

**RECEIPT - EMPLOYEE COPY**

**PLEASE READ THIS RECEIPT PAGE, THEN SIGN AND RETURN IT TO THE DEPARTMENT OF HUMAN RESOURCE MANAGEMENT. KEEP THE SECOND COPY IN YOUR HANDBOOK.**

This handbook is provided to employees as a guide and is not meant to create a binding contract between the employee and Kane County. The information in this handbook is subject to change as Kane County updates its policies. Any changes may modify, supersede, or eliminate the policies currently described. Every effort will be made to notify employees of any change in policy through the various communication channels used in Kane County. The Department of Human Resources Management will make every effort to issue revised policies, but it is the responsibility of the employee to maintain this document.

Due to statutory requirements, there may be exceptions to the policies, rules and regulations stated in this handbook. Employees who work in an office headed by an elected official with internal control should consult that official for guidance. Employees who work in unionized offices or departments should consult the collective bargaining agreement governing that specific office or department.

All Kane County employees are at-will employees and can be terminated at any time unless otherwise prohibited by a written employment agreement or a collective bargaining agreement. The benefits, policies, practices and procedures described herein do not create a protected or enforceable interest and are subject to change, at the discretion of Kane County without notice.

**I, THE UNDERSIGNED, HAVE RECEIVED A COPY OF THE KANE COUNTY PERSONNEL POLICY HANDBOOK. I HAVE READ THE CONTENTS OF THE BOOK AND I UNDERSTAND THAT IT CONSTITUTES A SUMMARY OF THE PERSONNEL POLICIES ADOPTED BY THE KANE COUNTY BOARD. I ALSO UNDERSTAND THIS BOOK AND ANY SUBSEQUENT WRITTEN CHANGES MADE TO IT ARE MINE TO KEEP AS LONG AS I AM EMPLOYED BY KANE COUNTY. IF MY EMPLOYMENT IS TERMINATED FOR ANY REASON, I WILL RETURN THIS BOOK AND ANY ADDITIONAL CHANGES TO THE DEPARTMENT OF HUMAN RESOURCE MANAGEMENT.**

EMPLOYEE'S NAME (PRINT) \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

DEPARTMENT / OFFICE \_\_\_\_\_

DATE \_\_\_\_\_



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DEPARTMENT / OFFICE \_\_\_\_\_

DATE \_\_\_\_\_



# **KANE COUNTY**

## **PERSONNEL POLICY HANDBOOK**



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**OTHER COUNTY BOARD ACTION REGARDING EMPLOYMENT NOT  
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IN HANDBOOK**

**County of Kane Flexible Benefits Plan**

---copy of the plan may be obtained from HRMgmt or downloaded from the County intranet site, web.kane

**Kane County Ethics Ordinance**

---copy of the ordinance may be obtained from HRMgmt for downloaded from the County intranet site, web.kane

**Procedure to Address An Indoor Environmental Concern**

---copy of the ordinance may be obtained from Division of Environmental Management



## **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Kane, State of Illinois, represents that it and the employing agencies responsible to it, conform to the following:

We do not discriminate against any employee or applicant for employment because of race, creed, color, age, disability, religion, sex, national origin/ancestry, sexual orientation, marital status, veteran status, political affiliation, or any other legally protected status. We will take whatever action is necessary to ensure that applicants and employees are treated appropriately regarding all terms and conditions of employment. We will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

We will, in all solicitations or advertisements for employees placed by or on behalf of the employing agencies, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, age, disability, religion, sex, national origin/ancestry, sexual orientation, marital status, veteran status, political affiliation, or any other legally protected status.

## **ABSENTEEISM AND TARDINESS**

It is each employee's responsibility to adhere to the standard workweek and time schedule in accordance with the rules and regulations of the department. Occasionally, an absence is unavoidable and, naturally, we don't want employees on the job if they are too ill to work. The County expects employees to return to work as soon as commensurate with good health, safety and reasonable personal considerations.

When you are unable to be on the job, you should obtain permission from your department head or supervisor in advance whenever possible. If for any reason you are unable to report for work at the regular time, it is your responsibility to call your department head or supervisor no later than one hour after your normal starting time. If any emergency or illness arises before the normal quitting time, seek immediate assistance and inform your supervisor. Unexcused absences for more than three (3) consecutive days without proper notification may be cause for discharge and sick pay benefits may be denied.

Employees who are off sick (excluding those on an approved and authorized leave) must call in each day unless unusual circumstances prevent a call.

## APPEALS

Any regular employee who was discharged or suspended for more than five (5) working days, or suspended for the second time within sixty (60) days, who believes said action was an abuse of discretion by the department head or committee chairperson, or that the action was a violation of constitutional rights, may appeal the discharge or suspension. All requests for appeal hearings shall be in writing and submitted to the Human Resources Director (or in her absence, to the Assistant State's Attorney's for the County Board), within three (3) days of receiving notice of the discharge or suspension. The untimely submission of an appeal may result in a refusal to convene an appeal hearing.

The request for appeal shall state the specific violation, the remedy sought, and an address to which correspondence regarding the hearing is to be mailed. An appeal hearing must be held within ten (10) working days of the request, unless the time is extended by mutual agreement among all parties. Except in extraordinary circumstances as determined by the appeal board, the hearing must commence within thirty (30) days of the filing of the appeal and must be completed within thirty (30) working days after the commencement of the hearing.

A hearing officer who is trained in conducting hearings and receiving evidence shall conduct all appeal hearings. The County Board Chairman will select the hearing officer. The hearing officer's role shall be limited to presiding over the hearing and writing the board's decision.

The appeal board shall consist of five (5) persons, comprising county board members and/or employees selected by the County Board Chairman on a case-by-case basis. At least one member of appeal board shall consist of the Chair or a county board member from the county committee to whom the department head reports. At least one (1) member shall be the Chair or a member of the Human Services Committee. The hearing shall be heard by whatever number of appeal board members are present at the hearing. Fewer than five (5) members but not less than three (3) members may issue the written decision.

The Kane County Board Chairman may exercise the Chairman's discretion to reinstate any employee to the employee's former position, with or without a restoration of back pay, provided the employee was not covered by a collective bargaining agreement or terminated by an elected official. Reinstatement must occur before the employee files an appeal.

At least five (5) working days before the hearing is scheduled to commence, the Human Resources Director shall inform the employee by certified mail, and the concerned department head or committee chairperson of the date, time and place of the appeal hearing. The department head or committee chairperson and employee must both attend the hearing.

Counsel or other personal representatives may accompany the employee. The county will not provide for the counsel. The county paid counsel who is properly appointed by the State's Attorney shall accompany the department head or committee chairperson. Each side will submit a list of witnesses and the substance of the witnesses' testimony to the hearing officer at least three (3) working days before the commencement of the hearing. If an employee wants to present live testimony from another County employee, a written request will be sent to the counsel representing the County at least seven (7) working days before the commencement of the hearing.

An appeal hearing is a formal hearing, and as such, "rules of evidence" apply. Both the employee and the department head or committee chairperson may present relevant testimony and documentary evidence. All testimony shall be given under oath. The employee or the department head, personally or

through their representatives, shall have the right to cross-examine the other party and all witnesses who testify on behalf of the other party.

A tape recording or other verbatim record of the hearing shall be made. The Human Resources Director will, in all cases, request a transcript for use by the appeal board, and will see that additional transcripts are furnished to any other party on the condition said party pay for costs of producing the transcript.

The employee has the burden of proving a preponderance of evidence that the discharge was an abuse of discretion or otherwise improper. At the close of the employee's case, a motion for a directed finding may be made by the department head and granted by the board.

All appeal proceedings and evidence taken therein shall be confidential, and the public will not be permitted to attend the hearing unless both the employee and county counsel agree. If and when required, the hearing will comply with the Open Meetings Act, 5 ILCS 120/1 et seq.

If after hearing facts of the discharge or suspension, the appeal board believes the employee has been properly discharged or suspended, it will uphold the discharge or suspension. If, however, the appeal board determines the employee has been improperly discharged or suspended, the employee will be reinstated and compensated any back pay resulting from the discharge or suspension, excluding interim wages and unemployment insurance. The appeal board shall have the authority to reduce the discipline imposed. The Appeal Board may send a copy of the decision to the Chair of the county committee the department head reports to so that committee can determine the appropriateness of the department head's actions.

Within ten (10) working days after completion of all oral testimony, or a later date if agreed to by the parties, the appeal board's written decision containing findings of fact shall be sent by certified mail to the employee. The parties may submit a written brief, however the submission of a brief will not toll the time by which the board must issue its written findings. Copies of the decision will be sent to the County counsel representing the County at the hearing and the Human Resources Director.

If the employee or the department head does not concur with the appeal board's decision, he or she may further appeal the case in writing to the Executive Committee of the Kane County Board; and it must be received within three (3) working days of the appeal board's written findings. The Executive Committee will review and decide the appeal only on the written record created by the appeal board, and will not hold another hearing in the matter. The Executive Committee's decision will be issued by its second meeting following receipt of the appeal; and its decision shall be final.

No appeal rights are available to employees who are laid off due to staff reductions and/or budget cuts, or who are suspended for five (5) working days or less, and have not been previously suspended within the previous two (2) months.

## **APPEARANCE**

Work attire and grooming should be neat, clean and appropriate for the work being performed and should complement an environment that reflects an efficient, orderly and professionally operated organization with mandated services to the public. Natural and artificial scents may also become a distraction from a well-functioning workplace, and are also subject to this policy. Worker safety should be considered as well. Because of the diversity of our work force, decisions on acceptable attire for a particular area will be left to the discretion of the Department Head and the Human Resources Director.

## **BEREAVEMENT LEAVE**

In the event of a death in an employee's immediate family, the employee will be allowed up to three (3) days with pay for time actually lost. Immediate family members are defined as including the employee's children (step and adopted), father, mother, current spouse/civil union partner, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents and grandchildren. Bereavement leave shall be granted for the death of in-laws of current spouse/civil union partner only. These days will not be deducted from sick pay. Employees must notify their immediate supervisor of the death, the employee's relationship to the deceased and the expected time of absence. If an employee wants any time off beyond three days, the employee must request approval from their department head. Any additional time off beyond the three (3) days will be deducted from any accrued time the employee has available for use.

## **CHANGE OF PERSONAL DATA**

If there is a change in your name, address, phone, marital status, etc., at any time during your employment, notify your Department Head and the Human Resources Department within seven days. Having current and correct information is important in the event of an emergency

Any time you wish to change the number of tax exemptions you claim or the beneficiary of your IMRF death benefit, please notify the Human Resource Department as soon as possible. This includes any changes that could affect your health insurance coverage.

If you are changing the number of tax exemptions, you must file a form with the Payroll Office.

If you are changing your IMRF beneficiary, you must contact IMRF directly.

If you are changing your deferred comp beneficiary, you must notify both the County and your specific deferred comp provider.

The eSuite online program is available to assist employees in keeping their personal information current.

## **CLASSIFICATIONS OF EMPLOYMENT**

Kane County classifies employees by these definitions:

**Regular Full-time** - An employee in an established position working 35 hours or more per week. Employees in this classification are entitled to the benefits described in this handbook. Unless otherwise noted, benefits begin to accrue on the first day of regular employment.

**Regular Part-time** – Effective December 1, 2003, an employee in an established position is one who is scheduled to work a minimum of 21 hours per week but less than 35 total hours per week. Employees in this classification are entitled to the benefits as described in this handbook. Unless otherwise noted, benefits begin to accrue on the first day of regular employment.

**Seasonal full-time or part-time** - An employee hired to work temporarily for a short prescribed period of time. Employees in this classification are not eligible for any benefits described in this handbook.

**Non-Exempt** - an employee who is entitled to the minimum wage and/or overtime pay protections of the Fair Labor Standards Act.

**Exempt** - An employee employed in a bona fide executive, administrative or professional capacity, or a computer employee employed as a computer systems analyst, computer programmer or a software engineer and who is exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act.

**At will** - An employee not covered by the provisions of a collective bargaining agreement or an employment contract and whose employment can be terminated, either by the employee or by the County, at any time and without reason or notice.

Kane County is required to enroll all employees into IMRF if their job normally requires 600 or more hours in a 12-month period.

**Independent Contractor** – See Independent Contractor Policy.



## **CRIMINAL HISTORY CHECKS**

All persons applying for employment with the County of Kane (“Kane County”) shall be required to submit to a fingerprint-based criminal history check as a condition of employment. In addition, current Kane County Health Department employees whose positions require a criminal history check pursuant to applicable law, grant or other contract provision shall also be required to submit to a fingerprint-based criminal history check as a condition of continued employment with Kane County.

If a criminal history check is required, then all applicants or pertinent current employees will be requested to complete a criminal history record. Unless required by applicable law, Kane County will not inquire about arrest records.

In addition, the applicant or employee will be required to submit an appropriate fingerprint sample for analysis by law enforcement agencies and will be advised that confirmation of the individual’s criminal history will be sought from the appropriate authorities. If any consent form is required by an applicable law or a particular law enforcement agency to release the information, the applicant or employee will be required to provide such a consent form. Kane County will take reasonable steps to obtain accurate information. If the criminal history provided by the applicant or employee does not conform to the information obtained through the criminal history check, the applicant or employee will be given an opportunity to explain any differences. If a satisfactory explanation is not given, the applicant or employee will not be considered further for the position.

If any applicant declines to complete the criminal history record or to provide an appropriate fingerprint sample or a required consent, such action will be treated as if the applicant has withdrawn his or her application for the position. If an affected current employee declines to complete the criminal history record or to provide an appropriate fingerprint sample or a required consent, such action will be treated as if the employee has submitted his or her resignation from the position.

The director of the department with an open position to be filled may make a conditional offer of employment to the most qualified applicant, pending completion of a consent form and submission of an accepted fingerprint exemplar. Applicants will not be hired until the criminal history check has been completed and evaluated jointly by the Director of the Kane County Human Resources Department and the relevant director of the department in which the position exists, in consultation with the Kane County State’s Attorney’s Office, Civil Division, as necessary. The relevant director of the department has ultimate authority to hire an applicant.

Kane County’s equal employment opportunity policy will be followed with respect to any criminal history information. If an individual has a criminal history, the following factors will be considered in determining whether to hire or retain the individual, as applicable, for the position sought:

- The nature of the criminal act
- The frequency of criminal acts
- The time since the last conviction
- The time between convictions
- The nature of the job
- The qualifications of the individual for the job
- Evidence the individual has successfully rehabilitated himself or herself
- Whether the position entails interaction with minors or others unable to care for themselves

Any employee discovered to have lied or omitted information regarding his or her criminal history is subject to disciplinary action up to and including immediate discharge.

All criminal history record information shall be maintained by the Kane County Human Resources Director, in confidence, in locked files separate from the personnel records.

It shall be within the sole discretion of each elected official or appointed official with internal control to apply any or all provisions of this policy to applicants or employees of his or her office.

## **DEFERRED COMPENSATION**

Kane County has adopted a Deferred Compensation Plan that makes it possible for employees to defer income and the payment of taxes on these deferred amounts until a later date. When an employee selects one of the vendors contracted with by the County and designates a dollar amount to be deferred, the County places this money in a tax-deferred investment of your choice to earn tax-deferred interest until you are ready to receive distributions, usually at retirement.

Deferred compensation is a convenient method of accumulating money to help meet future financial objectives. It is not intended for short-term savings or for investments of a short-term nature since the money deferred is generally not available unless you terminate employment or retire. Any requests for early distribution of funds must meet the vendor's distribution qualification criteria and must be submitted to the Auditor for approval.

Contact the Human Resources Department for additional information.

## DISCIPLINE

Kane County expects its employees to exercise mature judgment and common sense in their employment, to give conscientious attention to their duties, to maintain a high level of efficiency, and to conduct themselves in a manner that reflects upon them, and thus on the county government, a reputation for honesty and integrity. In general, any action or attitude that adversely affects job performance or the reputation of Kane County government or violation of a written/adopted County policy such as the procurement card policy may be cause for disciplinary action. Such actions should be viewed as opportunities to help employees correct their behavior and to improve their performance.

Generally - Disciplinary action may be taken against an employee for a violation or infraction of general rules of conduct or written/adopted County policy. The following factors may be considered in determining the disciplinary action to be taken: the severity of the violation, the frequency of a repeated violation, the general work record of the employee, any prior disciplinary action, the employee's position within the County.

Record keeping - Records of discipline other than suspensions shall be removed from the employee's departmental personnel file, only upon the request of the employee, if one year passes from the date of the disciplinary action without the employee receiving discipline for the same offense.

Procedure - The following is a recommended procedure for employee discipline consistent with legal guidelines and good personnel management, which may be used unless a federal or state statute requires a specific procedure. While a system of progressive discipline may be followed, it is not always necessary or appropriate that each step is taken before moving to the next level or that any step is taken prior to discharge. The supervisor has discretion to decide which step is appropriate. In cases where a committee chairperson is the supervisor taking disciplinary action against a department head, the chairperson may seek the assistance of the Human Resource Director to document the disciplinary action.

- (A) Documented oral warning - The supervisor may give an oral warning and explanation to the employee of what he did wrong and why it is important that the conduct is not repeated. The supervisor will then make a short written record of their conversation. The supervisor and employee will initial the written record, and each will retain a copy of it. The record will become part of the employee's personnel file.
- (B) Written warning - If the employee continues to have difficulties in the same area, or if the violation or infraction warrants, the supervisor may prepare an "employee warning record" that contains that contains the date and nature of the infraction, and any other pertinent data including corrective measures to be taken. The department head will keep the original record, and distribute copies as follows: one (1) copy shall be filed in the employee's departmental personnel file, one (1) copy shall be forwarded to the Human Resources Department for filing in the employee's personnel file, and one (1) copy shall be given to the employee. An employee shall have the right to submit a written correction of any information as permitted by the Personnel Record Review Act, 820 ILCS 40/0.01 et seq.
- (C) Suspension - Suspension may be used as a disciplinary tool. The department head may order an employee absent from duties without pay for a period not to exceed thirty (30) calendar days, if there is evidence of or a reasonable suspicion that a serious offense has been committed against the county or another employee. Prior to suspension, the department head must inform the employee orally and in writing of the conduct complained

of and the reason(s) a suspension is warranted, allowing the employee to give his side of the story. However, if the presence of the employee poses a continuing threat or disruption to the department, the department head may order the suspension without notice. Within twenty-four (24) hours of taking such action, the department head shall prepare a memorandum stating the reason(s) for the suspension, and submit it to the Human Resources Director and the suspended employee.

- (D) Discharge - Kane County retains the right to discharge an employee through action taken by a department head.

## **DRIVING VEHICLES WHILE ON COUNTY BUSINESS**

It shall be the policy of the County to check driving records and proof of auto liability insurance of all employees hired on or after June 1, 2008. The Department of Human Resource Management shall conduct the initial check when the employee is first hired; thereafter driving records and proof of insurance shall be randomly checked one time each year by the Department of Human Resource Management from a pool comprised of employees that have submitted travel reimbursement requests and employees who have driven a County-owned vehicles within the past 12 months.

The County's insurance rates are highly affected by the employee's driving record. The County may consider an acceptable driving record to be no more than two (2) accidents and/or convictions for moving violations in the previous year and no convictions within the prior year for the offenses of reckless homicide, reckless driving, driving with a suspended or revoked license, hit and run, driving while under the influence of intoxicants or fleeing or attempting to elude a police officer.

An employee who does not have a valid Illinois driver's license will not be allowed to drive a County vehicle or an employee's personal vehicle on authorized County business. An employee's use of a vehicle for authorized County business is a privilege, not a right. The County reserves the right to prohibit an employee's use of a vehicle for authorized County business in cases of repeat violations of this policy or for an unacceptable driving record.

The County cannot list rules to cover every situation. The County requires all employees who drive a County vehicle or an employee's personal vehicle, volunteers, consultants, vendors and any other person on authorized County business to:

- Abide by all traffic laws
- Heed all traffic signs and signals
- Practice defensive driving
- Abstain from smoking in all County-owned vehicles
- Abstain from operating a vehicle while impaired by or under the influence of alcohol or consuming alcoholic beverages in proximate time to the employee's reporting time for work
- Abstain from consuming illegal drugs or prescription medicines that can impair driving ability
- Refrain from cell-phone use while driving the vehicle. Pull over to the side of the road to send or receive telephone calls
- Refrain from carrying non-employee passengers in the vehicle, unless required
- Lock unattended vehicles at all times to prevent theft of County and/or personal property.
- Make sure that the vehicle is equipped with proof of insurance, current registration, and state inspection reports
- Pay any tickets, fines or other penalties assessed against the employee
- Refrain from establishing personal I-PASS accounts using the County-owned vehicle

### **Reporting Accidents and Injuries**

All accidents and injuries that occur while the employee is on authorized County business should be immediately reported to the employee's supervisor, to the employee's insurance company and to the Department of Human Resource Management within 48 hours of the occurrence. Workers compensation and incident report forms are available from the Department of Human Resource Management or may be downloaded from the County's intranet site. Any damage to the vehicle or injury to the employee must be noted on the report forms.

### **Insurance Coverage and Expense Reimbursement**

The County provides workers' compensation insurance on every employee to protect the employee for loss of pay and time and for the cost of medical care for injuries sustained while on authorized County business.

An employee required to use their own vehicle on authorized County business must have an automobile liability policy issued in amounts no less than the minimum amounts set for bodily injury or death and destruction of property under the 625 ILCS 5/7-601 and 625 ILCS 5/7-203 of the Illinois Vehicle Code. It is the responsibility of each employee to maintain coverage as specified and by driving a personal vehicle while on authorized County business, it is presumed that coverage is in force.

In Illinois, insurance follows the vehicle as it is titled. Therefore, if an accident occurs when the employee is driving their personal vehicle, the employee's personal insurance coverage shall be primary. The defense and indemnity by the County will be, in all cases, secondary to the coverage mandated by Illinois law.

An employee who drives their personal vehicle on authorized County business will be reimbursed according to the County's Travel Expenses policy as set forth in Sec. 2-72 of the Kane County Code. Travel expenses between home and the workplace are not reimbursable. If an employee driving their own vehicle on authorized County business has an accident that damages the employee's vehicle, the County will reimburse the insurance deductible that is paid by the employee to repair the employee's vehicle.

### **Statements Regarding Accidents/Litigation**

In the event that any employee is involved in a motor vehicle accident while on authorized County business, the employee may furnish such information as his name, address and the registration number of the vehicle, and may exhibit his driver's license upon request to any other person involved in the accident or to law enforcement officers. Obtain all information relating to the accident in a professional manner, including the names and addresses of any witnesses. Do not negotiate the settlement of any claim, promise payment for any injury or damage, or admit liability.

Except as required by law, the County requires that employees do not give any written, verbal or signed statement about liability at any time, regarding:

1. Any accident that involves a Kane County employee of agent, or property which is owned, controlled or maintained by Kane County.
2. Any treatment of any inmate or prisoner under the care or control of any Kane County employee including a Sheriff's correctional officer or deputy Sheriff.
3. Any incident directly or indirectly associated with pending or threatened litigation, to any person except with the knowledge or consent of the State's Attorney's Office.

### **Operation of Emergency Vehicles**

Notwithstanding the preceding language, the County recognizes that some employees of the Sheriff's Department, Coroner's Office or Office of Emergency Management may drive County vehicles while in pursuit of an actual or suspected violator or while engaged in an emergency response. While engaged in these type of activities, employees are required to adhere to all statutory regulations and any policies, procedures, or general orders promulgated by the Kane County Sheriff, County Coroner or

Director of Emergency Management. At all other times, the employees are expected to adhere to this policy.

An employee's failure to adhere to this policy or violations of this policy while on authorized County business can result in the loss of driving privileges or the denial of reimbursement of vehicle insurance deductibles.



## **EMAIL USAGE**

This section sets forth the County's policy with regard to access and disclosure of E/Mail messages sent or received by County employees with the use of the E/mail system. It also sets forth policies on the proper use of the E/Mail system provided by the County.

The County intends to honor these policies but must reserve the right to change them at any time, with such prior notice, if any, as may be reasonable under the circumstances.

The County provides E/Mail to employees for their use on County business.

The County recognizes that employees have a substantial interest in and reasonable expectations of privacy with regard to the E/Mail messages they send or receive.

The County reserves the right to access and disclose the contents of E/Mail messages, but will do so only when it has a legitimate business need to do so and the urgency of the need is sufficiently strong to offset the County's commitment to honor the employee's interest in privacy.

The County will not monitor E/Mail messages as a routine matter. There may be requirement, however, for a department head, elected official, or their delegated supervisor(s) to occasionally review E/Mail content in their areas of responsibility.

Nothing in this policy shall prohibit law enforcement officials from examining any E/Mail transactions in the course of an ongoing investigation of criminal activity. The County reserves the right to disclose any E/Mail messages to law enforcement officials.

In case of termination or extended absence, work-related E/Mail messages will be forwarded to the most appropriate employee.

The unauthorized viewing and/or retrieval of another's E/Mail messages and transactions and other forms of electronic snooping are prohibited.

Third parties may be given access to the County's E/Mail system only by an Intergovernmental Agreement. Said agreement shall require compliance with this policy.

The designated legal counsel to the County Board and the Director of Information Technology will review any request for access to the contents of E/Mail messages. Such requests must be approved in advance and any access undertaken without such approval is a breach of County policy.

Any conduct which violates this policy may result in disciplinary action up to and including dismissal.

No one shall receive authorized access to the E/Mail system until he has received, reviewed and agreed in writing to comply with this policy. Such documentation shall be retained in the respective departments.

## EMPLOYEE ASSISTANCE PROGRAM

Kane County recognizes that a wide range of problems, not directly associated with one's job function, can have an effect on employees and their job performance. In most instances, the employee will overcome such personal problems independently. In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved. In some cases, however, neither the efforts of the employee nor supervisory assistance have the desired effect of resolving the employee's problems and unsatisfactory performance persists over a period of time, either constantly or intermittently.

Kane County believes it is in the interest of the employee, the employee's family and County Government in general to provide an employee service that deals with such persistent problems. Both the employee and family member are free to call the Employee Assistance Program (EAP) for help at any time, and a supervisor who works with the employee and based on job performance may refer them. It is our policy to handle such problems within the following framework:

1. Kane County recognizes that almost any human problem can be successfully treated, especially if it is identified in its early stages, and referral is made to an appropriate person or agency that provides professional counseling. This applies whether the problem is a mental or emotional concern, financial, stress, marital or family discord, alcohol or other drug abuse, or a variety of other personal concerns.
2. Employees are assured that utilizing the EAP service will not jeopardize promotional opportunities. On the contrary, Kane County fully supports you and/or your family getting directly involved.
3. One of the purposes of this policy is to assure employees that if such personal problems exist, they will receive careful consideration and an offer to assist in helping resolve such problems in an effective and **CONFIDENTIAL** manner.
4. An employee's problems will be handled in a forthright manner within the established health plan procedures and all records will be preserved in the highest degree of confidence. A major reason why Kane County contracted with an outside agency to administer this program is the need for utmost confidentiality. All counseling sessions will be held separate from Kane County government locations.
5. In instances where it is necessary, a leave of absence and/or disability may be granted for treatment or rehabilitation on the same basis as is granted for ordinary health problems.
6. Employees who have a problem, even if they feel it does not affect work performance, are encouraged to voluntarily seek counseling on a confidential basis by calling the EAP NUMBERS at (800) 905-0994 or (312) 663-5600. Assistance at these numbers is available 24 hours per day, 7 days per week including holidays. Free evaluations are given by professional counselors who are skilled in a broad range of problems. Treatment (if necessary) is provided; usually at a much lower cost than if employees would seek help on their own. In addition, other services and referrals are offered by the Employee Assistance Program including legal and financial consultation, eldercare and childcare guidance.
7. Assistance may be indicated when an employee's job performance or attendance is unsatisfactory and the employee is unable or unwilling to correct the situation, either alone or

with normal supervisory guidance. In those cases, supervisors are trained to know how to confront and refer an employee to the assistance program. Refusals to call for help, or to accept diagnosis and treatment, will be handled as any other disciplinary problem.

8. The program is available to employees, employees' spouses and dependents of all Kane County employees.

## **EMPLOYEE BLOOD DONATION**

Full time employees with at least six (6) consecutive months of service are allowed 1 hour of leave with pay every 56 days to participate in blood donation. Employees must give a 15 day advance notice to the appropriate department head or elected official that they wish to take the leave. A written certification from the blood bank or hospital is required to verify the date of the blood donation.

## **EMPLOYEE TUITION REIMBURSEMENT PROGRAM**

- A. Tuition reimbursement may be available to Kane County employees and employees in the offices of elected and appointed officials under the following criteria:**
- 1) All full-time Kane County employees with at least 6 months of continuous service are eligible to apply for and take one course per semester.
  - 2) To qualify, an employee must complete a Tuition Reimbursement Form during the quarterly open enrollment period and prior to the start of the course.
  - 3) The Tuition Reimbursement Form must contain the employee's name, department name, telephone number, name of accredited school, course to be taken, cost and description of the course, and a short narrative of the employee's training plan and how the course will fit into that plan.
  - 4) The Tuition Reimbursement Form must be submitted to the department head/appointed/elected official for approval.
  - 5) The department head/appointed/elected official will perform an analysis of the employee's training plan, how the course fits into that plan and how the course will fill a job-related need of the employee.
  - 6) After the department head/appointed/elected official approves the Tuition Reimbursement Form, it must be forwarded to the Department of Human Resource Management for review and submission to the Kane County Board Chairman.
  - 7) The Kane County Board Chairman must review and approve the Tuition Reimbursement Form before the employee starts the course.
  - 8) The Kane County Board Chairman will return the approved/rejected Tuition Reimbursement Form back to the Department of Human Resources Management for notification to the employee.
  - 9) The employee will enroll in and will pay for the course.
  - 10) Approximately 90 days after completing the course, but no sooner than April 1 of the current funding year, the employee will resubmit the approved Tuition Reimbursement Form, proof of course payment and documentation of a minimum final grade of "C" to the Department of Human Resource Management for payment. The County will endeavor to process each reimbursement request within 90 days of receipt of the resubmitted form.
  - 11) Course reimbursement will include compensation for tuition and lab fees only.
  - 12) Requests for approvals to take a course that will be reimbursed from the Riverboat Fund will cease once the approved requests meet the total amount budgeted for tuition reimbursement.
- B. Tuition reimbursement shall be subject to the following limitations:**
- 1) Seminars, workshops and other short-term training shall not be subject to the minimum grade requirement of "C"; however, the employee shall present proof of course attendance and completion. In the case of Pass/Fail courses, the employee must "Pass" the course.
  - 2) The maximum reimbursable amount for each course shall not exceed the equivalent cost of a comparable course at the University of Illinois.
  - 3) Part-time employees, seasonal employees, County Board members, elected officials, appointed officials and employees of the Forest Preserve are not eligible to participate in the program.

- 4) The amount of any reimbursement shall be reduced by the amount received from any other source, i.e., grants, fellowships, and scholarships.
- 5) The County will pay no reimbursement to any employee who resigns or is terminated for any reason prior to receiving the reimbursement.
- 6) An employee participating in this program will be expected to remain a full-time employee of the County for a period of one (1) year from the date of the last reimbursement. An employee who terminates employment prior to the expiration of said one (1) year shall repay the County according to this prorated schedule:
  - 100% of any tuition reimbursed for courses completed within the one (1) year period if you leave within six (6) months of receiving the last course reimbursement.
  - 75% of any tuition reimbursed for courses completed within the one (1) year period if you leave six (6) months after but before twelve (12) months of receiving the last course reimbursement.

## **EMPLOYEES WITH ILLNESS**

Kane County recognizes that employees with life-threatening illnesses, including but not limited to, cancer, heart disease, and AIDS, may wish to continue in as many of their normal routine as their condition allows, including work. As long as these employees are able to meet performance standards and medical evidence indicates that their conditions are not a danger to themselves or others, the Department Heads should be sensitive to their conditions and treat them consistently with other employees with an illness and as may be required by law. At the same time, the County must provide a safe work place for all employees and customers.

The Employee Assistance Program offers referrals to agencies and organizations which offer supportive services for life-threatening illnesses. The Employee Assistance Program HOTLINE NUMBER is: 800-905-0994. The Human Resources Department offers benefit consultation to assist employees in effectively managing health, disability, and leave of absence benefits.

### **Guidelines**

An employee's medical condition is confidential. Reasonable precautions are to be taken to ensure information regarding an employee's health is provided only to those persons with a need to know or as required by law. The Human Resources Department should be contacted if employees need information about an illness or if there is any concern about the possible contagious nature of an employee's illness. The supervisor should contact the Human Resources Department if there is a concern whether the employee's continued presence at work will not pose a threat to the employee, co-workers, or customers. If warranted, a reasonable accommodation will be provided to an employee consistent with the business needs of Kane County. Supervisors should encourage employees to be sensitive and responsive to their co-workers' concerns. No special consideration should be given, beyond normal transfer requests, for employees who feel threatened by a co-worker's illness.

## **FURLOUGHS**

A furlough is an involuntary leave without pay for a preset number of hours during one or more pay periods. No paid leave time shall be taken by an employee during a furlough.

If a County department deems it necessary to deviate from the standard workday or standard workweek due to a shortage of funds, the County department must submit a proposed furlough plan to the appropriate County Board committee.

The proposed furlough plan shall specify:

1. The purpose of the furlough
2. The positions affected by the proposed plan
3. The approximate duration of the proposed furlough
4. The preset number of hours during one or more pay periods that will be reduced
5. The estimated cost savings generated by the proposed furlough
6. Any other information requested by the County Board committee

After approval by the County Board committee of a furlough plan, the plan shall be presented by resolution to the Executive Committee and then to the County Board for approval.

An employee's accrual of vacation and sick leave will continue during furlough periods at otherwise established rates. Social Security and retirement contributions shall be reduced in proportion to the reduction of the employee's gross pay. Temporary furloughs (to be defined by number of hours or length of time) shall not affect an employee's health insurance, seniority, length of service or eligibility for authorized holiday compensation or longevity increases.

A furlough shall not be used as a disciplinary action against an employee.



## GRIEVANCES

A grievance is a formal written complaint regarding poor working conditions, unjust application of discipline, or the unfair application or violation of the personnel rules and regulations of the county. An employee who has been terminated or suspended for more than five (5) days must use the Appeal Procedure not the Grievance Procedure.

Policy - Each employee of the county shall be provided ample opportunity to understand and resolve matters affecting employment that the employee believes to be unjust. The grievance procedure shall be available to each employee. The filing of a grievance shall be considered the right of each employee without fear of reprisal.

Procedure - The following procedure may be utilized by all Kane County employees except those whose positions come under the jurisdiction of state statute or other governing bodies where a grievance procedure has previously been established. This procedure shall not apply to those employees covered by a collective bargaining agreement or by a written employment contract.

1. Any employee having a problem regarding employment shall first discuss the problem with their immediate supervisor or department head. Department heads should discuss the problem with the chairperson of the Kane County committee to which the department head reports. If the problem is not settled to the employee's satisfaction at the department level or committee level within ten (10) days, and the decision reached does not satisfy the employee's complaint, the employee should request a "grievance form" from the Human Resources department. This form must be completed and returned to the Human Resources office within ten (10) working days after the final meeting with the department head, or committee chairperson. The grievance form must identify the specific nature of the problem and remedy sought. A grievance form may be returned to the employee for additional information or clarification. The grievance will be returned by the employee within five (5) days.
2. Within one (1) working day of receiving any completed grievance form, the Human Resources Director will give a copy of the grievance to the department head or committee chairperson. Within three (3) working days of receiving a satisfactory grievance form, the Human Resources Director will schedule a meeting of the grievance committee, the department head or chairperson and the employee to enable all parties to convene a hearing to gather the facts surrounding the problem. The grievance committee shall consist of the Human Resources Director, the Chair of the county committee the department head reports to and the Chair of the Human Services Committee, who also serves as the Chair of the grievance committee.
3. If and when required, the hearing will comply with the Open Meetings Act, 5 ILCS 120/1 et seq.
4. Both the employee and the department head shall present their case directly to the grievance committee, without witnesses or counsel. The grievance committee shall have the authority to call witnesses, if the committee believes it is necessary.
5. Written notice of the outcome of the hearing will be sent to all parties within ten (10) working days after the grievance committee hearing. The decision of the committee is final.

**HEALTH CARE CONTINUATION COVERAGE FOR RETIREES, MEDICARE ELIGIBLE RETIREES, AND DISABLED EMPLOYEES**

**RETIREES**

The County shall pay 10% of the cost of continued medical insurance benefits under the same terms and coverage for the non-Medicare eligible retired employee as the employee received for the 12 months preceding retirement.

Employees retiring under regular IMRF, Tier 1, must be at least 55 years of age with at least eight (8) years of service. Sheriff's Law Enforcement Personnel (SLEP) members who retire under Tier 1 (at any age) must have at least 20 years of SLEP credit.

In order to be eligible for the 10% premium reduction, an employee must have been employed by the County for 15 or more consecutive years.

Retired employees who wish to take advantage of this medical insurance must pay 90% of the premium for either single or dependent coverage. The premium is due on the 1<sup>st</sup> of each month and must be submitted to Human Resource in order for coverage to be maintained.

**MEDICARE ELIGIBLE RETIREES, DISABLED EMPLOYEES AND SURVIVING SPOUSES**

Kane County offers a reduced benefit PPO Medicare supplement health care plan to Medicare eligible retirees, disabled employees and surviving spouses. The PPO plan includes a separate deductible of \$500.00 for outpatient drugs to be paid at 80% (coinsurance does not go towards the outpatient prescription maximum). The full amount of the premium that must be paid is established by the County Board each year.

## **HOLIDAYS**

Paid holidays are established annually by the County Board Executive Committee for non-court related offices and by the Chief Judge for court-related offices. Holiday schedules are distributed to all departments for posting. Holiday pay will be granted as follows:

Regular full-time employees will be paid for the each scheduled holiday at their regular rate of pay as computed for one (1) day. If an employee is required to come in to work on a holiday for less than the full work day, the employee will receive pay equal to the actual number of hours worked on the holiday and will receive a comparable reserved amount of hours to use at a later date.

Regular part-time employees will receive pay proportionate to the average number of hours normally worked on the holiday. (i.e., normally work 4 hours a day - will receive 4 hours pay). Employees must actually be scheduled to work on the holiday to receive holiday pay.

When a holiday falls during an employee's scheduled vacation period, the employee will be paid for the holiday instead of vacation pay. The employee may then take an alternative day of vacation during that anniversary year by arrangement with the department head.

Employees must be working (on active status) to be eligible for holiday pay

## **IDENTIFICATION CARDS**

Kane County is committed to providing a safe and secure work environment for its employees and visitors. The proper issuance and display of identification cards is one way to create a safer and more secure work environment. A standardized identification card also readily identifies Kane County employees when they visit other offices and organizations. Employees should follow their respective Office or Department protocols with respect to security and visitors.

All Kane County employees, contractors, and interns will be issued a standardized Kane County Identification card which can be secured by appointment through the Human Resource Management Department. Identification cards will be color coded and issued to the following individuals:

1. Regular employees (full time and part time)
2. Contractors (vendors doing long term projects)
3. Interns (short-term employees)

The standardized employee Identification card will contain the following information:

Employee picture and First Name Only  
Office or Department Name  
County Seal  
Expiration Date (three years from date of issue)

Each office and department will be issued several “Visitor” identification cards to be used for those occasional visitors.

All Kane County employees shall wear their identification card while at the office or place of work unless specifically directed otherwise by their respective department head. Employees of elected officials are encouraged to wear their identification card while at the office or place of work. These cards are not to be altered in any way. Employees are also encouraged to look at identification cards of those individuals with whom they come in contact. Any irregularities should be reported to the Human Resource Management Department.

Identification cards AND lanyards must be returned to the employee’s supervisor upon separation or transfer from their department. Supervisors will then return these cards to the Human Resource Management Department.

Supervisors should immediately notify the Human Resource Management Department when there is a change in service of their employee.

Lost or stolen identification cards must be reported immediately to the employee’s supervisor and to the Human Resource Management Department.

## **IMRF LEAVE OF ABSENCE AUTHORIZATION AND DISABILITY BENEFITS**

Employees who have a medical certification of a disability which may extend for 30 calendar days or more could be eligible for disability benefits under the Illinois Municipal Retirement Fund (see IMRF Disability Benefits).

Generally, you are eligible for monthly payments up to 50% of your monthly earnings if you—

- Have at least 12 consecutive months of service credit,
- Are disabled for more than 30 days,
- Are unable to perform duties assigned by your employer because of illness or injury, and
- Are not receiving any earnings from any IMRF employer

IMRF's Member Disability Checklist, available from [www.imrf.org](http://www.imrf.org), can guide you through the disability application process.

Disability benefits may be payable for any injury or illness whether work-related or not.

If your application for IMRF disability benefits is approved, while you are receiving disability benefits, you:

- Continue to earn IMRF service credit as if working (no cost to you),
- Continue to be covered by IMRF death benefit protection,
- Receive monthly disability benefit payments equal to 50% of your average monthly salary based on your salary for the 12 months prior to the month you became disabled.
- Are assured that your future pension would be based on your full salary, not your reduced disability benefit.

For a complete explanation of your disability benefits, contact IMRF at 1-800-ASK-IMRF (1-800-275-4673) and request a copy of the IMRF Disability Benefits booklet.

If you receive Social Security disability and/or workers' compensation benefits, IMRF pays the difference between those benefits and 50% of your average monthly salary. When Social Security and/or workers' compensation exceeds 50% of salary, IMRF pays a minimum monthly benefit of \$10.

Employees participating under IMRF and on a leave of absence without pay from the County or disability pay under IMRF (i.e., family illness, placement leave) will not be protected for death or disability benefits during the unpaid period. A Benefit Protection Leave of Absence Authorization should be filed with IMRF before the leave commences. Death and disability benefits are reinstated immediately upon returning to work. Employees may establish service credits for retirement (not to exceed 12 months) for this leave by paying the employee's contributions which would have been paid if actually working plus interest. The County Board must approve the acceptance of employer paid IMRF obligations. Forms are available in the Human Resources Department.

## **INDEPENDENT CONTRACTORS**

Independent contractors may be hired for a specific project, to substitute for employees on approved leave, or when the workload exceeds the ability of County staff to accomplish the work on a timely and quality basis. Any individual hired as an independent contractor must have the skills, knowledge and ability to perform the contracted work. Generally, independent contractors should perform less than 600 hours of work for the County in a single calendar year. If the work to be performed by the individual contractor is likely to last more than 600 hours, consideration should be given to hiring the individual as a regular employee.

Just because the County and an individual may agree to a label such as “independent contractor”, it does not mean that a governmental agency such as the Illinois Department of Employment Security, the Illinois Municipal Retirement Fund or the Internal Revenue Service will accept the label. Therefore, any County department or office wishing to classify an individual as an independent contractor must complete a detailed questionnaire answering a series of questions about the individual. These questions are based upon factors considered by various governmental agencies and are intended to determine if the individual is likely to be considered as a true independent contractor, in the event the individual makes a claim for benefits that will require that Kane County make payments on that individual’s behalf.

The questionnaire can be obtained from Human Resources. The completed questionnaire along with a copy of the proposed job description must be returned to Human Resources, which will make the determination, based upon a variety of factors, including the completed questionnaire and the job description, of whether the individual is likely to be deemed an independent contractor or an employee.

If the individual is determined to be an independent contractor, the hiring department or office will be referred to the Finance Department to complete any required forms to have the individual enrolled in the finance system as a vendor. Within five (5) days of hiring the individual, the hiring department or office must send a copy of the retainer agreement to Human Resources for filing, in the event the person files a claim for unemployment or other statutory benefits.

## **INSURANCE BENEFITS**

All regular full-time and regular part-time employees who work a minimum of 21 hours per week are eligible to enroll in the County's comprehensive group medical, dental, vision, life and supplemental insurance plans.

Eligibility for coverage will go into effect after 60 days of continuous employment are completed. Thereafter, employees have 30 days to enroll, otherwise the employee will be considered a late enrollee.

Employee participation in each plan is voluntary and optional.

- A. Premiums - Premium costs for health and dental insurance are shared by the employee and the County through payroll deduction. Part-time employees pay the full premium for all plans for coverage. A pre-tax deduction Section 125 plan is available at the time of enrollment which allows employees to pay their share of the insurance premiums with before tax dollars. The amount of each employee's contribution is linked to participation in the County's Employee Wellness Plan.
- B. Continuation Coverage - There are certain situations where coverage under a medical plan would otherwise end, such as termination, retirement or divorce. A continuation option is available where eligible employees may elect to purchase continued health coverage at the group rate under the plans for a restricted period. Human Resources has information on this continued coverage.
- C. Patient Protection and Affordable Care Act - Beginning in 2013, there will be a \$2,500 limit on the amount participants can contribute to their healthcare FSA.
- D. Optional Death Benefit - Employees who have health insurance elsewhere or do not wish to participate under the health plan offered by Kane County, may waive their health insurance with Kane County and gain a supplemental death benefit. This option provides that should the employee die while employed by Kane County, six (6) months salary would be paid to the beneficiary. This is in addition to the IMRF death benefits. The option of re-enrolling in the medical insurance plan is only available during the annual open enrollment period or in certain extraordinary non-medical situations. Health insurance coverage may be waived for the death benefit anytime throughout the year.

The employee is responsible for notifying the Human Resources Department of any status change which could affect insurance coverage such as marriage, civil union, divorce, birth of a baby. Specific information about health, dental, vision, life or supplemental insurance benefits, pre-tax plan or the optional death benefit can be obtained from the Human Resources Department.

## **INTER-DEPARTMENTAL PROMOTIONS AND TRANSFERS**

It is the policy of Kane County to encourage promotion from within whenever possible. This policy will provide for the best opportunities for all employees to achieve their highest potential in career development. In cases of lateral transfers, the transfer is encouraged to give the employee the opportunity to broaden his or her knowledge and improve eventual promotion possibilities. Promotions and transfers will be based on acceptable performance standards as evidenced by departmental evaluations. To help achieve this goal, the following policy will provide for uniformity of treatment for transfers and promotions.

When an opening occurs, the manager responsible for the position should give consideration to all employees who appear to be qualified or who possess the potential for the position either within the department or in the organization.

The selection of an employee to fill a particular job will be based on such factors as experience, interest, ability, skill, training and other job-related criteria.

Once the promotion or transfer has occurred, the employee must understand that a return to the old position is not possible. The employee may be considered for other available openings if qualified, but if no vacancies exist, termination will occur.

When an employee has accepted an offer for transfer or promotion, the employee's present manager will be required to release the employee no later than the Monday falling at least two (2) weeks but less than three (3) weeks from the date notified of the employee's acceptance. Release prior to this time limit can be made if the affected manager agrees. The previous incumbent will be permitted to return to the former department to train the new employee, but not to exceed one (1) week. Thereafter, the department manager will be responsible to arrange for training of the new employee. The training period can be allocated in a flexible manner (i.e., half days for 2 weeks) if both managers involved agree.

Normally, a transfer should also be a promotion (a move to a higher compensation classification). However, in some cases, a transfer will not be a promotion, but a lateral transfer.



## **INTERNET USAGE**

The County provides Internet access to employees for their use on County business and usage is limited to this function.

The County will not monitor individual Internet usage as a routine matter. There may be a requirement, however, for an elected official, department head, or supervisor to occasionally review individual Internet usage in their area of responsibility.

Staff that access the Internet must be aware that the hardware and software employed for the Internet access has the ability to log all County Internet activity, including linked sites.

Nothing in this policy shall prohibit law enforcement officials from examining any Internet usage in the course of an on-going investigation of criminal activity. The County reserves the right to disclose any Internet activity to law enforcement officials.

Any conduct that violates this policy may result in disciplinary action up to and including dismissal.

No one shall receive authorized access to the Internet until he or she has received, reviewed, and agreed to comply with this policy. Such documentation shall be retained in the respective departments.

## **JOB CLASSIFICATION**

Job Classification is a pay plan which authorizes the Human Services Committee to establish rates of pay to govern the salary administration of employees in job class positions.

## **JOB SHARING**

Job sharing is a program that allows two employees to work part-time to perform one full-time position. A shared position can be requested by a supervisor or an employee. Approval for sharing a position will be based on a case-by-case basis at the discretion of the Department Head or the Departmental Committee. Not all positions are appropriate for dual responsibility and will not qualify. Duties and assignments will be coordinated by the Department Head. Compensation will be on an hourly basis or percent of salary. Current employees must be employed at least one year with Kane County to be eligible.

All benefits are available to part-time employees as long as the position they occupy requires that they work a minimum of 1092 hours in a year and contribute to IMRF. Sick pay, holiday pay and vacation are earned and paid proportionate to the average number of hours normally worked. Part-time employees who work a minimum of 21 hours per week are eligible for health and dental insurance coverage but must pay the full premium cost per month.

## **JURY DUTY**

Court leave shall be granted to employees who are called to jury duty or are required to be absent from work because of a subpoena from any legislative, judicial, or administrative tribunal. Time away from work with pay shall be granted for such purposes. Each employee must inform their Supervisor in a timely manner of the employee's anticipated absence. All compensation received for court or jury shall be remitted by the employee to the County Auditor, to be returned to the County Treasurer from which the original payroll warrant was drawn. The County feels that by volunteering to appear as a witness, an employee may create the impression that the County favors one litigant to the detriment of the other. Therefore, to avoid any suspicion of favoritism, County employees may not appear as a witness unless properly "subpoenaed" or do so by use of their benefit time.

## **LAYOFF AND RECALL**

Policy for grant-funded employees - For employees hired pursuant to grant programs and paid from grant funds, continued employment is conditioned upon the County's receipt of those funds and, upon their reduction or exhaustion, said employees' employment by the County shall be terminated unless the County Board by resolution for specific employees orders otherwise. In the event of a reduction of grant funds which necessitates the termination of some but not all employees hired pursuant to such grant, the respective department head shall designate those employees who shall be terminated.

Policy for non grant-funded employees - Economic conditions, reorganization, the bona-fide abolishment of a position or other factors may require Kane County to make reductions in the work-force. Employees to be laid off will be determined by the department head. The authority for the decision to layoff employees will begin by resolution of the County Board committee that oversees the department from which the employee will be laid off. The layoff resolution will be forwarded to the Executive Committee. The County Board shall approve the layoff by resolution. No employee with regular status is to be separated by layoff within a department while there are seasonal workers, temporary workers or interns.

Procedure - In determining the order of layoff, the department head will consider on a consistent and equitable basis such factors as skill level, performance appraisals, work record, conduct, job responsibilities in relation to the continued efficient operations of the department, and length of service with the County.

Benefits – Benefits at layoff are those applicable to terminations. An employee who is laid off may elect COBRA coverage but at the appropriate employee rate for up to six (6) months as long as the employee portion of the monthly premium is paid by the 15<sup>th</sup> of each month. After six (6) months, the remaining term of the COBRA election must be paid at the COBRA rate. If employee is Medicare eligible, the employee should talk to a financial advisor about the plan that is best for the employee.

Recall - The appointment of a person who was a former regular status employee who was laid off through no fault of his/her own constitutes recall. Employees will be recalled from layoff in the reverse order in which they were laid off. It is the employee's responsibility to inform the County of any changes in address or telephone number.

(1) Employees separated as a result of a formal layoff will, upon written request, be considered before new hires for positions they are qualified for within their former department or in other County departments.

(2) An employee offered a position on recall must accept the position within three (3) working days from the date of recall or offer or he/she will be considered to have voluntarily terminated employment.

(3) A laid off employee is eligible for recall for a period of six (6) months from the date of layoff.

(4) If an employee returns to work within thirty (30) days of a layoff, he or she will be reinstated with no break in service and with all previous seniority rights.

(5) For benefit purposes, an employee's length of service will be reduced by the length of time the employee was laid off.

(6) Employees reinstated after a layoff lasting six (6) months or longer will be treated as a new employee for all purposes.

Rev. 4/09 (Res. 09-105) Rev. 12/12 (Res. 12-396)

## **LEAVES OF ABSENCE**

POLICY - Leaves of absence may be granted to maintain continuity of service and to protect the employer-employee relationship in instances where circumstances require an employee's absence. Leaves are granted on each individual case and at the discretion of the department head. Leaves of absence are without pay.

A leave of absence will not be granted for the purpose of trying another job. When a department head requests a leave of absence, the appropriate County Board committee will review the request. Failure to return at the end of an approved leave may result in termination.

An employee that has been granted a leave of absence is NOT permitted to engage in employment outside of their position with Kane County. The County Board or elected official may grant an exception for employees who are providing humanitarian relief because of a local or national emergency or catastrophic event.

### **TYPES OF LEAVES OF ABSENCE**

(A) Family and Medical Leave - Eligible employees may be granted up to 12 work weeks for a family or medical leave for one or more of the following reasons:

(1) Birth Leave - for birth of a child of an employee and to provide care for the child following birth.

(2) Placement Leave - for placement of a child with an employee for adoption or foster care.

(3) Personal Illness - for a serious health condition when an employee is unable to perform their job.

(4) Family Illness - for an employee to care for their son, daughter, spouse or parent who has a serious health condition.

(5) Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

(6) To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

ELIGIBILITY - Employees may be eligible for a leave of absence if they have worked for at least 12 months and for at least 1,250 hours during the year preceding the start of the leave of absence.

Military Family Leave Entitlements – Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks to care for a covered service member during a single 12-month period. A covered service member is: (1) 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; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employees take FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definitions of “serious health condition.”

#### EXPIRATION OF ENTITLEMENT

Subject to the policy statement above, an employee taking leave due to the birth or placement of a child, the personal illness of the employee, a family illness or a qualifying exigency, may be eligible for up to 12 work weeks of leave a year that is based on a rolling 12-month period measured backward from the first date leave is used. In other words, each time an employee takes a leave, the remaining leave for which the employee may be eligible would be any balance of the 12 work weeks that has not been used during the immediately preceding 12 months. (For example: if an employee has taken 8 weeks of leave during the past 12 months, an additional 4 weeks of leave could be taken. If an employee used 4 weeks beginning February 1, 2008, 4 weeks beginning June 1, 2008 and 4 weeks beginning December 1, 2008, the employee would not be entitled to any additional leave until February 1, 2009. However, on February 1, 2009, the employee would be entitled to 4 weeks of leave; on June 1 the employee would be entitled to 4 additional weeks, etc.).

Combined Leave Total - During the single 12-month period described in the preceding paragraph, an eligible employee and spouse who both work for the County shall be entitled to a combined total of 26 work weeks of leave for the birth or placement of a child, for the personal illness of the employee, for a family illness or to care for the covered service member.

Leave Taken Intermittently or on a Reduced Schedule - Leave for the birth or placement of a child may not be taken by an employee intermittently or on a reduced leave schedule unless the employee and the department head agree. Leave in order to care for a spouse, son, daughter or parent with a serious health condition or because of an employee’s serious health condition or to care for a covered service member may be taken intermittently or on a reduced leave schedule when medically necessary.

#### Foreseeable Leave

- for the birth or placement of a child - When the necessity for leave is foreseeable based on an expected birth or placement, the employee shall provide the department head with not less than 30 days notice, before the date the leave is to begin, of the employee’s intention to take leave, except that if the date of the birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.
- in order to care for a spouse, son, daughter or parent with a serious health condition or because of an employee’s serious health condition or to care for a covered service member - When the necessity for leave is foreseeable based on planned medical treatment, the employee:
  - (a) shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the department, subject to the approval of the health care provider of the employee, son, daughter, spouse or parent, as appropriate and
  - (b) shall provide the department head with not less than 30 days notice, before the date the leave is to begin, of the employee’s intent to take leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.
- in any case in which the necessity for leave due to active duty of the family member is foreseeable, the employee shall provide such notice to the department head as is reasonable and practicable.

A request for a leave of absence shall be supported by a complete and sufficient medical certification issued by the health care provider of the eligible employee, or of the son, daughter, spouse or parent of the employee, or of the next of kin of an individual in the case of service member family leave. The County, via a human resources professional or a management official, may contact the health care provider for purposes of clarification and authentication of the medical certification after the employee has been given an opportunity to cure any deficiencies in the certification. Under no circumstances may the employee's direct supervisor contact the employee's health care provider.

In any case in which the department head has reason to doubt the validity of the certification provided, the department head may require, at the County's expense, that the employee obtain the opinion of a second health care provider designated or approved by the County; however the selected health care provider may not be employed on a regular basis by the County. Pending receipt of the second medical opinion, the employee is provisionally entitled to the benefits of leave. If the certifications do not ultimately establish the employee's entitlement to FMLA leave, the leave shall not be designated as FMLA leave and may be treated as paid or unpaid leave under the County's established leave policies.

The first time an employee requests leave because of a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, a department head may require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active duty status in support of a contingency operations, and the dates of the covered military member's active duty service. This information need only be provided once, unless a different active duty or call to active duty status occurs.

Upon return to work from a family or medical leave, the employee is entitled to be restored to their original or equivalent position which involves the same or substantially similar duties and responsibilities with equivalent pay, benefits or other terms and conditions of employment. An employee is entitled to such reinstatement even if the employee has been replaced or his or her position has been restructured to accommodate the employee's absence.

As a condition of restoring an employee whose leave was occasioned by the employee's own serious health condition that made the employee unable to perform the employee's job, the County may require the employee to obtain and present certification from the employee's health care provider that the employee is able to resume work. An employee has the same obligation to participate and cooperate in the fitness for duty certification process as in the initial certification process.

The County may seek fitness-for-duty certification only with regard to the particular health condition that caused the employee's need for medical leave. The County may require that the certification specifically address the employee's ability to perform the essential functions of the employee's job as long as the department head provides the employee with a list of the essential functions of the employee's job at the same time that the department head provides notice to the employee that the leave is designated as FMLA-qualifying. The department head may contact the employee's health care provider for purposes of clarifying and authenticating the fitness-for-duty certification. The department head may not delay the employee's return to work while contact with the health care provider is being made, unless the department head has failed to give notice to the employee that a fitness for duty certification to return to work that addresses the employee's ability to perform the essential functions of the employee's job is required. In circumstances where a fitness-for-duty certification is required, the supervisor shall present the certification to the Human Resources Director before the employee shall be allowed to return to work.



If State or local law or the terms of a collective bargaining agreement govern an employee's return to work, those provisions shall be applied.

It shall be unlawful for any supervisor to interfere with, restrain, or deny the exercise of any right provided under the FMLA, including discharging or discriminating against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

(B) Non-FMLA Military Leave - Any full time employee, who is a member of any reserve component of the U.S. Armed Forces or Illinois State Militia (National Guard) shall be granted leave from his or her County employment for any period actively spent in military service, including: basic training; annual training, or special or advance training. During leaves for annual training (typically 14-15 days, but can be longer), the employee shall continue to receive his or her regular compensation as a County employee. During leaves for basic training and up to 60 days of special or advanced training, if the employee's compensation for military activities is less than his or her compensation as a County employee, he or she shall receive his or her regular compensation as a County employee minus the amount of his or her base pay for military activities.

However, when the Armed Forces of the United States of America are engaged in or involved in active hostilities, eligible employees who are called to service during said hostilities shall receive the difference, if any, between the salary they would have received from Kane County and the salary they receive from the United States for a term of up to five (5) years unless the above period is extended by law in which case the employee shall continue to receive the benefits as stated.

Military leaves will be granted to all eligible full-time and part-time employees when they are called to leave their positions to enter military service. Seniority will be restored as required by state or federal law. The employee will be restored to his or her same or similar position by making application within 90 calendar days after discharge or hospitalization continuing after discharge.

For all non-FMLA military leaves, employees should provide their supervisor with a copy of their written orders, including any subsequent changes within 30 days of the change or as soon as reasonably practical.

(C) Personal Leave - May be granted or denied at the discretion of the department head based on the facts of each individual case. The reason for this type of leave must be of a nature involving a serious family problem or some similar circumstance. The guidelines listed under the "Rules, Regulations and Procedures" section of this policy must be adhered to in all cases.

(D) Educational Leave - May be granted at the discretion of the department head without pay to eligible employees who wish to continue their education provided the course of study is beneficial to the department.

(E) Workers' Compensation Leave - All employees experiencing an occupational disability due to an accident or illness arising out of and in the course of their employment may be placed on a workers' compensation leave. Participating employees should apply for IMRF disability benefits if eligible. Family Medical Leave time shall run concurrent with workers compensation leave for an employee's job-related injuries or illnesses.

(F) Administrative Leave - A standing committee of the Kane County Board or Kane County

Chairperson may place an employee on administrative leave of absence pending a determination of the employee's employment status for a maximum of thirty (30) days. A leave of absence under this subsection shall be with pay and shall not be considered a discharge or suspension. A leave of absence under this subsection shall not affect the employee's fringe benefits.

(H) Victim's Economic Security and Safety Act (VESSA) Leave – 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 may take up to a total of 12 work weeks of leave from work during any 12-month period to address the domestic or sexual violence, as detailed in VESSA. This may include seeking medical attention or counseling for injuries or psychological trauma, obtaining victim services, relocating, seeking legal assistance or participating in a related court proceeding. Neither this section nor VESSA creates additional rights for an employee to take leave that exceeds the unpaid leave time under, or is in addition to unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

Notice and Certification – The employee shall provide the employer with at least 48 hours' advance notice of the employee's intention to take a leave under VESSA, unless providing such notice is not practicable. The employer may require the employee to provide certification to the employer. When an unscheduled absence occurs, the employee shall provide notice as soon as possible, and shall provide certification to the employer in accordance with the provisions of VESSA.

(I) School Visitation Leave – Eligible employees that have been employed for at least six (6) consecutive months may take up to a maximum of eight (8) hours during any school year to attend school conferences or classroom activities related to the employee's children if the conference or classroom activities cannot be scheduled during non-work hours. An employee may not take more than four (4) hours of school visitation leave in one day, and the leave may not be taken if the employee has not exhausted all accrued vacation leave, personal leave or any other type of leave, except for sick or disability leave. The employee must provide their supervisor with at least 7 days advance notice. In emergency situations, no more than 24 hours notice is required. The employee must consult with their supervisor to schedule the leave so as not to unduly disrupt the operations of the employer.

#### RULES, REGULATIONS AND PROCEDURES

A department head may require, or an employee may elect, that accrued sick days, accrued vacation and, if applicable, personal days and compensatory time be used during the leave of absence.

Extended Leave of Absence – Any leave over 12 work weeks in duration, except leave to care for a qualified service member, is considered an extended leave of absence. An employee needing to be off work for more than 12 consecutive work weeks must petition the department head for an extended leave, which may be granted at the department head's discretion based upon the operational needs of the department. Employees in this extended period must contact their department head at least 30 calendar days prior to their expected return to work.

Healthcare Coverage During a Leave of Absence – During any approved leave, the County will maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. If the employee is not receiving any pay from the County while on leave, the employee must pay their portion of health insurance coverage each month.

Vacation, Sick Pay and Holiday Pay - Sick pay credit and vacation time will not continue to accrue after the last day paid on any authorized leave of absence. Employees will be paid for holidays which fall during the period they are receiving pay from the County. The use of any leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Effect of Leave on Satisfactory Performance Salary Increase Eligibility - Employees under Job Class have been assigned a date which establishes eligibility for a satisfactory performance increase. The employee's SPI eligibility dates will be extended one (1) month for each month or any portion of a month taken beyond three (3) months (90 calendar days) from the last day paid. The SPI eligibility date is always the first day of the month in which the return occurs. (Does not apply to military leave).

PROCEDURE

(1)A "Request for Leave of Absence" form should be completed by the employee defining the reason for the leave, its duration, and the amount of vacation, sick pay, and if applicable, compensatory time to be used during the leave (if any).

(2)This request should be submitted to the supervisor or department head, who after recommending approval or disapproval distributes the form according to the routing indicated.

Rev. 4/08 (Res. 08-101); 1/09 (Res.09-11), Rev.8/09, Rev. 12/12 (Res. 12-396), Rev. 4/13 (Res. 13-89)

## ON THE JOB INJURIES OR ILLNESSES

Kane County provides insurance coverage for compensable injuries or illnesses occurring in the course of County employment. Generally, it does not include injuries received traveling to or from work or during the lunch period. No premium is charged for this coverage, and no individual enrollment is required.

Workers' compensation law requires Kane County to report to its insurance carrier all work-related illnesses of, or injuries to, County employees. The appropriate reporting forms may be obtained from Human Resources or from the County's intranet site, web.kane.

Time off due to a job-related injury will run concurrent with time off work for family and medical leave purposes.

### 1. Employee responsibility to report injuries.

It is most important that an employee furnish their supervisor with accurate, complete and immediate information about any accident that occurs during the course of an employee's work day, regardless of where it occurs. An employee must report any work-related injuries or illnesses to their supervisor on the same day that the injury or illness occurred. Within 24 hours of the injury or illness, the employee must complete an *Employee Injury Report* and sign the *Authorization for Medical Records and Communications Release* and give it to the supervisor.

### 2. Supervisor's responsibilities.

The supervisor, upon notice of a job-related illness or injury, and depending upon the injury, will immediately arrange for the injured employee to receive required medical care, including being taken to the hospital, if necessary. The supervisor will question the employee regarding the cause and circumstances of the injury.

The supervisor will investigate the cause of the incident to determine any corrective action that is needed to the work environment.

The supervisor will complete the *Supervisor Incident Report* giving details and circumstances surrounding the injury or illness. The supervisor will determine if there were any witnesses to the incident. If so, the supervisor will obtain a *Witness Statement* from all witnesses.

The completed report containing all statements must be submitted to Human Resources on the day that the injury took place, or on the next business day if the injury occurred on Saturday, Sunday or a holiday.

At no time should a supervisor make any commitments or statements pertaining to Kane County's liability in regard to an employee's injury or illness. If an employee demands to know if the injury or illness is compensable, the employee is to be advised that an investigation is in progress, and that no decision has yet been made. The employee must fully cooperate with their supervisor, Human Resources staff, and the claims adjuster so that a decision regarding compensability can be made within 30 days following receipt of the incident reports. All calls and correspondence are to be directed to Human Resources staff who acts as liaisons between employees and the County's third party administrators.

### 3. Payroll coordinator responsibilities.

The payroll coordinator will complete leave of absence paperwork for any employee who suffers a work-related injury or illness. The paperwork will be submitted to Human Resources. If the employee seeks medical treatment on the first day of the injury, the employee's time will be recorded as time worked for payroll purposes. Until the payroll coordinator has been informed by Human Resources that the injury is compensable, the employee will be paid through the use of accrued time banks. After the injury is determined compensable, the payroll coordinator will work with the payroll office to restore the used time to the employee's accrued banks.

4. Human Resources responsibilities.

Upon notice of a work-related injury or illness, the Human Resources representative will review the *Employee Injury Report*, the *Supervisor's Incident Report*, and the *Witness Report* and enter the appropriate information into the automated claims reporting program. Human Resources will also maintain OSHA logs and reports.

During an employee's absence due to a job-related injury or illness, Human Resources will remain in close contact with the employee, the employee's supervisor, the claims adjuster, any case manager assigned to the case and the County's workers comp counsel. After a decision regarding compensability is made, the employee, their supervisor and the department's payroll coordinator will be notified.

Human Resources will give the employee an IMRF Disability application that the employee can complete and submit to IMRF to apply for disability benefits. The employee will also be given information regarding the payment of health, dental and life insurance.

5. Pay for job-related injuries or illnesses.

Employees who suffer a compensable job-related injury or illness, and who must obtain medical treatment during the work day, will be compensated, at their current rate of pay, for the time lost while receiving treatment, up to a maximum of eight hours. The total hours paid for treatment will not exceed the number of hours that the employee would normally work during a day.

Expenses incurred for the treatment of a work-related illness or injury will be covered by County insurance, if the third party administrator determines the illness or injury is compensable. Until the injury is determined compensable, the employee will be required to use their accrued time bank for pay. If the injury is compensable, the time deducted from the employee's accrued time bank will be restored.

If an employee remains off work because of an injury or illness that has been determined compensable, the employee will receive full pay for the first 30 CALENDAR days. If the employee remains off work beyond 30 days, a partial payment of 66-2/3 of the employee's wages for lost time at work will be made.

Public safety employees covered by the Public Employee Disability Act, 5 ILCS 345/0.01 et. seq., will receive full pay for up to one (1) year for lost work time.

6. Return to work of employee following job-related injury or illness.

An employee may not return to work following a job-related injury or illness until their return is approved in writing by the treating physician. The employee must give the physician's

return to work release to their supervisor before the employee will be allowed to resume work activities.

Depending upon the nature of the injury or if an employee is covered by the terms of a collective bargaining agreement, the employee may be required to submit to a fitness for duty examination or evaluation. The employee must cooperate with the evaluation.

If an employee is released, but is restricted in the duties that can be performed, the employee may be assigned to work that corresponds to their restrictions, provided that this type of work is currently available; however, a position will not be created for the employee by the department.

If work is not available within the employee's restriction, the employee is to be kept on leave of absence until:

- Work within the employee's restriction(s) is available, if applicable and appropriate; or
- The employee's restrictions have been removed or altered so as to permit return to the employee's original job or another open job; or
- A decision is reached by the treating physician that the employee is not re-employable in the position that the employee held when they were injured.

The employee has a continuing responsibility to cooperate during the time they are on a work-related leave of absence. This includes submitting to an independent medical examination, submitting to a functional capacity evaluation, submitting to a fitness for duty evaluation, maintaining communication with the claims adjuster and giving doctor's notes to their supervisor.

## **OVERTIME AND COMPENSATORY TIME OFF**

Working in excess of the normal work hours within a week requires supervisor approval. The work week begins on Sunday and ends on Saturday. The supervisor and the employee must agree, prior to working beyond the normal work hours, how time is to be compensated (i.e., payment or compensatory time). Compensatory time off should normally be used within 60 days, provided the supervisor concurs and the time off does not disrupt the operations of the department.

When non-exempt employees work over 35 hours but not more than 40 hours per week, they may be paid straight time or compensatory time on an hour-for-hour basis. Compensation for more than 40 hours will be at time and one-half in payment or compensatory time.

Exempt employees are not entitled to overtime in payment or compensatory time off.

Except as expressly provided by a collective bargaining agreement, hours spent on vacation, holidays, sick leave, funeral leave, compensatory time, or any other paid leave, do not count as hours worked for the purpose of calculating overtime.

## **PAY PERIODS**

Employees are paid on a bi-weekly schedule. Each payroll period shall consist of fourteen (14) calendar days, so that the bi-weekly rate of pay of each employee shall be 1/26th of the employee's annual salary. In a year in which 27 pay periods shall occur, the bi-weekly rate of pay for each employee shall be 1/27th of the annual salary. When a payday falls on a holiday, the paycheck is distributed the preceding workday.

Employees are encouraged to sign up for direct deposit of their paychecks through Payroll in the Human Resources Management Department.



## **PAYMENT UPON TERMINATION**

First Year Employee - If an employee terminates employment prior to the first anniversary and has borrowed vacation time, pay for days used will be deducted from the final paycheck.

Reimbursement for Sick Pay - At the time of termination, an employee with less than six (6) months service is not entitled to sick pay reimbursement. Fourteen (14) calendar days written notice of resignation is required to be eligible for sick pay reimbursement. Employees will be eligible to receive unused sick pay earned previous to December 1, 1989 converted on a 3 to 1 basis if not retiring and on a 1 for 1 basis if receiving an IMRF pension. Employees will be paid for any unused short-term sick leave at the rate of one (1) day for every quarter worked in the benefit year. No payment for unused extended sick leave is made at termination. Employees retiring with an IMRF pension may convert extended sick leave into pension credit (see Sick Leave policy).

Unused Vacation Pay - Only eligible employees with one (1) year or more continuous County service shall receive pay for unused vacation. (Vacation earned in the previous anniversary year).

Accrued Vacation pay - Employees who have completed one (1) full year of employment or more will be paid for accrued vacation (vacation earned for each completed month employed from the last anniversary date during the year in which termination occurs).

Compensatory Time - Non-exempt employees who retire, quit or are otherwise terminated are entitled to be paid at the appropriate rate (straight time or time and a half) for all unused accrued compensatory time based on their current rate of pay earned during the period immediately before their termination, or at their average regular rate of pay over the previous three (3) years, whichever is higher.

Final check - All final checks will be distributed on the first regular payday following the employee's last working day. The final check will include wages through the last work day, payment for any unused or accrued vacation and accumulated sick pay in accordance with the policy.

## **PERSONNEL FILES**

Personnel files are kept and maintained by the Human Resource Department. In some cases, personnel files containing duplicate or additional information are maintained within the department where the employee works. Employees are not allowed to remove these files from either the Human Resources Department or the employment department.

Employee Requests - An employee, may upon written request, inspect his or her personnel file. Requests must be made by submitting a request form supplied by the Human Resources Department. The Personnel Records Review Act, (820 ILCS 40/1 et seq.) gives the County seven (7) days to make the file available to an employee. Review of the file will take place in the Human Resources Department. The Personnel Records Review Act does not entitle an employee to inspect or copy certain classifications of documents.

Third Party Requests - Requests for employment information from third parties will be handled pursuant to the Local Records Act and the Freedom of Information Act. Information provided or verified is limited to: dates of employment, title or position, compensation, benefits, and location of job site. Any information not mandated for release by law will be released only with the written consent of the employee. The County's website provides much of this information pursuant to the Open Meetings Act.

## **SAFETY**

Employees are responsible for helping to make Kane County a safe place to work. Employees should not hesitate to ask their supervisors about any phase of their job that may seem hazardous and unfamiliar. The County wants to keep a safe work environment by promoting its Health and Safety Policy, which is summarized as follows:

1. To provide safe and efficient work places and provide tools, equipment and materials free from preventable hazards.
2. To maintain reasonable safety rules and procedures with firm and fair enforcement and to effectively communicate these rules and procedures to all employees.
3. To provide appropriate employee training programs, emphasizing the individual's responsibility for safe work performance.
4. To fully take into consideration the health and safety of employees in achieving improvement in productivity.
5. To constantly strive to improve safety performance with the objective of reducing accidents.
6. To promote good health and safety attitudes by actively seeking the full cooperation of all employees and providing appropriate recognition for superior safety performance.

Supervisors will instruct employees on how to best perform their work. However, it is the obligation of the employee to report to their supervisor any malfunctioning vehicle or equipment or any condition that might be hazardous to the safety of County employees or the public.

## SEXUAL HARASSMENT

Kane County does not tolerate sexual harassment by or of its employees in any form. Such conduct may result in disciplinary action up to and including dismissal. It is the responsibility of each individual employee to refrain from sexual harassment, and, it is the right of each individual employee to work in an environment free from sexual harassment.

### Article I. DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are instead awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct which may constitute sexual harassment, includes:

- **Verbal:** Sexual innuendoes, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing against the body, any coerced act, or actual assault.

The most commonly recognized forms of sexual harassment involve the types of conduct described above. Non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of his or her gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person". For this reason, every supervisor and employee must remember that seemingly "harmless" and subtle actions may lead to sexual harassment complaints. The use of terms such as "honey", "darling" and "sweetheart", "cabanaboy", "honeybun" and "sweetiepie" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

And while use of these terms by an individual with authority over a female employee will rarely constitute an adverse employment action, it may lead to the creation of a hostile work environment.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

“That’s an attractive dress you have on.”  
“That’s an attractive dress. It really looks good on you.”  
“That’s an attractive dress. You really fill it out well.”

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

Sexual harassment is unacceptable misconduct, which affect both genders. Sexual harassment will often involve a man’s conduct directed at a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

#### RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with County policy or a collective bargaining agreement, as appropriate.

#### RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor is responsible for maintaining the workplace free of sexual harassment. This task is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct. It must be remembered that supervisors are the first lines of defense against sexual harassment. By setting the right example, a supervisor may discourage his or her employees from acting inappropriately. In addition, supervisors will often be the first to spot objectionable conduct or the first to receive a complaint about conduct that he or she did not observe.

The courts and the Illinois Human Rights Commission have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee or third party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales representative, or repair person).

Liability is either based on an organization’s responsibility to maintain a certain level of order and discipline among employees, or on the supervisor, acting as an agent of the organization. It should be noted that recent United State Supreme Court cases involving sexual harassment claims against supervisors have made the employer’s liability for supervisors’ actions even more strict. Therefore, supervisors must understand that their adherence to this policy is vitally important, both with regard to their responsibility to maintain a work environment free of harassment and, even more importantly, with regard to their own individual conduct. The law continues to require employers to remain vigilant and effectively remedy sexual harassing conduct perpetrated by individual(s) on their co-workers.

Supervisors must act quickly and responsibly not only to minimize their own liability but also that of the County.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with equal seriousness, report it, investigate the complaint within two (2) working days, implement appropriate disciplinary action, take all necessary steps to eliminate the harassment and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an employee make a sexual harassment complaint. The County's Human Resources Director is available to consult with supervisors on the proper procedures to follow.

#### PROCEDURES FOR FILING A COMPLAINT

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, her/his supervisor and the County's Human Resources Director. It is not necessary for sexual harassment to be directed at the person making a complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date the time and the place). Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the County. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

No one making a complaint will be retaliated against even if a complaint made in good faith is unsubstantiated. In addition, any witnesses will be protected from retaliation.

Proper responses to conduct that is believed to be sexual harassment might include the following:

**Direct Communication.** If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

**Contact with Supervisory Personnel.** At the time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or the Human Resources Director. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision or the Human Resources Director. However, the employee experiencing what she or he believes to be sexual harassment must not assume that the County is aware of this conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, it is likely the County will be presumed not to have knowledge of the harassment.

**Formal Written Complaint.** An employee may also report incidents of sexual harassment

directly to the Human Resources Director. The Human Resources Director will counsel the reporting employee and be available to assist with filing a formal complaint. The HR Director will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.

**Resolution Outside County.** The County has adopted a comprehensive anti-harassment policy. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) at 312-814-6200 in Chicago or [www.state.il.us/dhr](http://www.state.il.us/dhr) or the Equal Employment Opportunity Commission (EEOC) at 312-353-2713 in Chicago or [www.eeoc.gov](http://www.eeoc.gov) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. Where the County has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy, and allow an employer an opportunity to address the problem, such an employee may in certain cases lose the right to further pursue the claim against the County.

An employee who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation. An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.

#### FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith that cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

## **SICK LEAVE**

A) General Provisions - It is the policy of Kane County to provide protection for eligible employees against loss of income because of illness. To insure that protection, the County has made provisions for both short-term and extended sick leave reserve. All regular full-time and part-time employees are eligible. Part-time employees earn sick leave proportionate to the average number of hours worked. Sick leave pay is based on the employee's regular straight-time rate in effect when the sick leave is taken. Employees must first use sick or funeral pay earned and accumulated prior to December 1, 1989, before they can use short-term sick leave or extended sick leave.

(B) Short-term Sick/Personal day accumulation - "Sick leave year" is defined as the twelve month period beginning December 1 of each year. Eligible employees who have completed twelve months of continuous service as of December 1 of the applicable sick leave year, will be credited with four (4) days. Employees must complete six (6) months of continuous County employment before they are eligible to earn sick leave. Employees who have completed less than twelve months of continuous service as of December 1 of the applicable sick leave year, will be credited with short-term sick leave at the rate of one (1) day for each remaining quarter in that sick leave year. Employees are entitled to the sick leave the first day of each quarter.

(C) Short-term Sick/Personal day utilization - An employee's short-term sick leave credit can be used for personal and family injury or illness, maternity, doctor and dentist appointments or personal days. Employees may use more than one (1) sick/personal day per quarter, however, if a terminating employee has used more sick/personal days than have been earned for the number of quarters worked, the employee will be required to repay any unearned sick/personal days.

(D) Unused Short-term Sick day/Carry over and payment at termination - Short-term sick days will not accumulate from year to year. At the end of the sick leave year, all unused short-term sick leave for employees will roll over into extended sick leave. Upon termination, employees will be paid for any unused short-term sick leave at the rate of one (1) day for every quarter worked in the benefit year provided they give fourteen (14) calendar days notice.

(E) Sick or Funeral Leave earned previous to December 1, 1989 - Employees who earned and accumulated sick and funeral pay under the policy in effect prior to December 1, 1989 can carry this time forward and use it for any purpose appropriate under that policy. Under the policy, employees could accumulate up to thirty (30) sick or funeral days. Uses include personal illness or injury, funeral leave, maternity, serious illness in the immediate family, three to one (3:1) conversion for vacation, one-third payment at termination or full payment at retirement when receiving an IMRF pension. The sick or funeral leave earned prior to December 1, 1989 may be carried over from year to year and employees may use it per the policy guidelines as stated above.

(F) Extended Sick leave Accumulation - Eligible employees will be credited with one (1) day of extended sick leave per month after the completion of six (6) months of continuous County employment. Unused extended sick leave will carry over from year to year and may accumulate to a maximum of 240 days.

(G) Extended Sick leave utilization - Unlike short-term sick leave, extended sick leave is intended to provide employees with protection during periods when the employee is under a doctor's care at home or is hospitalized. Extended sick leave is to be used during periods of personal injury, illness or maternity until IMRF disability benefits begin.

An employee may utilize extended sick leave for himself/herself prior to utilizing short-term sick



leave if the employee has a serious health condition and is under a doctor's care at home or in the hospital. A doctor's certification is required to support the request for extended sick leave.

(H) Payment for unused extended sick leave - No payment for unused extended sick leave is made at termination. Retiring employees under IMRF qualify for up to one (1) year of additional pension service for unused extended sick leave at the rate of one month for every twenty days of fraction thereof (1:20). To qualify for this pension credit, the effective date of the pension must be within sixty (60) days of termination. This additional pension service credit provision applies solely to employees retiring with an IMRF pension. Converted extended sick leave cannot be used to meet the requirements of a minimum of eight (8) years for an IMRF pension or 35 years for a non-discounted pension under age 60.

## **SMOKE-FREE WORK PLACE**

Kane County is dedicated to providing a healthful, comfortable and productive work environment for its employees.

The U.S. Surgeon General has determined that smoking adversely impacts the health of not only smokers but also non-smokers as well.

Smoking will be strictly prohibited within County-owned or leased buildings including: office, hallways, waiting rooms, restrooms, lunch rooms, elevators, meeting rooms, vehicles and all community areas. This policy applies to all employees, clients, contractors, visitors, individuals confined in juvenile detention and the adult correction facility.

Copies of the policy shall be distributed to all employees. "No Smoking" signs will be posted at all building entrances and throughout the buildings.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command. Employees who violate this policy will be subject to the same disciplinary actions that accompany infraction of other County rules as outlined in this handbook.

## **SOCIAL SECURITY NUMBERS**

The County will not request an original Social Security card during the hiring process and will only review a Social Security card if it has been voluntarily presented to the County by a newly hired employee to complete the Form I-9. An accurate Social Security number is expected. If a Form I-9 review discloses questionably valid documents, the County will offer the employee the option of providing other documentation from the Form I-9 list. Replacement documents will be accepted if facially valid. Persons who present documents, which on their face appear invalid, may not be employed until they are able to establish work authorization.

When the Social Security Administration informs the County of an employee with a Social Security number "no match", the employee will be informed of the "no match" by a letter from the Social Security Administration and a payroll representative will meet with the employee. The letter will contain the employee's name and Social Security number as contained in the County's records and will ask the employee to compare the name and number on his or her original Social Security card with the name and number written on the "no match" letter. The payroll representative will review the contents of the letter with the employee, will ask for an explanation, will note any steps the employee agrees to take, and will set a time to talk again to resolve the Social Security number issue. The employee is to keep the payroll representative informed of the status of the efforts to correct the "no match" Social Security number. If the employee fails to resolve the matter within ninety (90) calendar days, the payroll representative shall inform the employee's Department Head or Elected Official of the issue. If the employee is unable to resolve the matter within 90 days, the County has three (3) additional days to require the employee to complete a new Form I-9, except the County may not accept a disputed social security card or any document with the disputed social security number as evidence of identity or work authorization. The employee must present at least one document with a photograph. The County will retain both the new and the old Form I-9s. If an employee is unable to present the required documentation for the Form I-9, the County must terminate the employee or risk forfeiting the safe harbor for employers that was established by the Department of Homeland Security when a "no match" letter has been received.

In all cases, an individual must be paid for work performed, even if the individual is later unable to demonstrate authorization to work in the United States of America or its territories.

In other contexts, such as compliance with recordkeeping imposed by the government for tax purposes, the County may request to review an employee's Social Security card. Employees are expected to review their W-2s to confirm that the County has their correct Social Security number. If a mismatch of a SSN occurs, the employee is to identify the reason for a mismatch and is to correct it.

This policy will be amended to comply with any changes in laws, procedures, or regulations.

## SUBSTANCE ABUSE

### Drug Free Workplace

Kane County has a strong commitment to its employees to provide a safe work place and to establish health care programs promoting high standards of employee health. Consistent with the spirit and intent of this commitment, the County has established this policy regarding drug and alcohol abuse. Quite simply, Kane County's goal will continue to be one of establishing and maintaining a work environment that is free from the effects of alcohol and drug abuse.

While the County has no intention of intruding into the private lives of its employees, the County does expect employees to report for work in condition to perform their duties. The County recognizes that alcohol and drugs can have an impact on the work place and our ability to accomplish our goal of an alcohol and drug-free environment.

Employees **MAY** voluntarily request assistance in dealing with a personal drug habit or a drinking problem through the Employee Assistance Program. Therefore, pursuant to the Drug Free Work Place Act, 41 U.S.C. §701, the following is the County's substance abuse policy:

(A) The illegal use, sale, distribution, manufacture, dispensing or possession of narcotics, drugs or controlled substances while on the job or on County property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. All Kane County employees are expected to abide by the Kane County policy of a drug-free work place and have the duty to notify Kane County of any conviction they received for a drug violation in the work place within five (5) days of receiving the conviction. All employees who have been convicted of such a work place drug violation are required to complete or have completed an approved drug rehabilitation program as a condition of re-employment.

(B) Employees who are under the influence of alcohol or who possess or consume alcohol on the job, have the potential for interfering with their own as well as their co-workers' safe and efficient job performance. Consistent with existing County practices, such conditions will be proper cause for disciplinary action up to and including termination of employment.

(C) Off-the-job illegal drug use and/or activity which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or County equipment is proper cause for disciplinary action up to and including termination of employment.

## **TELEPHONE USAGE**

Good telephone habits are important. They show friendliness, helpfulness and consideration.

Always try to:

1. Answer the phone promptly.
2. Identify yourself and your department.
3. Give accurate and careful answers.

Do not make or receive personal calls while working. If a personal call is absolutely necessary, make it during break periods or during the lunch hour.

# UNPAID VOLUNTEER AND PAID INTERN POLICY AND PROCEDURES

## GENERAL:

The County strongly believes that permitting individuals to fulfill civic, charitable or humanitarian needs by volunteering their services to County government is an important tool in connecting individuals to the community they live in. Likewise, paid internships are an important tool in recruiting and introducing innovative people to public service and preparing the workforce of the future.

It is the purpose of this policy to provide individuals with exposure to County government in action through public service. This exposure illustrates how Kane County's system of government relates across various County departments and offices and into the Kane County community at large.

Kane County provides two different opportunities for individuals seeking to provide public service:

1. Paid interns
2. Unpaid volunteers

The Human Resources Department will facilitate the offering of paid internship opportunities for individuals who have a minimum of two years of post-high school academic credit. Additional consideration will be given to those individuals who are fluent in foreign languages including Spanish, Laotian or any other languages prevalent in Kane County. A student on academic or disciplinary probation will not be permitted to apply for an internship.

The Human Resources Department will also facilitate the placement of volunteers seeking to fulfill civic, charitable or humanitarian desires through public service with no expectation, promise or receipt of compensation for their service.

Volunteers are not considered employees of Kane County and consequently shall not be entitled to any of the rights or benefits of employees, including but not limited to, paid time off, medical insurance, pension service credits, holidays, etc. For purposes of benefits, interns are not considered employees and will not receive benefits.

Interns will be paid no less than the minimum hourly rate, not by stipend, for all hours worked. All hours worked must be tracked to ensure proper and timely payment of wages plus any applicable overtime in accordance with the Fair Labor Standards Act.

All individuals will be required to complete a Kane County Volunteer/Intern Application prior to the start date of the public service experience. The application is meant to gather individual-specific information with respect to interests, future learning goals, and availability in order to allow a meaningful match to be provided for both the County and the individual. The application will be kept on file at the County Human Resources Department.

## DEFINITIONS:

- A. Internship:** An internship is an opportunity to provide a paid training experience. Any intern wanting to receive academic credit for their experience has the responsibility to facilitate the administrative activities with their educational institution after receiving approval from the County department offering the internship. Internships are typically for a fixed duration to be determined by the County and established prior to the start date. The

Internship should be a meaningful and worthwhile experience intended to primarily benefit the intern and involving thoughtful preparation and interest in the intern career/learning goals. Interns are not guaranteed employment at the end of the internship experience.

- B. Meaningful and worthwhile experience** means a commitment to a designated number of hours per individual with the goal being the acquisition of skills necessary for the intern to gauge their interest in seeking a career in public service.
- C. Volunteer:** An individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. Individuals volunteering hours of service for Kane County government are not employees. The time they spend is not compensable under contract or under state or federal wage and hour statutes. Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied.

Examples of services which might be performed on a volunteer basis when so motivated include helping out at the Animal Control Facility or providing tutoring assistance to Challenge residents at the Juvenile Justice Center or assisting in the waiting room of the Juvenile Justice Center.

- D. County Department Designee:** The County Department Head/Elected Official or supervisor designated to oversee or supervise volunteer/internship operations within each County department or office.

## **INTERNSHIP PROCEDURES:**

### **A. Human Resources Responsibilities**

- Post notices of available internship opportunities on the County's website as well as on internet-based bulletin boards of local universities.
- Screen all applications received from individuals seeking an internship opportunity to ensure the individuals meet County qualifications.
- Forward submitted internship applications to County departments that have expressed an interest in sponsoring an intern and that have submitted the required paperwork to Human Resources.
- File all completed reporting and application information in a secure location within the Human Resources Department for a period as required by state statute.
- Obtain written approval for an internship by the County Department Head/Elected Official prior to individual placement.

### **B. Intern's Responsibilities**

- Complete a Kane County Volunteer/Internship Application and submit the application to the Kane County Human Resources County department by required deadlines.
- Submit to an informational screening, including academic credential review, criminal history background check, and driver's license check by the Human Resources Dept.

- Submit to an interview by the County department with the internship opportunity.
- Complete the Intern Information Form after approval of the internship by the County Department Designee but before the start date of the internship.
- Sign a written acknowledgment that outlines the County department's expectations, learning objectives and goals.
- Complete and submit all evaluation forms, including college forms at the conclusion of the internship.

### **C. County Departments/Offices Responsibilities:**

- County departments or offices that desire to offer an internship opportunity must submit a request to Human Resources that describes the project, the estimated project start and end dates, the approximate number of hours per week needed, the desired qualifications and/or area of study of the intern and hourly rate of pay.
- The County Department Designee will determine which members of the County department will participate in the internship experience and provide direct supervision of the intern.
- The County Department Designee will interview applicants.
- The County Department Designee will determine if computer access is needed and will submit a request to the Information Technology Department for access **prior** to the start date.
- The County department will make sure interns comply with fingerprinting and/or other pre-employment testing prior to the intern's start date. Please call Human Resources for further direction and assistance. After acceptance of the intern, the County Department Designee will set up an initial meeting with the individual and arrange for subsequent student orientation, workplace accommodation and appropriate training to accomplish the assignment.

Orientation should include:

- Tour of the County department and introduction to staff the intern will be working with;
- Information on the history, vision and services of the County department;
- A clear list of expectations, project duties and goals; and
- A list of the resources available to the intern. This should include a workstation that has been set up for the Intern as well as the items needed by the Intern to be successful in the performance of their project.
- The County department will ensure that the intern is offered a meaningful experience during their time with the County department and bring any issues that arise to the attention of the County Human Resources Department.
- The transportation of interns by County vehicle must be authorized by the County department Head/Elected Official as necessary in the conduct of County business. If an intern is selected for a project that will require driving a County or personal automobile,



the County department must notify the Human Resources Department.

- After the intern experience is complete, the County department involved with the intern will complete an evaluation of the experience and submit it to the County Human Resources Department.
- Evaluations will be reviewed by the County department and the County Human Resources Department.

## **VOLUNTEER PROCEDURES:**

### **A. Human Resources Responsibilities**

- Screen all applications received from individuals seeking an opportunity to volunteer in a County department.
- Forward applications to County departments that have expressed an interest in sponsoring an unpaid volunteer and that have submitted the required paperwork to Human Resources.
- File all completed reporting and application information in a secure location within the Human Resources Department for a period as required by state statute.
- Obtain written approval for a volunteer position by the County Department Head/Elected Official prior to individual placement.

### **B. Volunteer's Responsibilities**

- Complete a Kane County Volunteer/Internship Application and submit the application to the Kane County Human Resources County department by required deadlines.
- Submit to an informational screening, including review, criminal history background check, and driver's license check by the Human Resources Department.
- Submit to an interview by the County department with the volunteer opportunity.
- Complete the Volunteer/Intern Information Form after approval of the volunteer opportunity by the County Department Designee but before the volunteer starts work.
- Sign a written acknowledgment that specifies the unpaid nature of the volunteer opportunity and that the volunteer is working to fulfill a charitable, humanitarian or civic interest.

### **C. County Departments/Offices Responsibilities**

- County departments or offices that desire to have an unpaid volunteer perform work for their office must submit a request to Human Resources that describes the work to be performed by the volunteer. Human Resources will review the request to confirm that the position meets the criteria for volunteer.
- The County Department Designee will designate who will supervise the volunteer.
- The County Department Designee will interview applicant volunteers.

- The County Department Designee will determine if computer access is needed and will submit a request to the Information Technology Department for access **prior** to the start date.
- The County department will make sure volunteers comply with fingerprinting and/or other pre-employment testing prior to the volunteer's start date. Please call Human Resources for further direction and assistance. After acceptance of the volunteer, the County Department Designee will set up an initial meeting with the individual and arrange for subsequent student orientation, workplace accommodation and appropriate training to accomplish the assignment.

Orientation should include:

- Tour of the County department and introduction to staff the volunteer will be working with;
  - Information on the history, vision and services of the County department; and
  - A list of the resources available to the volunteer. This should include a workstation that has been set up for the volunteer.
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- The transportation of volunteers by County vehicle must be authorized by the County department Head/Elected Official as necessary in the conduct of County business. If a volunteer is selected for a project that will require driving a County or personal automobile, the County department must notify the Human Resources Department.

## VACATIONS

Vacation time is calculated from the first of the month after one (1) year of continuous employment with the County. Each regular full-time and regular part-time employee is entitled to vacation with pay in accordance with the following schedule:

- 1) Two (2) weeks - Upon completion of 12 months of continuous employment. Employees earn two (2) weeks vacation each year in which 12 months of continuous employment is completed, through the completion of five (5) full years.
- 2) Three (3) weeks - Upon completion of five (5) years of continuous employment.
- 3) Four (4) weeks - Upon completion of fifteen (15) years of continuous employment.

Vacation pay is calculated on the basis of the employee's normal work week. Regular part-time employees will receive vacation pay proportionate to the average number of hours normally worked per week.

During the first year of employment only, the County offers the option of taking up to one (1) week vacation after six (6) months of continuous service. If the employee elects to use one (1) week after six (6) months, only one (1) week remains to be taken upon the completion of 12 months total service during the following one (1) year period. If the employee terminates prior to the first anniversary and has borrowed vacation time, pay for days used will be deducted from their final paycheck. The employee is required to complete a form prior to the commencement of the vacation.

Vacation carry-over from year to year - All vacation earned during a year must be taken during the following year or it will be forfeited. No vacation credit will be allowed to accrue from year to year. Vacations will be scheduled with prime consideration given to the efficient operation of each department. While employee requests will be honored whenever possible, final approval must be given by the department head to provide continuity of operations.

Holidays - When a holiday falls during an employee's scheduled vacation period, the employee will be paid for the holiday instead of vacation pay. The employee may then take an alternate day of vacation during that anniversary year by arrangement with the department head.

Vacation Payment - No salary payment will be made in lieu of vacation not taken.

Vacation Pay upon termination - Employees with less than one (1) year of service are not entitled to any vacation pay upon termination. Employees with one (1) year or more continuous County service will receive pay for unused vacation (vacation earned in the previous year) and for accrued vacation (vacation earned for each completed month employed from the last anniversary date during the year in which termination occurs).

## **WORK WEEK**

A full-time employee may work thirty-five (35), thirty seven and one-half (37½) or forty (40) hours a week depending upon the employing department or office. The actual hours that an employee works is determined by the department head or elected official in accordance with the office hours approved by the County Board or authorized by statute. An employee may have one (1) hour for lunch. Rest periods limited to a maximum of fifteen (15) minutes each (one in the morning and one in the afternoon) are permitted. Depending upon the number of hours worked in a day, part-time employees will receive a break period as mandated by law.

## **WORKPLACE SEARCHES**

Kane County reserves the right to search, inspect or examine an employee's work station, office, desk, file cabinet, files, computer and all forms of electronic storage. The employee's department head or supervisor, along with another manager, will conduct the search of the work station or work area. These searches may be done on a periodic basis.

The refusal of any employee to submit to a search, inspection or examination of the work area may result in discipline up to and including discharge. This policy is subject to any limits, if any, imposed by a collective bargaining agreement.