

# **Northfield Township Road District** **Personnel Policy Manual**

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**THINK SAFETY!**

# **INTRODUCTION**

## **The Policy Manual is to serve the following purposes:**

1. To establish guidelines enabling uniform treatment of all personnel matters within the Township Road District; and
2. To give each employee a clear outline of Township Road District personnel policies and the employee benefits provided by the Township Road District; and
3. To provide an outline of responsibilities of employees and supervisors in dealing with personnel policy matters.

The Personnel Policy Manual does not constitute a contract of employment between the Township Road District and any employee, either expressed or implied. The Manual does not establish any right or expectation of continued employment by any Township Road District employee. The Township Road District reserves the right to change, modify, alter, or rescind the policies contained in this manual at any time.

# **EMPLOYEES CODE OF ETHICS**

## **General**

No individual shall receive inordinate financial or other gain by reason of serving as a public employee of the Township Road district. No private party or tax payer, including public officials, Township employees or their families, shall receive any benefits from Township Road District action, beyond that which is available to any other private party or tax payer.

## **Performance of Services**

1. Employees will maintain a consistent high standard of conduct in serving the public and in their dealings with fellow employees.
2. All services are to be performed in an impartial manner.

## **Disclosure of Information**

No employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the Township Road District or use such information to advance the interests of the employee or his family members.

## **Gifts and Favors**

Employees will not accept gifts from anyone doing business with the Township Road District. It is expected that all gifts will be politely refused stating Township Road District Policy as the reason for refusal. Any such gift, favor, service or thing of value in

excess of \$25.00 accepted by an employee may be presumed to have been accepted, and promptly surrendered, for the sole use and benefit of the Township Road District.

### **Interest in Contracts or Transactions**

No employee shall perform or participate in an official act with regard to a transaction or contract in which the employee has or knows he/she will thereafter acquire an interest unless they first make public disclosure of the nature and extent of such interest.

### **Private Use of Public Property**

No employee shall request or permit the use of Township Road District owned vehicles, equipment, materials or property for personal convenience or profit, except as allowed by the Equipment Use Policy in this Personnel Policy Manual.

### **Annual Disclosure Statements**

Those employees, as may be required by state law, shall file a statement of economic interest in accordance therewith.

## **PERSONNEL SELECTION**

### **Equal Opportunity Employer**

The Township Road District is an Equal Opportunity Employer. All applicants will be given consideration without regard to race, religion, color, sex, national origin, beliefs, disability, or age.

The Township Road District shall not discriminate against a qualified individual with a disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment.

Northfield Township Road District reserves the right to exclude any individual from employment who poses a direct threat to the health or safety of others or to participate in or benefit from a service, facility, program, privilege or advantage.

Any applicant who feels adversely affected in employment opportunity because of discrimination may appeal in writing to the Highway Commissioner, within 30 days of the alleged act. The Highway Commissioner will conduct an investigation and render a decision on such appeal.

### **Application**

All applicants for Township Road District employment will file an application on forms provided by the Township Road District. The application will include complete information regarding experience, training and other qualifications.

## **CATEGORIES OF EMPLOYMENT**

### **Temporary/Seasonal Employment**

Employees hired to work for limited time period only. Temporary/Seasonal Employees are not eligible for benefits.

### **Part-time Employment of Less Than 600 Hours per Year**

Employees in a part-time position who work less than 600 hours within a year are not eligible for benefits, except holiday pay only if the holiday falls on a day they are scheduled to work.

### **Part-time Employment of More Than 600 Hours per Year**

Employees in a part-time position, who work more than 600 hours per year, are eligible for IMRF and holiday pay only if the holiday falls on a day they are scheduled to work. They are not eligible for sick pay. For vacation information, see explanation under Benefits Section.

### **Full-time Employment**

Employees in a full-time position work 30 hours or more per week. Full-time employees are eligible for IMRF, health insurance, holiday pay for all holidays, vacation and sick pay.

## **PAYCHECK INFORMATION**

### **Pay Periods**

Employees will be paid bi-weekly on Friday for a normal total of 26 pay periods per year. When Friday payday is a holiday, checks will be issued on Thursday.

### **Pay Raises**

Annual salary increases are not automatic as a condition of employment for personnel. Salary increases, if given, will result from an employee performance evaluation.

### **Overtime Pay**

In order to meet certain Township Road District work obligations, employees may be required to work beyond their normal work shift. In compliance with the Fair Labor Standards Act, the applicability of overtime compensation is established. Employees eligible for overtime compensation receive one and one half (1-1/2) times the base salary hourly rate for work in excess of the regular forty (40) hour workweek or two (2) times the base salary hourly rate for work on holidays.

### **Payroll Deductions**

1. Automatic payroll deductions will be made for Federal and State Income Tax, Social security (FICA), and Illinois Municipal Retirement Fund (IMRF).
2. IMRF - The State of Illinois has mandated that any employee of the Township who is assigned to work more than 600 hours per year, and who is not over the age of seventy (70), must participate in the Illinois Retirement Fund.

Employees who do not meet the above qualifications, and who are not eligible to participate in IMRF, must still have all other deductions taken from their paychecks.

### **Pay Advances**

If a payday will fall during an employee's vacation or while attending job related functions out of town, that employee may have their paycheck in advance. Notify the Highway Commissioner as soon as possible when these situations occur.

### **Reference Checks**

All requests for information on a present or previous employee shall be referred to the Highway Commissioner. Verbal requests for personnel information may be released on a verbal basis. The only information given verbally will be for the employee's position, salary range, and employment date and/or termination date.

Requests for additional information will only be released upon written request.

## **PERFORMANCE EVALUATIONS**

### **Employee Performance Evaluations**

The objective of performance evaluations is a formalized program for evaluating the work performance of all employees in the Road District. The standards of performance recommended as a basis of such rating will have reference to the quality and quantity of work done, the manner in which the work is done, the conduct of employees and faithfulness to their duties and other characteristics which measure the value of the employees.

The purpose of these evaluations is to enable employees and supervisory personnel to work together to improve job performance and, therefore, the service provided to the residents of the Road District. The job performance evaluation will be discussed with the employee involved. The employee will have the right to comment on the rating verbally and in writing. The employee as well as all individuals involved in the rating process will be required to sign and date the form. The employee will be given a copy of the form.

Performance evaluations may also be used in determining dismissal; as a basis for salary increases or decreases. Satisfactory performance evaluations, however, will not be deemed to create any right to continued employment with the Northfield Township Road District.

### **Procedure**

Job performance evaluations for all personnel will be due at the end of six (6) months of employment for new employees, and annually thereafter.

Performance evaluations will be conducted by the Highway Commissioner.

### **Probationary Period**

Newly hired employees must complete a probationary period of six (6) months during which their performance in their new job is evaluated. An employee may be dismissed at anytime during the probationary period for lack of performance or failure to meet expectations in their job. A performance evaluation will be completed for all new employees at the end of their probationary period. The report will contain a recommendation for putting the employee on permanent status or to dismiss the employee.

## **EMPLOYEE BENEFITS**

### **Holidays**

The Township Road District will observe the following Holiday schedule. The Township Road District will be closed during the following days:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Good Friday  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Columbus Day  
Veteran's Day



Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve  
Christmas Day  
New Year's Eve

In the event an employee does not work the work day before and/or after a holiday, and is not on approved vacation, he or she will not receive Holiday pay until proof of illness or excusable absence is verified by his/her supervisor.

If a holiday falls on a Sunday, the following Monday will be observed as the holiday. If a holiday falls on a Saturday, the previous Friday will be observed as the holiday.

If a holiday occurs during a person's vacation, the extra day will be added to the regularly scheduled vacation.

Should an employee be called out to work for emergency purposes, the employee will be paid time and a half.

**Vacations**

Full-time employees are eligible for vacation, the amount of which is determined by years of service to the Township Road District as below:

<u>Years of Service</u>	<u>Vacation</u>
1 - 6 years	2 weeks vacation
7 -10 years	3 weeks vacation
11-15 years	4 weeks vacation
16-20 years	5 weeks vacation
21+	6 weeks vacation

Vacation cannot be carried forward or accrued from year to year, unless approved by the Highway Commissioner.

Vacation selection dates are not automatic. They must be approved in advance by the Highway Commissioner or the Foreman. Every attempt will be made to accommodate your first choice of vacation dates, but that may not always be possible.

It is very difficult, if not impossible, for any of us to take a vacation between the beginning of December to the middle of March due to snow season.

If an employee goes from part-time to full-time status, the original date of hire is still regarded as the anniversary date. However, for the purpose of full-time benefits, the date of the change from part-time status is treated as a new hire date.

### **Sick Leave Benefit**

As an additional employee benefit, every full-time employee of the Township Road District is allowed up to 8 days paid sick leave per calendar year. Additional sick days are without pay.

Sick days are intended for use when employees are too ill or incapacitated to perform their duties properly, not for extended weekends, personal days, etc. Sick leave cannot be “worked off” or carried forward from year to year. An employee may be contacted by a Township Road District representative during sick leave usage. Contact may be by phone or a personal visit.

In absences of more than three (3) consecutive scheduled work days before being allowed to return to work, an employee shall submit an acceptable physician’s certification of the illness or disability if notified by the Township Road District during sick time. Failure to produce such certification upon request will result in ineligibility for and forfeiture of benefit leave pay for that occurrence.

The physician’s certification shall indicate the type of illness or injury and the required recuperative period. Proof of medical treatment shall be from the employee’s physician, at the employee’s expense.

If you are too sick to come to work, please personally notify **only** the Highway Commissioner or Foreman as soon as possible, even if it means calling them at home. **Do Not** leave a message with a fellow employee.

Unused sick days are not paid for.

### **Maternity Leave**

The Township Road District maternity policy strives to strike the perfect balance between work life and family life. Individuals can live up to their fullest potential when work and family are integrated and balanced.

For full-time employees who have completed one year of employment prior to birth or adoption of a child, the following maternity/paternity policy applied:

Eligible **female** employees receive four weeks paid maternity leave, and then the employee may apply to IMRF for short-term disability. This leave is in addition to the employee’s regular vacation time. (Sick leave is also a separate benefit, and as always, is intended for use when an employee is too sick to perform his or her duties properly.) Insurance premiums will be paid for the period of the leave of absence as described in the Insurance Section of this policy manual.

Eligible **male** employees receive one week paid leave, which can be taken any time during the first year after the child's birth or adoption.

The employee must contact the Highway Commissioner to discuss the date to which he/she will work his/her normal work schedule. If the employee does not intend to resume work, he/she continues working only until the date given. If he/she wishes to return to work in the same capacity or a different capacity, every effort will be made to accommodate him/her. When return to full employment is required and the employee does not return, the obligation to hold the employee's position shall terminate.

The employee will be granted a Maternity Leave for a period of up to a maximum of three (3) months, solely at the discretion of the Highway Commissioner.

### **Family and Medical Leave**

A Township Road District employee with one year of service may request up to 12 weeks of time off due to the birth, adoption, or placement for foster care of a child; for the employee's own serious illness; or to care for a seriously ill member of the employee's immediate family (spouse, son, daughter or parent of employee). Leave of absence for the birth or placement of a child must be taken within twelve months of the event. If both parents are employees of the Township, the leave of absence for both employees is limited to an aggregate of twelve weeks. An employee may request intermittent leave for a serious health condition for him/her or an immediate family member. It is the responsibility of the employee to notify the Highway Commissioner as soon as possible for family/medical leave.

In the case of the birth or adoption of a child, leave must be taken all at once. In the case of a leave to care for a family member with a serious health condition or because of the employee's inability to perform the job due to a serious health condition, the leave may be taken all at once, intermittently, or in the form of a reduced work schedule. Such intermittent or reduced work schedule leave is only allowed when "medically necessary" as certified by the health care provider of the employee or the employee's family member. Employees who use this intermittent or reduced schedule leave are required to try to schedule the leave so as not to unduly disrupt Township Road District operations. The Township Road District may, at its discretion, place the employee in an alternate position which better accommodates intermittent or reduced schedule leave for the duration of the Family Medical Leave.

If the need for leave is foreseeable, an employee must give thirty (30) days written notice to the Highway Commissioner for a serious health condition of the employee or an immediate family member. If not foreseeable, the employee must provide such notice as soon as practical. The Highway Commissioner may request written medical certification to support claims for any Family Medical Leave. The Township Road District may also require a second opinion at the Township Road District's expense. If the employee's and the Township Road District's designated health care providers differ, the Township Road District may require the employee to obtain certification from a third health care provider

at the Township Road District's expense who is jointly approved by the employee and the Township Road District. This third opinion is final and binding. For example, though an employee may not know when a birth is to occur, it is reasonable to give notice that a leave will be requested when the birth does occur. If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable excuse for the delay, the Township Road District may deny the taking of leave until at least thirty (30) days after the employee provides notice.

All employees taking family/medical leaves will be paid for a period of four weeks, and then the employee may apply for IMRF for short-term disability. This leave is in addition to the employee's regular vacation time. Insurance premiums will be paid for the period of the leave of absence as described in the Insurance Section of this Policy Manual.

A doctor's written certification or a medical exam stating an employee is able to return to their position will be required, after a medical leave of absence.

When an employee returns to work from family/medical leave, the employee may return to the same or equivalent job and result in the loss of any previously accrued seniority or employment benefits. Employees do not accrue additional seniority while on unpaid Family Medical Leave. If the leave exceeds twelve weeks, it is at the discretion of the Highway Commissioner whether a position will remain open for the employee.

If an employee fails to return from scheduled Family Medical Leave for any reason other than the continuation, recurrence or onset of a serious health condition (either the employee's own or that of an immediate family member) or due to other reasons beyond the employee's control, the Township Road District may recapture any unpaid portion of the Family Medical Leave. The Township Road District may require medical certification to support claims that a serious health condition exists. Return to work is defined as returning to work for at least thirty (30) calendar days.

### **Bereavement Leave**

The Township Road District recognizes the need for special leave consideration upon the death of persons of special significance to individual employees. Full-time employees will be granted absence with pay for three (3) days for the death of a spouse, children, parent; one (1) day for the death of other relationships.

In all cases, the bereavement leave will be scheduled convenient with the needs of the employee. "Immediate family" shall include the mother, father, sister, brother, spouse, child, grandchild, grandparent, and the spouse's immediate family as well as the "step" equivalent thereof.

Notification of death must be provided by the employee to the Highway Commissioner or Foreman. It is the intent of the Township Road District to allow a reasonable time for adjustment to loss as a result of death.

### **Failure to Return From Any Leave**

Any employee who fails to return from an authorized bereavement leave on the first work shift following the termination of the leave period shall, after the expiration of that shift, be deemed to have abandoned his/her position. Such separation shall be construed to indicate a resignation not in good standing. Notification of extenuating circumstance may be cause to waive such a determination. Waiver of a finding of abandonment of position shall be entirely within the discretion of the Highway Commissioner.

### **Military Leave**

Employees may receive a leave of absence for the purpose of attending required military training in any recognized branch of the U.S. Armed Forces.

Annual reservist training leaves may not exceed ten (10) working days unless the additional days leave are accompanied by a copy of official orders requiring such training. Compensation for this period shall be limited to the difference between military pay received (base military pay, not weekend or holiday pay) and regular Township Road District pay. All benefits will remain in force during the leave period. A copy of the military pay voucher shall be submitted prior to authorization of payment of wages to the employee for the period of the leave.

Leaves of absence for military service will be granted unconditionally during times of local or national emergencies. Proof of official orders will be required upon returning to the Township Road District service. Employees will not be eligible for differential compensation during these leaves of absence.

### **Mandatory Military and Public Service Leave**

Full-time employees who enter the armed forces of the United States in time of war or who, by law, are required to so service at any other time will be granted a leave of absence without pay. Similar leave for their term of service shall be granted to employees who mandatorally enter the United States Peace Corps, VISTA, or any other such public service program. Re-employment by the Township Road District will be guaranteed to both groups providing a request for re-employment is received by the Highway Commissioner within sixty (60) days after the completion of the mandatory service. Such guaranteed re-employment is conditioned only upon honorable or general discharge from the armed forces or other public service programs. While such employees are guaranteed re-employment, the Township Road District can only commit to a reasonable effort to place the returning employee in his/her former position or in an equivalent position elsewhere in the Township Road District.

### **Jury Duty or Court Attendance Leave**

Full-time employees may be granted a leave of absence with pay when called to jury duty or subpoenaed as witnesses. Employees may receive pay from jury duty in addition to their regular Township Road District pay. Employees attending a court proceeding not related to the Township Road District, as a defendant or plaintiff, shall be granted a leave of absence with pay for two (2) days. After the two (2) day leave of absence with pay expires a leave of absence without pay shall be granted, as necessary, until a decision of the court has disposed of the case. Employees may use other leave benefits to continue the salary level.

### **Personal Time Leave**

The Township Road District recognizes that certain circumstances occur that require an employee's full attention.

Employees must schedule their time away from work and receive approval from the Highway Commissioner or Foreman prior to taking any personal time. All personal time must be scheduled so as not to hinder normal Township Road District hours, unless circumstances are extenuating. Personal time is subject to cancellation in the event of a plowable snow, major wind storm or other significant emergencies.

### **Accrual of Benefits During Any Leaves**

During all periods of paid leave, employees will continue to accrue seniority and general salary increases. During periods of paid leave of thirty (30) days or less, employees will continue to accrue vacation, shift rotation, holiday, and sick leave benefits. During any other period of absence, whether paid or unpaid, employees will not accrue vacation, sick leave, or holiday leave.

### **Disability Benefits**

Disability benefits for employees vested in the Illinois Municipal Retirement Fund may be paid to an employee in the case of a temporary or total and permanent disability resulting from either an on or off-duty injury. Payment, commencing after thirty (30) days of disability, will currently provide qualifying employees a monthly income equal to 50% of their average monthly earnings.

In order to be eligible for disability benefits, an employee must have contributed to IMRF for at least one year preceding the date of the disability and must be removed from the Township Road District payroll. Disability benefits will be paid to an employee until they return to work or are judged to be no longer disabled provided they intend to return to their previous position.

Employees receiving disability benefits for duty-related injuries may continue to participate in the Township Road District's group health insurance plan until they recover from the disability and return to work. Employees, who are removed from the Township Road District payroll and placed on Workers' Compensation, are eligible to participate in the Township Road District group health plan.

A doctor's written certification or a medical exam stating an employee is able to return to their position will be required, after a medical leave of absence.

### **Health and Dental Insurance**

Health and dental insurance is a very important benefit offered to the employees of the Township Road District. The Township Road District provides health insurance for all Road District employees who work 90% or more of the normal work period. The Township Road District may permit employees who work 50% to 90% of the normal work period to individually enroll under the plan. Employees who are not employed at least half of the Township Road District's normal work period as measured on a yearly basis are ineligible.

Insurance coverage is not automatic! You must complete a Benefits Packet and return it to the Highway Commissioner. Coverage will become effective on the first calendar day of the following month. Employees are eligible for health and dental insurance immediately upon employment with the Township Road District.

Dependent coverage is paid by the Township Road District.

Individuals receiving ordinary or accidental disability benefits or total permanent or total temporary disability under the Worker's Compensation or Occupational Disease Act for injuries or illnesses contracted in the course of employment with the Township Road District may continue to be covered under the plan.

By federal law, anyone covered under our group policy can extend this same coverage after separation of employment by paying the required policy premium.

### **Insurance Coverage When On Leave of Absence or Upon Employment Termination**

Advanced arrangements for insurance premiums and coverage are encouraged. By federal law, anyone covered under our group policy can extend this same coverage after separation of employment by paying the required premium.

Contact the Highway Commissioner for further information on extension of health or dental premiums.

The Township Road District will do the following for disability or illness:

We ask that the employee decide and inform the Highway Commissioner the date (if known) to which he/she will work his/her normal schedule. If the employee does not intend to resume work, he/she continues working only until the date

given. If he/she wishes to return to work in the same capacity, a different capacity, or a part-time capacity, every effort will be made to accommodate him/her.

In the event of disability or illness-created leave, the employee must be sure to contact the Highway Commissioner. We can then ensure that medical insurance coverage does not lapse during leave.

### **Life Insurance**

Low cost group Term Life Insurance with additional coverage for Accidental Death and Dismemberment and Life Insurance is available through the Township Road District for all non-retired members of the Illinois Municipal Retirement Fund. The insurance is paid for by the employee through payroll deduction. Once the employee retires it can be continued through a deduction on your monthly retirement check.

### **Illinois Municipal Retirement Fund**

All full-time and part-time employees working 600 hours per year or more must participate in the Illinois Municipal Retirement Fund as required by state statute. Additional information may be obtained from the Highway Commissioner.

### **Uniforms/Safety Equipment**

Upon Employment, a Township Road District standard uniform is issued to the employee and maintained at the Township Road District expense. Any equipment required for safety reasons, or determined to be an essential tool, is supplied by the Township Road District.

### **401K Retirement Plan**

The 401K is a voluntary, optional retirement plan. Contributions are made by payroll deductions each pay period; you may contribute a percentage of your gross pay. Savings are achieved with pre-tax dollars, and there are several investment plans from which to choose.

Detailed information on the 401K Retirement Plan is available by asking the Highway Commissioner.



# **NORTHFIELD TOWNSHIP ROAD DISTRICT**

## **GENERAL GUIDELINES**

### **Harassment**

Northfield Township Road District is committed to maintaining a work environment that is free from discrimination where employees at all levels of the Township Road District are free to devote their full attention and best efforts to the job. Harassment has no place in the work environment. Accordingly, the Township Road District does not authorize and will not tolerate any form of harassment of or by any employee or elected official based on race, sex, religion, color, national origin, age or disability.

If you think you are being harassed on the job for any reason (gender, age, race, religion, or other basis protected by law), you should immediately report the incident (s) to the Highway Commissioner. The Highway Commissioner will actively investigate the complaint including, at a minimum, interviews with all persons identified as having direct knowledge of the incident (s), promptly and discreetly. The investigation will be completed and a determination regarding the alleged harassment will be made and communicated to you as soon as possible. If the investigation reveals that the complaint is valid, prompt disciplinary action will be taken designed to stop the harassment immediately and prevent its recurrence.

While it is not always easy to define precisely what sexual harassment is, it certainly includes unwelcome sexual advances (e.g. intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another employee's body), requests for sexual favors, verbal or physical conduct of a sexual manner, sexually-related comments that are offensive and that create an intimidating, offensive, or hostile work environment, and retaliation for complaints of harassment.

No employee making a complaint in good faith will be retaliated against even if the complaint is not substantiated. In addition, any witness will be protected from retaliation.

Sexual advances, requests for sexual favors or verbal or physical conduct by non-employees who have reason to be on Township Road District property/premises also will not be tolerated. If such conduct is reported to or observed by the Highway Commissioner, he/she is required to stop the harassment.

Because of the Township Road District's commitment to the well-being of every employee, disciplinary action may include dismissal.

***Note: False and Frivolous charges refer to cases in which the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can result in disciplinary action.***

If all Township Road District remedies are exhausted, sexual harassment complaints can be filed with:

The Illinois Department of Human Rights  
100 West Randolph  
James R. Thompson Center  
Suite 10-100  
Chicago, IL 60601  
Phone 312-814-6200  
TDD 312-263-1579

Complaints filed with the Department of Human Rights must be filed within 180 days of the transgression. Or, EEOC

500 West Madison  
Suite 2800  
Chicago, IL 60661  
Phone 1-800-669-3362  
TDD 312-353-2421

Complaints filed with the EEOC must be within 300 days of the transgression.

### **Drugs and Alcohol**

The Township Road District endeavors to provide a safe, healthy, and productive work place for all employees. With that in mind, the use, possession, sale, transfer, or purchase of drugs or alcohol at any time while on Township business is prohibited. Employees must not report to work while under the influence of alcohol or drugs.

Any employee who violates the Northfield Township Road District Commercial Driver's License Drug/Alcohol Compliance Testing Policy is subject to disciplinary action in accordance with the CDL Drug/Alcohol Policy. This policy is included in the Northfield Township Road District Policy Manual.

### **Termination and Discipline**

The Township Road District, in its selection process, makes every effort to hire individuals who will be able to perform to Township Road District standards. There are times, however, when an employee does not conform to Township Road District standards and is subject to termination or discipline. Generally, discussions with the Highway Commissioner and attempts to remedy problems precede termination. However, the Township Road District reserves the right to terminate an employee without utilization of such procedures.

Matters which may result in termination or discipline include, but are not limited to, the following: incompetence, inability or inefficiency in the performance of duties; insubordinate actions including willful disobedience of a rule, order or directive; excessive tardiness or absenteeism; use, possession, or reporting to work under the influence of alcohol or drugs; falsification of personnel or other records; Negligence or abuse in handling Township Road District equipment; any act of sufficient magnitude, whether on or off duty, that the consequences cause or act to cause substantial disruption to the Township Road District; harassment or dishonesty.

The following are Disciplinary Actions:

**Oral Reprimand** - Whenever an employee violates any of the rules and regulations set forth in any policy, disciplinary action will be taken by the Highway Commissioner or Foreman. For minor offenses the employee should be given a verbal warning by the Highway Commissioner or Foreman. A written statement of the oral warning will be placed in the employee's file.

**Written Letter of Warning** - When the seriousness of the offense committed is such that the warning should be in writing, it will include the nature of the offense and a statement of further actions that may be taken if the particular offense or infraction recurs. A copy of the letter will be placed in the employee's personnel file.

**Suspension** - Any action on the part of the employee which is in violation of the orders of the Highway Commissioner or Foreman or contrary to the policies or rules of the Township Road District, but not serious enough to warrant dismissal, may be disciplined by suspension without pay. This authority is to be executed by the Highway Commissioner.

Written notice of suspension will include the extent and reason for the action. Such notice will be placed in the personnel file of the employee.

**Dismissal** - The Highway Commissioner may dismiss any employee for just cause. Prior to dismissal, the employee will be given an opportunity to discuss the reason(s) being considered for his/her dismissal with the Highway Commissioner. The notice of dismissal will be in writing and will state the specific charges and insufficient detail to allow the employee to understand the charges made against him/her and will be able to answer them if he/she so desires. A copy of the dismissal will be placed in the personnel file of the employee.

### **Grievance Procedures**

An employee who has a grievance should first discuss the matter with the Foreman, who will render a response within five days. If no resolution can be reached, the employee may request a grievance interview with the Highway Commissioner. The decision of the Highway Commissioner will be considered final.

An employee's determination to formally file a grievance should only be made after reasonable efforts have been made to resolve the differences.

### **Termination Other Than Dismissal**

To resign in good standing and to insure eligibility for benefits, employees should give two weeks notice to the Highway Commissioner of their intention to resign. Under exceptional circumstances, the Township Road District may waive the two-week notice

requirement thereby allowing employees to collect their earned benefits and leave in good standing.

### **Confidential Information**

Since the Township Road Districts employees are an integral part of the Township Road District, confidential and proprietary information is often shared with them and learned in the course of their jobs. This confidential information must stay within the confines of the Township Road District.

Confidential and proprietary information includes, but is not limited to: strategies, manuals and training materials; any lists of prospective sellers or purchasers of real estate; any offers to sell, exchange, purchase, rent, or lease real estate; any appraisal or other technical data regarding real estate; and any list of real estate for purchase, sale, rent, or lease.

### **Conflict Resolution**

The Township Road District recognizes that employees do have questions, problems, or complaints regarding their employment. Feedback from employees, whether positive or negative, will be viewed as an opportunity to improve employee relations, employee/supervisor communications, job satisfaction, and better working conditions.

No employee of the Township Road District will be treated in an improper manner as a result of an employee complaint. All employees are to be treated equally. Any person who adversely treats an employee because they filed a complaint is subject to disciplinary action, up to and including termination. Information concerning an employee grievance is to be held in strict confidence. The Highway Commissioner or any other individual who investigate a complaint are to discuss it only with those individuals who have a need to know about the complaint or who are needed to supply necessary background information. This policy applies to all full- and part-time employees.

Any situation which an employee feels is detrimental to their effectively performing their job is legitimate grounds for a complaint. Such problems may include, but are not limited to, working conditions, policies, and personal issues. The Township Road District will ensure that the employee's grievance is addressed in a timely manner.

### **Township Road District Working Hours**

Township Road District working hours are 7:00 a.m. to 3:00 p.m. Monday through Friday. Promptness is an indicator of a conscientious employee. You should be in the garage and ready to work when your schedule begins.

The Highway Commissioner may schedule meetings at which attendance is required, either in the early morning or the late afternoon. The dates and times of these meetings will be posted on the bulletin board.

In the event that an employee is unable to report for work due to illness or other emergency, he/she must inform the Highway Commissioner or Foreman immediately. Failure to do so will result in a loss of that day's pay.

Employees who continually fail to be on time will be docked ½ hour's pay for every 5 minutes of tardiness.

### **Lunch Break**

Lunch breaks are one hour (usually between 11:30 a.m. - 12:30 p.m.), unless dangerous or emergency situations occur. Under **no** circumstances should a dangerous or emergency situation be abandoned for lunch.

### **Appearance**

The Township Road District employee is considered a professional whose ideas and opinions are respected. You will be quite active during a days work, climbing ladders, cutting down trees, entering and exiting confined spaces, patching streets, etc. Therefore, always wear the uniforms provided by the Township Road District during working hours.

Quality steeled toed construction boots are extremely important for safety and endurance.

Uniforms provided by the Township Road District are to be worn performing road district duties only.

### **Personal Phone Calls**

Personal phone calls should be kept to a minimum and are to be made during lunch, break times or after work. Make sure there is an open line before placing a phone call.

### **Use of Township Road District Equipment**

Use of Township Road District equipment by an employee is limited to personal use. Permission for personal use must first be obtained by asking the highway commissioner. All approvals of Township Road District equipment used shall be conditioned upon the employee's ability to safely use the requested equipment, the obligation to sign a waiver of liability releasing the Township Road District from all responsibility for such use, including but not limited to injuries and/or property damage, and return of the equipment promptly in the same condition as it was received.. Any employee caught using the equipment for personal gain, private or otherwise, shall be dismissed.

### **Professional Conduct/Service**

It is often tempting to get involved in lengthy discussions and visiting among employees in the field. Good natured exchanges between employees are encouraged, but remember that to **serve the public** is the first priority. It is the belief of the Township Road District to treat every resident as you would like to be treated.

The Township Road District strives to impart a “sense of ownership” to its employees. As a Township Road District employee we want you to develop a sense of pride in the way your job is performed. This directly affects the Township Road Districts functioning and productivity. Our ability to do this sets us and the Township apart from others in our field.

### **Phone Conduct**

Proper telephone etiquette and techniques are essential to provide quality service. The Township Road District receives many calls every day. All of these citizens have needs or expectations they expect us to meet. The way these calls are handled determines whether or not that person on the phone line perceives us as a service-oriented, helpful and knowledgeable staff.

Tone of voice is important to image. Always answer the phone by saying: “Road District, this is Pete, how may I help you?”

It matters less what you say, than how you say it. Be friendly, helpful, and enthusiastic. Listen carefully and ask clear questions.

### **Change in Personnel History**

Employees will report any and all changes in name, address, telephone number and marital or family status to the Highway Commissioner. These changes should be in writing.

### **Personnel Files**

The privacy of current and past employees will always be assured by the Township Road District and its representatives. The Highway Commissioner will be responsible for the maintenance of the official personnel files for the Township Road District employees. These files will be confidential and contain the work history and any form or letter pertaining to the employee.

Employees are permitted to inspect any material which is in their personnel file. An employee who wishes to inspect his/her personnel file must submit a written request to the Highway Commissioner. The Highway Commissioner will be present while the employee inspects his/her personnel file.

If an employee should see something in his/her file with which they do not agree, they shall have the right to attach a concise statement of disagreement to the document.

No document or other information shall be removed from an employee’s personnel file.

Only non-confidential information may be routinely given upon request for business or reference purposes. This information will be strictly limited to employment status, date(s)

of employment and job title. No other information will be given over the telephone. Salary information will be considered public information and it will be made available to the public and news media upon written request.

An employee's salary information, address and telephone number will be furnished to credit agencies in writing only in response to written requests. The written request for the information must be accompanied by a release authorization signed by the employee in question.

No information of a personal nature will be released from an employee's personnel file without that person being present at the time of release, or without prior written permission from the employee allowing information to be released from the files.

### **Outside Employment**

Employees of the Township Road District will not engage in outside work that places the employee in a compromising position of performing duties or responsibilities that conflict or appear to conflict in ethics or purpose with his/her Township Road District position. Failure to adhere to this policy may be cause for disciplinary action and/or dismissal.

### **Reimbursement of Expenses**

Employees conducting authorized business for the Township Road District or attending educational conferences/classes may be reimbursed for their travel costs, attendance fees and meals. Submit a statement to the Highway Commissioner of relevant costs and mileage, including receipts. Reimbursement of expenses shall occur after the Town Board authorizes the expenditure.

The Township Road District encourages employees to participate in job related training and development programs subject to Highway Commissioner approval and budgetary considerations. Employee training and development specifics are detailed in the *Employee Training & Development Policy*. This policy identifies types of training and development opportunities that are available to Township Road District employees and reimbursement procedures.

Employees submitting expenses are personally responsible for accuracy. Any deliberate misrepresentation will be cause for disciplinary action up to and including termination.

### **Residency**

With the exception of the Highway Commissioner, employees are not required to reside in the Northfield Township Corporate limits.

# **SAFETY**

It is the intention of the Township Road District to provide a clean, safe working environment for its employees. Employees are expected to do their part for safety by observing all Safety Work Rules and Guidelines Policy, keeping their work areas clean and organized, and by wearing all required safety equipment.

Safety awareness and accident prevention in the work place must be everyone's priority, especially those involved in potentially high-risk occupations such as the Township Road District. Township Road District work rules and guidelines follow recognized safety doctrine, local historical data on job related injuries, legislative mandates, and reflect direct input of employees.

Each employee who, by way of his/her position or assigned duties is required from time to time to drive a Township Road District vehicle, must have in his/her possession a valid CDL from the State of Illinois.

## **Employee Injuries and Accidents**

Any employee injuries or accidents while working must be reported to the Foreman or Highway Commissioner promptly after the occurrence.

A police report must be written-up for all employees involved in any traffic accident (at all times and locations, with the exception of minor incidents of less than \$500 within garage facilities). Unless circumstances dictate otherwise, an employee shall not leave the scene until the report is made.

The employee shall cooperate with and assist in the investigation of any accidents to identify correctable causes and prevent their reoccurrence.

Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves and fellow workers. It is imperative that all employees become familiar with the Township Road District Safety Work Rules And Guidelines Policy to reduce the potential for accidents and injuries.

Township Road District employees are protected by the Illinois Public Employee Disability Act of the State of Illinois or the Workers' Compensation Act in the event of occupational disease, injury or death which arises out of the course of employment.

It is the goal of the Township Road District to provide an employee injured in the course of employment with the Township Road District with the medical treatment and support required for his/her recovery and return to full duty. The responsibilities and obligations of the Township Road District and the injured employee in the management of injuries and illness arising out of the course of employment can be found in the *On-The-Job Injuries Policy*.