

**CHAPTER 6 - EMPLOYEE PERSONNEL CODE**

**ARTICLE I**

**6-1-1 Purpose**

The purpose of the Employee Code is to implement and maintain a uniform system of employment within all departments of the City and shall hereinafter be referred to as the "Code". The Code is designed to provide employees and management with information pertaining to the employment policies and procedures applicable to all City employees.

All policies and procedures contained in this Code originally shall go into effect January 1, 2006, and revisions to the Employee Code will go into effect immediately upon passage by the City Council and approval by the Mayor.

All employees will be required to adhere to the policies and procedures as they are outlined in this Code.

Upon adoption by the City Council, this Code shall be the non-exclusive policy of all departments of the City concerning terms and/or conditions of employment.

In order to implement and carry out the express provisions and the intent of this Code, all Department Heads may pronounce policies consistent with this Code. A copy of any such policy shall be distributed to the Mayor and the City Council.

Nothing in this Code shall in any way affect the City's and Department Head's right to develop and disseminate information concerning the operations of any department and employee's job functions, duties, and job position descriptions.

**6-1-2 Definitions**

**(A) Employer.** The term employer, as used in this Code, means the City of Bunker Hill.

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

**(1) Employee – Full-Time.** The term shall mean and include any employee that is working full-time for the City for thirty-two hours (32) per week.

**(2) Employee – Permanent Part-Time.** The term shall mean any person working over six hundred hours per year but less than thirty-two hours (32) per week, every week.

**(3) Employee – Part-Time.** The term shall mean a person working six hundred hours or less per year.

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

**(D) Public Works Director** is the one individual ultimately responsible for all operations of the water, sewer and street departments.

**(E) Elected Official.** The term Elected Official includes the City's elected public office holders such as the Mayor, City Council Members and City Clerk.

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

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Department Head or some other employee designated by the City Council.

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

### **6-1-3 Equal Employment**

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

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

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

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

### **6-1-4 Hiring Policy**

**(A) Requirements.** Employment is based on each applicant’s qualifications as compared with the requirements of the available position. Consideration is given to ability, experience, education, training and character. No consideration shall be given to the applicant’s political party affiliation or support in regard to any decisions on hiring, promotion, transfer, or recall.

**(B) Application Forms.** Applications for positions with the department must be filed on forms furnished by the City Clerk. All successful applicants shall produce an original social security card. The Public Works Director or other Department Head may require certificates of competency, licenses, medical examinations, post-offer medical examination, drug and alcohol tests, background investigations, references, police checks, motor vehicle reports/driving history, oral interviews, or other evidence of special qualifications prior to hiring. The Public Works Director or other Department Head may reject applications of persons who are found to lack any of the requirements established for the position. The Mayor with the advice and consent of the City Council shall appoint all employees. In considering applications of various individuals, length of service shall be used as a factor in the selection of applicants, but will not be considered the sole or even the predominant factor. No employee will be hired and placed on the payroll and receive fringe benefits until all employment related forms, including but not limited to the employment application form, are filled out and forwarded to the City Clerk.

**(C) Residency Requirements.** All employees of the City shall reside within the City limits of the City or within the School District. All applicants for employment with the City, at the time of their initial interview with City officials, shall be notified of this City

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policy. All applicants shall become a resident as set forth herein within 180 days of accepting employment with the City and shall remain on probationary status with the City until they have satisfied this requirement or condition of employment. Failure to satisfy this condition of employment shall be grounds for automatic, mandatory and immediate dismissal from employment with the City.

### **6-1-5 Promotions**

Employees are encouraged to apply for job openings in higher classifications and will be considered for promotion for job openings upon written application. All full-time employees may be considered for promotions. Probationary employees may apply, but do not have to be considered, depending upon the discretion of the Public Works Director or other Department Head.

When an employee is promoted, the employee will be placed on probation. At the end of the probationary period, the employee's performance will be formally evaluated and one of the following actions shall be taken by the City based upon employee's performance and conduct:

- (1) The employee may assume the new position having successfully completed the probationary period.
- (2) The probationary period may be extended.
- (3) The employee may be demoted to a position commensurate with the employee's ability if the lower position is available.

### **6-1-6 Probationary Period**

All full-time employees shall be hired under a ninety day probation period. After expiration of the ninety days, the employee will be enrolled in the Illinois Municipal Retirement Fund and the City's insurance benefits will commence. Salary shall be determined upon the date of hiring. The probationary period may be extended by the City Council.

**ARTICLE II – WAGES AND CLASSIFICATIONS**

**6-2-1 Employment Classifications.** Employees are classified according to the following guidelines:

**Full-Time.** Those employees scheduled to work a minimum of thirty-two (32) hours per work week on a continuous basis. Full-time employees are eligible for overtime pay and compensatory time.

**Part-Time.** Those employees scheduled to work less than thirty-two hours per work week on a continuous basis. Part-time employees are eligible for overtime pay.

**Special Assignment - Professionals.** Professionals and those employees hired for a specific project for a limited period are special assignment worker. This may include those hired to fill in summer vacations, illness and the like. Such employees are hired with the understanding that their employment is to terminate upon completion of the project or at the end of the period. Special Assignment may be either full-time or part-time as determined by the requirements of the job. Professional employees are not entitled to overtime and compensatory time but are entitled to other benefits.

**Special Assignment - Nonprofessional.** Nonprofessional employees are like the special assignment, professional employees except that nonprofessional are entitled to overtime and compensatory time, but not to benefits.

**Volunteers.** Those individuals who accept on an unpaid basis various work assignments for any department. These individuals receive no wages nor benefits.

**6-2-3 Paychecks.** Employees shall receive their paycheck on a bi-weekly basis. Employees shall work at least two weeks before being paid, creating a two week lag, which will be paid upon termination of employment. The paycheck actually issued will be for the preceding pay period.

**6-2-4 Compensation.** The basic rate of pay shall be set forth by the City Council.

**6-2-5 Overtime.** Overtime at one and one-half (1 1/2) times the regular rate of pay is available to employees working in excess of a forty (40) hour work period.

**6-2-6 Salary Increases.** Employees are eligible for a salary increase after the completion of the probationary period.

**ARTICLE III**

**HOURS OF WORK**

**6-3-1 Work Week.**

(A) **STREET AND WATER DEPARTMENT.** The work week for the employees of the Street Department shall be from 7:00 A.M. to 3:30 P.M. No person employed by the Street Department shall work for more than sixteen hours in any twenty-four hour period. **WATER OFFICE.** The work week for the employees of the water office shall be from 8:00 A.M. to 4:30 P.M.

(B) **CONTINUOUS OPERATION** whenever necessary, each Department Head shall provide for the continuous operation of the Department. No work shall be performed at home, without prior approval of the Department Head. Prior approval of immediate supervisors is necessary for any employee to work early or stay late to do work related activities.

**6-3-2 Lunch.** The following shall apply for lunches:

Each Department Head shall establish the lunch schedule for their own department. Travel time to and from any eating place is included in the lunch period. The lunch break cannot be used for compensatory time or as a substitute for tardiness. Lunch periods may not be taken at the end of the day or in conjunction with a rest period unless the employee has obtained written approval from his or her immediate supervisor.

**6-3-3 Time and Attendance.** Each Department Head shall maintain accurate daily attendance records. An employee shall be at their places of work in accordance with the attendance rules. Tardiness or other abuse of regular attendance will not be tolerated. The attendance records will indicate information in order to properly pay employees for actual work performed. An employee shall have the right to review his attendance record on file in the department.

No one will be permitted to sign in or out for another employee.

An employee shall, whenever possible, provide advance notice of absence from work.

When City offices and buildings are open, but inclement weather prevents employees from reaching the buildings, employees may account for such absences by using accrued time, such as vacation and compensatory time earned, or the employee may elect to be docked for time off. Sick leave may not be used to cover absence due to inclement weather.

**ARTICLE IV**

**LEAVE FROM EMPLOYMENT**

**6-4-1 VACATION PAY SCHEDULE.**

The following shall be the vacation benefits for full-time employees:

**One week** vacation after one (1) year of continuous work.

**Two weeks** of vacation for employee with service of two years and up to six years of service.

**Three weeks** of vacation after employee has completed ten years or more of service.

**Four weeks of** vacation after employee has completed fifteen years or more of service.

Earned vacation must be taken during each calendar year, or otherwise with approval of the City Council.

**6-4-2 PAID HOLIDAYS**

1. 2New Year's Day;
2. 2Dr. Martin Luther King Day;
3. 2President's Day;
4. 2Good Friday;
5. 2Memorial Day;
6. 2Independence Day (4<sup>th</sup> of July);
7. 2Labor Day;
8. 2Columbus Day;
9. 2Thanksgiving Day and the Friday following Thanksgiving;
10. 2Veteran's Day;
11. 2Christmas Day;
12. 2Floating Holiday.

(A) If a paid holiday falls on a full-time employee's day off, that employee will be paid eight hours straight time in the paid holiday category.

(B) If a full-time employee works on a paid holiday those hours worked, which are scheduled, or unscheduled, will be paid at time and one-half. The holiday will be paid at eight hours straight time.

(C) If a full-time employee must be called back to work, for an emergency situation, while on vacation or while taking a personal day, the vacation or personal day must cease. That employee will be paid for the number of hours worked at their normal rate of pay. The employee's remaining vacation or personal time will be rescheduled.

**6-4-3 BEREAVEMENT PAY**

Each employee will be allowed three (3) days off with pay when a death occurs to their immediate family. These members include mother, father, sister, brother, wife, children, step-children, stepfather, stepmother, stepbrother, stepsister, mother-in-law or father-in-law. These days must be workdays and they end at the day of the funeral, unless other arrangements are approved in advance.

**6-4-4 SICK LEAVE.**

(A) Each employee shall be entitled to ten (10) sick days per calendar year.

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(B) If the ten (10) sick days are not used by November, five (5) days may be cashed in and if the remaining five (5) days are not used by the end of the fiscal year, they may be cashed in also.

(C) **Notification.** Each Department Head shall establish notification requirements for taking sick leave. The employee shall state the nature of the illness or injury, location of confinement and the telephone number where the employee can be reached. The employee must also state whether the absence is claimed to be from a previous injury sustained while on duty. Supervisors are to be kept informed daily, whenever possible, of the employee's condition. Upon return to work, employees will inform their supervisor or Elected Official/Department Head as to the cause of illness and indicate whether a continuing impairment might have occurred.

(D) **Return to Work.** In order to continue active work assignments or to resume work after an illness or injury or disability, employees must provide the department with a written physician's statement releasing employee to assume activities within their position responsibility if:

- (1) Upon returning to work after prolonged illness for four (4) consecutive days or more;
- (2) Upon returning to work from an extended leave of absence;
- (3) After the employee has a potentially disabling illness, injury or condition; or
- (4) Upon returning to work after a diagnosed communicable disease.

**6-4-5 ILLNESS OR INJURY AT WORK.** Any employee who is ill or injured on the job shall immediately notify the Department Head who may require the employee to be transported to a hospital for examination by a physician or surgeon. For employees on an eight hour work schedule, if an employee becomes ill while at work after the first two (2) hours of work, the employee shall lose one-half (1/2) day of accumulated sick time. For employees on a twelve (12) hour work schedule, if an employee becomes ill at work after the first three (3) hours of work, the employee shall lose one-half (1/2) day of accumulated sick time.

**6-4-6 MATERNITY.** Pregnancy shall be considered the same as any short-term disability, and request for pregnancy leave shall be made through the disability leave clause. Request for parental leave following child birth shall be made through the Leave of Absence clause, Section 6-4-7(C), Family and Medical Leave Act.

### **6-4-7 LEAVE OF ABSENCE.**

(A) No employee on leave of absence may earn vacation, or sick leave, except when the leave was for the purpose of accepting a temporary work assignment in another office. The employee does not earn vacation or sick leave while on any type of leave of absence.

While the employee is on a leave of absence, the length of service still continues to accumulate except for special leave situations except when under a Leave of Absence for Special Leave found in Section 6-4-7(A)(1), or for Family and Medical Leave Act found at Section 6-4-7(A)(7). Length of service is specifically prohibited from accumulating in Special Leave cases and in Family and Medical Leave Act situations. The prohibition on length of service accumulating does not apply to any other types of

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leave of absence. This Code allows the accumulation of length of service days while on a leave of absence for reasons other than "special leave" and the "Family and Medical Leave Act".

Employees shall be granted an excused leave of absence for the following:

(1) **Special Leave.** All full-time and salary exempt employees who have completed one (1) full year of continuous service may request a special leave. Special leave will only be granted for personal reasons, and must be approved by employee's Department Head. Special leave shall be granted without pay. The period for special leave shall not exceed six (6) months. An extension may be granted up to a maximum of six (6) months for a total of one (1) year. In order to continue to receive medical and insurance benefits during a special leave, the employee shall contribute both the employee and the employer's share of IMRF and insurance costs. Length of service or benefits shall not accrue or accumulate during a special leave. A person either hired or promoted to fill the position vacated by the person on leave shall be considered in that position temporarily and shall relinquish it upon the employee's return.

If a special leave is approved by the City Council, coverage under Illinois Municipal Retirement Fund may be maintained pursuant to IMRF rules and regulations.

(2) **Military.** Any full-time, salaried exempt, or part-time employee who is a member of a Reserve component of the Armed Service, the Illinois National Guard, or the Illinois Naval Militia, shall be allowed annual leave with pay for fifteen days and the City shall pay the difference in salary and any additions or extensions thereof without pay as may be necessary for the employees to fulfill the military reserve obligation. Such leaves will be granted without loss of length of service or other accrued benefits.

In case of an emergency call up (or order to active duty) by the Governor, the leave shall be granted for the duration of said emergency with pay and without loss of length of service or other accrued benefits.

Military earnings during the military reserve obligation or for the emergency call must be submitted and assigned to the City, and the City shall return it to the payroll fund from which the employee's payroll check was drawn. If military pay exceeds the employee's earning for the period, the City Council shall return the difference to the employee.

To be eligible for military reserve leave or emergency call up pay, the employee must provide the City with a certificate from the commanding officer of the employee's unit that the leave taken was for either such purpose.

Full-time employees entering into military service as a result of voluntary enlistment, induction into service by the draft, or conscription will be afforded all of the privileges provided by the **Illinois Compiled Statutes, Chapter 330, Section 60/1 et seq.**

(3) **Jury Duty.** An employee shall be excused from work for days in which the employee serves on Jury Duty. The employee shall receive his regular pay for jury service. The employee must present proof of jury service and the amount of pay received is to be deposited in the City Treasury. The employee shall also turn over to the City any expense allowances paid by the court, if the jury duty is

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located at the County Courthouse. If an employee is given an early release from jury duty, the employee shall then report to his or her regular work assignment.

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

(5) **City Disability Leave.** To be eligible for City Disability Leave, the employee must submit to the City Council a medical opinion that the employee cannot work in his normal job position, and a medical opinion that the employee may possibly be able to return to work within the next six (6) months. Employees are not eligible for disability benefits until they have been employed at least one (1) year. Employees may be required to use their accrued sick or vacation time to continue regular wages.

Employees shall submit a letter requesting disability leave to their Department Head within a reasonable amount of time before disability leave is taken. Upon return to work, employees shall submit a release statement from their physician to the Department Head. If Department Head has reason to believe that the employee is unable to perform the normal duties or the employee is able to perform duties and is still absent, they may seek and rely upon the decision of an impartial physician. The City Council shall select a physician who is not a City employee to act as an impartial physician.

(6) **Educational Leave.** The City Council may grant an employee an educational leave of absence for the purpose of engaging in a training course. No educational leave may be granted unless in the judgment of the City Council, the training course would benefit the City by improving the employee's qualifications to perform the duties of the employee's position or by qualifying the employee for advancement in rank or grade to another position in the City service. Employee shall receive his regular pay during an education leave of absence for training courses when so authorized by the City Council.

Employees may request an educational leave without pay to seek further professional training in specialty fields. Such leave may be up to ten (10) months in duration and requires the approval of the City Council. An employee on education leave without pay does not accrue vacation or sick leave credit for the period of leave. When ready to return to work, the employee will be offered the first available full-time position at the same job level the employee held prior to departing on educational leave without pay.

(7) **Family and Medical Leave Act.** An employee is eligible for a leave of absence under the Family and Medical Leave Act of 1993. In order to be eligible for leave, an employee must have worked for the employer at least twelve (12) months and must have worked at least one thousand two hundred fifty (1,250) hours over the previous twelve (12) months prior to the leave. Eligible female and male employees are allowed up to twelve (12) weeks of leave per twelve (12)

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month period following the birth of a child, the placement of a child for adoption or foster care, or the serious health condition of the employee or an immediate family member (defined for purposes of the Family Medical Leave Act situation as including the employee's child, spouse or parent). The leave for birth or placement must take place within twelve (12) months of the birth or placement of the child. The employee's leave shall be unpaid. The employee may, upon approval of the City Council, use accumulated sick leave and/or vacation leave. During the leave, the City shall continue to provide coverage under its group health plan. Following return upon leave, the employee shall be returned to a position with equivalent pay, benefits and other terms and conditions of employment. In order to utilize leave of absence pursuant to the Family Medical Leave Act, the employee should give thirty (30) days notice.

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

**(B) Expiration of Leave.** When an employee returns from a leave of six (6) months or less, the Department Head shall return the employee to the same or similar position in the same class in which the employee was incumbent prior to commencement of such leave. An employee's same or similar position will not be protected from reductions in force or where the position has been eliminated. Employees are subject to termination if they are absent from work for more than six (6) months. No employee may be absent without permission of the supervisor to which assigned. In the absence of extenuating circumstances, an employee who is absent from work for any reason and fails to notify his or her supervisor within two (2) working days will be considered to have resigned.

No employee on leave of absence may earn vacation, or sick leave, except when the leave was for the purpose of accepting a temporary working assignment in another office.

**ARTICLE V**

**MISCELLANEOUS BENEFITS**

**6-5-1 Illinois Municipal Retirement Fund.** The City will participate in contributions for all eligible employees to the Illinois Municipal Retirement Fund. The City shall follow all guidelines of IMRF in order to protect the benefits of the employees.

**6-5-2 Insurance.** Insurance will be provided on the following basis:

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

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

The City Clerk's Office must be notified of a divorce or legal separation of the covered employee, and further, must be notified when a child is no longer eligible as a covered dependent of the employee.

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

**(C) Other Types of Insurance.** All City employees are additionally covered by the following:

(1) Social Security legislation and salary deductions shall be made for Social Security purposes in accordance with the law.

(2) The Workers' Compensation Act, shall be followed. Any work-related injury or illness must be reported to the employee's supervisor within twenty-four hours of the injury or onset of illness.

(3) Unemployment Insurance, the costs of which shall be paid by the City.

**6-5-3 Training.** For meetings and seminars, employees may be granted leave with pay to attend meetings, seminars and conventions of professional and technical organizations, when such attendance would benefit the employee's ability to perform the job, and is approved in advance by the City Council.

For any training programs conducted after regular working hours, such training shall be voluntary unless arrangements for such training includes the granting of overtime. All employees shall be reimbursed for mileage expenses incurred while attending assigned schools outside of Macoupin County, Illinois. Upon receipt of a notice to attend the training school, the employee will request the use of a departmental vehicle to transport those attending to and from school. If a departmental vehicle is not available, reimbursement shall be made for the employee's use of their personal vehicle. When two (2) or more persons attend the same school at the same time the Department Head may require that only one (1) person will be eligible to receive reimbursement for travel. The rate of reimbursement shall be established by the City Council.

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**6-5-4 Death Benefits.** Each employee shall fill out a designation of beneficiary form. Upon the death of an employee, the designated beneficiary shall be entitled to receive from the appropriation for personal services theretofore available for payment of the employee's compensation, such sums for any accrued vacation period to which the employee was entitled to at the time of death. Such payment shall be computed by multiplying the employee's daily rate of pay by the number of days of accrued vacation at the time of death.

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

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

**6-5-5 Travel.** Staff vehicles are to be used only for activities directly related to the conduct of business. Under no circumstances are the vehicles to be used for personal activities. Reimbursement is provided for the use of employee's private vehicles for official business at the rate designated by the State of Illinois for actual mileage traveled. Private vehicles will only be used when Department vehicles are not available and prior approval is given by the Mayor. Use of staff vehicles is restricted to employees who have a valid driver's license with current liability insurance. Employees are not permitted to use Department vehicles without the knowledge of their supervisor or Department Head. All employees using staff or private vehicles must record mileage on the expense log along with the destination and purpose of the trip. The log is to be returned with the vehicle's keys. Expense claims for private vehicle usage will be honored only if the listed trip is initialed by the Department Head. Any malfunctions or damages must be reported to the Department Head. Travel in any vehicle will always be by the most direct route unless otherwise approved by the Department Head or Mayor.

If the most economical means of travel available is by some type of transportation other than an automobile, the mode selected must be approved by the employee's Department Head and Mayor before departure. Travel by either airplane or train will be by coach class. Reimbursements for first class accommodations may be permitted only when coach class is not available. Employees who take staff vehicles home are not considered on official business during the commute unless they must regularly perform duties during that commute.

**6-5-6 Reimbursement of Other Expenses.** An employee shall be allowed reimbursement for the actual cost of meals in accordance with these rules but not to exceed the rates indicated in the reimbursement schedule. It is not necessary for the traveler to submit receipts when receiving per diem. It is necessary to submit receipts when receiving reimbursement for individual meals.

For breakfast, an employee only will receive reimbursement if the employee is on travel status and leaves headquarters or residence at or before 7:00 A.M.

For lunch, travel within fifty (50) miles of the City is not reimbursed.

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For dinner, an employee must be on travel status and arrive back at the headquarters or residence at or after 8:00 P.M. For employees commencing travel after the close of business but before 6:00 P.M., reimbursement for dinner is allowed.

Advance per diem checks must be requested a minimum of three (3) days in advance. A per diem allowance is available only when overnight lodging is obtained or when the travel assignment is eighteen (18) hours or more. A per diem allowance provided in the reimbursement schedule represents the maximum daily amount allowable and is given in lieu of a meal allowance. Receipts must be submitted to support allowances other than meals when on per diem.

### **6-5-7 Reimbursement Schedule.**

Automobile Mileage - State of Illinois rate (Proof of automobile liability insurance is required to obtain automobile mileage reimbursement).

Per diem allowance/IRS per diem rate for various cities, as published in the GSA Publication (with receipts, per diem allowance is \$40.00).

Breakfast - 20% of published IRS rate

Lunch - 30% of published IRS rate

Dinner - 50% of published IRS rate

If a conference fee includes a meal, the per diem allowance shall be reduced by the amount of the particular meal included in the reimbursement schedule.

In order to be reimbursed for business expenses, the employee must submit an expense log. This log must be signed by the employee submitting the expense claim and approved by the Mayor or Finance Committee. An expense log should be submitted to the accounts payable clerk and will be paid on the appropriate disbursement date. Liable expenses include but are not limited to meals, conference fees, hotel and motel accommodations, taxi fares, parking and toll fees. Personal expenses, such as personal phone calls, in-room movies and bars, or other entertainment will not be reimbursed. Receipts must accompany travel requests for reimbursement.

Non-reimbursable expenses include, but are not limited to, alcoholic beverages, personal entertainment, valet service, magazines and newspapers. Gratuities shall be reimbursed to a maximum of fifteen percent (15%) except for those departments, programs, or projects which are prohibited by Federal or State rules or regulations from making reimbursements for gratuities.

Employees traveling overnight shall be reimbursed for one phone call to their home phone number with a Five Dollar (\$5.00) limit for the call. When a delay occurs in traveling, then the employee shall be reimbursed for one (1) additional phone call to their home phone with a Five Dollar (\$5.00) limit for reimbursement.

**ARTICLE VI**

**REGULATIONS AND RESTRICTIONS.**

**6-6-1 Accidents/Injuries.** Anytime an employee is involved in an automobile accident with a City automobile or in a personal automobile while on City business, the employee shall notify his or her Department Head immediately with all pertinent information including whether personal injury is involved and whether any traffic citations were issued. All Department Heads shall within twenty-four (24) hours notify the City Attorney's Office if any traffic citations were issued to a City employee and shall provide the City Attorney with a copy of the citations. An employee is obligated to cooperate with the City and any of the City's legal representatives regarding the accident and any citations that may have been issued.

**6-6-2 Appearance.** Neatness and good taste in dress, as well as care toward personal hygiene, are expected of all employees. For safety and hygienic purposes, employees may be required to comply with any appropriate dress code that is set forth by the Department Head or City Council during the performance of their duties.

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

**6-6-3 Use of Department Property.** All department property and equipment entrusted to any employee will be used in accordance with the property's prescribed function. All damage through recklessness, gross negligence, intentional act, deliberate misuse, or theft shall be replaced and paid for by the employee committing the violation. Such replacement of property by the employee shall not be considered the exclusive remedy against the employee, and the employee may still be subject to discipline. All department property, personal lockers, and personal offices are subject to search and seizure. All department property shall be inspected by the employee's immediate supervisor prior to issuance of the property.

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

**6-6-4 Telephone Usage.** Good telephone habits are an indication that the department is interested in serving the public. At all times, answer promptly and courteously. Identify yourself by name and section, be friendly and helpful. Write time and date of any message from the caller, transfer calls tactfully, give accurate information, do not keep the caller waiting and hang up carefully.

All personal telephone usage, including cellular telephones, whether incoming or outgoing, shall be kept to a minimum. Employees shall be charged and accountable for such usage. Employees shall also be responsible for the care of the cellular units to avoid misplacement and theft. All pagers assigned to the employees shall remain "on" during working hours. (See Division II for computer policy)

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**6-6-5 Correspondence and Communications.** No employee shall use their official position, engage in official transactions or business to harass any individual or to secure a benefit for himself or other individuals. Courtesy should be given in all communications and correspondence, and all employees should refrain from unnecessarily criticizing any individuals or agencies concerning official transactions or business.

**6-6-6 Smoking.** Smoking, including smokeless tobacco, by City employees will only be allowed in designated areas.

**6-6-7 Photo I.D.'s.** The City Council may issue a photo I.D. card for employees. All employees who are issued a shield badge and/or photo I.D. are required to be in possession of the badge and/or photo I.D. on and off duty. Employees will not use their shield or identification card for personal business or personal gain. If a shield or identification card is lost or stolen, it must be reported in writing to the Department Head without delay.

**6-6-8 Speech and Dissemination of Information.** Employees are encouraged to appear before civic organizations, fraternal organizations or any other group in an official capacity. Employees must notify the Department Head prior to accepting such speaking engagements.

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

The Department Head shall make all news releases concerning the department.

The City shall comply with the Illinois Freedom of Information Act, and employees are allowed to disseminate information pursuant to the Act. However, employees are not allowed to disclose any information that is exempted by Illinois Freedom of Information Act or prevented from disclosure by any other state statutes. Employees who receive Freedom of Information Act requests shall notify the Mayor, who may consult with the Municipal Attorney to ensure timely compliance.

**6-6-9 Relations with Creditors.** The City shall charge employees any authorized costs when making wage deduction pursuant to court order or State or Federal statutes.

**6-6-10 Possession of Fire Arms.** Unless authorized by the Chief of Police, and unless authorized by the appropriate Department Head, no employee of any department has legal authority to carry weapons while in the performance of their official duties.

**6-6-11 Ethics.** Employees shall not recommend or promote the sale of any specific brand name product or equipment.

Many employees in the course of their work have access to medical information about patients, clients, employees, or other individuals. This may be medical, legal or job related information. Such information is not to be repeated or discussed outside the

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department or with other personnel unless such information is a necessary part of the employee's assigned duty.

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

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

**6-6-12 Other Employment.** Employees are prohibited from having conflicting employment while having a full-time position. An employee may not be paid by another employer for the same forty (40) hour period employee is being paid by the City. If a full-time employee performs outside services or employment, such services or employment must be reported to the Department Head for prior approval, and advance notification must be given by the employee to the City Clerk.

Fees earned by an employee for serving as an instructor for a class during other than normal working hours which is not sponsored by the department in another community agency, will be dealt with as follows:

- (1) No overtime will be earned and the fee retained, or;
- (2) Overtime will be earned and the fee surrendered to the City Clerk and recorded as miscellaneous income.
- (3) Employees who are injured while engaging in other employment must notify the Department Head and the City Clerk.

**6-6-13 Physical Examinations.** Each applicant for employment may be required to successfully complete a post-offer physical examination by a doctor of the employer's choice, including a drug screen upon the request of the City. At any time, employees may be required to submit to a physical examination. As a condition of their employment, the employees of the City must authorize the release of medical testing information including drug screens to the City for departmental use only.

Each employee authorized to carry and use a gun while at work for the City, and all employees engaging in heavy manual labor as their principal form of job activity for the City shall be required to submit to an annual physical exam and/or drug screens by a doctor of the employer's choice.

Drug screens can be conducted on a random basis for any security personnel employed by the City, except those under police personnel contract, for any employee authorized to carry and use a gun while performing work related activities for the City and for any employee that is required to hold other than a Class A driver's license for work related purposes. For all other employees, drug screens shall be conducted upon probable cause.

The term "drug screens", as used throughout and disclose to the Department Head, any drug or alcohol problem that the employee may currently have.

**6-6-14 Reimbursement of Cost of Training.** If an employee leaves the department's employment before the completion of three (3) years from the initial date of employment, that employee will be liable for all costs incurred in the employee's selection, background investigation, equipment issue and training, prorated over a three (3) year period. Incurred training costs will be deducted from any remaining paychecks.

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**6-6-15 Prescription Drug Use.** Any employee who is taking prescription or over-the-counter drugs or medication which may impact abilities to perform work shall report the use of the drugs or medications to the Department Head, along with the name and address of any medical doctors prescribing the medication.

**6-6-16 Drug Free Workplace.** All employees, as a condition of employment, will comply with the City's Drug Free Workplace Policy, attached to this Code as Appendix "A".

**DIVISION II**

**COMPUTER USAGE POLICY**

**6-6-17 COMPUTER USAGE PROCEDURE**

Routinely all personnel will have access to a computer. The following procedures must be adhered to:

- (A) All employees will use only their login ID, user ID, and password assigned to them, hi. Eat. Use of a supervisor user ID and password buy a line officer is for him unless authorized by the administration. Uses a privilege, not an right, which may be suspended or terminated by Mayor Wynn, in his judgment, this policy has been violated by the user. No employee is authorized to share their password with anyone except the supervisor assigned to overlook all passwords in that department.
- (B) It is not permissible to use the city computers and equipment in any inappropriate manner, success as to disgrace the City or a fellow employee. It is forbidden to use profanity or vulgar language on any City computer equipment.
- (C) Only storage devices which are requisitioned from the City are authorized to be used in department computers. No outside storage devices will be authorized to be used without permission from a Department Head or the Mayor.
- (D) No employee shall do personal work at his or her City computers.
- (E) No employee shall copy documents or information from a City computer and use it outside the office without permission from a Department Head or the Mayor.
- (F) No employee shall use unauthorized programs, utilities, games or files on their City computer.
- (G) Information and date maintained in the electronic media on City computer systems are protected by the same laws and policies as all data and information which is property of the City. Before storing or sending confidential personal information, users should understand that most materials on the City computer system are public records and the Freedom of Information Act applies and they are subject to disclosure to the public upon request. There is no guarantee to privacy of materials kept and used on City equipment.

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## **DIVISION III ELECTRONIC COMMUNICATIONS**

**6-6-18 POLICY** This policy is intended to govern the proper use of electronic communications within the City's electronic communication system, which includes e-Mail, voicemail, facsimile machines, external bulletin boards, intranet, internet, social media and all other electronic communications. The City provides electronic mail and/or Internet access to elected officials and staff who need it to perform the functions of their position. The purpose of this document is to communicate to all users of the system their responsibility for acceptable use of the system and the City's rights to monitor and govern the use of the System. This policy applies to all users of the municipal system.

**6-6-19 DEFINITIONS** As used in this policy, the terms listed below shall be defined as follows:

- (A) **Electronic Mail (E-Mail).** Electronic Mail may include non-interactive communication of text, data, image or voice message by systems utilizing telecommunications links, including correspondence transmitted and stored electronically using software facilities called mail, facsimile, messaging systems, voice messages transmitted and stored for later retrieval from a computer system.
- (B) **Encryption Software.** Proprietary software that changes information from its native state to an unrecognizable coded state that can only be returned to its native state with special software.
- (C) **Internet.** A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
- (D) **Intranet.** An in-house web site that serves the users of the City. It is not accessed by the general public.
- (E) **World Wide Web.** An information system on the Internet which allows documents to be connected to other documents by hypertext links, enabling the user to search for information by moving from one document to another.
- (F) **Users.** Elected Officials, Department Heads, Department Heads, Employees, Volunteers, Contractors and Consultants.
- (G) **Firewall.** An electronic device used to protect private networks from unauthorized access from users on the Internet.

**6-6-20 OWNERSHIP** The electronic communication system is the property of the City. All computer equipment, hardware and software, provided by the City are property of the City. All communications and information transmitted by, received from or stored in these systems are the property of the City.

**6-6-21 USE OF ELECTRONIC COMMUNICATIONS** The City's electronic communications systems are intended for City business use only. Personal uses of the system are prohibited. The City shall have the right to use filtering software to block access to Internet sites as well as review the access and attempted access to blocked sites. All users are aware that any information created, sent, received, accessed or stored in the system shall be City property and not private property. Users shall use the same

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discretion, professionalism and care when writing an E-Mail or other electronic communication as they would with any formal written communication.

**6-6-22 CITY'S RIGHT TO MONITOR USE** Under authorization of the Mayor, the City may monitor, intercept, access and disclose all information created, sent, received or stored in its electronic communication systems at any time, with or without notice to the User. The contents of and all electronic devices used in the system are subject to inspection at any time. Further the City may log activities carried out on the electronic system. Any information obtained from logging, monitoring or inspecting can be used for employee discipline. The Mayor shall have access to this log upon request. The contents of the computers, voicemail, E-Mail and other electronic communications may be turned over to the appropriate authority when there are allegations that there have been violations of law.

**6-6-23 PROHIBITED ACTIVITIES** Users shall not download software programs of any kind. No software is to be installed on City computers without the approval of the Mayor or the individual he assigns to govern the City's electronic network. Users may not upload, download or transmit copyrighted, trademarked or patented materials, trade secrets, or confidential, private or proprietary information or materials. Users may not use the City's electronic communication systems to gain unauthorized access to remote computers or other systems in any way, nor may Users use someone else's code or password or disclose anyone's code or password including their own. It is a violation of this policy for Users to intentionally intercept, eavesdrop, record or alter another person's Internet and E-Mail messages. Users may not allow unauthorized individuals to have access to or use the City's electronic communication systems, or otherwise permit any use that would jeopardize the security of the City's electronic communication systems. Also, Users may not post an unauthorized home page or similar web site. Users may not make unauthorized commitments or promises that might be perceived as binding the City. Users must use their real names when sending E-Mail messages or other electronic communications and may not misrepresent, obscure or in any way attempt to subvert the information necessary to identify the actual person responsible for the electronic communication. Sending an E-Mail message under a fictitious or false name is a violation of this policy. Likewise, using another User's account or login ID constitutes a violation of this policy.

**6-6-24 PASSWORDS** Each user shall maintain a unique password. Users must keep their passwords confidential and must never leave their computers unattended when logged into the system. Passwords shall be changed whenever a password may have been compromised or revealed or when the computer security system requests a new password. No visitors, temporary employees, volunteers or contractors may use the City's system without approval of the Mayor.

**6-6-25 INTERNET USAGE** Access to the Internet from a PC connected to the City's network is only allowed in accordance with this policy. Any use of the Internet or alternate Internet connections which subject the system to outside access is prohibited as

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it may compromise the City's network security exposing it to potential harm from computer hackers.

**6-6-26 RECORDS RETAINED** Communications concerning City business through electronic communications are public records and must be retained and are subject to the Freedom of Information Act. Examples of messages sent by E-Mail that may constitute records include:

- (A) Policies and directives
- (B) Correspondence or memoranda related to official business
- (C) Work schedules and assignments
- (D) Agendas and minutes of meetings
- (E) Drafts of documents that are circulated for comment or approval
- (F) Any document that initiates, authorizes or completes a business transaction
- (G) Final reports or recommendations.

**6-6-27 FREEDOM OF INFORMATION ACT REQUESTS** The City will not accept Freedom of Information Act (FOIA) requests from the public via the Internet. If a citizen E-Mails a FOIA request to a User, the employee should notify the citizen that these requests must be made in writing and addressed to the attention of the Mayor.

**6-6-28 RECORDS DISPOSAL** The content and maintenance of a User's electronic mailbox are the User's responsibility. The content and maintenance of a User's disk storage area are the User's responsibility. Each User should review his/her electronic records for deletion every thirty (30) days.

Messages of transitory or little value that are not normally retained in record-keeping systems should be regularly deleted. Informational messages, such as meeting notices, reminders, informal notes and telephone messages should be deleted once the administrative purpose is served. If it is necessary to retain any E-Mail message for an extended period, it should be transferred from the E-Mail system to an appropriate electronic or other filing system. With the approval of the Mayor, the Director of Data Processing or one of his/her staff members designated by him/her is permitted to remove any information retained in an E-Mail system for more than thirty (30) days.

**6-6-29 ACCESSING USER E-MAIL** The Mayor may authorize access to a user's E-Mail messages and electronic records without the consent of the user. During a User's absence, the Mayor may authorize access to User's E-Mail messages and electronic Internet records without the consent of the User when necessary to carry out normal business functions.

**6-6-30 FIREWALLS AND NETWORK PROTECTION** Firewall and other devices used to ensure safety of the City's private network will be installed to protect all City Electronic Communication Systems. The City takes a very cautious approach to security regarding the Internet and E-Mail. Policies to ensure the security of the System include, but are not limited to: blocking access to certain Internet sites, filtering out potentially threatening e-mail attachments, filtering out dangerous types of web pages, including

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Java Script and ActiveX programs. Other methods of security may be deployed as new threats are discovered.

Any attempts to bypass or disable the security features installed by the City will be in violation of this policy and subject the user to disciplinary actions.

**6-6-31 PASSWORD PROTECTION** Users should use caution when using encryption software or password protection. Passwords must be stored in a safe place so that the City can access the files should the user become disable or unavailable.

**6-6-32 VIRUSES AND TAMPERING** Any files downloaded from the Internet must be scanned with virus detection software before installation and execution. All computers designated as having access to the Internet and E-Mail must have virus detection software installed on them. Users shall not disable virus detection software on the City system. The intentional introduction of viruses, attempts to breach system security, or other malicious tampering with any of the City's electronic communication systems is expressly prohibited. Users must immediately report a virus, tampering or system breach to the Mayor or his designated official immediately.

Many viruses are transmitted through the E-Mail system as attachments. Caution should be practiced prior to the accessing of any attachments to E-Mail messages. Never access any unexpected attachments without verifying the source and reason for it, even if you recognize the sender of the E-Mail. It is common practice for hackers to alter the source of an E-Mail in an attempt to spread a virus.

**6-6-33 DISCLAIMER** The City has instructed its users that communication with offensive, sexually explicit or inappropriate sites is prohibited and the City takes no responsibility or liability for its users accessing or downloading such information.

**6-6-34 E-MAIL ADDRESS** The City may keep a user's E-Mail address open after the employee's departure to ensure that important business communications reach their respective department.

**6-6-35 CREDIT CARDS** The City encourages their employees to refrain from using their City credit cards over the Internet and will not cover financial losses created should an employee's use of their City credit card cause a breach of the card and unauthorized use.

**6-6-36 VIOLATIONS** Violation of this policy subjects the user to the full range of disciplinary action available to the City. City employees who observe a violation are obligated to report that violation to the Mayor.

**6-6-37 POLICY CHANGES** The City may change this policy as is necessary without notice. Policy changes must be distributed to users within 48 hours of adoption.

**6-6-38 PROHIBITED COMMUNICATIONS** Under no circumstances may any User operate the City's electronic communications systems for creating, possessing, uploading, downloading, accessing, transmitting or distributing material that is illegal, sexually

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explicit, discriminatory, defamatory or interferes with the productivity of coworkers. Specifically prohibited communications include, but are not limited to, communications that promote or transact the following: illegal activities; outside business interests, malicious use; personal activities (including chat rooms); jokes; political causes; football pools or other sorts of gambling; recreational games; the creation or distribution of chain letters; list servers for non-work purposes; “spams”; sexual or any other form of harassment; discrimination on the basis of race, creed, color, gender, religion or disability; or for solicitation or advertisements for non-work purposes. Users may not engage in any use that violates copyright or trademark laws.

Also prohibited is any activity that could negatively impact public trust and confidence in the City or create the appearance of impropriety.

Users are also prohibited from posting information, opinions or comments to Internet discussion groups (for example: news groups, chat, list servers or electronic bulletin boards). Under no circumstances may any User represent their own views as those of the City.

Users may not disclose confidential or sensitive information. Personal information such as the home addresses phone numbers and social security numbers of Elected Officials or Employees should never be disclosed on the Internet.

**6-6-39 NO PRESUMPTION OF PRIVACY** Although users may use passwords to access some electronic communication systems, these communications should not be considered private. Users should always assume that any communications, whether business-related or personal, created, sent, received or stored on the City’s electronic communication systems may be read or heard by someone other than the intended recipient.

Users should also recognize that E-Mail messages deleted from the system may still be retrieved from the computer’s back-up system when requested by authorized personnel. Consequently, messages that were previously deleted may be recreated, printed out, or forwarded to someone else without the User’s knowledge.

**DIVISION IV**

**RIGHTS OF EMPLOYEES**

**6-6-40 PERSONNEL FILE** Employees are allowed to look at their personnel file during normal business hours. They must file a written request and the request shall be placed in the personnel file. Nothing should be placed in an employee's personnel file nor shall anything be removed from the file without the consent of the Mayor.

**6-6-41 REFERENCES** Employees or former employees have the right to obtain references or recommendations. Such references shall provide the applicable date of hire and the last date of employment, and a general description of the applicable job duties. Additional comments concerning the employee or former employee's job performance and dependability lies within the sound discretion of their immediate supervisor.

**6-6-42 SAFETY** The City shall implement safety procedures and employees shall comply with such procedures. Employees must immediately report hazardous conditions to their supervisor or the Mayor.

**DIVISION V**

**RIGHTS OF EMPLOYER**

**6-6-43 CITY RIGHTS** The employee recognizes that the City possesses the exclusive right to operate and direct the employees of the City in all aspects, including, but not limited to, all rights and authority granted by law.

The employee further recognizes that this Code is not a binding contract between the City and the employee. Nothing contained in this Code shall be construed as creating an employment agreement between the City and its employees from time to time.

**6-6-44 NEW REGULATIONS** The City has the right to unilaterally create new employment policies and regulations not mentioned in this Code, and to change provisions of this Code without prior notice, approval or consent of the employees of the City.

**6-6-45 MANAGEMENT RESPONSIBILITIES**

The employer has the ultimate responsibility for proper management including but not limited to responsibilities and the right for the following:

(A) To maintain executive management and administrative control of the department and its property, facilities and staff.

(B) To hire all employees and to determine their qualifications and the conditions for their continued employment or their dismissal or demotion.

(C) To direct, supervise, promote, suspend, discipline, terminate, assign and schedule employees.

(D) To relieve employees from duties because of a lack of work or funds, or under conditions where continued work would be inefficient or nonproductive or under conditions as may be deemed necessary or advisable by the department.

(E) To determine services to be rendered, operations to be performed, utilization of technology and budgetary matters.

(F) To determine the methods, processes, means, job classifications and personnel by which the operations of the department are to be conducted.

It is recognized that the employer normally exercises most of the powers, rights, authorities, duties and responsibilities through and with the cooperation of the administrative staff.

**6-6-46 LENGTH OF SERVICE.** Length of service is defined as the length of continuous service of an employee since the employee's last date of hire with the City within the employee's department. In the event an employee is transferred from or to another department of the City, the employee's total continuous employment with the City will be used as the basis for vacation and sick leave only.

An employee's continuous service record shall be broken by voluntary resignation or discharge. If such continuous service is broken due to curtailment of operation, said employee shall be considered on layoff.

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**6-6-47 EXEMPTIONS.** All employees that are governed by a collective bargaining agreement between the employer and a union are exempt from this Code provided the subject matter in the Collective Bargaining Agreement sections are the same.

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## **ARTICLE VII**

### **SEXUAL HARASSMENT POLICY**

**6-7-1 PREAMBLE** The purpose of this policy is to more clearly define sexual harassment, and more clearly state the policy of the City regarding such behavior. Sexual harassment is a violation of basic human rights fully recognized by the State of Illinois.

**6-7-2 POLICY** It is unlawful to harass a person because of that person's sex. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the City of Bunker Hill to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

**6-7-3 DEFINITION OF SEXUAL HARASSMENT** This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

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

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

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

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

Other conduct which may constitute sexual harassment includes:

**Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.

**Non-Verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

**Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.

**Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.

**Textual/Electronic:** "Sexting" (electronically sending messages with sexual content,

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including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The trend in courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of the term "honey", "darling" and "sweetheart" is objectionable to many women who believe that these undermine their authority and their ability to deal with men on an equal and professional level.

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

"That's an attractive dress you have on."

"That's an attractive dress, it really looks good on you."

"That's an attractive dress. You really fill it out well."

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

**6-7-4 RESPONSIBILITY OF INDIVIDUAL EMPLOYEES.** Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

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

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with the City's policy or a bargaining unit, as appropriate.

An employee who either observes or believes herself/himself to be the object of sexual harassment is responsible for reporting the incident to his/her supervisor or the EEOC officer for the City.

**6-7-5 RESPONSIBILITY OF SUPERVISORY PERSONNEL.** Each supervisor is responsible for maintaining the workplace free of sexual harassment. The courts have found that the organization as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third-party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales representative or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the organization.

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As such, supervisors must act quickly and responsibly not only to minimize their own liability but also that of the agency.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint with seriousness, take prompt action to investigate it, report it and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint. The agency's equal employment opportunity (EEO) officer will consult with supervisors on the proper procedures to follow.

Supervisors must report any incidents or complaints of sexual harassment to the authority's EEO officer on the date of the alleged occurrence, or the very next business day. In addition, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

### **6-7-6 PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT**

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

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

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

The process for making a complaint about sexual harassment falls into several stages.

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

**(B) Contact With Supervisory Personnel:** At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, or the Mayor, who acts as the City's Ethics Officer. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervisor or the EEO Officer.

**(C) Formal Written Complaint.** An employee may also report incidents of sexual harassment directly to the EEO Officer. The EEO Officer will counsel the reporting employee and be available to assist with filing a formal complaint. The EEO Officer will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.

**(D) Resolution Outside Municipality.** The purpose of this chapter is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the Municipality. However, all

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Municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within one hundred eighty (180) days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within three hundred (300) days. Documentation of any incident may be submitted with any report (what was said or done, the date the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

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

An employee who is suddenly transferred to a lower paying job or passed over for promotion, after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

**6-7-7 TRAINING** The EEO Officer is responsible for ensuring that supervisors and staff are trained and made aware of the full range of practices that might constitute sexual harassment.

**6-7-8 FALSE AND FRIVOLOUS COMPLAINTS** False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith, which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

**ARTICLE VIII**

**DISCIPLINE**

**6-8-1 PROCEDURE.** The formal disciplinary process is a five step procedure, but dismissal may occur at any step in the process. Elected Officials/Department Heads may use the Discipline Form attached as Appendix “C” for documentation purposes. Under normal circumstances, these steps would be as follows:

**(A) Verbal Reprimand.** A verbal reprimand informs an employee of unsatisfactory conduct, attitude or performance, and acknowledges that continued such actions will result in more severe disciplinary actions. The reprimand should be done in private, and should be documented with the date and nature of the problem and placed in the employee's personnel file.

**(B) Written Reprimand.** A written reprimand informs an employee of unsatisfactory conduct, attitude or performance. Written reprimand is more severe than a verbal reprimand, but serves the same purpose to acknowledge further unsatisfactory conduct, attitude, or performance will result in more severe disciplinary action. A copy of the written reprimand will be sent to the employee, the Elected Official/Department Head and employee's personnel file.

**(C) Probation.** Employee may be placed on probation by the Elected Official/Department Head if the employee's performance is substandard and/or the employee's conduct and behavior are inappropriate and not condoned by management. Employee may be placed on probation not to exceed six (6) months. At the end of three (3) months, an informal evaluation of the employee's performance will be conducted. At the end of the probationary period, the employee's performance will be formally evaluated. Evaluations will determine if the employee should be retained. If the employee violates the conditions of the probation, the employee may be subject to termination. Removal from probationary status is based upon satisfactory completion of the probationary period, recommendation from the employee's immediate supervisor, and approval of the Elected Official/Department Head.

**(D) Administrative Leave.** An employee may be placed on administrative leave by the Mayor with or without pay and benefits pending an investigation based on an alleged violation of the municipal policies and procedures. The administrative leave may be extended for the period of time the investigation continues but no longer than thirty (30) days.

**(E) Suspension.** Suspension of an employee would be at the discretion of the Elected Official/Department Head. the suspension will result in a loss of salary for the period of the suspension. Upon return to work the suspended employee will be placed on probationary status for a period not to exceed six (6) months. If the employee violates the conditions of the probation, the employee may be subject to termination. Removal from probationary status is based upon satisfactory completion of a probationary period, a recommendation from the employee's immediate supervisor, and the approval of an Elected Official/Department Head. The period of suspension may be up to but not exceeding thirty (30) days off without pay in one calendar year. The suspension may include demotion, and is within the discretion of the Elected Official/Department Head.

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**(F) Dismissal.** Dismissal should be used as a disciplinary action of last resort at the discretion of the Mayor and City Council. All employees are subject to discharge by the Mayor with the advice and consent of the Council during any of the disciplinary steps, however, the City must abide by the terms of any Collective Bargaining Agreements or any other City ordinances which govern dismissal. Upon dismissal, all benefits are terminated immediately and any prepaid benefits shall be refunded.

**6-8-2 Code of Conduct.** Disciplinary action may be brought against an employee for the following, including but not limited to:

- (1) Violating any provisions of this Personnel Code.
- (2) Knowingly falsifying a report.
- (3) Being insubordinate to or showing disrespect towards superiors.
- (4) Neglecting to perform the job or performing the job inefficiently.
- (5) Engaging in any conduct unbecoming of a City employee or that discredits the City.
- (6) Leaving the assigned job without permission.
- (7) Absence from work without leave or permission.
- (8) Willfully destroying or damaging any property of the City.
- (9) Taking or giving bribes.
- (10) Being under the influence of intoxicating beverages while at work.
- (11) Using, manufacturing, distributing, dispensing, or possessing any statutorily defined illegal drugs, narcotics, or controlled substances, or failing to report to the employee's Elected Official/Department Head any arrest or conviction for using, manufacturing, distributing, dispensing, or possessing any statutorily defined illegal drugs, narcotics, or controlled substance.
- (12) Failure of any employee to notify their Elected Official/Department Head within five (5) days after an arrest or conviction of a violation of any local, state, or federal criminal drug statute.
- (13) Using a City vehicle without the knowledge of the immediate supervisor.
- (14) Improperly operating a City vehicle or permitting an unauthorized person to operate a City vehicle.
- (15) Excessive unexcused absence from work or tardiness.
- (16) Possession of explosives, firearms or other dangerous weapons on City premises, unless otherwise permitted.
- (17) Use of overtime for other than work purposes.
- (18) Failure to follow any safety rules, regulations, or manuals.
- (19) Gambling during working hours around City premises.
- (20) Sleeping on the job.
- (21) Being discourteous to the public.
- (22) Engaging in or instigating or causing an interruption or impeding work.
- (23) Substantial misrepresentation of facts and obtaining employment with the City.
- (24) The use or consumption of City property for personal or private purposes, or the use of City employees during working hours for such purposes.
- (25) Disorderly conduct during working time or on City premises, including fighting, interfering with work of another, or threatening or abusing any person by word or act.
- (26) Unauthorized use of City property such as City owned vehicles, equipment and materials.

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- (27) Abuse of sick leave by misrepresentation of the leave request.
- (28) Violation of a written order of an Elected Official/Department Head.
- (29) Failure to pay legitimate debts, thus exposing the City to harassment by creditors.
- (30) Using profanity on the job.
- (31) Releasing confidential information.
- (32) Using or attempting to use an official position to secure special privileges, exemptions, or personal gain except as may be otherwise provided by law.
- (33) Engaging in disreputable acts and not conducting themselves with "good moral character".
- (34) Abuse of telephone usage.
- (35) Theft of any City or employee property.
- (36) Discriminating against any person, individual, entity, co- employee, on the basis of race, color, religion, sex, national origin, age, handicap or disability, ancestry, marital status, sex harassment or any other prohibited form of discrimination under federal or state law or government contract or grantee regulations.

**6-8-3 Political Activities.** No form of discipline can occur because of any employee's political activity or political beliefs. This prohibition on discipline does not apply to individuals in policy making or confidential positions or where an overriding interest or vital importance exists which requires that an employee's political beliefs and activities conform to those of the City's Elected Officials/Department Head.

The City also recognizes that false accusations can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to establish a pleasant working environment free of discrimination.

**ARTICLE IX**

**MISCELLANEOUS**

**6-9-1 GRIEVANCE PROCEDURE.** The purpose of a grievance procedure is to establish and maintain harmonious and cooperative working relationships between the City and its employees, to assure equitable treatment of employees, and to provide expeditious means of resolving employee dissatisfaction over circumstances or conditions of employment.

Strict adherence to the grievance procedures and time limits is mandatory, except that the time limits may be extended for good cause.

A grievance is defined as a dispute, disagreement, complaint, or any matter concerning any terms or conditions of employment, or concerning the application of any departmental policy, or concerning any employee relationship, or work related issue.

As used in this Section, the term days shall mean working days of the employee filing the grievance.

At any step, if a written response is not provided to the grieving employee within the ten (10) day time frame, the grievance will be considered denied at that step, and the employee may proceed to the next step.

If any Department Head is disciplined and/or discharged by the Mayor with the advice and consent of the City Council, the discipline and/or discharge shall constitute the final resolution of the matter and there shall be no access in this instance to the various steps of the grievance procedure. The failure of a reappointment of the Department Head by the Mayor shall not be interpreted to constitute discipline and/or discharge of an ongoing employment relationship with the City.

Steps:

**(A)** A grieving employee shall within five (5) days after he learns of the circumstances or conditions which prompted the grievance, submit the grievance to the employee's immediate supervisor, in writing, informing such immediate supervisor of the grievance and the particulars concerning the same. The immediate supervisor shall provide a written response to the grieving employee within ten (10) days after receiving the grievance.

**(B)** If the grievance is not resolved to the employee's satisfaction, the employee may submit the grievance to the Mayor by summarizing the grievance in writing. The grievance must be submitted to the Mayor within five (5) days of the decision of the immediate supervisor.

For all other employees, the grievance shall be before the Mayor.

**6-9-3 LAYOFFS.** In the event it becomes necessary to lay off employees for any reason, employees will be laid off based on the following criteria: Employee's knowledge, skills, and abilities in relation to positions available, lack of work, lack of funds, the employee's length of service, the employee's work record including commendations as well as disciplinary action, the employee's attitude and relations with other employee's as well as other agencies and change in duties of the department. The employee shall receive two (2) weeks notice.

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**6-9-4 RESIGNATION.** Sick leave, vacation, and retirement fund benefits cease at midnight on the date of termination. Life and health insurance will cease at the end of the month of the termination. Employees may elect to continue participation in the plan on a self-pay basis as provided by federal statutes. The employee will be paid for each day of accrued and unused vacation time. Monies accumulated in the employee's retirement account may be refundable, according to IMRF Rules. Forms required to request this refund are available from the City Clerk's office.

**APPENDIX A  
BUNKER HILL DRUG FREE WORKPLACE POLICY**

Drug abuse affects all aspects of our lives - it threatens the workplace as well as the home, the school, and the community. The City must take a firm stance against illicit drug use. The use of drugs, which term for the purposes of this policy shall include alcohol in the workplace, is unacceptable since it can adversely affect health, safety, and productivity, as well as public confidence and trust. When drug use and/or involvement interferes with an employee's efficient and safe performance of work responsibilities and/or reduces the employee's dependability and accountability, it creates a problem for the whole organization.

Drug abuse inflicts notable human expense. Personal tragedies, feelings of anxiety and depression, and diminishing coping skills are reflected on an individual level. Dysfunctional and strained relationships mark the heavy burden felt by the families of the drug and alcohol abuser.

The cost of drug abuse, both on a personal and organizational level, it unacceptable. The rising incidence in substance abuse makes it imperative that the City combat this issue by implementing a zero tolerance policy of drug use in the workplace.

**DRUG FREE WORKPLACE STATEMENT**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the workplace. Controlled substance means a controlled substance as defined in the Illinois Controlled Substances Act or cannabis as defined in the Cannabis Control Act. Disciplinary action, up to and including dismissal can be taken against employees for drug violations.

All employees will, as a condition of employment:

- Agree not to manufacture, distribute, dispense, or possess controlled substances or alcohol in the workplace.
- Notify their respective Elected Official/Department Head of any arrest or conviction of any local, state or federal criminal drug statute no later than twenty-four (24) hours after such arrest or conviction.
- Abide by the conditions set forth in this statement.

**VIOLATIONS**

Employees are subject to discipline, including discharge for violation of the above policy.

Employer can require the satisfactory participation and completion of a State licensed drug rehabilitation program, as sanctioned by the employer.

The City shall notify the appropriate State Agency from which grant funds were received of an employee's drug related conviction within ten (10) days after receiving notice from an employee of any criminal drug statute conviction for a violation in the workplace.

**EMPLOYEE ASSISTANCE**

A referral network to assist those who may be experiencing problems with drugs and/or alcohol has been established for all City employees.

**ADDITIONAL PROVISIONS**

There is no requirement by the employer to keep an employee on active employment status who is receiving rehabilitative treatment if it is determined that the employee's current use of drugs prevents the individual from performing work related duties or whose continuance on active status could constitute a threat to the property and/or safety of others. The employee shall pay for all costs of rehabilitation. The employee may use accumulated paid leave, or take unpaid leave pending treatment, at the discretion of the employer, and so long as the employee advised the Elected Official/Department Head of use or abuse of drugs prior to occurrence of reasonable suspicion.

**APPENDIX B  
EMPLOYEE NOTIFICATION OF PERSONNEL CODE  
AND DRUG FREE WORKPLACE POLICY AND  
DISCLAIMER OF EMPLOYMENT**

The Employee Code of the City is not intended to create any employment relationship with any employees that is contractual in nature. All employees are employed at the will of the City, and employees can be terminated at will. All employment policies of the City are subject to change without notice and/or approval of any employee. Any and all discipline and/or discharge procedures contained in this Code are illustrative in nature, and only provide examples of the manner in which employees may be disciplined or terminated. Any and all such procedures are not meant to be the sole or exclusive way in which discipline or discharge could occur.

By signing this disclaimer, the employee understands that the employment relationship between the employee and the City is NOT contractual in nature; that employment can be terminated at the will of the City, that all employment policies are subject to change without notice and/or approval of the employee; and that any and all discipline and/or discharge procedures contained in the Code are merely illustrative in nature, and are not meant to be the sole or exclusive manner in which discipline and/or discharge could occur.

I have been given a copy of the City's Employee Code.

I understand that contained within the Employee Code is the Drug Free Workplace Policy. I have read and understood the Drug Free Workplace Policy, and agree to abide by its terms and conditions.

Name \_\_\_\_\_

Date \_\_\_\_\_

This form is to be retained by the City Clerk and a copy is to be given to the Employee.

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**APPENDIX C  
EMPLOYEE CODE: DISCIPLINE FORM**

Date \_\_\_\_\_ Employee Name \_\_\_\_\_

Employee's \_\_\_\_\_ City Department \_\_\_\_\_  
Job \_\_\_\_\_ Employee works in \_\_\_\_\_

Department  
Head \_\_\_\_\_

Type of Discipline (check one):

- \_\_\_\_\_ Verbal Reprimand
- \_\_\_\_\_ Written Reprimand
- \_\_\_\_\_ Probation
- \_\_\_\_\_ Suspension
- \_\_\_\_\_ Dismissal

State the Section of the Employee Code violated:

Section \_\_\_\_\_ Page \_\_\_\_\_ Number \_\_\_\_\_

State any Code of Conduct violation, listing the Code of Conduct Subparagraph

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**State the Facts that Support the violation**

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**DATE** \_\_\_\_\_ **SUPERVISOR** \_\_\_\_\_

**DATE** \_\_\_\_\_ **EMPLOYEE** \_\_\_\_\_

**APPENDIX D  
AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE**

All complaints regarding access or alleged discrimination should be submitted in writing to the ADA Coordinator for resolution. A record of the complaint and in an action taken will be maintained. A decision by the ADA coordinator will be rendered promptly.

If the complaints cannot be resolved to the satisfaction of the complaint by the ADA coordinator, then for building accessibility issues, the matter shall be turned over to the city Council for consideration. For employment and public service issues, the matter will be forwarded to the City Council for consideration.

If the City Council cannot resolve the complaint to the complainant's satisfaction, the complaint and will be reviewed and decided upon by the Mayor. The decision of the Mayor shall be considered final.

A record of action taken on each request or complaint shall be maintained as a part of the records or minutes at each level of the grievance process.

The individual's right to prompt and equitable resolution of the complaint and shall not be impaired by his/her pursuit of other remedies, such as the filing of a complaint with the US Department of Justice or any other appropriate federal agency. Furthermore, the filing of the lawsuit in state or federal district court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

APPENDIX E

REQUEST FOR FAMILY MEDICAL LEAVE

Request for family or medical leave must be made, if practical, at least 30 days prior to the date and requested leave is to begin.

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Status       full-time       part-time       temporary

Hire date \_\_\_\_\_ Length of service \_\_\_\_\_

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I request a family or medical leave for one or more of the following reasons:

Because of the birth of my child and in order to care for him or her

Expected date of birth \_\_\_\_\_ Actual date of birth \_\_\_\_\_

Leave start date \_\_\_\_\_ Expected return date \_\_\_\_\_

Because of the placement of a child with me for adoption or foster care

Leave start date \_\_\_\_\_ Expected return date \_\_\_\_\_

In order to care for my spouse, child, or parent who has a serious health condition

Leave start \_\_\_\_\_ Expected return date \_\_\_\_\_

For a serious health condition that makes me unable to perform my job

Describe: \_\_\_\_\_

\_\_\_\_\_

Leave and start date \_\_\_\_\_ Expected return date \_\_\_\_\_

-A physicians certification will be required for leave due to a serious health condition

-Certification will be required for leave due to adoption or foster care

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For other reasons.

Describe \_\_\_\_\_

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Leave start date \_\_\_\_\_ Expected return date \_\_\_\_\_

Requested intermittent leave schedule ( if applicable; subject to employers approval). \_\_\_\_\_

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Have you taken a family or medical leave in the past 12 months?

yes       no      if yes, how many workdays? \_\_\_\_\_

**I understand and agree to the following provisions:**

**I have worked for the City of Bunker Hill at least one (1) year and I have worked at least (1250) in the previous 12 months.**

**If I fail to return to work after the leave for reasons other than continuation, recurrence, or onset of a serious health condition that would entitle me to medical leave or other circumstances beyond my control, I may be financially responsible for the medical insurance premiums the City paid while I was on leave.**

**This leave will be unpaid, unless under City policy, I would be eligible for sick leave or have a accrued vacation or compensatory time; or in the case of my own disability, payment will occur under a disability program with IMRF, if I am so covered.**

**I may be required to exhaust my vacation, compensation time, or sick leave as part of my 12 weeks of leave.**

**After 12 weeks of leave, if I do not return to work or contact my supervisor or manager on the date intended for return to work, it will be considered that I abandoned my job.**

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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**LEAVE APPROVAL**

**For full day leave:**

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For intermittent or reduce day leave:**

**Department Head signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Notes:** \_\_\_\_\_

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**PAYROLL INSTRUCTIONS**

**Employee #** \_\_\_\_\_

**With pay from** \_\_\_\_\_ **to** \_\_\_\_\_

**Without pay from** \_\_\_\_\_ **to** \_\_\_\_\_

**Comments** \_\_\_\_\_

**Please forward the completed request to the personnel department for further processing.**

**Appendix F**

**Request for Special Leave**

Request for special leave must be made at least 30 days prior to the date leave is requested to begin.

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Hire date \_\_\_\_\_ Length of Service \_\_\_\_\_

All full-time and salary-exempt employees who have completed one full year of continuous service may request special leave. Special leave will only be granted for personal reasons, and must be approved by employee's Department Head. Special leave shall be granted without pay. The period for Special Leave shall not exceed six months. An extension may be granted up to a maximum of six additional months for a total of one year. In order to continue to receive medical and insurance benefits during a special leave, the employee shall contribute both the employee and the employer's share of IMRF and insurance costs.

I wish to request a special leave for the following reasons:

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

**LEAVE APPROVAL**

Date \_\_\_\_\_ Dept. Head \_\_\_\_\_

**PLEASE FORWARD COMPLETED REQUEST TO DEPARTMENT HEAD FOR FURTHER PROCESSING**