

# **Rock Island County Employee Manual**

*Effective Date February 18, 2015*

Rock Island County  
Employee Manual

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# Rock Island County Employee Manual

## **Foreward**

The Personnel Policies and Procedures explained in this manual shall be applicable to and govern all Rock Island County employees, except where contravene by specific policy(ies) in the offices of elected officials and departments (such as the Nursing Home and the Rock Island County Board of Health), and unless contravened by contracts negotiated under provisions of the Illinois Public Labor Relations Act, by provisions of the Civil Service Code, or provisions of a state or federal law or regulation, to the extent the policy and procedures for employees are different than herein set forth.

The County Board reserves the right to modify or amend this manual at any time.

This manual does not claim to be all-inclusive. Situations will be examined individually.

Effective Date February 18, 2015

# Rock Island County Employee Manual

## Personnel Policies & Procedures

### Section 1 Hiring Practices

It shall be the duty of any committee charged with oversight responsibility of an assigned department under its jurisdiction in County to review the current need of vacant position, determine future continuation of said positions, and approve or disapprove the start of the hiring process. It shall be the responsibility of the Human Resource Department, if necessary, to place advertisement for applications in media that is the best suited, collect applications, and to initially carefully screen all applicants to determine their experience and basic qualifications.

**PROMOTIONAL SELECTION:** Whenever a vacancy occurs in a position for which there are believed to be qualified potential applicants within the County's workforce, an announcement may be posted in prominent places in the various work sites. Consideration will be given to qualified, regular employees. Unless otherwise provided by a collective bargaining agreement, selection will be based upon applicable education and experience, demonstrated skills and abilities, work record, and/or any other criteria that the Department Head shall consider relevant.

The selection process shall endeavor to maximize reliability, objectivity, and validity through a practical, job-related assessment of applicant attributes necessary for successful job performance and career development. Applicants must meet the minimum requirements of the class to be considered for selection.

- **SELECTION DEVICES:** The Human Resources Department shall be responsible for determining the selection device or devices to be used to obtain the best qualified candidates for each class of positions. Selection devices shall be used separately or in various combinations as appropriate to the class and to available employment resources. Selection devices may include work sample and performance tests, practical written tests, oral examinations/interviews, individual physical examinations, and background and reference inquiries. In the development of selection devices, the Human Resources Department may confer with Department Heads, consultants, or others skilled in or familiar with minimum job requirements.

The Human Resource Department shall then forward all applications to the appropriate Elected Official, Department Head, or assigned search committee to select applicants to be interviewed, and selection of the finalist.

The most qualified individuals shall at all-time be hired for County service. In the event of equally qualified finalists, preference shall be given to the individual as per accordance with Section 202, the County's Affirmative Action/Equal Employment Opportunity policy.

- A County Administrator shall be recruited and selected in a process as recommended by the Executive Committee of the Rock Island County Board and approved by the Board. Approval of the selection of the County Administrator shall be made by a majority vote of the Board, and then the Board approved County Administrator shall be appointed by the Chair of the County Board. (As provided in a resolution duly adopted October 21, 2014.)

A conditional job offer, and if required, medical review and/or criminal background check must be completed for all selected individuals and references completed before a start date is given. Prior to making a conditional job offer, the Department shall confer with the Human Resource Department for determination of salary, clearance of any necessary criminal background check, and compliance with the County's Affirmation Action and EEO policies. Notification of all new hires for County positions must be submitted to the appropriate oversight Committee. Unless specified by a Department Head or Elected Official, medical examinations and criminal background checks are not required for Administrative and Clerical employees. A physical examination to determine ability to perform essential functions of a job is required for all other employees, after a conditional offer of employment has been made. Reasonable accommodations will be provided to enable qualified individuals to perform their jobs as mandated in the Americans with Disabilities Act. As per the Fair Credit Reporting Act (FCRA), The Human Resource Department shall identify positions requiring a criminal background, and except for civil service applicants, shall have responsibility to conduct such searches, review criminal background history for appropriateness/eligibility for hire, and to maintain criminal background checks.

When hiring an administrator or department head, the chairperson of the appropriate committee will appoint at least two members in addition to him or herself to review applicants. Applicants or appointees for administrator, department head, and Chief Deputy Position are required to be a resident of Rock Island County. Finalists for Administrator and/or Department Head positions shall be submitted by the assigned Committee to the full Board for approval prior to starting actual duties.

If an applicant is not a resident of Rock Island County, the applicant will be given six (6) months from date of hire to meet the residency requirement.

In all other positions, whenever possible, residents of Rock Island County who meet all other requirements of the position must be given first preference over all applicants considered. No employee of Rock Island County shall be associated with other employment during his/her regularly assigned hours of duty.

Rock Island County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, nationality, ancestry, citizenship status, sexual orientation, marital status, veteran status, age, or disability. The County complies with applicable federal, state, and local laws governing non-discrimination in employment in every location. This policy applies to all terms and conditions of employment, including but not limited to: hiring, selection, placement, promotion, tenure, discipline, termination, layoff, recall, transfer, leaves of absence, compensation, and training and expressly prohibits any form of unlawful employee harassment, sexual or otherwise. Supervisors are responsible for creating an atmosphere free of discrimination and harassment. Further, employees are responsible for respecting the rights of their co-workers. The Equal Opportunity Policy for Rock Island County as adopted by the County Board is included in this manual. When all things are equal;

- **VETERAN'S PREFERENCE:** Honorably discharged persons from the military or naval forces of the United States are entitled to preference in appointment and employment over other applicants of no greater qualifications.
- **UNDER-UTILIZED GROUPS PREFERENCE:** In compliance with the Rock Island County Equal Employment Opportunity and Affirmative Action Policy and EEO Administrative Action Plan, under-utilized ethnic and gender specific groups as identified by the EEO Coordinator are entitled to preference in appointment and employment over other applicants of no greater qualifications, or as per guidelines specified by the EEO Coordinator.

Regular Full Time Employee: An employee who works 30 hours or more per week and receives benefits.

Regular Part Time Employee: An employee who works less than 30 hours per week with benefits (prorated to the number of hours worked except insurance which requires 30+ hours per week).

Temporary Employee: An employee working full or part time on the County payroll in a job established for a specific period of time such as summer help or vacation relief. Temporary employees are covered by Social Security and Workers Compensation but receive no other benefits.

Elected officials need only apply the statutory requirements of their job.

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## Section 2 Equal Employment Opportunity Policy

Rock Island County shall provide equal employment opportunities to all employees and applicants for employment without regard to factors protected by law such as: race, color, religion, sex, sexual orientation, nationality, age, disability, veteran status, pregnancy, and marital status. This policy applies to all Human Resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer, and termination of employment.

An Equal Employment Opportunity Officer shall be appointed by the County Board through the County Board Chairman. The EEO Officer will assist the County Board Chairman by acting as a liaison between the County and other governmental agencies and the public.

The Director of Human Resources with the assistance of the EEO Officer:

1. Develops and administers an affirmative recruitment program with special emphasis in occupational categories where the County's minority or female representation is significantly below the minorities or females in the relevant labor market area.
2. Assists departments in developing objective selection criteria and techniques that do not adversely impact on minorities or other protected classes.
3. Maintains an up-to-date list of recruitment sources for seeking qualified minority and female applicants.
4. Monitors compliance with federal, state and local laws regarding EEO/Affirmative Action, including preparation of annual reports to the EEOC, County Board, and other reports as required.
5. Provides periodic staff training on EEO-related topics; observes the interview and selection process for any and all County positions, and provides appropriate feedback to department heads and elected officials.
6. Conducts periodic review of County employment practices and related documents (i.e. job announcements and descriptions, application forms, employment and promotional tests, etc.) to assure non-discriminatory effect.
7. Maintain EEO-related data on the County's regular workforce and applicants for regular County positions.
8. Investigates and attempts to resolve EEO-related complaints.

Any employee or applicant alleging discriminatory practice by the County on the basis of a protected class may file a confidential complaint with either the County EEO Officer or the Director of Human Resources through the established procedure below. All employees or applicants shall have the right to file a complaint without fear of reprisal.

1. If an employee or applicant believes that he or she has been discriminated against, a complaint should be filed with either the County EEO officer or the Director of Human Resources within seven (7) days of the incident to ensure a prompt investigation. If the complaint is filed with the Director of Human Resources, the EEO officer shall be notified of any ongoing investigations.
2. Complaints about discrimination will be responded to promptly and equitably and will be documented. The right to confidentiality of all employees and applicants will be respected in both informal and formal procedures, insofar as possible.
3. County policy explicitly prohibits retaliation against employees for bringing complaints of discrimination.
4. An employee found to be guilty of discrimination, or filing of a false discrimination claim, is subject to disciplinary action for violation of Rock Island County policy, consistent with existing procedures.

The procedure for investigating and resolving complaints regarding discrimination will be handled as follows:

1. After a complaint has been made, the complaint will be reviewed and investigated by the Director of Human Resources with the assistance of the County EEO Officer.
2. After the investigation, a recommendation for resolution will be brought to the Human Resources Committee for approval.
3. The Human Resources Committee will make a determination of how the complaint will be resolved.
4. If any party involved in the complaint is not satisfied with the determination, the unsatisfied party may appeal to either the County Board Chairman or the Elected Official elected to the office in which the incident occurred. In a case where the County Board Chairman or the Elected Official is the accused, the unsatisfied party may appeal to the County Board.

#### Vendors and Contractors

Refer to Policy 222 in the Procedure Manual, Equal Employment Opportunity Statement (Vendors).

## Section 3 Sexual Harassment Policy

*Revision Effective 02-21-07*

Rock Island County recognizes that Sexual Harassment is defined by the Illinois Human Relations Act (775 ILCS 5/2-101) and by Title VII of the Civil Rights Act (29 C.F.R. Part 1604.11) and reaffirms the principle that its employees have a right to be free from sex discrimination in the form of sexual harassment by any other employee.

Sexual harassment is understood to include a wide range of behaviors, including but not limited to the actual coercing of sexual relations, verbal or physical sexual advances, requests or threats, sexually explicit or derogatory statements, jokes, pictures, objects or gestures and physical aggressiveness such as touching, pinching or patting. Such behavior may offend the aggrieved party, cause discomfort or humiliation and interfere with job performance. This definition will be interpreted and applied consistently with accepted standards of mature behavior and freedom of expression. Sexual relations or sexual contact which is freely and mutually agreeable to both parties is not considered harassment.

Any employee who believes he or she has been sexually harassed may obtain redress through the established procedure.

1. If the employee believes that he or she is being sexually harassed, if possible in a safe and non-confrontational manner the employee should immediately inform the harasser that the behavior is unwelcome and should be stopped. The employee should also inform their immediate supervisor and Human Resources within seven (7) days of the incident to ensure a prompt investigation. If the immediate supervisor is the alleged perpetrator of the harassment, the employee should take matters to the Director of Human Resources and the next level of management. The Equal Employment Officer shall be notified by the Director of Human Resources of any ongoing investigations.
2. Complaints about sexual harassment will be responded to promptly and equitably and will be documented. The right to confidentiality of all employees will be respected in both informal and formal procedures, insofar as possible.
3. County policy explicitly prohibits retaliation against employees for bringing complaints of sexual harassment.
4. An employee found to be guilty of sexual harassment, or filing of a false sexual harassment claim is subject to disciplinary action for violation of Rock Island County policy, consistent with existing procedures.

## Section 4 Harassment/Bullying Policy

Rock Island County promotes a productive and safe work environment and does not tolerate any verbal or physical conduct by an employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, bullying, offensive, hostile environment, especially if such conduct concerns race, gender, religion, age, disability, national origin, sexual orientation or veteran status. It is the responsibility of all employees, whether supervisors or employees to maintain an environment free of harassment. This policy applies to all employees as well as non-employees such as but not limited to: vendors, contractors, customers and visitors.

Harassment and/or bullying includes, but is not limited to: verbal or physical conduct that denigrates or shows hostility or aversion towards another individual and that has the purpose of affecting or creating an intimidating, hostile, or offensive work environment has the purpose or effect of unreasonably interfering with an individual's work performance, otherwise adversely affects an individual's employment opportunities.

Examples of harassment and/or bullying might include, but are not limited to: threats, insults, racial or religious slurs, unwelcome comments, jokes, pranks, gestures, or physical contact, and display or circulation of derogatory or inappropriate written or other physical materials, cartoons or pictures.

Harassment and/or bullying does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.

Any employee who believes he or she has been harassed and/or bullied may obtain redress through the established procedure.

1. If the employee believes that he or she is being harassed and/or bullied, if possible in a safe and non-confrontation manner, the employee should immediately inform the harasser that the behavior is unwelcome and should be stopped. If the alleged perpetrator fails to comply with the request to stop the expressed actions, the employee should also inform their immediate supervisor and Human Resources within seven (7) days of the incident to ensure a prompt investigation. If the immediate supervisor is the alleged perpetrator of the harassment and/or bullying, the employee should take matters to the Director of Human Resources and the

next level of management. The Equal Employment Officer shall be notified by the Director of Human Resources of any ongoing investigations.

2. Complaints about harassment and/or bullying will be responded to promptly and equitably and will be documented. The right to confidentiality of all employees will be respected in both informal and formal procedures, insofar as possible.
3. County policy explicitly prohibits retaliation against employees for bringing complaints of harassment and/or bullying.
4. An employee found to be engaged in harassment and/or bullying, or filing of a false harassment and/or bullying claim is subject to disciplinary action for violation of Rock Island County policy, consistent with existing procedures.

## **Section 5 Probationary Period**

The first 90 days of active employment or as defined by the employee's applicable Collective Bargaining Agreement is considered a probationary period. During this period of time, the employee is not eligible for holiday pay, sick pay, or health insurance. When the probationary period has been completed, the effective date for vacation and sick days will revert to the original hired date. However, any time lost due to sickness during the probationary period will not be compensated retroactively. When an employee goes from a non-bargaining unit part-time, not eligible for vacation, to a regular full time position, vacation time will be computed from the date hired as a full time employee. Bereavement time cannot be used during Probationary Period.

## Section 6 Rules of Conduct

Any time you find a group of people, you also find they have established certain rules of conduct which must be followed. Common sense is your best guide to proper conduct. It is impractical to spell out everything that is expected of you and your co-workers in terms of honesty, courtesy, and good conduct. Lists of rules cannot possibly cover all situations that may arise. The following list includes, but does not limit the types of misconduct which may lead to disciplinary action up to and including discharge.

1. Dishonesty
2. Theft
3. Insubordination or failure to carry out any reasonable instructions issued by a supervisor.
4. Failure to meet accepted standards of work performance.
5. Destruction, damage, or misuse of County property or property of fellow employees.
6. Excessive absenteeism or tardiness; absenteeism or tardiness without cause, notification, or approval.
7. Falsification of records including employment applications, time cards, and County records.
8. Possession or use of alcohol, narcotics, or controlled substances on County property or during working hours.
9. Unauthorized use of firearms or explosive materials or carrying a concealed weapon while on County property or during working hours.
10. Gambling
11. Sleeping during working time.
12. Unauthorized absence from work during working hours.
13. Using profane or abusive language in an insulting manner toward fellow employees, supervisors, or the general public.
14. Fighting, threatening, or provoking a fight on County property.
15. Display of items for sale in all County offices and buildings shall be prohibited.
16. Pictures, posters, and other wall decorations should be in good taste and attached in such a manner as to not damage County property.

## **Section 7 Dress Code Policy**

*Revision Effective 02-21-07*

Employees contribute to the feeling and reputation of Rock Island County in the way they present themselves. A professional appearance is essential to a favorable impression with customers. Good grooming and appropriate dress reflect employee pride and inspire customer confidence.

Management reserves the right to determine appropriateness of dress within their department. Management may make exceptions for special occasions. Rock Island County is confident each employee will use his or her best judgment in following this policy, however, an employee unsure of what is appropriate should check with his or her supervisor.

When an employee violates the department's dress code policy, the supervisor may request the employee to change into acceptable attire. If the employee does not comply with the dress code standard of the department, the supervisor may discipline the employee.

1. Choose clothing that communicates professionalism.
2. Keep your workday schedule into account when you are dressing.
3. Please be considerate of co-workers, customers, and visitors.
4. Good personal hygiene is a must.

## **Section 8 Charitable and Non-Work Related Activities Policy**

*Revision Effective 03/19/2009*

Rock Island County encourages its employees to participate in charitable activities. However, Rock Island County does not officially endorse any specific charity. Rock Island County employees may not use work time or work resources in support of any specific charity's fundraising activities or in support of any non-work related activity.

Solicitation of all non-work related activities are prohibited during the regular hours of operation. Materials or information regarding charitable or non-work related activities or products may be displayed in a general location for public or employee notification. Materials regarding charitable or non-work related activities or products must be viewed and distributed during an employee's own personal time.

Any charity requesting County approval for payroll deductions should be directed to United Way. All charities under United Way's fundraising umbrella, must comply with State and Federal Laws and Regulations such as the Voluntary Payroll Deductions Act (5 ILCS 340/1) and the Illinois Human Rights Act (775 ILCS 5/1-101).

Any charity or organization requesting County approval for solicitation of fundraising activities or other non-work related activities in Rock Island County facilities should be directed to Human Resources.

## **Section 9 Closing of County Facilities During Inclement Weather And Emergency Situations**

From time to time in the Quad City Area; the need arises to close County Facilities due to Inclement Weather. It shall be the policy of Rock Island County that any and all facility closings due to inclement weather shall be made by agreement of the Chairman of the County Board; the Sheriff of Rock Island County; and the Chief Judge of the 14<sup>th</sup> Judicial Circuit.

Determination of closure shall be based on; but not limited to; amount of snow received; condition of area roads; ability of staff to safely travel to and from County facilities; clearing of all County parking facilities; and potential danger from the weather conditions.

In the event of an emergency situation; determination of closure shall be made by the appropriate Department Head or Elected Official with concurrence of the County Board Chairman) and/or Sheriff of Rock Island County. All facilities may not be closed during an emergency situation; depending on the severity. An emergency situation is defined as no electricity; no water; or other catastrophic incident.

Non-Union employees of Rock Island County will be required to use a source of paid benefit time during any closure of facilities. The source of benefit time will be decided by the employee. If a non-union employee does not have a paid source of benefit time, the non-union employee will receive no pay for hours not worked during the closure of facilities. Non-union employees who were scheduled off for vacation; comp time; sick time; workers compensation, etc., or not scheduled to work will not receive compensation for the time the facilities were closed. Non-union employees who are required to work (such as Sheriff's Department Employees; Public Works Employees; Animal Care and Control Employees and Nursing Home Staff) due to twenty-four hour coverage necessities; public safety; or care of residents, animals or facilities; shall be compensated according to hours worked with no additional compensation.

Employees of Rock Island County; unless stated otherwise under a bargaining agreement or determined otherwise by the County Board Chairman or Elected Official for their particular office, will be required to use a source of paid benefit time during any closure of facilities. Elected Officials at all times have the ability to create and enforce policies for their offices, in line with respective collective bargaining agreements. The source of benefit time will be decided by the employee. If an employee does not have a paid source of benefit time, the employee will receive no pay for hours not worked during the closure of facilities. Employees who were scheduled off for vacation; comp time; sick time; workers compensation, etc., or

not scheduled to work will not receive compensation for the time the facilities were closed. Employees who are required to work (such as Correctional Officers; Deputies; Public Works Employees and Nursing Home Staff) due to twenty-four hour coverage necessities; public safety; or care of residents, animals or facilities; shall be compensated according to hours worked with no additional compensation.

## **Section 10 Threats and Violence in the Workplace**

The policy of Rock Island County is to strive to maintain a work environment free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening, bullying, or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind on company property, or any other act determined by management to be considered inappropriate in the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to their supervisor and/or elected official. Complaints will be investigated. Based upon the results, disciplinary action may be taken against the offender, if appropriate, up to and including discharge.

Employees who observe, or have knowledge of, any violation of this policy should immediately report it to management. Rock Island County, as an employer, will take action when unforeseen events transpire and look to employees for support of this policy. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe there is a threat to the safety of others.

## **Section 11 Concealed Carry**

The Occupational Safety and Health Act require employers to provide a workplace “free from recognized hazards that are causing or are likely to cause death or serious physical harm”. The Illinois Gun Control Act contains a “prohibited area” exception that forbids even permit holders from knowingly carrying a firearm into certain designated “prohibited areas.” Examples of these areas include childcare facilities, universities, casinos and government buildings among others. There are posted signs at the entrances of our buildings stating that firearms are prohibited in the buildings. The concealed weapon bans does not extend to parking areas. Under the Firearm Concealed Carry Act, in Illinois if you obtain a concealed carry permit you will be able to store your firearms in your vehicles even when parked in the parking lot of a workplace that otherwise bars concealed firearms, as long as your vehicles are locked and the firearm is out of sight or the firearm and ammunition are in a locked container inside the car.

Law Enforcement Officer Safety Act (LEOSA) of 2004 and its amendments in 2010 and 2013 state that a "qualified law enforcement officer" which is defined by law does not have to have a concealed carry permit to conceal a gun. The individual must carry photographic identification issued by the governmental agency for which the individual is employed that identifies the employee as a police officer or law enforcement officer of the agency. This law does not carry over to off duty officers. Law enforcement officers have always been exempt from the laws regarding carrying a weapon in government buildings or other buildings. The only exception is when flying. Then there are specific processes the officer must complete.

## **Section 12 Internet and Email Usage Policy**

Employees are cautioned that they should have no expectations of privacy while using County equipment. Rock Island County reserves the right to use content management tools to monitor, review, and or block content that violates the rules and guidelines set forth in this policy.

### **Internet Usage Policy Statement:**

Internet Systems (including computers, Internet accounts, networks, software, electronic mail, Web home pages, and voice systems) at Rock Island County are provided for the use by authorized County employees. All employees are responsible for seeing that these resources are used in an efficient, ethical, and lawful manner. The use of Internet systems is a privilege, not a right, which may be revoked at any time for misuse. The following policies relate to their use.

Personal Web Sites and Web logs (blogs) have become a method of self-expression in today's culture. Rock Island County respects the right of employees to use the mediums in their personal time. Examples include but are not limited to Facebook, Myspace, YouTube, Twitter, blogs, media sites or similar types of online forums. Unless specifically authorized by Rock Island County, employees are not to use or access any forms of social media using County resources or personal resources during work hours. Employees are expected to protect the privacy of Rock Island County, nursing home residents and its employees, and are strictly prohibited from disclosing non-public confidential and protected health information to which employees may have access. Employees are also expected to avoid making defamatory statements regarding the activities, vendors, clients, nursing home residents and or personnel of Rock Island County.

These policies are not to dissuade the user from using their common sense concerning Internet access and usage. Nor is this policy's intention to limit necessary personal communications between employees and outside persons. Rock Island County internet systems may be used for necessary personal communication. (i.e. communication with family members, care providers, schools, physician etc.)

### **Guidelines:**

1. The Internet systems are owned by Rock Island County and are to be used for related activities only. All access including the issuing of accounts must be approved by the respective Elected Official or Department Head. Such authorization will be forwarded to the Information Systems Director for implementation.
2. Internet systems are to be used only for the purpose for which they are assigned and are not to be used for commercial, illegal, or social networking purposes.
3. Fraudulent, harassing, sexually explicit images, or obscene messages and/or materials are not to be sent, printed, requested, displayed, or stored. It is also understood at certain times in certain departments, access to "adult" material may be required as part of an assignment given. This access will be limited to the scope of the assignment and such access may be monitored. It is also understood that from time to time unintentional access to "adult" material may happen, and that the user should immediately leave that web site. Notice should be given to the Elected Official or Department Head and Information Systems Director with the URL of all unintentional access.

It is not acceptable to use the Rock Island County Internet facilities:

- For activities unrelated to Rock Island County business;
  - For activities unrelated to official assignments and/or responsibilities;
  - For any illegal purpose; including the disclosure of protected health information.
  - To transmit threatening, obscene or harassing materials or correspondence;
  - For unauthorized distribution of agency data and information;
  - To interfere with or disrupt network users, services or equipment;
  - For personal, unless authorized, or private purposes, such as blogging, marketing or business transactions;
  - For solicitation or religious and political causes;
  - For unauthorized not-for-profit business activities; and
  - For any activity meant to foster personal gain.
  - For activities that violate local, state, or federal laws including activities such as viewing child pornography, committing fraud, hacking, or spreading libel or slander.
4. Software or files may not be downloaded from the Internet without approval from the Information Systems - Systems Administrator and will be scanned for viruses using appropriate virus scanning software.
  5. All information posted to newsgroups, chat rooms, or bulletin boards will be cleared by the appropriate Elected Official or Department Head. Employees are expected to protect the privacy of Rock Island County, Nursing Home Residents and its employees, and are prohibited, unless specifically authorized,

from disclosing non-public confidential or protected health information to which employees may have access.

6. Rock Island County reserves the right to monitor every aspect of your Internet usage and to inspect files on county owned computer and/or data processing related devices. This includes your usage, downloads, web pages visited, electronic mail, and any other resources used. There are no facilities provided by Rock Island County for sending or receiving private or confidential electronic communications. The network administrators have access to all mail and user access requests, and will monitor messages as necessary to assure efficient performance and appropriate use. Messages relating to or in support of illegal activities will be reported to the State's Attorney's Office. Rock Island County reserves the right to remove a user account from the network.
7. Internet accounts, including E-Mail are to be used by the assigned individual only, and can only be used by others with the explicit permission of the respective Elected Official or Department Head.
8. Respect for the legal protection provided by copyrighting and licensing of programs, data, and other sources of information. Do not distribute or make copies of software or images without the permission of the copyright holder.
9. Any problems experienced through the use of the County's Internet resources or problems with the Internet Service Provider are to be reported to the Information Systems - Systems Administrator.
10. Rock Island County makes no warranties (expressed or implied) with respect to Internet services, and it specifically assumes no responsibility for:
  - The content of any advice or information received by a user outside the agency or any costs or charges incurred as a result of seeking or accepting such advice;
  - Any costs, liabilities or damages caused by the way the user chooses his/her departmental Internet access;
  - Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Rock Island County.
11. Each Elected Official and Department Head are responsible for budgeting for any charges or costs associated with providing Internet service and any equipment needed for Internet Service in addition to those currently being supplied. Additional E-mail accounts; maintenance fees; etc., are the sole expense of the individual departments.

## **Corrective Action**

Failure to comply with any or all of the above policies can and may result in termination of access to Internet services, disciplinary review, termination of employment, criminal prosecution, civil action, or other disciplinary action by the respective Elected Official or Department Head as appropriately listed in bargaining unit agreements and as allowed by law. Rock Island County will review alleged violations of the Internet Usage Policy on a case-by-case basis. Clear violations of the policy which are not promptly remedied may result in termination of Internet services for the person(s) at fault, and referral for disciplinary actions as appropriate.

### **E-Mail Usage Policy Statement:**

E-Mail is one of Rock Island County's core internal and external communication methods. The purpose of this policy is to ensure that E-Mail systems used by County staff support County business functions to their fullest capacity. This policy advises staff and management of their responsibilities and provides guidance in managing information communicated by E-Mail. E-Mail Services will be provided to all staff as authorized by the individual Elected Official or Department Head. To request access, contact the Information Systems Director for availability and costs.

### **Guidelines:**

1. E-Mail services, like other means of communication, are meant to be used to support Rock Island County business. Employees may use E-Mail to communicate informally with other offices so long as the communication meets professional standards of conduct. Staff may use E-Mail to communicate outside of Rock Island County offices when such communications are related to legitimate business activities and are within their job assignments or responsibilities. Employees will not use E-Mail for illegal, disruptive, unethical, or unprofessional activities, for personal gain, or for any purpose that would jeopardize the legitimate interests of Rock Island County.
2. E-Mail messages are not personal and private. The network administrator will routinely monitor individual staff member's E-Mail and will take reasonable precautions to protect the privacy of E-Mail. However, authorized personnel may access an employee's E-Mail:
  - For a legitimate business purpose (e.g. the need to access information when an employee is absent for an extended period of time);
  - To diagnose and resolve technical problems involving system hardware, software or communications; and/or
  - To investigate possible misuse of E-Mail when a reasonable suspicion

of abuse exists or in conjunction with an approved investigation.

3. Employees are prohibited from accessing another user's E-Mail without his/her permission.
4. E-Mail messages sent or received in conjunction with Rock Island County business may be released to the public under the Freedom of Information Act; and require special measures to comply with the Personal Privacy Protection Law. All E-Mail messages, including personal communications, may be subject to discovery proceedings in legal actions, and release upon request as per provisions of the Freedom of Information Act.
5. E-Mail accounts are limited to County employees conducting County business. No personal E-Mail accounts are to be established using the County's server and Internet Service Provider. All E-Mail messages sent using County equipment is to be via the assigned County E-Mail account.
6. Users must take all reasonable precautions, including safeguarding and changing passwords to prevent the use of the account by unauthorized individuals.

### **Record Retention and Management:**

Users should archive all E-Mail communications in a timely fashion. If a user needs to retain information in an E-Mail message for an extended period, he or she should transfer it from the E-Mail system to an appropriate electronic or other filing system. The Network Administrator is authorized to archive any information retained in an E-Mail system that is more than 60 days old. All Freedom of Information Act (FOIA) and Open Meetings Act (OMA) provisions must be followed. Current statutory language should be reviewed before disposal or archiving to ensure compliance.

E-Mail created in the normal course of official County business and retained as evidence of official policies, actions, decisions or transactions are records subject to records management requirements under specific program requirements.

Records communicated using E-Mail need to be identified, managed, protected, and retained as long as they are needed to meet operational, legal, audit, research or other requirements. Records needed to support program functions should be retained, managed, and accessible in existing filing systems outside the E-Mail system in accordance with each department's standard practices.

Examples of messages sent by E-Mail that typically are records that include:

- Policies and directives,

- Correspondence or memoranda related to official business,
- work schedules and assignments,
- Agendas and minutes of meetings,
- Drafts of documents that are circulated for comment or approval,
- Any document that initiates, authorizes, or completes a business transaction,
- Final reports or recommendations.

Some examples of messages that typically do not constitute records are:

- Personal messages and announcements,
- Copies or extracts of documents distributed for convenience or reference,
- Phone message,
- Announcements of social events.

All E-Mail users should:

- archive E-Mail after applicable records have been filed in a record keeping system;
- delete records of transitory or little value that are not normally retained in record keeping systems as evidence of agency activity.

### **Corrective Action**

Failure to comply with any or all of the above policies can and may result in termination of access to Internet services, disciplinary review, termination of employment, criminal prosecution, civil action, or other disciplinary action by the respective Elected Official or Department Head as appropriately listed in bargaining unit agreements and as allowed by law. Rock Island County will review alleged violations of the E-Mail Usage Policy on a case-by-case basis. Clear violations of the policy which are not promptly remedied may result in termination of E-Mail services for the person(s) at fault, and referral for disciplinary actions as appropriate.

### Software Guidelines

Any and all software to be installed on computer equipment owned by Rock Island County shall be installed by the Rock Island County Information Systems Department. Unless approved by the applicable Department Head and Rock Island County Information Systems Department, personally owned software of the employee's shall not be installed on any Rock Island County computer or related device. Software Licenses shall be kept in the following manner:

Original: In a file cabinet file folder with Installation Software; labeled with department, model number and serial number

Three Copies: Information Systems; County Auditor; and the department where installed.

The County recognizes that some departments install their own software such as Circuit Clerk, State's Attorney, Court Services, Sheriff and Health Department and when prudent will consult the Information Systems Department.

## **Section 13 Outside Employment Policy**

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

Activities and conduct away from the job must not compete, conflict with or compromise the county interests or adversely affect job performance and the ability to fulfill all responsibilities at Rock Island County. Employees are prohibited from using unauthorized tools or equipment and the unauthorized use or application of any confidential information.

Rock Island County reminds full-time employees that Rock Island County is considered the primary employer. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, normal disciplinary procedures will be followed to deal with the specific problem.

In evaluating outside work, the Department Head/Elected Official and the Human Resources Director will consider whether the proposed employment factors including but not limited to:

1. May reduce the employee's efficiency in working for the county.
2. Involves working for an organization that does a significant amount of business with the county, such as major contractors, suppliers and customers.
3. May adversely affect the county's image.

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

## **Section 14 Drug Free Workplace Policy**

The Rock Island County Board believes strongly in making the work environment of all employees free of drugs and the accompanying abuses. Further, the Drug Free Workplace Act (30 ILCS 580/2 Ill. Rev. Stat. Chap. 127, Par. 152.311) mandates that State of Illinois contractors and grantees initiate and maintain a drug free workplace for their employees. Accordingly, all employees are informed as follows:

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including pharmaceutically dispensed cannabis, is prohibited in the County's workplace, or while performing any work for the County, and employees found to have engaged in any of the above activities and/or found to be impaired from the use of pharmaceutically dispensed cannabis while performing any work for the County shall be subject to disciplinary action up to and including termination.

Information on controlled substances and rehabilitation is available through the Human Resources Department and the County's Employee Assistance Program.

As a condition of remaining an employee of the County, all employees must:

1. Abide by the terms of this policy.
2. Participate in drug free programs which are sponsored from time to time by the County.
3. Notify the Human Resource Department of any criminal drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction. The County is required to notify the state contracting agency of such convictions.

Adopted 8/18/92; amended 02/14/06; amended 10-2014

## **Section 15 Medical Marijuana Policy**

Employees may not bring medical marijuana (cannabis) into the workplace and/or onto any Rock Island County owned property, including buildings, park and recreation areas, parking lots, and/or County owned vehicles, even if the Employee has the legal right to possess a legally obtained marijuana (cannabis) outside the workplace.

~~¶~~ An Employee may not be under the influence of marijuana (cannabis) while working. An Employee determined to be the influence of legally prescribed marijuana (cannabis) shall be subject to remedial actions, including discipline up to and including termination, in the same manner and fashion as an employee under the influence of any other legally prescribed medication.

As allowed under state statute, Rock Island County reserves the right to conduct random drug testing, or testing for reason and suspicious cause, as deemed necessary. A positive result in any County required drug screen indicating the presence of marijuana (cannabis), including legally prescribed marijuana (cannabis), shall be treated the same manner as any other medication which an employee has been legally prescribed.

## **Section 16 Smoke Free Facilities**

As per state Regulations, a No Smoking policy for all County facilities, excluding the County nursing home, became effective June 1, 1993. Nursing home This No Smoking policy includes all vehicles (cars & trucks) and equipment (i.e., highway maintenance equipment such as graders, cranes, backhoes, plows, mowers, etc.) owned by the County. Rock Island County views electronic cigarettes (E-cig) in the same manner and they are prohibited from use in all county facilities.

## Section 17 Vacation

Employees will be paid and take vacation under the terms of this plan effective as of their anniversary date. Employees under this plan shall earn and take vacations based on their years of service as of each anniversary date in accordance with the following schedule:

- A. Less than one year of service - 3.077 hours accrued for each full pay period worked - maximum of eighty hours of vacation pay.
- B. Four years of service\* - 4.6154 hours accrued for each full pay period worked - maximum of one hundred twenty hours of vacation pay.
- C. Nine years of service\* - 6.154 hours accrued for each full pay period worked - maximum of one hundred sixty hours of vacation pay.
- D. Nineteen\_years of service\* - 7.6923 hours accrued for each full pay period worked - maximum of two hundred hours of vacation pay.

\*Must be continual service to qualify.

Employees will be credited with time worked for purposes of accruing vacation for all hours paid for vacation, holiday, sick days, personal days, jury duty, bereavement, and comp time. Any employee who has completed one year of service will be paid for all accrued but unused vacation at the time of separation from service except as follows:

Employees who terminate their employment between their fourth fifth and fifth sixth anniversary year shall be paid vacation based on the accrual rate for two weeks (eighty hours) of vacation.

Employees who terminate their employment between their ninth and tenth anniversary year shall be paid vacation based on the accrual rate for three weeks (one hundred twenty hours) of vacation.

Employees who terminate their employment between their nineteenth and twentieth anniversary year shall be paid vacation based on the accrual rate for four weeks (one hundred sixty hours) of vacation.

Use of accrued vacation time may not be used during the two weeks prior to a known and expressed date of termination, or to extend the employee's termination date beyond the last physical date of active employment.

Vacations are not cumulative and shall be forfeited if not used within one year of earning such vacation. Exception: if staff shortages or scheduling conflicts prevent the employee from taking vacation with approval of the Finance Committee. Non-union employees will be allowed to "carry-over" one week of vacation.

Unless prior approval is obtained from the Department Head, Elected Official or appropriate Committee, the maximum consecutive use of vacation leave shall be eighty hours. Five days of earned vacation may be taken one day at a time, but the remainder of the vacation, to the extent possible, will be taken during whole weeks.

Vacations shall be granted at the time requested by the eligible employee providing the type of work performed by the employee will permit approving requests.

If the nature of the type of work involved makes it necessary to limit the number of employees on vacation at the same time, the employee(s) with the greatest departmental seniority shall be given his choice of vacation in the event of any conflict over vacation periods.

If an employee with one or more years of continuous service is laid off, he shall receive vacation money that he is entitled to at the time of layoff, or, with the agreement of his department head, he may postpone receiving his vacation money until the time that his vacation was scheduled.

Accrual stops on the last date of physical service.

## **Section 18 Holidays**

All offices and departments of County government where the days of operation are subject to the discretion of the County Board, shall be closed upon the day designated by Statute to be observed as a holiday. If any of the following holidays should fall on a Saturday, the preceding Friday will be observed; on a Sunday, the following Monday shall be considered as the holiday. It is the policy of the County to observe the following days:

**New Year's Day**  
**Martin Luther King's Birthday**  
**Lincoln's Birthday**  
**Washington's Birthday**  
**Good Friday**  
**Memorial Day**  
**Independence Day**  
**Labor Day**  
**Columbus Day**  
**Veterans Day**  
**Thanksgiving Day**  
**Friday after Thanksgiving**  
**Christmas Eve**  
**Christmas Day**  
**The day on which members of the House of Representatives are elected**

No other day shall be considered unless designated by the Board.

Only active employees shall qualify for Holidays unless otherwise indicated.

Exempt employees required to work on an observed holiday, shall be allowed to take another day off within a 30 day period following the worked holiday. Holidays are not cumulative for exempt employees, therefore, if another day off is not taken in lieu of the worked holiday within the 30 day period, the holiday will be forfeited.

## Section 19 Compensatory Time

This policy shall be applicable to and govern all Rock Island County employees unless contravened by contracts negotiated under provisions of the Illinois Public Labor Relations Act, or provisions of a state or federal law or regulation.

- A. All non-exempt employees (under FLSA) may earn up to a total of 40.0 hours of compensatory time during any given fiscal year. Such employees shall be compensated at the rate of one and one-half hour for each hour worked in excess of 40 hours in any one work week. For the purpose of calculating compensatory time, only actual hours worked will be counted towards the 40 hour standard, all paid time off will be excluded, with the exception of Jury Duty.
- B. All non-exempt employees (under FLSA) will be governed by their union contracts or agreements, as long as they are in compliance with the FLSA. The Fair labor Standards Act states that employees must be compensated at one and one half time their current hourly rate, or one and one half hour for each hour worked in excess of 40 hours in any one work week.
- C. Compensatory time will be recorded on the payroll work register as well as the check stub.
  - 1. The employee may elect to have overtime hours worked paid out in the applicable pay cycle in which the hours were worked, or request to have eligible hours credited to the employee's compensatory time accrual account. Requests for hours worked to be credited to the employee's compensatory time accrual account is subject to approval of the department head.
  - 2. All compensatory time calculations shall be reviewed for accuracy and approved by the Rock Island County Human Resource prior to being processed for payment or credit to the employee's compensatory time accrual. Once approved and on the accrual, it cannot be changed.
  - 3. The Rock Island County Auditor's Office shall conduct a review of randomly selected Rock Island County employee compensatory time accruals for appropriate credit and payout of compensatory hours earned no less than once every six months.
- D. Time cards must be signed by the employee as well as the department head. Any changes needed after HR reviews must be signed off by the Elected Official or Department Head.

- E. All non-bargaining unit, *non-exempt* employees will be given compensatory time, on a basis of one hour of compensatory time for each hour worked, for extra hours worked in a week with a County authorized holiday for all extra hours less than 40.0 hours. All non-bargaining unit non-exempt employees will be given compensatory time, on a basis of one and one-half hours of compensatory time for each hour worked, for extra hours worked in a week with a County authorized holiday for all extra hours greater than 40.0 hours.
- F. Use of accrued compensatory time is subject to staffing needs and approval of the employee's department head. All compensatory time accruals for all employees (exempt and non-exempt) not used by November 1 of each fiscal year shall be paid out in full during the first payroll cycle of each November. Compensatory time earned between November 1<sup>st</sup> and November 30<sup>th</sup> of each fiscal year shall be carried forward to the next fiscal year, and shall be counted as part of the eligible 40.0 hours of the new fiscal year.
- G. Use of accrued compensatory time shall not be considered as new time worked, and shall not be used as a basis for determining overtime.
- H. Use of accrued compensatory time may not be used during the two weeks prior to a known and expressed date of termination, or to extend the employee's termination date beyond the last physical date of active employment.

## **Section 20 Retirement/Termination/Layoff**

Rock Island County provides retirement, disability, and death benefits through the Illinois Municipal Retirement Fund (IMRF) for eligible employees. Eligible employees will have contributions deducted starting immediately with their first payroll check. An employee is eligible for a pension under IMRF with full benefits at age 60 and 8 or more years of IMRF service credit. An employee may retire with reduced pension benefits between the ages of 55 to 60 with 8 or more years of IMRF service credit. The County contribution to IMRF includes all costs for Death and Disability benefits for eligible employees. Rights and obligations are governed by Article 7 of the Illinois Pension Code and summarized in a booklet provided to all employees.

The Human Resources Department will conduct exit interviews, has a checklist to ensure collection of all County property and will assist departments with notification to disable computer access rights for terminating employees.

Please see Insurance Section for additional information.

### Section 20A

When an employee either resigns or is terminated from his/her employment with the County, whether it be voluntary or involuntary, the employee shall be paid out any and all benefits owed to them on the next payroll period following the last physical day of active service. This shall include vacation, personal, compensatory, and accrual time earned as allowed by County policy. Employees who terminate or are laid off will not be allowed to take vacation time and then receive a final paycheck. Vacation will be paid out on the final paycheck following the last physically active date of employment. This excludes employees that are retiring from the County. Employees who retire under an Early Retirement Incentive offered through IMRF are subject to further restrictions under the pension code. Employees are encouraged to make contact with IMRF directly or the Human Resources Department for the most current regulations.

Employee shall turn in all county property that had been assigned and shall receive information on COBRA and an exit interview form.

## **Section 21 Recall Policy**

Rock Island County employees impacted by layoffs will be recalled according to the employee's collective bargaining agreements (CBA). If an employee is not covered under a CBA the employee will be recalled to the position once the County Board has approved the recall. Recall rights will expire after eighteen (18) months from the effective day the layoff began, unless noted otherwise under a relevant CBA. If a vacancy is created, and the County Board approves the replacement hiring for the vacancy, employees who have been laid off, and still have recall rights, will be given consideration before external candidates. The employee must complete an application for the vacant position, and must possess the minimum requirements of the vacancy to be considered. The posting requirements for all vacancies will follow the current CBA, or will be posted for seven (7) business days in the Human Resources Department, the County Courthouse, the Sheriff's Department, and on the Rock Island County website. Employees will not forfeit their recall rights if offered and accept another position within the County. Therefore, if the County Board approves the recall of the position from which they were laid off, and the employee's recall rights have not expired, then the employee will be recalled to the position and given the opportunity to return to that position.

This policy and procedure will remain in effect until either all recalls have been made or until all recall rights have expired.

## **Section 22 General Leaves of Absences – Family & Medical Leave Policy**

Rock Island County is committed to complying with all applicable provisions of the federal Family and Medical Leave Act of 1993 (FMLA), as amended, which allows “eligible” employees to take job-protected unpaid leave (or to substitute appropriate paid leave if the employee has earned or accrued it), for up to a total of 12 workweeks in a designated 12-month period for any qualifying FMLA reason(s) identified in the section titled “Leave Entitlement Period” below, or up to a total of 26 workweeks in a single 12-month period to care for a covered service member in accordance with the section titled “Limitations on FMLA Leave” below. Except for leave to care for a covered service member with a serious injury or illness, Rock Island County will use a “rolling” 12-month period measured backward from the date of any FMLA leave usage for FMLA calculation purposes. An employee on FMLA leave is also entitled to have health benefits maintained as if the employee had continued to work instead of taking FMLA leave as long as the employee continues to pay his/her share of the premiums during the leave period. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same position or to an equivalent position with equivalent pay, benefits, and working conditions.

**SCOPE:** This policy applies to all Rock Island County employees, except for Elected Officials, and employees who have been employed by the County for less than 12 months or who have worked less than 1,250 hours under the principles of the Fair Labor Standards Act (FLSA) during the 12-month period immediately preceding the commencement of the leave.

**FMLA COMPLIANCE:** This policy is intended to comply with the Family and Medical Leave Act of 1993 at 29 C.F.R. Part 825, as amended by the Support for Injured Service Members Act of 2008 and the Department of Labor’s rules effective January 16, 2009. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail. In the event a collective bargaining agreement between the County and a certified bargaining unit includes provisions related to application of the FMLA, the contract provisions shall be followed unless they are in conflict with federal or state laws or regulations.

**LEAVE ENTITLEMENT PERIOD:** Except in the case of leave to care for a covered service member with a serious injury or illness, an eligible employee’s FMLA leave entitlement is limited to a total of 12 workweeks of leave, within a “rolling” 12-month period measured backward from the date of any FMLA leave usage.

**LIMITATIONS ON FMLA LEAVE:** Leave to care for a newborn or for newly placed child must conclude within 12 months after the date of the birth or placement of the child. An eligible

employee may only use intermittent or reduced schedule leave after the birth to be with a healthy newborn child if the Department Head agrees to such arrangement. See §825.120(b).

**EMPLOYEE NOTICE REQUIREMENTS:** An employee shall provide sufficient information, such as the reason for an absence and the anticipated duration of the absence, for an employer to reasonably determine whether the FMLA may apply to the leave request. The employee is also expected to comply with his/her department's usual and customary notice and procedural requirements for requesting leave. If an employee does not comply with the department's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

**CERTIFICATION:** The employer may require that an employee's leave to care for a covered family member with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position, be supported by a certification issued by the health care provider of the employee or the employee's family member. The employer may also require that an employee's leave because of a qualifying exigency or to care for a covered service member with a serious injury or illness be supported by a certification, as described in §825.309 and §825.310, respectively.

**WHILE ON LEAVE:** While on an FMLA leave, the employee may be required to provide the County with periodic reports regarding his/her leave status and intent to return to work. The need for these reports and the frequency of any required reports will be identified in the *Notice of Eligibility and Rights & Responsibilities* form provided by the County to the employee.

If the circumstances of the employee's leave changes and the employee is able to return to work earlier than the date originally anticipated, the employee may be required to notify the County at least two (2) working days prior to the date he/she intends to report for work.

**FITNESS-FOR-DUTY CERTIFICATION:** Prior to an employee's return to work from an FMLA leave for his/her own serious health condition, the employee may be required to provide a fitness-for-duty certification with regard to the particular health condition that caused the employee's need for FMLA leave

**FAILURE TO RETURN TO WORK:** The failure of an employee to return to work upon expiration of FMLA leave will be considered a voluntary resignation unless the employee requests and receives an additional non-FMLA leave of absence from his/her Department Head or Elected Official.

**SUBSTITUTION OF PAID LEAVE:** Generally, FMLA leave is unpaid leave. However, under §825.207, FMLA permits an eligible employee to choose to substitute accrued paid leave for FMLA leave. If an employee does not choose to substitute accrued paid leave, the employer may require the employee to substitute accrued paid leave for unpaid FMLA

leave. The term "substitute" means that the paid leave provided by the employer, and accrued pursuant to established policies of the employer, will run concurrently with the unpaid FMLA leave. Accordingly, the employee receives pay pursuant to the employer's applicable paid leave policy during the period of otherwise unpaid FMLA leave.

It is the County's policy that unless otherwise provided for in an applicable collective bargaining agreement, a Department Head or Elected Official may require employees to substitute applicable accrued paid leave for unpaid FMLA leave. If the Department Head or Elected Official does not require employees to substitute applicable paid leave, an eligible employee may choose to substitute applicable accrued paid leave for unpaid FMLA leave.

## **NOTIFYING THE COUNTY OF YOUR NEED FOR FAMILY AND MEDICAL LEAVE**

The employee must provide 30 days advance notice when the Family and Medical Leave is foreseeable. In an emergency situation, notice must be given to the County of the need as soon as possible. An employee requesting family and medical leave may be requested to provide a written request for leave and sufficient medical certification to the Human Resources Department. If requested, such medical documentation must be returned within 15 calendar days from the date of the request for information. The failure to timely notify the County of the need for leave may result in the delay of leave until proper notice is received. If Family and Medical Leave are foreseeable, an employee is required to try to schedule the Family and Medical Leave so as not to disrupt operations. The Family and Medical Leave Request Form are available in Human Resources.

## **HEALTH CARE COVERAGE AND OTHER BENEFITS**

The employee's health, dental and vision coverage in effect at the time family and medical leave begins will continue unless the employee elects to terminate coverage. If an employee continues coverage, the employee is responsible for the employee's portion of the cost. If an employee is receiving compensation while on leave, Rock Island County will deduct the premium under its normal payroll deduction procedures. If the employee is on unpaid leave, the employee must pay their portion of the premium. The employee on unpaid leave must contact Human Resource to make payment arrangements. If the employee's leave extends for more than 12 weeks, the employee will become responsible for payment of the entire health insurance premium to maintain coverage.

## **ADDITIONAL CERTIFICATIONS AND NOTICES**

Rock Island County may request that an employee provide a second health care provider certification from a health care provider chosen and paid for by the County. If the original certification and the second certification conflict, a third health care provider agreed upon by the County and the employee, and paid for by the County, will provide a binding

opinion. The County may request that an employee recertify as to the condition of a serious health condition at various points in time. Rock Island County may also request notice of an employee's intent to return to work.

## **ADMINISTRATIVE PROCEDURES**

1. If the entire month is unpaid FMLA, you will not accrue sick time for that month.
2. The employee will not accrue vacation time if they have more than 1 (one) hour of unpaid time in the pay period.
3. Officially designated County holidays
4. If a holiday occurs during FMLA and the employee is using a paid source of time on their scheduled work day prior to the holiday, the employee will receive holiday pay for that day. However, if your scheduled work day prior to the holiday is completely unpaid, you will not receive holiday pay.
5. The employee must not engage in gainful employment during FMLA. Noncompliance with this restriction or fraud in obtaining FMLA may result in termination of employment in addition to other rights of the company if that occurs (including potential recovery of the County's share of health premiums during FMLA to the extent not prohibited by law.)
6. Employees must turn in all completed paperwork to Human Resources.
7. If an employee requires additional leave after the family and medical leave entitlement has expired, Rock Island County may, at its sole discretion, grant the employee additional time away from work.

## **RETURN TO POSITION AT END OF LEAVE**

At the end of an employee's family and medical leave, he/she will be returned to his/her former position or to an equivalent job with Rock Island County. Employees who wish to return to work before their leave is to end, must notify Human Resources at least two business days prior to the desired return date. If the reason for the leave was due to the serious health condition of the employee, a return to work authorization from your physician must be provided to Human Resources before returning to work. Reasonable accommodation will be made to adapt the job to an employee's limitations so long as they will result in competent performance of the essential duties of the job. If the return to work authorization is not received, the employee's return to work may be delayed until it is received.

If an employee fails to return to work after the employee's approved FMLA request has expired, the County shall regard this as the employee's resignation.

Upon expiration of a designated FMLA leave, the employee will be restored to his/her position or to an equivalent position, if they would not have been terminated during the leave period because of general economic conditions or due to a restructuring of the department or division of the County. An FMLA leave does not guarantee a restoration of employment; an employee will be treated the same as any other employee similarly positioned and actively at work on the date of the reduction in force and/or restructuring. All benefits, increases, general wage increases, or other terms and conditions of employment generally applicable to the employee's position will be restored to them as if they had not been on leave.

If you have any questions regarding this Policy, please contact Human Resources. Family and Medical Leave forms are available from Human Resources.

FMLA definitions as outlined in the FMLA Act will be used in determining eligibility for leave.

## **WORK RELATED INJURY**

All employees are insured under the Illinois Workers' Compensation Act which provides temporary total disability benefits after a three (3) day waiting period. The three (3) days will be paid retroactively if the absence is fourteen days or more. Employees may elect to receive accrued sick leave pay for any part of the work related disability absence. However, sick leave payment will reduce total accrued sick pay hours and will not be paid in addition to workers' compensation pay. Employees must report all incidents to their supervisor as soon as practicable, but no later than 45 days from the date of the incident.

## **SHORT TERM MILITARY DUTY**

(National Guard and Military Reserves)

Employees will be given time off work for military duty and will be reinstated when training is completed. The County will not fire, demote, and deny promotion to or benefits to an employee based on their Guard/Reserve membership. Employees absent because of short-term military duty shall be compensated for time lost at their regular rate of pay. Compensation earned from military duty shall be deducted from the regular rate of pay.

## **MILITARY DUTY**

Employees who enter military service are eligible for an unpaid leave of absence and certain re-employment rights in accordance with applicable federal laws. Employees who have been on Military Leave of Absence for a period of up to four years will be eligible for re-employment after completing military service provided they have been honorably discharged and apply for re-employment within 90 days after release from active duty.

## **DEATH OF A FAMILY MEMBER (BEREAVEMENT)**

When death occurs in the immediate family of an employee, who has completed their probationary period, such employee, upon request, will be excused for any three normal scheduled days of work immediately following the date of death, provided employee attends the funeral.

An employee's immediate family shall include only the following: Spouse, children, parents, brother, sister, grandparents, step-grandparents, grandchildren, current in-laws, step-parents, step-children, step-brother, step-sister, and legal guardian. After making written application thereof, which will show the date of death and relationship to deceased and the fact that the employee attended the funeral, the employee shall receive pay on basis of straight time established rate for any scheduled days of work for which the employee is excused. Employees shall be entitled to an additional day of bereavement leave if the funeral is more than 500 miles from the County Courthouse.

## **EDUCATIONAL LEAVE**

An educational leave of absence may be granted unless it is determined that a hardship to the County will exist if the leave is granted. The period is not to exceed twelve months for formal education which is related to an employee's current position or for which the County will benefit from the employee's formal education. The employee will be reinstated to an open equivalent position at the end of the educational leave if the employee reports for an assignment at least one week prior to the date that leaves ends.

## **JURY DUTY**

Employees required to serve on jury duty shall be compensated for time lost at their regular rate of pay. If compensation is earned as a juror, said compensation shall be deducted from the regular rate of pay. It is the responsibility of the employee to notify the County of receipt of jury pay. Failure to report paid jury time may subject the employee to disciplinary actions, up to and including termination.

If an employee is released from jury duty prior to the middle of their shift, they shall return to work. If the employee works second shift and is on jury day all day, they should not be required to report for work. If an employee works third shift and is required to serve on jury duty, they should not be required to report to their shift that ends on the same day they are required to report for jury duty.

## **Section 23 PERSONAL DAYS**

Employees will be permitted time off without loss of pay for two (2) days for compelling and necessary personal reasons for cases in which permission to be absent without loss of pay has been granted by the department head prior to such absence. In the case of extreme emergency where prior notification is impossible, consideration will be given to each individual case. If an employee has not used the personal days during the year they will be added to the following year's vacation. If the personal days are added to the vacation, and the employee terminates his/her employment prior to his vacation eligibility date, he will be paid for the personal day(s) upon termination. Personal days are earned after one year of employment.

FRAUDULENT reporting of compensation earned shall be cause for dismissal.

## Section 24 Health Insurance

*Revision Effective 12-17-14*

### 24- A. Active Employees

All employees (excluding temporary employees) employed by the County to work 30 hours or more per week on a regular basis, and eligible dependents, will be eligible for coverage on an optional basis, following completion of the probationary period three months. The following events are considered "Life Events" which allows an employee to enroll and/or make changes in dependent coverage: (1) Birth of dependent (2) Death of employee or dependent (3) Marriage (4) Divorce (5) Legal Separation (if employee chooses to terminate his/her spouse and/or dependents during a legal separation and the couple reconciles and doesn't go through a divorce, the spouse and/or dependents are not allowed to be reinstated until the next December 1) (6) Legal Adoption (7) Change in Dependent Status (8) Loss of other insurance coverage.

"Life Events" must be reported to the Insurance Department within 31 days of the change and will become effective on the date of the "Life Event". Proof of a life event is required, i.e. Marriage certificate, divorce certificate, birth certificate, etc. All other enrollments/changes must be deferred until the next open enrollment period.

### 24-B. Termination of Employment

When a County employee leaves the employment of the County, the group health insurance plan will terminate on the last date for which the employee is actively (physically) employed. Extended coverage will be offered to all terminated employees and dependents in compliance with the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). A Certificate of Group Health Plan Coverage shall be mailed to all terminated employees in compliance with the Health Insurance Portability Accountability Act (HIPPA).

### 24- C. Leave of Absence

#### NEW CHILD BONDING LEAVE (FMLA):

An employee on an approved leave of absence may continue coverage under the group health plan by paying contributions as due. Contributions required while on an approved FMLA leave will be the same contribution required of an active employee.

If a leave is extended beyond the approved FMLA leave the employee will be responsible for payment of full contributions (both the employee and employer contributions).

#### FAMILY ILLNESS LEAVE (FMLA):

An employee on an approved leave of absence may continue coverage under the group health plan by paying contributions as due. Contributions required while on an approved FMLA leave will be the same contribution required of an active employee. If a leave is extended beyond the approved FMLA leave the employee will be responsible for payment of full contributions (both the employee and employer contributions).

#### EMPLOYEE SICK LEAVE (FMLA):

(Non-Work related injury) An employee shall be eligible to continue participation in the group health plan by paying contributions as due. Contributions required while on an approved FMLA leave will be the same contribution required of an active employee, unless eligible under IMRF insurance continuation as described below.

#### EMPLOYEE SICK LEAVE (NON-FMLA):

(Non-Work related injury) The first thirty days an employee is on an approved unpaid non-FMLA protected medical leave the employee shall be eligible to continue participation in the group health plan by paying the same contributions required of an active employee. After thirty days in an unpaid non-FMLA protected status, the employee shall be eligible to continue participation in the group health plan by paying full contributions (both the employee and employer contributions). After 90 days in an unpaid non-FMLA, non-work related medical leave, if the employee is unable to resume active duty, without any reasonable restrictions, or refuses to return to active duty with reasonable accommodations provided by the employer, the employee may be subject to termination of employment.

#### IMRF DISABILITY:

An employee who takes an approved IMRF disability leave of absence, temporary or permanent, shall be eligible to continue participation in the group health insurance plan on the same basis as if the employee were working; providing the employee was insured under the plan the day before disability began. Pursuant to 215 ILCS 5/367j all municipal employers must offer continuation to the employees who leave due to disability. Disabled employees must sign up for Medicare Part A and B. Group insurance will be secondary with employee paying the full premium. The employee may continue in the plan until whichever of the following occurs first:

1. The employee terminates participation in the plan
2. The employee is no longer approved for IMRF disability
3. The employee becomes eligible for Medicare or Medicaid

#### SHORT TERM MILITARY LEAVE:

An employee will be eligible to continue in the group health plan by paying the regular active employee contribution during the leave.

#### EDUCATIONAL AND OTHER PERSONAL APPROVED LEAVE OF ABSENCE:

An employee on an approved leave of absence not covered by the FMLA will be eligible to continue coverage in the group plan by paying the full contribution (both employee and employer contributions).

#### PAYMENT OF CONTRIBUTIONS:

Contributions must be paid either by payroll deductions during paid leave periods or by check or money order payable to Rock Island County Treasurer and mailed to the Human Resources Department when due. A 30 day grace period is allowed following the due date for payment of contributions.

If an employee fails to make timely payments, coverage ceases. When an employee on an approved FMLA leave returns to work, coverage will be reinstated on the same terms as prior to taking the leave, without any qualifying period, physical exam, or exclusion of pre-existing condition. For other layoff or leave of absence, if coverage lapses and the employee returns to active full time employment within three months of the date the layoff or leave of absence began, coverage will be reinstated upon return to work. If absence is more than three months and coverage was not continued, coverage will be deferred until the next January 1 December first.

#### 24- D. Layoff

If an employee is placed in a layoff status because of a reduction in force, insurance will be continued to the end of the month of layoff if active employee contributions are made. The employee may continue coverage as entitled under the Cobra Act. Full contribution from the laid off employee (both the employee and employer contributions) is required to continue coverage. The first twelve months the employee will only be required to pay 100% of the premium, the remainder of Cobra coverage will be paid at 102% of the premium.

#### 24- E. Retirement

All Rock Island County employees and eligible dependents hired on or after January 1, 2001, may continue coverage under the active employee group health plan on an optional basis providing:

- \* They qualify for immediate receipt of retirement pension benefits from IMRF/SLEP, and

- \* Coverage was in effect under the group health plan immediately preceding the day on which the retirement begins, and
- \* The employee hired on or after January 1, 2001 has participated in the group health insurance plan, either as the employee or as the employed spouse, for at least two (2) years.
- \*
- \* Premiums for retirees will be calculated by the following formula: The Retiree will receive 2% premium subsidy per year of IMRF/SLEP service up to a maximum of 50% of the full premium with the balance of the premium paid by the retiree. This service credit will be limited to those years earned while employed by Rock Island County and its entities.

Individuals hired before January 1, 2001, can receive benefits as provided by the policy in effect immediately prior to this plan i.e., E. Retirement Rock Island County Procedure Manual dated June 17, 1998, page 49; re: Premiums for continuation of coverage will be the active employee contribution—providing:

1. The employee has at least 12 years of Rock Island County Service and is 60 or more years of age and has participated in the group plan for at least 12 years.
2. The employee has at least 32 years of service credit with Rock Island County who is 50 years of age or older and has participated in the group health insurance plan for at least two (2)) years. This amendment to the policy will be a five (5) year review to see the effects of the retirement age change. On March 18, 2019 this policy provision will be reviewed and amended to a permanent change in the policy or reverted back to the original policy in effect prior to March 18, 2014. (March 18, 2014 policy was: The employee has at least 32 years of service credit with Rock Island County and is over the age of 50 or has at least 35 years of Regular IMRF service credit and is over the age of 55, IMRF credit is to include converted sick hours for purposes of determining premiums for continuation of coverage.)

### **County Board Retirement**

Members of the Rock Island County Board who were elected prior to November 4, 2014 who are retiring with a minimum of eight (8) years of service can elect to continue coverage under the Rock Island County Health Plan pursuant to the above provisions. Age requirements for this provision shall be based on IMRF guidelines.

Members of the Rock Island County Board who were elected on or after November 4, 2014 shall not be entitled to coverage under the Rock Island County Health Plan.

Individuals elected before November 4, 2014 can receive benefits as provided by the policy in effect immediately prior to this plan.

Eligible dependents insured on the employee's last day of active employment may be included if the retiree requests family coverage. Further changes will be deferred until the next open enrollment period. Retiree's that marry after retirement are eligible to add their spouse to the health plan if a request is made to the Human Resources Department within 31 days from the date of marriage, otherwise, coverage will be deferred until the next January 1, and the full cost (100%) for single coverage will be required for the spouse in addition to the retiree's premium.

The plan will continue to be in effect for all retiree's pursuant to 215 ILCS 367 j all municipal employers must offer continuation to the employees who retire at age 65. Retired employees must sign up for Medicare Part A & Part B. Group health insurance will be secondary with employees paying the full premium. Until whichever occurs first: The retiree terminates his/her participation in the plan, or becomes eligible for Medicare or Medicaid.

When a Rock Island County retiree is no longer eligible for coverage under the active employee Group Health Plan, the retiree may elect to enroll in the optional Medicare Supplemental Plan. The retiree's insured spouse under age 65 may continue coverage under the Group Health Plan at the full rate, until that spouse is eligible for Medicare or Medicaid.

Surviving spouses of employees who retired or became disabled on or after December 1, 2000, who is entitled to a survivor's pension under IMRF/SLEP, may continue coverage under the active employee group health plan by paying the full rate providing they were insured immediately preceding the day on which retirement or disability of the employee began. Coverage may be continued until the date of remarriage or on the date of eligibility for Medicare or Medicaid.

Members of the Rock Island County Board who are retiring with a minimum of eight (8) years of service can elect to continue insurance coverage under the Rock Island County Health Plan pursuant to the above provisions. Age requirements for this provision shall be based on IMRF guidelines.

#### SPECIAL EARLY RETIREMENT

Employees retiring under an IMRF Early Retirement Incentive Program may continue coverage under the Group Health Plan as provided for other retirees, however, the premium will be based on IMRF service credit with percentage discounts as listed earlier in this section.

## **Section 25 Americans with Disability Policy Statement**

### A. Title I of the American with Disability Policy Statement

It is the policy of Rock Island County to prohibit discrimination against qualified individuals with disabilities in accordance with Title I of the Americans with Disabilities Act. This policy shall cover all personnel practices including job application procedures, job training, and other terms, conditions, and privileges of employment.

Additionally, the American with Disabilities Act requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Rock Island County to comply with all Federal, State, and local laws concerning the employment of persons with disabilities.

Rock Island County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of the job in question.

An individual who can be reasonably accommodates for the job in question, without undue hardship, will be given the same consideration as any other employee or applicant.

All employees are required to comply with all safety hazards. Applicants, who pose a direct threat to the health or safety of other individuals, where the threat cannot be eliminated by reasonable accommodation, will not be hired. Currents employees who pose a direct threat to the health or safety of other individuals will be placed on appropriate leave or resigned until a decision will be made regarding the employee's employment.

### B. Title II of the American with Disabilities Policy Statement

It is the policy of Rock Island County to allow persons with a disability to participate in a service, program, or activity offered through Rock Island County.

Rock Island County shall eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs or activities unless "necessary" for the provisions of the service, program or activity.

Rock Island County will make reasonable modifications or in policies, practices, and procedures that may deny equal access to individuals with disabilities, unless a fundamental alteration in the program would result.

Programs will be provided in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity, and be readily accessible to and usable by individuals with disabilities.

Rock Island County shall provide necessary aids or services to ensure effective communication, unless an undue burden or fundamental alteration would result. Rock Island County shall not place special charges on individuals with a disability to cover cost incurred to ensure compliance.

C. Responsibility for Implementation

Implementation responsibility of this section dealing with disabled persons is placed with the American with Disabilities Act Coordinator (HR Director or designee). The County's efforts in this area will include, but not be limited to the resolution of reasonable accommodation, safety, and undue hardship issues.

## **Section 26 Grievance Procedure/Americans with Disabilities Act of 1991**

Rock Island County has adopted a complaint procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Title I of the Americans with Disabilities Act and Title II of the American with Disabilities Act.

Title I of the Americans with Disabilities Act states “a covered entity shall not discriminate against a qualified individual with a disability”.

Title II of the American with Disabilities Act states “State and local governments may not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability”.

Any qualified disabled individual who feels he or she has been discriminated against may make discrimination-related grievances to the Rock Island County Americans with Disabilities Coordinator (ADA Coordinator). Complaints should be addressed to the Human Resources Director/ADA Coordinator, 1504 Third Avenue, Rock Island, Illinois 61201; (309)558-3606; who has been designated to coordinate compliance with the Americans with Disabilities Act efforts.

1. A. The complainant shall meet with the ADA Coordinator and attempt to resolve the problem(s) causing the complaint.
- B. The ADA Coordinator shall then have ten working days within which to issue a decision and submit it in writing to the complainant(s).
2. A. If the complainant feels that the decision does not satisfactorily resolve the complaint, the persons involved shall have ten working days in which to file a formal written complaint.
- B. The complaint must be legible and signed and must include: (1) Name, address, telephone number of person making the complaint (2) Date of filing, (3) Name including address and telephone number of those against whom the complaint is lodged and/or name of other involved parties, (4) A single set of facts, situation, or conditions which caused the complaint, (5) The date that the situation/problem developed, and (6) The remedy/solution requested by the complainant.

- C. Upon receipt of the complaint in the proper form, the ADA Coordinator will log it and deliver letters of acknowledgment and notice of receipt to the complainant and the grievance hearing committee respectively within ten working days.
- 3. A. The County Board shall appoint two (2) members to serve in the capacity as the grievance hearing committee for any formal written complaints related to a violations of Title I or Title II the American with Disabilities Act.
  - 4. A. The ADA Coordinator shall provide the grievance hearing committee with copies of all written statements related to the complaint.
  - 5. A. The grievance hearing committee shall schedule a hearing within ten working days of the notification of the complaint and notify the ADA Coordinator of the hearing date, time, and place.
    - B. The ADA Coordinator shall notify the complainant(s) of the date, time, and place of the hearing.
    - C. The ADA Coordinator and the complainant shall meet with the grievance hearing committee who shall hear statements from the parties involved in the complaint.
    - D. The grievance hearing committee shall have ten working days in which to uphold or amend the ADA Coordinator's decision and shall submit their decision in writing to the complainant.
  - 6. A. The ADA Coordinator shall maintain the files and records of Rock Island County relating to the complaints filed.

## Section 27 Automobile Usage Policy

- A. Rock Island County provides vehicles for business use to allow employees to drive on County-designated business and to reimburse employees for business use of personal vehicles according to the guidelines below. The County retains the right to amend or terminate this policy at any time. (The term "vehicle", as used in these guidelines, includes, but is not limited to, cars, trucks, backhoes, front-end loaders, graders and any motorized watercraft.)
- Employees may not drive any County vehicle without prior approval of their supervisor. The following requirements must be met in order to obtain approval:
    - Employee must consent or provide documentation confirming a valid driver's license to Human Resources Department.
    - An employee must report any legal or physical change affecting the ability to drive or their continued insurability to Human Resources Department.
    - Employees holding positions which require regular driving for County business as an essential function of the position, as a condition of employment, must be able to meet the requirements of this policy at all times.
  - Employees who drive a vehicle on County business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines as a result of their driving. This includes parking tickets issued.
  - Non-employees and non-business passengers (i.e., family and friends) are prohibited from riding in County vehicles not approved for personal use.
  - Personal use must be approved by the County Board. Requests and all necessary documentation should be submitted to Human Resources for review and then will be forwarded to the appropriate committee for approval.
  - Employees who use their personal vehicles for approved business purposes will receive a mileage reimbursement at the rate of two cents less the IRS approved mileage rate for business travel. This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Reimbursement is for actual mileage to and from primary place of employment. No commuting miles will be reimbursed. Employees who

operate personal vehicles for County business shall obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent. Proof of insurance must be provided to Human Resources.

- Employees must report any accident, theft or malicious damage involving a County vehicle to their supervisor and the Human Resources Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
  - Employees who are on call on a 24-hour basis may be allowed to take a County vehicle home so they can respond as soon as possible. Such employees need to provide written acknowledgement that they fully understand that the vehicle is used only as part of emergency response and not for personal use, unless personal use is authorized.
  - Employees are not permitted, under any circumstances, to operate a County vehicle or a personal vehicle for County business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any County vehicle at any time or operate any personal vehicle while on County business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.
  - Employees are not permitted to use cell phones for making or receiving calls, unless a hands-free device is being used. Texting at all, to include checking email, while operating a County vehicle is prohibited.
  - Seat belts must be used at all times while operating a County vehicle.
  - An employee found in violation of the above policy will be subject to disciplinary action, up to and including termination.
- B. Insurance Liability Certification – Rock Island County owned or leased vehicles are authorized for use in the performance of essential travel duties related to the completion of official County business. Every Rock Island County employee who is assigned a specific vehicle owned or leased by Rock Island County on an ongoing basis shall obtain and provide certification of liability insurance described below annually to the Rock Island County Human Resource Director.

All employees who are assigned a County vehicle are required to obtain coverage, referred to as a Non-owned Automobile Insurance Endorsement, a Drive-Other-Car-Coverage Endorsement or a Driving Government Vehicle Endorsement, depending on the insurer.

To ensure compliance, it has been determined that the Certification of County Vehicle Assignment Automotive Liability Coverage form will be required annually. This form is attached. The certification shall be provided during the period July 1 through July 31 of each calendar year, within 30 days of any new assignment of a vehicle on an ongoing basis, or upon request of the Rock Island County Human Resource Director.

The certification shall affirm that:

- The employee is duly licensed to drive the assigned vehicle, and
- The employee has liability insurance coverage extending to the employee when the assigned vehicle is used for other than official County business.
- Note: Routine commuting between the employee's residence and first/last location of County related work is not considered to be official County business.

The employee's authorization to use the assigned vehicle shall automatically be rescinded upon:

- The revocation or suspension of the license required to drive the assigned vehicle; or
- The cancellation or termination for any reason of the automobile liability insurance coverage as required above; or
- Personal use of the assigned vehicle outside of Rock Island County or without prior written approval of the Elected Official or Department Head.
- Note: All Rock Island County employees providing the required certification shall immediately notify the Elected Official or Department Head in the event any of these actions occur.

All peace officers employed by Rock Island County who are primarily responsible for prevention and detection of crime and the enforcement of the criminal, traffic or highway laws of the County, and prohibited by Department rule or policy to use an

assigned vehicle owned or leased by the County for regular personal or off-duty use, are exempt from the requirements of this Section.

Vehicle accidents involving an employee's use of a privately owned vehicle (on mileage reimbursement), a County owned vehicle or a County leased vehicle must still be immediately reported to the Human Resources Department.

#### C. Automobile Liability Coverage Reimbursement Procedures –

Eligible employees: All Rock Island County employees permanently assigned on an on-going basis a County owned or County leased vehicle.

Reimbursement cycle: Employees may request reimbursement no more than once every six (6) months. Requests for reimbursement may be submitted no later than 30 days after the six (6) month effective date of the applicable endorsement policy period.

Reimbursement is restricted to the actual cost of the non-owned automobile liability endorsement. To apply for reimbursement, eligible employees will need to submit an itemized receipt showing the specific cost, a copy of the endorsement and proof of payment. The maximum reimbursement is \$100 per six (6) month period. If a six (6) month premium exceeds the \$100 maximum reimbursement, the entire request must be submitted to the Human Resource Director for evaluation and determination.

## Section 28 Cell Phone Policy

Rock Island County may issue and/or pay individual cellular phones to County representatives who are required to be in close contact with the County at all times. While cell phones are a necessary convenience of the business world, we require that our employees follow the guidelines listed below for their own safety and safety of others. This policy applies to all individuals who use cellular phones for/or during County business, whether provided by Rock Island County or the employee.

All Employees are required to be professional and conscientious at all times when using County phones or personal cell phones used for/or during County business.

- Usage:
  - It is Rock Island County's policy that representatives of our organization who are issued a cellular phone understand the phones are issued for business use. Employees are expected to limit personal use on Rock Island County cellular phones.
  - Employees must also limit the use of 411 or information services. These services should only be used when an employee is limited by time and resources.
    - Cellular phone bills are reviewed monthly, any employee who appears to have excessive usage of the above restrictions is subject to additional usage reviews.
- Driving:
  - Rock Island County has a zero tolerance policy regarding using a cell phones at any time while driving a Rock Island County vehicle or operating heavy machinery owned by Rock Island County, or your own personal vehicle while on Rock Island County business, unless a hand-free device is issued and approved by Rock Island County. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone in any way. This includes personal or County issued cell phones. Refer to the automobile use policy for additional information.
- Texting:

- Texting is allowed only on those cellular plans that include texting. Otherwise texting on County cell phones is prohibited.
- Texting is strictly prohibited while driving or operating any vehicle or machinery owned by Rock Island County, or while driving a personal vehicle while on Rock Island County business. This includes personal or County issued cell phones.

Rock Island County reserves the right to amend or alter the terms of this policy, or revoke cell phone privileges of any employee found in violation of the above policy.