



**FINANCE COMMITTEE AGENDA**  
**Room 700, Law and Justice Center**

**Tuesday, August 3, 2004**  
**4:00 p.m.**

1. Roll Call
2. Approval of Minutes – July 6, 2004
3. Departmental Matters:
  - A. Don Lee, Director, Nursing Home
    - 1) Items to be Presented for Information:
      - a) Monthly Reports 1-3
      - b) General Report
      - c) Other
  - B. Ruth Weber, County Recorder
    - 1) Items to be Presented for Action
      - a) Request Approval of the bid for a SAN (Storage Area Network) be awarded to Integrity Solutions 4-5
    - 2) Items to be Presented for Information:
      - a) General Reports 2004 (to be handed out at meeting)
      - b) Other
  - C. Jackie Dozier, County Auditor
    - 1) Items to be Presented for Information:
      - a) Law Library Update 6-7
      - b) Monthly Reports
      - c) General Report
      - d) Other

- D. Bob Keller, Director, Health Department
  - 1) Items to be Presented for Action:
    - a) Request Approval of an Ordinance of the McLean County Board Amending the Fiscal Year 2004 Combined Appropriation and Budget Ordinance for Fund 0105 – Diabetes Education for the Hispanic Population. 8-9
  - 2) Items to be Presented for Information:
    - a) General Report
    - b) Other
  
- E. Jennifer Ho, Risk Management
  - 1) Items to be Presented for Information:
    - a) Second Quarter Risk Management 10-11
    - b) General Report
    - c) Other
  
- F. Becky McNeil, County Treasurer
  - 1) Items to be Presented for Information:  
*(Documents to be provided at meeting)*
    - a) Accept and place on file County Treasurer's Monthly Financial Reports as of July 31, 2004
    - b) General Report
    - c) Other
  
- G. John M. Zeunik, County Administrator
  - 1) Items to be Presented for Action:
    - a) Request Approval of the Update McLean County Personnel Policies and Procedures Ordinance 12-94
    - b) Request Approval of Agreement with Nationwide Retirement Solutions for Employee Loans 95-102
  - 2) Items to be Presented for Information
    - a) General Report
    - b) Other

4. Recommend Payment of Bills and Transfers, if any, to County Board

5. Adjournment

**McLEAN COUNTY NURSING HOME**

**ACCRUED EXPENDITURE**

Prt Date July 23, 2004

	2004 BUDGET	2004 MONTHLY ALLOC	JUNE, 2004 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/04
SALARIES	3,123,489	256,725	278,376	1,557,408	1,611,609	1,511,880	1,511,880	52%	3,232,073
IMRF	198,029	16,276	17,649	98,743	102,263	95,767	3,519	52%	205,087
MED/LIFE	358,680	11,070	29,400	178,849	178,320	180,320	(489)	50%	357,700
SOC/SEC	238,947	19,639	21,296	119,146	123,393	115,564	4,247	52%	247,463
VAC LIAB	25,000	2,055	2,049	12,466	12,432	12,568	(34)	50%	24,932
SELLBACK	0	0	0	0	0	0	0	0%	#DIV/0!
PERSONNEL	3,944,145	305,765	348,770	1,966,611	2,028,056	1,916,089	61,445	51%	4,067,255
COMMODITIES	641,077	52,691	51,245	319,660	277,278	363,799	(42,382)	43%	556,080
CONTRACTUAL	1,261,189	103,290	95,561	628,867	574,449	686,740	(54,418)	46%	1,152,054
CAPITAL	161,294	13,257	9,698	80,426	22,107	139,187	(58,319)	14%	44,335
<b>GRAND TOTAL</b>	<b>6,007,705</b>	<b>475,003</b>	<b>505,274</b>	<b>2,995,565</b>	<b>2,901,890</b>	<b>3,105,815</b>	<b>(93,675)</b>	<b>48%</b>	<b>5,819,724</b>

**McLEAN COUNTY NURSING HOME**

**ACCRUED REVENUE**

Prt Date July 23, 2004

	2004 BUDGET	2004 MONTHLY ALLOC	JUNE, 2004 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	OF BUDGET SPENT	PROJECTED REVENUE 12/31/04
MEDICARE REVENUE	775,400	63,732	80,881	386,638	342,853	432,547	(43,785)	44%	687,589
IDPA REVENUE	2,581,280	212,160	234,473	1,287,104	1,333,960	1,247,320	46,856	52%	2,675,249
SCHOOLING REIMB	0	0	0	0	0	0	0	#DIV/0!	0
JDC LAUNDRY	7,100	584	600	3,540	2,934	4,166	(606)	41%	5,884
JDC FOOD	31,501	2,589	2,771	15,707	13,823	17,678	(1,885)	44%	27,721
MEALS	500	41	87	249	160	340	(89)	32%	321
PVT PAY REVENUE	1,862,960	153,120	167,626	928,928	988,756	874,204	59,828	53%	1,982,944
UNCLASS	7,300	600	152	3,640	1,896	5,404	(1,744)	26%	3,802
INTEREST EARNED	41,604	3,420	2,287	20,745	10,822	30,782	(9,923)	26%	21,704
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0
TRANSFER IN	424,373	34,880	36,038	211,605	210,470	213,903	(1,135)	50%	422,096
TELEPHONE REIMB	0	0	0	0	5,070	(5,070)	5,070	#DIV/0!	10,168
<b>TOTAL ACC REVENUE</b>	<b>5,732,018</b>	<b>471,125</b>	<b>524,916</b>	<b>2,858,157</b>	<b>2,910,743</b>	<b>2,821,275</b>	<b>52,586</b>	<b>51%</b>	<b>5,837,478</b>

	2004 BUDGET	2004 MONTHLY ALLOC	JUNE, 2004 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	OF BUDGET SPENT	PROJECTED REVENUE 12/31/04
<b>TOTAL ACC REVENUE</b>	<b>5,732,018</b>	<b>471,125</b>	<b>524,916</b>	<b>2,858,157</b>	<b>2,910,743</b>	<b>2,821,275</b>	<b>52,586</b>	<b>51%</b>	<b>5,837,478</b>
<b>LESS ACCRUED EXPENSE</b>	<b>(6,007,705)</b>	<b>(475,003)</b>	<b>(505,274)</b>	<b>(2,995,565)</b>	<b>(2,901,890)</b>	<b>(3,105,815)</b>	<b>93,675</b>	<b>48%</b>	<b>(5,819,724)</b>
<b>ACC REV - (ACC EXP)</b>	<b>(275,687)</b>	<b>(3,878)</b>	<b>19,642</b>	<b>(137,408)</b>	<b>8,853</b>	<b>(284,540)</b>	<b>146,261</b>		<b>17,755</b>
<b>PLUS CAP EXP</b>	<b>0</b>	<b>13,257</b>	<b>9,698</b>	<b>80,426</b>	<b>22,107</b>	<b>139,187</b>	<b>(58,319)</b>		<b>44,335</b>
<b>ACC BALANCE</b>	<b>(275,687)</b>	<b>9,379</b>	<b>29,340</b>	<b>(56,982)</b>	<b>30,959</b>	<b>(145,353)</b>	<b>87,941</b>		<b>62,089</b>



# McLEAN COUNTY NURSING HOME

CENSUS Report - 2004

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	4.97	48.29	75.13	1.68	130.07	19.93
FEBRUARY	4.59	48.97	75.31	1.21	130.08	19.92
MARCH	7.13	44.42	79.84	1.42	132.81	17.19
APRIL	8.47	43.80	85.09	0.97	138.33	11.67
MAY	9.55	45.10	84.87	0.97	140.49	9.51
JUNE	6.33	47.03	86.47	2.07	141.90	8.10
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

YTD AVERAGE 6.84 46.27 81.12 1.39 135.61 14.39  
 % OF CAPACITY 4.56% 30.85% 54.08% 0.92% 90.41% 9.59%



**Ruth Weber**  
**County Recorder**  
 (309) 888-5171 Fax (309) 888-5927 e-mail: ruth@mclean.gov  
 104 W. Front, Room 708 P.O. Box 2400 Bloomington, Illinois 61702-2400

**Request Award of Bid**  
**for Network Area Storage Computer System**

August 3, 2004

To the Honorable Members of the Finance Committee and the McLean County Board:

The Office of the Recorder, in cooperation with Information Services, respectfully requests that the bid for a SAN (Storage Area Network) be awarded to Integrity Solutions.

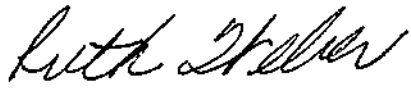
Eight qualified bids were received. Each vendor was allowed to submit up to three (3) bid configurations. The pricing summary for these bids is shown below. The price reflects the outright purchase price plus five years maintenance as requested in our mandatory pre-bid meeting.

Company	Data Storage	Installation/ Training	Backup System	*Additional Necessary Costs	Total 5 Year Cost (with Maintenance)
Dell	\$28,268.14	\$15,662.00	\$10,569.80	0	\$54,499.94
Gateway	\$41,280.00	\$3,177.00	\$9,879.00	*\$88/hr migration	\$54,336.00
HA-Storage	\$66,190.00	\$11,800.00	\$23,778.00	0	\$101,768.00
Integrity Solutions	\$26,732.00	\$5328.00	\$14,268.00		\$47,352.00
Tech Exch Bid 1	\$26,081.00	\$5300.00	\$10,893.00	\$848.95 Freight, \$3084.00 Annual Maintenance	\$62,475.90
Tech Exch Bid 2	\$18,808.00	\$5300.00	\$10,313.00	\$848.95 Freight, Varying Maintenance	\$69,407.95
Tech Exch Bid 3	\$26,081.00	\$5300.00	\$10,893.00	\$848.95 Freight, \$3084.00 Annual Maintenance	\$60,411.90
Verizon	\$51,228.39	\$2880.00	\$10,311.09		\$65,007.11

The equipment recommended by Integrity Solutions is a Hewlett Packard MSA-1500 storage Solution, and the tape backup is a MSL6000 series LTO tape backup library. This equipment has been reviewed and meets all bid specifications. References have been checked and are outstanding. Sufficient monies exist in the FY 2004 Recorder's Automation Fund to support this purchase.

Installation will take place within 60 days of approval, subsequent to the relocation of the Recorder's office to the Government Center.

Thank you

A handwritten signature in cursive script, appearing to read "Ruth Weber".

Ruth Weber  
McLean County Recorder of Deeds

F I N A N C I A L M A N A G E M E N T  
INCOME STATEMENT - MONTH ENDING 7/27/2004

McLean County  
DATE 7/27/04  
TIME 14:06:35

ESTIMATED LESS PCT.  
Y-T-D REVENUES USED Y-T-D REVENUES  
PRIOR YEAR

CURRENT Y-T-D ESTIMATED  
REVENUES REVENUES REVENUES

COMPARATIVE REVENUES

Fund . . . : 0506 LAW LIBR'Y  
Department: 0016 CIR. COURT

Lic/Permit	86.20	169.82	.00	169.82-	%	324.55-
Copy Fees	5,964.00	32,024.00	.00	32,024.00-	%	20,898.00-
Law Library Fees						
Lic/Permit TOTALS . . . . . :	6,050.20	32,193.82	.00	32,193.82-	%	21,222.55-
Chgs. Serv. Bar Assoc. Contract	6,000.00	6,000.00	.00	6,000.00-	%	6,000.00-
Chgs. Serv. TOTALS . . . . . :	6,000.00	6,000.00	.00	6,000.00-	%	6,000.00-
Department TOTALS . . . . . :	12,050.20	38,193.82	.00	38,193.82-	%	27,222.55-
TOTAL REVENUES . . . . . :	12,050.20	38,193.82	.00	38,193.82-	%	27,222.55-



COMPARATIVE EXPENDITURES  
 Fund . . . : 0506 LAW LIBRY  
 Department: 0016 CIR. COURT

	CURRENT EXPENDITURES	Y-T-D EXPENDITURES	ESTIMATED APPROPRIATIONS	Y-T-D ENCUMBRANCES	ESTIMATED LESS Y-T-D EXPENSES USED	PCT. Y-T-D EXPENSES USED	PRIOR YEAR Y-T-D EXPENSES
Supplies	1,680.45	20,564.79	.00	.00	20,564.79-	%	22,370.68
BOOKS/VIDEOS/PUBLICATIONS	.00	.00	.00	.00	.00	%	148.00
OFFICE SUPPLIES	.00	.00	.00	.00	.00	%	.00
OPERATIONAL SUPPLIES	.00	.00	.00	.00	.00	%	207.50
COPY/MICROFILM EXPENSES	.00	.00	.00	.00	.00	%	.00
POSTAGE	.00	.00	.00	.00	.00	%	.00
Supplies TOTALS . . . . .	1,680.45	20,564.79	.00	.00	20,564.79-	%	22,726.18
Services	.00	600.00	.00	.00	600.00-	%	700.00
CONSULTANTS	.00	.00	.00	.00	.00	%	.00
DUES AND MEMBERSHIPS	.00	.00	.00	.00	.00	%	.00
OFFICE EQUIP/FURN. MAINT.	.00	.00	.00	.00	.00	%	.00
EQUIPMENT MAINT. CONTRACT	.00	.00	.00	.00	.00	%	.00
NON-CONTRACTUAL SERVICES	.00	300.00	.00	.00	300.00-	%	400.00
EQUIPMENT RENTAL	247.11	487.76	.00	.00	487.76-	%	476.78
Services TOTALS . . . . .	247.11	1,387.76	.00	.00	1,387.76-	%	1,576.78
Capital	.00	.00	.00	.00	.00	%	.00
PUR.FURNISHINGS/OFF.EQUIP	.00	.00	.00	.00	.00	%	.00
Office Equip-DON'T USE	.00	.00	.00	.00	.00	%	.00
PURCHASE/COMPUTER EQUIP.	.00	.00	.00	.00	.00	%	.00
PURCHASE/COMP. SOFTWARE	.00	.00	.00	.00	.00	%	.00
Capital TOTALS . . . . .	.00	.00	.00	.00	.00	%	.00
Other	.00	.00	.00	.00	.00	%	.00
Depreciation	.00	.00	.00	.00	.00	%	.00
Other TOTALS . . . . .	.00	.00	.00	.00	.00	%	.00
Department TOTALS . . . . .	1,927.56	21,952.55	.00	.00	21,952.55-	%	24,302.96
TOTAL EXPENDITURES . . . . .	1,927.56	21,952.55	.00	.00	21,952.55-	%	24,302.96
Fund NET GAIN/<LOSS> . . . . .	10,122.64	16,241.27	.00	.00	.00		.00

Budget Amendment Narrative  
Grant Fund 0105  
Diabetes Education for the Hispanic Population

On July 8, 2004, the Illinois Prairie Community Foundation notified the department that it was awarded a one time grant of \$1,775 to provide health education for the Hispanic clients of the Community Health Care Clinic who have been diagnosed with diabetes. The grant covers the period July 1, 2004 through June 30, 2005. During the first half of the grant year ending December 31, 2004 this grant will be used to purchase educational materials for clients informing them of care and treatment techniques for individuals diagnosed with diabetes. Approximately \$600 will be utilized to pay stipends to the University of Illinois Cooperative Extension Office for the work of two University of Illinois Graduate Students assisting in the grant project. Additionally, expenses include travel for two individuals from the University of Illinois Extension office who are members of the Health Departments IPLAN Subcommittee that will oversee the grant program.

An Ordinance of the McLean County Board  
 Amending the 2004 Combined  
 Appropriation and Budget Ordinance for Fund 0105

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2004 appropriation in Fund 0105 Preventive Health, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to increase revenue line 0410-0035 Unclassified Revenue in Fund 0105, Department 0061, Program 0067, by \$1,000 from \$0 to \$1,000.
2. That the County Auditor is requested to create appropriations in the following line item accounts in Fund 0105, Department 0061, Program 0067, Preventive Health Program as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE	NEW AMOUNT
0612-0003	Educational Supplies	\$ 16,559	\$ 400	\$ 16,959
0706-0001	Contract Services	\$ 0	\$ 600	\$ 600
TOTALS:		\$ 16,559	\$ 1,000	\$ 17,559

3. That the County Clerk shall provide a copy of this ordinance to the County Administrator, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

ATTEST:

APPROVED:

\_\_\_\_\_  
 Peggy Ann Milton, Clerk of  
 the McLean County Board of  
 the County of McLean

\_\_\_\_\_  
 Michael F. Sweeney Chairman of the  
 McLean County Board

F:\adm\budg\04diabetes



**RISK MANAGEMENT OFFICE**

TEL: (309) 888-5940 FAX: (309) 888-5949  
104 West Front Street P. O. Box 2400

E-MAIL: riskmgt@mclean.gov  
Bloomington, IL 61702-2400

**Memo To:** Matt Sorensen, Chairman, Finance Committee  
Members, Finance Committee

**From:** Jennifer Ho, Risk Manager *Jen Ho*

**Date:** July 28, 2004

**Subject:** Second Quarter Risk Management Fund Report FY 2004

The risk management fund report for all reported claims as of June 30, 2004, is summarized in Table 1 of the attached spreadsheet. For this second quarter, liability claims reserves reflect a net increase of \$ 3,434 for 11 open claims, while there was a net reduction of \$ 12,482 in reserves for workers compensation claims for all prior years to PY 2003. A reduction in reserves is a positive indication that case reserves are adequate and that there is no negative development in reported claims. For PY 2004, the early indications are that claims activity of 35 claims for all lines are within bounds of a high count of 46 claims in PY 2002 and a low count of 33 claims in PY 2000. This is as illustrated in Table 2.

Notable risk management activities this past quarter include participation by personnel in the Highway Dept, Parks & Recreation Department and Court Services in a defensive driving course at the Chicagoland Speedway, hosted by the National Safety Council and others in partnership with NASCAR. The nursing home has also received the highest risk classification from its liability insurance carrier during a loss control visit in June. Additionally, we are looking at ways to improve the claims reporting process and to allow departments more overview over departmental claims activity.

With respect to the insurance markets, liability insurance markets for public entities remain restricted in terms of the number of carriers available. Property insurance and workers compensation markets thus far have been expected to remain relatively stable, with rate increases projected at about 10 to 15%. We should report that currently the property insurance for the Law & Justice building has been included into the County's overall program. However, the Public Building Commission is still the responsible party and will pay the County corresponding for the cost of this insurance.

I am available for your questions. JH

McLEAN COUNTY RISK MANAGEMENT FUND  
AS OF JUNE 30, 2004

TABLE 1: CUMULATIVE CLAIMS SUMMARY BY LINE:

CLAIM TYPE	ALL	OPN	PD LOSSES	RESERVES	RECOVRS	INCRD LOSSES
<b>A. AUTO PHYSICAL DAMAGE:</b>						
PY 1992 - 1996	77	0	\$ 93,083	\$ -	\$ 11,609	\$ 81,474
PY 1997	4	0	20,796	0	0	20,796
PY 1998	3	0	13,785	0	2,225	11,560
PY 1999	13	0	17,746	0	0	17,746
PY 2000	12	0	14,110	0	3,055	11,055
PY 2001	6	0	8,915	0	846	8,069
PY 2002	8	0	52,866	0	32,046	20,820
PY 2003	11	0	33,596	0	700	32,896
PY 2004	5	0	12,244	0	0	12,244
<b>B. AUTO LIABILITY:</b>						
PY 1992 - 1996	25	0	\$ 26,454	\$ -	\$ 8,887	\$ 35,341
PY 1997	2	0	3,741	0	0	3,741
PY 1998	6	0	10,431.00	-	2,500.00	7,931.00
PY 1999	5	0	44,748	0	0	44,748
PY 2000	3	0	7,019	0	0	7,019
PY 2001	4	0	3,301	0	0	3,301
PY 2002	3	0	2,474	0	0	2,474
PY 2003	4	0	9,391	0	0	9,391
PY 2004	1	1	3,500	5,000	200	8,300
<b>C. GENERAL LIABILITY:</b>						
PY 1992 - 1996	43	0	\$ 125,418	\$ -	\$ 42,298	\$ 83,120
PY 1997	10	0	95,772	-	-	95,772
PY 1998	6	0	3,141	-	-	3,141
PY 1999	10	1	21,566	3,374	0	24,940
PY 2000	11	1	5,150	5,154	0	11,457
PY 2001	8	2	46,353	20,487	0	61,779
PY 2002	7	2	3,025	3,176	0	8,714
PY 2003	14	6	2,264	23,068	0	14,085
PY 2004	0	0	0	0	0	0
<b>D. WORKER'S COMPENSATION:</b>						
PY 1992 - 1996*	450	3	\$ 2,871,684	\$ 478,408	\$ 1,748,482	\$ 1,602,337
PY 1997**	76	1	240,644	41,219	10,520	271,343
PY 1998	105	3	311,918	201	-	312,119
PY 1999	73	2	340,476	254,418	0	594,894
PY 2000	64	3	250,807	53,194	0	304,002
PY 2001	71	7	227,635	66,157	0	279,868
PY 2002	76	6	250,402	156,997	0	407,399
PY 2003	65	9	78,984	31,248	0	110,232
PY 2004	28	14	13,806	16,235	0	30,041

\* Includes catastrophic incident of 2/16/93 \*\* Includes Fatality of /15/97

Table 2: Historical First quarter experience FY 2000 - FY2004

COVERAGES:	PY 2000		PY 2001		PY 2002		PY 2003		PY 2004	
	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$
Auto Physical Damage	3	3,355	3	8,004	2	6,174	3	2,478.85	2	\$12,244
Auto Liability	0	0	2	2,026	1	1,000	1	19,72.85	1	8,300
General Liability	3	5,070	4	1,499	0	0	0	0	1	350
Worker's Compensation	27	33,648	29	49,253	43	34,481	20	29,808	28	30,041
<b>TOTAL:</b>	<b>33</b>	<b>42,073</b>	<b>38</b>	<b>60,782</b>	<b>46</b>	<b>41,655</b>	<b>24</b>	<b>34,259.7</b>	<b>17</b>	<b>50,935</b>

## CHAPTER 10 INDEX

### ARTICLE 1 INTRODUCTION AND ADMINISTRATION

- 10.10 Statement of Policy
  - 10.10-1 Additions To Policies and Procedures
- 10.11 Equal Employment Opportunity Statement
- 10.12 Scope of Coverage and General Provisions
  - 10.12-1 Specific Scope of Coverage
  - 10.12-2 Exclusion Procedure
  - 10.12-3 Administration of the Plan
  - 10.12-4 Categories of Employees
  - 10.12-5 Hours of Work
  - 10.12-6 Dissemination of the Rules

### ARTICLE 2 SELECTION AND APPOINTMENT

- 10.20 Merit Principles
  - 10.20-1 Appointments and Promotions
  - 10.20-2 Methods of Filling Vacancies
  - 10.20-3 Recruitment, Evaluation and Certification
  - 10.20-4 Position Inventory and Job Classification System
  - 10.20-5 Hiring of Relatives Regulated
  - 10.20-6 Rehire of Former Employees
  - 10.20-7 New Employees
  - 10.20-8 Orientation of New Employees
  - 10.20-9 Evaluation Period
  - 10.20-10 Transfer
  - 10.20-11 Temporary Assignment
- 10.21 Professional Recruitment
  - 10.21-1 Travel Provisions
  - 10.21-2 Household Goods

### ARTICLE 3 ATTENDANCE

- 10.30 Hours of Work
  - 10.30-1 Hours of Work Compensable at Straight Time
  - 10.30-2 Hours Compensable at Overtime Rate
  - 10.30-3 Rest and Meal Periods as Hours of Work
  - 10.30-4 Working at Home
  - 10.30-5 Meetings, Lectures and Training Programs

- 10.30-6 Travel Time as Work Hours
- 10.30-7 Medical Attention as Hours of Work

#### ARTICLE 4 HOLIDAYS AND LEAVES OF ABSENCE

##### 10.40 Holidays

- 10.40-1 Exceptions
- 10.40-2 Floating Holiday
- 10.40-3 Non-working Holiday
- 10.40-4 Working Holiday
- 10.40-5 Holiday Regulations
- 10.40-6 Emergency Holiday Pay

##### 10.41 Vacation

- 10.41-1 Entitlement and Accrual Rate
- 10.41-2 Part-Time Employees
- 10.41-3 Taking Unearned Vacation Not Permitted
- 10.41-4 Limits on Accrual
- 10.41-5 No Payment in Lieu of Taking
- 10.41-6 Payment Upon Termination
- 10.41-7 No Accrual During Unpaid Leaves of Absences
- 10.41-8 May Use When Sick Leave Exhausted
- 10.41-9 Maintenance of Records
- 10.41-10 Use of Appropriate Form for Request

##### 10.42 Sick Leave

- 10.42-1 Entitlement
- 10.42-2 Accrual Rate
- 10.42-3 Taking Unearned Sick Leave
- 10.42-4 Purpose of Such Leave
- 10.42-5 Notification of Department Head
- 10.42-6 Department Head Authority to Send Home
- 10.42-7 Excluded from Overtime Base
- 10.42-8 Rate of Pay for Sick Time
- 10.42-9 Maintenance of Records
- 10.42-10 Results of Improper Use or Reporting
- 10.42-11 Effect of Worker's Compensation Payments
- 10.42-12 Balance Not Paid Upon Termination

##### 10.43 Military Leave

- 10.43-1 Annual Training and Active Duty Leave
- 10.43-2 Compensation
- 10.43-3 Benefits

10.44 Jury Duty

- 10.44-1 Right to Serve
- 10.44-2 Jury Duty Paid as Work Hours
- 10.44-3 Carry Over Prohibited
- 10.44-4 Absence Without Pay When Court Appearance Not Work Related
- 10.44-5 Verification of Jury Duty

10.45 Bereavement Leave

10.46 Personal Leave

- 10.46-1 Purpose and Amount
- 10.46-2 Carry Over Prohibited

10.47 Leaves of Absence Without Pay

- 10.47-1 Disability Leave - Work connected with injury
- 10.47-2 Extended Leaves of Absence
- 10.47-3 Family and Medical Leave

10.48 TOPS at the Juvenile Detention Center

- 10.48-1 Purpose
- 10.48-2 Eligibility
- 10.48-3 Regulations
- 10.48-4 Reserve Account
- 10.48-5 Reserve Account Regulations
- 10.48-6 Sell Back at Retirement, Resignation or Going from Benefit Eligible to Non-Eligible
- 10.48-7 Permanent Changes of Eligibility Status for TOPS

ARTICLE 5 POSITION CLASSIFICATION PLAN

10.50 Position Classification Plan

- 10.50-1 Responsibility
- 10.50-2 Definitions Used in Position Classification Plan
- 10.50-3 Allocation of Positions
- 10.50-4 Maintenance of Classification Plan
- 10.50-5 Responsibility for Interpretation
- 10.50-6 Amendments, Adjustments and Reallocations
- 10.50-7 Procedure for Using Position Descriptions
- 10.50-8 Location of Position Description



10.51 Position Classification Plan

- 10.51-1 Class Title
- 10.51-2 Summary
- 10.51-3 Supervisory Responsibilities
- 10.51-4 Essential Duties and Responsibilities
- 10.51-5 Knowledge, Skills and Abilities
- 10.51-6 Minimum Education and Experience
- 10.51-7 Certificates, Licenses and Registrations
- 10.51-8 Physical Attributes/Demands
- 10.51-9 Work Environment

10.52 Pay Plan - Composition and Definition

- 10.52-1 Composition
- 10.52-2 Definitions
- 10.52-3 Annual Salary Adjustments
- 10.52-4 Philosophy Related to Step Progression
- 10.52-5 Evaluations and Merit Increases
- 10.52-6 Establishing Salaries
- 10.52-7 Merit Increases
- 10.52-8 Policy Review

10.53 Development of Compensation Ranges

10.54 Reallocation Downward

10.55 Overtime Payments

- 10.55-1 FLSA Requirements
- 10.55-2 Exempt/Non-exempt
- 10.55-3 Continuous/ Non-continuous Operations
- 10.55-4 Employees Eligible for Straight-Time Overtime
- 10.55-5 Compensatory Time
- 10.55-6 Compensatory Time Accrual Limits
- 10.55-7 Compensatory Time Off
- 10.55-8 Professional and Administrative Employees
- 10.55-9 Requirements for Overtime

10.56 Miscellaneous Pay Provisions

- 10.56-1 Administrative Adjustments
- 10.56-2 Temporary Upgrade

10.57 Payroll Information

- 10.57-1 Payroll Periods
- 10.57-2 Voluntary Payroll Deductions

10.58 Employee Internal Time Card

- 10.58-1 Departmental Use of Internal Time Cards
- 10.58-2 Not Required for Departments With Time Clocks
- 10.58-3 Description of Hours

ARTICLE 6 TRANSFERS, PROMOTIONS, DEMOTIONS AND EVALUATIONS

10.60 Transfers and Promotions

- 10.60-1 Definitions

10.61 Transfer and Promotion Procedures

- 10.61-1 Notification of Vacancy
- 10.61-2 Criteria for Promotion to be Considered
- 10.61-3 Evaluation Period

10.62 Procedure -Demotion

- 10.62-1 Employee Request
- 10.62-2 Demotion by Department Head

10.63 Performance Evaluations

- 10.63-1 Purpose
- 10.63-2 Schedule
- 10.63-3 Retention of Evaluation in File

10.64 Performance Evaluation Procedure

- 10.64-1 Definitions
- 10.64-2 Training

ARTICLE 7 MISCELLANEOUS BENEFITS AND ENTITLEMENTS

10.70 Insurance

- 10.70-1 Group Life Insurance
- 10.70-2 Group Health Insurance
- 10.70-3 Eligibility Date
- 10.70-4 Employee Booklet
- 10.70-5 Waiver

10.71 Illinois Municipal Retirement Fund

10.72 Federal Social Security

- 10.73 Worker's Compensation
- 10.74 Unemployment Insurance
- 10.75 Glasener Beach
- 10.76 Credit Union and Christmas Club
- 10.77 Service Recognition
  - 10.77-1 Full-Time and Part-Time Employees
  - 10.77-2 Maintenance of Records
- 10.78 Change of Name, Address, Marital or Family Status
- 10.79 County Travel and Business Expense Reimbursement Policy
  - 10.79-1 Purpose, Applicability and Authority
  - 10.79-2 Definitions
  - 10.79-3 Preparation of Travel Voucher
  - 10.79-4 Allowable Transportation Expenses
  - 10.79-5 Allowable Living Expenses
  - 10.79-6 Local Business Expense Reimbursement
  - 10.79-7 Reimbursement of Miscellaneous Expenses
  - 10.79-8 Credit Cards
  - 10.79-9 Appropriate Budget Line Items for Travel Expenses
  - 10.79-10 State, Federal Laws and Regulations
  - 10.79-11 Misuse of McLean County Travel Policy

ARTICLE 8 ON-THE-JOB EMPLOYEE BEHAVIOR

- 10.80 General Rules of Conduct
  - 10.80-1 Smoking at the Law and Justice Center
  - 10.80-2 Drug-Free Policy
  - 10.80-3 Workplace Violence Policy
  - 10.80-4 VESSA
  - 10.80-5 Illegal Harassment
  - 10.80-6 Complaint Procedure
- 10.81 Discipline Procedure Policy
  - 10.81-1 Progressive Discipline
  - 10.81-2 Right to Grieve Adverse Action
  - 10.81-3 2 Year Retention Limit on Disciplinary Files
  - 10.81-4 Responsibility for Documentation

10.82 Outside Employment

- 10.82-1 Procedure
- 10.82-2 Internal Regulations

10.83 Restriction of Political Activities

10.84 Use of County Property and Facilities

- 10.84-1 Use of County Equipment, Supplies and Tools
- 10.84-2 Other Property
- 10.84-3 Use of Telephone
- 10.84-4 Electronic Mail and Global Communications Facilities

10.85 Conflict of Interest

10.86 Gift Ban

10.87 Confidentiality and Loyalty

ARTICLE 9 TERMINATIONS

10.90 Termination and Separation

- 10.90-1 I.M.R.F. Separation Benefit and Retirement
- 10.90-2 Resignation - Voluntary
- 10.90-3 Resignation - Involuntary
- 10.90-4 Dismissal
- 10.90-5 Reduction in Work Force

ARTICLE 10 GRIEVANCE PROCEDURE

10.100 Grievance Policy

- 10.100-1 Definition
- 10.100-2 Purpose
- 10.100-3 Representation
- 10.100-4 Time Limits
- 10.100-5 Informal Resolution
- 10.100-6 Timely Filing/Timely Response

10.101 Criminal Fraud or Abuse

10.102 Miscellaneous Provisions

10.103 Safety Responsibilities

- 10.103-1 Department Head/Supervisor/Foreman
- 10.103-2 Employee

# McLEAN COUNTY PERSONNEL POLICIES AND PROCEDURES ORDINANCE

## 10.00 McLEAN COUNTY REVISED CODE

### CHAPTER 10 - EMPLOYEES AND APPOINTED OFFICIALS McLEAN COUNTY PERSONNEL POLICIES AND PROCEDURES

10.00 This Ordinance shall be the official Personnel Policies and Procedures for the County of McLean.

#### ARTICLE 1 INTRODUCTION AND ADMINISTRATION

10.10 STATEMENT OF POLICY: The McLean County Board recognizes that a personnel system, which recruits and retains competent, dependable County personnel, is indispensable to an efficient County government. To achieve this goal, the Board has established within the County Board Office the position of County Administrator. The County Administrator shall serve all County offices by participating in or performing the following activities:

Classifying positions in County service;  
Developing systems to compensate employees equitably for their service;  
Assisting in the recruitment of persons for County service;  
Providing for employee welfare;  
Providing for employee training and development;  
Providing for resolution of employee grievances; and  
Monitoring the McLean County Equal Employment Opportunity Resolution.

For the purpose of this document, a policy is the general statement of a County goal. A procedure is a specific step for reaching that County goal and can include the use of special forms. This document is designed to:

- A) Provide a basis for and define the objectives of the personnel program.
- B) Assign responsibility for carrying out the principles and practices of the personnel program.
- C) Provide recognized authority, consistent with applicable laws and County ordinances, when action is to be taken and to minimize the possibility of unauthorized personnel action.

10.10-1 ADDITIONS TO THE POLICIES AND PROCEDURES: Because of the number of and diversity in County departments, it is expected that internal day-to-day policies may be necessary for efficient and effective operations. Each Department Head may establish a set of general operating policies for the purpose of handling scheduling matters which are unique to the department concerned and which shall be controlled by the County's personnel policies.

- A) Departments who wish to establish departmental policies are encouraged to reduce them to written format and submit them to the County Administrator.
- B) The County Administrator will indicate in writing to the Department Head whether or not such policies are within the guidelines of the established County policies.
- C) A copy of such internal policies shall be made available either by written delivery to the employee or by posting in a conspicuous location within the department.

10.11 EQUAL EMPLOYMENT OPPORTUNITY: As a matter of policy, McLean County requires employment, training and promotions, and all personnel actions to be based on individual merit and individual capabilities without regard to race, religion, color, national origin, sex, age, or disability. This policy requires full cooperation of all McLean County employees. We choose to follow this policy on the basis of fairness to all individuals rather than on the basis of our legal requirement. McLean County also complies with all applicable federal, state and local laws regarding non-discriminatory practices. Responsibility for correlation and implementation of the plan and related activities throughout the County has been assigned to the County Administrator.

10.12 SCOPE OF COVERAGE AND GENERAL PROVISIONS: The McLean County Board recognizes the appointing authority vested, by various Statutes, in the Elected Officers of the County. Nothing in these policies should be construed as avoidance of that authority; however, the appointment should be made from a field of candidates developed under the guidelines of these policies and procedures.

10.12-1 SPECIFIC SCOPE OF COVERAGE: All County employment positions not expressly exempted from coverage by these policies and procedures shall be subject to these provisions, including bargaining unit members except where superseded by collective bargaining agreements.

All individual Elected Officers,

All advisory boards, commissions and committees appointed by the McLean County Board,

All consultants, advisers, and counsel rendering temporary professional service,

Independent contractors, and

Sheriff's Department personnel, to the extent that rules of the Merit Board supersede these rules, are expressly exempted from coverage.

10.12-2 EXCLUSION PROCEDURE: Upon passage of these policies and procedures by the McLean County Board, Elected Officers of McLean County are encouraged to submit, to the County Administrator's Office, a tabulation of the specific areas of conflict and cite the statutory authority which prohibits cooperation with said policies and procedures. Such tabulation will become an appendix to this document.

10.12-3 ADMINISTRATION OF THE PLAN:

A) The personnel system established by these policies and procedures is administered by the County Administrator, and in full cooperation with all elected and appointed Department Heads.

B) In addition to other duties as set forth in these policies and procedures, the County Administrator shall:

- 1) Exercise leadership in developing a system of effective personnel administration and employee relations with the County service.
- 2) Administer the provisions of these policies.
- 3) Ensure that files are maintained for each employee, including original applications, employment histories, classification, position title, pay rate, and any other data required by the County Board and permitted by law.

10.12-4 CATEGORIES OF EMPLOYEES: For purposes of salary administration and eligibility for overtime payments and employee benefits, McLean County classifies its employees and other workers as follows:

A) Full-time regular employees- Employees hired to work the County's normal, full-time, 37.5 or 40 hour workweek on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

B) Part-time regular employees- Employees hired to work fewer than 37.5 hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

C) Temporary employees- Employees engaged to work full time or part time on the County's payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment. (Note that a temporary employee may be offered and may accept a new temporary assignment with the County and thus still retain temporary status.) Such employees may be "exempt" or "nonexempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the County.)

D) Nonexempt employees- Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty paid hours in a workweek, in accordance with applicable federal wage and hour laws.

E) Exempt employees- Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Department Heads, elected officials, managers, professional employees and certain employees in administrative positions are typically exempt.

Employees will be informed of the initial employment classification and of status as an exempt or nonexempt employee during the orientation session. If an employee changes positions during employment with McLean County as a result of a promotion, transfer, or otherwise, the Department Head will inform the employee of any change in exemption status. Any questions regarding employment classification or exemption status shall be directed to the Department Head.

10.12-5 HOURS OF WORK:

- A) Full-time employees shall work 37-1/2 hours per week (1,950 hours per year), or 40 hours per week (2,080 hours per year), depending upon job function.
- B) County offices regularly visited by the general public shall customarily be open from 8:00 a.m. to 4:30 p.m., Monday through Friday, subject to operational considerations and statutory authority.
- C) Variable work schedules are acceptable in appropriate situations with supervisory approval.

10.12-6 DISSEMINATION OF THE RULES: Department Heads shall be provided with complete copies of all policies and procedures and changes thereto by the County Administrator. They shall also be responsible for maintaining a complete and current set of the policies and procedures, and for bringing these policies and procedures to the attention of all employees in their departments. A simplified handbook summarizing these policies and procedures shall be disseminated to all employees upon publication and to all new employees on hire.

ARTICLE 2  
SELECTION AND APPOINTMENT

10.20 MERIT PRINCIPLES: It is the policy of McLean County to hire the most qualified employees available for all jobs. It is the policy to encourage a career service within the County by promoting present employees whenever possible to fill vacancies.

10.20-1 APPOINTMENTS AND PROMOTIONS: Appointments and promotions in the County shall be based on merit and fitness and may include competitive examination.

10.20-2 METHODS OF FILLING VACANCIES: Department Heads are responsible for the final selection and filling of authorized positions within the departments. In order to provide control and to ensure that our objective in Equal Employment Opportunity and all personnel system goals are met, the Department Heads shall notify the County Administrator of their needs to fill a vacancy. Applicants hired for employment with McLean County must meet the minimum qualifications established in the approved job description.

- A) When a vacancy occurs the Department Head shall inform the County Administrator's Office of intent to fill said vacancy.
- B) The County Administrator is to prepare a notice of the position vacancy and post that vacancy in selected spots in the County. The notice will be based on information supplied by the Department Head and in the job description.
- C) Department Heads are encouraged to consider current County employees and applications on hand before the general public and are required to post job vacancies for a minimum of five (5) days unless extenuating circumstances exist.
- D) The County Administrator will be responsible for ensuring that the procedures defined at Article 6, Section 10.61 entitled Procedures - Transfers and Promotions are complied with.

10.20-3 RECRUITMENT, EVALUATION AND CERTIFICATION:

- A) All applicants for employment will complete the County employment application. Within 60 of days of filling a vacancy, all applications received will be forwarded to the County Administrator's Office unless express written arrangements are made for the department to retain the applications.

- B) At the request of the Department Head, preliminary interviews will be conducted to determine basic eligibility. Items reviewed and procedures undertaken to make this determination include:
- 1) Written application.
  - 2) The approved job description.
  - 3) Verification of references.
  - 4) License verification where applicable.
  - 5) Copies of certificates of training received.
  - 6) Testing procedures, where necessary, to ascertain the necessary job qualification factors.
  - 7) Each applicant shall be checked against existing personnel files to determine whether the individual has worked for the County during a prior period.
- C) Applicants will be selected by Department Heads.
- 1) Department Heads will either complete an interviewer check-off list and indicate reasons why the applicant was accepted or rejected, or at least keep sufficient evidence for decision, such as interview notes.
  - 2) Pre-employment health examinations shall be conducted to determine physical fitness for the position applied for when said position requires particular physical demands of the candidate. These examinations shall be made after an offer of employment and prior to the end of the evaluation period.
  - 3) Department Heads shall submit a Payroll Change Form to the County Administrator by noon on Tuesday of the week preceding the payday. (See 10.20-2)

10.20-4 POSITION INVENTORY AND JOB CLASSIFICATION SYSTEM: It will be the responsibility of the County Administrator to maintain the authorized position inventory. To effectively maintain the position inventory and job classification system, the County Administrator shall utilize the following guidelines:

- A) The effective date of terminations as reported to the County Administrator shall be the last day worked.
- B) All budgeted positions will be included in the position inventory.
- C) Vacancies will be filled by the procedures outlined in Section 10.20-2.
- D) All changes to the position inventory and job classification system will follow the procedure outlined in Article 5 Section 10.50, of this document.

10.20-5 HIRING OF RELATIVES REGULATED: It is the policy of McLean County to hire the best qualified employees available for all jobs; however, it is necessary that judgment be used in the placing of employees who are closely related. Every reasonable effort should be made to avoid relatives supervising each other. This policy shall not be applied retroactively but will have an effect on all applicants from the date of adoption of the enforcing ordinance.

10.20-6 REHIRE OF FORMER EMPLOYEES: Former employees of McLean County may be considered for re-employment with the County under the following conditions:

- A) The employee gave satisfactory advance notice upon termination.
- B) The employee terminated for good reason.
- C) The employee's last evaluation was satisfactory.

10.20-7 NEW EMPLOYEES: All newly hired employees will report to their Department Head for instructions regarding any information required.

- A) The County Administrator will be responsible for assuring the completion of all forms necessary to participate in eligible benefits. This function may be delegated. These benefits include:
  - 1) Group-Health Insurance
  - 2) Group-Life Insurance
  - 3) Illinois Municipal Retirement Fund (I.M.R.F.)
  - 4) State and Federal Withholding Forms



- 5) Any other benefit enrollment approved by the County Board
- B) The County Administrator or designee will explain the benefits to the employee; in particular, coverage, and the methods of using the insurance. Additional explanatory material will be provided for the employee's later reference.
- C) The County Administrator's Office will provide material outlining personnel policies. (Employee Handbook)

10.20-8 ORIENTATION OF NEW EMPLOYEES: General orientation is the responsibility of the Department Head.

- A) The following subjects will be generally covered:
  - 1) Explanation of Department and related County services and offices.
  - 2) Personnel policies and procedures.
  - 3) Employee benefit program.
  - 4) Fire, disaster, and safety program.
  - 5) Explanation of pay periods.
  - 6) Tour of appropriate County buildings.
  - 7) Completion of the check list certifying that all instructions and materials have been explained and understood.
- B) The Department Head or Supervisor is responsible for further orientation and training of a new employee.

10.20-9 EVALUATION PERIOD:

- A) A person hired or promoted to a position shall complete an initial evaluation period:
  - 1) The first six months of employment (or the first year of employment with the Sheriff's Department) and the first three months after a transfer to a new position shall be considered an evaluation period.
  - 2) The evaluation period is a time for the County to determine whether the employee is an appropriate match for the position. It is also a time for the employee to determine if the job is suitable to the employee. The County in its discretion may extend the evaluation period thirty days.
- B) An employee terminated during the evaluation period or returned to a prior position or comparable position shall have no right to appeal this decision.

10.20-10 TRANSFER: (See Article 6 10.61) A vacated position, or a newly created position, maybe filled by promotion of an employee from within the department, or by an employee from a position in any other department within County service. Qualifications for the vacant position are determined by the position description for that position. The same standards will be used as for an initial hire.

- A) In keeping with the County's commitment to personnel development, when a vacancy occurs, the Department Head should consider candidates from within the department.
- B) If no qualified employee is located within the department, the position will be posted as notification for all employees in County's service, as specified at Section 10.20-2.
- C) If the vacancy is filled by promotion, the vacated lower level position will be posted as notification for all employees in County service that may wish to transfer.
- D) If there are no qualified employees within the department or elsewhere within the County service, an applicant search will be undertaken by the County Administrator as specified in Section 10. 20-2.

10.20-11 TEMPORARY ASSIGNMENT: Current employees may be temporarily assigned to a vacant position outside their class, in accordance with 10.57-1 provided that:

- A) There is no monetary loss to the employee.
- B) The employee will be returned to the previous position within a reasonable time.

10.21 EXPENSE REIMBURSEMENT FOR RECRUITMENT: In filling certain positions in the General Salary Schedule, it maybe necessary to recruit personnel from outside McLean County. When recruiting for professional positions

outside of McLean County, potential candidates may be reimbursed for their expenses if the appointing authority finds it necessary, and with the approval of the County Administrator. All standards outlined in 10.20-3 will be maintained, and the following procedure will be used.

10.21-1 TRAVEL PROVISIONS: Candidates traveling from outside McLean County to interview for positions with any agency of McLean County shall, upon submission of receipts for expenditures incidental to such travel, be reimbursed in the following amounts:

- A) The full amount of the cost of travel by the most convenient and direct commercial carrier, or
- B) At the prevailing rate paid to County employees for travel by private automobile for round-trip mileage by the most direct route, and
- C) Meals and other incidental expenses, and
- D) The actual cost of single-occupant lodging when travel extends beyond one day.

10.21-2 HOUSEHOLD GOODS: In cases where accepting a position with McLean County necessitates the movement of household goods, moving costs shall be considered during the selection process, and if negotiated, a maximum amount will be specified. McLean County will directly pay for moving expenses.

### ARTICLE 3 ATTENDANCE AND LEAVE

10.30 HOURS OF WORK: To ensure uniformity of terms used and to provide a basis for establishing alternative schedules of work, the following procedure shall be observed:

- A) Full-time employees shall work 37-1/2 hours per week, or 40 hours per week, depending upon job function. Work schedules for occasional or seasonal employees and part-time employees shall be specified by Department Heads according to the need of the County and the rules and schedules stipulated for regular employees.
- B) All Department Heads shall maintain daily attendance records for all employees, on a form provided by the County Treasurer's Office, and retain them within the department's files. All Department Heads shall also submit a Time Card Data Sheet to the Treasurer's Office containing that department's use of hours.
- C) The normal working day for County employees shall customarily be 8:00 a.m. to 4:30 p.m., Monday through Friday, except those employees on shift schedules or in departments that have special requirements. Flexible work schedules may be acceptable in appropriate situations. A workweek shall be defined as seven consecutive twenty-four (24) hour periods commencing at 12:01 AM Sunday.
- D) All elapsed time from the moment an individual actually commences work for the County until the work is finished for the day, except for the deduction of time spent at dinner or lunch, constitutes hours of work. Arriving early or leaving late for the employee's own convenience is not to be included in working time, providing that the employee performs no duties for the County during such intervals. No work may be performed before or after an employee's scheduled hours of work without the prior authorization of the Department Head or work supervisor. It is the Department Head's responsibility to inform employees who may be arriving early to or leaving late from work, without prior direction to do so, that such time is not eligible to be counted towards overtime or compensatory time. This should be done in a timely fashion so as to not be an issue for either the employee or McLean County.
- E) Federal law requires that every non-exempt employee who actually works over 40 hours in a week is entitled to overtime pay. This applies to employees who are permitted to work the extra hours even if not required. "Permitted" includes an employee who voluntarily comes to work early or stays late or comes in on weekends. If the employer does not expressly prohibit such work, the employer must pay the overtime. If an employee fails to list the extra time on a time card it is the employer's responsibility to correctly reflect the amount of time worked.

10.30-1 HOURS OF WORK COMPENSATED AT STRAIGHT TIME: County employees will be compensated according to their job classification and salary schedule at the approved rate of pay for all work up to forty (40) hours in a

work week. Additional hours of work, which are required, beyond these normal work periods shall be compensated for in accordance with Section 10.56 Overtime Payment.

10.30-2 HOURS COMPENSATED AT OVERTIME RATE: Because of the around-the-clock nature of some facilities, the need to respond to emergency situations and the nature of the public services provided, it may occasionally be necessary for employees to work overtime. Overtime may be paid under the following conditions:

- A) After forty (40) hours have been worked in a standard workweek, General Salary Schedule hourly employees shall be compensated in accordance with Section 10.56. For employees who receive overtime payment, the rate shall be one and one-half (1-1/2) times the regularly hourly rate of pay. For employees who are eligible for compensatory time awards, the rate shall be one and one-half (1-1/2) times the hour(s) or portion thereof worked over forty.
- B) Overtime work shall be authorized in advance by the Department Head or work supervisor.
- C) To determine eligibility for overtime compensation, any absence with pay, shall not be considered as time worked.

10.30-3 REST AND MEAL PERIODS AS HOURS OF WORK: County Department Heads have the authority to grant meal periods from one-half (1/2) hour to one (1) hour in a normal work day. Employees who are granted from one-half (1/2) hour to one- (1) hour meal periods are not paid for them and they may or may not leave their work facility or duty area, depending upon job function and where sufficient accommodations are provided. Such time is to be considered the employee's time and they should not perform work tasks during their meal period.

- A) Employees assigned to positions requiring full-time attendance or who are on "on duty" status during meals shall be paid for them; however, such employees shall not leave their work facility or duty area for that meal. This time is to be considered work time and they may be working, called upon, or called back to work during such periods of time.
- B) Employees who are paid for meal periods or rest breaks are covered under worker's compensation insurance and liability insurance during such periods. The County is responsible for their actions; therefore, Department Heads must maintain supervision and control over such employees. They should not leave the assigned work facility or duty area and shall be compensated for periods of time one-half (1/2) hour and less.
- C) County Department Heads have the authority to grant rest periods to their employees. Such periods of rest, in general, should not exceed fifteen (15) minutes and the employee may not leave the work facility during such periods of rest and can be called back to work at any time.
- D) Employees on rest break are covered by worker's compensation insurance and liability insurance. The County is responsible for their actions; therefore, Department Heads must maintain supervision and control over such employees.

10.30-4 WORKING AT HOME: In order to prevent abuse of overtime payments and to limit the County's liability when employees are not under direct supervision/control, non-exempt County employees will not be assigned work to complete at home unless such employees are in job classifications not eligible for overtime payments. No work performed at home is to be considered working hours for the purpose of monetary payment or compensatory time off.

10.30-5 MEETINGS, LECTURES AND TRAINING PROGRAMS: In computing hours of work, attendance at meetings, lectures and training programs are to be considered under the following conditions:

- A) Involuntary and Voluntary attendance - Where attendance is required at such events, they are to be considered work hours. Where attendance is not required, meetings, lectures and training programs will not be covered under overtime provisions in these policies.
- B) Related Training - Only training directly related to the employee's job is to be considered as hours of work. Programs conducted for the personal edification and/or entertainment of employees will not be considered as time worked.
- C) Independent Training - Training in which the employee participates on their own, even though it may be job related, is not to be considered as hours worked.

10.30-6 TRAVEL TIME AS WORK HOURS: In computing hours worked, travel time is to be considered under the following conditions:

- A) Work performed while traveling - If work is directly performed while traveling, that time is to be considered time worked as defined previously.
- B) Travel all in a day's work - If the job requires travel during the hours of scheduled work, whether in a County-owned vehicle or the employee's vehicle, that time is included as work time.
- C) Travel away from home - Travel time away from home is to be considered work time beyond scheduled periods of work. For example, an employee traveling to a training program, meeting, or convention away from home may include travel time as hours of work. This shall be true whether a private vehicle or a County-owned vehicle is used.
- D) Home to work or work to home in different situations - Home to work or work to home is not considered hours of work. Employees are to consider travel to work or travel to home after work as their own time. When called back to work during an emergency, hours of work will commence when the employee leaves home and continue until the employee returns home.

10.30-7 MEDICAL ATTENTION AS HOURS OF WORK: Employees who are injured on the job or who are directed to receive a physical examination will be compensated. This policy does not include pre-employment physical or medical attention after initial treatment for an injury. For example, if an employee is injured at the start of work and is taken to receive medical attention, waits for treatment and is hospitalized, that entire day should be paid. If the County directs an employee to receive a physical examination in line with the physical standards policy, such time spent by the employee is to be considered hours of work.

#### ARTICLE 4 HOLIDAYS AND LEAVES OF ABSENCE

10.40 HOLIDAYS: Illinois Statutes require that the County Board annually adopt a resolution specifying the holidays to be observed during the following calendar year for all employees, except as noted below:

10.40-1 EXCEPTIONS: Only the County-paid employees of the Circuit Court and Jury Commission shall comply with the Eleventh Judicial Circuit order on holidays.

10.40-2 FLOATING HOLIDAYS: Floating holiday schedules may be developed for employees of the County Sheriff, after meeting in January with the appropriate committee of the County Board, and complying with the following procedure:

- A) A list of holidays, which may be re-scheduled, will be provided in writing. This list shall not exceed the total number of granted holidays.
- B) Employees assigned or volunteering to work such days as authorized by the Department Head may take another day off within the calendar year in lieu of monetary payment.
- C) Floating holidays are intended to permit uninterrupted work schedules for some County departments while providing a benefit to County employees. This benefit is lost if the scheduling of alternate days off is too stringent. The employee should be allowed some flexibility in taking those days off as long as it does not disrupt the work requirements of the department.

10.40-3 NON-WORKING HOLIDAY: When a holiday falls on a non-working day, the nearest adjacent workday shall be granted as the holiday.

10.40-4 WORKING HOLIDAY: In departments which have twenty-four (24) hour per day operations, a holiday shall be observed from midnight to midnight of the calendar day of the holiday. If more than half of the hours worked on any work shift period falls on the holiday, the complete work period shall be considered as time worked on this holiday. If less than half of the hours worked falls on the holiday, the complete work period shall be considered a normal workday.

10.40-5 HOLIDAY REGULATIONS: For the purpose of administration, the following regulations shall be observed:

- A) Employees who prefer to observe religious or ethnic holidays on days that are not listed in 10.40 above may use personal leave for such time.
- B) An employee must be on payroll on the workday immediately preceding and on the workday immediately following a holiday to be eligible for compensation for that holiday. On the payroll means employed by the County and not in a non-paid status.
- C) Part-time regular employees shall be compensated for holidays according to their normally scheduled workday. The holiday must fall on a day normally scheduled as a workday for part-time employees to be eligible for compensation.
- D) Holiday compensation shall be paid to full-time employees at their regular rate for the hours worked during a fixed holiday by one of the following methods, at the discretion of the Department Head:
  - 1) An alternate day off during the pay period in which the holiday occurs, or
  - 2) Compensatory time off at straight time of pay for the hours worked, or
  - 3) Cash payment for the holiday at straight pay (example: If the employee works eight (8) hours on the holiday he will receive holiday pay plus the eight (8) hours worked or double time for working the holiday.)
- E) If an employee is required to work beyond the normal scheduled workday, during an established workweek in which the employee received holiday pay, compensation for the additional hours is in accordance with the overtime policy, Section 10.56.
- F) When a holiday falls within a period of paid leave (i.e. sick leave, vacation leave, etc.) the holiday shall be paid and shall not be deducted.
- G) Shift employees not scheduled to work the holiday will be paid for the holiday.

10.40-6 EMERGENCY HOLIDAY PAY: Emergency holiday pay may be authorized in non-24 hour operations, limited to emergency maintenance or problem-solving action required by unusual situations. Any employee called from home on a fixed holiday shall be compensated for the holiday plus time and one-half for the actual hours worked.

10.41 VACATION

10.41-1 ENTITLEMENT AND ACCRUAL RATE: From the first day of employment, all regular full-time employees shall accrue vacation leave with pay, according to the following schedule. This rate as a corresponding hourly accrual rate, will be found at the end of this document as Appendix I. Application for vacation leave shall be in accordance with departmental policy. The following table shows the annual accrual of vacation days for eligible employees:

GENERAL				
Years Worked	General	Regional Planning Commission	AFSCME Highway Department	FOP Deputies
<1	10	10	10	10
<2	10	10	10	10
<3	10	10	10	10
<4	10	10	10	10
<5	10	10	10	10
<6	10	15	10	10
<7	15	15	15	15
<8	15	15	15	15
<9	15	15	15	15
<10	15	15	15	15
<11	15	15	15	15

<12	15	15	15	15
<13	15	15	15	15
<14	15	15	15	15
<15	15	15	15	15
<16	16	20	16	16
<17	17	20	17	17
<18	18	20	18	18
<19	19	20	19	19
<20	20	20	20	20
<21	20	20	21	21
>21	20	20	21	22

**TOPS**

Years Worked	FOP Corrections (TOPS)	Labor MetCom (TOPS)	Nursing Home (TOPS)
<1	35	35	21
<2	35	35	25
<3	35	35	25
<4	35	35	25
<5	35	35	25
<6	35	35	31
<7	40	40	31
<8	40	40	31
<9	40	40	31
<10	40	40	31
<11	40	40	36
<12	40	40	36
<13	40	40	36
<14	40	40	36
<15	40	40	36
<16	41	41	36
<17	42	42	36
<18	43	43	36
<19	44	44	36
<20	45	45	36
<21	45	45	36
>21	45	45	36

**10.41-2 PART-TIME EMPLOYEES:** Part-time regular employees accrue vacation leave credit on the same continuous years of service basis as full-time employees except that it is pro-rated according to the number of hours actually worked. The formula for computing vacation leave is included as Appendix I.

**10.41-3 TAKING UNEARNED VACATION:** No employee will be permitted to take vacation until completion of the evaluation period. Nor will an employee be allowed an advance leave or leave that has not been earned.

**10.41-4 LIMITS ON ACCRUAL:** No employee shall accumulate more than 1.5 times the annual accumulation rate (normal hours worked biweekly times 26 times the employee's hourly vacation accrual rate). Hours gained above this maximum will not be credited to the employee's vacation balance but will be forfeited. Only for the purpose of determining when forfeiture applies, the maximum annual accumulation for full-time employees shall be based on the 80-hour biweekly work schedule. The only exception, shall be in the instance of an employee who has already been granted scheduled vacation time off, adequate to avoid forfeiting any accruals, and the Department Head or a circumstance beyond the employee's control prevents the taking of the scheduled vacation. In such cases, it shall be the Department Head's

responsibility to document the circumstances in writing to the County Administrator's Office and consult with the employee to reschedule the vacation. In the case of payment for vacation, such as those hours remaining upon one's retirement, the employee shall not receive more than 1.5 times the annual accumulation rate regardless of this provision or any other reason or provision.

10.41-5 SCHEDULING OF VACATION TIME: Since vacation leave is perceived to be a benefit for both the employee and the County, employees should be encouraged to use such leave. The Department Head will support this policy by preparing a schedule of appropriate times for taking of such leave and indicating, where known, the dates during which the department work load precludes employee scheduled absences.

10.41-6 PAYMENT UPON TERMINATION: An employee who is terminated is entitled to full payment for any unused vacation accrual.

10.41-7 NO ACCRUAL DURING UNPAID LEAVES OF ABSENCE: Vacation time shall not accrue during any approved unpaid leave of absence, except for military leave, or for any extended period when the employee is off the payroll because of a compensated injury.

10.41-8 MAY USE WHEN SICK LEAVE IS EXHAUSTED: Absences on account of sickness, injury, or other disability in excess of that authorized for such, shall be charged to vacation leave credit.

10.41-9 MAINTENANCE OF RECORDS: The Treasurer's Office shall maintain a record of vacation leave allowance, vacation leave taken, and unused balance for each employee.

10.41-10 USE OF APPROPRIATE FORM FOR REQUEST: For the purpose of administration of the vacation leave policy, each department shall have its own policy of tracking each employee's use of vacation leave.

10.42 SICK LEAVE

10.42-1 ENTITLEMENT: It is the policy of McLean County to provide protection for its full-time and part-time employees against loss of income because of illness. All eligible employees are encouraged to save as much sick leave as possible to meet serious illness situations. It is a self-insurance program provided by the County and earned by the employee. It is not intended for a one-day vacation nor can it be used to extend vacation periods or holidays.

10.42-2 ACCRUAL RATE: All regular full-time and part-time County employees accrue sick leave credit at a hourly rate to be found at the end of this document as Appendix II. Sick leave may be accumulated to the maximum of seven hundred twenty (720) hours. Employees of the County Nursing Home previously allowed a maximum of seven hundred sixty (760) hours, shall now conform to the seven hundred twenty (720) hours maximum. However, employees of the County Highway Department may accumulate a maximum of nine hundred sixty (960) hours, as stated in their union contract. The following table shows the annual accrual of sick leave days for eligible employees:

GENERAL

General	Regional Planning Commission	AFSCME Highway Department	FOP Deputies
10	12	10	10

TOPS

FOP Corrections (TOPS)	Labor MetCom (TOPS)	Nursing Home (TOPS)
6	5	6

10.42-3 TAKING UNEARNED SICK LEAVE NOT PERMITTED: No employee will be permitted to take leave if it has not yet been earned. An employee must have worked six (6) months for the County to be granted sick leave not to exceed the number of hours actually accrued. Sick leave shall be paid at full pay at the current rate of compensation.

10.42-4 PURPOSE OF SUCH LEAVE: Employees may utilize sick leave when they are too ill to report to work, in the event of injury, or for routine medical and dental appointments. Employees who are not covered by the TOPS system may also use sick leave to care for other persons within the employee's immediate family. The immediate family shall be defined here as an employee's parents, children, spouse and siblings. Exceptions for those beyond this definition may be made at the discretion of the Department Head. All foreseeable leave for such purposes shall require a specific prior approval of the Department Head; in the event of sick leave usage for any purpose, the Department Head may require the certificate of a medical doctor giving information as to the circumstances involved.

10.42-5 NOTIFICATION OF DEPARTMENT HEAD: Each Department Head will develop a procedure for notification, either to Department Head or other supervisor, by employees when unable to work. During authorized sick leave, an employee must notify the Department Head periodically so that the Department Head may plan on the return. This may be waived in the event of confinement or illness for a specific period of time as indicated in a physician's statement. The standard procedure for use of sick leave benefits is as follows:

- A) An employee on sick leave shall inform the Department Head or designated supervisor of the facts and the reason for the absence as soon as possible. Failure to do so within one (1) hour of commencement of duty on the first (1<sup>st</sup>) day of illness may be cause for denial of the sick leave pay for the period of absence.
- B) Absence for part of a day that is chargeable to sick leave shall be charged proportionately in an amount not smaller than one quarter of (0.25) an hour.
- C) An employee returning to work after an extended illness may be required to be examined by the County physician, who will prepare a statement substantiating that the employee may return to work. The County's physician's finding is binding.
- D) Employees who are unable to return to work upon expiration of sick leave benefits and all other authorized benefit time, including FMLA, must request a leave of absence without pay. Failure to apply for a leave of absence for extended illness upon expiration of all such benefits will result in automatic termination. The procedure for application for leave of absence without pay is defined at 10.33-2 (A).
- E) Immediately upon commencement or termination of FMLA/IMRF disability leave, the Department Head shall send a Payroll Change Form to the County Administrator's Office, including any additional paperwork such as employer certificate of disability, physician's note, and FMLA forms.
- F) Any absence of three (3) working days or longer may require a physician's statement of release and verification substantiating that the employee may return to work. In addition, the Department Head may request a physician's statement of verification of absence of shorter periods of time. An employee returning to work after an illness may be required to be examined by the County physician.
- G) Notice of an employee's desire to return to work after an illness of one week or more must be given to the Department Head no less than twenty-four (24) hours in advance.

10.42-6 DEPARTMENT HEAD AUTHORITY TO SEND HOME: Department Heads or any authorized authority may direct an employee who appears ill to leave work. In such instances, this time off shall be charged to sick leave.

10.42-7 EXCLUDED FROM OVERTIME BASE: Sick pay for hours not worked will be excluded when computing overtime for the workweek in which it was taken.

10.42-8 RATE OF PAY FOR SICK TIME: An employee shall be paid sick leave equivalent to the normally scheduled straight time day.

10.42-9 MAINTENANCE OF RECORDS: The Treasurer's Office shall maintain a record of sick leave accrual, sick leave taken, and the balance of sick leave allowance available for the individual employees.

10.42-10 RESULTS OF IMPROPER USE OR REPORTING: An employee fraudulently obtaining sick leave or an appointed Department Head falsely certifying sick leave allowance for absence from work may be suspended or dismissed.



10.42-11 EFFECT OF WORKER'S COMPENSATION PAYMENTS: Employees who are injured on the job and have lost time from the job because of their injury may not receive sick leave payments once Worker's Compensation Insurance payments begin.

10.42-12 BALANCE NOT PAID UPON TERMINATION: Upon termination from County service, accumulated but unused sick leave benefits will not be paid.

10.43 MILITARY LEAVE: In order to encourage participation and support of the armed services reserve and Illinois National Guard forces, the County encourages its employees to participate in the exercise of this patriotic duty. This policy holds true for employees whether they join before or after employment with the County.

10.43-1 ANNUAL TRAINING AND ACTIVE DUTY LEAVE: An employee who is a member of a reserve component of the armed services or the Illinois National Guard shall be granted annual training leave and leave for active duty. The County shall pay the difference between the government allowance and the employee's base salary for basic training and up to sixty (60) days of special or advanced training per year, and for the duration of any active duty resulting from a Presidential order. Military training leave shall be granted without the loss of general leave time.

10.43-2 COMPENSATION: An employee on Military Leave status who applies for County compensation to make up the difference between military base pay received and their regular straight-time County wage or salary, shall submit copies of all military pay stubs or leave and earnings statements for any pay period for which compensation is requested within sixty (60) days of release from active duty. If an employee chooses not to remit said military pay stubs or leave and earnings statements, no portion of County wages will be paid to the employee. If twenty percent (20%) or more of County employees are mobilized for active duty, compensation shall be limited to two (2) workweeks per year.

10.43-3 BENEFITS: Eligibility for County health plans, employee pension plans and seniority-based benefits will be governed by the requirements of applicable state and federal law, specifically the Uniformed Services Employment and Reemployment Rights Act of 1994 and the Local Government Employees Benefits Continuation Act (50 ILCS 140).

#### 10.44 JURY DUTY AND COURT APPEARANCES

10.44-1 RIGHT TO SERVE: Upon notice to the Department Head, full-time or part-time employees shall be permitted authorized absence from duty for appearances in court because of jury service and obedience to subpoena or by direction of proper authority.

10.44-2 JURY DUTY PAID AS WORK HOURS: Said absence from duty will be with full pay for each day the employee serves on jury duty or testifies as a witness, including necessary travel time. Upon performing such service, the employee will sign a waiver of the allowable per diem as such performance of duty is considered time worked. Travel time, however, will be paid. The employee will report to work when not required to be in court during regular work hours.

10.44-3 CARRY OVER PROHIBITED: Attendance in court in connection with an employee's official usual duty or in connection with a case in which the County of McLean is a party, together with travel time necessarily involved, shall not be considered absence from duty within the meaning of this policy.

10.44-4 ABSENCE WITHOUT PAY WHEN COURT APPEARANCE IS NOT WORK RELATED: Said absence from duty will be without pay when an employee appears in private litigation to which the County of McLean is not a party.

10.44-5 VERIFICATION OF JURY DUTY: Employees may be required to provide written verification of their jury service, including dates of service and the date and time of their release from service.

10.45 BEREAVEMENT LEAVE: An employee may be absent with pay from work for a period of up to three (3) working days due to a death in the immediate family. The immediate family shall be defined here as the employee's parents, children, spouse, siblings, grandparents, grandchildren, and in-laws. Exceptions for those beyond this definition may be made at the discretion of the Department Head. Department Heads may grant additional time in unusual circumstances.

Department Heads, additionally, shall have the authority to grant bereavement leave in hourly increments for situations other than those listed above.

10.46 PERSONAL LEAVE: Personal leave is granted by the County and is designed to be a flexible form of paid leave. It may be used for any reason that an employee sees necessary. Unless the reason for personal leave is an emergency situation, precluding the making of prior arrangements, the leave is to be scheduled with the consent of the employee's supervisor far enough in advance to keep personal leave days geared both to operation needs of the County and the convenience of the employee.

10.46-1 PURPOSE AND AMOUNT: Personal time leave is granted for discretionary purposes to every full-time County employee in the amount of two (2) days at the beginning of each fiscal year. Employees hired after the beginning of the fiscal year shall be granted the pro-rata amount of personal time for that year, based on date of hire. All uses of personal leave shall be charged in fifteen (15) minute increments.

10.46-2 CARRY OVER PROHIBITED: It is not permissible to carry over unused personal leave from one (1) fiscal year to another, therefore, unused personal time shall expire at the end of the fiscal year. Additionally, upon termination of an employee, any unused personal leave will not be paid.

#### 10.47 LEAVES OF ABSENCE WITHOUT PAY

10.47-1 DISABILITY LEAVE: Work Connected Injury or Occupational Disease. Any employee of McLean County who suffers injury or occupational disease as a result of a work connected accident or condition shall, upon proper investigation and authentication, be granted leave and shall be entitled to compensation as provided by the Illinois State Worker's Compensation laws (820 ILCS 305 et seq.).

- A) Temporary Total Disability (TTD) - If the periods of TTD for work lasts more than three working days, weekly compensation shall be paid beginning of the fourth (4th) day of such TTD and continues as long as the TTD lasts. In cases where the TTD for work continues for a period of 14 days or more from the day of the accident, compensation shall commence on the day after the accident.
- 1) For a period of TTD from work lasting three (3) days or less, the employee may use sick leave, or if no sick leave is available, any benefit time which is available.
  - 2) McLean County will continue to pay benefit insurance premiums for the employee for the period of short term disability up to a maximum of two months beyond the month in which the TTD commenced.
  - 3) The employee shall contact the office of the McLean County Treasurer to arrange dependent insurance coverage payments.
- B) Total Permanent Disability (TPD) - Total permanent disability is complete disability which renders the employee permanently unable to do any kind of work for which there is a reasonably expected employment market.
- 1) Upon a determination by Worker's Compensation agent that TPD for work exists, the employee will be removed from the payroll.
  - 2) The employee shall contact the McLean County Board Office for assistance and direction regarding conversion, if available, of any current benefit programs.
- C) Law Enforcement Officers - Law Enforcement Officers employed by the County who suffer any injury in the line of duty which causes the employee to be unable to perform their duties, shall continue to be paid by the County on the same basis as before the injury, without deduction from sick leave credits, compensatory time or general leave for as long as the injury lasts, but no longer than one (1) year. An injured officer, under this policy, may not be employed in any other manner, with or without pay. (5 ILCS 345.01 et seq.).

#### 10.47-2 EXTENDED LEAVES OF ABSENCE:

- A) At the employee's option, vacation leave and compensatory time off accumulated may be used for personal obligations requiring leaves of absence for longer duration than the personal leave provided in 10. 46.
- B) The employee must request leave without pay from the Department Head in writing for leave in excess of available or accumulated paid time off before said leave is taken.

- C) Leave under this section or extension thereof, must be approved by the Department Head, the County Administrator and the appropriate committee of the County Board.
- D) As soon as the leave is granted (or when it is extended), the Department Head should forward a Payroll Change Form to the County Administrator noting that the employee is on leave.
- E) An employee on an extended leave of absence, without pay, does not accrue vacation leave or sick leave credit for the period of the unpaid leave of absence. Such employees may continue medical insurance coverage and life insurance coverage, but only where the employee pays the total cost of such participation while on unpaid leave of absence. Such employees continue L.M.R.F. participation according to the rules and regulations established by I.M.R.F.

10.47-3 FAMILY AND MEDICAL LEAVE: McLean County will provide all eligible employees and officials with up to 12 weeks of family and/or medical leave during any 12 month period, whether paid or unpaid, as required by the federal Family and Medical Leave Act of 1993. However, all employees shall exhaust all paid leave available, prior to going on unpaid leave.

- A) Employees eligible - To be eligible for leave, an employee must qualify for I.M.R.F. coverage (1,000 hours per year standard) AND either:
  - 1) Successfully complete the initial evaluation period with the County, or
  - 2) Complete one (1) year of employment with the County, whichever occurs first.
- B) Usage - The following situations are allowable under the Family and Medical Leave Policy:
  - 1) Care of an employee's child, including birth or placement for adoption or foster care.
  - 2) Care of a child, spouse, or parent with a serious health condition.
  - 3) A serious health condition which makes the employee unable to perform the employee's job.
- C) Length of Leave - An employee may take 12 work weeks of unpaid leave per each 12 month period of employment, inclusive of any paid leave for the same purpose. In the case of a birth or adoption, the leave option expires one year after the event. This leave is based on a rolling 12 months period for the individual employee, not on a calendar basis.
- D) Intermittent leave up to 12 weeks, per 12 months period may be taken if medically necessary. However, a request for intermittent leave requires consent by McLean County. This shall be approved by the Department Head, only if the Department Head determines that such action would have no detrimental effect on the operations of the department. All other such requests shall be denied.
- E) Health Coverage - During the term of leave, McLean County will continue to pay its share of an employee's health coverage. If the employee fails to return to work, unless such failure is due to continuation of a medical condition or circumstances beyond the employee's control, the employee must repay McLean County the full cost of health coverage paid during the leave period.

10.48 TOPS PROGRAM AT THE JUVENILE DETENTION CENTER

10.48-1 PURPOSE:

The purpose of the Time Off Paid System (TOPS) is:

- A) To provide flexibility for employees to utilize paid time off to their advantage.
- B) To provide protection from loss of income during long-term illness.
- C) To provide the McLean County Juvenile Detention Center with the necessary staff to maintain its functions at an effective level.

10.48-2 ELIGIBILITY: This TOPS (Time Off Paid System) Program shall apply to all employees at the McLean County Juvenile Detention Center who are involved in continuous operations, i.e. those positions which must be staffed on a 24-hour per day, 365 days per year basis. This program replaces the paid leave provisions for these employees which generally

cover holiday leave, vacation leave, personal leave, and sick leave.

All detention staff employees, with the exceptions of the Superintendent, Assistant Superintendent, and support staff, who otherwise are eligible for leave are covered by this TOPS program.

10.48-3 REGULATIONS:

- A) The Superintendent/Assistant Superintendent retain the right to schedule detention staff in order to maintain adequate staff, to provide the services expected in the department. Therefore, the Superintendent/Assistant Superintendent has the authority to determine schedules and to limit the granting of requests for Regular TOPS, as necessary to fulfill that responsibility. In granting requests for Regular TOPS hours, all other things being equal, continuous length of service with the County will be given preference.
- B) Regular TOPS and TOPS Reserve Hours are accrued based on the number of hours paid by McLean County. During an employee's evaluation period, Regular TOPS time can only be used as authorized by the Superintendent/Assistant Superintendent.
- C) Regular TOPS hours (other than illness) must be scheduled through the supervisor.
- D) A minimum of 120 hours of Regular TOPS must be taken each year after the first year of employment; during the remainder of the calendar year in which employment under the TOPS program begins, a minimum average of ten (10) hours per month must be taken. After six (6) years of service the minimum increases to 160 hours.

Failure to take the minimum hours off shall result in forfeiture of the excess hours (120 or 160 minus the hours actually taken off), unless such failure is due to the cancellation of scheduled hours off by the County. This forfeiture shall occur at the time of the "sell back" described in 10.34-3 e. and 10.34-6.

- E) Individuals may "sell back" accumulations down to a minimum of forty (40) hours in their Regular TOPS hours account. This option is granted once a year, to be paid in November upon the close of the first payroll period ending in that month.
- F) Regular TOPS hours may be accumulated to a maximum of two (2) times the annual rate of accrual.
- G) Regular TOPS hours may not be used after notice of resignation has been given.
- H) All time off that is paid will be charged to the Regular TOPS hours or the TOPS Reserve Account. All Regular TOPS hours and TOPS Reserve Account hours taken must be available at the time that the hours are taken to receive pay.
- I) An individual scheduled to work a holiday who fails to work the scheduled shift on that holiday will be docked eight (8) Regular TOPS hours for the holiday, unless the individual is hospitalized, post-hospitalized but not released by a physician to return to work, or is suffering from illness and is sent home by the shift supervisor or appropriate Department Head. For purposes of this provision, the holidays are those adopted by the McLean County Board except that, for those which occur on a weekend and are moved to a weekday, they shall retain their original (weekend) date.

An individual so docked eight (8) Regular TOPS hours may still receive eight (8) hours of pay for that day if he/she provides proof of the illness and is granted the use of TOPS time for the day.

RATE OF ACCRUAL OF REGULAR TOPS HOURS

YEARS	AMOUNT EARNED PER HOUR	PROJECTED HOURS	PROJECTED DAYS
0-6	.1193	248	31
7-15	.1385	288	36
16	.1423	296	37
17	.1462	304	38
18	.1500	312	39
19	.1539	320	40
20	.1577	328	41

Regular TOPS and TOPS Reserve Account hours accrue on all regular hours worked, paid Regular TOPS and paid TOPS

Reserve Account hours.

10.48-4 RESERVE ACCOUNT:

There will also be established an additional benefit entitled "Reserve Account". The Reserve Account builds protection from pay losses due to hospitalization for long-term, serious medical problems, or outpatient surgery.

RATE OF ACCRUAL FOR RESERVE ACCOUNT HOURS

AMOUNT EARNED PER HOUR	PROJECTED HOURS YEARLY	PROJECTED DAYS YEARLY
.0193	40	5

10.48-5 RESERVE ACCOUNT REGULATIONS:

A) A Reserve Account may accumulate up to a maximum of 720 hours.

B) Eligible uses are:

- 1) Immediately when hospitalized and for post-hospitalization and convalescent care resulting therefrom and authorized by the individual's physician.
- 2) Following an illness/injury absence from work of five (5) consecutive work days with physician's verification.
- 3) For long-term serious medical problems which may not require hospitalization but which recur within a 60-day period, the five (5) consecutive workday requirement will be waived when authorized by the employee's supervisor.
- 4) Immediately when having scheduled outpatient surgery as verified by a licensed physician.
- 5) This benefit is not eligible for "sell back", nor may it be used for the illness or injury of members of the immediate family.

10.48-6 SELL BACK AT RETIREMENT, RESIGNATION OR GOING FROM BENEFIT ELIGIBLE TO NON-ELIGIBLE:

In the event that an individual voluntarily leaves or retires from employment of the Juvenile Detention Center, or goes from benefit eligible to non-eligible (if employed one year or longer), there is a special sell back feature so that the individual does not forfeit the benefits he/she accumulated. At resignation/retirement, or loss of benefit eligibility sell back of one-half (1/2) of the hours in the Regular TOPS hours account at the current hourly salary and the other one-half (1/2) at the percentage of the current hourly salary as shown in the following chart is allowed:

Less than 1 year	0%
1 year or more; less than 2 years of eligible service	55%
2 years or more; less than 5 years of eligible service	70%
5 years or more; less than 10 years of eligible service	80%
10 years or more of eligible service	100%

Upon resignation/retirement, all eligible hours will be forfeited, unless at least two (2) weeks written notice is give, except that the employee shall receive payment for one-half (1/2) of the hours remaining in the Regular TOPS hours account at the respective current hourly rate.

10.48-7 PERMANENT CHANGES OF ELIGIBILITY STATUS FOR TOPS:

Going from the TOPS plan to any non-TOPS plan in the County, an individual may elect one of the following options:

- A) To be paid Regular TOPS hours at the appropriate "sell back" rate down to a minimum of 40 hours; and convert Reserve Hours earned plus 40 Regular TOPS hours to sick time; or
- B) To convert Regular TOPS hours to vacation hours at a maximum of 1½ times the new maximum accumulation rate; be paid Regular TOPS hours at the appropriate "sell back" rate for excess hours not converted to vacation down to a minimum of 40 hours; and convert Reserve Hours earned plus 40 Regular TOPS hours to sick time.

ARTICLE 5  
POSITION CLASSIFICATION PLAN AND PAY PLAN

10.50 POSITION CLASSIFICATION PLAN: It is the purpose of the McLean County Position Classification Plan to ensure that:

- A) Positions are appropriately classified and class specifications are up to date and in compliance with the Americans with Disabilities Act (ADA), including the development of new class specifications and position allocations, as necessary;
- B) The relative internal ranking of the classifications with respect to assigned duties and responsibilities are up to date and based on a proven system of job evaluation reflective of the values of McLean County;
- C) The County's existing pay structure, on a classification-by-classification basis, is competitive with other comparable public and private sector organizations with comparable functions;
- D) The County's current policies and procedures for administering the classification and salary plans are up to date with common practices.

10.50-1 RESPONSIBILITY: The County Administrator shall establish and maintain a Position Classification Plan that provides the basis for recruitment, selection, promotion, career training and development, and compensation of County employees (Position Appraisal Method Table).

10.50-2 DEFINITIONS USED IN POSITION CLASSIFICATION PLAN:

Class - A group of positions in the County personnel system sufficiently similar in duties, responsibilities, and minimum requirements of training and experience, so that the positions may easily be compared and ranked to achieve equity of treatment.

Classification - The process of allocating positions to classes of work and classes of pay grades, so individuals are employed and compensated on the basis of merit, fitness, and actual duties and responsibilities so that there exists equal pay for equal work. McLean County uses a position classification system entitled Position Appraisal Method (PAM), originally implemented by Public Administration Service, Inc (PAS), to maintain the position classification and pay plan.

Grade or Pay Grade - The numerical designation of a fixed salary range assigned to a position, class, or group of classes.

Position - An individual job within the County's personnel system.

Position Description - A detailed written description of the specific duties typically assigned to and performed by a particular employee in a particular job class.

10.50-3 ALLOCATION OF POSITIONS: The Position Classification Plan (see Position Appraisal Method Table) establishes that:

- A) The PAM Table shall allocate positions to the appropriate classes;
- B) A class may include either a single position or two or more positions;
- C) Each position shall have a Position Description that includes:
  - 1) A concise, descriptive title.
  - 2) A description of the duties and responsibilities of the position.
  - 3) A statement of the desirable qualifications for the position.

10.50-4 MAINTENANCE OF THE CLASSIFICATION PLAN: The Position Classification Plan shall be maintained as follows:

- A) Whenever a hiring authority desires to establish a new position, or to substantially change the duties of an existing position to the degree that a new position would be created, the hiring authority shall make a request to the County Administrator, who shall research the request and recommend appropriate action (by using either the New Position Request or the Position Reclassification Request). A higher level class in a series should not be established solely for the purpose of providing additional compensation to tenured employees when the work to be performed by the higher class is substantially the same as the lower class. Except in extraordinary circumstances, new positions and position

reclassifications are normally approved as part of the annual budget process and must be approved by the Finance Committee.

- B) The County Administrator may periodically review any or all positions using the Position Appraisal Method and report recommendations to the Finance Committee and the affected departments. Departments and offices shall review current position descriptions and recommend changes needed to the County Administrator, who shall maintain the official position descriptions.
- C) Any employee may request, in writing, that the County Administrator review the classification of their position. The County Administrator shall use the Position Reclassification Form to recommend such a change.

10.50-5 RESPONSIBILITY FOR INTERPRETATION: The County Administrator shall be responsible for the interpretation of the Positions Classification Plan. The class specifications are descriptive and not restrictive.

10.50-6 AMENDMENTS, ADJUSTMENTS AND REALLOCATIONS: The addition of classes, the reallocation of positions, and the adjustments of positions and any substantial alteration of the Plan is normally performed as part of the annual budget process and is subject to the approval of the County Board.

10.50-7 PROCEDURE FOR USING POSITION DESCRIPTIONS:

- A) The County Administrator shall maintain Countywide position descriptions. Department Heads are responsible for the periodic review and changes to positions within their departments.
- B) Department Heads shall request any changes they believe to be necessary by notifying the County Administrator, who shall recommend any such changes by using either the New Position Request or the Position Reclassification Request. The County Administrator shall also report any and all recommendations to the Finance Committee and all affected departments.
- C) Position descriptions are important not only for maintenance of the pay system, but for use in recruitment, selection, training, establishing promotional ladders, safety evaluation, etc. Position descriptions will often be required for use in these areas. They should be utilized in evaluation of employees on the basis of performance of assigned duties.

10.50-8 LOCATION OF POSITION DESCRIPTIONS: A complete inventory of all position descriptions shall be on file in the County Administrator's Office.

10.51 EXPLANATION OF POSITION SPECIFICATIONS: Classifications of all positions are specified in the Class Codes Listings, and are identified by unique four digit class codes. They are classified under nine different service types, then further divided under more specific class titles, and finally each listed separately:

- A) Administrative Support and Administrative Service (0XXX)- Administrative Support, Accounting and Financial, Computer/Information, and Administrative and Executive.
- B) Legal and Judicial Services (1XXX)- Legal, Judicial, and Probation.
- C) Community Services (2XXX)- Animal Control, Coroner, Recreation, Children, and Veterans.
- D) Public Safety Services (3XXX)- Law Enforcement, Emergency Communication, Emergency/Disaster, and Building Security.
- E) Detention Services (4XXX)- Juvenile Detention and Adult Correction.
- F) Property Assessment Services (5XXX)
- G) County Development Services (6XXX)- Code Compliance, Planning, and Engineering.
- H) Highway, Facilities, and Equipment Maintenance Services (7XXX)- Highway, Facilities, Parks, and Equipment.

I) Health Services (8XXX)- Nursing, Nutrition, Health Programs, Social, and Environmental Health.

10.51-1 CLASS TITLE: The class title is intended to provide a brief but descriptive name for positions in the classification. By using the class title on payrolls, budget estimates, personnel reports, and other official forms and reports dealing with positions or personnel, a common understanding of the positions will be provided.

10.51-2 SUMMARY: This section consists of a one-paragraph brief of the class, or the class concept. It describes the type of work performed, as well as the general area of work and responsibility level. Other information stated includes how this class is different from classes closely related, any lead responsibilities or supervision provided, and the nature in which assignments are received and work is reviewed.

10.51-3 SUPERVISORY RESPONSIBILITIES: This section briefly describes and clarifies the supervisory responsibilities of the class, typically in one sentence. It should indicate whether the supervision is direct or indirect (through intermediary supervisors) and the size of the staff supervised in terms of small, medium, large-sized, etc. Also, this section should include a description of the classes of employees supervised, or by characterizing supervised employees by functional types.

10.51-4 ESSENTIAL DUTIES AND RESPONSIBILITIES: This section gives specific examples of tasks which illustrate the kind of work performed described in previous sections. The examples should be somewhat common in most of the positions of that class, as well as show a range of different duties. While not every duty will be listed, the important or major assignments should be listed along with those most frequently performed. Also, various types of equipment and machinery used should be described if they are an essential part of the duties.

10.51-5 KNOWLEDGE, SKILLS AND ABILITIES: In this section of the class specification, the knowledge, skills and abilities required to begin effective work in positions which are allocated to this class should be listed. Knowledge should typically refer to and discuss an organized body of information, usually factual or procedural. Knowledge shall be described on three different levels, and shall be listed in the position specification in descending order:

- A) Considerable Knowledge- Implies sufficient knowledge in a field to perform most work with little direct supervision, including common and varied, irregular, and out-of-the ordinary work situations.
- B) Knowledge- Implies sufficient familiarity with the general types of work involved to be able to proceed with standard duties after familiarization with the organization and its standard procedures.
- C) Some Knowledge- Implies sufficient familiarity with the subject to know some elementary principles and terminology, to be able to perform in a limited range of work situations, and to understand simpler problems encountered.

A skill refers to the manipulative motor skills; however, these physical skills may be included as abilities. Abilities have to do with physical and/or innate capabilities by or through which people give effect to, apply, or utilized knowledge.

10.51-6 MINIMUM EDUCATION AND EXPERIENCE: This section specifies the type and amount of previous work experience and the type and amount of previous formal education required (if any) which a candidate should possess. Such requirements are used as basic screening devices. Education should be listed first, identifying the type of relevant education required. Experience should be listed second, and identify the length and type of experience required.

- A) Some experience- Implies a small amount of experience sufficient to enable persons to have general familiarity with methods and terminology in common work situations of the occupational field. (This may be in the general range of no experience to two years of experience but will vary depending on how relevant and how recent it is.)
- B) Experience- Implies sufficient experience to perform independently the standard duties usually found in the particular type of work. (This experience may be in the range of two to four years.)
- C) Considerable experience- Implies sufficient experience to provide familiarity with principles and practices applicable to a wide variety of work characteristics of the class, including unusual as well as commonplace work situations. (This experience may be in the range of four to six years.)



10.51-7 CERTIFICATES, LICENSES, REGISTRATIONS: This section is for listing any legal requirements, certifications, and/or regulations that limit the practice of a profession or occupation to persons who possess a specific requirement. There may also be very specific prerequisites to certain classes that must be met before otherwise qualifying.

10.51-8 PHYSICAL ATTRIBUTES/DEMANDS: This section describes the physical demands of the job and the physical attributes required to perform the essential duties and responsibilities. The physical activities required of the job should be listed, as well as the frequency with which they are done. If physical activities such as carrying or moving are required, describe the type of objects carried or moved and the approximate range of weight of items carried. Describe required operation of equipment in this section and the frequency.

10.51-9 WORK ENVIRONMENT: This section should describe the work environment or setting of the job. Describe the environment or setting in which the job is primarily performed, any secondary setting and the frequency. Indicate elements or hazards an employee performing this job will typically be exposed to, protective equipment required and the frequency of such conditions.

## 10.52 THE PAY PLAN - COMPOSITION AND DEFINITION

10.52-1 COMPOSITION: The pay plan shall consist of the Position Classification and Pay Ranges for the fiscal year and the narrative document entitled General Compensation Plan for Non-Union Employees. The Position Classification and Pay Ranges for the fiscal year consists of minimum, midpoint, and maximum rates of pay, and is updated annually.

### 10.52-2 DEFINITIONS:

- A) Oversight Committee- The County Board committee assigned the responsibility of reviewing personnel salaries.
- B) AOIC (The Administrative Office of the Illinois Courts Probation Division)- Provisions which reference the AOIC only apply when the personnel involved are professional employees in the Court Services Department.
- C) General Employees- All professional, technical, administrative and support employees of McLean County whose annual salaries are determined in accordance with the McLean County General Compensation Schedule.
- D) Permanent Employees- Employees whose positions are recognized in the annual McLean County Budget as full-time (0503.xxxx account number) or part-time (0515.xxxx account number) and who have every expectation that their employment in that classification will continue from year to year without interruption.
- E) Promotion- A change in an employee's position classification to a position classification which has a higher pay range.
- F) Demotion- A change in an employee's position classification to a position classification which has a lower pay range.
- G) Transfer- A change in an employee's position classification to a position classification which has the same pay range, or lateral transfer.
- H) Merit Anniversary Date- The date on which an employee is eligible for consideration for a salary increase based on performance.
- I) Position Appraisal Method (PAM)- A system for evaluating and maintaining internal job relationships within the McLean County personnel system, implemented July 1, 2000.

10.52-3 ANNUAL SALARY ADJUSTMENTS: All employees included in the Position Classification shall receive any across-the-board salary adjustment which is applied to their respective salary schedules.

10.52-4 PHILOSOPHY RELATED TO STEP PROGRESSION: All pay grades in the Position Classification contain a range of salary rates, which allow employees in the same pay grade of the compensation system to receive different rates of pay.

- A) Pay Progression- McLean County expects its employees to progress along a salary range on some basis other than, and in addition to, any cost of living pay increases. This may take the form of a longevity system which is based on one's length of service, or a performance based system which provides merit.
- B) Merit Increases- McLean County believes that performance measurements and achievement provide the best methodology for determining pay progression. This allows an employee's rate of pay to be determined by the employee's own performance and value to the organization. It provides the department with an incentive tool to achieve departmental and organizational goals and encourages all employees to reach their maximum potential. Such increases also allow the department to differentiate among employees in order to recognize individuals whose performance is superior, as well as those who need to improve. We also recognize that the "average" or "satisfactory" employee should progress on the salary range in that their additional year of service has benefited the County. However, this component of pay progression is a minor portion of an employee's merit increase.
- C) Competency- The salary ranges adopted by McLean County are structured so that the midpoint of each such range represents "competency." Such competency is not just an indication that the employee has the necessary knowledge, skills, and abilities to perform the duties and responsibilities of the position, but also that the employee knows and understands the environment, including, as appropriate to the position, the political structure, other employees, outside contacts, etc.
- D) Beyond Competency- Progression along those wage steps which are above the midpoint of the salary range are reserved for employees whose performance consistently goes beyond competency. Advancement along these steps requires that the employee adds value to the position and the organization through their achievements on behalf of the organization.
- E) Maximum Limits- The salary range recognizes that there is a limit to the amount of achievement and value which an individual, by nature of the specific position classification which the employee occupies, can bring to the organization. Once an employee reaches the maximum salary rate for the position classification, the employee's annual compensation rate, albeit no longer progressing, rewards continual efforts and achievements.

10.52-5 EVALUATIONS AND MERIT INCREASES:

- A) All merit increases require that a performance evaluation form, satisfactory to the County Administrator's Office and, as applicable, to the AOIC, be submitted to the County Administrator's Office along with the merit increase request, i.e. a completed Payroll Change Form. Whether or not the employee receives a merit increase, the evaluation form shall be sent to the County Administrator's Office no later than the Merit Anniversary Date. Said form shall be returned by that office to the Department Head within two weeks.
- B) All merit increases require an average evaluation score consistent with the merit step chart detailed in 10.52-7. Beyond the level of competency, i.e. the midpoint of the salary range, progression should become more difficult as the overall performance of the employee must be above that level required by the position. Thus, the amount of progression is less when the employee approaches midpoint and is further reduced as the employee progresses toward the maximum of the range.
- C) The County Administrator's Office may reject a merit increase, pending a review and decision by the Oversight Committee and, as applicable, the AOIC. Such action shall be based on the belief that merit increase(s) within a department are not consistent with merit principles or with the provisions of this compensation plan.
- D) The County Administrator's Office shall reject any request for a merit increase which does not conform to the provisions of this compensation plan or to the requirements of the performance evaluation instrument and instructions.

10.52-6 ESTABLISHING SALARIES:

- A) New Hires- In order to recognize the value of long-term employees and to avoid wage compression within a pay grade, new hires should be employed at the minimum rate of their respective pay grades. If any position classification on the Position Classification includes employees scheduled for both a 37.5 hour workweek and a 40-hour workweek, the minimum and maximum hourly rate for that position classification shall be the minimum and maximum hourly rate for those on the 40-hour workweek schedule.

Each Department Head is authorized to offer a starting rate above the minimum, if necessary to employ a qualified candidate, subject to the following:

- 1) Department Head Discretion- The Department Head may offer a starting rate up to a maximum of 10 steps above the minimum rate to a candidate for any position classification.
  - 2) Impacted Positions List- Candidates for position classifications requested by the County Administrator and approved by the Oversight Committee as "impacted" due to the difficulty of attracting and retaining qualified employees shall be eligible for the following, in addition to A)1) above:
    - a) Experience Credit- The employee may receive a maximum of an additional 3 steps of the minimum starting rate for each year of experience which is directly related to the position with the County, limited to a total additional maximum of 12 steps.
    - b) Education Credit- A professional employee may receive a maximum of an additional 8 steps of the minimum starting rate for an educational degree which is directly related to the position with the County and which is above the educational requirements for the position classification.
    - c) The County Administrator may approve a maximum of an additional 10 steps, if, in the County Administrator's judgment, it is in the best interests of the County and necessary to attract the qualified employee.
  - 3) Elected officials or Department Heads who believe the Department Head Discretion and Impacted Position policies would result in an insufficient starting rate for a candidate or vacancy must notify the County Administrator in sufficient time prior to the meeting of the Oversight Committee that they wish to request that the Oversight Committee set a higher starting rate for a particular candidate or vacancy. The Oversight Committee shall require a report from the County Administrator as to adjustments, if any, in the PAM Factors for the subject position.
- B) Promotions- A promoted employee shall generally receive a 5% increase but not less than the minimum nor more than the maximum rate of the pay range for the employee's new position classification. Also, the increase may exceed 5% if the change in the employee's merit date is disadvantageous; in which case an additional percentage shall be added by calculating the number of months of merit lost by the employee and multiplying that by the potential merit increase in the employee's previous position classification. The exact increase shall be determined by the County Administrator in consultation with the Department Head. Any increase exceeding 10%, unless necessary to reach the minimum of the new salary range, requires the consent of the Oversight Committee and, as applicable, the AOIC. The employee's merit anniversary date will be the date of the promotion.
- C) Demotions- A demoted employee shall receive the same step in the new salary range as received of the previous (higher) salary range. However, in cases where an employee is returned to a previously held position during an evaluation period, they shall receive the same pay rate as received prior to being promoted. The extent of the decrease may be lessened if, projected over the next 12 months, this would result in a loss greater than the percentage differential between the two salary ranges. Also, the decrease may be lessened if the change in the employee's merit date is disadvantageous; in which case an additional percentage shall be added by calculating the number of months of merit lost by the employee and multiplying that by the potential merit increase in the previous position classification. Also, the Department Head may consult with the County Administrator's Office concerning possible arrangements to withhold future increases to mitigate the extent of present salary loss to the employee. Any such arrangement requires the written consent of the employee and must be reported to the Oversight Committee and, as applicable, the AOIC. The employee's merit anniversary date will be the date of the demotion.
- D) Transfers- Transferred employees shall retain their present salary and merit anniversary date. If an employee transfers from one department to another within four (4) months of the next Merit Anniversary Date, the department receiving the employee may request that the employee's performance evaluation be completed by their previous department.

#### 10.52-7 MERIT INCREASES:

- A) Eligibility- All permanent employees shall be eligible for merit increase consideration on their merit anniversary dates. Each employee eligible for a merit increase shall be evaluated in accordance with this compensation plan and the requirements of the evaluation instrument and instructions under departmental procedures so that said evaluation is completed and discussed with the employee prior to the actual Merit Anniversary Date. In the case of part-time employees, the actual Merit Anniversary Date shall not be considered to have occurred unless the employee has at least 900 hours of actual work hours (including benefit time) since the last merit increase (or 450 hours when the first merit increase is six months from the date of hire). The merit increase shall be effective at the beginning of the payroll period:
- 1) During which the employee's Merit Anniversary Date falls, assuming that the employee is normally scheduled to work on or after that date during that payroll period, if the Evaluation Form and Payroll Change Form are received in a timely manner; or
  - 2) At the beginning of the next payroll period following the receipt of the Evaluation Form and Payroll Change Form by the County Administrator's Office, if these materials are late.
- B) Evaluation Period- All newly hired employees shall serve a six-month evaluation period which may be extended by the Department Head if additional time is necessary in order to properly evaluate the employee's prospect of success in the position. All such extensions must be reported in writing to the County Administrator's Office. Employees who successfully complete their evaluation period, except as noted, shall receive an increase of a maximum of steps indicated by the charts in subsection C), and the end of the evaluation period shall be their merit anniversary date. Those employees who start at step 11 or above of the pay grade for the position classification shall retain their employment date as their merit anniversary date, regardless of the ending date of their evaluation period.
- C) Merit Increase Ranges- Employees who qualify for merit increases shall receive salary increases in accordance with the following schedules. Each step equals 1/2% (one-half percent) of the minimum salary for the particular pay grade and salary schedule. All evaluation scores are based on a total of five (5) possible points. The step columns refer to the employees' current step (prior to receiving this merit increase). For certain employees in the Court Services Department, who are under the jurisdiction of the AOIC, it is recognized that those below the midpoint of their respective salary ranges also receive merit and longevity credit within any annual salary adjustment, as described in 10.52-3.

COMPENSATION SCHEDULE: EMPLOYEES RANGE 13 AND HIGHER

Evaluation Score	Employee's		Employee's		Employee's		Employee's	
	Current Step	# Steps	Current Step	# Steps	Current Step	# Steps	Current Step	# Steps
4.75 - 5.00	1-40	8	41-60	7	61-80	6	81-101	5
4.50 - 4.74	1-40	7	41-60	6	61-80	5	81-101	4
4.00 - 4.49	1-40	6	41-60	5	61-80	4	81-101	3
3.50 - 3.99	1-40	5	41-60	4	61-80	3	81-101	2
3.00 - 3.49	1-40	4	41-60	3	61-80	2	81-101	1
2.50 - 2.99	1-40	3	41-60	2	61-80	1	81-101	0
2.00 - 2.49	1-40	2	41-60	1	61-80	0	81-101	0

COMPENSATION SCHEDULE: EMPLOYEES RANGE 12 AND LOWER

Evaluation Score	Employee's		Employee's		Employee's		Employee's	
	Current Step	# Steps	Current Step	# Steps	Current Step	# Steps	Current Step	# Steps
4.75 - 5.00	1-40	8	41-57	7	58-74	6	75-91	5
4.50 - 4.74	1-40	7	41-57	6	58-74	5	75-91	4

4.00 - 4.49	1-40	6	41-57	5	58-74	4	75-91	3
3.50 - 3.99	1-40	5	41-57	4	58-74	3	75-91	2
3.00 - 3.49	1-40	4	41-57	3	58-74	2	75-91	1
2.50 - 2.99	1-40	3	41-57	2	58-74	1	75-91	0
2.00 - 2.49	1-40	2	41-57	1	58-74	0	75-91	0

Certain employees of the Court Services Department, due to the requirements of the AOIC, shall not be eligible for any such increase unless their evaluation score is a minimum of 3.25. This compensation plan also recognizes that such employees receive credit for their longevity as well as their performance but that such credit is provided partially by any across-the-board increase, as provided in 10.52-3 of this policy.

- D) Merit Increase Methodology- All merit increases shall be added to the employee's present salary rate. The employee's new salary rate shall be stated in even steps with each step equaling increments of one-half of one percent (0.5%) of the minimum of the salary range for the position classification and shall not exceed the maximum of the salary range.
- E) Merit Standards- The merit step system is designed to permit departments to reward employees for their performance. It is understood that the indiscriminate awarding of merit acts as a disincentive for employees who typically are exceptional performers. It follows that the number of merit steps awarded to various employees within a department should differ. In order to protect the intent of this merit system, the County Administrator's Office shall be responsible for maintaining statistics necessary to determine that merit standards are met. This shall be accomplished as follows:

- 1) Each department, as identified within the McLean County Annual Budget, shall evaluate the employees within that department and be responsible for maintaining the merit standards.
- 2) Merit standards shall be considered as met by each department unless such department awards merit so that the department's ratio of steps awarded divided by the maximum steps available, exclusive of any such award for an employee who reaches the maximum step for that position classification by receiving four (4) or less steps of merit, is 1.0 or more standard deviations higher than the mean for all departments collectively.
- 3) Any department which exceeds this merit standard over a one calendar year period shall, for the next calendar year, be limited to the following maximum number of merit steps for each employee: 1/2 (one-half) of the number of steps indicated in the merit step chart.
- 4) If such department's performance evaluation scores continue to exceed the norm for all other departments, then the above restriction on merit steps shall continue during the next year.

10.52-8 POLICY REVIEW: This Position Classification and Pay Plan shall be reviewed annually by the County Administrator, who shall make recommendations concerning this plan to the Oversight Committee, which may recommend changes to the County Board and, as applicable, to the AOIC. The annual review shall include a study of the PAM Factors for one or more positions, and recommendations for changes thereto.

10.53 DEVELOPMENT AND MAINTENANCE OF COMPENSATION RANGES:

- A) Compensation ranges are linked directly to the plan of position classifications and shall be determined with due regard to ranges in pay for other classes, relative difficulty and responsibility of positions in the class, availability of employees in certain occupational categories, rates of pay in other jurisdictions, cost-of-living factors, the financial policies of the County and other economic considerations.
- B) Prior to the preparation of each annual budget, the County Administrator shall present a proposed compensation schedule to the Finance Committee for approval.

10.54 REALLOCATION DOWNWARD: When a reallocation of a position to a lower grade occurs, the incumbents shall remain at their present pay and will be eligible for the next annual merit increases based upon their previous Merit Anniversary Dates.

10.55 OVERTIME PAYMENTS

10.55-1 FLSA REQUIREMENTS: The Federal Fair Labor Standards Act (FLSA) requires that all employees who are not exempt from overtime payment and who are not salaried be compensated at the rate of 1.5 times their regular hourly rate for all hours actually worked beyond 40 hours in a work week. The County's workweek begins at 12:01 a.m. Sunday (midnight of Saturday night) and ends at that same time the following weekend. The overtime payment may either be in wages or in compensatory time gained (at the same 1.5 rate).

10.55-2 EXEMPT/NON-EXEMPT: Those employees eligible for overtime include all employees in position classifications listed on the Salary Schedule as Grade ten (10) or below, except as specified, as well as those employees on the Salary Schedule in Grade eleven (11) or higher who are specifically designated as non-exempt. All elected officials are exempt from overtime by the nature of their positions.

10.55-3 CONTINUOUS/NON-CONTINUOUS: In conformance with the F.L.S.A., the following policy for providing overtime payment as wages or compensatory time shall be utilized for those employees who are eligible for overtime:

- A) Employees in non-continuous operations are those employees in position classifications with schedules which do not generally require overtime work and which do not require a replacement when they are absent. These employees shall receive 1.5 times their regular hourly rate, or compensatory time at the 1.5 rate, for all hours worked over 40 in a workweek, with all paid hours counted toward the 40 hour requirement. However, this overtime pay/compensatory time shall not apply unless the hours actually worked added to the paid hours not worked exceeds the 40 hour requirement.
- B) Employees in continuous operations are those employees in position classifications with schedules which normally require overtime work because the position must be staffed on a 24-hours-per-day basis, which often requires that a replacement be provided for any absence. These employees shall receive 1.5 times their regular hourly rate, or compensatory time at the 1.5 rate, for all hours worked over 40 in a workweek, with only those hours actually worked counted toward the 40 hour requirement.

10.55-4 EMPLOYEES ELIGIBLE FOR STRAIGHT-TIME OVERTIME: Although hours worked below 40 in a work week are not regulated by the F.L.S.A. except as mandated by the minimum wage requirement, certain full-time employees are regularly scheduled to work less than 40 hours in a work week. Generally, such employees are on a 37.5 hours-per-week schedule. When such employees exceed their regularly scheduled full-time schedule (actual time worked), they shall receive straight-time overtime at the rate of 1.0 times their hourly rate for those additional hours worked below 40.

10.55-5 COMPENSATORY TIME: All employees who are eligible for overtime, as noted above, may be compensated with the equivalent compensatory time rather than monetary payment. This shall also apply to Straight-Time Overtime (Section 10.55-4). This election of compensatory time or monetary payment shall be made by the employee before such overtime is recorded on the County's time sheets. Compensatory time shall be recorded as the straight time equivalent, i.e. one hour of overtime at the 1.5 rate shall be reported as 1.5 hours of compensatory time earned; the same hour of overtime at the 1.0 rate shall be reported as 1.0 hour of compensatory time earned, etc.

10.55-6 COMPENSATORY TIME ACCRUAL LIMITS: All such earned Compensatory Time must be reported under the proper pay code so that all such employees' pay stubs will contain their actual balances. Employees who are not eligible for overtime payment may not report any hours as earned Compensatory Time. No employee's actual Compensatory Time balance shall exceed 40 hours.

10.55-7 COMPENSATORY TIME OFF: Employees who request Compensatory Time Off, i.e. to use their earned Compensatory Time, shall make such requests in a manner consistent with departmental procedures, and in increments of fifteen (15) minutes. Such requests shall be granted unless there is a negative impact on the department's operation. Such accrued Compensatory Time must be used by employees prior to the termination of their employment, since the purpose of electing Compensatory Time is to have time off, unless this is not possible for operational reasons. Accrued Compensatory Time is not eligible for monetary payment, unless such time remains after the employee's termination.

10.55-8 PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES: Salaried exempt employees are not eligible for overtime or Compensatory Time Off and shall not have their pay reduced because of absence during a work week other than for disciplinary suspensions in increments of one week, for major violations of safety rules or lack

of benefit time to provide payment during such an absence. Pay reductions for these reasons shall be not less than one-day increments.

10.55-9 REQUIREMENTS FOR OVERTIME: All overtime must be authorized by the Department Head in advance of being worked. If prior authorization is not feasible because of conditions, a confirming authorization must be made on the next regular working day following the date on which the overtime was worked. Department heads will make every effort to assign overtime as equitably and evenly as possible.

#### 10.56 MISCELLANEOUS PAY PROVISIONS

10.56-1 ADMINISTRATIVE ADJUSTMENTS: When the County Administrator determines that a salary adjustment may resolve a manifest error or clear an inequity, and after approval of the Finance Committee, the County Administrator shall make such adjustments within the Pay Plan. Requests for such adjustments must be initiated by the Department Head. The County Administrator shall review the adjustment request on the basis of benefit to the County, funds available and the seriousness of the error or inequity described.

10.56-2 TEMPORARY UPGRADE: When, in the normal course of conducting the County's business, the function of an office is impaired by an absence of six (6) weeks or more of personnel with duties vital to the County's business, the employee assuming the responsibility for additional duties of a higher job class, outside of their normal job class, may be eligible for a temporary pay upgrade for the length of time that the employee performs those extra duties.

A) Procedure for requesting temporary upgrades:

- 1) Any request for temporarily upgrading an employee must be submitted by the Department Head, or designee, in writing to the County Administrator's Office.
- 2) Compensation for an upgraded employee will not be made until the request for the upgrade has been submitted by the Department Head and approved by the County Administrators Office. Compensation will not be retroactive for any period of time prior to the beginning of the next pay period following the date the request was received in the County Administrators Office.

B) Procedure for approval of temporary upgrades:

The County Administrator may approve such an upgrade using the following criteria:

- 1) The position that is temporarily vacated has duties that cannot be left unattended for an extended period of time.
- 2) The immediate supervisor of the temporarily vacated position, if there is a supervisor, is unable to fulfill those duties.
- 3) The absence of the employee is unavoidable and the department has no control over the absence.
- 4) The duties and responsibilities of the temporarily vacated position are such that they cannot be efficiently done when spread among many employees and can only be efficiently accomplished by upgrading an employee.
- 5) The employee will be performing duties and responsibilities that would normally be done exclusively by an employee in a job class the equivalent of at least three pay grades higher, or, in the following circumstances, at least two pay grades higher:
  - a) The temporary upgrade involves additional supervisory responsibilities, and/or
  - b) The temporary upgrade involves financial responsibilities for which the employee is normally not responsible, and/or
  - c) The temporary upgrade involves making policy decisions for which the employee is normally not responsible.
- 6) These additional duties will constitute at least 50% of the employee's workday.

C) Appeals

When a request for temporary upgrade is denied by the County Administrator, or designee, the Department Head may appeal the decision to the oversight committee responsible for personnel policies. The Department Head shall not be permitted to introduce information to the committee that was not made available to the County Administrator. The decision of this committee shall be final.

D) Compensation

An employee who receives a temporary upgrade of one pay grade higher than their normal job class shall receive no additional compensation. An employee who receives a temporary upgrade of two pay grades higher shall receive a 5% increase to their normal pay. An employee who receives a temporary upgrade of three or more pay grades shall receive a 10% increase to their normal pay.

#### 10.57 PAYROLL INFORMATION

10.57-1 PAYROLL PERIODS: Pay periods shall be no less than two per month. Paychecks will be issued within seven calendar days of the close of the reporting period.

10.57-2 VOLUNTARY PAYROLL DEDUCTIONS: Payroll deductions will include the following:

- A) All wages, salary amounts or other compensation paid by McLean County to any of its employees are not subject to collection under a future wage assignment. Request for such assignment will be denied.
- B) Other payroll deductions may be made at the discretion of the employee if there are sufficient numbers of employees that wish the same type of deduction (i.e. United Way). Such requests shall be reviewed by the County Administrator and the payroll department and their recommendation presented to the County Board for approval.

#### 10.58 EMPLOYEE INTERNAL TIME CARD

10.58-1 Departmental Use of Internal Time Cards - All County departments shall use internal time cards providing for the recording of all categories of time and requiring signature by the employee and the supervisor in a format as determined by the County Administrator.

10.58-2 Not Required for Departments With Time Clocks - Any department having a time clock and requiring punching at appropriate times is excluded from this additional documentation.

10.58-3 Description of Hours- All non-exempt employees shall record a detailed description of hours worked and verify these hours by signing their respective internal time card. All exempt employees shall file a time report indicating any leave time claimed and shall verify these hours by signing their time card. Certain County operations may require employees to record time worked by a particular function or from a particular fund. In these cases, a detailed description of hours worked shall also be completed. However, these do not constitute time sheets.

### ARTICLE 6

#### TRANSFERS, PROMOTIONS, DEMOTIONS AND EVALUATIONS

10.60 TRANSFER AND PROMOTIONS: It is the policy of McLean County to transfer and promote from within the County whenever possible. Employees are urged to obtain the necessary skills, training, education, professional registration or licenses necessary in order to be eligible candidates for transfer or promotion.

##### 10.60-1 DEFINITIONS:

- A) Promotion is a change of an employee from a position of one grade to a position of a higher grade.
- B) Transfer is a change by an employee from one position to another position of the same job class or another job class in the same salary range, usually involving the performance of similar duties and requiring essentially the same basic qualifications.
- C) Internal listing - all positions will be posted in the County Administrator's Office and at other bulletin boards located in County facilities to allow employees the opportunity to apply for the identified jobs. Positions will also be posted initially on the County Intranet, and then on the World Wide Web for public access.

##### 10.61 TRANSFER AND PROMOTION PROCEDURE

10.61-1 Notification of Vacancy -Upon notification by the Department Head that a vacancy is occurring, the County Administrator shall complete the internal listing of the position.



10.61-2 Criteria for Promotion to be Considered - Employees seeking promotion to an open position must also apply at the County Administrator's Office. They may be required to re-submit an application and they will also be interviewed by the hiring authority. In the selection of an employee to fill a higher job, the following will be considered:

- A) Aptitude, skills, ability and past performance, where applicable;
- B) Prior or newly acquired credentials which may qualify the employee for consideration in another classification.

Any change to a higher classification is considered a promotion. It should be indicated as a promotion on the Payroll Change Form.

10.61-3 Evaluation Period - All transferred and promoted employees are required to serve a three-month evaluation period. All employees will be paid in accordance with the provisions of the Pay Plan, 10.53. All accrued benefit time continues to be available to the employee.

#### 10.62 PROCEDURE -DEMOTION

10.62-1 Employee Request - An employee may request a demotion which means a change by an employee from a position in one class to a position in another class with less responsible duties and a lower salary range. The same procedures apply for an employee initiating a demotion as for a request for a transfer or application for promotion.

10.62-2 Demotion by Department Head - A Department Head may demote an employee for cause (see Article 8) or may demote in line with reorganization, reduction in force, or other administrative changes ordered by the County Board. Such employee demotions may be on the basis of work performance or on the basis of seniority depending upon the recommendation of the County Administrator.

#### 10.63 PERFORMANCE EVALUATIONS

10.63-1 Purpose - A formal performance evaluation system will be approved by the County Board in order to:

- A) Maintain or improve each employee's job satisfaction and morale by indicating that their work supervisor is interested in their job progress and personal development.
- B) Serve as a systematic guide for Department Heads in planning each employee's future training.
- C) Assure considered assessment of an employee's performance rather than a quick and unreliable judgment.
- D) Assist in determining and recording special talents, skills and capabilities that might otherwise not be noticed or recognized.
- E) Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- F) Provide an opportunity for each employee to discuss job problems and interests with the employee's work supervisors.
- G) Assemble substantiating data for use as a guide for purposes such as salary adjustments, promotions, transfers and disciplinary actions.

10.63-2 Schedule - Department Heads will prepare a schedule for the conduct of performance evaluations of employees in their departments. The schedule is for the Department Head's convenience, but employees should be evaluated as follows:

- A) Employees During an Evaluation Period - at least one (1) week prior to completion of their evaluation period;
- B) Full-time and part-time employees - in all salary schedules, at any time deemed appropriate by the Department Head, but at least once a year and prior to annual salary review. The evaluation becomes part of any salary adjustment request.

C) Appointed Department Heads - at least once a year. These evaluations will be performed by the County Administrator.

10.63-3 Retention of Evaluation in File - A copy of all evaluations accomplished shall be retained within the Department and kept in the employee's file. The appropriate person from the County Administrator's Office shall have access to such evaluations, with notice, to determine that such records are being maintained. The State's Attorney, in the event of litigation arising from an employment matter, may request specific employee evaluations. The County Board requires the submission of the Overall Weighted Rating, by employee, to the County Administrator's Office. The employees shall receive a completed copy of their own evaluation.

#### 10.64 PERFORMANCE EVALUATION PROCEDURE

##### 10.64-1 DEFINITIONS:

###### PERFORMANCE LEVEL DEFINITIONS:

Consistently Exceeds Performance Requirements.....5

Consistently exceeds performance standards; employee's contribution consistently contributes to the success of the organization. Documentation is required for this score.

Exceeds Performance Requirements.....4

Exceeds performance requirements; employee has achieved effective results and has also exceeded some performance standards for this position.

Meets Performance Requirements.....3

Performance is competent and professional; employee is familiar with the duties assigned and achieves the expected results for this position.

Meets Minimal Performance Standards.....2

Performance is not quite satisfactory in most respects; the employee has not fully mastered the duties assigned and occasionally is inconsistent in achieving the expected results for this position.

Fails to Meet Performance Standards.....1

Performance is unsatisfactory; employee has not mastered the duties assigned and performs consistently below the expectations for this position. Documentation is required for this score.

10.64-2 TRAINING: Training in the use of the approved Evaluation Instrument is an Administrative Support Staff function. A clear Manual of Instructions will be provided and instructional meetings will be scheduled for all Department Heads and First Line Supervisors. Such training will be repeated from time to time as a need may arise. It is the responsibility of the Department Heads to assure that, as part of their basic introduction to responsibilities, new and/or newly promoted supervisors become familiar with the Manual.

### ARTICLE 7 MISCELLANEOUS BENEFITS AND ENTITLEMENT

#### 10.70 INSURANCE

10.70-1 GROUP LIFE INSURANCE: McLean County provides term life insurance protection in the amount of \$5,000, with Accidental Death and Dismemberment provisions in an additional amount of \$5,000 to eligible employees and officials. The County Administrator and the Finance Committee will be responsible for advising the County Board on the program and necessary in-house administration. The County Administrator will, in addition, promote the program and provide information to those eligible.

10.70-2 GROUP HEALTH INSURANCE: McLean County provides health and major medical insurance to eligible employees and officials. The County Administrator and the Finance Committee will be responsible for advising the County Board on the program and necessary in-house administration. The County Administrator will, in addition, promote the benefits and provide information and assistance to those eligible. At time of initial sign-up, the employee may elect to

purchase health and major medical coverage for spouse and dependents. This payment will be made by payroll deduction. Enrollment of dependents after the initial sign-up period of thirty days has passed will require proof of insurability.

10.70-3 Eligibility Date - Any eligible employee may enroll on the first (1<sup>st</sup>) day of employment.

10.70-4 Employee Booklet - A booklet describing the coverage of the group insurance program may be obtained from the County Administrator's Office.

10.70-5 Waiver - An employee who waives participation at the first (1st) enrollment opportunity and later wishes to participate shall provide evidence of insurability.

10.71 ILLINOIS MUNICIPAL RETIREMENT FUND: In accordance with Article 7 of the Illinois Pension Code (40 ILCS 5/7-101 et seq.), McLean County is required to provide a pension program, a long and short term disability program, a death benefit and survivor's pension to eligible employees and officials through the I.M.R.F. The Treasurer of McLean County is the Authorizing Agent for the fund for McLean County employees and officials. All eligible McLean County employees, with the exception of Elected Officials, are required by law to participate in this program. Eligible employees are defined as those who work in excess of 1,000 hours annually.

10.72 FEDERAL SOCIAL SECURITY: In addition to the I.M.R.F., eligible employees and officials are provided coverage under the Federal Social Security System. The Treasurers Office, with the County Administrator's Office, provides in-house administrative support for the program. The County Administrator will provide assistance and information to those eligible employees and officials.

10.73 WORKER'S COMPENSATION: In accordance with the Illinois Compiled Statutes, eligible McLean County employees and officials are provided coverage under the Illinois Worker's Compensation Act. The County Administrator, acting as safety coordinator, is responsible for advising the County Board on the program and providing in-house administration of the program. The County Administrator, acting as safety coordinator, and all Department Heads are responsible for reducing the County's liability under the act.

10.74 UNEMPLOYMENT COMPENSATION: In accordance with 820 ILCS 405/100 et seq., eligible McLean County employees are provided unemployment insurance coverage under the Illinois Unemployment Insurance Act. The County Administrator is responsible for advising the County Board on the program and providing in-house administration. The County Administrator will be responsible for reducing costs under the Act and providing information for those eligible employees.

10.75 GLASENER BEACH: The McLean County Department of Parks and Recreation currently provides a "Glasener Beach Family Fun Pass" to all current and retired McLean County employees. This pass entitles an employee or retiree and their household members to free admission at COMLARA County Park's Glasener Beach swimming area, during operating hours. The pass shall be presented by the employee, retiree or household member at the time at which admission is charged. The employee or retiree's name and all household members' names shall appear on the pass when presented. Accompanying photo identification is required. Children under 13 years of age must be accompanied by an adult. The Glasener Beach Family Fun Pass does not entitle non-household members accompanying an employee, retiree or household members to free or reduced admission, nor may non-household members be listed on the pass. Passes shall be issued to current employees by the County Administrator's Office prior to Memorial Day each year. New hires after Memorial Day and retirees shall be provided passes upon request.

10.76 CREDIT UNION AND CHRISTMAS CLUB: McLean County employees may take advantage of both loans and savings offered by membership in the Bloomington Municipal Employees Credit Union. An annual Christmas Club is also available. Enrollment procedure is as indicated:

- A) Credit Union - Enrollment is provided by the payroll clerk, office of the Treasurer, McLean County.
- B) Christmas Club - Enrollment is in the Credit Union Office, City of Bloomington Building, 109 E. Olive Street; or by phone at (309) 823-4265. There is also an office in the lobby of the McLean County Law and Justice Center.
- C) All credit union payments may be made by payroll deduction.

## 10.77 SERVICE RECOGNITION

10.77-1 Full-Time and Part-Time - Full-time and part-time employees are recognized at the end of each five years of County service. Recognition is in the form of a service emblem pin.

10.77-2 Maintenance of Records - The County Administrator is responsible for maintaining service records and providing the Department Head with the service pin for presentation to the employee on the employee's anniversary.

10.78 CHANGE OF NAME, ADDRESS, MARITAL OR FAMILY STATUS: Employees shall report all changes in name, address, telephone number and marital or family status to their Department Head and to the County Administrator's Office. These changes shall be sent to the payroll clerk.

- A) Change of address - Provide on Employee Change of Information Form.
- B) Change of family status - (add or delete dependents) - Federal and Illinois Tax forms, beneficiary changes to I.M.R.F. and group insurance.
- C) For any such change, contact your Department Head. Most large departments have the proper forms available; smaller departments must contact the County Administrator's Office.

## 10.79 COUNTY TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT POLICY

### 10.79-1

#### A) Purpose:

- 1) To provide definitions for reimbursement of legitimate and necessary travel/business expenses in general conformance with Internal Revenue Service requirements.
- 2) To provide written guidelines for all County officials and employees who incur, authorize, and/or approve travel/business expenses.
- 3) To provide procedures for the equitable and timely processing of travel/business expense reimbursements.
- 4) To provide uniform instructions for the reporting and documentation of travel/business expenses.

B) Applicability: The purpose of this policy is to establish a uniform policy regarding the expenditure of public funds for travel/business expenses of County employees when engaged in County business within or outside McLean County. These provisions shall be incorporated into the Rules of the McLean County Board. These provisions are applicable to all County-wide elected officials, County Board members, appointed Department Heads, and employees of McLean County regardless of source of funds. This Ordinance shall apply to all County funds. Each elected official and appointed Department Head shall be held responsible for the execution of this Ordinance.

#### C) Authority:

- 1) The McLean County Travel/Business Expense Reimbursement Regulations and McLean County Travel/Business Expense Reimbursement Schedule are promulgated in accordance with the statutory authority granted to the McLean County Board.
- 2) The County Board, through its approval and adoption of the Annual Budget and Appropriation Ordinance, shall be responsible for maintaining a system for control of travel/business expenses for officials and employees. The County Travel/Business Reimbursement Policy is issued to provide for the efficient and economical conduct of the County's business, both within and outside the County.
- 3) Prior authorization for all travel planned during the budget year shall be obtained as a part of the approved budget for each department. If appropriations are depleted from all travel line items during the budget year, an additional appropriate sum may be added by budget amendment or transfer for unanticipated trips, subject to County Board approval. Transfers within the same appropriation category are allowed.
- 4) All travel arrangements for County Board members, elected officials, appointed Department Heads and employees attending national conferences shall be made through the County Administrator's Office.
- 5) All travel shall be approved by either appointed or elected officials, as Department Heads, prior to beginning travel. Said approval may be oral, but when requested, it can be in writing.

### 10.79-2 DEFINITIONS:

#### A) There are two types of travel and associated expenses:

- 1) One-Day Business Travel: An applicable individual as defined in 10.79-1 (B) who travels on County business and DOES NOT have an Overnight Stay. Eligible reimbursement shall include defined expenses for registration, mileage, tolls and business telephone calls. Meals will be eligible for reimbursement if they are a part of a formal business meeting registration or conform to regulations under 10.79-5 (B).
- 2) Overnight Travel: An applicable individual as defined in 10.79-1 (B) who travels on County business and HAS an Overnight Stay. Eligible reimbursements shall include defined expenses for registration, transportation, lodging, business telephone calls, and reimbursement for meal expenses in accordance with the regulations under 10.79-5 (C).

#### B) Business Travel:

- 1) Travel to business meetings as a direct assignment or in the direct interest or benefit to McLean County, at which the attendance of a County representative is considered necessary for the development, execution, or maintenance of a course of action by the County or a County office/department.
- 2) Travel for training where such training is required for job performance, e.g. basic police training, property appraiser/assessment courses, and specialized EDP programming courses.
- 3) Travel required by County officials and/or employees to appear before the Congress, State Legislature, other governmental bodies, their committees or sub-committees, or any other official body or organization. Includes attendance at professional conferences and/or conventions where pending or contemplated legislation will be reviewed or discussed which, if enacted into law, would affect the interest of McLean County.
- 4) Travel required for the planning and completion of newly approved or ongoing capital improvement/capital construction projects, e.g. site visits.
- 5) Travel required to maintain or obtain financing for ongoing or newly approved programs, e.g. capital market financing, federal or state grant funding.

#### C) Professional/Educational Travel:

- 1) Travel to a meeting of a professional organization or a major division thereof at which subjects of general interest to the members of the professional organization or major division thereof are reviewed and discussed.
- 2) Travel to attend an institute, seminar, symposium, or lecture series where a specific course or instruction is provided, or opinions are gathered on a single subject or group of closely related subjects. Included are those meetings of user groups for certain systems utilized by the County.

### 10.79-3 PREPARATION OF A TRAVEL VOUCHER

#### A) General Policy Guidelines

- 1) The policy of the County is to reimburse allowable, authorized travel/business expenses incurred in the performance of County duties, within the budgetary constraints established by the County Board.
- 2) The County Board will annually review travel/business reimbursement rates to conform to applicable rules of the Internal Revenue Service and economic conditions. Specific rates of reimbursement are reflected on the McLean County Travel/Business Reimbursement Schedule and in the specific County Board Resolution setting the mileage reimbursement rate.
- 3) County officials and employees are expected to exercise good judgment and proper regard for the expenditure of public funds when incurring travel/business expenses. Personal items and other non-business/professional related expenses will not be reimbursed by the County.
- 4) Any deposit, pre-registration fees or any other pre-trip costs that are lost or forfeited due to an alteration in the official's or employee's plans, other than those caused by an emergency of work or family, shall be reimbursed to the County.

#### B) Travel and Business Expense Documentation

- 1) All claims for the reimbursement of travel/business expenditures shall be submitted on a County Travel Expense Voucher and shall be itemized in accordance with this Ordinance.
- 2) For travel to conferences, workshops, and/or seminars, an agenda must accompany all requests for reimbursement regarding conferences, schooling and meetings.
- 3) The purpose of the travel shall be indicated on the travel voucher and shall show in the spaces provided the dates and times of travel, the points of departure and destination, the mode of transportation and the cost of transportation incurred.
- 4) Original receipts for lodging and transportation expenses must be submitted as documentation in order for travel/business expenses to be reimbursable. In all cases, the original detailed lodging bill and the actual transportation ticket are required.
- 5) For Business one-day travel, original itemized receipts are required as documentation for meal expenses.
- 6) Original charge card receipts are acceptable for taxi and/or limousine expenses.
- 7) Gratuities, other than tips for meals, are to be identified on the specific reimbursement line on the County Travel Expense Voucher.
- 8) Original receipts are required for all other miscellaneous items in excess, individually, per day, of \$10.00.
- 9) Miscellaneous items are to be identified on the specific reimbursement line on the County Travel Expense Voucher.
- 10) Individuals submitting travel vouchers are personally responsible for accuracy and propriety. Any misrepresentation shall be grounds for disciplinary action and possible legal action.

C) Approval and Submission of Travel Vouchers

- 1) The completed Travel Expense voucher shall be first approved by the elected official/Department Head who shall review the expenses and attached receipts and approve the Travel Expense voucher by signing the voucher on the appropriate signature line. The Travel Expense voucher shall then be forwarded to the County Auditor, with a copy to be maintained by the Department.
- 2) Travel Expense vouchers that are not prepared in accordance with this Ordinance or not properly supported by receipts when required shall be returned by the County Auditor to the elected official/Department Head for correction.
- 3) In order to receive reimbursement for allowable travel/business expenses, for all local, in-State travel, the completed Travel Expense voucher and the supporting receipt documentation must be submitted to the County Auditor within 60 days of the initiation of travel.
- 4) For all out-of-state travel, the completed Travel Expense voucher must be submitted to the County Auditor within 60 days of the completion of travel.
- 5) Reimbursable business travel expenses that have been incurred after November 1st must be submitted for reimbursement to the County Auditor prior to January 15th of the following fiscal year.
- 6) Failure to comply with timely submission of the Travel Expense voucher to the County Auditor may result in a disallowance of reimbursement.

10.79-4 ALLOWABLE TRANSPORTATION EXPENSES

A) General Provisions- All travel shall be by the most direct route and by the most economical mode of transportation available, considering travel time, costs, and work requirements. In the event an individual, for one's own convenience, travels by an indirect route the additional travel expense shall be borne by such individual.

B) Use of Personal Vehicle for Out- of- State Travel

- 1) When the use of a privately owned vehicle is necessary or desirable, it may be used at the reimbursement rate approved by the County Board for determination of mileage for business expenses.
- 2) When transportation by privately owned automobile is authorized or approved by the elected official/Department Head, distances between points traveled shall be recorded on the travel voucher.
- 3) When the use of commercial carrier for out-of-state travel is an economical, feasible and practical alternative to the use of a personal vehicle, the total mileage reimbursement for use of a personal vehicle shall not exceed the cost of travel by commercial carrier, including the costs of taxi or limousine transportation, inclusive of local taxes and surcharges, to/from the terminal.

- 4) For reasons of expediency or choice, individuals may desire to use their personal car. Other situations may involve a combination business and pleasure trip. While such use generally should be discouraged, it is recognized there may be situations where such use is warranted. Only those expenses that are related to County business will be reimbursed. The employee will be responsible for all other expenses incurred.
- 5) The use of a privately owned automobile is permitted when such use is necessary or desirable due to a lack of other convenient means of transportation or is otherwise advantageous to the County.
- 6) When two or more County employees travel in one privately owned vehicle, mileage reimbursement will be made to the employee who owns the vehicle. The names of all County employees who traveled in one privately owned vehicle should be listed on the Travel Expense voucher.
- 7) Certain incidental expenses associated with the use of vehicles shall be reimbursed as follows:
  - a) When driving a County owned vehicle, the purchase of gasoline shall be reimbursed when the employee is unable to use the County's gasoline service pumps. An original receipt will be required.
  - b) The cost of automobile parking fees, bridge, road and tunnel tolls shall be reimbursed. The fee for parking a vehicle at a common carrier terminal, or other parking area, while the traveler is away shall be allowed only if the total parking fees plus the allowable mileage reimbursement to and from the terminal area does not exceed the cost for use of a taxicab or limousine service to and from the terminal.

C) Use Of Rental Automobiles

- 1) The use of rented automobiles shall be kept to a minimum. Every effort shall be made to obtain other suitable transportation. Where circumstances require the use of a rental automobile, the most economical vehicle available that is suitable for the conduct of the County's business, shall be obtained. In such instances, the actual cost may be charged and a full explanation for the use of the rental vehicle shall accompany the travel voucher. No reimbursement will be made for rental on days when County business is not transacted.
- 2) Rental vehicle reimbursement is limited to the following circumstances:
  - a) When the employee's final travel/business destination is remote to the transportation terminal and there is no other cost-effective conveyance from the common carrier terminal.
  - b) When timely flight connections can only be made for the County employee by utilizing a short term rental car.

D) Commercial Carrier Travel

- 1) In those instances where travel will be best served by using commercial carriers such as airlines, railroads, bus lines, such use should be given consideration and encouraged. Expense reimbursement will consist of actual expenses paid to the respective carrier. Travel on airlines shall ordinarily be by coach class. Every attempt will be made to book airplane accommodations as far in advance of travel as is possible in order to take advantage of any discount fares.
- 2) Taxicab fares are reimbursable. Receipts for fares are required if over \$10.00. If free van, bus, or shuttle service is available and convenient, employees are encouraged to use this service in lieu of taxicabs or limousines. Taxicab fares must be substantiated as to business purpose.
- 3) Use of airport limousine service is reimbursable when there is an economic cost benefit compared to the use of alternative transportation.

10.79-5 ALLOWABLE LIVING EXPENSES

A) Reimbursement for Meal Expenses :

- 1) Within McLean County, meals including tips may be reimbursed for officials and employees attending conferences and seminars if the attendance at the conference or seminar is required by the Department Head and if the conference or seminar requires the official or employee to be away from their workplace or home during a meal. The same limits apply as noted in 10.79-5 (B) (1) (a).
- 2) Alcoholic beverages are excluded from reimbursement.

3) Meal tips shall be limited to 20% of the allowable meal expense.

B) Reimbursement for Meal Expenses - One Day Business Travel:

1) When traveling outside McLean County, the allowable reimbursement for meals including tips for one-day business travel shall hereby be established as follows:

a) For travel in Illinois, except for the following counties - Cook, Lake, McHenry, Kane, DuPage, Will:

Breakfast: \$ 8.00  
Lunch: \$10.00  
Dinner: \$16.00

b) For travel in the following counties in Illinois: Cook, Lake, McHenry, Kane, DuPage, Will and Out-of-State Travel:

Breakfast: \$10.00  
Lunch: \$12.00  
Dinner: \$20.00

- 2) For one-day business travel, employees shall be required to submit original, itemized receipts for meal expenses incurred. Charge card receipts with totals only are not acceptable. Failure to do so will result in denial of reimbursement. The total allowable meal expense reimbursement shall not exceed the allowance specified in 10.79-5 (B) (1).
- 3) Partial Day Reimbursement: Partial day reimbursement for meal expense shall be limited to those meal(s) that an employee could not reasonably consume at home due to the time required to travel.
- 4) Meals including tips will not be reimbursed if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the agenda/meeting brochure shall be submitted with the travel voucher at the time of request for reimbursement.
- 5) During a seminar or conference, if an individual cannot attend the included meal because of a conflicting related meeting, reimbursement shall not exceed the stated allowance for the meal. An explanation of the conflict must be attached to the travel voucher and is subject to the approval of the Department Head or elected official.

C) Per Diem Reimbursement for Meal Expenses: Overnight Travel:

1) Per Diem reimbursement will be paid for meal expense when travel includes an overnight stay or is 18 or more continuous hours.

2) Per Diem reimbursement will be paid for meal expense at the following rate:

a) For overnight travel in Illinois except for the following counties - Cook, Lake, McHenry, Kane, DuPage, Will: \$34.00.

b) For overnight travel Out-of-State and in the following counties in Illinois: Cook, Lake, McHenry, Kane, DuPage, Will: \$42.00.

c) Per Diem reimbursement for meal expense will be paid without submitting itemized receipts.

3) Meals including tips will not be reimbursed if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the agenda/meeting brochure shall be submitted with the travel voucher at the time of request for reimbursement.

4) During a seminar or conference, if an individual cannot attend the included meal because of a conflicting related meeting, reimbursement shall not exceed the stated allowance for the meal. An explanation of the conflict must be attached to the travel voucher and is subject to the approval of the Department Head or elected official.

D) Overnight Travel: Reimbursement for Lodging Expenses:



- 1) Actual lodging expense shall be, when available, the "government economy" room rate offered by a hotel. When a conference/convention is the reason for the trip, the person shall be reimbursed at the available convention lodging rates, unless such accommodations are not available to the person making the trip.
- 2) Itemized receipts are required to be submitted with travel vouchers to support all lodging expenses claimed.
- 3) Lodging provided by a friend, relative or non-invoicing lodging organization is not reimbursable.
- 4) For travel more than 75 miles, the number of nights for which an employee may obtain reimbursement shall be limited to the number of nights necessary to conduct County business. For those conferences or meetings that begin in the morning, arrival the night before the conference is reimbursable. For conferences which end after 6:00 p.m., lodging expense for that night will also be reimbursed. Employees are encouraged to return on the final day of the conference whenever possible.
- 5) It is not considered prudent to use public funds for overnight lodging for a one-day meeting/seminar/workshop within a 75-mile radius of the County complex, therefore it is not normally reimbursed. Exceptions to this policy would be:
  - a) When documented business meetings extend beyond 8:00 p.m. Business meetings, in this instance include dinners, receptions or social functions sponsored for attendees during the evening hours which are a scheduled event and part of the agenda for the meeting/seminar/workshop.
  - b) If weather conditions make a return trip unsafe, then an overnight stay may be reimbursable.
- 6) Longer stays where lodging is reimbursable are permitted if the additional stay results in significant savings in round-trip transportation costs. The employee requesting the reimbursement for the longer stay must document the net savings, including the lodging expense and meal reimbursement. Lost work time should also be taken into account when calculating the cost savings.
- 7) One personal telephone call per each day of an overnight stay will be reimbursed on a lodging bill, telephone credit card, or pre-paid telephone calling card at a maximum reimbursement rate of \$10.00. Necessary business related telephone calls will be reimbursed on a lodging bill, telephone credit card, or pre-paid telephone calling card.
- 8) Personal items such as movie or game rentals shall not be reimbursable. In the event of an emergency, clothes cleaning and/or dry cleaning may be eligible for reimbursement. Written justification explaining the nature of the emergency must accompany any request for reimbursement of this expense.

E) Travel Advance

- 1) Employees whose travel will take them out of the County for more than twenty-four (24) hours may apply for an advance to cover the allowance for meals and any other reasonable travel expenses, if the expenses are expected to exceed \$50.00. Travel advances shall not be paid out of petty cash.
- 2) Application for a Travel Advance shall be submitted in writing to the County Auditor at least five (5) working days prior to the departure date. Applications for a Travel Advance shall be accompanied by an Agenda, when applicable.
- 3) In order to avoid unnecessary paperwork, travel advances shall be issued for travel when the trip is outside McLean County and involves an overnight stay.
- 4) If travel expense reimbursement vouchers are not received within 60 days of initiation of travel for local or in-state travel or 60 days after completion of travel for out-of-state travel, then the full amount of the travel advance must be paid back to the County. If not reimbursed by the employee within 60 days, future advances will be disallowed.

10.79-6 LOCAL BUSINESS EXPENSE REIMBURSEMENT

- A) The cost of hosting a meeting related to County business shall be reimbursable provided such expenses are reasonable, documented, and within the budgeted appropriation.
- B) All local business expenses shall be itemized and fully documented to include the actual County business transacted, the individuals in attendance and their respective business affiliations.
- C) The actual cost of meals for County employees and other persons in attendance shall be reimbursed in accordance with the Meal Reimbursement schedule in 10.79-5 (A).

- 1) To be eligible for reimbursement of a meal with a business representative, County business must have been discussed during the meal.
  - 2) Actual original receipts must be submitted in order to receive reimbursement.
  - 3) In all cases, reimbursement for alcoholic beverages is not allowed.
- D) Two or more County employees dining together and discussing County business will not constitute a reimbursable business meal expense.

10.79-7 REIMBURSEMENT OF MISCELLANEOUS EXPENSES: Under Miscellaneous Expenses, the County may reimburse the following items:

- A) Business telephone calls.
- B) Public Transit (if used instead of taxicab or hotel transportation).
- C) Parking fees.
- D) Storage of baggage.
- E) Rental of meeting room or dining room for official business of McLean County (only when appropriate).
- F) Tips for parking attendants and baggage handling.
- G) One personal call per overnight stay, with a maximum reimbursement of \$10.00 will be allowed.

A receipt shall accompany any individual, miscellaneous expense OVER \$10.00.  
Housekeeping tips are NOT an allowable expense.

10.79-8 CREDIT CARDS

- A) A County department may obtain a credit card only if it is necessary for the efficient operation of the department in regard to charging and payment of departmental travel expenses. Generally, a credit card will only be issued to a County department that is required on a routine and/or an immediate basis to make travel arrangements to carry out the department's statutory responsibility.
- B) All requests for authority to obtain a credit card must be made to the appropriate County Board oversight committee. Approval is required prior to application for a departmental credit card.
- C) Credit cards must be issued in the name of the department with the Department Head as the responsible party for billing purposes.
- D) Charges shall not be made to a department credit card, which are not covered by sufficient appropriation in the appropriate County budget.

10.79-9 APPROPRIATE BUDGET LINE ITEMS FOR TRAVEL EXPENSES: The following line items are to be used for the charging of travel expenses. The proper account shall be used for travel related expenses, based on the descriptions below:

- A) 718.0001 Schooling and Conference: The line-item appropriation for lodging expense, travel expense, meal reimbursement expense incurred in attending schooling and conferences. Reimbursement shall not exceed the amounts and rates set forth in the applicable policies of the County Board.
- B) 760.0002 Non-Travel Business Meal Expense: Business meal expense incurred within McLean County not involving business travel.
- C) 793.0001 Travel Expense: The amount appropriated to each respective department for use in defraying the expense of travel, including mileage reimbursement, incurred on official county business only. This is exclusive of schooling and conference. Reimbursement shall not exceed the amounts and rates set forth in the applicable policies of the County Board.

10.79-10 STATE, FEDERAL LAWS AND REGULATIONS

- A) Provisions of this policy shall not apply when in contradiction with State or Federal Law and Regulations.

- B) Consistent with the Internal Revenue Service regulations, travel expense reimbursements or advances shall be included as "wages, tips or other compensation" on all W -2's for the year unless an "adequate accounting" is made to the County.
- C) It is in the interest of the County and its employees/officers to have a Business Travel Expense policy requiring adequate accounting within Internal Revenue Service guidelines.

10.79-11 MISUSE OF McLean COUNTY TRAVEL POLICY: Any misrepresentation or misuse of this policy shall be grounds for disciplinary action and/or criminal or civil liability.

## ARTICLE 8 ON-THE-JOB EMPLOYEE BEHAVIOR

10.80 GENERAL RULES OF CONDUCT: It is the purpose of this policy to attempt to provide a framework for the proper conduct of County employees while on the job. It is further intended that discipline, where justified, be meted out in an equitable manner. Finally, it is intended that within very broad and general guidelines, Department Heads and authorized supervisors are responsible for the implementation of this policy within their specific jurisdictional work areas.

- A) Work supervisors or Department Heads should be certain that new employees are aware of existing work rules. This should be done during the employee's initial orientation and should be repeated at the end of the evaluation period.
- B) Employees will be provided with an "Employee Handbook" which will discuss examples of inappropriate working behavior. In addition, Department Heads or supervisors will discuss departmental rules with new employees and periodically with all employees as the need arises.
- C) Employees are expected to follow the regulations set forth in the personnel rules and directions of their supervisor. When an employee fails to follow these rules or disobeys the supervisor, that employee becomes subject to disciplinary action. Causes for reprimand, written or verbal, demotion, suspension, or dismissal include, but are not limited to the following reasons:
- D) Unacceptable Behavior - Any action that reflects discredit upon the County or is a direct hindrance to the effective performance of the departmental function shall be considered good cause for disciplinary action. Common sense is the underlying basis of this work principle. Examples of unacceptable behavior include:

- Repeated tardiness;
- Leaving duty prior to the end of the assigned shift;
- Failure to complete duties as assigned;
- Failure to request leave in the authorized manner;
- Abuse of leave;
- Discourtesy or disrespect to a member of the public, a coworker or a County official;
- Any safety violation;
- Intoxication while on duty from alcohol or other substances;
- Carrying a firearm other than by authorized personnel;
- Failure to follow a specific order by a supervisor;
- Willful damage to or destruction of County property and/or public records;
- Theft of County property and/or public records;
- Acts, threats, or perceptions of violence toward any persons while on duty;
- Any form of unlawful harassment, particularly sexual harassment;
- Willful misrepresentation or concealment of any fact requested during hiring process;
- Gross misconduct other than items listed above;
- Upon conviction of a felony involving moral turpitude;
- Violation of the County Smoking Policy;
- Violation of the County Drug And Alcohol Free Workplace Policy;
- Violation of County E-Mail or Internet Policy.

- E) While this listing is not comprehensive, it is sufficient to demonstrate the types of behavior that may indicate an improper attitude toward the job. Depending on level of contact with the public and job functions, each department may see it necessary to develop and enforce its own dress code and appearance policies, within reason.

10.80-1 SMOKING AT THE LAW AND JUSTICE CENTER: An authorized smoking area for employees and members of the public for each County building will be designated by the Facilities Manager with approval by the County Board.

10.80-2 DRUG AND ALCOHOL FREE WORKPLACE: In accordance with the Federal Drug Free Workplace Act of 1988 (P.L. 100-690) and the Illinois Drug Free Workplace Act (P.A. 86-1459), the following policy regarding the illegal use of drugs or alcohol by McLean County employees shall be distributed to all County employees and included in any orientation of new employees.

- A) **PURPOSE** - The purpose of this policy is to assure, to the extent possible, that McLean County remains drug and alcohol free as a place of employment, not only because the use of such drugs is a violation of law but also because we wish to assure that McLean County remains a wholesome place to work. The use of such drugs has serious consequences upon users, their families and friends, including social, economic and personal tragedies.
- B) **PROHIBITED ACTIVITY** - McLean County has a "zero tolerance" policy toward the consumption of alcohol or drugs by employees on duty or while on County property. The consumption of any amount of alcohol or illegal narcotics while an employee is on duty or on a periodic rest break or lunch break is prohibited. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol by any County employee is prohibited in the County workplace, including any and all instances while the employee is performing work for or on behalf of the County. In addition, this prohibition also applies to all County employees who are on County property but not actively at work at the time.

C) **ACTIONS TO BE TAKEN** -

- 1) If there is a reasonable suspicion that a McLean County employee is involved in the unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol, the situation will be immediately investigated by the Department Head, their designee, or immediate supervisor. In the case of employee usage, the employee will be subject to immediate drug testing.
- 2) If the investigator of the situation finds a McLean County employee to be unlawfully manufacturing, distributing, dispensing, possessing or using drugs or alcohol at the workplace, while performing work for the County, or on County property, the actions against the employee shall be in accordance with Article 8 of the McLean County Personnel Policies and Procedures Ordinances. The severity of the situation and appropriate corrective discipline shall be determined by the Department Head, their designee, or immediate supervisor in accordance with subsection 10.81-1 "Progressive Discipline" of Article 8 of the McLean County Personnel Policies and Procedures Ordinance. In addition, any such situation that could involve a criminal offense shall be immediately reported to the State's Attorney for possible prosecution, independently of any action taken due to the individual's status as a County employee.
- 3) If appropriate, McLean County will also require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. The County will assist the employee in the selection of a drug counseling, treatment, or rehabilitation program. Any employee who requires assistance to control their use of drugs and alcohol may confidentially call the County's Employment Assistance Program at 1-800-433-7196 to make an appointment.

D) **CONDITIONS OF EMPLOYMENT-**

- 1) As a condition of employment, a McLean County employee will:
  - a) Abide by the terms stated in this Drug And Alcohol Free Workplace Policy,
  - b) Notify the employer of any criminal drug statute conviction no later than five days after the conviction.
  - c) Participate in the McLean County Drug Free Awareness Program.

- 2) If McLean County receives notice from an employee of a conviction of a violation of a criminal drug statute, McLean County will:
  - a) Take appropriate action against such employee up to and including termination of employment; and/or
  - b) Provide employee assistance as stated in subsection (C) (3) above.

**10.80-3 WORKPLACE VIOLENCE POLICY:** The County of McLean values its employees and citizens and the County Board affirms its commitment to providing workplaces and facilities that minimize the potential for violence. It is the intent of this policy to ensure that everyone associated with McLean County, including employees and the public, never feels threatened by any forms of violence. McLean County has a zero tolerance policy for violence, whether by or toward employees. "Violence" shall include physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It shall also include acts, threats, intentions of harm, destruction, towards self, others or property, and may be psychological as well as physical, and the perception thereof.

- A) **DISCIPLINARY ACTION-** If it has been determined that an employee is engaging in any form of violence in the workplace or threatening violence in the workplace, the employee shall be terminated immediately. No talk of or joking about violence will be tolerated. In cases of acts or threats of violence by employees, the County endorses immediate and definitive use of the disciplinary process outlined in this document, resulting in termination of said employees. Criminal prosecution will be pursued as appropriate, as well. The county also advocates a preventive approach whereby merit system rules and regulations are fairly and consistently administered, and where troubled employees receive guidance and, if necessary, professional help.
- B) **RESPONSIBILITY-**
  - 1) **The County Administrator's Office** has overall responsibility for maintaining this policy, administering workplace violence prevention measures, and coordinating post-incident activities. The County Administrator's Office will also identify resources that departments may use in developing their training plans and workplace violence measures.
  - 2) **If elected Department Heads, or departments operated under the authority of separate governing boards,** choose to adopt a different policy, they are expected to provide a copy of it to the County Administrator's Office.
  - 3) **Managers and supervisors** shall make safety one of their highest concerns. When made aware of a real or perceived threat of violence, management shall conduct a thorough investigation, provide support for employees, and take specific actions to help prevent all acts of violence. Management is also responsible for documenting and reporting such incidences to the respective Department Heads.
  - 4) **Employees** shall report all acts and/or threats of violence to their supervisors or Department Heads. Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence.
- C) **CONTINUAL REVIEW-** The County Administrator's Office shall develop a method for receiving and reviewing reports of violence and threats of violence. Information and data from such reports shall be utilized to establish a continual improvement process for reducing the potential for adverse outcomes associated with acts or threats of workplace violence.

**10.80-4 VESSA (VICTIM'S ECONOMIC SECURITY AND SAFETY ACT, P.A. 93-0591):** In order to ensure the economic security and safety of McLean County employees, an eligible employee will be granted unpaid leave for situations when the employee has been subjected to domestic or sexual violence, or in order to help a family or household member who is a victim of domestic or sexual violence. In addition, victims of domestic or sexual violence will be eligible for unemployment insurance and protection from employment and insurance discrimination. Eligibility for such protections is dependent upon the employee's ability to perform the essential functions of their position but for being a victim of domestic or sexual violence, and any requested accommodation must not pose an undue hardship on the County's operations. Eligible employees will be granted job-protected unpaid leave to conduct the following activities during work hours:

- A) To seek medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence;

- B) To obtain services from a victim services organization;
- C) To obtain psychological or other counseling;
- D) To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee from future domestic or sexual violence or to ensure economic security;
- E) To seek legal assistance or remedies to ensure the health and safety of the employee, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Employees are entitled to 12 workweeks of such leave during any 12-month period and are entitled to take leave upon at least 48 hours notice (where practicable). This allowance does not grant leave beyond the twelve weeks of FMLA leave provided. Sick, vacation, personal or FMLA leave may be substituted for the unpaid leave provided under this Act.

The Department Head shall require certification from the employee that such leave is for a qualifying reason. Certification consists of:

- A) A sworn statement of the employee, and
- B) One of the following
  - 1) Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of violence;
  - 2) A police or court record; or
  - 3) Other corroborating evidence. The Department Head shall keep such documentation in the strictest of confidence.

An employee who takes such leave is entitled to be restored to the same or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The employee shall retain all benefits accrued prior to the date leave commences (including life and health insurance, sick and vacation leave, educational benefits and pensions) but the employee is not entitled to accrue seniority or additional employment benefits during the leave. The employee is also entitled to continued health insurance during any period of leave on the same terms and conditions as if the employee remained continuously employed. If an employee fails to return from leave, the County can recover the premium the employer paid for health insurance, provided the reasons the employee has not returned do not include the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control. The County may also require certification of such reasons.

According to VESSA, it is unlawful to interfere with an employee's exercise of rights under the Act or to discriminate in employment against an individual because:

- A) The individual
  - 1) Is, or is perceived to be, a victim of domestic or sexual violence;
  - 2) Has attended, participated in, prepared for, or requested leave to attend, participated in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or a family or household member was a victim; or
  - 3) Requested an adjustment to a job, structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence; or
- B) The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

**10.80-5 ILLEGAL HARASSMENT:** It is the policy of McLean County Government to provide to all officials and employees a work environment free of harassment based upon gender, ethnicity, race, religious affiliation, age, physical

and mental disability, and marital status, as well as sexual harassment. It is the right of all employees to work in an environment free from harassment and the responsibility of all employees to refrain from harassment. McLean County prohibits sexual harassment and harassment based upon gender, ethnicity, race, religious affiliation, age, and physical and mental disability of and by its employees. Harassment is inappropriate, offensive, and, in specific cases, may be illegal and will not be tolerated by McLean County.

Harassment refers to physical or verbal actions that have the purpose or effect of substantially or unreasonably interfering with a person's work performance; and which create a hostile, intimidating, or offensive environment. Such actions, intentional or not, can annoy or disturb members of one sex, ethnicity, race, religion, age, marital status and disability. Examples include but are not limited to:

- A) Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature.
- B) Any sexual, ethnic, racial, gender or religious-related jokes, comments, insults, cartoons, innuendoes, or personal conduct or mannerisms that could be construed as offensive, intimidating, or hostile as measured from the point of view of a reasonable person of the same protected group.
- C) Demeaning comments or ridicule of an employee based on the employee's status as a member of a protected group.
- D) Repeated unwanted, unwarranted, or unsolicited off-duty telephone calls, contact, or conduct that violates this policy.
- E) Submission to or rejection of such conduct is used as the basis for employment decisions.
- F) Displaying or permitting the display of pictures, drawings, or graffiti that could be considered a violation of this policy.

McLean County directs all employees and supervisory personnel within McLean County to ensure that their workplaces are free of harassment. Department Heads and supervisory personnel shall be responsible for supporting training on sexual, ethnic, racial, religious, age, and disability-related harassment prevention and this harassment policy. Department Heads and supervisory personnel shall post and distribute this policy, encourage employees to report harassment incidents, and assure employees they do not have to endure a hostile or negative work environment.

10.80-6 COMPLAINT PROCEDURE:

Employees who wish to register a complaint of sexual harassment (or any form of harassment based on their race, national origin, gender, age, marital status, religion or disability) may do so through the County Administrator's Office or their supervisor or any appropriate member of management.

All allegations of harassment will be investigated thoroughly. The facts will determine the response of the County to each allegation. Substantiated acts of harassment will be met with appropriate disciplinary action by the County up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. No reprisal or retaliation against the employee reporting the allegation of harassment will be tolerated.

10.81 DISCIPLINE PROCEDURE: McLean County endeavors to follow a progressive discipline policy. The supervisor and/or the Department Head has the discretion to select the appropriate correction of unacceptable employee behavior. Progressive discipline may include counseling (talking to the employee), and seeking outside assistance. In instances where verbal discipline is not effective or appropriate, an employee may receive written notification of reprimand, suspension, demotion, and/or ultimately dismissal. Additionally, if a Department Head has evidence or credible reason to believe that an employee has engaged in some form of serious misconduct, the Department Head may immediately place the employee on Administrative Leave with pay, pending the outcome of an investigation into the suspected violation.

10.81-1 Progressive Discipline - should follow a consistent pattern and shall apply in both single and habitual cases of violation. Steps in Progressive Discipline may include one or more of the following:

- A) One-on-one counseling

- B) Oral reprimand or warning
- C) Written reprimand or warning
- D) Disciplinary suspension
- E) Final Action- Demotion or discharge is the final action.

10.81-2 Right To Grieve Adverse Action - Employees who wish to challenge any disciplinary action may appeal through the Grievance Policy (see Article 10).

10.81-3 2-Year Retention Limit- On Disciplinary Files - All written reprimands on file will be removed if, for the two (2) year period following the written statement, the employee remains in continuous active service, does not commit any other acts of misconduct and receives performance appraisals of satisfactory or better.

10.81-4 Responsibility For Documentation -- Documentation concerning disciplinary actions shall be placed in the department's personnel files. Employees shall also be required to acknowledge receipt of any reprimand or warnings by signing the Disciplinary Action Form. It is not, however, considered an acceptance of or agreement to the action taken.

10.82 OUTSIDE EMPLOYMENT: No permanent full-time or part-time employee shall engage in outside employment which is not compatible with the full and proper discharge of duties and responsibilities of one's position or which tends to impair the capacity to perform one's duties and responsibilities in an acceptable manner. The County must assure that no conflict or appearance thereof occurs, and that no unauthorized use of position or County facilities or property takes place.

10.82-1 Procedure - A full-time or part-time employee wishing to engage in outside employment shall notify the Department Head of outside employment. The Department Head shall evaluate the outside employment and determine its compatibility with the employee's obligation for full discharge of duties and responsibilities.

10.82-2 Internal Regulations - To ensure compliance with the Fair Labor Standards Act, part-time employment within the full-time employee's own department, or within another unit of County government is prohibited, except when all three of the following conditions apply:

- A) Performance of the extra duties are completely voluntary;
- B) Performance of the extra duties are occasional and sporadic, and on a part-time basis; and
- C) Performance of the extra duties are in a different capacity from any capacity in which the employee is regularly employed.

Any activities or duties that meet the aforementioned criteria are not subject to overtime.

10.83 RESTRICTION OF POLITICAL ACTIVITIES: No County employee shall engage in political activities during working hours. No County employee shall use their position or the authority of their office to solicit contributions or any other support of partisan political activities. No County employee will be intimidated into supporting or contributing to partisan political activities. Any violation of this rule is cause for suspension or dismissal. Outside of working hours, there shall be no restriction on political activities, except employees under Federal grants covered by the Hatch Act.

10.84 USE OF COUNTY PROPERTY AND FACILITIES:

10.84-1 Use Of County Equipment, Supplies Or Tools:

- A) Equipment, supplies or tools shall not be used for private or unauthorized purposes.
- B) Employees shall be responsible for the care and conservation of County equipment, supplies or tools and shall promptly report accidents, breakdowns or malfunctions of any unit in order that necessary repairs may be made.
- C) Pursuant to the City of Bloomington Fire Code, the Town of Normal Fire Code and the NAFFA Code and



because of the fire hazard to the public, employees, and County property, employees are prohibited from burning any open flame including candles in any County building or facility.

10.84-2 Other Property - Employees are required to return all County property or equipment in their possession upon separation from employment, promotion and/or transfer to another department, leave of absence or suspension.

10.84-3 Use Of County Telephone: Employees shall limit the use of all personal calls during work that interfere with their job or create a safety issue. In addition, payment for any charges accrued to the County telephones will be the employee's responsibility. Further information is available on this policy in the County Auditor's Office.

10.84-4 Acceptable Use Policy for Electronic Mail and Global Communications Facilities:

A) **PURPOSE:** The purpose of this policy shall be to set forth and encourage the proper use of the electronic communications facilities provided to the employees of McLean County. This policy shall also apply to any other organization(s) or individual(s) that is granted use the facilities as the result of a written or oral inter-governmental or contractual agreement.

B) **DEFINITIONS:**

- 1) **County Information Network** -- The network of computers and other electronic devices provided for the electronic transaction of County business.
- 2) **Electronic Mail** -- A facility for the transmission of messages within or outside the County organization that relies on the electronic transmission or receipt of digital information.
- 3) **Encryption Software** -- Proprietary Software that changes information from its native state to an unrecognizable coded state which can only be returned to its native state with special software.
- 4) **Global Communications Facility** -- Any facility that allows the interactive transmission of data to or from locations outside the County organization. This definition includes the INTERNET and other facilities accessed by modems attached to the County Information Network.
- 5) **Information Services** -- The Information Services Department.

C) **USE:**

- 1) The County Board desires that use of these facilities shall be primarily for the transaction of County business. Use of these facilities for personal purposes, unless specifically authorized by the County Administrator for training purposes, shall be prohibited.
- 2) Use of these facilities for purposes that are illegal under existing Federal or State law, shall be expressly prohibited.
- 3) The County Administrator, may, from time to time, establish guidelines, consistent with this policy, to ensure the effective and efficient use of these facilities. These guidelines may include, but are not limited to, limitations on time available and the global facilities that can be accessed.
- 4) County employees who now have access to these facilities shall indicate their acceptance and agreement to comply with this policy in writing or their access may be terminated or suspended. Employees wishing to have access shall be required to indicate their agreement prior to being given access.
- 5) Use of encryption software must be specifically approved by the County Administrator prior to using such software for the storage, receipt or transmission of data.
- 6) The employee may encounter material that is offensive to them during the use of global communications facilities. The County assumes no liability or responsibility for such material since the County has no control over the materials placed on the global network.

D) **MONITORING:**

- 1) The County Administrator shall direct Information Services to monitor the use of the facilities and report the amount of time utilized to the County Administrator and/or the Elected official or Appointed Department Head on a monthly basis.
- 2) At the direction of the County Administrator, Information Services may electronically monitor use of these facilities by viewing material stored on the County Information Network or any computer in use in County

facilities; or by directly viewing activity on the screen as it occurs. Employees shall have no expectation of privacy in information stored in County computers.

E) ENFORCEMENT:

- 1) The County Administrator shall report actual and/or suspected violations to the Elected official or Appointed Department Head responsible for the employee.
- 2) If an employee violates the policy, the County Administrator may suspend and/or terminate the employee's access to the electronic mail and global communications facility available on the County Information Network.
- 3) Violation of this policy may result in disciplinary action pursuant to the adopted Personnel Policy Ordinance.

10.84-5 Use of County-Owned Vehicles: Employees allowed use of County-owned vehicles are to do so for County business only. Any employees who are assigned County vehicles for long-term/take-home use must report all mileage accrued on the vehicle for personal use. Further, detailed information and requirements regarding County vehicle usage is outlined in the "County Owned/Leased Vehicle and Equipment Policy."

10.85 CONFLICT OF INTEREST: Except as otherwise authorized or provided by the Illinois Compiled Statutes, a McLean County Resolution or action of the McLean County Board, no employee of the County shall have any substantial interest, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in conflict with the proper discharge of their duties in the public interest.

No employee of the County shall use their position to secure special privileges or exemptions, personally or for others. No employee of the County shall directly or indirectly receive or agree to receive any compensation, gift, reward or gratuity from any source except McLean County, for any matter or proceeding connected with or related to the duties of such employee. However, honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time shall not be deemed as a violation of this section provided such activity is approved by the Department Head.

Department Heads must receive prior approval of the County Ethics Officer to receive honoraria or expenses paid for papers, talks, demonstrations or appearances made on their own time wherein they are acting or speaking in their official capacity as an official of McLean County Government.

10.86 GIFT BAN: No employee shall solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule, regulation or any ordinance or resolution. This ban applies to and includes spouses of, and immediate family living with, the employee. A detailed description of this policy can be found in the McLean County Gift Ban Ordinance, as part of Chapter Five (5) of the McLean County Code.

10.87 CONFIDENTIALITY: All employees are prohibited from directly or indirectly using or allowing the use of official information obtained through, or in connection with, employment with the County which has not been made available to the general public, for the furtherance of any private interest. Violation of this principle is a serious matter and will result in immediate disciplinary action as outlined in Section 10.80. Additionally, disclosure of any information discussed and recorded in closed session held by the County Board, and/or its committees is strictly prohibited. Violation of this provision by any Department Head or employee of McLean County shall result in disciplinary action taken pursuant to those outlined in Section 10.80 of this ordinance, collective bargaining agreement and/or other provision that may be required under state law.

## ARTICLE 9 TERMINATIONS

### 10.90 TERMINATIONS AND SEPARATION:

10.90-1 I.M.R.F. Separation Benefit and Retirement Pension Application: Employees of McLean County may be eligible for certain benefits of the Illinois Municipal Retirement Fund (I.M.R.F.) upon retirement or separation from the County. Employees should refer to the I.M.R.F. website, or contact the County Administrator's Office for special information regarding their benefit status.

10.90-2 Resignation - Voluntary: An employee may resign from County employment by presenting a resignation, in writing, to the Department Head. To resign in good standing, an employee must give the Department Head at least fourteen (14) calendar days notice. A resigning employee will be eligible for compensation for any earned but unused vacation leave accrual. Additionally, employees shall receive payment for any leave time accrued in the TOPS program, if applicable. Upon receipt of the resignation notice, the Department Head will notify the Treasurers Office and such unused benefit time payment will be included in the final paycheck. An employee desiring to take vacation prior to termination should include such request in the resignation notice, and a termination date clearly established. The last compensated day for all fiscal reports shall be the date certain stated on the notice of termination. The Department Head may choose to set the date for actual termination prior to the end of fourteen (14) calendar days. In order to establish a uniform policy regarding resignation, the following procedure will be used:

- A) When an employee notifies a Department Head or designated staff member of the intent to resign, an exit interview should be conducted.
- B) An appointment should be arranged with the County Administrator's Office for the resigning employee. The Department Head should make sure that all County property and equipment in the possession of the employee, including keys, tools, uniforms, insurance cards, etc., are returned to the department prior to the employee's departure.
- C) An employee leaving in good standing is eligible for re-employment at a later date provided that the last performance evaluation was satisfactory or better. Unless a release form is signed by an employee allowing additional information to be given out, only their date of hire, date of termination and re-hire eligibility status may be released.

10.90-3 Resignation- Involuntary: An employee shall be regarded as having resigned a position if able to notify the immediate supervisor of the reason for an absence, but fails to do so for three consecutive working days. Involuntary Resignation shall also apply to employees who have notified their immediate supervisor within the necessary time period, but have exhausted all available leave time. Compensation owed to the employee during the pay period including the resignation will be paid on the appropriate payday.

10.90-4 Dismissal: Employees in an initial evaluation period may be dismissed at any time at the discretion of the Department Head. This policy does not apply to an employee serving an evaluation period following a transfer or promotion.

No employee who has completed the initial evaluation period shall be dismissed except for just cause. Just cause shall be defined, as an employee violation of a stated policy, where the employee's conduct adversely affects their job performance, and the infraction is sufficiently serious to warrant firing. An employee who has been dismissed shall not be deemed to have severed employment in good standing. The employee shall be furnished with a statement, in writing, from the Department Head setting forth the reason(s). A copy of the statement and any reply from the employee shall be filed with the County Administrator. Dismissal shall be only for just cause, as follows:

- A) Just cause is a violation of established work rules or action on the part of the employee, which impairs the effectiveness, efficiency or reputation of the County. (See Section 10.80, Rules of Conduct for examples of such action and procedures to follow prior to dismissal.)
- B) An employee dismissed for just cause shall be paid all compensation due at the time of termination.
- C) An employee may grieve a dismissal in accordance with Article 10.

10.90-5 Reduction In Work Force: Department Heads may reduce the work force in their respective departments by terminating an employee, or group of employees, by reason of abolition of a position(s), shortage of work or funds, or other reasons outside the employee's control and which do not reflect discredit on the work performance of the employee. The duties formerly performed by the terminated employee(s) may be assigned, in whole or in part, to other employees. To insure that employees are given adequate notice and are treated in a fair and consistent manner:

- A) The order of the terminations shall be established by the Department Head on the basis of the needs of the County, and are subject to the provisions of any applicable collective bargaining agreements.
- B) Factors such as relative merit and seniority of the persons shall be considered for termination.

- C) Employees whom have not completed the evaluation period in a class of positions shall be terminated before other persons in the class are terminated. Also, consideration shall be given to full-time employees before part-time and temporary employees.
- D) The affected employees shall be notified as quickly as possible, and in no event less than seven (7) days before the action takes place.
- E) Employees terminated under this section have the same rights and privileges to re-employment as employees on a granted leave of absence without pay.
- F) Employees affected by action under this section are eligible for all compensation due in the same manner as an employee resigning under favorable conditions.
- G) A copy of the circumstances shall be retained in the employee's personnel file.

## ARTICLE 10 GRIEVANCE PROCEDURE

**10.100 GRIEVANCE POLICY:** It is the policy of McLean County to encourage and promote the prompt and equitable adjustment of employee grievances so that a harmonious and productive work environment is maintained. It is not necessary that the work situation actually is wrong, unjust, or unfair; it is only necessary that the employee perceive it to be so.

**10.100-1 Definition:** A grievance shall mean a written complaint by an employee covered by this ordinance that there has been an alleged violation, misinterpretation or misapplication of the specific provisions of this ordinance, provided that the layoff or discharge of a newly-hired employee in an initial evaluation period shall not be a subject for grievance.

**10.100-2 Purpose:** Every employee covered by this ordinance shall have the right to present grievances in accordance with these procedures, the purpose of which is to secure, at the lowest possible administrative level, equitable solution to valid grievances, which may arise.

**10.100-3 Representation:** The grievant has the right to representation of choice in the grievance procedure and for any meeting that the grievant reasonably believes might lead to discipline. The grievant shall be present at all grievance steps unless the McLean County and the grievant mutually agree that the grievant's presence is not desirable or necessary. Illness or incapacity of any party to a grievance shall be grounds for any necessary extension of grievance procedure time limits. Attendance at such meetings by employee grievant or employee representative shall be unpaid. Pay shall not be withheld if said meeting is scheduled by the immediate supervisor, Department Head, or County Administrator during the grievant's working hours.

**10.100-4 Time Limits:** A grievance must be filed within fourteen (14) calendar days of the occurrence of the event, or when an employee has been made aware of the event which gave rise to the grievance. The number of days indicated at each step in the procedure shall be considered as the maximum allowable to the parties and every effort shall be made to resolve the grievance as rapidly as possible.

**10.100-5 Informal Resolution:** McLean County acknowledges that it is usually most desirable for a grievant and the grievant's immediate supervisor to resolve problems through informal and free communications. If, however, the informal process fails to satisfy the grievant, a grievance may be processed in the following manner and the grievant may be accompanied by a representative of choice.

- A) The grievant shall file the grievance in writing using the prescribed grievance form with the immediate supervisor, who shall certify by signature the date the grievance was received. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the ordinance, which are applicable and shall state the remedy requested. The supervisor shall arrange for a meeting to take place with the grievant within

fourteen (14) calendar days after receipt of the grievance. The supervisor shall make the decision on the grievance and communicate it in writing to grievant within seven (7) calendar days of the meeting.

- B) In the event a grievance has not been satisfactorily resolved at Step A, the grievant may present the grievance within fourteen (14) calendar days to the Department Head or designee who will follow the same provisions as established in Step A.
- C) In the event a grievance has not been satisfactorily resolved at Step B, the grievant may present the grievance within fourteen (14) calendar days to the County Administrator who will follow the same provisions as established in Step A. Grievances involving a suspension or discharge are grievable directly to Step C. Employees shall have the right to make comments on any form that is going to be placed in their personnel file.

10.100-6 Timely Filing/Timely Response: The grievant may advance the grievance to the next step in the grievance procedures whenever the employer fails to file the response to the grievance within the number of days set forth in 10.100-5.

10.101 Criminal Fraud or Abuse: Grievances involving allegations of criminal fraud and/or abuse will be turned over to the McLean County State's Attorney's Office for determination of any criminal activity. If any criminal activity is found, grievance procedures under this section will be "stayed" pending the adjudication in the courts. If criminal activity is not found, procedures described in this section will be followed.

10.102 Miscellaneous Provisions:

- A) Upon mutual agreement, time limits established may be waived.
- B) The Informal Grievance Procedure shall be private and considered to be internal to the department.
- C) This policy does not apply to non-selection for promotion or merit salary increase from a group of properly ranked and certified candidates.

10.103 SAFETY RESPONSIBILITIES: It is the intention of McLean County to provide a safe and healthy working environment for all employees. The Risk Manager, working in cooperation with the Elected Official or Department Head, has the overall responsibility for formulating, directing and coordinating safety activities throughout County employment. In keeping with this policy, the following duties will be enforced:

10.103-1 DEPARTMENT HEAD/SUPERVISOR/FOREMAN:

- A) Assume full responsibility for safe and healthy working conditions for all employees.
- B) Ensure that all management policies herein are fully implemented for maximum efficiency of each job.
- C) Take the initiative in recommending corrections of deficiencies noted in facilities and work procedures that effect County loss control efforts.
- D) Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform and by being prompt to give recognition to those who perform well.
- E) Ensure that each employee is fully trained for the job assigned and that the employee is familiar with published department work rules.
- F) Fully cooperate with the County Administrator's Office in shutting down operations considered to be an imminent danger to employees or in removing personnel from hazardous jobs when they are not wearing or using prescribed protective equipment.

10.103-2 EMPLOYEE: Each County employee shall be fully responsible for implementing the provisions of the safety program as it pertains to operations. The responsibilities listed are MINIMUM, and they shall in no way, be construed to limit individual hazards.

- A) All unsafe conditions are to be reported to the immediate supervisor.

- B) Keep work areas clean and orderly at all times.
- C) Report all accidents immediately to the supervisor.
- D) Avoid engaging in any horseplay and avoid distracting others.
- E) Learn to lift and handle material properly. Each employee working at a hazardous job shall, in addition:
  - 1) Obey all safety rules and follow published work instructions;
  - 2) If any doubt exists about the safety of doing a job, stop and get instructions from the supervisor before continuing work;
  - 3) Only operate equipment that has been authorized by the Supervisor;
  - 4) Use only the prescribed equipment for the job and handle it properly;
  - 5) Wear required protective equipment when working in hazardous operations area;
  - 6) Dress safely and sensibly; and
  - 7) Take an active part in the safety program.

# McLean County

# Employee Handbook

August 1, 2004

# MCLEAN COUNTY EMPLOYEE HANDBOOK

## TABLE OF CONTENTS

	<u>Page</u>
Contract Disclaimer .....	1
Employment At Will Relationship .....	1
Purpose.....	2
Specific Scope of Coverage.....	2
Merit Principles.....	2
Classifications of Employment.....	2
Hours of Work .....	3
Working at Home.....	4
Rest and Meal Periods .....	4
Payroll Periods .....	4
Evaluation Period.....	4
Overtime .....	5
Holiday Regulations.....	6
Vacation .....	6
Sick Leave.....	8
Military Leave.....	9



Bereavement Leave..... 9

Personal Leave..... 9

Disability Leave..... 10

Extended Leave of Absence..... 10

Family and Medical Leave..... 10

Insurance..... 11

Illinois Municipal Retirement Fund (IMRF)..... 11

Glasener Beach..... 11

Credit Union and Christmas Club..... 12

Transfer and Promotion..... 12

Demotion..... 12

Performance Evaluations..... 13

Change of Name, Address, Marital or Family Status..... 13

General Rules on Conduct..... 13

Discipline Procedure..... 14

Smoking..... 15

Drug and Alcohol Free Workplace..... 15

Workplace Violence Policy..... 16

Victim’s Economic Security and Safety Act (VESSA)..... 17

Illegal Harassment..... 18

Employee Assistance Program (EAP)..... 19

Outside Employment..... 19

Restriction of Political Activities..... 19

Use of County Property and Facilities..... 19

Electronic Mail and Global Communications Facilities..... 20

Conflict of Interest..... 21

Jury Duty and Court Appearances..... 22

County Departments..... 22

Emergency Procedures..... 22

County Travel and Business Expense Reimburse Policy..... 22

Employee Parking..... 22

### Contract Disclaimer

This Employee Handbook is meant to provide guidelines and expectations to employees of McLean County in order to assist employees to better perform their job duties. This Handbook is not an exhaustive list of every workplace rule and policy, but rather a guide to employees on commonly raised questions.

**THIS EMPLOYEE HANDBOOK IS NOT AN EMPLOYEE CONTRACT. This Employee Handbook does not establish a contract (express or implied) between McLean County and any employee regarding terms and conditions of employment.**

EMPLOYMENT AT WILL RELATIONSHIP: This Employee Handbook does not in any way alter the employment-at-will relationship between McLean County and its employees. McLean County and each employee have the right to terminate the employment relationship, at any time, with or without cause or notice.

Please be advised that no supervisor, manager, or representative of McLean County other than the County Board have the authority to enter into any agreement with any individual for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the County Board on behalf of McLean County will not be enforceable unless the agreement is in writing and signed by the Chairman of the Board.

McLean County may revise or revoke any portion or employee benefit of this Employee Handbook at any time without prior notice.

The entire Chapter 10 of the County Code, McLean County Personnel Policies and Procedures may be found in the County Administrator's Office.

## McLean County Employee Handbook

### PURPOSE:

This handbook is designed to acquaint you with McLean County and provide you with information about working conditions, benefits and policies affecting your employment.

The information contained in this manual applies to all employees of McLean County. Following the policies described in this handbook is considered a condition of continuous employment. However, nothing in this handbook alters an employee's status as an at-will employee. The contents of this handbook shall not constitute nor be construed as a promise of my employment or as a contract between the company and any of its employees. The manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding and complying with the provision of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

### SPECIFIC SCOPE OF COVERAGE:

All County employment positions not expressly exempted from coverage by these policies and procedures shall be subject to these provisions, including bargaining unit members except where superseded by collective bargaining agreements.

All individual Elected Officers, all advisory boards, commissions and committees appointed by the McLean County Board, all consultants, advisers, and counsel rendering temporary professional service, independent contractors, and Sheriffs Department personnel, to the extent that rules of the Merit Board supersede these rules, are expressly exempted from coverage.

### MERIT PRINCIPLES:

It is the policy of McLean County to hire the most qualified employees available for all jobs. It is the policy to encourage a career service within the County by promoting present employees whenever possible to fill vacancies.

### CLASSIFICATIONS OF EMPLOYMENT:

For purposes of salary administration and eligibility for overtime payments and employee benefits, McLean County classifies its employees and other workers as follows:

- Full-time regular employees. Employees hired to work the Company's normal, full-time, 37.5 or 40-hour workweek on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

- Part-time regular employees. Employees hired to work fewer than 37.5 hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- Temporary employees. Employees engaged to work full time or part time on the County's payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment. (Note that a temporary employee may be offered and may accept a new temporary assignment with the County and thus still retain temporary status.) Such employees may be "exempt" or "nonexempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the County.)
- Nonexempt employees. Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty paid hours in a workweek, in accordance with applicable federal wage and hour laws.
- Exempt employees. Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Department Heads, elected officials, managers, professional employees and certain employees in administrative positions are typically exempt.

You will be informed of your initial employment classification and of your status as an exempt or nonexempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed by your Department Head of any change in your exemption status.

Please direct any questions regarding your employment classification or exemption status to your Department Head.

#### HOURS OF WORK:

Full-time employees shall work 37-1/2 hours per week (1,950 hours per year), or 40 hours per week (2,080 hours per year), depending upon job function. County offices regularly visited by the general public shall customarily be open from 8:00 a.m. to 4:30 p.m., Monday through Friday, subject to operational considerations and statutory authority. Variable work schedules are acceptable in appropriate situations with supervisory approval. Work schedules for occasional or seasonal employees and part-time employees shall be specified by Department Heads, according to the need of the County and the rules and schedules stipulated for regular employees. A workweek shall be defined as seven consecutive twenty-four (24) hour periods commencing at 12:01 AM Sunday.

All elapsed time from the moment an individual actually commences work for the County until the work is finished for the day, except for the deduction of time spent at dinner or lunch, constitutes hours of work. Arriving early or leaving late for the employee's

own convenience is not to be included in working time, providing that the employee performs no duties for the County during such intervals. No work may be performed before or after an employee's scheduled hours of work without the authorization of the Department Head or work supervisor. Such time is not eligible to be counted towards overtime or compensatory time.

#### WORKING AT HOME:

In order to prevent abuse of overtime payments and to limit the County's liability when employees are not under direct supervision/control, non-exempt County employees will not be assigned work to complete at home unless such employees are in job classifications not eligible for overtime payments. No work performed at home is to be considered working hours for the purpose of monetary payment or compensatory time off.

#### REST AND MEAL PERIODS:

County Department Heads have the authority to grant meal periods from one-half (1/2) hour to one (1) hour in a normal workday. Employees who are granted from one-half (1/2) hour to one- (1) hour meal periods are not paid for them and they may or may not leave their work facility or duty area, depending upon job function and where sufficient accommodations are provided. Such time is to be considered the employee's time and they should not perform work tasks during their meal period.

Employees assigned to positions requiring full-time attendance or who are on "on duty" status during meals shall be paid for them; however, such employees shall not leave their work facility or duty area for that meal. This time is to be considered work time and they may be working, called upon, or called back to work during such periods of time. They should not leave the assigned work facility or duty area and shall be compensated for periods of time one-half (1/2) hour and less.

County Department Heads have the authority to grant rest periods to their employees. Such periods of rest, in general, should not exceed fifteen (15) minutes and the employee may not leave the work facility during such periods of rest and can be called back to work at any time.

#### PAYROLL PERIODS:

Pay periods shall be no less than two per month. Paychecks will be issued within seven calendar days of the close of the reporting period.

#### EVALUATION PERIOD:

The first six months of employment (or the first year of employment with the Sheriff's Department) and the first three months after a transfer to a new position shall be considered an evaluation period. The evaluation period is a time for the County to determine whether the employee is an appropriate match for the position. It is also a time for the employee to determine if the job is suitable to the employee. The County in its discretion may extend the evaluation period thirty days. An employee terminated during the evaluation period or returned to a prior position or comparable position shall have no right to appeal this decision. In cases where an employee is returned to a prior or

comparable position, the employee shall receive the same pay rate previously received prior to promotion. All benefits remain with the employee and continue to accrue.

#### OVERTIME:

Because of the around-the-clock nature of some of our facilities, the need to respond to emergency situations and the nature of the public services provided, it may occasionally be necessary for employees to work overtime. Those employees eligible for overtime include all employees in position classifications listed on the Salary Schedule as Grade ten (10) or below, except as specified, as well as those employees on the Salary Schedule in Grade eleven (11) or higher who are specifically designated as non-exempt. All elected officials are exempt from overtime by the nature of their positions. The Department Head must authorize all overtime in advance of being worked. If prior authorization is not feasible because of conditions, a confirming authorization must be made on the next regular working day following the date on which the overtime was worked.

Overtime will be paid after forty (40) paid hours in a standard workweek. For employees who receive overtime payment, the rate shall be one and one-half (1-1/2) times the regularly hourly rate of pay. For employees who are eligible for compensatory time awards, the rate shall be one and one-half (1-1/2) times the hour(s) or portion thereof worked over forty.

All employees who are eligible for overtime, as noted above, may be compensated with the equivalent compensatory time rather than monetary payment. The employee shall make this election of compensatory time or monetary payment before such overtime is recorded on the County's timesheets. Compensatory time shall be recorded as the straight time equivalent, i.e. one hour of overtime at the 1.5 rate shall be reported as 1.5 hours of compensatory time earned; the same hour of overtime at the 1.0 rate shall be reported as 1.0 hour of compensatory time earned, etc.

Employees who request Compensatory Time Off shall make such requests in a manner consistent with departmental procedures, and in increments of fifteen (15) minutes. Such requests shall be granted unless there is a negative impact on the department's operation. Such accrued Compensatory Time must be used by employees prior to the termination of their employment, since the purpose of electing Compensatory Time is to have time off, unless this is not possible for operational reasons.

Accrued Compensatory Time is not eligible for monetary payment, unless such time remains after the employee's termination. Salaried exempt employees are not eligible for overtime or Compensatory Time Off and shall not have their pay reduced because of absence during a work week other than for disciplinary suspensions in increments of one week, for major violations of safety rules or lack of benefit time to provide payment during such an absence. Pay reductions for these reasons shall be at not less than one-day increments.

**HOLIDAY REGULATIONS:**

The McLean County Board annually adopts a resolution specifying the holidays to be observed by all County employees the following calendar year. When a holiday falls on a non-working day, the nearest adjacent workday shall be granted as the holiday. Employees, who prefer to observe religious or ethnic holidays on days that are not granted by the County Board, may use personal leave for such time. An employee must be on payroll on the workday immediately preceding and on the workday immediately following a holiday to be eligible for compensation for that holiday. On the payroll means employed by the County and not in a non-paid status. Part-time regular employees shall be compensated for holidays according to their normally scheduled workday.

In departments that have twenty-four (24) hour per day operations, a holiday shall be observed from midnight to midnight of the calendar day of the holiday. If more than half of the hours worked on any work shift period falls on the holiday, the complete work period shall be considered as time worked on this holiday. If less than half of the hours worked falls on the holiday, the complete work period shall be considered a normal workday. The holiday must fall on a day normally scheduled as a workday for part-time employees to be eligible for compensation. Holiday compensation shall be paid to full-time employees at their regular rate for the hours worked during a fixed holiday by one of the following methods, at the discretion of the Department Head:

- 1) An alternate day off during the pay period in which the holiday occurs, or
- 2) Compensatory time off at straight time of pay for the hours worked, or
- 3) Cash payment for the holiday at straight pay (example: If the employee works eight (8) hours on the holiday he will receive holiday pay plus the eight (8) hours worked or double time for working the holiday.)

If an employee is required to work beyond the normal scheduled workday, during an established workweek in which the employee received holiday pay, compensation for the additional hours is in accordance with the overtime policy. When a holiday falls within a period of paid leave (i.e. sick leave, vacation leave, etc.) the holiday shall be paid and shall not be deducted. Shift employees not scheduled to work the holiday will be paid for the holiday.

**VACATION:**

From the first day of employment, all regular full-time employees shall accrue vacation leave with pay according to the following schedule:

<u>GENERAL</u>				
Years Worked	General	Regional Planning Commission	AFSCME Highway Department	FOP Deputies
<1	10	10	10	10
<2	10	10	10	10
<3	10	10	10	10
<4	10	10	10	10
<5	10	10	10	10



<6	10	15	10	10
<7	15	15	15	15
<8	15	15	15	15
<9	15	15	15	15
<10	15	15	15	15
<11	15	15	15	15
<12	15	15	15	15
<13	15	15	15	15
<14	15	15	15	15
<15	15	15	15	15
<16	16	20	16	16
<17	17	20	17	17
<18	18	20	18	18
<19	19	20	19	19
<20	20	20	20	20
<21	20	20	21	21
>21	20	20	21	22

**TOPS**

Years Worked	FOP Corrections (TOPS)	Labor MetCom (TOPS)	Nursing Home (TOPS)
<1	35	35	21
<2	35	35	25
<3	35	35	25
<4	35	35	25
<5	35	35	25
<6	35	35	31
<7	40	40	31
<8	40	40	31
<9	40	40	31
<10	40	40	31
<11	40	40	36
<12	40	40	36
<13	40	40	36
<14	40	40	36
<15	40	40	36
<16	41	41	36
<17	42	42	36
<18	43	43	36
<19	44	44	36
<20	45	45	36
<21	45	45	36
>21	45	45	36

Application for vacation leave shall be in accordance with departmental policy. Part-time regular employees accrue vacation leave credit on the same continuous years of service basis as full-time employees except that it is prorated according to the number of hours actually worked. No employee will be permitted to take vacation until completion of the evaluation period. Nor will employee be allowed an advance leave or leave that has not been earned. Vacation shall be at full pay at the current rate of compensation.

No employee shall accumulate more than 1.5 times the annual accumulation rate (normal hours worked biweekly times 26 times the employee's hourly vacation accrual rate). Hours gained above this maximum will not be credited to the employee's vacation balance but will be forfeited. Only for the purpose of determining when forfeiture applies, the maximum annual accumulation for full-time employees shall be based on the 80-hour biweekly work schedule.

An employee who is terminated is entitled to full payment for any unused vacation accrual.

#### SICK LEAVE:

All eligible employees are encouraged to save as much sick leave as possible to meet serious illness situations. It is a self-insurance program provided by the County and earned by the employee. It is not intended for a one-day vacation nor can it be used to extend vacation periods or holidays. All regular full-time and part-time County employees accrue sick leave credit at an hourly rate. Sick leave may be accumulated to the maximum of seven hundred twenty (720) hours.

Employees may utilize sick leave when they are too ill to report to work, in the event of injury, or for routine medical and dental appointments. Employees who are not covered by the TOPS system may also use sick leave to care for other persons within the employee's immediate family. The immediate family shall be defined here as an employee's parents, children, spouse and siblings. Exceptions for those beyond this definition may be made at the discretion of the Department Head.

All foreseeable leave for such purposes shall require a specific prior approval of the Department Head. In the event of sick leave for any purpose, the Department Head may require the certificate of a medical doctor giving information as to the circumstances involved. Department Heads or any authorized authority may direct an employee who appears ill to leave work. Sick pay for hours not worked will be excluded when computing overtime for the workweek in which it was taken. An employee shall be paid sick leave equivalent to the normally scheduled straight time day. Upon termination from County service, accumulated but unused sick leave benefits will not be paid.

Each Department Head will develop a procedure for notification, either to Department Head or other supervisor, by employees when unable to work. During authorized sick leave, an employee must notify the Department Head periodically so that the Department Head may plan on the return. This may be waived in the event of confinement or illness for a specific period of time as indicated in a physician's statement. An employee on sick leave shall inform the Department Head or designated supervisor of the facts and the reason for the absence as soon as possible. Failure to do so within one (1) hour of commencement of duty on the first (1<sup>st</sup>) day of illness may be cause for denial of the sick leave pay for the period of absence. Absence for part of a day that is chargeable to sick leave shall be charged proportionately in an amount not smaller than one quarter of (0.25) an hour.

Notice of an employee's desire to return to work after an illness of one week or more must be given to the Department Head no less than twenty-four (24) hours in advance.

#### MILITARY LEAVE:

An employee who is a member of a reserve component of the armed services or the Illinois National Guard shall be granted annual training leave and leave for active duty. The County shall pay the difference between the government allowance and the employee's base salary for basic training and up to sixty (60) days of special or advanced training per year, and for the duration of any active duty resulting from a Presidential order. Military training leave shall be granted without the loss of general leave time.

An employee on Military Leave status who applies for County compensation to make up the difference between military base pay received and their regular straight-time County wage or salary, shall submit copies of all military pay stubs or leave and earnings statements for any pay period for which compensation is requested within sixty (60) days of release from active duty. If an employee chooses not to remit said military pay stubs or leave and earnings statements, no portion of County wages will be paid to the employee. If twenty percent (20%) or more of County employees are mobilized for active duty, compensation shall be limited to two (2) workweeks per year.

Eligibility for County health plans, employee pension plans and seniority-based benefits will be governed by the requirements of applicable state and federal law, specifically the Uniformed Services Employment and Reemployment Rights Act of 1994 and the Local Government Employees Benefits Continuation Act (50 ILCS 140).

#### BEREAVEMENT LEAVE:

An employee may be absent with pay from work for a period of up to three (3) working days due to a death in the immediate family. The immediate family shall be defined here as the employee's parents, children, spouse, siblings, grandparents, grandchildren, and in-laws. Exceptions for those beyond this definition may be made at the discretion of the Department Head. Department Heads may grant additional time in unusual circumstances. Department Heads, additionally, shall have the authority to grant bereavement leave in hourly increments for situations other than those listed above.

#### PERSONAL LEAVE:

Personal leave is granted by the County and is designed to be a flexible form of paid leave. It may be used for any reason that an employee sees necessary. Unless the reason for personal leave is an emergency situation, precluding the making of prior arrangements, the leave is to be scheduled with the consent of the employee's supervisor far enough in advance to keep personal leave days geared both to operation needs of the County and the convenience of the employee. Personal time leave is granted for discretionary purposes to every full-time County employee in the amount of two (2) days at the beginning of each fiscal year. Employees hired after the beginning of the fiscal year shall be granted the pro-rata amount of personal time for that year, based on date of hire. All uses of personal leave shall be charged in fifteen (15) minute increments. It is not permissible to carry over unused personal leave from one (1) fiscal year to another;

therefore, unused personal time shall expire at the end of the fiscal year. Additionally, upon termination of an employee, any unused personal leave will not be paid.

#### DISABILITY LEAVE:

Any employee of McLean County who suffers injury or occupational disease as a result of a work connected accident or condition shall, upon proper investigation and authentication, be granted leave and shall be entitled to compensation as provided by the Illinois State Worker's Compensation laws (820 ILCS 305 et seq.).

Law Enforcement Officers employed by the County who suffer any injury in the line of duty which causes the employee to be unable to perform their duties, shall continue to be paid by the County on the same basis as before the injury, without deduction from sick leave credits, compensatory time or general leave for as long as the injury lasts, but no longer than one (1) year. An injured officer, under this policy, may not be employed in any other manner, with or without pay. ( 5ILCS 345.01 et seq.).

#### EXTENDED LEAVES OF ABSENCE:

At the employee's option, vacation leave, and compensatory time off accumulated may be used for personal obligations requiring leaves of absence for longer duration than the personal leave provided. The employee must request leave without pay from the Department Head in writing for leave in excess of available or accumulated paid time off before said leave is taken. Leave under this section, or extension thereof, must be approved by the Department Head, the County Administrator and the appropriate committee of the County Board. An employee on an extended leave of absence, without pay, does not accrue vacation leave or sick leave credit for the period of the unpaid leave of absence. Such employees may continue medical insurance coverage and life insurance coverage, but only where the employee pays the total cost of such participation while on unpaid leave of absence. Such employees continue I.M.R.F. participation according to the rules and regulations established by I.M.R.F.

#### FAMILY AND MEDICAL LEAVE:

McLean County will provide all eligible employees and officials with up to 12 weeks of family and/or medical leave during any 12 month period, whether paid or unpaid, as required by the federal Family and Medical Leave Act of 1993. However, all employees shall exhaust all paid leave available, prior to going on unpaid leave. To be eligible for leave, an employee must qualify for I.M.R.F. coverage (1,000 hours per year standard) AND either successfully complete the initial probationary period with the County, or complete one (1) year of employment with the County, whichever occurs first.

The following situations are allowable under the Family and Medical Leave Policy:  
Care of an employee's child, including birth or placement for adoption or foster care;  
Care of a child, spouse, or parent with a serious health condition; or  
A serious health condition which makes the employee unable to perform the employee's job.

An employee may take 12 workweeks of unpaid leave per each 12-month period of employment, inclusive of any paid leave for the same purpose. In the case of a birth or

adoption, the leave option expires one year after the event. This leave is based on a rolling 12 months period for the individual employee, not on a calendar basis. Intermittent leave up to 12 weeks, per 12 months period may be taken if medically necessary. However, a request for intermittent leave requires consent by McLean County. The Department Head, only shall approve this if the Department Head determines that such action would have no detrimental effect on the operations of the department. All other such requests shall be denied. During the term of leave, McLean County will continue to pay its share of an employee's health coverage. If the employee fails to return to work, unless such failure is due to continuation of a medical condition or circumstances beyond the employee's control, the employee must repay McLean County the full cost of health coverage paid during the leave period.

#### INSURANCE:

McLean County provides term life insurance protection in the amount of \$5,000, with Accidental Death and Dismemberment provisions in an additional amount of \$5,000 to eligible employees and officials. McLean County also provides health and major medical insurance to eligible employees and officials. At time of initial sign-up, the employee may elect to purchase health and major medical coverage for spouse and dependents. This payment will be made by payroll deduction. Enrollment of dependents after the initial sign-up period of thirty days has passed will require proof of insurability. Any eligible employee may enroll on the first (1<sup>st</sup>) day of employment. An employee who waives participation at the first (1st) enrollment opportunity and later wishes to participate shall provide evidence of insurability.

#### ILLINOIS MUNICIPAL RETIREMENT FUND:

In accordance with Article 7 of the Illinois Pension Code (40 ILCS 5/7-101 et seq.), McLean County is required to provide a pension program, a long and short term disability program, a death benefit and survivor's pension to eligible employees and officials through the I.M.R.F. The Treasurer of McLean County is the Authorizing Agent for the Fund for McLean County employees and officials. All eligible McLean County employees, with the exception of Elected Officials, are required by law to participate in this program. Eligible employees are defined as those who work in excess of 1,000 hours annually.

#### GLASENER BEACH:

The McLean County Department of Parks and Recreation currently provides a "Glasener Beach Family Fun Pass" to all current and retired McLean County employees. This pass entitles an employee or retiree and their household members to free admission at COMLARA County Park's Glasener Beach swimming area, during operating hours. The employee, retiree or household member shall present the pass at the time at which admission is charged. The employee or retiree's name and all household members' names shall appear on the pass when presented. Accompanying photo identification is required. An adult must accompany children under 13 years of age. The Glasener Beach Family Fun Pass does not entitle non-household members accompanying an employee, retiree or household members to free or reduced admission, nor may non-household members be listed on the pass. Passes shall be issued to current employees by the County Administrator's Office prior to Memorial

Day each year. New hires after Memorial Day and retirees shall be provided passes upon request.

#### CREDIT UNION AND CHRISTMAS CLUB:

McLean County employees may take advantage of both loans and savings offered by membership in the Bloomington Municipal Employees Credit Union. The payroll clerk, office of the Treasurer, McLean County, provides enrollment in the Credit Union. An annual Christmas Club is also available. Enrollment for the Christmas Club is in the Credit Union Office, City of Bloomington Building, 109 E. Olive Street, or by phone at (309) 823-4265. There is also an office in the lobby of the McLean County Law and Justice Center. All credit union payments may be made by payroll deduction.

#### TRANSFER AND PROMOTION:

Transfer is defined here as a change in an employee's position classification to a position classification, which has the same pay range, or lateral transfer. Promotion is considered a change in an employee's position classification to a position classification, which has a higher pay range. It is the policy of McLean County to transfer and promote from within the County whenever possible. Employees are urged to obtain the necessary skills, training, education, professional registration or licenses necessary in order to be eligible candidates for transfer or promotion.

Employees seeking promotion to an open position must also apply at the County Administrator's Office. They may be required to re-submit an application and the hiring authority will also interview them. In the selection of an employee to fill a higher job, the following will be considered: aptitude, skills, ability and past performance, where applicable; prior or newly acquired credentials which may qualify the employee for consideration in another classification. All transferred and promoted employees are required to serve a three-month evaluation period. All employees will be paid in accordance with the provisions of the Pay Plan. All accrued benefit time continues to be available to the employee.

#### DEMOTION:

Demotion is defined here as a change in an employee's position classification to a position classification, which has a lower pay range. An employee may request a demotion which means a change by an employee from a position in one class to a position in another class with less responsible duties and a lower salary range. The same procedures apply for an employee initiating a demotion as for a request for a transfer or application for promotion. A Department Head may demote an employee for cause or may demote in line with reorganization, reduction in force, or other administrative changes ordered by the County Board. Such employee demotions may be on the basis of work performance or on the basis of seniority depending upon the recommendation of the County Administrator.

### PERFORMANCE EVALUATIONS:

A formal performance evaluation system will be approved by the County Board in order to:

- A) Maintain or improve each employee's job satisfaction and morale by indicating that their work supervisor is interested in their job progress and personal development.
- B) Serve as a systematic guide for Department Heads in planning each employee's future training.
- C) Assure considered assessment of an employee's performance rather than a quick and unreliable judgment.
- D) Assist in determining and recording special talents, skills and capabilities that might otherwise not be noticed or recognized.
- E) Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- F) Provide an opportunity for each employee to discuss job problems and interests with their work supervisors.
- G) Assemble substantiating data for use as a guide for purposes such as salary adjustments, promotions, transfers and disciplinary actions.

Department Heads will prepare a schedule for the conduct of performance evaluations of employees in their departments. The schedule is for the Department Head's convenience, but employees should be evaluated as stated here. Employees who have not completed an evaluation period will be evaluated at least one (1) week prior to completion of their evaluation period. Full-time and part-time employees in all salary schedules may be evaluated at any time deemed appropriate by the Department Head, but at least once a year and prior to annual salary review. Appointed Department Heads are evaluated at least once a year by the County Administrator.

### CHANGE OF NAME, ADDRESS, MARITAL OR FAMILY STATUS:

Employees shall report all changes in name, address, telephone number and marital or family status to their Department Head and to the County Administrator's Office. Additions or deletions of dependents are necessary for Federal and Illinois Tax forms, beneficiary changes to I.M.R.F. and group insurance. For any such change, contact your Department Head. Most large departments have the proper forms available; smaller departments must contact the County Administrator's Office.

### GENERAL RULES OF CONDUCT:

It is the purpose of this policy to attempt to provide a framework for the proper conduct of County employees while on the job. It is further intended that discipline, where justified, be meted out in an equitable manner. Finally, it is intended that within very broad and general guidelines, Department Heads and authorized supervisors are responsible for the

implementation of this policy within their specific jurisdictional work areas. Employees are expected to follow the regulations set forth in the personnel rules and directions of their supervisor. When an employee fails to follow these rules or disobeys the supervisor, that employee becomes subject to disciplinary action. Causes for reprimand, written or verbal, demotion, suspension, or dismissal include, but are not limited to the following reasons:

- Repeated tardiness;
- Leaving duty prior to the end of the assigned shift;
- Failure to complete duties as assigned;
- Failure to request leave in the authorized manner;
- Abuse of leave;
- Discourtesy or disrespect to a member of the public, a coworker or a County official;
- Any safety violation;
- Intoxication while on duty from alcohol or other substances;
- Carrying a firearm other than by authorized personnel;
- Failure to follow a specific order by a supervisor;
- Willful damage to or destruction of County property and/or public records;
- Theft of County property and/or public records;
- Acts, threats, or perceptions of violence toward any persons while on duty;
- Any form of unlawful harassment, particularly sexual harassment;
- Willful misrepresentation or concealment of any fact requested during hiring process;
- Upon conviction of a felony involving moral turpitude;

While this listing is not comprehensive, it is sufficient to demonstrate the types of behavior that may indicate an improper attitude toward the job. Depending on level of contact with the public and job functions, each department may see it necessary to develop and enforce its own dress code and appearance policies, within reason.

#### DISCIPLINE PROCEDURE:

McLean County endeavors to follow a progressive discipline policy. The supervisor and/or the Department Head has the discretion to select the appropriate correction for unacceptable employee behavior. Progressive discipline may include counseling (talking to the employee), and seeking outside assistance. In instances where verbal discipline is not effective or appropriate, an employee may receive written notification of reprimand, suspension, demotion, and/or ultimately dismissal. Additionally, if a Department Head has evidence or credible reason to believe that an employee has engaged in some form of serious misconduct, the Department Head may immediately place the employee on Administrative Leave with pay, pending the outcome of an investigation into the suspected violation.

Progressive Discipline should follow a consistent pattern and shall apply in both single and habitual cases of violation. Steps in Progressive Discipline may include one or more of the following:

A) One-on-one counseling



- B) Oral reprimand or warning
- C) Written reprimand or warning
- D) Disciplinary suspension
- E) Final Action- Demotion or discharge is the final action.

Employees who wish to challenge any disciplinary action may appeal through the Grievance Policy.

Documentation concerning disciplinary actions shall be placed in the department's personnel files. Employees shall also be required to acknowledge receipt of any reprimand or warnings by signing the Disciplinary Action Form. It is not, however, considered an acceptance of or agreement to the action taken.

#### SMOKING:

The Facilities Manager will designate an authorized smoking area for employees and members of the public for each County building with approval by the County Board.

#### DRUG AND ALCOHOL FREE WORKPLACE:

The purpose of this policy is to assure, to the extent possible, that McLean County remains drug free as a place of employment. This is not only because the use of such drugs is a violation of law but also because we wish to assure that McLean County remains a wholesome place to work. The use of such drugs has serious consequences upon users, their families and friends, including social, economic and personal tragedies. McLean County has a "zero tolerance" policy toward the consumption of alcohol or drugs by employees on duty or while on County property. The consumption of any amount of alcohol or illegal narcotics while an employee is on duty or on a periodic rest break or lunch break is prohibited. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol by any County employee is prohibited in the County workplace, including any and all instances while the employee is performing work for or on behalf of the County. In addition, this prohibition also applies to all County employees who are on County property but not actively at work at the time.

If there is a reasonable suspicion that a McLean County employee is involved in the unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol, the situation will be immediately investigated by the Department Head, their designee, or immediate supervisor. In the case of employee usage, the employee will be subject to immediate drug testing. If the investigator of the situation finds a McLean County employee to be unlawfully manufacturing, distributing, dispensing, possessing or using drugs or alcohol at the workplace, while performing work for the County, or on County property, the actions against the employee shall be in accord with Article 8 of the McLean County Personnel Policies and Procedures Ordinances.

The severity of the situation and appropriate corrective discipline shall be determined by the Department Head, their designee, or immediate supervisor in accordance with subsection 10.81-1 "Progressive Discipline" of Article 8 of the McLean County Personnel Policies and Procedures Ordinance. In addition, any such situation that could involve a criminal offense shall be immediately reported to the State's Attorney for possible prosecution, independently of any action taken due to the individual's status as a County employee. If appropriate, McLean County will also require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. The County will assist the employee in the selection of a drug counseling, treatment, or rehabilitation program. Any employee who requires assistance to control their use of drugs and alcohol may confidentially call the County's Employment Assistance Program at 1-800-433-7196 to make an appointment.

As a condition of employment, a McLean County employee will abide by the terms stated in this Drug Free Workplace Policy. Employees will notify the employer of any criminal drug statute conviction no later than five days after the conviction and participate in the McLean County Drug Free Awareness Program. If McLean County receives notice from an employee of a conviction of a violation of a criminal drug statute McLean County will take appropriate action against such employee up to and including termination of employment; and/or provide employee assistance as stated above.

#### WORKPLACE VIOLENCE POLICY:

The County of McLean values its employees and citizens and the County Board affirms its commitment to providing workplaces and facilities that minimize the potential for violence. It is the intent of this policy to ensure that everyone associated with McLean County, including employees and the public, never feels threatened by any forms of violence. McLean County has a zero tolerance policy for violence, whether by or toward employees. "Violence" shall include physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It shall also include acts, threats, intentions of harm, destruction, towards self, others or property, and may be psychological as well as physical, and the perception thereof.

Employees engaging in any form of violence in the workplace, or threatening violence in the workplace shall be terminated immediately. No talk of or joking about violence will be tolerated. In cases of acts or threats of violence by employees, the County endorses immediate and definitive use of the disciplinary process outlined in this document, resulting in termination of said employees. Criminal prosecution will be pursued as appropriate, as well. The county also advocates a preventive approach whereby merit system rules and regulations are fairly and consistently administered, and where troubled employees receive guidance and, if necessary, professional help.

Employees shall report all acts and/or threats of violence to their supervisors or Department Heads. Employees should learn to recognize and respond to behaviors by potential perpetrators that may indicate a risk of violence.

VESSA (VICTIM'S ECONOMIC SECURITY AND SAFETY ACT):

In order to ensure the economic security and safety of McLean County employees, an eligible employee will be granted unpaid leave for situations when the employee has been subjected to domestic or sexual violence, or in order to help a family or household member who is a victim of domestic or sexual violence. In addition, victims of domestic or sexual violence will be eligible for unemployment insurance and protection from employment and insurance discrimination. Eligibility for such protections is dependent upon the employee's ability to perform the essential functions of their position but for being a victim of domestic or sexual violence, and any requested accommodation must not pose an undue hardship on the County's operations. Eligible employees will be granted job-protected unpaid leave to conduct the following activities during work hours:

- A) To seek medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence;
- B) To obtain services from a victim services organization;
- C) To obtain psychological or other counseling;
- D) To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee from future domestic or sexual violence or to ensure economic security;
- E) To seek legal assistance or remedies to ensure the health and safety of the employee, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Employees are entitled to 12 workweeks of such leave during any 12-month period and are entitled to take leave upon at least 48 hours notice (where practicable). This allowance does not grant leave beyond the twelve weeks of FMLA leave provided. Sick, vacation, personal or FMLA leave may be substituted for the unpaid leave provided under this Act.

The Department Head shall require certification from the employee that such leave is for a qualifying reason. Certification consists of:

- A) A sworn statement of the employee, and
- B) One of the following:
  - 1) Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or other professional form whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of violence;
  - 2) A police or court record; or
  - 3) Other corroborating evidence. The department head shall keep such documentation in the strictest of confidence.

## ILLEGAL HARASSMENT

It is the policy of McLean County Government to provide to all officials and employees a work environment free of harassment based upon gender, ethnicity, race, religious affiliation, age, and physical and mental disability, marital status as well as sexual harassment. It is the right of all employees to work in an environment free from harassment and the responsibility of all employees to refrain from harassment.

Harassment refers to physical or verbal actions that have the purpose or effect of substantially or unreasonably interfering with a person's work performance; and which create a hostile, intimidating, or offensive environment. Such actions, intentional or not, can annoy or disturb members of one sex, ethnicity, race, religion, age, marital status and disability. Examples include but are not limited to:

- A) Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature.
- B) Any sexual, ethnic, racial, gender or religious-related jokes, comments, insults, cartoons, innuendoes, or personal conduct or mannerisms that could be construed as offensive, intimidating, or hostile as measured from the point of view of a reasonable person of the same protected group .
- C) Demeaning comments or ridicule of an employee based on the employee's status as a member of a protected group
- D) Repeated unwanted, unwarranted, or unsolicited off-duty telephone calls, contact, or conduct that violates this policy.
- E) Submission to or rejection of such conduct is used as the basis for employment decisions.
- F) Displaying or permitting the display of pictures, drawings, or graffiti that could be considered a violation of this policy.

## COMPLAINT PROCEDURE:

Employees who wish to register a complaint of sexual harassment (or any form of harassment based on their race, national origin, gender, age, marital status, religion or disability) may do so through the County Administrator's Office or their supervisor or any appropriate member of management.

All allegations of harassment will be investigated thoroughly. The facts will determine the response of the Company to each allegation. Substantiated acts of harassment will be met with appropriate disciplinary action by the County up to and including termination. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. No reprisal or retaliation against the employee reporting the allegation of harassment will be tolerated.

### EMPLOYEE ASSISTANCE PROGRAM:

McLean County provides an Employee Assistance Program without charge to all of its employees and their families. It is a counseling and referral service, available twenty-four hours per day, seven days per week. Employees or family members may voluntarily contact the program directly, or employees may be referred to do so by their supervisor. Employees may contact the EAP at 1-800-433-7916.

### OUTSIDE EMPLOYMENT:

No permanent full-time or part-time employee shall engage in outside employment which is not compatible with the full and proper discharge of duties and responsibilities of one's position or which tends to impair the capacity to perform one's duties and responsibilities in an acceptable manner. The County must assure that no conflict or appearance thereof occurs, and that no unauthorized use of position or County facilities or property takes place. A full-time or part-time employee wishing to engage in outside employment shall notify the Department Head of outside employment. The Department Head shall evaluate the outside employment and determine its compatibility with the employee's obligation for full discharge of duties and responsibilities.

To ensure compliance with the Fair Labor Standards Act, part-time employment within the full-time employee's own department, or within another unit of County government is prohibited, except when all three of the following conditions apply:

- A) Performance of the extra duties are completely voluntary;
- B) Performance of the extra duties are occasional and sporadic, and on a part-time basis;  
and
- C) Performance of the extra duties are in a different capacity from any capacity in which the employee is regularly employed.

Any activities or duties that meet the aforementioned criteria are not subject to overtime.

### RESTRICTION OF POLITICAL ACTIVITIES:

No County employee shall engage in political activities during working hours. No County employee shall use their position or the authority of their office to solicit contributions or any other support of partisan political activities. No County employee will be intimidated into supporting or contributing to partisan political activities. Any violation of this rule is cause for suspension or dismissal. Outside of working hours, there shall be no restriction on political activities, except employees under Federal grants covered by the Hatch Act.

### USE OF COUNTY PROPERTY AND FACILITIES:

Employees are prohibited from burning any open flame including candles in any County building or facility. Employees shall be responsible for the care and conservation of County equipment, supplies or tools and shall promptly report accidents, breakdowns or malfunctions of any unit in order that necessary repairs may be made. Equipment, supplies or tools shall not be used for private or unauthorized purposes. Employees allowed use of

County-owned vehicles are to do so for County business only. Any employees who are assigned County vehicles for long-term/take-home use must report all mileage accrued on the vehicle for personal use. Further, detailed information and requirements regarding County vehicle usage is outlined in the "County Owned/Leased Vehicle and Equipment Policy".

Employees shall limit the use of all personal calls during work that interfere with their job or create a safety issue. In addition, payment for any charges accrued to the County telephones will be the employee's responsibility. Further information is available on this policy in the County Auditor's Office.

Department Heads will determine the need for their employees to be issued keys to department and office doors. Keys are issued by Facilities Management, must be signed-for by the employee, are the property of McLean County, and shall be surrendered upon termination of employment. Department Heads will determine the need for their employees to be issued magnetic, or mag, cards for selected building security doors for those facilities that use mag cards. These mag cards are issued by Facilities Management, are the property of McLean County, and shall be surrendered upon termination of employment.

Employees are required to return all County property or equipment in their possession upon separation from employment, promotion and/or transfer to another department, leave of absence or suspension.

#### ELECTRONIC MAIL AND GLOBAL COMMUNICATIONS FACILITIES:

The purpose of this policy shall be to set forth and encourage the proper use of the electronic communications facilities provided to the employees of McLean County. This policy shall also apply to any other organization(s) or individual(s) that is granted use the facilities as the result of a written or oral inter-governmental or contractual agreement. The County Board desires that use of these facilities shall be primarily for the transaction of County business. Use of these facilities for personal purposes, unless specifically authorized by the County Administrator for training purposes, or that are illegal under existing Federal or State law, shall be expressly prohibited. The County Administrator, may, from time to time, establish guidelines, consistent with this policy, to insure the effective and efficient use of these facilities. These guidelines may include, but are not limited to, limitations on time available and the global facilities that can be accessed.

County employees who have access to these facilities shall indicate their acceptance and agreement to comply with this policy in writing or their access may be terminated or suspended. Employees wishing to have access shall be required to indicate their agreement prior to being given access. Use of encryption software must be specifically approved by the County Administrator prior to using such software for the storage, receipt or transmission of data. The employee may encounter material that is offensive to them during the use of global communications facilities. The County assumes no liability or responsibility for such material since the County has no control over the materials placed on the global network.

The County Administrator shall direct Information Services to monitor the use of the facilities and report the amount of time utilized to the County Administrator and/or the Elected official or Appointed Department Head on a monthly basis. At the direction of the County Administrator, Information Services may electronically monitor use of these facilities by viewing material stored on the County Information Network or any computer in use in County facilities; or by directly viewing activity on the screen as it occurs. Employees shall have no expectation of privacy in information stored on County computers.

The County Administrator shall report actual and/or suspected violations to the Elected official or Appointed Department Head responsible for the employee. If an employee violates the policy, the County Administrator may suspend and/or terminate the employee's access to the electronic mail and global communications facility available on the County Information Network. Violation of this policy may result in disciplinary action pursuant to the adopted Personnel Policy Ordinance.

#### CONFLICT OF INTEREST:

Except as otherwise authorized or provided by the Illinois Compiled Statutes, a McLean County Resolution or action of the McLean County Board, no employee of the County shall have any substantial interest, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in conflict with the proper discharge of their duties in the public interest.

No employee of the County shall use their position to secure special privileges or exemptions, personally or for others. No employee of the County shall directly or indirectly receive or agree to receive any compensation, gift, reward or gratuity from any source except McLean County, for any matter or proceeding connected with or related to the duties of such employee. However, honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time shall not be deemed as a violation of this section provided such activity is approved by the Department Head.

Department Heads must receive prior approval of the County Ethics Officer to receive honoraria or expenses paid for papers, talks, demonstrations or appearances made on their own time wherein they are acting or speaking in their official capacity as an official of McLean County Government.

No employee shall solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule, regulation or any ordinance or resolution. This ban applies to and includes spouses of and immediate family living with the employee. A detailed description of this policy can be found in the McLean County Gift Ban Ordinance, as part of Chapter Five (5) of the McLean County Code.

#### JURY DUTY AND COURT APPEARANCES:

Upon notice to the Department Head, full-time or part-time employees shall be permitted authorized absence from duty for appearances in court because of jury service and obedience to subpoena or by direction of proper authority. Said absence from duty will be with full pay for each day the employee serves on jury duty or testifies as a witness. Upon performing such service, the employee will sign a waiver of the allowable per diem as such performance of duty is considered time worked. Travel time, however, will be paid. The employee will report to work when not required to be in court during regular work hours. Attendance in court in connection with an employee's official usual duty or in connection with a case in which the County of McLean is a party, together with travel time necessarily involved, shall not be considered absence from duty within the meaning of this policy. Said absence from duty will be without pay when an employee appears in private litigation to which the County of McLean is not a party. Employees may be required to provide written verification of their jury service, including dates of service and the date and time of their release from service.

#### COUNTY DEPARTMENTS:

A complete listing of all the County phone numbers may be found on the County's Intranet. Additionally, by calling the County switchboard at 888-5001, all departments may be reached.

#### EMERGENCY PROCEDURES:

Employees should see their Department Heads for information and instructions regarding emergency procedures and evacuations in emergency situations.

#### COUNTY TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT POLICY:

A complete copy of McLean County's Travel and Business Expense Reimbursement policy may be obtained by contacting the County Auditor's Office. Any misrepresentation or misuse of this policy shall be grounds for disciplinary action and/or criminal or civil liability.

#### EMPLOYEE PARKING:

The City of Bloomington operates a public parking deck located to the east of the Law and Justice Center Building. Employees who desire to park in the Abraham Lincoln Memorial Parking Deck may also purchase permits for a monthly fee. Tim Ervin with the Bloomington Parking Violations department can be reached for further information at (309) 434-2277. Employees may obtain a parking application form from Facilities Management. Parking fees are by payroll deduction.





**OFFICE OF THE ADMINISTRATOR**

(309) 888-5110 FAX (309) 888-5111

104 W. Front, Room 701

P.O. Box 2400

Bloomington, Illinois 61702-2400

July 27, 2004

To: Honorable Members of the Finance Committee Meeting

From: Lucretia Wherry, Human Resources Assistant

Re: Employee Loans available through Nationwide Retirement Solutions

One of our two deferred compensation plan sponsors, Nationwide Retirement Solutions (NRS), offers participating employees the opportunity to take out loans against the employee's Nationwide Retirement 457 Plan account. Currently, the only reason that employees may borrow against their accounts is for instances of hardship, such as medical bills not covered by health insurance or loss of income. This new loan program allows employees to borrow against their accounts for any reason.

In order for McLean County employees to take advantage of this loan program, McLean County Government as the employer must sign an agreement with NRS. This program would require little additional effort on the part of the Treasurer's Office and the Administrator's Office.

All County employees who work 1000 hours per year are required to participate in Illinois Municipal Retirement Fund (IMRF), which does not allow borrowing for any reason. Allowing employees to borrow against their Nationwide Retirement 457 Plan account may enable an employee to purchase a home or help finance a child's college education. Nationwide will advise employees to consider the long-term consequences of borrowing against resources intended for retirement.

Thanks you for your consideration. I will be available at the Finance Committee Meeting to answer any questions.

**NATIONAL ASSOCIATION OF COUNTIES  
DEFERRED COMPENSATION PROGRAM**

**THE DEFERRED COMPENSATION PLAN FOR PUBLIC EMPLOYEES**

**LOANS TO PARTICIPANTS AMENDMENT TO PLAN DOCUMENT**

WHEREAS, PLAN SPONSOR executed the above referenced Plan Document, as amended: and

WHEREAS, effective \_\_\_\_\_, PLAN SPONSOR now desires to further amend the plan document.

The following Section 8.06 is hereby added:

**8.06 Loans to PARTICIPANTS**

- (a) PLAN SPONSOR has elected to make loans available to PARTICIPANTS and has delegated certain administrative duties regarding loans from the PLAN to the ADMINISTRATOR.
- (b) Any loan by the PLAN to a PARTICIPANT under this Section shall be subject to the loan administrative procedures established by the ADMINISTRATOR as well as the following requirements:
  - (i) **Loan Eligibility.** Any PARTICIPANT may apply for loan under the PLAN. A PARTICIPANT who has defaulted on a previous loan from the PLAN shall not be eligible for another loan from the PLAN until all defaulted loans are repaid in full, including accrued interest and fees.
  - (ii) **Loan Application and Loan Agreement.** A PARTICIPANT must complete and return to ADMINISTRATOR a loan application. A non-refundable application fee established by ADMINISTRATOR will be deducted from the PARTICIPANT'S ACCOUNT(s) at the time of loan origination. Before a loan is issued, the PARTICIPANT must enter into a legally enforceable loan agreement as provided for by the ADMINISTRATOR.
  - (iii) **Loan Repayment.** The PARTICIPANT receiving a loan shall be required to furnish to ADMINISTRATOR any information and authorization necessary to effectuate repayment of the loan prior to the commencement of a loan. In the event that a payment cannot be processed because of lack of sufficient funds, the ADMINISTRATOR shall assess an insufficient funds charge, which will be deducted from the PARTICIPANT'S ACCOUNT(s).

- (iv) Loan Term and Interest Rate. The maximum term over which a loan may be repaid is five (5) years (fifteen (15) years if the PLAN SPONSOR permits loans for the purchase of a PARTICIPANT'S principal residence). Each loan shall be amortized in substantially equal payments consisting of principal and interest during the term of the loan, except that the amount of the final payment may be higher or lower. The ADMINISTRATOR shall establish the interest rate for any loan.
- (v) Loan Frequency. Each Participant may have only one (1) PLAN loan outstanding at any given time. A PLAN loan which is in default, even if the defaulted loan was treated as a "deemed distribution" under federal regulations, shall be treated as an outstanding loan until such PARTICIPANT'S account balance is offset by the amount of principal and accrued interest under the loan. A PARTICIPANT will be granted a loan no more frequently than two (2) times in any twelve (12) month period.
- (vi) Default. The PARTICIPANT must pay the full amount of each loan payment (principal and interest) on the date that it is due. Failure to make such a payment by the due date, or within any cure period established by the ADMINISTRATOR, shall cause the PARTICIPANT to be in default for the entire amount of the loan, including any accrued interest. A loan will also be in default if the PARTICIPANT either refuses to execute, revoke, or rescind any agreement necessary to comply with the provisions of this Section or the loan administrative procedures established by the ADMINISTRATOR, commences or has commenced against PARTICIPANT a bankruptcy case, or upon the death of the PARTICIPANT.
- (vii) Loan Security. By accepting a loan, the PARTICIPANT is giving a security interest in their vested PLAN balance as of the loan process date, together with all additions thereof, to the PLAN that shall at all times be equal to 100% of the unpaid principal balance of the loan together with accrued interest.
- (viii) Loan Amount. The maximum amount of any loan permitted under the PLAN is the lesser of (i) 50% of the PARTICIPANT'S vested account balance less any outstanding loan balances under the PLAN or (ii) \$50,000 less the highest outstanding loan balance during the preceding one-year period. The ADMINISTRATOR shall establish the minimum loan amount. The PARTICIPANT and not the ADMINISTRATOR shall at all times remain responsible for ensuring that any loan received under the PLAN is in accordance with these limits with regard to any other loans received by the PARTICIPANT under any other plans of the PARTICIPANT's employer.

- (ix) Loan Maintenance Fee. Until a loan is repaid in full, an annual loan maintenance fee as established by ADMINISTRATOR will be deducted from the PARTICIPANT'S ACCOUNT(s).
- (x) Loan Default Fee. At the time when a default occurs, a loan default fee established by ADMINISTRATOR will be deducted from the PARTICIPANT'S ACCOUNT(s).
- (c) The ADMINISTRATOR shall fix such other terms and conditions necessary to the administrative maintenance of the provisions of this Section and as necessary to comply with the IRC and regulations there under.

IN WITNESS WHEREOF, the undersigned has executed this Amendment this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Name of PLAN SPONSOR)

\_\_\_\_\_  
By:

# NATIONAL ASSOCIATION OF COUNTIES DEFERRED COMPENSATION PROGRAM

## PARTICIPANT LOAN ADMINISTRATIVE PROCEDURES

Nationwide Retirement Solutions, Inc. ("NRS"), as Third Party Administrator of the National Association of Counties Deferred Compensation Program, administers your Deferred Compensation Plan for Public Employees ("Plan"). Recently issued proposed regulations under Internal Revenue Code Section 457 provide that eligible governmental 457(b) plans may permit loans to Participants. NRS recommends that you, as Plan Sponsor and/or Employer (hereinafter collectively referred to as "Plan Sponsor"), consult with your own legal advisor in determining whether you wish to add this optional feature to your Plan.

In the event that you decide to offer loans from your Plan to Participants, you will need to return to NRS at **Nationwide Retirement Solutions, PO Box 182797, Columbus OH 43272-8450, Attn: Loans Administrator** a fully executed original of this document and a fully executed original of the enclosed Plan Document Amendment. NRS cannot begin processing Participant loans from your Plan until it receives fully executed originals of both of these documents.

NRS may need from time-to-time to make changes to the administrative procedures set forth herein and in the Plan Document Amendment. In such a case, NRS will provide you with timely notice of such changes as they become necessary.

The following administrative procedures shall govern the making of loans from your Plan:

- 1. Loan Administration.** Plan Sponsor delegates to NRS certain administrative duties regarding the administration of loans from the Plan, which are set forth herein and which may be modified by NRS upon timely notice to Plan Sponsor.
- 2. Loan Eligibility.** Any Plan Participant is eligible for a loan from the Plan. Each Participant is entitled to one (1) loan at any time. In addition, a Participant who has defaulted on a previous loan shall not be eligible for another loan from the Plan until all defaulted loans are repaid in full, including accrued interest and fees.
- 3. Loan Application and Loan Agreement.** In order to receive a loan from the Plan, an eligible Participant must complete a loan application and return it to NRS. A loan application fee of \$50.00\* will be deducted from the Participant's account(s). Before a loan is issued, the Participant must enter into a legally enforceable loan agreement as provided by NRS. If the Plan Sponsor permits loans for the purchase of the Participant's principal residence, the Participant will be required to sign a Primary Residence Certificate form and provide NRS with a copy of the contract or other documents relating to the acquisition of the dwelling unit. If the source for a single loan includes both the Participant's Deferred Compensation and Eligible Rollover Accounts, the Participant will be required to complete a loan application and loan agreement for each account which will be treated as separate and distinct for all purposes herein except that they will be considered a single loan for purposes of Sections 2, 6, and 10 herein.
- 4. Loan Repayment/Maximum Loan Term.** Repayment of any loan made to a Participant shall be made in a manner and pursuant to the terms set forth in loan agreement. The Participant receiving a loan shall be required to furnish the information and authorization necessary to effectuate the foregoing payments prior to the commencement of a loan. The maximum term over which a loan may be repaid is five (5) years (fifteen (15) years if the Plan Sponsor permits loans for the purchase of the Participant's principal residence).

\* These fees, rates, and minimums are subject to change by NRS upon reasonable notice to the Plan Sponsor. Loan fees will appear as administrative charges on Participant Statements.

In the event that a Participant elects to receive a distribution from the Plan (other than a distribution due to an unforeseeable emergency or other in-service withdrawal) at a time when such person has a Plan loan outstanding, the principal and any accrued interest with respect to such loan shall be taxable.

5. **Loan Amortization.** Each loan shall be amortized in substantially equal payments consisting of principal and interest during the term of the loan. Payments of principal and interest shall be made in a manner and pursuant to the terms set forth in the loan agreement on a monthly basis in equal amounts, except that the amount of the final payment may be higher or lower. Before the loan is made, the Participant will be notified of the date on which the first payment will be deducted and the dates on which subsequent payments are due.

6. **Loan Frequency/Renegotiations.** Each Participant may have only one (1) Plan loan outstanding at any given time. A Plan loan which is in default, even if the defaulted loan was treated as a "deemed distribution" under federal regulations, shall be treated as an outstanding loan until such Participant's account balance is offset by the amount of principal and accrued interest under the loan. NRS shall offset a defaulted loan at any time that is administratively practicable, including but not limited to severance from employment by the Participant or upon a request for a distribution from the Plan. A Participant will be granted a loan no more frequently than two (2) times in any twelve (12) month period. Under no circumstances may loan terms be renegotiated. A new loan shall not be granted prior to the repayment of an outstanding loan.

7. **Default.** The Participant must pay the full amount of each payment (principal and interest) on the date that it is due by having sufficient funds in the account designated for loan payments through the ACH process. If NRS is unable to process a payment on the date due because the Participant fails to have sufficient funds in the account on that date, NRS will assess a fee of \$25.00 that will be deducted from Participant's account(s) and will send written notification to the Participant. The Participant shall be in default for the entire amount of the loan UNLESS the Participant does each of the following: 1) contacts NRS at the Deferred Compensation Service Center, 2) mutually agrees with NRS on a date, which is within 30 days of the missed payment on which funds sufficient to cover the missed payment will be in the account and; 3) actually pays the missed payment. Failure to make such a payment through mutually agreeable terms shall cause the Participant to be in default for the entire amount of the loan. The loan also shall be defaulted upon the death of the Participant or if the Participant commences or has commenced against Participant a bankruptcy case. No additional loans shall be made to a Participant who has defaulted on a Plan loan and who has not repaid all defaulted loans in full, including accrued interest and fees.

8. **Loan Prepayment.** The entire amount of a loan, including outstanding principal and any accrued interest, may be paid without penalty prior to the end of the term of the loan in the manner prescribed by NRS. However, payments made that are less than the remaining principal amount of the loan and any accrued interest with respect to the loan, or which are not paid in the form prescribed by NRS, are not permitted.

9. **Loan Security.** By accepting a loan, the Participant is giving a security interest in his or her vested Plan balance as of the date of the Loan Process Date, together with all additions thereof, to the Plan that shall at all times be equal to 100% of the unpaid principal balance of the loan together with accrued interest.

10. **Maximum/Minimum Loan Amount.** The maximum amount of any loan permitted under the Plan is the lesser of (i) 50% of the Participant's vested account balance (not including any value attributable to applicable life insurance or deemed IRA account) less any outstanding loan balances under the Plan or (ii) \$50,000 less the highest outstanding loan balance during the preceding one-year period. The minimum loan amount permitted is \$1,000.00\*. Loans shall be made in accordance with these limits and those limits imposed under federal regulations without regard to any other loans received by the Participant from any other investment provider under the Plan or any other plan of the employer. The Participant and not NRS shall at all times remain responsible for ensuring that any loan received under the Plan is in accordance with regard to any other loans received by the Participant under any other plans of the Participant's employer. Any tax reporting required as a

\* These fees, rates, and minimums are subject to change by NRS upon reasonable notice to the Plan Sponsor. Loan fees will appear as administrative charges on Participant Statements.

result of the receipt by a Participant of a loan that exceeds the limits imposed by federal regulations shall not be the responsibility of NRS, unless it is determined that such limits were exceeded solely as a result of a loan made through NRS as service provider. Consequently, NRS shall not be required to account for loans made pursuant to a plan other than this Plan or loans made under this Plan that are made by an investment provider other than Nationwide Life Insurance Company.

11. **Suspension of Loan Payments.** NRS may suspend a Participant's obligation to repay any loan under the Plan during the period in which the Participant is performing service in the uniformed services as may be required by law. At the expiration of any suspension of loan payments period, the outstanding loan balance, including any accrued interest and fees, will be re-amortized and the Participant will be required to execute an amended Loan Agreement.

12. **Loan Interest Rate.** The interest rate for any loan shall be established by NRS. These interest rates shall commensurate with interest rates being charged by entities in the business of lending money under similar circumstances. Generally, the rate assumed will be Prime Rate + 1.00%\*. The Prime Rate shall be the prime rate published by the Wall Street Journal two weeks prior to the end of the most recent calendar-year quarter. NRS may adjust the loan interest rate for Participants entering active duty in the military services as may be required by law.

13. **Annual Loan Maintenance and Asset Fees.** An annual loan maintenance fee of \$50.00\* will also be deducted from the Participant's account until the loan is repaid in full. The amount of the outstanding loan balance will be subject to the Asset Fee equal to the maximum Variable Account Annual Expense Fee applicable under the Plan at the time the loan is issued.

14. **Loan Default Fee.** At the time when a default occurs, a \$50.00\* loan default fee will be deducted from the Participant's account. This charge will only affect Participants who fail to make a required loan payment.

15. **Loans for the Purchase of a Principal Residence.** All loans issued by the Plan will be general loans to be repaid in five (5) years unless the Plan Sponsor affirmatively elects to offer loans for the purchase of the Participant's principal residence, which may be repaid in fifteen (15) years. Such loans shall be solely secured by the Participant's vested account balance. All administrative procedures set forth herein shall apply to such loans.

**If the Plan Sponsor elects to permit loans for the purchase of the Participant's principal residence, please check this box.**

The undersigned Plan Sponsor hereby adopts these Participant Loan Administrative Procedures, effective for loans issued on or after the effective date set forth in the Loans to Participants Amendment to Plan Document, and instructs NRS to administer loans made to Plan Participants in accordance with these terms.

The Plan Sponsor acknowledges the following: (i) that the Plan Sponsor has decided to offer loans under the Plan and is instructing NRS to administer loans under the Plan; (ii) that it understands that, as a result of offering loans under the Plan, the Plan Sponsor, its Participants, and/or the Plan could be subject to adverse tax consequences; (iii) that the Plan Sponsor has independently weighed this risk and has determined that offering loans under the Plan is in the best interest of the Plan Sponsor, its Participants, and the Plan; and (iv) NRS shall not be liable for any adverse tax consequences described in (ii), except as specifically stated under paragraph 10 herein, resulting from the Plan Sponsor's decision to offer loans under the Plan.

\* These fees, rates, and minimums are subject to change by NRS upon reasonable notice to the Plan Sponsor. Loan fees will appear as administrative charges on Participant Statements.

Plan Sponsor  
or Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Plan Name: \_\_\_\_\_

Entity No.: \_\_\_\_\_

Plan Entity: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

\* These fees, rates, and minimums are subject to change by NRS upon reasonable notice to the Plan Sponsor. Loan fees will appear as administrative charges on Participant Statements.