reviewed for performance monthly during their Introductory Period. Reviews will then generally be performed annually on or about the employee’s anniversary date. Evaluations will be performed by the employee’s immediate supervisor and shall be completed within 30 days. Evaluations will be kept in the Human Resource Office and a copy also can be kept in the files of Election Officials/Department Heads’ office as well.

### **DISCIPLINARY ACTION**

Employees are expected to meet or exceed County expectations with respect to job performance. Our goal is a safe, productive, and harmonious environment for employees and citizens alike. When an employee violates County policy or is not performing up to expectations, we will make efforts to coach that employee and communicate how they may improve their performance. Generally, corrective action

will be taken by the employee's Department Head as soon as possible after the event, or the Department Head's knowledge of the event, allowing reasonable time for investigation when necessary. While the County may follow a policy of progressive discipline, it is not obligated to do so. The County reserves the right to evaluate each case based upon its individual circumstances, and to bypass any or all steps in the progressive discipline policy and proceed to more severe discipline or termination in its sole discretion.

**Oral Reprimand:** For minor or first time issues a manager may speak with the employee regarding the performance issue, clearly stating the problem and what action the employee needs to take to correct the situation. A record of the oral reprimand may be made in the employee's personnel file.

**Written Reprimand:** For more serious or repeated issues a manager will complete a Record of Employee Disciplinary Action and meet with the employee to discuss the performance issue, clearly stating the problem and what action the employee needs to take to correct the situation. The form becomes a part of the employee's official personnel records.

**Written Reprimand with Probation:** There may be times when an employee's performance is so far below expectations or the incidents are so frequent that they are placed on probation; this status indicates that the employee's job is in jeopardy and, without improvement, further action up to and including termination will be taken. A manager will complete a Record of Employee Disciplinary Action and meet with the employee to discuss the performance issue, clearly stating the problem, what action the employee needs to take to correct the situation, and the length of the probationary period. The form becomes a part of the employee's official personnel records.

**Suspension:** While determining whether a violation has occurred or not, the County reserves the right to suspend an employee with or without pay while fact-finding occurs. If no violation is found to have occurred, the employee suspended without pay will be reinstated and will be paid for the period of the suspension.

Employees seeking reassessment of the disciplinary action must do so in accordance with the County's Appeal process and/or their contracted Union grievance procedures.

## **PAYROLL**

Randolph County pays bi-weekly (26 paychecks per year). Pay Days will be every other Friday (bi-weekly). Checks will be distributed on the pay date unless it falls on a Holiday and then they will be distributed the workday prior to the pay date. The County encourages employees to have their payroll funds deposited directly into a bank account of their choice due to its convenience and safety.

The County does not provide pay advances to employees.

Non-exempt employees must keep accurate time records of the actual hours they work. Falsification or alteration of time records will result in termination.

## **OVERTIME**

Exempt employees receive a salary and are not paid overtime for hours worked over 40 hours in a workweek.

FLSA regulations state that non-exempt employees receive overtime pay at the rate of 1½ times their regular hourly rate for all hours actually worked beyond 40 hours in a workweek. However Randolph

County will exceed FLSA regulations and include holidays, vacation and other time off when determining the total hours for the week and pay overtime, or issue compensatory time, based upon those total hours. Non-exempt employees must receive permission and approval to work overtime; working overtime without permission can lead to counseling, up to and including termination.

Based upon budgetary constraints and concern for an employee's work / life balance the County will avoid overtime hours whenever possible. However there will be times when overtime will be a necessity due to workload requirements and it will be an essential function of the job when necessary. Normally it will be assigned to the individual/s whose job description/s entails the responsibility of the duty.

### **COMPENSATORY TIME**

The County has a compensatory time policy which applies to employees in non-exempt job classifications. Compensatory Time will generally be utilized in lieu of overtime pay and will be earned at one and one half hours for every hour worked over 8 in a work day or for every hour worked over 40 within a work week. Following are the guidelines of the policy:

- a) The comp time must be pre-approved by an Elected or Appointed Official prior to scheduling.
- b) Compensatory time should be scheduled at the earliest possible date after the work is performed that is agreeable to the employee and at the approval of the Department Head
- c) Compensatory time may not be carried over from year to year.
- d) Compensatory time that has not been utilized at the time the employee severs employment with the County shall be paid out at the employee's current hourly rate of pay.
- e) Any compensatory time that has not been used at the end of fiscal year will be paid out to the employee.

### **TIME REPORTING**

1. As stated in the previous section, employees are paid bi-weekly, every other Friday. There is a cut-off date prior to each payroll by which time the Human Resource Office must submit pay data in order to pay employees by the pay date. Therefore Department Heads must submit all pay information no later than 4:00 PM on the first Friday following the end of a pay period.
2. Non-Exempt employees are to complete Time Sheets on a daily basis detailing time on and off the job for work hours, training, paid time off (vacation, illness...), etc. Your paycheck is prepared based on the hours recorded on the time sheets; therefore they must be complete and accurate. If you make an error on the sheet or forget to record a time, speak with your Department Head for assistance in making corrections. The sheet must be signed by you and your Department Head prior to submission to payroll to indicate approval of your time to be paid.
3. If non-exempt employees have taken time off within a week a Record of Time Off Form should accompany their weekly time sheet. The Record should detail what type of time off was taken (Vacation, Illness, Bereavement...) and whether the time should be paid or unpaid (i.e. Illness without accrued time would be unpaid, accrued vacation would be paid, paid holiday, etc.). Exempt employees should also submit the form so that time off can be entered for record keeping purposes and balanced to accrual records. Department Heads shall keep and submit attendance records to the Human Resource Office with pay period timesheets. These records will be used as the ultimate authority regarding time off balances.



4. Any entry on your time sheet that does not follow normal procedures should be explained and initialed by you and your Department Head.
5. Recording another employee's time without management authorization or falsification of your own time record or someone else's time record is extremely serious misconduct and will be grounds for discipline, up to and including termination.

### **BUSINESS EXPENSE REIMBURSEMENT POLICY**

Randolph County shall reimburse an employee for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for Randolph County. "Necessary expenditures" means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of Randolph County. Randolph County is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of Randolph County's negligence. The employee shall submit any necessary expenditure with appropriate supporting documentation within 30 calendar days after incurring the expense. If supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement to Randolph County.

If the employee fails to comply with this policy, Randolph County may reject the request for reimbursement. Only authorized or required expenditures submitted in accordance with this policy will be reimbursed.

The following is a non-exhaustive list of expenses that, depending on an employee's job duties, may be authorized or required, and if so, would be reimbursed by Randolph County to the employee for the reasonable portion directly related to the services performed for Randolph County: cell phone; computer, laptop or tablet; talk, text and/or data plan; internet access; other office supplies; rental car, taxi, ride-share, bus, train, plane or other transportation expense; tolls; hotel; mileage; meals (excluding alcohol); safety equipment; uniforms.

Prior to incurring any expenses in the scope of employment, the employee should confer with the Department Head to determine whether the expense is necessary and authorized, and if so, the proportion of the expense that is directly related to the services performed for Randolph County and which will be reimbursed to the employee in accordance with this policy.

Employees are not authorized to incur a work-related expense without first conferring with the Department Head for a determination on whether the expense is necessary.

Please also note that the provisions of the Travel Expense Reimbursement Policy also apply to expenses relating to work-related travel.

### **INSURANCE BENEFITS**

The County sponsors various group insurance plans. Eligible participants include all regular full-time employees who have been employed for 30 days and coverage begins on the first of the month after 30 days. Dependent coverage will be an option for some of the plans. All of these plans are at the employee's option and some require that the employee pay a portion of the premium if they wish to be covered while others are provided to the employee by the County at no cost. Payroll deductions for the

employee portions of premiums are made under a Federal 125 filing, meaning they are made on a pre-tax basis, lowering your taxable gross income. Specifics of coverage, employee contributions, etc. are provided in the benefit booklets, which you will receive in New Employee Orientation and upon enrollment or at any time from the County's Human Resource Office. The County reserves the right to change insurance plans and benefits as business needs necessitate.

Randolph County will comply with the Affordable Care Act for its employees.

### **DEFERRED COMPENSATION PLAN**

The County currently has a Deferred Compensation Plan to provide eligible employees the opportunity to make investments toward their future financial security for retirement. Complete details of the plan are described in the Summary Plan Description (SPD) provided to eligible employees. Because your contribution to the plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable gross income reduced.

### **ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

Once an employee reaches eligibility qualifications they are required to participate in the IMRF plan. Information regarding the plan, eligibility, etc. will be provided to employees in New Employee Orientation or at any time from the Human Resource Office. If an employee participates in IMRF, upon attaining benefit eligibility, payments are in addition to Federal Social Security payments.

### **ADDITIONAL BENEFITS OF EMPLOYMENT**

As an employee of Randolph County there may be other benefits for which you may be eligible, such as voluntary Life, Disability Insurance or the like. The benefits themselves, the qualifications, and paperwork (if required) will be discussed with you during New Employee Orientation.

### **PAID TIME OFF BENEFITS**

#### **VACATION POLICY**

**Full time permanent employees:** After an employee completes 12 months of continuous service they are eligible to take paid vacation according to the following schedule:

<b><u>YEARS of SERVICE</u></b>	<b><u>DAYS EARNED</u></b>
Date of Hire to Anniversary Date	5 Days
2 <sup>nd</sup> Year	5 Days
3 <sup>rd</sup> – 4 <sup>th</sup> Years	10 Days
5 <sup>th</sup> – 8 <sup>th</sup> Years	15 Days
9 <sup>th</sup> Year	17.5 Days
10 <sup>th</sup> – 15 <sup>th</sup> Years	20 Days
16 <sup>th</sup> + Years	25 Days

A year of service begins on the employee's date of hire, which is defined as their Anniversary Date. The twelve (12) month vacation year runs from an employee's Anniversary date in one year to their Anniversary date of the following year. An employee earns vacation time in the prior year and it is available to be taken in the following year. For that reason an employee earns vacation during their first year of employment but may not take the vacation days off until the second year of service. Days of vacation earned in the prior service year will be credited to the employee during the month following their Anniversary Date each year. Vacation time, by policy, must be taken within the employee's anniversary year and may not be carried over (accrued).

Upon termination, employees will be paid for vacation time that was earned but not used.

If a need arises for which an employee requires time off during their first year of employment they may request it of their Department Head. If approved, time off will be granted without pay since paid vacation time cannot be taken during their first year of employment.

To assist management to maintain a consistent work force and for employees to have the best selection of vacation time it is highly recommended that the employee request vacation time from their supervisor as far in advance as possible. All vacation time must be scheduled with the employee's Department Head, or designee, and must be approved before taken. Department Heads are aware of the appropriate staffing levels required to maintain departmental operations and will not be able to approve vacation time if it draws their staffing below that appropriate level.

### **DAYS WITHOUT PAY**

The County realizes there may be unusual circumstances whereby an employee requires additional time off in a given year once they have utilized all their accrued vacation, personal, and comp days. In that instance an employee may request up to an additional "6" days of unpaid time off in a given year. The time must be scheduled in advance and requires the approval of their Department Head.

### **PERSONAL DAYS**

Randolph County wishes to provide employees with additional time off for "life issues" which really are not categorized as "vacation" or "illness". For example Parent / Teacher conferences, scheduled car repairs, legal hearings, etc. Therefore we provide additional time off through our Personal Day policy.

Full time permanent employees are eligible for personal days according to the following schedule:

Date of Hire to 1 Year	4 Days (Pro-Rated from Date of Hire)
1+ Years	4 Days

You are required to schedule the day with your Department Head, or designee, in advance just as you would vacation. The days shall be used within the calendar year (they do not carry over) and are not paid out upon termination.

Employees will be granted an additional personal day during even numbered years in lieu of working General Election Day.

### **PAID TIME OFF FOR SICKNESS**

Full Time Permanent and Introductory employees will earn paid time off for sickness at the rate of eight (8) hours for each full month of completed service. The County has the right to expect good attendance and wishes to reward those employees who make every effort to be on the job consistently therefore an employee's unused hours of sick time may be accrued from year to year up to a maximum of 60 days (480 hours). Employees who exceed the maximum accrual will annually have the option of; (1) Receiving payment for the days, or (2) Depositing the cash value of the days into their Section 457

Deferred Compensation Plan. That deposit has the benefit of not being subject to regular federal and state payroll taxes. The cash value of the payment or deposit will be calculated at the rate that the employee earned the time in the previous fiscal year.

Employees who have not exceeded the maximum accrual will also be given the option of annually depositing the cash value of up to two (2) days of accrued sick time into their Section 457 Deferred Compensation Plan. That deposit has the benefit of not being subject to regular federal and state payroll taxes. The cash value of the deposit will be calculated at the rate the employee earned the time in the previous fiscal year.

### **Definition**

Paid time off for sickness is a benefit given to employees under the following circumstances:

- An employee cannot perform their duties or may infect others within the workforce
- A member of the employee's immediate family requires their care (for example a child or spouse) and other arrangements have been attempted but cannot be made.
- Medical or dental appointments for the employee or an immediate family member.

**Immediate Family:** Includes, for purposes of this policy, spouse, domestic partner, parent, sibling, child, mother-in-law, father-in-law, grandchild, grandparent or stepparent, or individuals for whom the employee has custodial or financial responsibility.

### **Notification**

In order to be paid for sick time an employee must notify their Department Head, or designee, as soon as feasible for planned events (i.e. minor elective surgery, medical testing, Doctor's appointments, and the like). For unplanned sickness (i.e. colds, flu, accidents, and the like) the employee is to notify their Department Head at least one hour prior to the start of the shift or as soon as possible in case of emergency. (Refer to Attendance/Punctuality on page 10 for further policies re: reporting). If policy is not followed regarding reporting absence due to sickness the absence will be designated as "unauthorized" and subsequently will not qualify for paid sick time. In addition the employee may be subject to disciplinary action up to and including termination.

If an employee is off of work 6 or more consecutive days due to illness they must supply medical certification stating the nature of the illness and that they have been released by their physician to return to work. This certification should be turned into the Department Head upon their return and before beginning work.

### **Resignation Pay Out**

Employees whose date of hire is after December 1, 2008 and who choose to resign will have two options. They may be paid out their accrued sick time, up to a maximum of sixty days (480 hours), thru regular payroll cycles. Or they may elect to deposit the cash value of their accrued sick time up, to a maximum of sixty days (480 hours), into their Section 457 Deferred Compensation Plan in lieu of receiving cash payment. That deposit has the benefit of not being subject to regular federal and state payroll taxes. The cash value of the payment or deposit will be calculated at the rate the employee earned the time in the previous fiscal year. Their termination date will be their resignation date and all other employee benefits shall cease effective that date.

### **Retirement Pay Out**

Employees whose date of retirement is after December 1, 2008 will have two options. They may be paid out their accrued sick time, up to a maximum of sixty days (480 hours), in one lump sum payment. Or they may elect to deposit the cash value of their accrued sick time, up to a maximum of sixty days (480 hours), into their Section 457 Deferred Compensation Plan in lieu of receiving cash payment. That

deposit has the benefit of not being subject to regular federal and state payroll taxes. The cash value of the payment or deposit will be calculated at the rate the employee earned the time in the previous fiscal year. Their termination date will be their retirement date and all other employee benefits shall cease effective that date.

Employees who are involuntarily discharged from employment for cause shall not be paid out accrued sick time.

### **Policy Abuse**

In order for the County to meet the obligations of its residents it is imperative that we have a dependable and consistent workforce. Work priorities are more easily managed around scheduled time off whereas unscheduled, unpredictable time off makes it extremely difficult for the County to meet its obligation to the citizenry. Subsequently, good attendance is an essential function of employment, regardless of the amount of paid sick time the employee has accrued. Therefore abuse of this policy is taken very seriously by Randolph County and an employee abusing this policy will be subject to disciplinary action, up to and including termination.

## **FAMILY AND MEDICAL LEAVE ACT AND MILITARY LEAVE (FMLA) POLICY**

This policy document supersedes any other existing policy or policy document governing the handling of leave taken pursuant to the Family and Medical Leave Act of 1993 ("FMLA"). It is intended to conform with Randolph County's obligations under 29 C.F.R. §825.300.

### **I. ELIGIBILITY**

To be eligible for FMLA benefits, an employee must:

- (1) have worked for Randolph County for a total of 12 months; and
- (2) have worked at least 1,250 hours over the previous 12 months;
- (3) work at a site with 50 or more employees within a 75 mile radius.

### **II. LEAVE ENTITLEMENT**

A covered employee is entitled to up to a total of 12 workweeks of unpaid leave in a 12 month period for one or more of the following reasons:

- For the birth of a son or daughter, and to care for the newborn child;
- for the placement with the employee of a son or daughter for adoption or foster care;
- to care for the employee's spouse, son or daughter or parent (but not parent-in-law) who has a serious health condition,
- when the employee is unable to perform the functions of the employee's job because of a serious health condition, or because of incapacity due to pregnancy, prenatal medical care or child birth.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.

Spouses employed by the same employer may be limited to a combined total of 12 workweeks of family leave for the following reasons:

- birth and care of a child;

- for the placement of a child for adoption or foster care, and to care for the newly placed child; and,
- to care for an employee's parent who has a serious health condition.

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status as defined by applicable federal regulations may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include the following as defined and limited by federal regulation: short notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care, and additional activities arising out of the military member's covered active duty or call to covered active duty status as agreed by employer and employee.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember (as defined by federal regulation) who is recovering from a serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of unpaid leave in a single 12-month period to care for the servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness. Covered servicemember also includes a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA -qualifying reason during the single 12-month period, but is entitled to no more than 12 weeks of leave for:

- the birth of a son or daughter of the employee and in order to care for such son or daughter;
- because of the placement of a son or daughter with the employee for adoption or foster care;
- in order to care for the spouse, son, daughter or parent with a serious health condition;
- because of the employee's own serious health condition,
- or because of a qualifying exigency.

A husband and wife who are eligible for FMLA leave and are both employed by Randolph County are limited to a combined total of 26 workweeks of leave during the single 12-month period if the leave is taken to care for a covered servicemember with a serious injury or illness AND for the birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, to care for the child after placement, or to care for the employee's parent with a serious health condition.

Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care of a son or daughter, use of intermittent leave is subject to the employer's approval.
- FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or seriously ill or injured servicemember, or because the employee is seriously ill and unable to work.

The terms "son or daughter" are defined as biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability. An employee stands in loco parentis to a child when the employee intends to assume the responsibilities of a parent with regard to the child through either day-to-day care or financial support.

### **III. SERIOUS HEALTH CONDITION**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **IV. LEAVE AVAILABILITY CALCULATION**

Randolph County has adopted the "rolling 12 month period" method of calculating available FMLA leave for all types of leave with the exception of leave to care for a seriously ill or injured servicemember. Under the rolling 12-month period, in order to determine the amount of available FMLA leave, the calculation is made each time an employee commences an FMLA leave. From that date, the preceding 12 month period is examined. Any FMLA leave used during that preceding 12 months is deducted from the 12 weeks annual leave granted by the FMLA. The employee is entitled to take no more than the remaining balance of FMLA leave.

For FMLA leave requests made to care for a covered servicemember with a serious injury or illness, the single 12-month period begins on the first day the eligible employee takes FMLA leave.

### **V. SUBSTITUTION OF PAID LEAVE**

Any employee taking FMLA leave is required to substitute and use any remaining paid "leave" benefits which are available or become available during the FMLA leave. This includes vacation, personal, and sick days. Such paid leave is substituted for the unpaid FMLA leave, and is not in addition to such FMLA leave.

All other FMLA leave is unpaid.

### **VI. MEDICAL INSURANCE BENEFITS WHILE ON FMLA LEAVE**

During FMLA leave, Randolph County will maintain the employee's health coverage under any group health plan, under the same terms as if the employee had continued to work. If the employee was required to pay a portion of the premiums for coverage, that obligation continues while on leave. Payment is expected to be made in the same amounts, and at the same time (i.e. each payroll date) as was made while working. If any payment is more than 30 days late, medical coverage may be canceled pursuant to the FMLA Rules and Regulations.

An employee can elect not to continue medical coverage while on leave. If this election is made, Randolph County will immediately place the coverage into COBRA.

If the coverage is continued while on FMLA leave, and the employee does not return to work at the end of the FMLA leave period, Randolph County will bill the employee for the amount of premiums

paid by the Randolph County during the leave period unless the employee does not return to work due to a reason exempted from this provision by FMLA Rules and Regulations.

No other employment benefits provided by Randolph County to employees are continued during paid FMLA leave. All such benefits are instead held in abeyance until the employee returns to work. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## **VII. PROCEDURE FOR REQUESTING FMLA LEAVE**

An employee must provide Randolph County with at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If 30 days notice is not possible, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

Employees must provide sufficient information for Randolph County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform Randolph County if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will also be required to provide certification as specified below, and may be required to provide periodic recertification supporting the need for leave.

Any employee taking leave to care for the employee's covered family member with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position must be supported by a certification issued by the health care provider of the employee or the employee's family member on the form attached to this policy. An employee taking leave because of a qualifying exigency or to care for a covered servicemember with a serious injury or illness must also be supported by a certification in the form attached to this policy except that an employee taking leave to care for a covered servicemember may provide an invitational travel order (ITO) or an invitational travel authorization (ITA) in lieu of certification for the leave taken through the expiration of the ITO or ITA. Additional copies of the certification forms can be obtained from your supervisor. Employees are required to furnish the completed certification within 15 calendar days of the [employer's] request for certification. In the case of unforeseen leave, certification must be provided as soon as practicable. FMLA leave may be denied in accordance with the FMLA Rules and Regulations if appropriate certification is not provided.

## **VIII. CONSEQUENCES OF TAKING FMLA LEAVE**

Any FMLA leave taken will be counted against the available leave allowed by statute. Any employee seeking to return to work after leave taken because of the employee's own "serious health condition" must submit a medical certification of fitness to return to duty, signed by the attending health care provider, before the employee will be allowed to return to work. Failure to comply with this requirement does not extend the leave.

On return from FMLA leave, the employee will be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Randolph County reserves the right to deny restoration to "key



employees” as defined by the FMLA regulations where restoration will cause “substantial and grievous economic injury” to the operations of Randolph County.

If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers' compensation, the employee has no right to restoration to another position under the FMLA. The employee may, however, fall under the Americans with Disabilities Act (ADA).

#### **IX. EMPLOYER RESPONSIBILITIES**

Randolph County must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, Randolph County will provide a reason for the ineligibility.

Randolph County must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Randolph County determines that the leave is not FMLA-protected, the employer must notify the employee.

#### **X. UNLAWFUL ACTS BY EMPLOYERS**

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

#### **XI. WORKING PROHIBITED WHILE ON FMLA**

An employee out on FMLA leave may not use that time to engage in work elsewhere, whether as an employee, independent contractor, volunteer or otherwise, unless prior written approval from [employer] has been obtained. If an employee is taking FMLA leave, it must be because an FMLA-qualifying reason is preventing the employee from appearing at work for [employer]. Performing work elsewhere is contradictory to that premise and will create a presumption that the employee fraudulently obtained or continued FMLA leave.

#### **XII. ENFORCEMENT**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

#### **XIII. REFERENCE TO FMLA NOTICE POSTER**

Randolph County has posted in the Courthouse Foyer, a notice setting forth the relevant provisions of the FMLA. The terms of the notice are incorporated in this policy document as if they were

specifically set forth. Each employee is charged with familiarizing him/herself with the contents of the notice concerning all applicable employee rights and obligations under the FMLA.

### **Exhaustion of Family Medical Leave**

An employee who is not released by their health care provider to return to work or does not elect to return to work at the end of the twelve (12) weeks of Family and Medical leave and who does not choose to resign may be placed on “Inactive” status. If, upon exhaustion of FMLA leave, an employee is unable to perform the essential functions of his or her position as a result of a disability covered by the Americans with Disabilities Act or due to medical or common conditions related to pregnancy or childbirth, the employee is encouraged to request a reasonable accommodation. The County is committed working with any such employee to find a reasonable accommodation that will allow the employee to perform the essential functions or his or her position.

An employee who is placed on “Inactive” status is removed from the County’s payroll, will not accrue additional benefits, and will no longer be entitled to job restoration rights but is “in good standing”. Inactive status will end at the earliest of the following:

- 1) The individual resigns from their position
- 2) The individual is released by their health care provider and/or reapplies for an open position
- 3) The individual begins to receive total or permanent disability
- 4) The individual has been on inactive status for the maximum of one year

If the individual is released by their health care provider and requests to return to work they may reapply for an open position for which they are qualified. Such employees who apply for an open position must meet the minimum qualifications for the position and will be given the same consideration for employment afforded other candidates with similar qualifications. An employee who is re-hired within one (1) year of being placed on “Inactive” status will maintain all seniority rights to which they were entitled in their previous position.

### **Insurance Continuation**

“Inactive Status” is a “reduction in hours” and thus a qualifying event for purposes of insurance continuation. In this situation an eligible employee will be offered continuation, pursuant to COBRA and/or IMRF to maintain their coverage. All regulations and obligations pertaining to continuation will be communicated to the employee at that time. Continuation is at the employee’s option and the full premium is the employee’s obligation.

### **Non-FMLA Medical Leave**

There may be instances when a leave is requested and either the employee or the circumstances do not qualify for FMLA leave, nevertheless the need is of an urgent nature. In that instance an employee is required to complete a “Request for Leave of Absence” form and have their or their family member’s health care provider complete a Health care provider’s Certification both of which are to be submitted to the Human Resource office.

Approvals of leave is within the discretion of Elected Official. But, in no instance will leaves of this nature be approved for more than an eight (8) week period.

### **Use of Paid Time Off**

Employees who request Non-FMLA Leave will be required to use earned Vacation, Personal, Sick and/or compensatory time off as part of the leave. An employee will not earn any such benefits while on leave. Time off will begin to be earned again when the employee returns to work, per County policies. This provision is enacted to provide as consistent a workforce as possible upon completion of leaves. Once paid time off is exhausted the remainder of the leave will be unpaid by the County.

### **Reinstatement**

A health care provider's "Release to Return to Work" must be presented to the County's Human Resource's Department on the employee's first day back on the job if the employee took leave for his or her own medical condition, without which they will not be allowed to work.

### **Exhaustion of Non-FMLA Medical Leave**

The County will not be able to grant further periods of non-FMLA medical leave beyond this eight (8) week period. Thus an employee who is not released by their health care provider to return to work at the end of the eight (8) week period will be placed on "Inactive" status. If, upon exhaustion of Non-FMLA medical leave, an employee is unable to perform the essential functions of his or her position as a result of a disability covered by the Americans with Disabilities Act or due to medical or common conditions related to pregnancy or childbirth, the employee is encouraged to request a reasonable accommodation. The County is committed working with any such employee to find a reasonable accommodation that will allow the employee to perform the essential functions of his or her position.

An employee on "Inactive" status is removed from the County's payroll, will not be eligible to accrue any additional benefits, and will no longer be entitled to job restoration rights but they are "in good standing". Inactive status will end at the earliest of the following:

- 1) The individual resigns from their position,
- 2) The individual is released by their health care provider and is capable of returning to the job
- 3) The individual begins to receive total or permanent disability from Social Security Disability
- 4) The individual has been on leave for a maximum of one year

If the individual is released by his/her health care provider and requests to return to work the inactive employee may reapply for any open position for which they are qualified. An inactive employee that applies for an open position must meet the minimum qualifications for the position and will be given the same consideration for employment afforded other candidates with similar qualifications. An employee who is re-hired within one (1) year of being placed on "Inactive" status will maintain all seniority rights to which he/she was entitled in the employee's previous position.

### **Insurance Continuation**

Employees who qualify will be offered continuation coverage under COBRA and/or IMRF Continuation. All rights and obligations pertaining to this program will be communicated to the employee at that time. Continuance is at the employee's option and the employee will be obligated to pay the full premium plus any applicable administrative fee.

**UNPAID LEAVE FOR EMPLOYEES DUE TO DOMESTIC AND SEXUAL VIOLENCE  
VICTIM'S ECONOMIC SECURITY AND SAFETY ACT (VESSA)**

The County will provide up to **twelve (12) weeks of unpaid leave** from work to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is:

- (A) **seeking medical attention** for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- (B) **obtaining services from a victim services organization** for the employee or the employee's family or household member;
- (C) **obtaining psychological or other counseling** for the employee or the employee's family or household member;
- (D) **participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- (E) **seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

“Family or household member” means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

**PERIOD OF LEAVE:** Employee shall be entitled to a total of 12 workweeks (**note that employers with less than 50 employees can provide 8 weeks instead of 12**) of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.) Leave may be taken intermittently or on a reduced work schedule.

**EXISTING LEAVE:** The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, pursuant to federal, State or local law, a collective bargaining agreement, or an employment benefits program or plan, in substitution for any period of such leave for an equivalent period of leave.

**EMPLOYEE NOTICE REQUIREMENTS:** The employee shall provide the County with **at least 48 hours' advance notice** of the employee's intention to take the leave, unless providing such notice is not practicable. When an unscheduled absence occurs, the County will not take any action against the

employee if the employee, **within a reasonable period after the absence** (generally defined herein as 15 days) provides certification as shown under the next section.

**EMPLOYEE CERTIFICATION:** The County may require the employee to provide certification to the County that:

- (A) the employee or the employee's family or household member is a victim of domestic or sexual violence; and
- (B) the leave is for one of the purposes enumerated in the first paragraph above.

The employee shall provide such certification to the County within a reasonable period after the County requests certification.

An employee may satisfy the above certification requirement by providing to the County a **signed and dated statement** of the employee, and upon obtaining such documents the employee shall provide:

- (A) **documentation** from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- (B) a **police or court record**; or
- (C) other corroborating evidence.

**CONFIDENTIALITY:** All information provided to the County, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be **retained in the strictest confidence by the County**, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

**RESTORATION TO POSITION:** In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- (i) to be restored by the County to the position of employment held by the employee when the leave commenced; or
- (ii) to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

**LOSS OF BENEFITS:** The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. An employee may elect to substitute available paid leave any period of leave under this policy. An employee will not be required to substitute available paid leave for the leave provided under this policy.

An employee who takes leave under this policy for the intended purpose of the leave shall be entitled upon return from such leave to be restored to the same position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

However, the employee is not entitled to:

- the accrual of any seniority or employment benefits during any period of leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

**REPORTING TO THE COUNTY:** The County may require an employee on leave under this policy to **report periodically to the County** on the status and intention of the employee to return to work.

**MAINTENANCE OF HEALTH BENEFITS:** Except as provided under “Loss of Benefits,” during any period that an employee takes leave under this policy, the County shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

**FAILURE TO RETURN FROM LEAVE:** The County may recover the premium that the County paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

- (i) the employee **fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired; and
- (ii) the employee **fails to return** to work for a reason other than:
  - (I) the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
  - (II) other circumstances beyond the control of the employee.

The County may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the County that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement above by providing to the County:

- a sworn statement of the employee;
- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- a police or court record; or
- other corroborating evidence.

The County will not fail to hire, refuse to hire, discharge, constructively discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

**LEAVE AVAILABILITY CALCULATION:** The County has adopted a “rolling 12 month period” method of calculating available leave. In order to determine the amount of available leave, the calculation is made each time an employee commences leave. From that date, the preceding 12 month period is examined. Any leave used during that preceding 12 months is deducted from the 12 weeks annual leave provided by law under this policy. An employee is entitled to take no more than the remaining balance of leave.

**REFERENCE TO REQUIRED POSTING:** The County has posted, by the Courthouse front entrance, a poster setting forth the relevant provisions of the Victims' Economic Security and Safety Act. The terms of that poster are incorporated in this policy document as if they were specifically set forth. Each employee is charged with familiarizing him/herself with the contents of that poster concerning all applicable employee rights and obligations under the Act.

### **VOLUNTEER EMERGENCY WORKER JOB PROTECTION ACT**

Randolph County will fully comply with all the regulations of the Volunteer Emergency Worker Job Protection Act. The definition of a "volunteer emergency worker" is a firefighter, licensed EMT, ambulance driver or attendant, or "First Responder" per the EMT System's Act who provides services to a fire department, fire protection district, or other governmental entity without receiving compensation. If you are an employee who is involved in such a role you must supply verification of that role per the employer's request. If you are going to be absent or late for your assigned shift due to volunteer emergency duties it is your responsibility to make a reasonable effort to notify your supervisor. The employee will be asked to provide documentation of service. They will not be subject to discipline for absence or tardiness due to their service but their time off the job will not be paid.

### **BEREAVEMENT LEAVE**

Employees are entitled to up to five (5) days paid bereavement leave for the loss of a member of the employee's immediate family to include spouse, parent, child, sibling, parent-in-law, brother-in law, sister-in-law, son-in-law, daughter-in-law, or step parents. Employees must submit some proof of the death and relationship to qualify for paid bereavement days.

Employees are entitled to up to three (3) days paid bereavement leave for the loss of a member of the employee's extended family to include grandparents, grandchildren, uncles, and aunts. Employees must submit some proof of the death and relationship to qualify for paid bereavement days.

Employees (full-time or part-time) who have worked more than 1,250 hours in the prior 12 months are entitled to take a maximum of 2 weeks (10 working days) of unpaid bereavement leave to: (a) attend the funeral or alternative to a funeral of a child; (b) make arrangements necessitated by the death of a child; or (c) grieve the death of a child. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. This bereavement leave must be completed within 60 days after the date on which the employee received notice of the death of a child. An employee is required to provide Randolph County with at least 48 hours' advance notice of the employee's intention to take bereavement leave unless providing such notice is not reasonable and practicable. Randolph County may require reasonable documentation, including a death certificate, a published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency.

With prior supervisory approval full-time employees may use up to one day of paid Illness or Vacation to attend the services of another relative or a friend.

## **JURY DUTY**

The County recognizes the employee's obligation as a citizen to serve on jury duty. The employee must notify their supervisor promptly and supply them with a copy of the notice to report. The employee will be required to report to work when released from jury duty if a portion of their workday remains. The County will pay the difference between the employee's regular pay and jury pay for the duration of their duty. The employee must turn in their record of appearance statement from the jury jurisdiction to the Human Resource office upon their return to work before pay will be issued.

## **VOTING**

Pursuant to Illinois law the County will allow an employee up to two (2) hours of paid time from their scheduled workday to vote in primaries, general, special elections, or elections which are submitted to a popular vote in the state if the polls are not open at least two (2) hours before or after the employee's regular scheduled hours. The employee must notify their supervisor at least the day prior to the election to be eligible for excused time and the supervisor may specify what time the employee may utilize (i.e. at the start, end, or during their scheduled work hours). If notification is provided by the employee they will suffer no negative repercussions for the time away from their job but if notification is not provided the employee is subject to discipline up to and including termination.

## **SCHOOL VISITATION**

Pursuant to the School Visitation Rights Act an employee who has utilized all of their vacation, personal, and compensatory time may request to schedule up to eight (8) hours of time off within a calendar year to attend school conferences or classroom activities related to the employee's child, if the conference cannot be scheduled during nonworking hours. The time may not be scheduled in more than four (4) hour increments and will be unpaid. The employee must schedule time with their Department Head at least seven (7) days in advance of when they wish to take the time off unless the conference is due to an emergency in which case twenty-four (24) hours' notice shall be given. The employee is required to consult with the employer regarding scheduling the time off so as not to unduly disrupt the employer's operations. The employee must submit documentation to their Department Head within two (2) working days of the conference.

## **BLOOD DONATION**

Randolph County will follow applicable Illinois law in regard to time off for blood donation. After an employee has exceeded their six (6) month anniversary date of employment they may request up to one hour paid time off every 56 days to donate blood. They must request the time in advance from their Department Head and receive their approval prior to taking the time off from their job. A copy of the paperwork supplied by the donation center must be given to the Department Head on their next scheduled day at work to verify the time was used to donate.

## **MILITARY LEAVE**

Randolph County will comply with all applicable federal, state and local laws providing military leave and benefit protections to eligible employees. Please direct any questions or requests for leave to the Human Resource Department.



## **YOUR RIGHTS UNDER USERRA**

### **A. THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System.

USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

### **B. REEMPLOYMENT RIGHTS**

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

- you ensure that your employer receives advance written or verbal notice of your service;
  - you have five years or less of cumulative service in the uniformed services while with that particular employer;
  - you return to work or apply for reemployment in a timely manner after conclusion of service; and
  - you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

### **C. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION**

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you

- initial employment;
- reemployment;
- retention in employment;
- promotion; or
- any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

### **D. HEALTH INSURANCE PROTECTION**

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries.

#### E. ENFORCEMENT

- The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USADOL or visit its Web site at <http://www.dol.gov/vets>.

An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.

- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

#### **RIGHTS UNDER ILLINOIS LAW**

Randolph County complies with the Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61. Employees may be eligible under the Act for differential compensation, military leave, concurrent compensation, employer-based health plan benefits, and other protections as enumerated in the Act. Randolph County prohibits discrimination against persons who serve in the uniformed services.

Employee eligibility under each of the referenced statutes is governed by all relevant statutory provisions.

#### **WORKER'S COMPENSATION**

Employees who sustain injuries at work may be eligible for worker's compensation. All work related accidents or illnesses, no matter how minor, must be reported by a Department Head and the employee to Human Resources as soon as possible and in most cases no later than the end of the shift.

Coverage may include payment for medical treatment and, in qualifying cases, partial income replacement. There is a waiting period (dictated by state law) that must expire before employees are eligible to receive benefits for lost time and / or income. The amount of this benefit is established by state law and depends upon the nature and extent of the injury.

Employees returning to the job from an injury that qualified under Worker's Compensation must submit a written release from the attending physician before returning to normal duties.

Employees are required to:

- Make an immediate report to their Department Head and Human Resources
- Cooperate in completing a "First Report of Injury Form" for submission to our insurance carrier

Failure to report to work, after being released by the attending physician, may result in counseling action up to and including termination.

Where there are conflicting medical opinions between the employee's doctor and an independent medical examiner regarding the employee's ability to return to work, the case must be decided by the Worker's Commission. The employee should not be terminated based solely on the IME report.

## **HOLIDAYS**

The County recognizes the following paid holidays for Full Time Permanent employees. Each year a list of holidays and their observance dates will be provided to employees.

New Years Day	Columbus Day
Martin Luther King's Birthday	Veteran's Day
Lincoln's Birthday	Thanksgiving
President's Day	Thanksgiving Friday
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

When Christmas Eve Day and New Year's Eve Day occur on a Saturday or Sunday, eligible employees shall be awarded an additional personal day for each holiday, which personal day shall be taken at times mutually agreeable between the employee and their Elected Official. When Christmas Day or New Year's Day occur on a Saturday or Sunday, the following Monday shall be a holiday.

Any additional or differing information regarding holidays will be found in the appropriate bargaining unit's agreement.

### **Eligibility**

To qualify for holiday pay an employee must be present for work on the last scheduled workday before and the next scheduled workday after the holiday unless on an approved vacation, or leave of absence. If the employee is not present on one of the aforementioned days yet can supply a medical certification (MD or Dentist) verifying illness they will then qualify for holiday pay.

### **Sheriff's Departments**

Due to the nature of County business, these Departments have a 24/7 operation and must staff operations at all times, including Holidays. The following applies to employees in those categories:

- Work assignments will be made by the Department Head
- Employees required to work on a holiday should refer to their union contract for information on compensation

## **EMPLOYEE TRAINING AND DEVELOPMENT**

Randolph County believes in assisting employees in their job to the fullest extent possible. To meet that objective we will provide training opportunities by offering;

- On-the-Job Training

- In-house Training
- Seminars

If after completing county-provided training, an employee feels that he or she needs additional training to perform any task or operate any piece of equipment effectively and in a safe manner, he or she is directed to immediately inform management. All training must be pre-approved and / or scheduled by Management. The employee will be paid at their regular rate of pay for off-site training. Reimbursement for a particular training class or seminar will not be made unless the employee's attendance has been approved prior to attendance and appropriate paperwork submitted upon completion.

## **SOCIAL MEDIA POLICY AND GUIDELINES**

This is the official policy for social media use at Randolph County and provides guidance for employees and elected officials on their professional and personal use of social media.

All employees are responsible for knowing and understanding the policy.

### **Professional Use of Social Media**

Before engaging in social media as a representative of Randolph County, you must be authorized to comment by an elected official or department head. You may not comment as a representative of Randolph County unless you are authorized to do so.

Once authorized to comment, you must:

- Disclose you are an employee or elected official of Randolph County, and use only your own identity.
- Disclose and comment only on non-confidential information.
- Ensure that all content published is accurate and not misleading and complies with all Randolph County policies.
- Comment only on your area of expertise and authority.
- Ensure comments are respectful and refrain from posting or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, and discriminatory, infringes copyright, breaches a Court order, or is otherwise unlawful.
- Refrain from making comments or posting material that might otherwise cause damage to the Randolph County's reputation or bring it into disrepute.

### **Personal Use of Social Media**

Randolph County recognizes that you may wish to use social media in your own personal life. This policy does not intend to discourage or unduly limit your personal expression or online activities.

However, you should recognize the potential for damage caused (either directly or indirectly) to Randolph County in certain circumstances via your personal use of social media when you can be identified as a Randolph County employee. Accordingly, you should comply with this policy to ensure that risk of such damage is minimized.

You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are public and often permanent. When in doubt, you should seek guidance from your department head on how to comply with this policy. Randolph County reserves the right to read what you write or say publicly and make a determination if it meets this policy.

- Represent yourself accurately. Unless Randolph County has designated you to speak officially for Randolph County, you should not state that you write or speak on behalf of Randolph County or that your viewpoints are the same as Randolph County, and you should make this clear to those reading or listening to your points of view.
- Do not disclose private or confidential information about Randolph County employees, or about citizens that you obtained through your employment with Randolph County. Confidential information is information that is exempt from disclosure under Section 7 of the Illinois Freedom of Information Act, 5 ILCS 140/7.
- Even when using social media on a personal basis, employees may be disciplined for posting material that is, or might be construed as, vulgar, obscene, threatening, intimidating, harassing, or a violation of Randolph County's workplace policies against discrimination, harassment on account of age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- If you chose to identify your work affiliation on a social network, you should regard all communication on that network as you would in a professional network. Ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients.
- Employees who access social media during work hours or on Randolph County owned equipment should still comply with Randolph County computer usage policy. There is no right to privacy on Randolph County owned equipment.
- Randolph County may discipline employees for making a comment or posting any material that might otherwise cause damage to Randolph County's reputation or bring it into disrepute. When the employee's comment is made as a citizen and not as an employee and is made on a matter of public concern, Randolph County may discipline the employee in situations where the interests of Randolph County in promoting efficient operations outweighs the interests of the employee in commenting on such matters of public concern.

Nothing in this policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. Randolph County has and always will comply fully with the obligations under the Illinois Public Labor Relations Act. Likewise, nothing in this policy should be construed to violate an employee's rights under the federal or state constitutions. The employer has and always will comply with its obligations under federal and state law.

A violation of this policy may subject an employee to discipline, up to and including termination.

### **ACCIDENT REPORTING POLICY**

Any employee who is injured while on duty (regardless of severity) shall report the injury to his/her supervisor immediately both verbally and in writing with a completed Incident Report. The Incident Report shall include the following: the date, time, place injury occurred, how the injury occurred, the type of injury, the identity of any witnesses, and whether medical assistance was obtained. The report shall be submitted by the end of the workday. Supervisors are required to accurately complete an Illinois Form 45, found in Insurance Claim Kits, with respect to all on-the-job injuries and submit it as well as the employee's Incident Report to Human Resource Office.

Any employee witnessing or receiving a report of an injury to a visitor shall verbally report the injury to the employee's supervisor immediately. The employee may also be required to complete a written Incident Report. Supervisors are required to submit all required information to the Human Resource Office.

Any accident involving Randolph County's property or vehicles or involving a privately owned vehicle being operated for Randolph County business shall be reported immediately to the employee's supervisor both verbally and in writing with a completed Incident Report. The Incident Report shall include the following: the date, time, place incident occurred, how the incident occurred, the identity of any witnesses, and the extent and type of damage, if applicable. The report shall be submitted by the end of the workday. Employees are also required to notify law enforcement when appropriate.

## **AUTHORIZED DRIVERS AND MOTOR VEHICLE RECORD (MVR) CHECK POLICY AND PROCEDURE**

### **Introduction**

The purpose of this policy is to ensure the safety of those individuals who drive Randolph County vehicles or personal vehicles on Randolph County business and to ensure the safety their passengers and the public.

### **Policy Statements**

- All drivers must be authorized to drive for work purposes.
- Randolph County vehicles are not to be used for personal or non-work related purposes.
- Randolph County reserves the right to review both the driver's license and MVR of all authorized drivers at any time.
- MVR review will typically be run for authorized drivers a minimum of every 6 months.
- For positions which require driving as an essential function, applicants will receive a conditional offer of employment, contingent upon the results of the MVR review.

### **Requirements to Become an Authorized Driver**

- Must be a current employee or contracted individual.
- Must complete the Employee Authorization for MVR Review (attached.)
- Must present and maintain a favorable MVR (see guidelines below)
- Must provide a current copy of a valid driver's license for the type of vehicle to be driven.

### **Driver Responsibilities**

- It is the driver's responsibility to operate the vehicle in a safe manner to prevent injuries and property damage.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and must keep the license(s) with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations.
- All drivers and passengers must wear seat belts.
- Employees must report all accidents, regardless of severity, to the police and Randolph County. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.

- Authorized drivers are prohibited from reading or typing text messages, emails or posts of any type while driving. Phone use is also prohibited, unless a hands free device is used. Authorized drivers are prohibited from surfing the internet or reviewing websites or posting on social media or other websites while driving. Authorized drivers are prohibited from taking or posting photos while driving.
- Distracted driving of any type is prohibited.
- It is the responsibility of all authorized drivers to report the loss, bond issuance, suspension and/or revocation of his/her driver's license immediately to Randolph County.
- All traffic violations (including parking tickets), citations and fines incurred when driving for work purposes are the sole responsibility of the authorized driver.
- Driving for work purposes while under the influence of intoxicants or other illicit drugs is forbidden and is sufficient cause for discipline, including termination.
- Authorized drivers must inform Randolph County if taking any medications that may affect their ability to safely operate an automobile.
- Drivers are responsible for the security of vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

**The following is a non-exhaustive list of conduct on business or personal time resulting in traffic convictions that may result in rescinding an offer of employment, terminating driving privileges, or other disciplinary action, up to and including termination.**

- Reckless or negligent driving
- Driving while impaired by or under the influence of alcohol or drugs
- Homicide, negligent homicide, or involuntary manslaughter by vehicle
- Fleeing or attempting to elude police officers
- Driving without a license or while license is suspended or revoked
- Hit and run or failure to stop after an accident
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without the owner's authority (theft)
- Speeding
- "At fault" accident
- Any moving violation

### **POLICY AGAINST WORKPLACE VIOLENCE**

Randolph County prohibits violence in the workplace. Violent behavior is strictly prohibited on Randolph County property, or while working at any location on behalf of Randolph County, in Randolph County vehicles or during events sponsored by Randolph County. This prohibition includes not only actual acts of violence, but also direct or implied threats of violence. Employees who exhibit or threaten violent behavior will be subject to criminal prosecution and disciplinary action up to and including termination. Randolph County takes all reports of violent behavior seriously, and will take appropriate action to investigate complaints and/or report complaints of violent behavior to law enforcement as appropriate.

Any employee who becomes aware of violent behavior or the threat of violent behavior (whether by another employee or by any other person) is directed to inform his or her supervisor immediately. Supervisors are directed to report all reports of violent behavior or threats of violent behavior immediately to Randolph County who will conduct a prompt and thorough investigation. In the case of

an imminent threat and/or emergency situation, employees and supervisors are directed to immediately contact law enforcement.

The following is a non-exhaustive list of violent behavior that is prohibited by this policy:

- Fighting
- Physical restraint or confinement
- Assault
- Horseplay
- Stalking
- Intentionally endangering the safety of another person
- Any other act that a reasonable person would perceive as a violent act

### **RECORD RETENTION POLICY**

The Illinois Local Records Act prohibits a public entity from destroying public records without first receiving approval from the Local Records Commission. The Local Records Act defines a public record as “any book, paper, map, photograph, born digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.” 50 ILCS 205/2. A public record may take the form of an electronic record, including but not limited to, emails (and/or attachments thereto), text messages or other electronic data. In order to ensure compliance with the Local Records Act, employees are prohibited from altering, destroying or deleting public records unless and until appropriate approval has been received from the Local Records Commission. Any questions with respect to this policy should be directed to the Human Resource Office.

### **SAFETY POLICY**

Randolph County is committed to providing and maintaining a safe and healthy workplace for its employees. Employees are expected to share in this commitment. In an effort to ensure health and safety in the workplace, employees must:

- Follow safety protocols
- Wear appropriate protective clothing
- Use appropriate safety equipment
- Use only approved ladders or stepladders for retrieving out-of-reach items
- Inform management immediately of any observed unsafe conditions or practices
- Keep your work area tidy and remove any items that may pose a safety hazard
- Ensure that you know the location of emergency exits
- Ensure that any accident or injury is immediately reported to management



## **WHISTLEBLOWER POLICY**

### **Code of Conduct:**

Randolph County requires employees to observe the highest standards of business and personal ethics in conducting their duties on behalf of Randolph County. Compliance with all applicable federal, state and local laws, rules and regulations is required. All employees are expected to fulfill their duties honestly and with integrity.

### **Reporting Responsibility:**

Employees are encouraged and expected to report suspected violations of federal, state or local law, rules or regulations or suspected ethical violations.

### **Retaliation Prohibited:**

Randolph County prohibits retaliation against any employee who, in good faith, reports a suspected ethics violation or suspected unlawful conduct. Anyone who violates this policy against retaliation is subject to disciplinary action, including but not limited to, termination of employment.

### **Reporting Procedure:**

Randolph County has an open door policy and expects and encourages employees to address questions, concerns and complaints with their supervisor. Supervisors are required to report complaints regarding suspected unethical or illegal conduct in writing to the Human Resource Director. If an employee is not comfortable speaking with his/her supervisor or is not satisfied with the supervisor's response, he/she may discuss the matter with the Randolph County Board Chairman. If a complaint involves suspected conduct of the Randolph County Board Chairman a complaint may be brought directly to the Sheriff or State's Attorney. The Human Resource Director is responsible for informing the Randolph County Board of Commissioners of all complaints of unethical or unlawful conduct pursuant to this policy.

### **Investigation:**

All complaints pursuant to this policy will be investigated and resolved in a timely manner. Randolph County will designate the State's Attorney to investigate any complaint received. To the extent that the complaint involves suspected conduct on the part of the State's Attorney, the County Board Chairman will appoint an appropriate investigator.

### **Accounting and Auditing Matters:**

All reported questions, concerns or complaints involving accounting or auditing practices shall be made to the State's Attorney who will immediately inform the County Board of the Randolph County. The County Board shall investigate all complaints involving accounting and auditing matters.

### **Acting in Good Faith:**

Anyone reporting a complaint of suspected unethical or unlawful conduct must be acting in good faith and have reasonable grounds for believing that a violation has occurred. Any allegations which are not substantiated and which have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality:**

Violations or suspected violations may be reported on a confidential basis by the complainant to the extent permitted by law. Randolph County will attempt to keep reports of violations or suspected violations confidential to the extent permitted by law, and consistent with the need to perform an appropriate and adequate investigation.

### **Handling of Reported Violations:**

Randolph County will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Compliance Officer:**

Randolph County Sheriff at 618-826-5484

Randolph County State's Attorney at 618-826-5000 Ext. 193

**NURSING MOTHER POLICY**

Randolph County will provide reasonable paid break time each work day to an employee who needs to express breast milk for her infant child for up to one year after the child's birth unless doing so would result in an undue hardship. Break time may run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose.

**EMPLOYEE ACKNOWLEDGEMENT FORM**

I have received my copy of the Randolph County Employee Handbook. I understand that it is my obligation to read, understand and follow the policies contained in the handbook. I understand that the Handbook is not an employment contract and does not bind the County in any way. The County can change or depart from any provision at any time at its own discretion. I understand that my employment is At-Will, meaning that either party may terminate the relationship at any time, with or without cause, or notice **unless covered by a Collective Bargaining Agreement**. I agree that my employment is for no definite period and regardless of the time I have worked and the manner of payment of my wages or salary, and may be terminated without any previous notice. I also understand that all final decisions with respect to the terms and conditions of my employment, including any continued employment and the terms thereof, rest solely with the County. I also understand that all final decisions on any matter, including any continued employment and the terms thereof, rest solely with the County, subject to the provisions of a Collective Bargaining Agreement (if applicable).

No person other than the Board has the authority to make an enforceable agreement or understanding, and any such agreement or understanding must be in writing signed by the Board to be enforceable.

I understand and agree that the County may monitor and review e-mail messages voice mail messages, county-issued electronic devices and accounts, and logs of accessed Internet websites to insure that these media are being used in compliance with the law and with the County’s policy. I understand and agree in advance that I will not be notified when this monitoring is taking place and that the County has the sole discretion to determine the time, place and manner and all monitoring. This document is meant to be specific consent pursuant to 18 U.S.C.S. § 2511(2)(d).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

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**ACKNOWLEDGMENT OF RECEIPT AND  
UNDERSTANDING OF POLICY AGAINST DISCRIMINATION,  
HARASSMENT AND SEXUAL MISCONDUCT**

Effective May 17, 2019, Randolph County implemented a Policy against Discrimination, Harassment and Sexual Misconduct.

**Remember: It is your responsibility to read, understand, and abide by this policy and procedure. If you have any questions or concerns please speak to your supervisor, the Ethic's Officer, or the State's Attorney. Please sign and date this memo to acknowledge that you have received and understand the policy.**

**Please respond to the following questions, circle appropriate answer and initial:**

Have you read, and do you understand this policy?      Yes    No    Initials: \_\_\_\_\_

Do you have any questions about this policy?            Yes    No    Initials: \_\_\_\_\_

Do you know how to file a complaint should you ever have a problem with discrimination, harassment, sexual misconduct, retaliation or if you see inappropriate behaviors at work?

Yes    No    Initials: \_\_\_\_\_

If you ever have a problem or concern regarding discrimination, harassment, sexual misconduct or retaliation in the workplace, please list three individuals within our organization you can address your concerns with:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Initials: \_\_\_\_\_

Are you aware of any behaviors going on either in our workplace or outside the workplace that may impact the workplace and that are in consistent with this policy?

Yes    No    Initials: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name

I certify that the above person has received the Policy against Discrimination, Harassment and Sexual Misconduct and that I have reviewed this checklist with him/her.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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**CERTIFICATE OF RECEIPT OF DRUG AND ALCOHOL USE/ABUSE POLICY**

This is to certify that I have received, read and understand Randolph County's Drug and Alcohol Use/Abuse Policy.

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

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**NON-DISCLOSURE / CONFIDENTIALITY / CONFLICT OF INTEREST STATEMENT**

In compliance with Randolph County’s “Confidentiality / Conflict of Interest” policies I hereby state that I agree with and will abide by, the following statements that, when considered in conjunction with my position or with relation to the County, might possibly constitute a breach of confidentiality or conflict of interest.

**1. Non-Disclosure of Confidential Information**

I will not, while employed by the County or after, disclose to third parties, publicly disseminate or use for personal profit, private, personal, proprietary or confidential information relating to the County’s business—Private, personal, proprietary or confidential information, includes information that is protected from disclosure by the Illinois Freedom of Information Act, including but not limited to, unique identifiers, including a person’s social security number, driver’s license number, employee identification number, biometric, identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses, home addresses and personal license plates numbers. Private, personal, proprietary or confidential information also includes information contained within the County’s records, if the disclosure would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. “Unwarranted invasion of personal privacy” means the disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject’s right to privacy outweighs any legitimate public interest in obtaining the information. Private, personal, proprietary or confidential information also includes any other information that is protected from disclosure by the exemptions contained within the Freedom of Information Act.

**2. Financial Integrity**

I will not maintain or establish any undisclosed or unrecorded funds, make false or artificial entries on the books or records of the County or its subsidiaries, or make or cause to be made any payments on behalf of the County or its affiliates to be used for something other than the stated purpose.

**3. Gifts, Gratuities, and Entertainment**

I will not intentionally solicit or accept any gift, gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value from any prohibited source in violation of state or federal law, rule or regulation or County policy, including but not limited to the County’s Ethics Ordinance.

**4. Outside Interests**

I do not hold, directly or indirectly, a position of material financial interest (other than investments) in outside concerns from which I have reason to believe, secure goods or services (including services of buying or selling stocks, bonds, or other securities), or that provides services to Randolph County.

**5. Outside Activities**

I do not render directive, managerial, or consultative services to outside concerns that do business with or render other services in to Randolph County.

I hereby agree to report to the Board any situation that may develop, which will modify any statements related to these issues.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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**EMPLOYEE AUTHORIZATION FOR MVR REVIEW**

I acknowledge that the information contained in Randolph County MVR policy has been reviewed with me, and a copy of the policy has been furnished to me. As a driver of a Randolph County vehicle or a private vehicle on Randolph County business I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility. In accordance with the law, I have been informed that a MVR will be periodically obtained on me for continued qualification and employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a MVR report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date