

CHAPTER 12

EMPLOYEE CODE

ARTICLE I – PERSONNEL RULES

12-1-1 **DEFINITIONS.** The following words shall have the following meanings when used in this Code:

(A) **Employer.** The term “**employer**”, as used in this Code, means the Village.

(B) **Employee.** The term “**employee**”, as used in this Code, means a person working as a volunteer or for remuneration for services rendered to the Village. For purposes of this Code, an Elected Official is not an employee whose personal rights are affected by the Code.

(C) **Department.** The term “**department**”, as used in this Personnel Code, shall mean the governmental unit for whom the employee is directly working for and rendering services.

(D) **Department Head.** The term “**Department Head**”, as mentioned in this Code, means the one individual ultimately responsible for all operations of the Department.

(E) **Immediate Supervisor.** The term “**immediate supervisor**”, as used in this Code, shall mean the individual to whom the employee shall immediately report and be responsible for his work. An immediate supervisor may be the Mayor or the Superintendent.

(F) **Immediate Family.** The term “**immediate family**” includes spouse, child, parent, brother, sister, mother, father, grandparent, grandchild, and mother-in-law or father-in-law.

(G) **Water Superintendent.** The person appointed by the Mayor as provided by this Code shall be known also as the “**Senior Full-Time Employee of Public Works**”. He shall be responsible to the Mayor and Village Board for the maintenance of Streets, Water and Sewer Systems and all other Village property as directed by the Mayor and/or Village Board.

(H) **Part-Time Employee.** Any person who works less than **forty (40) hours** per week or less than **twelve hundred (1,200) hours** per year.

12-1-2 **APPLICABILITY.** The provisions of this Chapter will apply to all municipal employees.

12-1-3 **APPOINTMENT OF OFFICIALS AND SUPERVISORY PERSONNEL.**
The Mayor, with the advice and consent of the Village Board, shall appoint all personnel with departmental supervisory or official capacity. The work to be performed by

the Water Superintendent shall be determined by the Mayor and/or Village Board with the Water Superintendent assigning specific priorities and projects as he sees fit and proper.

(A) **Police Chief and Superintendent.** In the event the Police Chief or Superintendent of Public Works appointment to office is withdrawn, canceled or resignation made, the individual holding such office shall have the option of remaining and returning to the Department in the position held prior to promotion, if they had been promoted from within. The employment of each shall be continuous following any of the above events. **(Ord. No. 99-3; 03-09-99)**

12-1-4 EMPLOYMENT OF PERSONNEL. The Mayor, upon the recommendation of the Department Head and with the advice and consent of the Village Board, shall have the authority to employ the necessary personnel, as authorized by Board action, to perform the necessary duties of their respective departments. It shall be the Village Board's duty to determine by the physician's report and the applicant's history whether the applicant has the necessary qualifications for performing the duties required before approving the employment of the job applicant. The Village Board and Mayor shall interview all employees to be hired.

12-1-5 PHYSICAL EXAMINATION. Applicants seeking appointment or employment shall complete a standard application form as provided by the Village, and shall pass a complete physical examination to be given by the Village physician before starting work. A report of the physician's findings shall be on a standard form provided by the Village. This provision shall apply to full-time employees. The physician's examination fee shall be paid for by the Village. This provision shall not apply to those employees hired in an emergency, or for part-time employees.

12-1-6 PROBATIONARY PERIOD. The first **twelve (12) months** of a full-time employee's service is a probationary period during which there shall be no responsibility on the part of the Village for the continued employment of the new employee. Termination of employment during this probationary period shall not be subject to challenge by the employee. When the **twelve (12) month** probationary period is completed, seniority will date back **twelve (12) months** from the completion of the probationary period. **(Ord. No. 98-2; 07-22-97)**

12-1-7 RESIDENCE REQUIREMENT. Within **six (6) months** of the date of employment, full-time personnel employed by the Village must reside within a **five (5) mile** radius of the intersection of College Street and Pershing Street in the Village of Energy, Illinois. Village personnel must maintain an updated record of residence address and telephone number with the Village Clerk. **(Ord. No. 04-12; 09-29-04)**

12-1-8 **ACCIDENTS.** Personnel involved in, or having any knowledge of, any accident whereby any person employed by the Village or any property or equipment owned or operated by the Village involved, shall immediately report the accident and pertinent information to the Department Supervisor who shall forward such information to the office of the Clerk. The Clerk shall record the information on **three (3) copies** of the applicable accident form, **one (1) copy** to be forwarded to the insurance carrier, **one (1) copy** to the Village Attorney, and **one (1) copy** retained on file in the Clerk's office.

12-1-9 **DISMISSAL.** The Mayor, upon the recommendation of the Department Head, and with the advice and consent of the Village Board may dismiss an employee at any time for just cause. An employee who is dismissed shall be given written notice of the reasons for the action, copies of which notice shall be forwarded to the Mayor and Village Clerk. **(See Administration for Officers)**

12-1-10 **OUTSIDE EMPLOYMENT.** No municipal employee shall engage in any outside employment which will impair the performance of his duties or be detrimental to the municipal service. All outside employment requests shall be submitted to the Department Head. The approval of the Department Head and the Village Board is required prior to acceptance of outside employment.

12-1-11 **MILITARY LEAVE.**

(A) Any permanent municipal employee who is inducted into the armed forces of the United States for training or service, shall be granted a leave of absence without pay for the duration of such time required for such purposes, and for a period of **ninety (90) calendar days** following the period of actual service. Upon termination of such service, the employee shall have the right to return to his position within said **ninety (90) days** provided the position still exists and employee is still otherwise qualified. Vacancies resulting from leave granted under this Section shall be filled only on a temporary basis. **One (1)** voluntary enlistment shall be considered the same as induction for the purpose of this Section, but reenlistment shall not.

(B) Permanent employees who are members of regular reserve components of the Armed Forces or the National Guard may be granted **two (2) weeks** leave each year for active duty training. Upon presentation of the proper evidence, the difference in pay between the employee's regular pay and the military pay will be allowed.

12-1-12 **LEAVE OF ABSENCE.** Leave of absence without pay may be granted for a period not to exceed **sixty (60) days** when the granting of such leave is in the mutual interests of the Village and the employee. Such leave shall require approval of the Village Board and the Mayor. A leave of absence with pay and not to exceed **three (3)** working days shall be granted by the Department Supervisor or the Mayor in the event of a death in the

immediate family of an employee. The immediate family shall include the mother, father, children, step-father, step-mother, grandfather, grandmother, mother-in-law, father-in-law, brothers and sisters.

12-1-13 ABSENCE WITHOUT LEAVE. No employee may absent himself from duty without permission of his Department Head. Absence without leave shall be sufficient cause for forfeiture of all rights and privileges earned while employed. An employee absent for **three (3)** consecutive working days without notice and without sufficient reason shall be considered to have resigned.

12-1-14 SPECIAL LEAVE. Employees or officials on special leave for official Village business, special education, or training, upon authorization by the Village Board, shall receive a regular pay during the period of the leave. It is further provided that the Board may authorize that all necessary expenses be paid by the Village.

12-1-15 RESIGNATION. To resign in good standing, appointed personnel shall submit resignations to the Village Board **one (1) calendar month** in advance of the effective date of their resignation. Employed personnel shall submit resignations to the Village Board **one (1) month** in advance of the effective date of their resignation.

12-1-16 WORK DAYS AND WORK WEEK. Unless otherwise agreed upon or provided for and except in case of emergency, as determined by the Department Supervisor or Mayor, the municipal work week shall be **forty (40) hours** per week. There shall be provided at least **eight (8) hours** rest in each **twenty-four (24) hour** period. The Department Head shall establish a normal work day specifically designating the starting time, the quitting time, and the lunch period. Employees shall be at their places of work according to these departmental regulations. The Department Head shall maintain a daily attendance record of employees, and file a daily absentee report, and/or a termination report with the Village Clerk, and shall furnish periodic reports to the Mayor and Board.

12-1-17 OVERTIME. Overtime work is work in addition to the established schedule of hours of work per week and shall be kept to a minimum. All overtime shall be authorized by the Mayor, Department Head or the Village Board. All overtime shall be compensated by time off at the rate of time and one-half for all work performed in excess of the normal work week as provided in **Section 12-1-16.**

All work performed on a Saturday, other than an authorized holiday shall be compensated at the rate of time and one-half.

All work performed on an authorized holiday or Sunday shall be compensated at the rate of double time. This paragraph is not applicable to the Police Department. **(See Section 12-1-29).**

12-1-18 SENIORITY. A seniority list for each Department indicating the length of service of each employee with the Village shall be brought up-to-date by the Village Clerk each year during the **first (1st) month** of the municipal fiscal year and a copy be provided to each Department Head. Such seniority list shall also be posted on a bulletin board in each Department. Earned seniority shall not be lost due to illness, authorized leave of absence, military service, or temporary layoff. The seniority of a part-time or seasonal employee that may be greater than a full-time employee shall not entitle the part-time employee to seniority rights over the full-time employee and the seniority list shall indicate by designation, the part-time or seasonal employee. All seniority rights shall be lost by resignation or dismissal. Seniority and qualifications shall govern all promotions.

12-1-19 LAYOFF AND RECALL. The Village Board shall lay off employees when necessary due to changes in duties or lack of work or funds. Seniority and qualification shall govern all layoffs and recalls.

12-1-20 HOLIDAYS. Holidays to be observed with pay are New Year's Day, Lincoln's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, and the following Friday, and Christmas Day. When such holiday falls on Sunday, the Monday next following shall be held and considered such holiday. To receive holiday pay employees must work the last scheduled departmental work day preceding and the first departmental scheduled work day following the holiday. Holiday pay shall be limited to the regular scheduled hours of the normal work day for the unworked holiday and shall be counted as time worked for the purpose of computing weekly overtime pay. **(See Section 12-1-29 for Police Department.)**

Temporary, part-time or seasonal employees paid on an hourly basis are excluded from the provisions of this Section.

Whenever it is necessary for an employee to work on a holiday, he shall be entitled to compensatory time off at a time approved by the Department Head. If compensatory time off is not practicable, the employee shall be compensated by straight time payment for the holiday in addition to regular payment for working.

12-1-21 VACATIONS. All full-time employees shall be entitled to vacation leave with pay as follows:

After one (1) year employment	40 hours
After two (2), three (3) or four (4) years employment	80 hours

After five (5) year employment and up to and including fourteen (14) years employment	120 hours
After fifteen (15) years employment	128 hours
After sixteen (16) years employment	136 hours
After seventeen (17) years employment	144 hours
After eighteen (18) years employment	152 hours
After nineteen (19) years employment	160 hours
Over nineteen (19) years employment	160 hours

Vacations shall be coordinated with the employee's Department Head. Requests shall be received **thirty (30) days** prior to the taking of any vacation. The Department Head shall schedule the requested vacation, giving due consideration to seniority rights, the needs of the service and the remaining staff to perform the necessary duties of the Department. **(Ord. No. 1997-2; 03-11-97)**

NO ROLL OVER OF VACATION TIME FROM YEAR TO YEAR. (DATE OF HIRE TO DATE OF HIRE).

Sick Leave. Full-time employees who have at least **ten (10) years** of service and at least **one (1) week** of unused sick time may cash-in up to **one (1) week** of unused vacation time for straight time pay per year. (Anniversary date to anniversary date). Department Heads with at least **ten (10) years** of service may cash-in up to **two (2) weeks**. **(Ord. No. 16-09; 04-26-16)**

12-1-22 SICK LEAVE. Full-time employees, including Department Heads, shall be entitled to receive pay during unavoidable absence from duty due to sickness or accident at the rate of **twelve (12) days** sick leave per year after completing **one (1) year** of employment with the Village. Thereafter, qualified employees shall acquire sick days at the rate of **one (1)** per month of service. Qualified employees may accumulate **one hundred twenty (120) days** sick leave. Department Heads with at least **ten (10) years** of service may accumulate **one hundred fifty (150) days**. **(Ord. No. 16-10; 04-26-16)**

Any employee missing **three (3)** or more consecutive days shall prevent a Medical Doctor's Certificate prior to his or her return to work. The Village Board may require any employee off work on any type of illness or injury to see a doctor of the Board's choosing.

The amount received by employees entitled to receive payment under the Workmen's Compensation Act shall be deducted from allowed sick pay. In the event that the employee is a peace officer and is entitled by law to receive full pay while off from an in the line of duty accident or illness, the peace officer shall reimburse the Village the pay received from Worker's Compensation while off.

The allowance to accumulate sick days is for the purpose of providing, long time, Village employees with an amount of job protection should they become unable to work for a short time due to illness or injury. These days are not to be abused. Upon retirement or separation from employment (excluding termination and with at least **ten (10) years** of service, with the Village, an employee shall be entitled to cash in **one-third (1/3)** of any unused accumulated sick time for straight time pay. **(Ord. No. 2009-13; 12-08-09)**

12-1-23 TERMINAL PAY. Employees who leave the service of the Village for any reason shall receive all pay which may be due them with the following qualifications.

(A) Employees shall be paid for all unused accrued vacations, provided that the Department Supervisor is notified by the employee of his leaving **two (2) weeks** in advance or sufficient reason is given in the absence of such notice.

(B) An employee who owes any money to the Village at the time of his separation, shall have his final pay applied against the account of whatever amount may be needed to satisfy it and shall be given a receipt for the amount credited. Partial settlement of an account by application of final pay shall not release an employee from any balance remaining due.

(C) In case of death of an employee, his estate shall be paid for accrued vacation and regular pay then accrued.

12-1-24 PAY REVIEW. It shall be the annual duty of the Village Board, during the month of February, to re-examine the contents of this Chapter and to review the salaries of every full-time employee of the Village, and the Board shall make adjustments accordingly. This Section shall not be construed to keep employees from promotions and/or raises at other times.

12-1-25 GENERAL PROVISIONS.

(A) All full-time employees, other than Police Department, will be provided with the necessary equipment, tools and any special clothing or footwear necessary to accomplish a job. All said equipment, tools and clothing shall not be used for any work not related to the Village, unless authorized by the Department head or the Mayor. Any equipment, tools or clothing loaned out shall be noted on a permanent record in the Water Superintendent's office.

(B) The Water Superintendent and Mayor may make decisions on repair of equipment and purchase of spare or repair parts to maintain said equipment.

(C) See **Section 12-1-29** for Police Department.

12-1-26 EMPLOYEES AS FIREMEN. All full-time employees shall be volunteer firemen under the supervision of the Senior Department Officer present at the scene.

12-1-27 EMPLOYEES AS E.S.D.A. VOLUNTEERS. All full-time employees shall be Emergency Services and Disaster Agency volunteers under the supervision of the E.S.D.A. Director.

12-1-28 LIABILITY. The Village shall provide insurance coverage and liability coverage to protect all employees and the Village from any action brought against the employee or Village, resulting from the authorized performance of the employee's duties.

12-1-29 OVERTIME POLICE DEPARTMENT. Employees overtime work is work in addition to the established schedule of hours of work per week and shall be kept to a minimum.

All overtime shall be authorized by the Mayor, Chief of Police or Village Board.

Police work week shall be Thursday through Wednesday. Pay is as follows:

Forty (40) hours straight time, all over **forty (40) hours** at **one and one-half (1 ½) times** regular pay.

Saturday, Sunday and any Holiday, will be paid hourly rate times **eight (8) hours**.

Employees who work a holiday will be paid straight time as long as his weekly accumulated hours do not exceed the **forty (40) hours** weekly.

All holidays to be given as extra days added to vacation. Extra days cannot be rolled over or accumulated and must be used in a calendar year. **(Ord. No. 90-15; 01-23-90) (Ord. No. 2009-08; 08-11-09)**

12-1-30 FAMILY AND MEDICAL LEAVE ACT. An employee is eligible for a leave of absence through the Family and Medical Leave Act of 1993. In order to be eligible for leave, an employee must have worked for the employer at least **twelve (12) months** and must have worked at least **one thousand two hundred fifty (1,250) hours** over the previous **twelve (12) months** prior to the leave. Eligible female and male employees are allowed up to **twelve (12) weeks** of leave per **twelve (12) month** period following the birth of a child, the placement of a child for adoption or foster care, or the serious health condition of the employee or an immediate family member (defined for purposes of this Family and Medical Leave Act situation as including the employee's child, spouse or parent). The leave for birth or placement must take place within **twelve (12) months** of the birth or placement of the child. The employee's leave shall be unpaid. The employee may, upon approval of the Village Board, use accumulated sick leave and/or vacation leave. During the leave, the Village shall continue to provide coverage under its group health plan. Following return upon leave, the employee shall be returned to a position with equivalent pay, benefits and other terms and conditions of employment.

In order to utilize leave of absence pursuant to the Family Medical Leave Act, the employee should give **thirty (30) day** notice.

For leave based upon serious health conditions, the employer may require certification from the employee's health care provider for leave. Employer reserves the right to require a second medical opinion at the employee's own expense.

12-1-31 EXPIRATION OF LEAVE. When an employee returned from a leave of **six (6) months** or less, the Superintendent shall return the employee to the same or similar position in the same class in which the employee was incumbent prior to commencement of such leave. An employee's same or similar position will not be protected for reductions in force or where the position has been eliminated. Employees are subject to termination if they are absent from work for more than **six (6) months**. No employee may be absent without

permission of the supervisor to which assigned. In the absence of extenuating circumstances, an employee who is absent from work for any reason and fails to notify his or her supervisor within **two (2) working days** will be considered to have resigned.

No employee on leave of absence may earn vacation, or sick leave, as mandated by law.

12-1-32 **JURY DUTY.** An employee shall be excused from work for days in which the employee serves on Jury Duty. The employee shall receive his regular pay for jury service. The employee shall present proof of jury service and the amount of pay received shall be turned over to the Village Treasurer. The employee shall also turn over to the Village any expense allowances paid by the court, if the jury duty is located at the County Courthouse. If an employee is given an early release from jury duty, the employee shall then report to his or her regular work assignment.

12-1-33 **WITNESS.** An employee shall be excused from work when lawfully subpoenaed to serve as a witness. The employee must present written proof of the summons to testify to qualify for an excused absence. Notice to employee's supervisor should be made in advance of appearing in court. An employee's excused absence from work shall be on an unpaid basis, unless the employee's witness activity is work related and the witness activity is requested by the Village. The employee shall turn over to the Village any witness fee when the employee's witness activity is work related.

ARTICLE II - MISCELLANEOUS BENEFITS

12-2-1 **ILLINOIS MUNICIPAL RETIREMENT FUND.** The Village will participate in contributions for all eligible employees to the Illinois Municipal Retirement Fund. The Village shall follow all guidelines of IMRF in order to protect the benefits of the employees.

12-2-2 **INSURANCE.** Insurance will be provided as long as the Village Board believes it feasible to do, on the following basis:

(A) **Life, Medical and Dental Care Insurance.** All full-time employees are covered by a medical and dental plan funded by the Village.

All full-time employees are covered by life insurance and accidental death and dismemberment policy. A manual is provided to employees at the time of hiring which further explains the policy. The manual is obtained from the Village Clerk's Office.

The Village shall be notified of a divorce or legal separation of the covered employee, and further must be notified when a child is no longer eligible as a covered dependent of the employee.

(B) **Legal Defense and Liability Insurance.** In any claim or action instituted against an employee, or former employee, where such claim or action arises out of any act or omission, made in good faith, occurring within the scope of employment of the employee, or former employee, the Village shall, upon written request of the employee or former employee, appear and defend the employee or former employee, against any such claim or action, including the process of appeal. The Village Attorney shall appear for and defend the employee. This Section excludes disciplinary proceedings or criminal proceedings.

(C) **Other Types of Insurance.** All classification of employees will be covered by the provisions of Social Security legislation, and salary deductions will be made in accordance with the law.

Employees are covered by the Workers' Compensation Act, **(820 ILCS Sec. 305/1 et seq.)** Any work-related injury or illness must be reported to the Superintendent.

All employees are covered by unemployment insurance. All costs shall be paid by the Village.

12-2-3 **TRAINING.** For meetings and seminars, employees may be granted leave with pay to attend meetings, seminars and conventions of professional and technical organizations, when such attendance would benefit the employee's ability to perform the job, and is approved in advance by the Department Head.

For any training programs conducted after regular working hours, such training shall be voluntary unless arrangements for such training includes the granting of overtime.

All employees may be reimbursed for mileage expenses incurred while attending assigned schools outside the County. Upon receipt of a notice to attend the training school, the employee will request the use of a departmental vehicle to transport those attending to and

from school. If a departmental vehicle is not available, reimbursement shall be made for the employee's use of their personal vehicle. When **two (2)** or more persons attend the same school at the same time the Superintendent may require that only **one (1) person** will be eligible to receive reimbursement for travel. The rate of reimbursement shall be established by the Village Board.

12-2-4 DEATH BENEFITS. Each employee shall fill out a designation of beneficiary form. Upon the death of an employee, the designated beneficiary shall be entitled to receive from the appropriation for personal services theretofore available for payment of the employee's compensation, such sums for any accrued vacation period to which the employee was entitled to at the time of death. Such payment shall be computed by multiplying the employee's daily rate of pay by the number of days of accrued vacation at the time of death.

Upon the death of an employee, the estate shall receive any unpaid compensation, accrued overtime, or other benefits the employee would have been allowed had the employee survived.

Family members of deceased employees should contact the Village Clerk's Office for explanation of any further benefits the family members or the estate of the deceased employee may be entitled to.

12-2-5 EQUAL EMPLOYMENT. No person shall be discriminated against in any aspect of employment on the basis of race, color, religion, sex, national origin, age, handicap or disability, ancestry, marital status, political affiliation, or any other prohibited form of discrimination under Federal or State law or government contract or grant regulations.

All employees shall adhere to this nondiscriminatory policy. Any and all affirmative action plants in effect shall also apply with regard to equal opportunity employment.

Sexual harassment in the workplace is considered by the Village to be a form of sex discrimination, and no employee shall engage in any form of sexual harassment in the workplace.

Any employee, person or individual who feels in any way wronged, harassed, interfered with, or discriminated against should feel free to contact the Village Board. This Village Board will investigate the matter. No employee shall be retaliated against by co-employees or supervisors for making contact with the Village Board or otherwise complaining of any form of discrimination.

ARTICLE III - REGULATIONS AND RESTRICTIONS

12-3-1 **ACCIDENTS/INJURIES.** Anytime an employee is involved in an automobile accident with a Village automobile or in a personal automobile while on Village business, the employee shall notify his or her Superintendent immediately with all pertinent information including whether personal injury is involved and whether any traffic citations were issued. All Superintendents shall within **twenty-four (24) hours** notify the Village Attorney if any traffic citations were issued to a Village employee and shall provide the Village Attorney with a copy of the citations. An employee is obligated to cooperate with the Village and any of the Village's legal representatives regarding the accident and any citations that may have been issued.

12-3-2 **APPEARANCE.** Neatness and good taste in dress, as well as care toward personal hygiene, are expected of all employees. For safety and hygienic purposes, employees may be required to comply with any appropriate dress code that is set forth by the Department Head or the Village Board during the performance of their duties.

Employees may be requested to change inappropriate dress, and work lost while doing so will not be compensated by the department. Employees may be evaluated on their dress and appearance. The Superintendent is the only individual of each department who may make exceptions to the dress code.

12-3-3 **USE OF DEPARTMENT PROPERTY.** All department property and equipment entrusted to any employee will be used in accordance with the property's prescribed function. All damage through recklessness, gross negligence, intentional act, deliberate misuse, or theft shall be replaced and paid for by the employee committing the violation. Such replacement of property by the employee shall not be considered the exclusive remedy against the employee, and the employee may still be subject to discipline. All department property, personal lockers, and personal offices are subject to search and seizure. All department property shall be inspected by the employee's immediate supervisor prior to issuance of the property.

No department property shall be used for private or unauthorized purposes. All employees are required to return all department property or equipment in their possession upon separation, promotion, and/or transfer.

12-3-4 **TELEPHONE USAGE.** Good telephone habits are an indication that the department is interested in serving the public. At all times, answer promptly and courteously. Identify yourself by name and section, be friendly and helpful. Write time and date of any message from the caller, transfer calls tactfully, give accurate information, do not keep the caller waiting and hang up carefully.

Employees shall keep incoming and outgoing personal calls to a minimum.

12-3-5 **CORRESPONDENCE AND COMMUNICATIONS.** No employee shall use their official position, engage in official transactions or business to harass any individual or to secure a benefit for himself or other individuals. Courtesy should be given in all communications and correspondence, and all employees should refrain from unnecessarily criticizing any individuals or agencies concerning official transactions or business.

12-3-6 **PHOTO I.D.'S.** The Village Board may issue a photo I.D. card for employees. All employees who are issued a shield badge and/or photo I.D. are required to be in possession of the badge and/or photo I.D. on and off duty. Employees shall not use their shield or identification card for personal business or personal gain. If a shield or identification card is lost or stolen, it must be reported in writing to the Department Head without delay.

12-3-7 **SPEECH AND DISSEMINATION OF INFORMATION.** Employees are encouraged to appear before civic organizations, fraternal organizations or any other group in an official capacity. Employees shall notify the Department Head prior to accepting such speaking engagements.

Employees are cautioned against making statements or giving impressions regarding official agency policy or position without prior expressed authority being granted. Normally, the Village Board has the sole right to adopt and interpret the policies of the organization. If in doubt, it is always preferable to consult the Department Head before making any statements that might possibly be misinterpreted or misconstrued by the general public or press.

The Superintendent shall make all news releases concerning the Department.

The Village shall comply with the **Illinois Freedom of Information Act**, and employees are allowed to disseminate information pursuant to the Act. However, employees are not allowed to disclose any information that is exempted by **Illinois Freedom of Information Act** or prevented from disclosure by any other state statutes.

12-3-8 **RELATIONS WITH CREDITORS.** The Village shall charge employees any authorized costs when making wage deduction pursuant to court order or State or Federal statutes.

12-3-9 **ETHICS.** Employees shall not recommend or promote the sale of any specific brand name product or equipment.

Many employees in the course of their work have access to medical information about patients, clients, employees, or other individuals. This may be medical, legal or job related information. Such information is not to be repeated or discussed outside the department or with other personnel unless such information is a necessary part of the employee's assigned duty.

Employees shall inform the Department Head or Mayor of any possible conflict of interest situations they may have.

Employees are prohibited from accepting gifts, gratuities, or any item of value for work performed on behalf of the Village.

12-3-10 REIMBURSEMENT OF COST OF TRAINING. If an employee leaves the department's employment before the completion of **three (3) years** from the initial date of employment, that employee will be liable for all costs incurred in the employee's selection, background investigation, equipment issue and training, prorated over a **three (3) year** period. Incurred training costs will be deducted from any remaining paychecks.

12-3-11 PRESCRIPTION DRUG USE. Any employee who is taking prescription or over-the-counter drugs or medication which may impact on abilities to perform work shall report the use of the drugs or medications to the immediate supervisor, along with the name and address of any medical doctors prescribing the medication.

12-3-12 SAFETY. The Department Head shall implement any safety procedures adopted by the Village, and employees shall comply with any of the safety procedures.

All Department employees are directed to report any hazardous conditions to their supervisor immediately.

Due to the open-office design of many department buildings, it is impossible to provide security for personal belongings left unattended. Staff members are advised to keep their wallets, purses, etc. in their possession at all times. The Department cannot be responsible for losses due to theft.

12-3-13 DRUG FREE WORKPLACE. All employees, as a condition of employment, will comply with the Village's Drug Free Workplace Policy, attached to this Code as **Appendix A.**