WHEREAS, under section 12 of the Conservation District Act, 70 ILCS 410/12 (the “Act”), a district is authorized and empowered “To adopt by-laws, adopt and use a common seal, to enter into contracts, acquire and hold real and personal estate and take such other actions as may be necessary for the proper conduct of its affairs”; and

WHEREAS, the District is authorized “to make and publish all ordinances, rules, and regulations necessary for the management and protection of its property and the conduct of its affairs”; and

WHEREAS, the District has determined that it is reasonable, necessary and desirable to set forth policies to clarify the organization and administration of the District; and

WHEREAS, the District had previously created the Personnel Policy Manual on July 19, 2007, and individual portions of the Personnel Policy & Procedural Manual were amended by ordinances at various times prior to and on December 21, 2017;

WHEREAS, the District has found it reasonable, necessary and desirable to amend this policy to incorporate changes to comply with changes to laws regarding personnel issues as per various Public Acts of the Illinois General Assembly and at the Federal level.

NOW, THEREFORE, be it resolved by the President and the Board of Trustees of the McHenry County Conservation District that the Personnel Policy and Procedural Manual be amended as attached as Exhibit A.

FURTHERMORE, be it ordained that the Secretary for the District and the Executive Director are hereby authorized and directed to prepare and place on file the revised Personnel Policy Manual in accordance with this ordinance.
PASSED AND APPROVED by the President and Board of Trustees of the McHenry County Conservation District the 18th day of July, 2019.

Ayes: 10
Nays: 0
Absent: 0
Abstain: 0
Vacant: 1

Approved: [Signature]
PRESIDENT
BOARD OF TRUSTEES

Attest: [Signature]
SECRETARY
BOARD OF TRUSTEES
MCHENRY COUNTY CONSERVATION DISTRICT
18410 US HIGHWAY 14 WOODSTOCK, IL 60098 | 815-338-6223 | MCCDISTRICT.ORG

BOARD OF TRUSTEES AND APPOINTED OFFICERS

Vernon M. Scacci (2015-2020)
  President

Dave Brandt (2016-2021)
  Vice President

John Henning (2017-2022)
  Treasurer

Carolyn Campbell (2017-2022)
  Secretary

(Vacant) Trustee (2018-2023)

Patrick Fritz, Trustee (2019-2024)

(Vacant), Trustee (2019-2024)

Robert Nowak, County Board Liaison

EXECUTIVE LEADERSHIP TEAM

Elizabeth S. Kessler, MBA, CPRE
  Executive Director

John Kremer, CPRP
  Director of Operations & Public Safety

Ed Collins
  Director of Land Preservation & Natural Resources

Andy Dylak
  Director of Administration & Finance

Wendy Kummerer
  Director of Communications & Marketing

Anne Basten
  Executive Administrative Assistant
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PERSONNEL POLICY AND PROCEDURAL MANUAL EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT
SECTION I INTRODUCTION

1.01 INTRODUCTION
The McHenry County Conservation District (the “District”) recognizes that the success and reputation of the District are a direct result of individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits, and adherence to high professional standards and ideals.

The McHenry County Conservation District has prepared this Personnel Policy Manual ("Manual") as a reference guide for its employees. It includes a summary of the District’s basic policies and rules as well as benefits that the District makes available to its employees. It supersedes all prior manuals, handbooks, policy statements, practices or customs. An employee’s decision to continue their employment with the District after this revision and any future revision of this Manual shall be deemed to constitute his/her agreement with all such revisions, however, nothing contained in this Manual shall create, nor is intended to create, a contract of employment.

Employees of the District are employed “at will” unless otherwise provided in a collective bargaining agreement or other contract of employment. Please note that this Manual does not intend to be an all-encompassing statement of the District’s policies, rules and benefits. The District may, from time to time, modify, revise, add to, supplement, delete or discontinue any of the policies, rules or benefits described in this Manual with, or without, notice. Whenever possible, we will attempt to give an employee advance notice of such changes, however our failure to do so does not affect their applicability to his/her employment.

Employees shall review this Manual and become familiar with its contents. If an employee has any comments or suggestions or questions about any aspect of his/her employment, they are encouraged to discuss them with his/her Director or Executive Director. He/She will listen to the employees concerns, take appropriate action if necessary, and provide the employee with the information needed or direct the employee to someone who can provide him/her with that information. After reading and reviewing the contents of this Manual, the employee must sign, date, and return the Employee Acknowledgement Form found on the last page of the Manual.

The Executive Director shall be responsible for overseeing the enforcement of the policies contained in this Manual, the employment of all personnel unless otherwise prescribed by the Board, and the general direction of the activities of all employees, except those whose appointment is otherwise prescribed by the Board. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the decision of the Executive Director shall be final.

The descriptive headings of the various sections or parts of this Manual are for convenience only. They shall not affect the meaning of the construction of be used in the interpretation of this Manual or any of its provisions.

Finally, if any policy or procedure or part thereof contained in this Manual is determined invalid in a court of law, or by another appropriate judicial body or agency, such determination will not affect the validity of the remaining policies, procedures or parts thereof.

While nothing in this Manual overrides provisions in any collective bargaining agreement, this Manual may be referred to or incorporated by reference, in whole or in part, in any collective bargaining agreement in order to supplement or clarify particular collective bargaining agreement provisions, including, but not limited to, those relating to District rules and regulations.

NOTE: NOTHING CONTAINED IN THIS MANUAL OR ANY WRITTEN OR ORAL STATEMENT CONTRADICTING, MODIFYING, INTERPRETING, EXPLAINING OR CLARIFYING ANY PROVISION OF THIS MANUAL IS INTENDED TO CREATE NOR SHALL CREATE AN EMPLOYMENT CONTRACT, EITHER EXPRESSED OR IMPLIED, BETWEEN THE DISTRICT AND AN EMPLOYEE. EMPLOYEES MAY TERMINATE THEIR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE AND THE DISTRICT RETAINS A SIMILAR RIGHT. NO SUPERVISOR, MANAGER, DIRECTOR, EXECUTIVE DIRECTOR OR OTHER REPRESENTATIVE OF THE DISTRICT (EXCEPT AS DELEGATED AND APPROVED BY THE BOARD OF TRUSTEES) HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE ABOVE.
SECTION II  MISSION STATEMENT, VISION, VALUES

2.01 MISSION
The McHenry County Conservation District exists to preserve, restore, and manage natural areas and open spaces for their intrinsic value and for the benefits to present and future generations.

2.02 VISION
McHenry County Conservation District is a highly motivated and fiscally responsible organization composed of professional staff, volunteers, and a Board of Trustees. The McHenry County Conservation District will be a premier public agency in the country for preserving, protecting and managing open space. Residents will have developed a personal responsibility for their local environment, gained a greater appreciation for their natural world and invested into ensuring its future protection. Achieving this vision will:

- Inspire respect for the land
- Promote sound environmental practices
- Promote the long-term viability of the County's biodiversity
- Provide opportunities for responsible use of the land in concert with natural resources
- Promote environmental stewardship
- Provide quality experiences that promote green, healthy, and balanced lifestyles
- Connect children to nature
- Foster public and private partnerships

2.03 VALUES
McHenry County Conservation District's Values are teamwork, integrity, quality, safety, enthusiasm, compassion, innovation, leadership, and humor.
SECTION III  DEFINITIONS AND CLASSIFICATIONS OF EMPLOYEES

3.01 DISTRICT
The McHenry County Conservation District, McHenry County, Illinois.

3.02 BOARD
Board of Trustees of the McHenry County Conservation District.

3.03 EXECUTIVE DIRECTOR
Executive Director of the McHenry County Conservation District.

3.04 DIRECTORS
The positions of Director of Operations and Public Safety, Director of Land Preservation and Natural Resources, Director of Marketing and Communications, and Director of Administration and Finance.

3.05 MANAGERS
Chief of Police, Education Manager, Sites and Fleet Manager, Planning Manager, Natural Resources Manager, Land Preservation Manager, Facilities Maintenance Manager, Wildlife Resources Center Manager, and Development Director/Executive Director of the McHenry County Conservation Foundation.

3.06 IMMEDIATE SUPERVISOR
Person responsible for directing the daily activities of individuals under his/her charge; the person to whom an employee reports on a daily basis.

3.07 REGULAR FULL-TIME EMPLOYEE
A regular full-time employee is one who is classified as a full-time employee by the Executive Director, regularly scheduled to work a minimum of forty (40) hours per week, four consecutive calendar quarters during a calendar year on a continuous basis, and has completed a minimum of six (6) months of service (Introductory Period). All regular full-time employees are expected to work additional hours as necessary to properly complete all assigned tasks and as needed during busy periods. Short-term and part-time employees are excluded from the regular full-time classification regardless of the number of hours worked.

3.08 REGULAR PART-TIME EMPLOYEE
A regular part-time employee is one who is classified as a regular part-time employee by the Executive Director, regularly scheduled to work less than twenty-nine (29) hours per week on a continuous basis and has completed a minimum of six (6) months of continuous service (Introductory Period). All regular part-time employees are expected to work the number of hours necessary to properly complete all assigned tasks as needed during busy periods. Regular part-time employees may be required to work over twenty-nine (29) hours per workweek. The number of hours, however, a part-time employee actually works will not change his/her status as a part-time employee.

3.09 IMRF ELIGIBLE
An IMRF Eligible Employee is defined as an employee that is expected to work over 1,000 hours a year and participates in the Illinois Municipal Retirement Fund. Those employees not meeting this standard are considered non-IMRF eligible.

3.10 SHORT-TERM EMPLOYEE
A short-term employee is one who is employed for a specific function for any number of hours per week for a temporary, limited period of time. The term short-term employee includes, without limitation, "seasonal employees" who are employed by the Conservation District for only a specific operating season for a specific function or project for a temporary and limited period of time generally less than three quarters during a calendar year. No short-term employee may become a regular full-time or part-time IMRF eligible employee unless so designated by the Executive Director. Employment with the Conservation District in any particular year does not
create any guarantee that short-term employees will be rehired in a subsequent calendar year, or if rehired, for
the same position.

3.11 INTRODUCTORY EMPLOYEE
During the first six (6) months of employment with the Conservation District, all full-time and part-time
employees begin their employment with an introductory period during which supervisory staff will orient the
employee, train the employee, if needed, and determine if the employee appears to possess the aptitude and
attitude necessary to meet the requirements of his/her position. The employee's immediate supervisor, Manager,
Director, or Executive Director may extend the employee's introductory period for a maximum of an additional
three (3) months.

SUCCESSFUL COMPLETION OF THE INTRODUCTORY PERIOD DOES NOT GUARANTEE CONTINUED
EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME OR OTHERWISE CREATE AN EMPLOYMENT CONTRACT
BETWEEN YOU AND THE DISTRICT.

3.12 EXEMPT EMPLOYEE
An employee determined to be exempt from the hours and overtime requirements of the federal Fair Labor
Standards Act (FLSA) and/or the Illinois Minimum Wage Law (IMWL).

3.13 NON-EXEMPT EMPLOYEE
An employee determined not to be exempt from the hours and overtime requirements of the federal Fair Labor
Standards Act (FLSA) and/or the Illinois Minimum Wage Law (IMWL) and who is thus required to be paid overtime
for hours worked in excess of 40 in a workweek.

3.14 EXECUTIVE LEADERSHIP TEAM
Executive Leadership Team includes the Director of Operations and Public Safety, Director of Administration and
Finance, Director of Land Preservation and Natural Resources, Director of Marketing and Communications, and
the Executive Director.

3.15 LEADERSHIP TEAM
Leadership Team includes the Chief of Police, Director of Marketing and Communications, Education Manager,
Human Resources Manager, Sites and Fleet Manager, Planning Manager, Natural Resources Manager, Wildlife
Resources Center Manager, Land Preservation Manager, Facility Maintenance Manager, Director of Operations
and Public Safety, Director of Administration and Finance, Director of Land Preservation and Natural Resources,
Development Director/Executive Director of McHenry County Conservation Foundation, and the Executive
Director.

3.16 CIVIL UNION
A “civil union” means a legal relationship between two persons, of either the same or opposite sex, established
pursuant to the Illinois Religious Freedom and Civil Union Act, 750 ILCS 75/1, et seq. A "party to a civil union" or
"civil union partner" means a person who has established a civil union.

3.17 SPOUSE
A “spouse” means the other person with whom an individual entered into marriage as defined or recognized
under State law for purposes of marriage in the State in which the marriage was entered into or, in the case of a
marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have
been entered into in at least one State. This definition includes an individual in a same-sex marriage.
4.01 EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity has been, and will continue to be, a fundamental principal at the District where all employment related decisions are based upon personal capabilities and qualifications in accordance with all applicable federal, state, and local laws. All of our personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, citizenship status, ancestry, marital status, physical or mental disability unrelated to an individual’s ability to perform the essential functions of the job, association with a person with a disability, military status (including unfavorable discharge from military service), genetic information, order of protection, or any other category protected by state or federal law.

The District will make reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job. Such individuals are encouraged to discuss their need for a reasonable accommodation with one’s Director and/or Human Resources Manager.

The Human Resources Manager has the overall responsibility for this policy and maintains reporting and monitoring procedures. Employees’ questions or concerns should be referred to the Human Resources Manager. If the employee is uncomfortable reporting to the Human Resources Manager, the employee should report to their Director, Executive Director or President of the Board of Trustees.

4.02 AMERICANS WITH DISABILITIES ACT

The District is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the District’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the District.

The District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the appropriate Director and/or Human Resources Manager. Employees may be required to provide medical documentation establishing the existence of a disability, any job-related restrictions, and the estimated length of time for which accommodation is needed.

On receipt of an accommodation request, the employee’s Director and Immediate Supervisor or Manager will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the District might make to help overcome those limitations and perform the essential job functions of the position.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement to the Executive Director explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the District to make the best possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items.
An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should immediately notify the Human Resources Manager or Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

4.03 PREGNANCY DISCRIMINATION POLICY
The District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. The District will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person or employee, no matter the title or position, has the authority, whether express, actual, apparent or implied, to discriminate against a pregnant employee or applicant.

The District will not deny or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee’s placement in or continuation in a job will be based on the same consideration that governs all employment decisions - the employee’s ability to satisfactorily perform the essential duties of the job in question.

Employees who believe they need a reasonable accommodation to perform the essential functions of their job as a result of pregnancy or childbirth should contact their appropriate Director and/or Human Resources Manager. Employees may be required to provide medical documentation establishing the need for an accommodation or specific job-related restrictions, and the estimated length of time for which accommodation is needed.

On receipt of an accommodation request, the employee’s Director and Immediate Supervisor or Manager will meet with the employee to discuss and identify the precise limitations and the potential reasonable accommodations available.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement to the Executive Director explaining the reasons for the specific accommodation. If the request on appeal is denied, that decision is final.

If an employee has a question, complaint, or problem related to pregnancy discrimination, they should relate such question, complaint, or problem to the appropriate Director, Human Resources Manager, or Executive Director.

4.04 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY COMPLIANCE (HIPAA)
The District is not a covered entity as defined by HIPAA; however, we do maintain health care and related plans that are subject to HIPAA requirements. Thus, the District has made a decision that HIPAA privacy and security provisions will apply to protected health information (PHI) maintained by the District.

HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security and health information electronic transmission.

The District will consider any breaches in the privacy and confidentiality of handling of PHI to be serious, and employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

The District has designated the Human Resources Manager as the HIPAA compliance officer (HCO), and questions regarding policy provisions should be addressed to the HCO. This policy is supplemented by operating procedures issued by the HCO. District records that are governed by this policy will be maintained for a period of no less than six years, and when the maximum retention period has passed, the records will be subject to the District’s policy for completed record destruction. See Appendix I for the HIPAA Operating Procedure.
4.05 MANDATED REPORTERS
All employees of the McHenry County Conservation District are mandated reporters under the Abused and Neglected Child Reporting Act (325 ILCS 5/4). This means that all employees are required to report or cause a report to be made to the child abuse Hotline number, (1-800-25ABUSE) whenever they have reasonable cause to believe that a child may be neglected or abused. The Hotline number operates twenty-four hours per day, seven days per week, year-round.

Furthermore, if an employee fails to report suspected abuse or neglect, they may be found guilty of a Class A misdemeanor.
Contact your supervisor(s), Manager, Director(s), Human Resources Manager, or Executive Director for more information about mandated reporters under the Abused and Neglected Child Reporting Act. See Appendix K for further information regarding the Act.

4.06 AUTHORITY TO EMPLOY PERSONNEL
The Executive Director is vested with the authority to fill all District employment vacancies, except certain appointed positions requiring Board action.

4.07 HIRING
The District will attempt to employ the best available qualified applicant for the position, based on application materials, personal interviews, reference checks, professional certifications, tests, and any other means available to evaluate an applicant's apparent qualifications and suitability for a particular position. Salary determination will generally be made based on experience and other appropriate factors, within guidelines of the District's Wage and Classification Plan. All employment, advancement, and promotion decisions will be based upon the District's needs and the requirements and qualifications required for specific positions. The District attempts to base employment, advancement, and promotion decisions on a person's apparent suitability for the position including without limitation the individual's past performance, future potential, and his/her aptitude and attitude.

Employment will generally be based upon the selection or recommendations of the supervisory personnel under whose direction the employee will work as well as input from the Human Resources Manager interviewing the applicants. All full-time positions and most part-time and short-term positions will have a job description prepared prior to hire. Applicants may be required to complete certain pre-employment tests depending upon the nature of the position.

Applicants are required to furnish information and complete any and all forms and tests deemed necessary, in the District's sole discretion, to satisfactorily inform the District of an applicant's qualifications and suitability for a prospective position with the District. Applicants may be required to furnish proof of educational degrees earned, college transcripts, and/or proof of certifications earned. The provision of false, incomplete, or misleading information in the employment application or other materials submitted or completed in connection with an application or in response to any question, may result in a non-hire decision, rescission of an offer of employment/promotion, or dismissal of an employee.

4.08 PROOF OF RIGHT TO WORK
All newly hired employees will be required to furnish the District with proof of citizenship or right to work by completing the federal Form I-9 and providing appropriate supporting documentation within the first three days of employment. Failure to provide supporting documentation within the first three days of employment will result in a suspension until all appropriate documentation is received.

4.09 PRE-EMPLOYMENT TESTS
One or more tests may be required of employees hired for certain positions, including without limitation, transferred and promoted employees.

4.10 CRIMINAL CONVICTION BACKGROUND CHECK
The District shall conduct criminal background checks, pursuant to this policy, as a condition of employment with the McHenry County Conservation District. Any conviction of offenses noted in Appendix C shall automatically disqualify the applicant from consideration for working for the District as required by statute. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job sought and offense committed.

Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process. See Appendix C for full policy.

4.11 PRE-PLACEMENT MEDICAL EXAMINATION
The District requires all full-time employees, maintenance staff, restoration technicians, trades, security staff, drivers of agency vehicles and other positions deemed appropriate, to successfully complete a medical examination after a position has been offered to the employee, but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered with or without reasonable accommodations on the part of the District. The District will also require drug testing for all applicants offered a full-time position with the District and other applicants based upon the position offered. At the discretion of the District, applicants offered a part-time or short-term position may be subject to drug testing based upon the position offered.

A physician of the District's choice and at District expense will perform the examination. Employees must consent to the disclosure of the physician’s findings, conclusions, and opinions to the District. The employee’s medical records will be maintained in a separate confidential file. Information contained in the employee’s medical file will not be released or disclosed without the employee’s written consent, by court order, or except to persons with a lawful right or need to know.

Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

4.12 DRIVERS LICENSE ABSTRACT
Although employees are not generally required to have a driver's license as a condition of employment, any employee who may be expected to drive either a personal vehicle or a District vehicle in the course of their normal duties will be required to have a valid driver's license with the proper classification for the vehicle(s) the employee is expected to operate as well as proof of adequate insurance. Before such an employee has started work, and generally on an annual basis thereafter, the District may request a driver's license abstract review from the Department of Motor Vehicles office. Refer to the Safety Manual for the “Vehicle Driving Standards Program” procedure.

4.13 ORIENTATION
The employee will be orientated under District and division guidelines. Each employee, including transferred or promoted employees, may be required to complete a job training and orientation sessions. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidance promulgated by the Park District Risk Management Agency (PDRMA). The employee’s Immediate Supervisor will schedule an orientation meeting for the employee with the Human Resources Manager, so that the employee can discuss benefits and other applicable information. Employees will be required to sign an Employee Orientation Checklist to confirm that they have received and understand the necessary material.

4.14 INTRODUCTORY EMPLOYMENT PERIOD
Every new employee goes through an introductory period. The introductory period gives the employee’s supervisor a reasonable period of time to evaluate the employee’s performance, including determining if the
employee appears to possess the experience, skills and other qualifications necessary to meet the required standards and expectations of the job position. The introductory employment period for new regular full-time and regular part-time employees is six (6) months.

An employee may be discharged at any time during this period if their Immediate Supervisor concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended for a maximum of an additional three (3) months. The termination of police personnel will meet any additional requirements imposed by state statutes. Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the District. Employment is not for any specific period of time and may be terminated by either the employee or the District at any time, with or without cause, and without any prior notice.

After completing the first three (3) months of the introductory period, the employee and his/her supervisor will discuss the employee's performance or provide a performance review. At the end of the six (6) month introductory employment period, the employee and their Immediate Supervisor will again discuss the employee's performance or provide a performance review to the employee. Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the District. Employment is not for any specific period of time and may be terminated by either the employee or the District at any time, with or without cause, and without any prior notice.

Current employees who may experience a job position change and/or promotion within the District may be required to serve an introductory period not to exceed six (6) months in the new position. Employees who experience a Board approved title change only will not be subject to an introductory period.

4.15 EMPLOYEE ADVANCEMENT
All promotions or upgrading to a higher classification will be made on the basis of past performance, aptitude, attitude and other relevant job-related criteria as determined by the District in its sole discretion. Employees may be promoted from within the District rather than hiring from outside the District when it is determined to be in the best interests of the District in the District's sole discretion. Employees requesting a transfer or promotion may be subject to the same employment test requirements as outside applicants.

The District may attempt to post position vacancies on the District website and facility bulletin boards. Postings may be obtained from the appropriate Manager or the Human Resources Manager. If the employee wishes to be considered for specific job openings in the District, the employee should indicate their desire in writing to their Immediate Supervisor and the Human Resources Manager who will forward the request to the appropriate Manager.

4.16 ANTI-NEPOTISM
Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, if employment would:

1. create a supervisor/subordinate relationship with a family member;
2. have the potential for creating an adverse impact on work performance; or
3. create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, civil union partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of household. This policy also applies to romantic relationships. Refer to the District's Policy on Romantic Relationships 9.20.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur,
attempts will be made to find a suitable position within the District to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the District will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will ordinarily be permitted to determine which of them will resign. If the employees cannot make the decision, the District will decide in its sole discretion who will remain employed.
SECTION V  JOB DESCRIPTION

5.01 PREPARATION AND REVIEW OF JOB DESCRIPTION
To the extent possible, every position will be described as completely as possible in a job description prepared by the appropriate Manager and Director in consultation with the Executive Director.

5.02 CONTENTS OF JOB DESCRIPTION
Each job description should include at least the following:

A. Qualifications
B. Required education and knowledge
C. Required skills and experience
D. Essential and marginal functions of the position
E. Working conditions
F. Other information the District, in its sole discretion, deems important.
SECTION VI  TRAINING

6.01  IN-SERVICE TRAINING
All employees are required to attend orientation meetings, staff meetings, and in-service training as scheduled from time to time by the District. Employees are also encouraged to attend outside classes, seminars, meetings, institutes, and conferences, which will enhance their skills and ability to perform their duties and responsibilities with the District and better serve the public.

6.02  CONFERENCE AND SEMINARS
Employees may attend professional conferences and seminars as budgeted and approved by the Executive Director or the Executive Director’s designee and provided that the conference or seminar is designed to improve the employee’s overall job performance, communication and job efficiency. Requests for attendance at overnight conferences, seminars, courses, meetings and other educational opportunities (collectively, “training program”) must be approved by the Manager prior to attending. Any requests for attendance at training programs where the total “per person” expense related to the training program exceeds $500 must be approved by a Director prior to attending. If the training expense is expected to exceed $1,000 it must be approved by the Executive Director, prior to attending. The $500/$1,000 threshold is inclusive of all related expenses, including, but not limited to, transportation, food, and lodging.

*Per Public Act 099-0604, Local Government Travel Expense Control Act, the Board of Trustees established a policy governing reimbursement for all travel, meal and lodging expenses through the passage of Ordinance 16-924: Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses. Travel, meal, and lodging expenses incurred by any employee in excess of $286.00 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees. It is the employee’s responsibility to adhere to the policies outlined in the Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses including submitting the required written documentation on the Travel, Meal and Lodging Expense Form to their Manager/Director.

The District may or may not pay the direct costs to attend a training program. The payment of any such costs will be determined on an individual basis at the sole discretion of the District. If the employee is given approval to attend a training program, they may be reimbursed for actual expenses incurred including travel, housing, registration fees, and other legitimate expenses upon submission of receipts and other appropriate documentation evidencing such authorized expenses. Training program authorization and expense accounting must be submitted on the currently approved District form. If an employee is interested in attending a training program, they should contact their Immediate Supervisor or Manager for details. It is the employee’s responsibility to confirm the terms and conditions of the District's training Expense Reimbursement Policy (Section 9.12) prior to enrolling in any training programs. The District will pay the total cost of registration for approved training programs.

1. The District may determine the public transportation to be used for travel purposes and either purchase the ticket or allow the employee the amount of the ticket for use of a private car or reimburse the owner of the car for the mileage traveled to the training program (per mileage rate established by the Internal Revenue Service). In the case of a private car being used and more than one individual from the District traveling, it is expected that the individuals will travel together and only one transportation allowance will be given to the owner of the car. Please see Vehicle Use Policy (Section 9.27) regarding the proper requirements for use of a private vehicle on official District business.

2. Employees may be allowed an amount covering a single room. Employees may be requested to share rooms whenever possible. In all cases, however, employees must supply a statement from the hotel upon return from the training program stating the amount paid for the employee’s lodging during the approved stay at the training program. Employees may not be reimbursed more than this amount. If an employee was given an advance to pay for lodging, any amount of the advance beyond the rate paid for a single room during the approved stay at the training program must be returned. The District may elect to pay the hotel directly for lodging arrangements made prior to the training program or pay an
association directly for lodging arrangements when lodging cost is including in a package rate for the training program.

3. Should an employee choose to bring their spouse or civil union partner to a training program, the employee must pay any and all additional costs associated with the spouse's or civil union partner's attendance. A portion of the additional cost must be paid prior to the District expending any funds for the training program. The District will issue a statement itemizing the employee’s individual estimated expenses for the training program and the additional costs associated with the addition of their spouse or civil union partner. Such amount will be due and payable upon the employee’s receipt of the statement. The District will attempt to issue this statement prior to the training program’s final payment due date. If necessary, the District will issue a reconciliation statement upon the employee’s return from a training program outlining amounts due to the District.

4. A per diem amount established by the Executive Director or their designee may be allowed for each day away on official, approved District business except as herein provided. This amount is intended to pay for breakfast, lunch, dinner and miscellaneous expenses including snacks and gratuities. However, where the registration fee for a training program includes meal(s), the cost of the provided meal(s) shall be deducted from the food allowance.

5. All employees shall submit a written report to their Director within 14 days after completing an educational course, conference or workshop. The report shall be a summary of ideas or methods which may benefit or improve the operations or services of the District and shall include copies of any certificates of completion.

6.03 MANDATORY CPR/FIRST AID/AED TRAINING

Due to the District’s staff extensive contact with the public and to prepare staff for handling emergency situations, first aid, CPR, and AED training will be mandatory for all employees. The classes will be provided by the District during normal business hours and offered at no cost to the employees. All employees will be responsible for maintaining these certifications throughout their employment.

6.04 COMPENSATION FOR TRAVEL TIME, MEETINGS AND TRAINING PROGRAMS

1. Pursuant to the Fair Labor Standards Act (the “FLSA”) the District will compensate a non-exempt employee for time spent traveling for required attendance at a District related meeting, conference, training, lecture, seminar, or other similar activities related to the District and/or the employee’s job. To determine whether time spent in travel is compensable time for a non-exempt employee, the type of travel involved must be considered. For example: A non-exempt employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time and it is not compensable.

2. If a non-exempt employee regularly works at a fixed location and commutes to a different location to work, the time spent traveling to and from the other location is work time and it is compensable. For example, a Ranger arrives at 8:00 a.m. at his/her shop, gets into a District vehicle at 8:05 a.m., and drives to Prairieview for CPR training. Travel time spent from home to the shop will not be compensated, but time spent from the shop to another District location for a job-related activity would be compensated.

3. Time spent by a non-exempt employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday, or travel from the job site to a conference or meeting, is work time and is compensable. For example, an employee normally works 8 a.m. until 4:30 p.m. The employee drives to the train station for a 7:00 a.m. train to Chicago to attend a seminar. The employee is paid from the time of departure - 7:00 a.m. The employee returns to the train station they originally left from at 4:30 p.m. - arrival time. All time from departure to arrival (7:00 a.m. to 4:30 p.m.) will be counted as hours worked.

4. Travel that keeps a non-exempt employee away from home overnight qualifies as work time if it takes place during the non-exempt employee’s regularly scheduled workday. This travel time qualifies as work time even
if it occurs during the employee’s corresponding working hours on nonworking days. Time spent traveling outside of the employee’s regular working hours is not considered work time and it is not compensable. Similarly, sleeping is not considered working time. If an employee is offered a form of public transportation but chooses to drive his/her own vehicle, the District may count either the time spent driving (that occurred during the normal work schedule) or the time the employee would have spent traveling if public transportation had been used (the time falling within the normal work schedule), as hours worked. Any time spent working (i.e. preparing a report) will be counted as hours worked.

5. Regular meal period times are not considered compensable time while traveling.

A Level I and Level II exempt employee is not subject to the travel provisions of the FLSA. Since an exempt employee is not paid per hour, additional pay will not be received for time spent traveling. Exempt employees may not receive compensatory time for time spent traveling unless authorized by the Executive Director or the Executive Director’s designee.

Meetings and Training Programs. Attendance at meetings, training programs and similar activities is considered work time, provided at least one of the following four criteria is met:
• It is during normal working hours;
• It is mandatory;
• It is directly job-related; or
• Other work is concurrently performed.

If none of these are met, the time is not considered work time.

Record Keeping. A non-exempt employee must record time worked according to District policies and/or division procedures. Exceptions to normal scheduled hours must be noted.

6.05 PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS
Employees are encouraged to join and participate in professional associations that promote District goals, individual skill development, professional recognition or relate to the job responsibilities. The District may pay all or part of the cost of annual dues to a professional association of the cost of professional certification for full-time employees, provided such membership or certification is beneficial to the employee in performance of District duties. All applications are subject to the approval of the Executive Director or the Executive Director’s designee. All publications may become the property of the District.
VII EMPLOYMENT CONDITIONS

7.01 METHOD OF SALARY AND WAGE PAYMENTS
All District employees will be paid bi-weekly on alternate Fridays for the previous two (2) weeks of work which ends at midnight the preceding Saturday. If the payday is a District-recognized holiday, employees will be paid on the preceding working day. If an employee terminates their employment with the District in the middle of a pay period, the employee will be paid for the actual hours worked.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form from either the Accounting Supervisor or Human Resources Manager may be obtained by the employee. The completed form must then be returned with a voided personal check to either the Accounting Supervisor or Human Resources Manager. Due to banking requirements, it may take several weeks for activation of the direct deposit.

All paper checks will be delivered to the Brookdale Administrative Office and held for employees to pick up until 2:00 p.m. on the Friday following the last day of the payroll period. It will be the employee's responsibility to make arrangements to pick up their check. Paychecks may not be given to anyone other than the employee without the employee's written consent. All checks not picked-up by 2:00 p.m. on that Friday will be mailed to the employee's home.

In the event of a lost paycheck, the Accounting Supervisor must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the District within 24 hours of the time it is demanded.

7.02 PAYROLL DEDUCTIONS
Automatic payroll deductions will be made for federal and state income tax purposes, health insurance premiums if applicable, pension contributions and social security tax, and any other item ordered by a court or applicable law. Voluntary deductions may be made for elective programs such as insurance, tax-deferred retirement plans, credit union accounts, and supplemental life insurance. Please contact the Accounting Supervisor for information on payroll deductions.

Except as required by law or court order, deductions will not be taken without an employee's written authorization. Deductions required by law include Social Security, Medicare, and federal and state income taxes. Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments. Also, employees who meet certain hourly requirements will have Illinois Municipal Retirement Fund (IMRF) pension contributions withheld.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Accounting Supervisor. The complaint will be promptly investigated and the results of the investigation will be reported to the employee with the concern. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Director of Administration and Finance. Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is verified and communicated to management.
7.03 SALARY AND WAGE COMPENSATION
All salary and wage compensation decisions shall be made in the sole discretion of the District in accordance with applicable law, budgetary constraints and other factors deemed relevant by the District.

7.04 FIRST YEAR WAGE ADJUSTMENT FOR NEW HIRES
New regular full-time and regular part-time employees actively working at the time of a Board of Trustees approved economic wage adjustment (non-merit) may be eligible to receive the economic wage adjustment based on the evaluation of their performance at the conclusion of the six (6) month introductory period. Furthermore, regardless of when the employee’s employment began, the most recent merit increase approved by the Board of Trustees may be provided to new regular full-time and regular part-time employees based on the evaluation of the employee’s performance at the conclusion of their six-month introductory period.

7.05 SALARY SCHEDULE
The salary schedule lists all full-time and part-time positions in the Administrative Occupational Group, Technical/Professional Occupational Group, and Police Occupational Group classifications and for each position specifies a salary range containing a minimum and maximum annual rate of pay. All full-time and part-time positions will be placed into one of the three occupational groups and assigned a salary grade based on the level of skills, effort, responsibility, and working conditions. The salary schedule may be periodically reviewed and, if deemed necessary by the District in its sole discretion, revised to accomplish the goals set forth in Section 7.03.

**Salary Grade Minimum:** This figure represents the minimum salary to be paid for positions in a particular salary range and the lowest salary level at which the District can recruit a qualified employee for positions in a particular salary grade.

**Salary Grade Midpoint:** This figure represents the competitive rate in the marketplace and the rate normally paid to an experienced employee who is fully proficient in the requirements of the position.

**Salary Grade Maximum:** This figure represents the maximum worth of a particular job to the District and usually the highest rate an employee will be paid to perform the duties and responsibilities of the position. Salaries paid at this level are for employees who consistently exceed expectations and generate significant results. This premium rate of pay is for individuals who typically are long-term employees who demonstrate the highest levels of performance and commitment.

**Progression Through the Salary Structure (4/7 Plan):** It is the philosophy of the District to grant salary adjustments to help offset increases in the cost of living, to maintain a competitive position within the marketplace, and on the basis on individual performance.

Employees who are performing at a satisfactory level and have completed four years of service at their current position with the District may be positioned (actually compensated) at least halfway between the minimum and the mid-point in the salary range for the corresponding salary grade level. Employees who are performing at a satisfactory level and have completed seven years of service at their current position with the District may be positioned (actually compensated) at no less than the mid-point of the salary range for the corresponding salary grade level.

Employee performance, District-wide budget constraints, individual division budget constraints, and the individual positions within ranges will also be considered in determining the amount and frequency of salary increases.

**Short-term Employees:** The salary schedule does not apply to Short-term Employees. The Board shall establish compensation grades and pay rate ranges for Short-term Employees. The actual pay rate that a Short-term Employee receives shall be based on an individual’s experience, qualifications and other factors deemed relevant by the District at its sole discretion.
7.06 EMPLOYEE PERFORMANCE AND DEVELOPMENT PLAN
Under usual and appropriate circumstances, employees should receive a written performance review annually. Written performance appraisals shall become part of an employee's personnel file. If an employee's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review, after the new assignment has begun. Formal evaluations will generally be conducted by your Immediate Supervisor on a pre-determined annual schedule as set forth by the Executive Director. In addition, the employee or their Immediate Supervisor may request an informal review at any time.

If an employee receives an unsatisfactory formal performance evaluation they are ineligible for the Board approved wage adjustment and may be subject to disciplinary action up to and including termination. The Board of Trustees has granted the Executive Director the authority to make any and all employment decisions involving hiring, promoting, dismissing and denying or granting raises for all District employees.

If an employee disagrees with a formal performance evaluation, they may request another interview with his/her Immediate Supervisor to discuss the evaluation. If an agreement is not reached as to the evaluation, the employee may request in writing, within five (5) working days of receipt of their performance evaluation, a meeting with the supervisor at the succeeding level of authority in their Division. The request must include an explanation as to why the employee believes his/her formal performance evaluation should be changed and attach all supporting documentation. The supervisor will generally issue a written determination with ten (10) working days of receipt of the employee's written request. If the employee is not satisfied with the determination at this stage, they may continue this process through each succeeding supervisory level up to the Executive Director. Any decision of the Executive Director shall be final.

Employees may also prepare a written response stating his/her position or objection to the evaluation and request that the response be placed in his/her personnel file. It is the employee's responsibility to make certain that the response is placed in his/her personnel file.

7.07 INFORMAL REVIEW OF EMPLOYEE PERFORMANCE
The performance of District employees are informally evaluated on a daily basis by their Immediate Supervisor, Manager, Directors and/or Executive Director. They will attempt to notify the employee of observed deficiencies in their work performance or inappropriate conduct.

7.08 WORK WEEK
A work week shall begin for pay purposes on Sunday and end on Saturday. All employees are expected to work the number of hours necessary to complete properly all work assigned. An employee's refusal to work overtime when requested to do so by the District may be cause for disciplinary action up to and including termination of employment.

Exempt employees are expected to work a schedule that fulfills the objectives of the District and the division in which they are employed including without limitation working before and after regular business hours, attending work related meetings during evening hours and working on weekends and/or holidays.

Non-exempt regular full-time and introductory employees who are paid an hourly wage will generally have their work schedule outlined to them by their Immediate Supervisor and/or Manager. Such regular full-time and introductory employees will generally be scheduled to work a maximum of forty (40) hours per week. However, all regular and introductory employees are expected to work overtime when required by the District and failure to work overtime when requested may subject the employee to disciplinary action up to and including termination of employment.

Short-term, regular part-time and introductory employees will have their work schedule outlined to them by their Immediate Supervisor and/or Manager. Short-term, regular part-time and introductory employees must work the hours that they are scheduled to work. The District cannot guarantee a minimum number of hours of work per
day or per work week nor can the District guarantee that an employee will not have to work overtime during periods of need. All short-term, regular part-time and introductory employees are expected to work overtime when required by the District and the employee's failure to work overtime when requested may subject the employee to disciplinary action up to and including termination. The number of hours that a short-term, regular part-time and introductory employee works will not change their status as a short-term, regular part-time or introductory employee.

7.09 LUNCH AND REST PERIODS
Managers and Directors are authorized to establish and arrange lunch periods and reasonable rest periods during each workday that are most consistent with the branch's operation. The granting of rest periods is entirely at the discretion of the supervisor, Manager and/or Director.

Employees who work an eight (8) hour shift or greater will receive two paid fifteen (15) minute breaks. When feasible, employees scheduled to work less than seven and one-half (7½) hours will receive at least a thirty (30) minute unpaid meal break. Employees who work seven and one-half (7½) continuous hours or more are required to take an unpaid meal period of at least thirty (30) minutes no later than five (5) hours after beginning work.

7.10 RECORDING OF HOURS WORKED
All employees are required to maintain accurate and legible record of the hours worked through the District's designated time and attendance system. These time records, which must be approved by the employee's Immediate Supervisor, are the basis for the non-exempt employee's paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week. If an employee is granted permission to leave during work hours, he/she must sign out when they leave and sign in when they return. Employees are responsible for their own time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate termination of employment.

Employees are not to clock or sign in or out for other employees, with the exception of the employee's Immediate Supervisor, or designee, doing so on behalf of the employee such as during times of a leave of absence. Recording another employee's time record or falsification of one's own time record is against District rules and is grounds for disciplinary action, up to and including termination of employment.

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records, and will subject the employee to disciplinary action up to and including termination of employment. Employees who arrive to work early at their own convenience should not clock or sign in or commence working until the start of their scheduled work hours.

An employee must notify their Immediate Supervisor immediately if they forget to clock or sign in or out so that time may be accurately recorded for payroll.
7.11 OVERTIME REQUIREMENT
Because of the nature of the public services to be rendered and the District's work needs, employees may be required to work more than their regularly scheduled hours in one or more workweeks and/or overtime. Employees are required to work overtime when necessary and any employee's refusal to do so may be cause for disciplinary action, up to and including termination of employment.

7.12 APPLICABLE LAW
The District compensates all employees in accordance with applicable state and federal law.

7.13 OVERTIME BASIS AND RATES
Non-exempt employees (as defined by the federal Fair Labor Standards Act and/or Illinois Minimum Wage Law) will be compensated at a rate of one-and-one-half times their regular rates of pay for hours worked in excess of forty (40) in a workweek. For all non-exempt employees, prior approval of the employee's Immediate Supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action up to and including termination of employment. Time for paid holidays and vacations will be considered time worked for purposes of overtime computation.

7.14 SALARY BASIS FOR EXEMPT EMPLOYEES
Exempt employees (as defined in accordance with the federal Fair Labor Standards Act and/or Illinois Minimum Wage Law) are paid on a salary basis. An exempt employee is required to keep a time and attendance record to document presence at or absence from work. Exempt employees may also be required to maintain a record of the amount or nature of work performed on any given day or week.

7.15 LEVELS OF EXEMPT EMPLOYEES
There are two categories or levels of exempt employees employed by the District. Level I exempt employees are employees who are directors, managers, administrators, or supervisors who are paid on a salary basis without eligibility for overtime. Level II exempt employees are field supervisors who are paid on a salary basis for services rendered during the regular workweek but who, because of the nature of the work performed, are eligible for additional pay or compensatory time at time and one-half (based on weekly salary divided by forty (40) for work performed in excess of forty (40) hours in a workweek.

7.16 COMPENSATORY TIME
The District will compensate exempt Level I employees through compensatory time off at a rate of one hour for each hour worked over 40 worked in a single work week. Level I exempt employees may not accrue more than eighty (80) hours of compensatory time per fiscal year and only 40 hours of compensatory time can be carried into the next fiscal year. Level II exempt employees may not accrue more than twenty (20) hours of compensatory time. At the time of an exempt Level I and Level II employee's resignation or termination, an employee will be compensated equal to the amount of time worked for any accrued compensatory time, up to 80 hours. Employees shall be permitted to use compensatory time within a reasonable time period after making the request if the use of compensatory time does not unduly disrupt the operations of the District.

7.17 PERSONNEL FILE
A personnel file will be established for each employee. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. The employee's medical, compensation, and benefit records will be maintained in a separate file. Information contained in the employee's files will not be released or disclosed without the employee's written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

The employee may review their personnel file in accordance with applicable law and established District procedures. If the employee wishes to review their personnel file, the employee should contact the Human Resources Manager to complete the appropriate forms. Refer to Form A located in the back of this manual.
It is to the employee's advantage to see that all of their personnel records are accurate and up-to-date. The employee is responsible for and must promptly advise the District of any changes in:

- Name and/or marital status
- Address and/or telephone number
- # of eligible dependents
- W-4 deductions
- Person(s) to contact in case of emergency
- Other personal information that the District needs to know to contact the employee or properly administer its benefits programs or general operational concerns
- The employee's immigration status (if the employee's eligibility for employment in the United States is affected).

7.18 ADDRESS CHANGE
Emergency conditions may necessitate immediate contact with the employee. Therefore, an employee must promptly notify their Immediate Supervisor and Human Resources Manager of any change in their name, address, or telephone number.

7.19 HEALTH AND SAFETY
Safety while on the job is the responsibility of every District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, employees must at all times be careful, attentive, alert, and follow proper safety procedures. The District will not condone any breach of safety rules or regulations by employees. Employees are expected to be alert for safety hazards that may exist and could affect the general public or employees of the District. Employees are also responsible for reporting any unsafe equipment or condition to their Immediate Supervisor immediately upon their discovery of such condition. The entire team of the District must work together to achieve a safe and healthy working environment. Employees should make certain that they do not create safety hazards and that safety hazards are eliminated.

It is the intent of the District to provide a safe working environment for employees and a safe leisure environment for the public using our programs, facilities and parks. It is also the intent of the District to develop, implement and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration.

Employees are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Employees should use their best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed and accidents are investigated as appropriate. The District is confident that with employees help this program will be successful and employees are expected to offer cooperation and support.

Concerns regarding safety, unsafe conditions, or unsafe equipment should be brought to either the employee's Immediate Supervisor or Human Resources Manager. Safety violations may be subject to discipline, up to and including termination of employment.

7.20 REPORTING ACCIDENTS AND INJURIES
It shall be the responsibility of every District employee to report any injury which occurs on the job, no matter how minor, to their Immediate Supervisor as soon as possible after such injury occurs. Any employee that has knowledge or witnesses a work-related accident or injury, or any accident or injury on District property, must
similarly report any and all information regarding the same to their Immediate Supervisor. The employee shall be responsible for the completion of an accident form and the filing of this form with the Human Resources Manager within twenty-four (24) hours following the injury, or as soon as it is practicable once aware of the injury. Any employee injured while on the job should be instructed to report for an examination and/or treatment at a designated hospital, clinic, or physician’s office. Failure to report properly an injury or accident may result in a possible forfeiture of benefits under workers’ compensation and/or disciplinary action up to and including termination of employment.

7.21 RIGHT TO KNOW
The District is committed to protecting employees against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things the District does to keep employees safe.

The District has established a Hazardous Communication Plan to communicate to employees what hazards an employee may face on the job and how an employee can protect himself or herself. Employees should familiarize themselves with this program. See the Safety Manual for an outline of the program.

For the Right-to-Know Standard to be effective, employees must:

- Respect all warnings and precautions;
- Read all substance labels and Safety Data Sheets (SDS);
- Follow warning and instructions;
- Use the correct personal protective equipment when handling hazardous substances;
- Know in advance what could go wrong and what to do about it;
- Practice sensible, safe work habits; and
- Ask your supervisor when in doubt.

7.22 WORKERS’ COMPENSATION
District employees are covered under the Illinois Workers’ Compensation Act. The Act provides for medical care and replacement of wages if an employee sustains an injury arising out of and occurring in the course of his/her employment with the District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of the employee’s assigned duties are not covered under the Act. For questions regarding workers’ compensation, please see the Human Resources Manager or contact the District’s Workers’ Compensation Coverage provider, PDRMA at 630-769-0332.

The District strictly prohibits retaliation against any employee who, in good faith, reports a work-related injury or illness, irrespective of whether the employee fails to comply with the reporting procedures under this policy. However, the District reserves the right to discipline any employee for engaging in unsafe, careless, or reckless conduct contributing to an avoidable workplace injury or illness, or for filing a fraudulent workers’ compensation claim.

The District will not pay an employee’s salary during any period for which he/she collects temporary total disability benefits (“TTD benefits”). There is a three (3) working-day waiting period before employees are entitled to temporary disability benefits (“TTD benefits”). Employees may use personal, sick, or vacation time to receive pay for these three (3) days. If the employee is disabled for fourteen (14) days or more, the District’s insurance company (PDRMA) will go back and pay the first three (3) days and the District will restore any accrued paid leave that the employee used during the first three (3) days of disability.

All employees must adhere to the following conditions.
1. Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to the employee’s Immediate Supervisor, or Manager if the Immediate Supervisor cannot be reached directly. Employees must then complete an Employee Injury Report. The Employee Injury Report should be submitted to the Human Resources Manager within twenty-four (24) hours of the occurrence, or as soon as it’s practical, including upon discovery of a delayed injury or illness relating to work. Note: Failure to immediately report an injury or illness may jeopardize or delay in receipt of benefits under the Act.

2. Upon notification, the employee should be instructed to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment.

3. All medical evaluations by any licensed physician must be submitted to the Human Resources Manager for the duration of the employee’s period of leave.

4. The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the District’s expense and the physician will submit the results to the District. The employee is entitled to a copy of this report.

5. The District may assign an injured employee to a modified duty assignment in accordance with the District’s Modified Duty Program (See Section 7.25).

6. No employee shall be allowed to return to work without a statement from a physician approving the employee’s return to work without restrictions, or with restrictions acceptable to the District. The District reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.

7. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will not be compensated for the period of time necessary for the visit, including reasonable transportation time. The District reserves the right to verify the time of the visit. Time taken will be charged to the employee’s available sick, personal or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.

7.23 OUTSIDE EMPLOYMENT

Full-time employees are not allowed to secure employment outside of their job with the District, unless they receive prior written approval from the appropriate Director. If it appears in the sole discretion of the Director, that the outside employment presents a possible conflict of interest or interferes with the employee fulfilling his/her job responsibilities at the District, the Director can require the employee to quit their outside employment. To avoid potential conflicts of interest, employees may not accept work from or work for persons or companies with whom the District conducts any form of business. In any event, the employee may not work for another employer during the times that they are scheduled or requested to work for the District.

Failure to terminate outside employment when so directed by a Director may be cause for disciplinary action, up to and including termination of employment.

7.24 EMPLOYMENT IN MORE THAN ONE BRANCH/DIVISION

Full-time and part-time employees are usually hired for a specific position in a branch/division. Provided that the employee’s primary job with the District is not compromised in any manner and he/she receives written, advance permission from the appropriate Director, the employee may work an additional part-time or short-term job with the District. Permission may be subsequently revoked, however, if the District determines in its sole discretion that such additional job adversely interferes with the employee’s primary job.

7.25 MODIFIED DUTY PROGRAM
The District is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the District's ability to provide its services offered to the public. To that end, we have developed a Modified Duty Program for full-time employees who have sustained injuries or illnesses arising out of and in the course of their employment with the District ("work-related injury"). The entire Modified Duty Program can be found in Appendix G.

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of modified duty will be determined on a case-by-case basis, taking several factors into consideration, and is the sole discretion of the District. These factors include, but are not limited to, the attitude and aptitude of the employee, the specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the District to provide accommodation. Modified duty may not be available for certain full-time positions and is not available to part-time or short-term staff. Noncompliance or failure to cooperate with the Modified Duty Program may affect an employee's worker's compensation benefits and result in possible disciplinary action, up to and including termination.

7.26 INDEMNIFICATION AND LIABILITY
The District will indemnify and protect employees against civil rights damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction of the Board. Such indemnification and protection shall extend to employees of the District at the time of the incident from which a claim arises. However, the District is statutorily prohibited from indemnifying employees for "punitive" damages.

Employees may be covered by the District's liability insurance to defend any civil action that may be brought against them or the District, its agents, or any other employee for damages arising out of the lawful performance of their duties.

7.27 EMERGENCY CLOSINGS
On occasion, due to inclement weather, national crisis, or other emergency, the District may close for all or part of a normally scheduled workday. The District will attempt to notify employees of its closure through a recorded message on the District’s main office line (815.338.6223) as well as a telephone calling tree established in advance by each Manager, Director and/or Executive Director. Emergency closure is considered paid leave. The decision of whether to close for all or part of a normally scheduled workday will be determined by the Executive Director or the Executive Director’s designee.

7.28 IDENTIFICATION
All full-time employees of the District shall be supplied with a permanent photo identification card which is to be kept in their possession when performing duties for the District. Identification cards remain the property of the District and shall be returned upon request or termination of employment.

7.29 TELECOMMUTING
In order to accommodate the needs of our employees, the District may permit some employees in specific positions to telecommute and work at home as long as telecommuting does not impact the employee's productivity or adversely affect the efficient operation of the District. Some positions within the agency, by their very nature, do not lend themselves to telecommuting. For example, positions that require the direct supervision of other employees usually cannot be performed off site since it is an integral part of those positions for the supervisors to be available to answer questions and coach employees in their growth and development. The District will determine whether a specific job may be performed effectively off site and whether an individual is effective working without supervision at home.
In order to be eligible for telecommuting, the employee must have been employed full-time by the District for at least one full year. When considering telecommuting, the Manager and employee are responsible for ensuring that the following conditions are met:

1. Telecommuting does not adversely affect the District, assignments/projects, customer relations, or other work units;
2. There is adequate and suitable work available for the employee to perform at home with no supervision;
3. The position is appropriate for a telecommuting arrangement; and
4. The employee has maintained a good work record prior to making his/her request to telecommute (for example, no excessive or unexcused absences and no corrective action within the last six months of employment).

Employees interested in telecommuting should discuss with their Manager and Director whether telecommuting is an option in their current position. If the Manager and Director agree, the employee and Manager should meet with the Human Resources Manager in order to draft an agreement that permits the employee to telecommute. The agreement will need to be signed by the employee, the employee’s Manager, Director and Human Resources Manager. The agreement shall include:

1. The hours and days the employee must be present in the workplace;
2. Acknowledgement that the employee has a suitable home office environment equipped with computer, telephone, fax, internet services and other support systems;
3. The performance criteria that will be used to determine whether the telecommuting arrangement is effective;
4. The reporting requirements for the telecommuting employee;
5. Acknowledgement that the telecommuting arrangement is not intended to be permanent, will be reviewed on an as-needed basis, and may be revised or discontinued at any time, with or without advance notice;
6. Acknowledgement that the employee remains employed at will and that the telecommuting agreement does not constitute a contract of employment; and
7. Acknowledgement that violation of the telecommuting arrangement will result in discipline, up to and including termination (for example, engaging in personal activities when scheduled to work from home).

7.30 COMMUNCIABLE DISEASE

The District's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS related Complex (ARC), plague, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. The District may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The District will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The District reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based
on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

The District will comply with all applicable statutes and regulations that protect the privacy of persons who have communicable diseases. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

7.31  PAID BREAKS FOR NURSING MOTHERS
Nursing mothers who need to express milk while at work shall be allowed paid breaks to do so for up to one year after the child's birth. This break time may run concurrently with break time the District provides to employees as outlined in 7.09 Lunch and Rest Periods.
VIII COMMUNICATIONS

8.01 COMMUNICATION CHANNELS
The employee must have a clear understanding of their duties and to whom they are responsible or accountable. Lines of responsibility will be direct. Supervisory responsibilities descend from the top of the organization "through channels" to the employee. The employee will generally not direct the work of other employees of equal rank.

8.02 OPEN DOOR POLICY
The District promotes an atmosphere whereby employees can talk freely with members of the Executive Leadership Team and Leadership Team. Employees are encouraged to openly discuss with their immediate Supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the Managers, Directors and Executive Director are available for consultation and guidance. The District is interested in all of our employees' success and happiness with us. We therefore welcome the opportunity to help employees whenever feasible.
IX GUIDELINES FOR EMPLOYEE CONDUCT

Employees of the McHenry County Conservation District are expected to demonstrate the highest standards of personal and professional integrity, honesty and responsibility in the performance of their duties. Employees are further expected to serve the public with respect, concern and courtesy, diligence, and responsiveness, and to approach their duties with dedication and a positive, cooperative, and supportive attitude.

9.01 ACCURATE RECORDS
Any reports an employee produces, or records the employee maintains, are important to the administration of the District and they must be accurate and complete.

9.02 ACTING IN DISTRICT INTEREST
Employees are expected to act and conduct themselves at all times in the best interests of the District.

9.03 APPEARANCE AND CLOTHING
The personal appearance of employees conveys to the public a general impression of the District. All employees representing the District, whether in uniform or not, must be dressed appropriately and maintain an acceptable appearance for the position they hold at the District. Appropriate job attire and appearance that is clean, neat, and appropriate for the job duties being performed. The primary guide to follow when determining appropriateness is to review the nature of the job, potential safety concerns, and the individual's level of contact with the public.

Supervisors who find the appearance of an employee inappropriate may request the employee to change or modify their particular appearance.

The District offers uniform provisions to certain employees based on the employee's work position. The budgeted allowance and type of uniform will depend on the employee's position and the work duties performed. Safety equipment and attire may be required for certain jobs.

Where required, employee uniforms are to be worn during work hours, at official functions of the District, or when deemed appropriate by the employee's Immediate Supervisor, Manager, Director, or the Executive Director.

District insignia shall be issued along with the clothing upon which it is to be attached. No insignia shall be worn on apparel not supplied or approved by the District. Insignias shall not be visible when employees are visiting establishments that might be detrimental to the District's reputation.

All uniforms with the District insignia will remain property of the District and must be returned upon termination of employment. The employee is responsible for the cleanliness and maintenance of all issued uniforms.

Any employee who cannot comply with this policy based upon disability, religion, national origin, or other legally recognized basis must forward a written request to the Human Resources Manager for an authorized deviation from this policy. The request should include the policy exception requested and the basis for the request.

9.04 ATTENDANCE, PUNCTUALITY AND DEPENDABILITY
Attendance is an essential part of an employee's total job performance and is critical to the smooth and efficient operation of the District. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on the employee's fellow employees and Immediate Supervisor. Accordingly, it is imperative that an employee reports to work regularly, promptly and be ready to perform their assigned duties at the beginning of their workday. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in disciplinary action, up to and including termination of employment.

If an employee is going to be late or absent for any reason, the employee must telephone the employee's Immediate Supervisor at least thirty (30) minutes prior to the employee's scheduled starting time. If the
employee's Immediate Supervisor is not available, the employee must contact the supervisor at the succeeding
level of authority in their division. If the employee is unable to contact either supervisor directly, they may leave a
voice mail. It is the employee's personal responsibility to ensure that proper notification is given.

If the employee must leave work early because of an illness or personal emergency, they must make every
reasonable effort to promptly advise their Immediate Supervisor or if the employee's Immediate Supervisor is not
available, the supervisor at the succeeding level of authority in their division.

The employee's notice must include a reasonable explanation for their absence or tardiness, and a statement as to
time when they expect to arrive at or return to work. The employee may be required to present a doctor's note or other
documentation substantiating the length of and reasons for their absence or tardiness.

The foregoing notice requirements apply to each day of absence or tardiness, including without limitation
consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or
subject the employee to disciplinary action, up to and including termination. Moreover, if the employee fails to
report to work on three (3) consecutive working days without notifying any supervisor, the employee will be
considered to have voluntarily abandoned his/her employment with the District and for that reason the employee
will be terminated.

Attendance is an essential function of every job. Even though the employee provides proper notice of their
absence or tardiness, continued irregular attendance or excessive absenteeism or tardiness, as determined in the
sole discretion of the District, constitutes unsatisfactory performance and will subject the employee to
disciplinary action up to and including termination.

In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without
approval, or with or without notice, will be counted except for absence due to the following: approved leave under
the Family and Medical Leave Act, approved military leave, and other approved paid leaves.

9.05 BULLETIN BOARDS
Bulletin boards maintained by the District are to be used only for posting or distributing material of the following
nature:

1. Notices containing matters directly concerning District business.
2. Announcements of a business nature which are equally applicable and of interest to employees.
3. All posted material must have authorization from the Executive Director or his/her designee. All
   employees are expected to check these bulletin boards periodically for new and/or updated information
   and to follow the rules set forth in all posted notices. Employees are not to remove required material
   from the bulletin boards.
4. Any employee who violates this policy is subject to disciplinary action, up to and including termination.

9.06 CARELESSNESS
The District forbids, and does not tolerate carelessness, substandard or hazardous work practices within its
facilities, on its property, or while conducting District business.

The District expects and demands that its employees perform their employment with care and attention to our
patron's needs, the safety and welfare of fellow employees, and the District's quality standards and requirements.
Employees who are careless or negligent in performing their job duties will be subject to disciplinary action.
Carelessness or negligent behavior or actions may result in disciplinary action, up to and including immediate
termination. Employees who fail to respond to the District's efforts to correct carelessness may be subject to
disciplinary action, up to and including termination.
If an employee is aware of careless or negligent act or behaviors, they must report the act to their Immediate Supervisor. If the employee feels uncomfortable doing so, or if their Immediate Supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Executive Director. The employee is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of the individuals listed.

9.07 COMPLIANCE WITH DISTRICT POLICIES AND PROCEDURES
Employees are required to comply with all policies and procedures established by the Board, Executive Director, Directors, Managers and Immediate Supervisors of the District.

9.08 COMPLIANCE WITH SUPERVISORY DIRECTION
Employees are required to comply with the directives of their Immediate Supervisors, Director, Executive Director or the Board in the performance of their duties.

9.09 CONFLICT OF INTEREST
The District expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the District. Business dealings that appear to create a conflict between the interests of the District and an employee are unacceptable.

The District recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the District may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member including, spouse, civil union partner, significant other, children, parents, siblings as a result of the District's business dealings.

It is the responsibility of every District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the District as soon as possible. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the District. Such disclosure must be made in writing by the employee and forwarded to the Executive Director or his/her designee for review of a potential conflict of interest.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he should immediately contact the Executive Director or the Executive Director's designee to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Individuals employed in a supervisory capacity or authorized to purchase equipment may be required to file a Statement of Economic Interest as required by Illinois Law. Please see the Executive Director or the Executive Director's designee for details.

A violation of this policy may result in immediate and appropriate discipline, up to and including immediate termination.

9.10 COOPERATION/COURTESY
District employees provide a service to the community, and each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including termination. The employees of the District must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service.
Wrongful conduct, including without limitation insubordination, which engenders employee divisiveness, loss of morale, or work place disruption will not be condoned and may lead to disciplinary action, up to and including termination of employment.

9.11 EXPEDITIOUS AND DILIGENT PERFORMANCE OF DUTIES
Employees are expected to expeditiously and diligently perform their duties to the best of their ability.

9.12 EXPENSE REIMBURSEMENT
The District shall reimburse employees for all necessary expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed for the District. The employee shall submit any necessary requests for reimbursement along with appropriate supporting documentation within thirty (30) calendar days after incurring the expense. When supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts. Employees should check with their Immediate Supervisor for prior approval or additional procedures before incurring any expenses. An employee’s failure to obtain authorization from a supervisor prior to incurring expenses may result in denial of a request for reimbursement.

The District does not require its employees to use their personal cell phones, computers or data plans for work related activities and therefore shall not reimburse employees for these items.

Submission of false documentation regarding employee expense reimbursement may be grounds for discipline up to and including termination of employment.

9.13 GIFTS AND GRATUITIES
Employees must not solicit or accept any gift, tip, gratuity or other reward from any person, business or entity that is doing business with the District or is attempting to secure business from the District. Further, an employee must not solicit or accept, nor should an employee expect people who use our programs or facilities to give them gifts, gratuities or other rewards, or other remunerative devices or favors for performing their job, except as otherwise provided in this section.

If someone offers or gives an employee (or a family member) a gift as a result of their position as our employee, the employee must report it to the Executive Director or Executive Director’s designee. The Executive Director must report any offers or gifts made to the Executive Director to the President of the Board. This policy does not apply to nominal non-cash matters such as a cup of coffee, a soft drink, a sandwich, or other similar items.

Exceptions to this law include:

- Food or refreshments not exceeding $75 per person on a single calendar day provided any item is consumed on the premises or catered;
- Any item from any one “prohibited source” during the calendar year having a total value of less than $100; or
- Opportunities that are also available to the general public.

However, an employee must report such non-cash matters to their Director.

If in doubt about any provisions of this section, employees should contact their Director; Directors may contact the Executive Director and the Executive Director may contact the Board. This policy applies to all employees, their immediate family members and Board members.

If an employee receives a gift that is prohibited under the law, the employee will be counseled to make a reasonable attempt to return the gift or give an amount of equal value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code. Retention of any gift will be
conditional upon the approval of the Executive Director after consultation with the appropriate Director. Failure to properly report a gift, gratuity or other reward may subject the employee to disciplinary action up to and including termination of employment.

Refer to District Ordinance #04-504 (Appendix D) for further information.

9.14 KEYS AND SECURITY

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys (including ID key card), safe combinations or other access to District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys, or ID key card, to their Manager. Failure to do so may result in disciplinary action, up to and including termination. Keys may not be duplicated without the prior written authorization of the Executive Director or his/her designee. Keys may not be transferred from one employee to another without the prior written authorization by the appropriate Manager.

9.15 LOCKERS, DESKS AND OTHER DISTRICT PROPERTY

Lockers, desks, vehicles, computers, telecommunications equipment, and other District containers and property that employees are permitted to use during their employment are and remain the property of the District, and the District retains their full rights to inspect the contents of such equipment from time to time without notice to the employee. Employees can have no expectation of privacy as to such property. Employees are not permitted to keep or store any illegal or prohibited items or substances in or on such property. Any such property reasonably suspected of having or holding illegal or prohibited items or substances or missing or stolen District funds or property is subject to search by the District.

9.16 NON-DISCRIMINATION AND ANTI-HARASSMENT

It is the responsibility of each and every employee to refrain from harassment of persons based upon race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, sexual orientation, military status, physical or mental disability, association with a person with a disability or unfavorable discharge from military service or any other legally protected characteristic. Such harassment is illegal, unacceptable, and violates the policies of the District.

Employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not the employee making the report is the intended victim. If an employee witnesses harassment of any kind or believe they themselves to be the object of harassment, they should proceed in accordance with the procedures outlined in the District's Non-Discrimination and Anti-Harassment Policy (Appendix H). It is not necessary that the harassment be directed at the employee making the report for the employee to make a complaint. Employees are encouraged to report complaints promptly so that prompt response and appropriate action may be taken. No employee making a complaint will be retaliated against even if the complaint is not substantiated, provided the complaint was made in good faith. In addition, witnesses will not be retaliated against if their testimony is made in good faith. If the District receives a complaint of harassment, it will attempt to follow the procedures outlined in its Non-Discrimination and Anti-Harassment Policy (Appendix H).

9.17 PARTICIPATION IN DISTRICT ACTIVITIES

Employees are encouraged to participate in District activities, which would not interfere with the fulfillment of their job duties.

9.18 POLITICAL ACTIVITIES

District employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should in no way affect the amount or quality of service received from the District.

District rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any
time while on duty or when they may be identified as an employee of the District by any means such as uniform, insignia, motor vehicle or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petition, distribute political literature, or encouraging others to do any of the above. For purposes of this paragraph “while on duty” includes those hours employees are scheduled to work and are working for the District but does not include, breaks, lunches, or other duty-free periods of time.

Employees are also prohibited from interrupting or disturbing other employees while they are on duty.

Political affiliation, preference or opinion will not influence an individual’s employment, retention or promotion as a District employee. Employees of the District will not be required to contribute monies to any candidate or political party, but may do so on a strictly voluntary basis.

Refer to District Ordinance #04-504 (Appendix F) for further information.

9.19 REPORTING IMPROPER OR UNSAFE ACTIVITY
Employees are expected to act and conduct themselves at all times in the best interest of the District. If an employee reasonably suspects or knows that another District employee is engaged in or has engaged in unlawful or unsafe conduct while on duty, the employee must report such misconduct along with any supporting information to the Executive Director.
9.20 ROMANTIC OR SEXUAL RELATIONSHIPS
Consenting "romantic" or sexual relationships between a supervisor/manager and an employee may at some point lead to unhappy complications and significant difficulties for all concerned—the employee, the supervisor/manager and the District. Any such relationship may, therefore, be contrary to the best interests of the District.

Accordingly, the District strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, the District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the employee's Immediate Supervisor. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The District recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic". It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

The Manager or Director shall inform the Executive Director and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

Upon being informed or learning of the existence of such a relationship, the District may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending at the disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

In addition, and in order for the District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the Human Resources Manager, Director, or the Executive Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

9.21 SMOKING
Smoking is prohibited in any District facility, vehicle, or while working directly with the public for the District except in designated areas. Designated areas will be at least thirty (30) feet away from all District buildings. Those who smoke will be responsible for proper disposal of cigarette butts and maintaining a clean smoking area. Those who violate the no smoking policy will be subject to disciplinary action up to and including termination.

9.22 SOBRIETY AND SUBSTANCE ABUSE
Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not have alcohol or illegal drugs, or legal drugs that impair their ability to perform required work safely, in their system. Violators may be subject to disciplinary action, up to and including termination.
At no time during an employee's service to the District should they be under the influence or in the possession of alcohol or illegal drugs during working hours. If an employee works on or near vehicles or machinery, handles hazardous materials or substances of any kind, or has public safety responsibilities (i.e., transporting District patrons to outings or supervising programs or facilities operations) and the employee has taken or is under the influence of legal drugs, the employee must report the use of such legal drugs to their immediate Supervisor if the legal drug may cause impairment, including drowsiness or alteration of perception or reaction time. "Legal drugs" shall include, but not be limited to, medical cannabis when used or possessed by a registered qualifying patient in accordance with 410 ILCS 130/1, et seq. An employee who is impaired by the use of legal drugs may be prevented or restricted from performing certain kinds of work activities and may be relieved from duty, with or without pay as determined by management or supervision in accordance with the circumstances presented.

This policy is not intended to prohibit lawful possession or use of alcohol by off-duty employees who reside in District-owned residences, employees who are guests at District-owned residences during non-working hours, or employees' private off-duty use on District property, to the extent that such use does not interfere with the employee's job.

Employees authorized to attend business or social gatherings held in conjunction with District-related events, training, conferences, meetings or other District-related outings, may legally consume alcohol when served or available at the function. Understandably, employees are expected to act in the best interests of the District at all times and to use mature judgment and discretion in the consumption of alcohol. However, when attending such business or social gatherings, employees are expected to adhere to Policy 9.27 Vehicle Use in that no employee may be under the influence while operating any District vehicle.

This policy is also not intended to apply to those staff members who are certified to serve alcohol at District programs, who may also have purchased and temporarily stored program supplies of alcoholic beverages in accordance with District guidelines. Such staff members are still subject to the rules prohibiting consumption of alcohol on District property during working hours.

Employees who are using legal drugs, including but not limited to prescription drugs, that may cause impairment or have adverse side effects should inform their Immediate Supervisor or Manager as soon as possible that they are taking medication, including medical cannabis, on the advice of a physician. Such employees are responsible for disclosing to their Immediate Supervisor the possible impairment or side effects of the legal drug on work safety or performance and the expected duration of its use.

Employees are forbidden to sell or make transactions involving legal or illegal drugs during work or at District facilities, properties, or in its vehicles. Violators may be subject to immediate disciplinary action, including, but not limited to, termination of employment. Any sale of legal or illegal drugs during work or on District premises, facilities, or in District vehicles will be treated as gross misconduct, punishable by immediate discharge for the first offense.

If an employee knows of possession or use of alcohol or legal or illegal drugs by employees, the employee is encouraged to report it to their Immediate Supervisor. Employees are also encouraged to discuss their questions, problems, complaints, or reports with their immediate Supervisor. If an employee feels uncomfortable doing so, or if an employee's supervisor is the source of the problem, condones the problem, or ignores the problem, the employee is encouraged to report their concerns to the supervisor's supervisor or the Executive Director. At no time is the employee required to directly confront the individual engaged in the questionable and inappropriate behavior prior to notifying their superiors.

Refer to Appendix A for the District's Alcohol and Drug Abuse policy and procedure.
Employees may not solicit any other employee during working time, nor may employees distribute literature on District premises, which includes all areas where employees perform their assigned work tasks, during working time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

An employee may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this policy "while on duty" does not include breaks, lunches, or other duty-free periods of time.

9.24 TELEPHONE, CELLULAR TELEPHONE, SMART PHONE AND TABLET USAGE

Office telephones are a vital part of our agency operations. Because of the large volume of agency business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief. Employees who engage in excessive personal calls will be subject to disciplinary action, up to and including termination of employment. Personal long-distance calls must be billed to the employee's home phone or credit card or placed collect.

During work time, personal cellular telephone conversations, text messaging and surfing the web should be limited and kept brief. Otherwise, these should be used during breaks and meal times. Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment.

Cellular telephones, smartphones and tablets are furnished to certain employees in connection with their job duties. Employees who are issued cellular telephones, smartphones or tablets by the District should make all long-distance telephone calls while traveling on District business from their District issued communication device. Employees must limit personal use of their District issued cellular telephone, smartphone or tablet in the same way they must limit personal use of their office telephone. Employees who have excessive cellular usage for personal calls or data usage for non-District business will be subject to disciplinary action up to, and including termination of employment.

The District requires the safe use of its cellular telephones, smartphones and tablets by employees while conducting business. Employees who are issued cellular telephones, smartphones and tablets may also be issued an earphone/microphone adapter for increased safety and convenience. Consistent with state law, employees are prohibited from using a cellular telephone, smartphone, tablet or other communication device while driving unless the device or telephone is used in a "hands free" manner. The employee should exercise extreme caution when using the cellular telephone, smartphone or tablet while driving because of safety concerns associated with distraction.

Employees should consider pulling over or stopping before making a call, even in hands-free or voice-operated mode. Under Illinois law, use of hand-held cellular telephones, smartphones and tablets while operating a vehicle is strictly prohibited, subject to certain exceptions. Employees are expected to fully comply with all traffic laws and laws related to cellular phone use.

Employees are specifically prohibited from accessing electronic mail, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to either: (1) law enforcement employees while performing his/her official duties; (2) employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; or (3) while parked on the shoulder of a roadway.

Employees under the age of 19 are specifically prohibited from using a cell phone (including hands-free or voice-activated) at any time while driving, except for emergency purposes.

Employees, regardless of age, may not use a cell phone (including hands-free or voice-activated) at any time while operating a motor vehicle on a roadway in a school zone, or on a highway in a construction or maintenance speed zone, except for emergency purposes.
9.25 USE OF DISTRICT INFORMATION, PROPERTY AND EQUIPMENT

The protection of the District's business information, property and all other District assets are vital to the interests and success of the District. Except in the ordinary course of performing duties for the District, or otherwise permitted, no District information, property and equipment may be removed from the District's premises. Accordingly, when an employee leaves the District, the employee must return to the District all related District information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including termination of employment.

No employee, board member or member of the public may use District property for personal use without proper authorization. No District property may be released for personal use without prior approval of the Manager who is responsible for the equipment or property. Personal use of District vehicles can only be approved by the Executive Director or his/her designee.

For the purpose of this section, District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and all other property owned, leased or in the possession of the District. Because safety and liability is of chief concern, it is expected that District property that is assigned, or authorized or permitted to be used will be operated in a fashion consistent with the District's established safety rules and regulations and only by the individual specifically authorized. Instructions on safe and proper use will be provided upon request. In addition, the use of some District property may require permits, waivers and releases. The employee will be responsible for the full cost of repair or replacement of District property, in the sole discretion of the District that is damaged or lost while it is in the employee's care and custody.

Loss, damages or theft of District property should be reported at once. Negligence in the care and use of District property may be considered grounds for discipline, up to and including termination.

The District's equipment, such as telephones, postage, facsimile and copier machines, is intended for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of their Immediate Supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the District should be reported immediately to his/her Immediate Supervisor or Manager so that reimbursement can be made.

Upon termination of employment, the employee must return all District property, uniforms, equipment, work product and documents in their possession or control.

9.26 USE OF DISTRICT INFORMATION SYSTEMS

All information stored in District computer systems or transmitted via District computer networks that have not been specially identified as the property of other parties will be treated as a District asset. It is the policy of the District to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information. Refer to Appendix F for complete details as to the District's Information Systems Policy.

9.27 VEHICLE USE

An employee must obtain the prior approval of their Immediate Supervisor in order to operate a motor vehicle, whether owned by the District or their own personal vehicle, on District business. The following general rules apply to the use of motor vehicles on District business. Employees should see their Immediate Supervisor for further details.

Applicable to All Vehicles Operated on District Business:
1. Use of any vehicle for District business must be authorized by the employee's Immediate Supervisor.

2. Employees operating any vehicle for District business must have a valid driver's license with the proper classification for the type of vehicle being operated and must show proof of such license and acceptable insurance upon request. Employees must notify their Immediate Supervisor if the status of their driver's license changes.

3. Employees must have completed a Driver's License Abstract and Release form.

4. Employees are required to obey all traffic regulations. This includes without limitation the use of seat belts and the "headlight law," where vehicles must have their headlights on when their windshield wipers are on.

5. All accidents must be immediately reported to their Manager and District Police must be contacted immediately when there is damage to the vehicle. A copy of the police report must also be forwarded to the District Police.

6. No employee may be under the influence of alcohol, illegal substances or legal drugs, as defined in Section 9.22, while operating any vehicle for District business. "Under the influence" means that the employee is impaired or affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's good faith belief, or the statement of a witness.

7. Employees operating District vehicles involved in an accident (whether the employee holds a CDL or not) may be sent for testing and must agree to be tested for the presence of alcohol and drugs in their system as soon as reasonably possible after the accident but in no instance later than two hours after the time of the accident unless the employee is physically unable to report for testing due to injury or otherwise.

8. Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; while parked on the shoulder of a roadway; or when the vehicle is stopped due to normal traffic being obstructed and the driver has the motor vehicle transmission in neutral or park. This section does not apply to law enforcement employees while performing his/her official duties.

9. Employees under the age of 19 are specifically prohibited from using a wireless phone at any time while driving, except for emergency purposes.

District-Owned Vehicles:

1. In addition to the regulations listed above, the following apply to any employee who has been granted authorization by the Executive Director or his/her designee to operate a District vehicle.

2. District owned vehicles may be taken home when authorized by a Director or Executive Director and only in cases where the employee is subject to emergency calls during off-duty hours or when an employee is subject to late evening/early morning District business.

3. Employees operating District vehicles must be 18 years older.

4. District vehicles will not be used to transport District patrons unless the vehicle and employee are authorized to do so or in case of emergency. Employees will only be authorized to transport District patrons if the employee is at least twenty-one (21) years of age and has completed the necessary training and orientation for driving District patrons. Employees are prohibited from transporting injured patrons when emergency services are accessible.

5. Any employee who is required to have a Commercial Driver's License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with Department of Transportation regulations. Please review the District's policy in Appendix B.
6. Employees are responsible for the care and conservation of District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.

7. The District has the right to search any District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to District vehicles.

8. Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; while parked on the shoulder of a roadway; or when the vehicle is stopped due to normal traffic being obstructed and the driver has the motor vehicle transmission in neutral or park.

Personal Vehicles:
In addition to the general regulations listed above, the following apply to any employee who operates his personal vehicle for District business.

1. Employees using their personal vehicle for District business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. The District's liability insurance is secondary to the employee's own coverage.

2. Employees using their personal vehicle to transport participants in any District program is strictly prohibited.

3. Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs.

4. Employees are to use District vehicles whenever possible to conduct official District business. If an employee is required, however, to use their personal vehicle for official District business, with the approval of the appropriate Manager, Director or Executive Director, they may receive the standard IRS “per mile” rate reimbursement for actual business miles driven while conducting official District business, not including normal commuting distance. In order to qualify for reimbursement, employees must secure prior written approval from their Manager, Director or Executive Director, provide proof of the mileage used for District business and provide proof that the vehicle was used on District business (i.e., submission of an approved mileage reimbursement form and other appropriate documentation such as receipts as required by the District).

Refer to District Policy 11.08 Mileage Reimbursement for further information.

9.28 WEAPONS POLICY
The District strictly prohibits and does not tolerate the use or possession of weapons by employees during working time in any District facility, building, vehicle, parking area, on any District property, or at any District-sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has the necessary permits and licenses. Weapons can include, but are not limited to a firearm, pistol, revolver, rifle, shotgun, bow and arrow, slingshot, crossbow, spear or spear gun, switchblade knife, knife with a blade longer than three (3) inches, stiletto, sword, blackjack, club, any weapon capable of discharging a projectile by air, gas or explosive, any explosive substance or harmful solid, liquid or gaseous substance or any other dangerous weapon or objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor.

Nothing in this Section prohibits an employee from possessing or using a weapon as a requirement of a work assignment as authorized by law in accordance with the branch procedure and applicable State and Federal laws.
Nothing in this Section prohibits an employee possessing a valid license under the Firearm Concealed Carry Act from carrying a concealed firearm on or about their person within a vehicle into a District parking area and storing a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. An employee with a concealed carry license may carry a concealed firearm in the immediate area surrounding his or her vehicle within a District parking area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk. For purposes of this section, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

If an employee knows of an employee possession of a weapon, the employee is encouraged to report it to their Immediate Supervisor. Employees are encouraged to discuss their questions, problems, complaints, or reports with their Immediate Supervisor. If an employee feels uncomfortable doing so, or if the employee's supervisor is the source of the problem, condones the problem, or ignores the problem, the employee should report to the supervisor's supervisor or the Executive Director.
9.29 VIOLENCE IN THE WORKPLACE
The safety and security of all employees is of primary importance at the District. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, patrons, or other individuals by anyone on District property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, immediate termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. The District reserves the right to take any necessary legal action to protect its employees.

To the extent practical, all employees are responsible for immediately notifying their Immediate Supervisor, Manager, Director, Human Resources Manager or Executive Director of any threats that they witness or receive or that they are told another person witnessed or received. If the employee perceives an imminent threat or danger, the employee should immediately contact District police and/or 911 before notifying their Immediate Supervisor, Manager, Director, Human Resources Manager or Executive Director.

Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a District-controlled site or is connected to District employment or District business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened (i.e. one spouse, civil union partner, or family member threatening and/or harming another).

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District premises shall be removed from the premises as quickly as safety permits and shall remain off District premises pending the outcome of an investigation. Following the investigation, the District will initiate a prompt and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

The District understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

Any employee who obtains a protective or restraining order which lists District premises as being protected areas shall immediately inform their Immediate Supervisor, Manager, Director, Human Resources Manager and/or Executive Director and provide the District with a certified copy of the order.

The District prohibits retaliation of any kind against any individual who in good faith reports or participates in an investigation under this policy. Retaliation is a serious violation of this policy and will be subject to disciplinary action, up to and including immediate termination of employment.

9.30 IDENTITY PROTECTION
The District is committed to complying with all applicable provisions of the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. It is the District's policy to protect an individual's identity by properly handling information that contains social security numbers from the time of collection through the destruction of the information. All employees are required to conform to the provisions of said Act.

Violations of the provisions of this policy by employees of the District shall be grounds for disciplinary action, up to and including immediate termination of employment.

Refer to Appendix N and Form J for the Identity Protection Policy.
9.31 SOCIAL MEDIA USE
Social media such as blogs, wikis, and social networking sites (i.e. Facebook, Twitter, and YouTube) are blurring the distinction between an individual's professional and personal life. Employees need to be mindful about the public nature of social media and how it may impact their professional life here at the District.

While many of us are engaged in social networking on some level, there is a need to be careful with respect to the content of our communications. Posting of comments or materials (including photographs, videos, or audio) that are obscene, defamatory, profane, libelous, threatening, harassing, abusive or unprofessionally derogatory to another person or entity is prohibited. This includes, but not limited to, material regarding the District, employees, Board of Trustees, officials, volunteers, and patrons. It is important to note that such actions are prohibited whether done during work hours or outside of work.

Also, participating in social networking activities that can be characterized as non-work related and carried out during a time when an employee is working or interferes with an employee's work duties and/or responsibilities can be cause for appropriate disciplinary action, up to and including termination of employment.

Refer to Appendix O for the complete Social Media Use Policy.
SECTION X   EMPLOYEE LEAVES

10.01  PROCEDURE FOR REQUESTING LEAVES
In order to request a leave of absence for any reason, an employee must file a written request with their Immediate Supervisor. The Employee’s written request must state the reasons for the requested leave, the anticipated duration of the leave, the anticipated start of the leave, and any other information requested by the District. Leave of absences granted by an employee’s Immediate Supervisor may be subject to final approval by the Executive Director or Executive Director’s designee. All leaves shall also be subject to the procedures, eligibility requirements, and restrictions as outlined under the appropriate type of leave in this Section X or in the appendices to this manual or as required or permitted under applicable law.

Sick leave, personal leave, or bereavement leave may be requested by telephone if it is impracticable to provide written notice. However, such oral notices must be later confirmed in writing as soon as possible after the leave or as soon as requested by their Immediate Supervisor, Manager, Director or the Executive Director.

10.02  BEREAVEMENT LEAVE
Full-time employees may be given time off with compensation and without loss of position upon approval from their Immediate Supervisor for reasons of death in their immediate family. For purposes of this policy “immediate family” includes the employee’s spouse, civil union partner, natural child, adopted child, stepchild, sibling, parent, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Bereavement Leave may consist of three (3) days paid leave, or up to five (5) days if travel of more than 200 miles one way is necessary with the approval of the Executive Director or Executive Director’s designee. These days are to be taken consecutively within a reasonable time of the death or day of the funeral, and may not be split or postponed. Upon returning to work, the employee must record their absence as a Bereavement Leave on their attendance record. Proof of death and relationship to the deceased may be required.

10.3  HOLIDAY LEAVE
Full-time employees shall be entitled to the following paid holidays unless, in the District’s sole discretion, their services are needed to operate the District’s facilities, programs or general operations: New Year’s Eve, New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, and Christmas Day.

A designated holiday falling on a Saturday is observed on the preceding Friday and a designated holiday falling on a Sunday is observed on the following Monday.

Part-time and short-term employees are not entitled to holiday compensation.

Employees resigning employment at the time of a District scheduled holiday will not be compensated for the holiday unless the employee works at least one full day after the scheduled holiday.

**Holiday Pay Full-Time Exempt Level I Employee:** A full-time Level I exempt employee who is scheduled to work on a recognized holiday shall be granted paid vacation time at a rate of 1.5 times the actual hours worked.

**Holiday Pay Full-Time Non-Exempt and Full-Time Exempt Level II Employee:** A full-time non-exempt and full-time Level II exempt employee who is scheduled to work on a recognized holiday shall be compensated for the time worked at 1.5 times the employee’s hourly wage in addition to receiving full Holiday Pay. If the employee is requested to work on a recognized holiday, they will receive no less than four (4) hours pay even though they may work less than four hours.
10.04 ABSENCE WITHOUT APPROVED LEAVE
Absence from an employee's assigned duties that is not expressly authorized by his/her Immediate Supervisor, Manager, Director or Executive Director shall be an absence without leave. Any such absence shall be without pay and may subject the employee to disciplinary action up to and including termination. If an employee is absent without leave or an employee takes leave without notifying the District for a period of three (3) consecutive work days which the employee is scheduled to work, the employee shall be declared to have resigned their position with the District effectively immediately.

10.05 PAID SICK LEAVE FOR FULL-TIME EMPLOYEES
All full-time employees shall be entitled to sick leave without loss of pay. Sick leave shall be earned at a rate of eight (8) hours for every full month of active duty and may either be accumulated each year or used during the fiscal year granted. Any hours worked less than a full month of active duty outside of taking typical time off (i.e. vacation, sick, compensatory, and personal days) employees will accrue paid time off based upon the hours that they actually work that month.

The maximum number of days an employee may accrue is 120 days. Any additional unused sick time greater than 120 days shall be forfeited. Employees on unpaid leave of absence shall not accrue sick days during the period of unpaid leave.

Sick leave is defined to mean the absence from duty because of illness or injury that would prevent the employee from performing his/her usual duties or exposure to a contagious disease when the presence of the employee would jeopardize the health of others. Sick leave may also be used when it is necessary for the employee to care for a member of the immediate family. Employees are encouraged to make every effort to schedule medical or dental appointments on the employee’s own time; however, employees may use sick leave for the purpose of medical or dental appointments when necessary.

To be eligible for sick leave, employees must notify their Immediate Supervisor before the employee’s absence from work or within thirty (30) minutes of the start of the workday. Once the employee returns to work from a sick leave, the employee will be responsible for entering their leave time in the District's designated time and attendance system for their Immediate Supervisor's approval.

Depending on the circumstances of the leave, if an employee meets the eligibility requirements as defined under FMLA or VESSA, the employee must comply with the FMLA and VESSA policy set forth by the District (see Policy 10.09 FMLA and Policy 10.13 VESSA). Leave for reasons outlined in the FMLA and VESSA policies shall run concurrently with time taken for sick leave.

If the employee's absence from work lasts for more than three (3) consecutive days, the employee must provide certification from a licensed medical practitioner confirming time needed off from work due to illness or injury as well as for any FMLA related condition. Depending on the nature of the job, the District may require a fitness-for-duty certification of the employee’s ability or inability to perform the essential functions of the position before they will be allowed to return to work. Additionally, if at any time the employee’s supervisor suspects abuse of the sick policy, the supervisor may require the employee to provide certification from a licensed medical practitioner.

Upon resignation with proper notice or retirement, employees shall be compensated for unused sick days at their regular pay rate based on the following schedule:
Length of Continuous Service | Sick Leave Credit
---|---
Five (5) years, but less than Ten (10) | 25% Compensation
Ten (10) years or more | 50% Compensation

Employees terminated for cause from the District shall forfeit all accumulated sick days.

Sick leave is not earned for any unpaid leave of absence including without limitation workers’ compensation or family leave.

For purposes of this policy, “immediate family” is defined as the employee’s spouse, civil union partner, natural child, adopted child, stepchild, parent, stepparent, grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, a person who is legally acting in one of the above capacities (i.e. foster parent, guardian, etc.), or another relative living in the employee’s residence. Sick leave use for anyone other than the employee himself/herself shall be limited to the amount accrued by the employee during a six (6) month period at the employee’s normal accrual rate.

10.06 PAID PERSONAL LEAVE
New employees that begin employment with the District during the months of April through July will receive three (3) paid personal days, or twenty-four (24) hours; employees that begin employment with the District during the months of August through November will receive two (2) paid personal days, or sixteen (16) hours; and employees that begin employment during the months of December through March will receive one (1) paid personal day, or eight (8) hours. Thereafter, full-time exempt and non-exempt employees will be granted three (3) paid personal days, or twenty-four (24) hours, each fiscal year on April 1.

Regular part-time IMRF eligible employees will be granted one (1) paid personal day, or eight (8) hours, on April 1 after completing one full anniversary year of service. Upon the completion of their second year regular part-time IMRF eligible employees will receive two (2) paid personal days, or sixteen (16) hours on April 1. Regular part-time IMRF eligible employees that have maintained continual service with the District beyond three (3) years will be granted up to a maximum of three (3) paid personal days, or twenty-four (24) hours, each fiscal year on April 1.

Personal days are for attending to personal matters. When possible, employees should request time off in advance.

If an employee does not use their personal day(s) prior to the end of the fiscal year, such day(s) are forfeited and the employee will not receive payment for the unused personal days. Further, the employee will not receive compensation for granted but unused personal days at the time of separation from the District.

An employee cannot use personal days as notice time prior to termination of employment when the employee’s scheduled last day is two (2) weeks or less from the time of when notice of termination was given to the District.
10.07 PAID VACATION LEAVE

All full-time employees are eligible for vacation based on the length of full-time continuous service at the District. Employees will have an opportunity to earn vacation credit based on the following accrual schedule:

<table>
<thead>
<tr>
<th>Length of Full-Time Continuous Service</th>
<th>Vacation Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>One full calendar month, but less than Five (5) years</td>
<td>Accrue 6.67 hours per month (10 working days or 80 hours per year)</td>
</tr>
<tr>
<td>Five (5) years, but less than Ten (10) years</td>
<td>Accrue 10.00 hours per month (15 working days or 120 hours per year)</td>
</tr>
<tr>
<td>Ten (10) years or more</td>
<td>Accrue 13.33 hours per month (20 working days or 160 hours per year)</td>
</tr>
</tbody>
</table>

Accrued vacation hours will be calculated at the beginning of each month and credited to the employee’s vacation “bank”. New full-time employees must complete one full calendar month prior to receiving vacation credit. Employees will receive an increase in accrued hours due to length of service based upon the above schedule at the time of their anniversary date at the District.

Any hours worked less than a full month of active duty outside of taking typical time off (i.e. vacation, sick, compensatory, and personal days) employees will accrue paid time off based upon the hours that they actually work that month.

Vacation time may be used as accrued, but may not be taken prior to credit. Employees may accumulate up to 240 hours, or thirty (30) days, of vacation time. Any additional hours accrued over 240 hours will be forfeited.

Vacation leave must be approved in advance by the employee’s Immediate Supervisor. A written vacation request should be made at least thirty (30) days prior to the planned leave. The employee’s Immediate Supervisor will make every effort to comply with the employee’s request for vacation time. In all cases, the employee’s Immediate Supervisor will schedule the employee’s vacation leave when the District can best afford to be without their services. The employee’s Immediate Supervisor will approve or disapprove the dates requested depending on the workload during the particular time requested. When two or more employees in the same branch request the same days off (and it is not possible to let both have it) the Manager will decide based on factors such as seniority, timeliness of vacation request, personal situations, and emergencies. The employee’s Immediate Supervisor may require him/her to reschedule their vacation if it is determined that the employee’s presence is necessary for the efficient or safe operation of the District.

No employee shall be allowed to take more than two (2) consecutive weeks of vacation unless authorized by the Executive Director or his/her designee.

Accumulated unused vacation time will only be paid upon the employee’s termination, retirement, or resignation. Upon leaving the District, the District will calculate the amount of vacation time the employee has earned, but has not previously been credited for, and credit the employee’s vacation bank accordingly. The credit will be a pro-ration of one full month’s credit based on the number of actual “full” days the employee completes during their last month of employment. The District will then pay the employee for all “banked” (accrued) vacation time at the employee’s current compensation level.

Vacation leave is not earned for any unpaid leave of absence including without limitation workers’ compensation or family leave.
10.08 VACATION AS SICK LEAVE
Eligible vacation days may be used in lieu of paid sick leave when and if all accrued sick leave has been exhausted. At the discretion of the District, vacation days may be required to be used for other types of leave, providing that the benefits associated with those leaves are exhausted.

10.09 FAMILY MEDICAL LEAVE
Any full-time or part-time employee who has worked for the District for at least twelve (12) months, and for at least 1,250 hours during the 12-month period immediately preceding the start of the leave is eligible for up to 12 workweeks of unpaid leave for certain family and medical reasons.

Refer to Appendix E for further details regarding Family and Medical Leave.

10.10 JURY DUTY AND OTHER COURT APPEARANCES
Full-time employees on jury duty leave will receive an amount equal to their full pay based on their regular base pay or the number of hours for which the employee was scheduled to work on those days and their jury duty pay, up to a maximum of ten (10) working days. All other employees will receive jury duty leave without pay from the District. Employees must provide written notice, supported with appropriate documentation of jury duty (e.g., the jury date summons), to their Immediate Supervisor before reporting for jury duty. Following jury duty, the employee must provide the District with appropriate documentation evidencing the length of their jury duty. In order to receive pay from the District, Full-time employees must endorse payment checks received from the court for jury duty to the District as a partial offset of the pay received from the District and as further proof of jury duty. Payment for jury duty is not counted as time worked for purposes of overtime computation and employees serving on jury duty shall be eligible for holiday pay and continuation of benefits.

If the employee’s presence is required in court for any reason other than jury duty or District business the employee may use paid vacation leave, paid personal leave or leave without pay upon the approval of his/her Manager.

10.11 MILITARY LEAVE
An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Illinois State Guard or Reserves will be granted a leave of absence for military service, training or related obligations in accordance with applicable law.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Illinois Service Member Employment and Reemployment Act (ISERRA), leaves of absence without pay shall automatically be granted for all employees who are called or volunteer for military service, including training duty in the Army Reserve a reserve component of the United States Armed Services, including the State or National Guard, the Illinois State Militia, service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency, and a period for which an employee is absent from employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the U.S. Department of Defense Military Health System. During such leave, the employee’s seniority and other benefits shall continue to accrue.

In addition:

1. During leaves for annual training, the employee shall continue to receive their regular compensation as a District employee for up to 30 days per year, which need not be served continuously;

2. During leaves for basic training, for up to 60 days of special or advanced training or encampments, and for any other training or duty required by the United States Armed Forces, the employee shall receive their regular compensation, minus the amount of their base pay for military activities. If eligible, the employee will receive the difference between their regular salary and base military pay. Employees should retain their military pay vouchers. Upon return, employees must furnish official proof of pay during tour of duty in order to receive pay from the District;
3. For any employee who is placed on active duty status, as defined above, the rights and benefits of the employee shall have the following rights and benefits preserved and protected:
   a. The provision of insurance coverage and its automatic continuation immediately upon return to employment status with the District; and
   b. The right to any promotional, employment, contractual or salary benefits, or pension rights and benefits that accrued while the employee was on active duty status.
   c. The right to be credited with the average of the efficiency or performance ratings or evaluations received for the three years immediate before the absence for military leave. The rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave.

An employee who volunteers or is drafted or ordered into the military service shall be entitled to return to their former position at the current rate of pay with no loss in seniority and benefits, providing said employee returns to work within ninety (90) days of discharge from military service. Seniority shall accrue while in the service on active duty.

An individual returning from initial active training duty is entitled to reemployment if the following conditions have been met:
   1. Reservist was called for initial active duty training for at least twelve (12) weeks and was called to active duty for at least ninety (90) days; and/or
   2. Reservist applies for reemployment within thirty-one (31) days after release from active duty or training after satisfactory service or from discharge from hospitalization from military injury, provided it is less than one year after scheduled release from duty.

Employees granted a leave of absence for participation in training with the Army Reserves or National Guard need not apply for reemployment, but must report to work at the beginning of the next scheduled working period, unless prevented by circumstances beyond the employee's control. If the employee does not report to work, they may be subject to progressive discipline, but does not forfeit entitlement to reemployment.

Except as otherwise provided in paragraph above, employees entering the military service shall be allowed the opportunity to continue to participate under the District's group health insurance plan by utilizing their Federal COBRA rights.

If possible, employees must provide the District with at least thirty (30) days advance written notice prior to the start of leave for military service except in cases of national emergency. Such notice must include, without limitation, a copy of the employee’s orders. Upon return to the District from military training, employees must submit a statement signed by an appropriate military official indicating the time spent in military training and/or service.

Employees inducted into the Armed Services of the United States under the Military Selective Service Act (or under any prior or subsequent corresponding law) for training and service will receive military leave and reemployment benefits in accordance with applicable law. Employees who enlist in the Armed Services of the United States will also receive military leave and reemployment benefits in accordance with applicable law.

Where required by law, during an employee’s military leave, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work.

10.12 SCHOOL VISITATION RIGHTS
Employees who have worked for the District for at least six (6) months for an average of at least twenty (20) hours per week, may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend to school conferences or classroom activities related to their child(ren).

Please see Appendix J for further details regarding School Visitation Rights.
10.13 VICTIM'S ECONOMIC SECURITY AND SAFETY ACT LEAVE
Subject to certification requirements outlined in Appendix L, an employee shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period if that employee is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence.

10.14 ILLINOIS FAMILY MILITARY LEAVE ACT
Eligible employees may use unpaid family military leave for up to thirty (30) days. Leave is granted under this Act to employees who are either the spouse, civil union partner or the parents of soldiers called into active military duty. The leave must be taken during the period the military deployment orders are in effect.

To be eligible, the employee must be employed by the District for at least twelve (12) months with at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

Family Military Leave shall be granted to employees only after the employee has exhausted all accrued vacation leave, personal leave, and compensatory leave.

The District may require certification from the proper military authority to verify eligibility for the family military leave requested.

The employee is required to give a 14-day notice to their Immediate Supervisor and Human Resources Manager in the event that the request for leave consists of five or more consecutive work days. Where possible, the employee should attempt to schedule such a leave so as not to unduly disrupt business operations. If the employee's request for leave consists of less than five consecutive work days, the employee should provide as much notice as is practicable. See "Form H Family Military Leave" for a request of leave form under this Act.

During an approved family military leave, the employee may maintain benefits at the employee's expense.

10.15 BLOOD DONATION LEAVE
Any full-time employee who has been employed by the District for at least six (6) months is entitled to up to one, two-hour blood donation leave, with pay, every 56 days.

An employee is required to give reasonable notice to the District in the event that the employee chooses to use leave under this policy. A request for leave under this policy must be in writing and must include the day the employee wishes to use the leave along with a written statement from the blood bank indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood.

Upon the employee's return from an approved leave, the employee may be required to submit a written statement from the blood bank verifying that the employee kept the appointment.
10.16 CHILD BEREAVEMENT

In accordance with the Illinois Child Bereavement Leave Act (Public Act 099-0703), an employee who is an eligible employee under the Family and Medical Leave Act of 1993, 29 U.S.C. § 2601, et seq., (that is, an employee who has been employed by the District for at least 12 months and who has worked at least 1,250 hours in the 12 month period preceding a leave taken in accordance with this Section) shall be entitled to a maximum of ten (10) working days of unpaid bereavement leave to attend the funeral (or alternative to a funeral) of the employee's child (defined as the employee's son or daughter who is the biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis), make arrangements necessitated by the death of the child, or grieve the death of the child. Such leave must be completed within 60 days after the date on which the employee receives notice of the death of the child.

In the event of the death of more than one child in a 12-month period, an eligible employee is entitled to up to six (6) weeks of child bereavement leave during that 12-month period.

An eligible employee must give the District at least 48 hours advance notice of the employee's intention to take child bereavement leave, unless providing such notice is not reasonable or practicable. The District may require reasonable documentation to support the leave, which may include a death certificate, a published obituary notice, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Per the District's Bereavement Policy 10.02, the employee will be allowed to use three days, up to five days if traveling over 200 miles, of paid time. After exhausting that available time, an employee may then substitute accrued paid time off, to the extent available, for unpaid time off, to the extent that such paid time off is available. However, nothing in this Child Bereavement Policy shall be interpreted as increasing the total amount of time off (consisting of unpaid time off or paid time off substituted therefore) available to an employee in any 12-month period under the Family and Medical Leave Act, nor shall this Child Bereavement Policy be interpreted as increasing the amount of paid time off otherwise available to an employee under the general Bereavement Leave Policy 10.02 or any other District leave or paid time off policy.
SECTION XI MISCELLANEOUS BENEFITS

11.01 EMPLOYEE ASSISTANCE PROGRAM (EAP)
The District realizes that personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these pressures, the District has contracted with an independent firm to provide Employee Assistance Program (EAP) services on a confidential basis. The services are available to all full-time and regular part-time employees and their families. For EAP information, please contact the Human Resources Manager, locate the information posted on designated bulletin boards in facilities/shops, or access the information on the District's intranet under Human Resources.

11.02 GROUP INSURANCE
Eligible employees may enroll in certain group insurance plans based on their employment classification by timely completion of all required enrollment forms. Group plans are subject to the rules and regulations of the insurance providers and the District. Except where prohibited by law, the District reserves the right to change, modify, cancel or discontinue any group insurance plans or change the amount of the required employee premium at any time with or without notice. Employees' insurance under the plan(s) will terminate immediately if the group policies are cancelled or if the employee fails to make any required premium payment.

Newly hired employees do not have to complete their Introductory Period before being eligible to participate in the District's insurance plans. Eligible employees can participate in the District's health insurance plan beginning on their first day of employment provided that they meet all plan requirements and on the life insurance plan after meeting the plan's designated waiting period.

11.03 FULL-TIME EMPLOYEE INSURANCE PLANS
The following group insurance plans are limited to full-time employees and their dependents (as defined by the insurance providers).

Medical, Dental, and Vision: Group medical, hospitalization, vision, and dental insurance are available to all eligible full-time employees. Employees may be expected to pay a portion of the premium cost. A summary plan description is available from the Human Resources Manager.

Life and AD&D Insurance: The District provides all eligible full-time employees with basic life and accidental death and dismemberment (AD&D) insurance based on the employee's annual base salary. This insurance is currently provided at no cost to the employee. A summary plan description is available from the Human Resources Manager.

Supplemental Life Insurance: The District offers supplemental life and AD&D policies to eligible full-time employees and their dependents. The entire premium must be paid by the employee. Payment may be made through payroll deduction. Details on these plans are available from the Human Resources Manager.

COBRA: The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Contact the Human Resources Manager for detailed information on COBRA.

Insurance Continuation upon Retirement: Full-time employees electing to retire will have the option to either purchase continuous health insurance coverage under the District's existing plan or elect COBRA. Under the continuation coverage, insurance premiums can be deducted from the employee's IMRF pension. Contact the Human Resources Manager for further details and forms.

11.04 PART TIME EMPLOYEE INSURANCE PLAN
As defined by the insurance providers and government regulations, regular part-time IMRF eligible employees may be eligible for insurance under the District's plan. However, depending on the plan, all regular part-time IMRF
eligible employees electing to participate in the insurance plan may need to pay the full amount of the premium and any associated costs. Contact the Human Resources Manager for further information.

11.05 ILLINOIS MUNICIPAL RETIREMENT FUND
Employees who work in District positions normally expected to work over 1,000 hours in a fiscal year are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. The following presents a very brief description of IMRF. Contact the Human Resources Manager for further information.

**Contribution:** Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction. Contributions are tax deferred, that is, not subject to either federal or Illinois income tax, but will be subject to federal income tax when refunded or withdrawn as a pension or death benefit. The District also contributes to IMRF as a percentage of total contributions. The District’s contribution is to fund survivor’s pensions, disability benefits, death benefits and the retirement costs of its employees.

**Refund:** An employee may receive a separation refund of their IMRF contributions when they cease working in an IMRF-qualified position. A separation refund consists of the employee’s IMRF contributions only. No interest is paid with a separation refund, nor are the District’s contributions refunded to the employee.

**Pension:** To receive full retirement benefits, the employee must meet IMRF eligibility requirements in relation to years of service credit and age at the time of retirement*.

**Disability Benefits:** IMRF provides monthly disability payments if an eligible member is unable to perform the duties of his position reasonably assigned by the District. To be eligible for benefits, the employee must have at least twelve (12) consecutive months of IMRF service credit since being enrolled in IMRF and the employee must have service credit in each of the twelve (12) months immediately preceding the date of disability. See IMRF Disability booklet as some exceptions may apply. Additionally, the employee may not be receiving any earnings from any employer while receiving the benefit.

**Death Benefits:** Under certain conditions, IMRF provides for lump sum payment or surviving spouse or civil union partner’s pension upon the employee’s death.

*Employees who were hired before 1/1/2011, or who were hired after this date but were IMRF or reciprocal retirement system participants prior to this date, will need to refer to the Tier I IMRF booklet for pension eligibility requirements. Employees hired on or after 1/1/2011 will need to refer to Tier II IMRF booklet for pension eligibility requirements.

11.06 MEASUREMENT, ADMINISTRATIVE, AND STABILITY PERIOD
In relation to the Affordable Care Act, the District has established a standard measurement period which shall be applied to all ongoing employees, an initial measurement period for new employees whose schedules are variable and or unpredictable, an administrative period between the end of the standard or initial measurement period and the stability period, and a stability period which shall be equal in length to the preceding standard measurement period and shall begin at the end of the administrative period to meet the general requirements of this Act.

The District has determined the measurement period to be a twelve (12) month period followed by a ninety (90) day administrative period to review eligibility. The purpose of the measurement period is to determine whether part-time and short-term employees have worked on average thirty (30) hours per week over a course of fifty-two (52) weeks. For new employee’s calculation of the measurement period will begin on the employee’s 1st day of employment and end twelve (12) months later. If determined the employee meets the eligibility requirements set by the Act, those eligible for coverage would be allowed on the District’s medical insurance plan during a stability period of twelve (12) months. Each stability period will also constitute a new measuring period which will be
followed by a new administrative period to allow the District to reassess the information gathered in the preceding measurement period.

**11.07 SOCIAL SECURITY & MEDICARE**

All District employees, regardless of their eligibility under IMRF, will be included under Social Security, and will have payroll deductions made in accordance with Social Security regulations. The District will also make payments into the Social Security Fund as required by Social Security Regulations. Employees will not be entitled to a refund of their contributions to Social Security upon termination of their employment with the District. Detailed information on benefits, eligibility requirements and the employee's account status are available from the local Social Security Administration office.

The Social Security Administration recommends that employees periodically verify their personal earnings and benefits. Information on requesting an account balance is available from the local Social Security Administration.

**11.08 MILEAGE REIMBURSEMENT**

If an employee is required in the performance of their duties with the District to use their personal vehicle on official District business, an employee may be eligible to be reimbursed for the actual mileage traveled while on such business based upon a mileage reimbursement rate established by the Internal Revenue Service (IRS). In order to qualify for reimbursement, a District vehicle must not be available for that trip, the employee must provide prior notification to their Immediate Supervisor or Manager, and provide proof of the mileage used for the District business and provide proof that the vehicle was used on official District business (i.e., submission of an approved mileage reimbursement form and other appropriate documentation as required by the District). Whenever possible, employees should use District vehicles to conduct District business.

**11.09 DEFERRED COMPENSATION PLAN**

The District has established a voluntary deferred compensation plan in accordance with state and federal guidelines in order to aid employees with their long-term financial planning. This plan allows employees to put money aside for their retirement on a tax-deferred basis through payroll deductions. The District offers this plan as a voluntary service; employees should consider their financial needs to determine if this plan is in their best interest. Please contact the Human Resources Manager for details on this plan.

**11.10 EMPLOYEE RECOGNITION**

Employees demonstrating exemplary behavior such as providing extraordinary customer service, assisting co-workers, voluntarily working extra hours, exhibiting leadership, teamwork and other accomplishments may be awarded for their accomplishments. Anniversary awards may be given in the District's discretion to employees on their 5, 10, 15, 20, and 25-year anniversary.

**11.11 UNEMPLOYMENT COMPENSATION**

All District employees are provided with Unemployment Compensation coverage in accordance with Illinois law. This coverage is provided at no cost to employees. Should an employee become unemployed, the employee may be entitled to receive unemployment benefits provided certain eligibility requirements are met. Additional information can be obtained from the local Unemployment Insurance office.

**11.12 SICK LEAVE BANK**

The Sick Leave Bank serves as a depository into which employees may voluntarily donate accrued sick leave time for allocation to other employees. The purpose of this bank is to alleviate the hardship caused if a medical emergency or injury forces the employee to exhaust all vacation time, personal days, sick leave, and compensatory time. This bank is not intended to provide unlimited paid sick leave for any medical reason. Please see Appendix M for further details regarding Sick Leave Bank.
12.01 EMPLOYEE SUGGESTIONS
Employees are urged to make any suggestion that will benefit the District, and which would save time, money, reduce waste, promote safety, improve the District's programs, parks or facilities, or increase workplace efficiency. Suggestions should be made to the employee's Immediate Supervisor.

12.02 EMPLOYEE GRIEVANCE
The following grievance procedure has been established to provide employees with a review mechanism in connection with terms and conditions of employment except for disciplinary actions which are covered under the District's Discipline Policy, Disciplinary Actions and Separations. With the exception of complaints and grievances initiated by individuals in positions that report directly to the Executive Director, complaints and grievances will receive final determination by the Executive Director.

1. If an employee has a grievance, the employee must present the grievance in writing to their Immediate Supervisor within seven (7) calendar days of the event giving rise to the grievance.

2. If the employee's grievance is not resolved by their Immediate Supervisor, the employee may submit their grievance in writing to their Manager within seven (7) calendar days regarding the disposition of the employee's grievance and stating the reasons for such disposition.

3. If the employee's grievance is not resolved by their Manager, the employee may present their grievance in writing to the appropriate Director within seven (7) calendar days regarding the disposition of their grievance and stating the reasons for such disposition.

4. If the employee's grievance is not resolved by the appropriate Director, their grievance may be submitted in writing to the Executive Director, within seven (7) calendar days after receipt of the Director's written response. The Executive Director will investigate the matter and respond in writing within seven (7) calendar days following their receipt of the employee's written grievance regarding their disposition of the matter and stating the reasons for such disposition. The decision of the Executive Director will be final in all cases.

The District's failure to strictly adhere to the time suggestions stated above will not affect the resolution of the grievance. There will be no discrimination or retaliation against an employee if they, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists, or participates in a grievance procedure investigation.
SECTION XIII DISCIPLINARY ACTION AND REVIEW

13.01 DISCIPLINE
All employees are expected to meet the District's standards of work performance, engage in acceptable conduct, and to satisfactorily perform their duties under the policies, guidelines and rules contained in this Manual. In addition, employees are expected to follow any other District policies, rules and guidelines, performance standards, directions of their Immediate Supervisor, Manager, Director or Executive Director, and to act in accordance with federal, state and local law. Work performance encompasses many factors, including, but not limited to, attendance, punctuality, attitude, personal conduct, job proficiency, general compliance with the District's policies and procedures.

The intent of corrective action is to formally document problems while providing the employee with a reasonable timeframe within which to improve performance. If an employee does not meet District standards, the District may, under appropriate circumstances, take corrective disciplinary action, up to and including immediate termination.

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the District. An employee may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on the employee's part. Notwithstanding the District’s option to use progressive discipline, the District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the employee’s dismissal.

While the District hopes and expects that the need for disciplinary action will be rare, when an employee's job performance, attitude, or conduct falls short of the District's standards, the District will not hesitate to take appropriate action. Such actions will range from oral warnings to termination.

13.02 EXAMPLES OF REASONS FOR DISCIPLINARY ACTION
An employee may be warned, suspended, demoted, and/or dismissed whenever it is determined, at the District's sole discretion, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject an employee to disciplinary action including termination and does not change the employment-at-will relationship between the employee and the District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

1. Failure to adhere to District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Extending breaks or lunches.
4. Leaving job during working hours without permission.
5. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by the employee's supervisor(s).
6. Inability or unwillingness to take orders from supervisor(s).
7. Uncooperative or hostile attitude or inappropriate conduct toward other employees, management, the Board, or members of the public.
8. Threatening or striking any person who is in or on District property or participating in District activities.
9. Being wasteful of or the willful destruction of District supplies, materials, vehicles, equipment, tools, working time or other District property.
10. Failure to wear uniform or safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) as required or defined by the Safety Manual and this Manual and/or branch manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by the Safety Manual, this Manual or department manual, rules and/or procedures.

11. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.

12. Failure to follow any federal, state, local or District law, rule or regulation while on duty or while in or on District property.

13. Engaging in criminal activity while on duty or while in or on District property.

14. Failing to report an accident or known hazardous conditions to his/her immediate supervisor.

15. Being under the influence or possession of intoxicants or illegal drugs while on duty or on District property or failing to notify the District that you are taking legal drugs when such notice is required.

16. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the District, fellow employees or the public.

17. Possession of weapons as outlined in Ordinance #03-415 Ch. 5 Sec. 5 “Weapons and Harmful Substances” and Weapons Policy 9.30.

18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.

19. Failure to maintain a valid driver's license or other license or certification which may be required for the employee's position or as provided in this Manual.

20. Harassment of other employees or members of the public.

21. Dishonesty; lying to District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and division reports.

22. Dishonest and/or unethical use of the District's designated timekeeping tracking system.

23. Unauthorized possession, use or copying of any records that are the property of the District.

24. Sleeping on duty.

25. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the District in its sole discretion not to be in its best interests.

13.03 ORAL WARNINGS
Oral warnings may be issued by the employee's Immediate Supervisor, Manager, Director or Executive Director if the nature of the employee's conduct or non-performance is not sufficient to warrant more severe disciplinary action. Oral warnings are issued for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn the employee that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline, up to and including termination. The supervisor imposing the oral warning will discuss the warning with the employee and suggest how to correct the offending conduct. Documentation of an oral warning may be placed in the employee's personnel file.

13.04 WRITTEN WARNINGS
Written warnings may be issued by your Immediate Supervisor, Manager, Director or the Executive Director. Written warnings consist of a conference between the employee and the supervisor imposing the warning, and a written memorandum expressing disapproval of conduct or poor work performance and/or attendance and
warning the employee that repetition of the conduct or failure to improve may result in more severe discipline, up
to and including termination.

The employee is required to sign the Employee Disciplinary Notice Form indicating receipt of the warning and the
employee's understanding of the reason for the warning. The employee will also be given an opportunity to
provide written comments on the form. If the employee refuses to sign, another supervisor or the Human
Resources Manager will be asked to witness the employee's refusal. A copy of the written warning will be placed
in the employee's personnel file.

13.05 SUSPENSION
A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a
suspension may be with or without pay, at the discretion of the employee's Immediate Supervisor, Manager,
Director or Executive Director for disciplinary purposes where the cause is not sufficient for termination or until an
investigation can be made concerning the nature of the employee's misconduct. The supervisor(s) imposing the
suspension will meet with the employee and give the employee a written memorandum outlining the details of
their suspension, including without limitation, the reasons for and duration of the employee's suspension. During
this meeting, the employee will be given an opportunity to respond to the reason(s) for their suspension. The
duration of the employee's suspension shall be determined by the Manager and/or Director in consultation with
the Executive Director. Unpaid suspensions will be based on daily increments.

The employee is required to sign the written notice of their suspension indicating receipt and understanding of
the reason(s) provided in the suspension memorandum. The employee will also be given an opportunity to
provide written comments on the notice. If the employee refuses to sign, another supervisor or Human Resources
Manager will be asked to witness the employee's refusal. A copy of the notice will be placed in the employee's
personnel file.

13.06 DISCIPLINARY PROBATION
Disciplinary probation may be imposed by the employee's Immediate Supervisor with the Director's or Executive
Director's approval, for a period of one to three consecutive working months. This may be done simultaneously
with or following the receipt of an oral warning, written reprimand, suspension, or demotion. The employee will
be given a written explanation of the reasons for probation and the terms thereof. If the employee does not
improve their work performance or cease committing the conduct that got him/her placed on probation, the
employee will be dismissed. Please note, the employee does not have a guaranteed term of employment with the
District for the length of his/her disciplinary probation. As an at-will employee, the employee may be dismissed at
any time, with or without cause or notice.

13.07 DEMOTION
Demotions are permanent changes in the employee's job classification with a corresponding permanent
reduction in the employee's salary. Demotions may be used by the employee's Director, with the Executive
Director's approval, where in the Director's or Executive Director's opinion, demotion is the appropriate action for
the employee's misconduct or failure to satisfactorily perform his/her job functions. Demotion may be used in
addition to other forms of discipline.

13.08 DISMISSAL
A dismissal is a termination of employment initiated by the District. An employee may be dismissed for any
lawful reason at any time. All District employees serve at the will of the District. All employee terminations shall
be subject to the approval of the Executive Director.

The notice of dismissal, including the effective date and time of dismissal will be in writing and will state the
specific charges against the employee. Generally, the employee's Immediate Supervisor or designee will meet
with the employee prior to dismissal to explain the charges contained in the notice and to offer the employee the
opportunity to answer the charges against them and to explain his/her position. The employee is required to sign
the written notice of their dismissal indicating their receipt of the notice and understanding of the reason for the
dismissal. If the employee refuses to sign, another supervisor or Human Resources Manager may be asked to witness the employee's refusal. A copy of the notice will be placed in the employee's personnel file. Employees may further respond to those charges through the formal review procedure outlined in Section 13.10 below.

13.09 REVIEW OF DISCIPLINARY ACTION OTHER THAN DISMISSAL
In the case of disciplinary action other than dismissal, including but not limited to disciplinary actions of qualifying patients under 410 ILCS 130/50(f), an employee may request a review of the action by submitting a written request to the supervisor who took the disciplinary action against the employee (i.e., Immediate Supervisor, Manager, Director or Executive Director) within seven (7) calendar days from the date the action was taken. Such supervisor should meet with the employee and issue a written determination within fourteen (14) calendar days of receipt of the employee's written request for review. If the employee is not satisfied with this determination, the employee may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in his/her division within seven (7) calendar days after the date of the initial determination. This supervisor will meet with the employee and should issue a written determination within fourteen (14) calendar days of receipt of the employee's written request for review. If the employee is not satisfied with the determination at this stage, the employee may continue this process through each succeeding supervisory level in his/her division up to the Executive Director. Any decision of the Executive Director shall be final.

Employees reporting directly to the Executive Director may request a review of disciplinary actions other than dismissal taken with respect to them directly to the President of the Board of Trustees within seven (7) calendar days from the date the action was taken. The action will be reviewed by the Board or by a person or persons designated by the Board, and a written determination will be issued within fourteen (14) calendar days following the Board's receipt of the written request. The determination of the Board or its designee(s) shall be final.

This procedure should be followed to the extent that it is, in the District's sole discretion, practicable under the circumstances. The District's failure to strictly adhere to the time limits or the procedure in this shall not affect the resolution of any disciplinary action.

13.10 REVIEW OF DISMISSAL
The decision to dismiss an employee, including but not limited to the dismissal of a qualifying patient under 410 ILCS 130/50(f), shall be final unless the employee requests a review of their dismissal by submitting a written request to the Executive Director within seven (7) calendar days from the date the action was taken. The Executive Director or a person or persons designated by the Executive Director will review the action and investigate the circumstances surrounding the employee's dismissal. The employee may be offered the opportunity to appear before the Executive Director or Executive Director's designee(s) to answer the charges made against them. However, the Executive Director or Executive Director's designee(s), in their sole discretion, will determine if there will be a review meeting and if a meeting is granted, the date, time, length, and the rules and procedures to be followed during the meeting. If the employee is granted a review meeting, the Executive Director or Executive Director's designee(s) will issue a written determination within fourteen (14) calendar days after the meeting. If the employee is not granted a review meeting, the employee may submit written documentation to support his/her position prior to the cut-off date established by the Executive Director or Executive Director's designee(s) for receipt of such documentation. The Executive Director or Executive Director's designee(s) will issue a written determination within fourteen (14) calendar days following such cut-off date. The determination of the Executive Director or his/her designee shall be final.

If the employee who has been dismissed is a direct report of the Executive Director, the employee may make a request to the President of the Board ("President") to have their dismissal reviewed by the Board. The Executive Director's decision to dismiss an employee shall be final unless the employee submits a written request for review of dismissal to the President within seven (7) calendar days from the date the action was taken. The President and the Board may meet with the employee and investigate the circumstances surrounding their dismissal. The President on behalf of the Board should issue a written determination within fourteen (14) calendar days of receipt of the employee's written request. The Board's decision shall be final.
The District reserves the right to proceed directly to a subsequent level of review of a disciplinary action. The District's failure to strictly adhere to the time limits or the procedure in this Section 13.10 shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the District's sole discretion, practicable under the circumstances.

Nothing in this section shall limit or restrict the District's right to dismiss an employee at any time, with or without cause.

NOTE: NOTHING IN THIS SECTION SHALL LIMIT OR RESTRICT THE DISTRICT'S RIGHT TO DISMISS AN EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE. AS AN AT-WILL EMPLOYEE OF THE DISTRICT, AN EMPLOYEE MAY TERMINATE HIS/HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE AND THE DISTRICT RETAINS A SIMILAR RIGHT.
SECTION IVX  PUBLIC RELATIONS

14.01 BOARD-EMPLOYEE RELATIONSHIP
Board members are appointed by the McHenry County Board to represent the District's policies and goals under the Illinois Conservation Act of 1963 (70 ILCS 410/1 et seq.). District employees are employed by the District and shall be supportive of the District and the policies, ordinances and goals established by the Board. Both the Board and the District employees are directly responsible to the public for the District's performance.

14.02 PUBLIC INFORMATION
It shall be the responsibility of the Executive Director or other employees designated in writing by the Executive Director or the Board, to verify and/or disseminate all information released in the name of the District.

14.03 PUBLIC RELATIONS
All District employees shall be responsible for providing services to the public in a courteous and timely manner.
SECTION VX  SEPARATION FROM EMPLOYMENT

15.01 EMPLOYMENT AT-WILL
Employment with the District is on an at-will basis. This means that both employees and the District have the right to terminate employment at any time with or without cause or notice.

15.02 LAYOFFS
The District may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid-off whenever there is a lack of work or funds or a change in functions directly or indirectly creates a surplus of employees for the workload of the District. Although the District is under no obligation to do so, every reasonable effort will be made to transfer full-time employees to another branch or division rather than laying them off. When this is impractical, the Executive Director or Executive Director’s designee will consider seniority, among other factors, where qualifications, ability, attitude, and performance factors are substantially the same in determining whom to lay off.

15.03 RESIGNATIONS
A resignation is a voluntary separation from or abandonment of employment. As an at-will employee, an individual can resign with or without cause or notice at any time. However, the District requests that an employee submit written notice to their Immediate Supervisor at least ten (10) working days prior to their last work day stating their reasons for resignation. The District requests that members of the Executive Leadership Team and Leadership Team give at least twenty (20) working days prior written notice. Employees may not use sick leave, vacation leave, or any other leave of absence or time off after they have submitted their resignation. Vacation and sick compensation will be paid in accordance with the policies contained in this Manual and applicable by law. At the discretion of the District, short-term employees will not be deemed in good standing if they resign or abandon their job before the end of the assignment or period for which they are employed. If an employee fails to resign in good standing, the employee may not be eligible for rehire unless they demonstrate good cause, as determined in the sole discretion of the District, for not complying with this policy. Written resignations will be placed in the employee’s personnel file.

Employees may retire for the purpose of collecting retirement or Social Security. Please contact the Human Resources Manager so that the appropriate paperwork can be completed in a timely manner.

*Employees providing more than thirty (30) calendar days of notice of resignation or retirement may be eligible to use available accrued paid time prior to their last work day; however, requests that exceed five (5) consecutive work days will not be granted during the last ten (10) working days of employment unless authorized by the Executive Director. Requests need to be sent to the division Director for approval of this time off. The Director will review requests on a case-by-case basis taking into consideration such items that include, but not limited to, the employee’s standing with the District, workload, and amount of time requesting off.

15.04 RETURN OF DISTRICT PROPERTY
Before officially separating from the District’s employment for any reason, the employee must return all District property, including without limitation vehicles, tools, keys, key card, cellular telephone, laptop, uniforms, equipment, and identification, credit and insurance cards.

15.05 SEPARATION OF SERVICE
For full-time employees, except as otherwise provided, upon separation, an employee’s vacation accrued, but not used, will be paid to the employee or the employee’s heirs at their rate of pay at the employee’s separation date. An employee is not paid for unused personal leave.

Upon resignation with proper notice or retirement, employees shall be compensated for unused sick days at their regular pay rate based on the following schedule:

<table>
<thead>
<tr>
<th>Length of Continuous Service</th>
<th>Sick Leave Credit</th>
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SECTION VX | 1
Five (5) years, but less than Ten (10) 25% Compensation years
Ten (10) years or more 50% Compensation

Employees terminated from the District for cause shall forfeit all accumulated sick days.

Full-time employees may continue their health, vision, and dental insurance under COBRA (the Consolidated Omnibus Budget Reconciliation Act) or applicable Illinois law for the specified time. The Human Resources Manager will provide employees with such information when they separate from the District.

IMRF benefits may continue if the employee leaves the District and continues employment with another participating municipal agency of the State of Illinois.

The Human Resources Manager will provide the employee with the appropriate information when they separate from the District.

15.06 REFERENCES
Information provided by the District in response to requests for employment references will be limited to the employee's starting date, ending date, job title, and job description. Employees must properly complete, sign and deliver a written authorization and release to the District in the form required by the District before any additional information will be provided. See "Form B - Authorization to Disclose Information," in the back of this Manual.

15.07 EXIT INTERVIEW
If possible, the Human Resources Manager will conduct an exit interview when the employee is separating from the District. Employees will be provided a written questionnaire to respond to at their discretion. Completed exit interview questionnaires along with any interview notes will be maintained in the employee's personnel file. Exit interviews will include an explanation of any benefits that may be continued pursuant to applicable federal and state law. At this meeting, the employee maybe required to return all District property if they haven't already done so, or made prior arrangements, with their immediate supervisor.
APPENDIX A – ALCOHOL & DRUG POLICY

PURPOSE
The McHenry County Conservation District (District) has implemented an Alcohol and Drug Abuse Policy in response to evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since District employees operate, supervise and maintain land and facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to maximize the health and safety of its patrons and employees.

This policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C. A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy is not intended to prohibit lawful possession or use of alcohol by off-duty employees who reside in District-owned residences, employees who are guests at District-owned residences during non-working hours, or employees' private off-duty use on District property to the extent such use does not interfere with the employee's job performance.

This policy is also not intended to apply to those staff members who are certified to serve alcohol at District programs, who may also have purchased and temporarily stored program supplies of alcoholic beverages in accordance with District guidelines. Such staff members are still subject to the rules prohibiting consumption of alcohol on District property during working hours.

This policy does not replace any of the provisions or requirements of the District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver's License (CDL). District employees who operate District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles.

As part of its continuing commitment to safety and to comply with federal law, the District has established a controlled substance and alcohol testing policy for District positions that require a commercial driver's license (see Alcohol and Drug Procedures for CDL Employees following this section). Both the District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures for CDL Employees is in addition to and supplements and complements rather than supersedes all other District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures For CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures for CDL Employees and the provisions of any other District policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures for CDL Employees will control.
ACTS PROHIBITED
Except as otherwise provided below, the unlawful manufacture, distribution, dispensation, possession, or lawful use of a controlled substance, including, but not limited to, cannabis and alcohol, is prohibited on District Property, while on duty, or while performing duties for the District.

Employees authorized to attend business or social gatherings held in conjunction with District-related events, training, conferences, meetings or other District related outings, may legally consume alcohol when served or available at the function. Understandably, employees are expected to act in the best interests of the District at all times and to use mature judgment and discretion in the consumption of alcohol. However, when attending such business or social gatherings, employees are expected to adhere to Policy 9.27 Vehicle Use in that no employee may be under the influence while operating any District vehicle.

DEFINITIONS
For purposes of this Policy and Procedures for CDL Employees, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.

2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 et seq.) which provisions are specifically incorporated in this Policy by reference.

3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.

4. "Criminal Drug Statute" means a state or federal criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.

5. "Executive Director" is the Executive Director of the McHenry County Conservation District (or another Director who has been authorized to act on behalf of the Executive Director).

6. "District Property" means any building, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the District. District Property also includes property used by District patrons while on District sponsored events or field trips or property of others when presence thereon by the District employee is related to employment with the District.

7. "Drugs" mean Legal Drugs and controlled substances, including cannabis.

8. "Legal Drugs" mean prescription drugs, including but not limited to medical cannabis when used or possessed by a registered qualifying patient in accordance with 410 ILCS 130/1, et seq., and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.

9. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.

10. "MRO" means Medical Review Officer. A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results.

11. "Policy" means this Alcohol and Drug Abuse Policy of the McHenry County Conservation District.

12. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.

13. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.
14. "SAP" means Substance Abuse Professional. A person who evaluates employees who have violated a DOT drug and alcohol program regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

15. "Under the Influence" means that the employee is impaired or affected by alcohol or drugs, including legal and illegal drugs, in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's good faith belief, or the statement of a witness.

VOLUNTARY TREATMENT
It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the District's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Human Resources Manager for further information regarding insurance coverage. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

SCREENING AND TESTING
The District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have Public Safety Responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested following a workplace accident, a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion* that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility selected by the District at the District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Each District employee is required to sign a consent form, a copy of which is included at the back of this Manual (Form D). Prospective employees applying for positions that require a commercial driver's license will be required to sign a consent form prior to taking the pre-employment drug screening. Prospective employees for positions that require a pre-employment physical may be required to sign a consent form prior to taking the pre-employment physical.

Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the District, in its sole discretion, under the circumstances.

*Pursuant of 50 ILCS 727/1-25, any instance where an officer discharges his or her firearm, causing injury or death to a person or persons, during performance of his or her official duties or in the line of duty (also known as an "officer involved shooting"), is considered "reasonable suspicion" to require the officer to submit to a drug and alcohol testing as soon as practicable after the officer involved shooting, but no later than the end of the shift or tour of duty of that officer.
TREATMENT
If the medical facility recommends treatment, the District may, depending on the circumstances as determined in the sole discretion of the District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) calendar days from the time of recommendation of treatment. The District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but is not limited to, future alcohol and/or drug testing.

USE OF LEGAL DRUGS
Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility, and who has taken a legal drug, including but not limited to medical cannabis when used by a registered qualifying patient in accordance with 410 ILCS 130/1 et seq., must report the use of such legal drug to their Immediate Supervisor or Manager if the legal drug may impair the employee's ability to work or function or cause drowsiness or if it may alter judgment, perception or reaction time. Employees are not required to state the reason for the medication. The burden is on the employee to find out from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The employee's Manager and/or Director, after conferring with the Executive Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including termination.

NOTICE OF CONVICTIONS
Any employee who is convicted of violating any federal or state criminal drug statute must notify the Executive Director within five (5) calendar days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including termination.

DISCIPLINE/PENALTIES FOR VIOLATION
An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol or controlled substances, including medical cannabis, who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District property or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs, including but not limited to the use of medical cannabis by a registered qualified patient in accordance with 410 ILCS 130/1 et seq., in accordance with this Policy, will be disciplined in accordance with the Discipline Policy. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the District and by a federal, state or local health, law enforcement, or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the
employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

PRE-EMPLOYMENT SCREENING
Employees who are required to have a commercial driver's license (CDL) for their position with the District will be tested in accordance with the District's Alcohol and Drug Procedures for CDL Employees outlined in this policy.

As a final pre-requisite in the District's employment selection procedure, persons offered a full-time position with the District will be required to undertake a pre-employment drug and alcohol screening test and other applicants based upon the position offered. At the discretion of the District, persons offered a part-time position may be subject to drug testing based upon the position offered.

INSPECTIONS
In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the District and which an employee is permitted to use during employment with the District, are and remain the property of the District. Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property.

2. Any such property reasonably suspected of having or holding such substances is subject to search by the District. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including termination.

RECORDS
The District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the employee's personnel file. Access will be limited to those who need to know. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.
APPENDIX B - ALCOHOL AND DRUG PROCEDURES FOR CDL EMPLOYEES

D.O.T. DRUG AND ALCOHOL PROCEDURE

INTRODUCTION
In an effort to promote public safety and to help prevent accidents and injuries, the U.S. Department of Transportation (D.O.T.) instituted regulations that establish a zero-tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by the D.O.T. regulations are: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP). The following procedures have been developed to implement the D.O.T. regulations, which can be found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including termination.

AFFECTED EMPLOYEES

1. The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who are required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the District. This includes full-time and part-time employees.

2. The above employees are subject to these procedures and regulations at all times while on duty including all overtime and when on call. An exception may be made by a Director to exempt an employee from alcohol use restrictions if the employee is attending off site training and is not expected to return to duty for the remainder of the day. However, when attending such business or social gatherings, employees are expected to adhere to Policy 9.27 Vehicle Use in that no employee may be under the influence while operating any District vehicle.

EMPLOYEE REQUIREMENTS (382.201 to .215):

To meet the D.O.T. regulations, the following requirements are placed upon affected employees. Exceptions to these requirements may be made by a Director in making temporary work assignments for employees. Affected employees will not consume or possess any product containing alcohol or controlled substances while on duty.

1. Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).

2. Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.

3. Affected employees must immediately report for testing when so ordered, and must cooperate with testing personnel and procedures.

4. Affected employees must agree to release testing results to the District and to the substance abuse professional (S.A.P.), and to release the substance abuse professional’s report to the District.

5. Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for their operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

TESTS PERFORMED
Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

**Alcohol Test:**
1. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
2. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
3. If test results are negative the employee will be required to return to work. Results will be reported to the Human Resources Manager and/or the Executive Director.
4. If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
5. If retest results are negative, test is reported to Human Resources Manager and/or the Executive Director, as negative.
6. If retest results are positive, the test results are immediately reported to the Human Resources Manager and/or the Executive Director. The employee will not be allowed to return to work and arrangements will be made to drive the employee home.

**Controlled Substances Test:**
Testing will only be performed for the five controlled substances prohibited by the D.O.T. regulations - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.
1. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
2. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water (up to 24 oz. in two hours) and attempt test again.
3. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. Employees will be required to return to work upon completion of testing.
4. Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Human Resources Manager and/or the Executive Director.
5. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the M.R.O. If negative the M.R.O. reports a negative result to the Human Resources Manager and/or the Executive Director.
6. If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug, and will decide if test results are negative or positive. If the employee cannot be reached by the M.R.O., the Director will be contacted to tell the employee to contact the M.R.O. If contact is not made in 72 hours the M.R.O. will determine the test results as positive. The M.R.O. reports to the Human Resources Manager and/or the Executive Director test results as positive or negative.
7. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample, and can request that the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.
SIX CIRCUMSTANCES UNDER WHICH TESTING IS PERFORMED

1. Pre-employment Testing (382.301, .433):
   a. Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.
   b. If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.
   c. Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the test results.
   d. In addition to submitting to testing, the prospective employee must supply the District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the District in obtaining from each of the previous employer’s results of any positive test, S.A.P.’S reports, and any refusals to test.

2. Random Testing (382.305):
   a. All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.
   b. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and 50% per year for illegal drugs.
   c. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.
   d. Selection for testing will be performed on a sufficiently random basis by a neutral third party. Employees will not know when testing is complete for the year nor when to anticipate the next selection.
   e. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

3. Reasonable Suspicion Testing (382.307):
   a. When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another supervisor, manager or director who will also observe the employee. If both supervisors are in agreement, the Human Resources Manager and the Executive Director will be notified of the situation and the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.
   b. The supervisor’s determination must be based upon specific, describable, current observations of the employee’s appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.
   c. When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle, or any District vehicle. (For 24 hours or until a negative test result whichever comes first).
   d. The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.
e. The Human Resources Manager or the Executive Director calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility by their supervisor or supervisor's designee.

f. If an employee refuses to submit to a test, they will be required to call someone to drive him/her home. If unable to find someone, a cab will be called. The District will pay for the cab with reimbursement by the employee when they return to work. If the employee insists on driving themselves, the local Police Department will be called and notified.

g. Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Human Resources Manager and/or the Executive Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

h. The supervisor(s) making the determination must submit a signed written description to his/her Manager, Human Resources Manager and Executive Director citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

4. Post Accident Testing (382.303):

a. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.

b. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.

c. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.

d. If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 32 hours. A written record must be submitted to the Human Resources Manager and/or the Executive Director to be placed in a separate DOT file maintained for CDL employees explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

5. Return to Duty Testing (382.309): Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

a. Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. The employee will be responsible for all costs associated with this classification of return to duty testing or

b. Have not been in a random testing pool for more than 30 days.

c. Follow-up Testing (382.311, .605)

d. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional (S.A.P.) to require help in dealing with their substance abuse problem will be subject to follow up testing.

e. The Human Resources Manager or the Executive Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Human Resources Manager or the Executive Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a maximum of five years.
f. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.

g. Employee is responsible for all costs associated with follow-up testing.

CONSEQUENCES OF FAILED OR REFUSED TESTS (382.605)

1. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.

2. If the employee selects a substance abuse professional (S.A.P.), the employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. The Human Resources Manager will provide a list of S.A.P.'s to the employee; however, the employee is free to choose any certified S.A.P.

3. The employee must sign a release allowing the District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Human Resources Manager.

4. The S.A.P. will report back to the Human Resources Manager or the Executive Director that the employee:
   a. Does not require any help in dealing with a substance abuse problem - in which case the employee may be returned to full duty.
   b. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty, yet.
   c. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.

5. The employee is responsible for obtaining any counseling or rehabilitation prescribed by the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to report back to the S.A.P. Employees are advised that the U.S. D.O.T. regulations require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.

6. When the S.A.P. reports to the Human Resources Manager or the Executive Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
   a. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).
   b. Continue with any rehabilitation therapy if so prescribed by the S.A.P.
   c. Test negative in unannounced follow-up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Director.

REQUIRED TRAINING

1. To the extent possible, all affected employees will be informed of any new D.O.T. regulations and any revisions to or modification of these policies and procedures to implement the regulations.

2. All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty (60) minutes of training for alcohol misuse recognition and sixty (60) minutes of training for controlled substance use recognition is required.

3. All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60
minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.

4. All employees will sign a receipt that they attended the training. The receipt will be kept in District records.
APPENDIX C - CRIMINAL BACKGROUND CHECK POLICY

PREFACE
It is hereby found and determined that the use of criminal background checks, in accordance with the Illinois Uniform Conviction Information Act, will assist in providing a safe environment for children, volunteers and participants of the programs sponsored by the McHenry County Conservation District. Accordingly, the McHenry County Conservation District shall conduct criminal background checks, pursuant to this policy, as a condition of employment with the McHenry County Conservation District.

DISTRICT EMPLOYEES/VOLUNTEERS
1. Background checks shall be required for the following positions:
   • All Police Officers
   • All Full-time, Part-time, and Short-term McHenry County Conservation District employees
   • All recognized or sanctioned volunteers, except those that volunteer to participate in the Natural Resource Management Monitoring Program.
2. Any person applying to any of the above positions must complete and sign a copy of the Criminal Background Check Waiver and Release form, which is attached to this policy.
3. All recognized or sanctioned volunteers will be required to disclose on a separate volunteer application whether they have been convicted of, or has found to be, a child sex offender. Discovery of a volunteer being convicted of, or found to be, a child sex offender will result in immediate termination of their volunteer services at the District.
4. In the course of a criminal background check, the District will not request or seek from either an applicant for a non-police position or from a federal or state agency the disclosure of sealed or expunged records of conviction or arrest.
5. Criminal background checks will be processed prior to the applicant beginning his/her duties. The District reserves the right not to allow an employee to start working until a complete background check results are received by the District. Subsequent background checks will be conducted if the District has reasonable suspicion to believe that a new criminal conviction has occurred.
6. The results of the criminal background checks will be kept strictly confidential. The District’s Executive Director, Chief of Police and/or Human Resources Manager are the only people who shall review or have access to the reports. The reports shall be kept in a separate file and stored in a locked, secure location and retained for three years after employment terminates.
7. If a background check discloses a criminal conviction, the candidate/employee will be provided with a “Notice of Duty to Review Criminal Record.” The District’s Executive Director, Chief of Police and/or Human Resources Manager shall review the background check report and information received from the candidate/employee pursuant to the “Notice of Duty to Review Criminal Record” to determine if the criminal conviction disqualifies them from employment or serving as a volunteer for the District.

A. The District shall not knowingly employ a person who has been convicted for committing attempted first degree murder, or for committing or attempting to commit first degree murder, a Class X felony, or any one or more of the following offenses: (i) those defined in Sections 11-1.20 (criminal sexual assault, 11-1.30 (aggravated criminal sexual assault), 11-1.40 (predatory criminal sexual assault or a minor), 11-1.50 (criminal sexual abuse), 11-1.60 (aggravated criminal sexual abuse, 11-20.1B and 11-20.3 (aggravated child pornography), 11-6 (indecent solicitation of a child), 11-9 (public indecency), 11-14.3 (promoting prostitution, 11-14.4 (promoting juvenile prostitution), 11-15 (soliciting for a prostitute), 11-15.1 (soliciting for a juvenile prostitute), 11-16 (pandering), 11-17 (keeping a place of prostitution), 11-18 (patronizing a prostitute), 11-19 (pimping), 11-19.1 ( juvenile pimping), 11-19.2 (exploitation of a child), 11-

B. The District shall not knowingly employ any a person who has been convicted of any of the following drug offenses, until 7 years following the end of the sentence imposed for any of the following offenses (i) those defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b), 5(a) and 5(b) of that Act; (ii) those defined in the Illinois Controlled Substances Act; (iii) those defined in the Methamphetamine Control and Community Protection Act and (iv) any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. Further, the District shall not knowingly accept a person who has been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987. Notwithstanding the provisions of Sections 6A and 6B of this Policy, the District may, in its discretion, employ a person who has been granted a certificate of good conduct under Section 5-5.5-25 of the Unified Court of Corrections by the circuit court.

INDEPENDENT CONTRACTORS

1. Criminal background checks shall be conducted on all independent contractors teaching District programs or providing services at any District programs or facilities where the individual will be alone with children. Criminal background investigations may also be required for persons providing services in positions that have physical access to or control over cash or other public funds; persons who by virtue of their positions have on a regular basis, individual unsupervised contact with or access to users of District program and/or facilities; or whenever the Executive Director determines necessary and in the interest of public safety.

2. If the independent contract is an organization with individuals employed by them providing services listed in the preceding paragraph, the organization shall be required to file signed authorization forms for each individual to submit to the criminal background checks or, in the alternative, provide results from criminal background checks already conducted by the organization signing the independent contractor agreement.
PREAMBLE

WHEREAS, the Illinois General assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, The Act requires all units of local government and school districts, within six months after effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units “in a manner no less restrictive” than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE MCHENRY COUNTY CONSERVATION DISTRICT, AS FOLLOWS:

SECTION 1: The Code of Ordinances of McHenry County Conservation District is hereby amended by the addition of the following provisions:

ARTICLES 1
DEFINITIONS

SECTION 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

“Campaign for Elective Office” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

“Collective Bargaining” has the same meaning as that term is defined in Section 3 of the Illinois Public Labor
Relations Act (5 ILCS 315/3).

"Compensated Time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory Time Off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the McHenry County Conservation District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the McHenry County Conservation District.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of Absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political Activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political Organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited Political Activity" means:
1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political events.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political events.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.

7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

10. Preparing or reviewing responses to candidate questionnaires.

11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

12. Campaigning for any elective office or for or against any referendum question.

13. Managing or working on a campaign for elective office or for or against any referendum question.

14. Serving as a delegate, alternate, or proxy to a political party convention.

15. Participating in any recount or challenge to the outcome of any election.

"Prohibited Source," means any person or entity who: (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee; (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee; (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLES 5
PROHIBITED POLITICAL ACTIVITIES
Section 5-1. Prohibited political activities.

a. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the McHenry County Conservation District in connection with any prohibited political activity.

b. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

c. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit,
whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

d. Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of their official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

e. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10
GIFT BAN
Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse or civil union partner of an immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.

2. Anything for which the officer or employee, or his or her spouse, civil union partner or immediate family member, pays the fair market value.

3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

4. Educational materials and missions.

5. Travel expenses for a meeting to discuss business.

6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse, civil union partner and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse, civil union partner or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses, civil union partner or immediate family members.
8. Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the
food or refreshments are (i) consumed on the premises from which they were purchased or prepared or
(ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased
ready to consume which are delivered by any means.

9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or
employment activities (or outside activities that are not connected to the official duties of an officer or
employee), if the benefits have not been offered or enhanced because of the official position or
employment of the officer or employee, and are customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift"
means any gift given to an officer or employee from another officer or employee, and "inter-
governmental gift" means any gift given to an officer or employee by an officer or employee of another
governmental entity.

11. Bequests, inheritances, and other transfers at death.

12. Any item or items from any one prohibited source during any calendar year having a cumulative total
value of less than $100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse, civil union partner or an immediate
family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes
reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its
value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal
Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15
ETHICS ADVISOR
Section 15-1. The President, with the advice and consent of the Board of Trustees shall designate an Ethics
Advisor for the McHenry County Conservation District. The duties of the Ethics Advisor may be delegated to an
officer or employee of the McHenry County Conservation District unless the position has been created as an office
by the McHenry County Conservation District.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the McHenry County
Conservation District concerning the interpretation of and compliance with the provisions of this Ordinance and
State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of
Trustees.

ARTICLES 20
ETHICS COMMISSION
The creation of an ethics commission is optional. In the absence of an ethics commission, all enforcement must
be handled by the attorney designated by the McHenry County Conservation District to represent it in such
matters to prosecute the matter administratively or judicially, as may be appropriate. Except with respect to
county ordinances, the State's Attorney will not be obligated to prosecute local ordinance violations unless
pursuant to an agreement between the entity and the State's Attorney.

Section 20-1. There is hereby created a commission to be known as the Ethics Commission of the McHenry
County Conservation District. The Commission shall be comprised of three members appointed by the President
with the advice and consent of the Board of Trustees. No person shall be appointed as a member of the
Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer
of the McHenry County Conservation District.
**Section 20-2.** At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms.

At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

**Section 20-3.** The President, with the advice and consent of the Board of Trustees, may remove a commissioner in case of incompetence, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

**Section 20-4.** The Commission shall have the following powers and duties:

1. To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

2. Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 25-1 (c) of this Ordinance and refer violations of Article 5 or Article 10 of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this ordinance and not upon its own prerogative.

3. To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.

4. To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the McHenry County Conservation District to cooperate with the Commission during the course of its investigation. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.

5. The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.

**Section 20-5.**

a. Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.

b. Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against them and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

c. Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed with 7 business days after
receiving the complaint.

If the complaint is deemed sufficient to allege a violation of Article 10 of this ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

d. On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

e. Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the President or the Executive Director, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

f. If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the President or the Executive Director or impose a fine upon the violator, or both.

g. If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days preceding that election, the Commission shall render such decision before the date of that election, if possible.

h. The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than $1,001 and not more than $5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than $1,001 and not more than $5,000. The Commission may recommend any appropriate discipline up to and including discharge.

i. A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

ARTICLE 25
PENALTIES
Section 25-1. Penalties.
   a. A person who intentionally violates any provision of Article 5 of this ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days,
and may be fined in an amount not to exceed $2,500.

b. A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than $1,001 and not more than $5,000.

c. Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

d. A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the McHenry County Conservation District by filing in the circuit court information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

e. A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the McHenry County Conservation District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

f. In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law.
An employee who has been employed by the McHenry County Conservation District for at least twelve (12) months and at least 1,250 hours within those 12 months and have worked at least 1,250 hours during the twelve (12) month period preceding the start of the leave, and have worked at or reported to a work site which has fifty (50) or more District employees within a 75-mile radius of that work site, are eligible to use a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:

1. Because of the birth of a child and in order to care for such child (within twelve (12) months after the birth of the child);
2. Because of the placement of a child with the employee for adoption or foster care (within twelve (12) months of the placement of the child);
3. To care for the employee’s spouse, civil union partner, child, or parents (but not in-laws) if they have a “serious health condition”;
4. Because of a “serious health condition” that makes the employee unable to perform the functions of his/her job; or
5. Because of any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that the employee’s spouse, civil union partner, child, or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces, National Guard or Reserves in support of a contingency operation that involves deployment to a foreign country.

SERIOUS HEALTH CONDITION
For purposes of this policy, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves one of the following:

1. **Hospital Care**: Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;
2. **Absence Plus Treatment**: A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: [1] treatment two (2) or more times (within 30 days and provided the first visit takes place within seven (7) days of the first day of incapacity) by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or [2] treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);
3. **Pregnancy**: Any period of incapacity due to pregnancy, or for prenatal care;
4. **Chronic Conditions Requiring Treatment**: A chronic condition which requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
5. **Permanent/Long-term Conditions Requiring Supervision**: A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
6. **Multiple Treatment (non-chronic conditions).** Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or an referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.

**QUALIFYING EXIGENCE LEAVE**

An eligible employee (as defined above), is entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a military member is on covered active duty or called to covered active duty status. The leave described in this paragraph is available during a twelve (12) month rolling period, and may be taken on an intermittent or reduced leave schedule basis. Eligible employees will be required to provide a copy of the military member’s active duty orders or other documentation issued by the military that indicates that the military member is on covered active duty or called to active duty status and the dates of the military member’s active duty service or the dates of the military member’s rest and recuperation leave. Eligible employees may take all twelve (12) weeks of his/her FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of twelve (12) weeks of leave for both qualifying exigency leave and leave for a serious health condition (as defined above).

With respect to a Qualifying Exigency Leave:

1. A “**military member**” means the employee’s spouse, civil union partner, son, daughter, or parent who is on covered active duty or called to covered active duty status in any of the Armed Forces, including as a member of the National Guard or Reserves.

2. “**Covered active duty**” means a contingency operation involving deployment to a foreign country.

3. A “**qualifying exigency**” includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperations (up to 15 days); (g) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; (h) activities related to the care of a military member’s parent who is incapable of self-care when the care is necessitated by the military member’s covered active duty; and (i) additional categories that are agreed to by the employer and employee within this phrase.

4. The phrase “**son or daughter**” is defined, for purposes of qualifying exigency leave, as the employee’s biological, adopted, or foster child, stepchild, legal ward, or child for whom the employee stood in loco parentis, of any age, who is on covered active duty or called to covered active duty status. **Note:** This definition is different from other sections of this FMLA policy.

5. A “**parent**” means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter, but it does not include “parent-in-law”.

**MILITARY CAREGIVER LEAVE**

Employees who have been employed by the District for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and have worked at or report to a work site which has fifty (50) or more District employees within a 75-mile radius of that work site, and the employee is a spouse, civil union partner, child (of any age for military caregiver leave), parent or next of kin of a covered service member, as defined below, the employee is entitled to a total of twenty-six (26) work weeks of unpaid leave during a single twelve (12) month period to care for the covered service member (including twelve (12) work weeks for any other FMLA qualifying reason). The leave described in this paragraph shall only be available during
a single twelve (12) month period beginning as of the date the leave commences and ending twelve (12) months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different covered service member (or the same service member with multiple or subsequent injuries or illnesses) up to a combined total of twenty-six (26) work weeks in a twelve (12) month period. However, the employee’s total available leave time is any single twelve (12) month period generally may not exceed a combined total of twenty-six (26) work weeks (including FMLA time off taken for any other reason) except as provided under the FMLA regulations. The employee will be required to timely submit the completed paperwork provided to him/her and available from Human Resources as a condition of receiving approved Military Caregiver Leave; except as provided under the FMLA regulations. Note: The twelve (12) month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA Leave:

1. A “covered service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy from an injury or illness occurring in the line of active duty and/or during active duty, who is otherwise in outpatient status, or in otherwise on the temporary disability retired list, for a serious injury or illness; or is a veteran (discharged for other than “dishonorable” reasons) who was on active duty at some point in the five (5) year period prior to the date when the medical treatment, recuperation or therapy for a serious injury or illness that necessitates the caregiver’s leave.

2. “Outpatient status” means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purposes of providing command and control of members of the Armed Forces receiving medical care as outpatients.

3. “Next of kin” means the nearest blood relative of that individual (regardless of age) other than an employee’s spouse, civil union partner, son, or daughter. Employees are required to provide confirmation of the relationship upon request. The service member may designate the blood relative who is considered their next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.

4. “Serious injury of illness” means an injury or illness incurred by the service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the service member’s active duty and was aggravated by service in the line of duty) that (a) may render the service member medically unfit to perform the duties of the member’s office, grade, rank, or rating, or (b) in the case of a veteran service member, that manifests itself before or after the member became a veteran and that is either:
   a. a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating, or
   b. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or
   c. a physical or mental condition that substantially impairs the veteran’s ability to work because of a disability or disabilities related to military service; or would do so absent treatment; or
   d. an injury, including a psychological injury, on the basis of which the veteran is enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
The family member of a veteran needs to show only that the veteran meets one of these definitions in order to establish that the veteran has a serious injury or illness.
SPOUSES OR PARTNERS IN A CIVIL UNION EMPLOYED BY THE DISTRICT

If an employee's spouse or civil union partner also works for the District and both employees become eligible for a leave due to birth or placement of a child with both individuals or the care of a sick parent, the two employees together will be limited to a combined total of twelve (12) work weeks of leave in any rolling twelve (12) month period. In addition, if the employee and spouse or civil union partner both become eligible for a leave under the Military Caregiver Family Leave provision above or under a combination of the service member Family leave provision as described above or to care for the employee's parent with a serious health condition, the two employees together generally will be limited to a combined total of twenty-six (26) work weeks of leave in any single twelve (12) month period, but in the leave taken by the employee and spouse or civil union partner includes the leaves described in policy, that leave shall be limited to a combined total of twelve (12) work weeks of leave in any rolling twelve (12) month period.

MEDICAL CERTIFICATION

Any request for a leave for the care of a serious health condition of a child, spouse, civil union partner, parent, or employee must be supported by certification issued by the applicable health care provider or the Department of Defense. The employee is required to submit this information on the forms provided to the employee and available from Human Resources or on the invitational Travel Orders or Authorizations provided to the individual by the Department of Defense.

The employee will be required to submit a new medical certification form for each leave year for a medical condition(s) that last longer than one year. Additionally, employees are required to submit a recertification of an ongoing condition every six (6) months in connection with an absence where the duration of the condition is described as "lifetime" or "unknown".

At its discretion, the District may require a second medical opinion and periodic recertification to support the continuation of a leave for a serious health condition of a child, spouse, civil union partner, parent, or employee (except as otherwise provided by the Department of Labor). If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both the employee and the District (unless the employee accepts the second opinion as determinative).

INTERMITTENT LEAVE OR REDUCED WORK SCHEDULE LEAVE

Intermitent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

If certified as medically necessary for the serious health condition of the employee or the employee's spouse, civil union partner, child or parent, or to care for a covered service member if the employee is a spouse, civil union partner, child, parent or next of kin to the covered service member, leave may be taken on an intermittent or reduced leave schedule. Leave to care for a newborn or for a newly placed child must conclude within twelve (12) months after the birth or placement of the child and may not be taken intermittently or on a reduced work schedule unless the District agrees with respect to an individual leave request. Intermittent leave also may be taken if the employee qualifies for leave because of a qualifying exigency as described in this policy, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the District may require that the employee transfers temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits. However, if an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the District's operations.
LIGHT DUTY WORK ASSIGNMENTS
While voluntarily performing in a light duty capacity while on FMLA leave, that time does not count against the employee's twelve (12) week FMLA allotment. In effect, the employee's right to restoration is held in abeyance during the period of time that the employee is performing in a light duty capacity (or until the end of the applicable twelve (12) month FMLA leave year, if that long).

NOTIFICATION AND REPORTING REQUIREMENTS
All FMLA requests for leaves of absence under this policy must be submitted to Human Resources at least thirty (30) days in advance of the start of the leave. Requests must be in writing specifying the reason for the leave and the length of time the employee intends to be away, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, the employee must provide notice as soon as practicable, which generally means either the same day that or the next business day after the employee learns of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of the employee's leave. A request for a leave of absence must be approved by the employee's supervisor(s) and the Executive Director.

Conversely, should the District learn the employee is out on a FMLA qualifying event and the employee would be eligible for leave under the FMLA, the District may designate the leave as FMLA retroactively.

The employee must respond to the District's questions relative to their leave request so that the District can determine if the leave qualifies for the FMLA protection; failure to do so may result in loss or delay of FMLA protections. If the employee is seeking leave due to an FMLA qualifying reason for which the District has previously granted FMLA protected leave, the employee must specifically reference the qualifying reason or need for FMLA leave at the time of their request to be away from work. It is not sufficient to simply "call in sick" without providing additional information which would reasonably cause the District to believe the employee's absence/ time away from work may qualify as an FMLA qualifying event. In all cases in which the employee is seeking leave under this policy, the employee shall provide such notice to the District consistent with the District's established policy 10.01 “Procedure for Requesting Leave” so long as no unusual circumstances prevent the individual from doing so. Failure to comply with policy 10.01 may result in a delay or denial of FMLA protected leave.

Approved medical leave of absence will be considered FMLA if it qualifies as such under the FMLA regulations promulgated by the U.S. Department of Labor. If an employee's request does not meet the requirements for FMLA leave of absence, the employee may apply for a leave of absence to the extent the employee is eligible for such paid leave (See Section 10).

The employee must make an effort to schedule a leave so as not to disrupt business operations. During the leave, the employee may be required to report periodically on their status and intention to return to work. Any extension of time of the employee's leave of absence must be requested in writing prior to their scheduled date of return to work, together with written documentation to support the extension. Failure to either return to work on the scheduled date or return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. The maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve-month period, unless the employee is a spouse, partner in a civil union, child, parent, or next of kin of leave to care for a covered service member, in which case the employee's leave can last for up to twenty-six (26) work weeks in a single twelve (12) month period. The only exception is pursuant to the ADA for employees with a disability who have made prior arrangements for a reasonable extension of a leave as a form of an accommodation; failure to make such arrangements in advance will not be considered an approved reasonable accommodation request.
The employee will not be required to take more leave than necessary to address the circumstances that precipitated the need for leave. FMLA leave may be counted against the employee's entitlement only for leave taken and not for any time that is worked for the District.

An employee shall not be granted a leave of absences for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including termination.

A leave of absence will not affect the continuity of the employee's employment. The employee's original date of employment remains the same for seniority purposes.

EMPLOYEE BENEFITS DURING FAMILY AND MEDICAL LEAVE OF ABSENCE

The employee will be permitted to maintain health, vision, and dental insurance coverage for the duration of the approved FMLA leave under the same conditions coverage would have been provided if they had remained actively at work. However, the employee must make arrangements for the continuation of and payment of insurance premiums before going on leave status. Employees who do not return to work after the leave, or failure to pay their portion of the premiums, will be required, under certain circumstances, to reimburse the District for the costs and expenses associated with insuring the employee during the leave.

Other benefits, if any, such as vacation, sick leave, or personal days, shall not accrue while an employee is on unpaid FMLA leave. Employees on FMLA leave, however, will not forfeit any benefits that accrued prior to the start of FMLA by virtual of taking FMLA leave.

RETURN FROM A FAMILY AND MEDICAL LEAVE

If the employee returns from their leave on a before being absent for twelve (12) work weeks in a rolling twelve (12) month period or twenty-six work weeks during a single twelve (12) month period if the employee took a leave under the service member Family Leave provision, they will be restored to the same or to an equivalent position to the one they held when the leave started. Of course, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if they had been continuously employed during the FMLA leave period. An employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

In determining whether a position is "equivalent" the District will look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status.

If the leave was due to the employee's own serious health condition, they will be required to submit a fitness-for-duty certification from their health care provider in accordance with the District's normal policies and practices applicable to other leaves of absence, certifying that the employee is able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to the employee for compliance with this requirement prior to the District's designating their leave as FMLA leave. If a reasonable job safety concern exists, the employee also may be required to provide a fitness-for-duty certification up to once every 30 days before returning from an intermittent or reduced schedule FMLA leave related to their own serious health condition. Generally, a returning employee will be permitted to return to work within two (2) business days of the District's receipt of a valid fitness for duty release.

Failure to return to work at the expiration of approved Family and Medical Leave will be considered to be a resignation of the employee's employment with the District. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

KEY EMPLOYEES
Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the District’s operations. A “key” employee is a salaried employee who is among the highest paid 10% of employees at that location, or any location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

COORDINATION WITH OTHER POLICIES & COMPENSATION
Employees must substitute any accrued paid vacation days, personal time, and sick days (if the individual otherwise qualifies) for unpaid leave under this policy, and any such paid time off must be taken concurrently with their Family and Medical Leave. If the employee otherwise qualifies for disability pay, the employee will collect it at the same time they are on unpaid Family and Medical Leave.

Further, if the employee otherwise qualifies for any other type of leave of absence, the employee must take the leave at the same time as they is taking their Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers’ compensation, will be counted toward the employee’s Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, employees are required to the District’s conditions for taking the paid leave (although the District may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

ANTI-REALIATION PROVISIONS
Be assured that no retaliation will be taken or tolerated against any employee who exercises their rights under the District’s FMLA policy. If the employee feels that they have been the victim of any discrimination or retaliation under this Policy, the employee is encouraged to contact Human Resources so that the matter can be promptly investigated and remedied as appropriate.
APPENDIX F – INFORMATION SYSTEMS POLICY

INTRODUCTION
The information systems of the McHenry County Conservation District are comprised of important business tools that help process vital information for day to day operations. It is essential that users of this system understand the need for security of the information and the proper use of the assets that make up the system.

PURPOSE
The purpose of this policy is to ensure the proper use of the McHenry County Conservation District’s Information Systems and provide an overview of the District’s information security efforts*. Specific user policies and procedures are stated here to provide users with a framework for operation of the Information System’s assets.

These policies are intended to:
- Familiarize employees with required and suggested ways to protect District information resources.
- Clarify employee responsibilities with respect to the protection of information system resources.
- Coordinate efforts of different District divisions.
- Provide guidance for security system reviews.

* For a comprehensive procedure and list of steps the District has identified to take to further mitigate any breach in security of personal data in conjunction with the District’s information systems, please refer to the Information Security Plan.

SCOPE
This policy applies to all employees, consultants, temporaries, and other users of District Information Systems. This policy equally applies to computer, data and voice communication systems owned by and/or administered by the District.

GENERAL POLICY
Use of District information systems is limited solely to appropriate business use. All information stored in District computer systems or transmitted via District computer networks will be treated as a District asset. It is the policy of the District to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information. Copies of the District’s Information Systems Policy shall be available to all system users, supervisory personnel, and other parties with a demonstrable need to know. This policy shall be available electronically through the District’s internal network for applicable employees. The Policy will be distributed to applicable employees: upon its adoption; upon an employee’s first use of the Information System; and/or upon revision of the Policy.

The District reserves the right to monitor the use of its information system to the extent permitted by law. Employees have no reasonable expectation of privacy with respect to any use of District information systems, whether or not the employee has private access or an entry code in the system.

SYSTEM USAGE
A. USE OF COMPUTER SYSTEMS
1. Management Authority to Enforce Policies
The District uses access controls and other security measures to protect the confidentiality, integrity, and availability of the information handled by computers and communication systems. In keeping these objectives, management maintains the authority to: (1) restrict or revoke user’s privileges, (2) inspect, copy, remove, or otherwise alter any data, program, or other system resource that may undermine these objectives, and (3) take any other steps deemed necessary to manage and protect its information systems. This authority may be exercised with or without notice to the involved users. The District disclaims any responsibility for loss or damage
2. **Granting Access to Others**

Individuals shall not use their access to District computer system to allow others access and/or use system resources and facilities. A user's login-id and password shall not be given to others. Additionally, users are not allowed to login on behalf of others and then allow such access to go unsupervised. To do so, exposes the authorized user the responsibility for actions that the other party takes with the access. If users legitimately need to share computer files, they are encouraged to use designated directories on local area network servers or electronic mail attachments. If additional accounts, logins, or privileges are needed for employees to perform their assigned duties, the employee's supervisor should contact the Information Systems Administrator.

3. **Modification of Programs**

Users shall be restricted from modifying program code unless such modification is through the intended production software. Users are not permitted to use text editor, programming debuggers, or other system tools to modify application programs directly.

For the occasional need for the Information Systems Administrator to perform such operations, during maintenance or troubleshooting operations, reasonable precautions such as file backups and special logins will be used.

4. **Revocation of Access Privileges**

The District reserves the right to revoke privileges of any users at any time. Conduct that interferes with the normal and proper operation of District information systems, which adversely affects the ability of others to use these information systems, or which is harmful or offensive to others will not be permitted.

5. **User Actions to Delay or Interrupt Service**

The activities of users of shared computer systems must not cause systems to unduly delay or interrupt the provision of service to other users. An exception is made for system administrators and computer operators, all of which need such privileges to do their jobs.

6. **Exploiting Systems Security Problems**

Users must not exploit vulnerabilities of deficiencies in information systems security to damage systems or information, to obtain resources beyond those they have been authorized to obtain, to take resources away from other users, or to gain access to other systems for which proper authorization has not been granted. All such vulnerabilities and deficiencies should be promptly reported to the designated Information Systems Administrator.

7. **Software Tools Designated to Circumvent System Security**

The use of programs or other tools, that are designed to compromise system security, bypass operating system controls, read and/or modify device data directly, and covertly capture transmitted data is specifically prohibited. Users shall not introduce such programs or tools even if they are not used. This policy shall not limit the use of diagnostic and analysis tools by the designated Information Systems Administrator in the course of executing this policy, or any other necessary system maintenance and/or troubleshooting.

8. **Personal Use of Computer and Communication Systems**

Use of District computer and information systems for personal use is discouraged. Use of such systems for personal reasons during regular working hours may be subject to disciplinary action. Incidental personal use is permissible, although not encouraged, if the use: Does not consume more than a trivial amount of resources that could be used for business purposes. Does not interfere with worker productivity. Does not preempt any business activity. An example of permissible incidental use of an electronic mail system would be sending a brief message to schedule lunch. Such a use would not be permissible if an employee spends 20 minutes composing and sending a personal electronic mail system message during regular work hours. Other examples of allowable use include typing a letter, making a flyer or accessing the Internet to search for library material or check a weather
forecast. Using such systems for paid outside consulting or other business purposes not related to the District shall be unacceptable regardless of working hours and will be subject to disciplinary action.

9. **Games May Not Be Stored or Used on District Computer Systems**
Games may not be stored or used on District computer systems. The installation and operation of game software may negatively impact the operations of systems for legitimate purposes. Games are often sources of computer viruses. Furthermore, games are often duplicated or distributed illegally and may inadvertently subject the District to liability for unauthorized software copying. Programs specifically designed for training purposes shall be excluded from this policy only if prior authorization is given.

10. **Music May Not Be Stored on District Computer Systems**
Music files may not be stored on District computer systems unless authorized in writing by the Information Systems Administrator with receipt of purchase by the District. The installation of music files may negatively impact the operations of systems for legitimate purposes. Furthermore, music files are often duplicated or distributed illegally and may inadvertently subject the District to liability for unauthorized copying.

11. **Use of Internet**
Internet usage through the District computer systems is granted to those users who need it to facilitate their job functions. The District reserves the right to revoke Internet access privileges in cases where it is no longer needed to accomplish job functions, or if the Internet access is being misused. Inappropriate use of the Internet includes, but is not limited to:

- Downloading of any software application/files* without express permission and direction of the Information Systems Administrator.
- Streaming of video programming (Internet radio stations, news feeds, etc.) which is not directly related to their job or project they have been assigned. Employees are prohibited from storing such video on their computers at any time.
- Installation or use of Instant Messaging applications unless approved and installed by the Information Systems Administrator.
- Use of chat-rooms, bulletin boards, blogs, or similar information sharing resources unless the site has been cleared for use by the Information Systems Administrator. This includes, but is not limited to, the use of any instant messaging service (IM), web-based chat or web-based forums.

*An exception will be made to this rule for Adobe Acrobat files (.pdf format files), provided that the files are in support of District business functions.

The District reserves the right to monitor, filter, and/or review, at any time, all Internet utilization via the District’s Internet access. The District further reserves the right to reveal any Internet access related information to any party that it deems appropriate. The use of encryption, the labeling of a communication as private, the deletion of a communication, or any other such process or action, shall not diminish the District’s rights in any manner.

The District will disclose Internet access information to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation.

Each employee is responsible for ensuring that their use of the District’s Internet access is consistent with this policy, any other applicable District policy, and appropriate business practices. Internet sites containing offensive jokes, pornography, sexist material, racist material, defamatory material, obscene material, pirated software, or any other inappropriate material shall not be accessed. Further, the Internet access system shall not be used for any purpose in violation of law or regulation.
Employees should be mindful that Internet sites they visit collect information about visitors. This information will link the employee to the District. Employees will not visit any site that might in any way cause damage to the District’s image or reputation.

Employees should be aware that some of the material available on the Internet is copyrighted or trademarked. Other than viewing publicly available material, employees will not use any material found on the Internet in any manner without first establishing that such use would not be in violation of a copyright or trademark. Internet sites usually make visitors aware of the law as well as options for securing permission to purchase/use images, etc.

If an employee abuses their right to use the Internet, it will be taken away from them. In addition, the employee may be subject to disciplinary action, up to and including termination, and civil and criminal liability.

12. Use of Electronic Mail
Electronic mail (e-mail) usage through the District computer systems is granted to those users who need it to facilitate their job functions. The District reserves the right to revoke e-mail system access privileges in cases where it is no longer needed to accomplish job functions, or if the e-mail system access is being misused.

All e-mail created, sent, or received via the District’s computers, networks, and/or e-mail systems is the property of the District. All e-mail sent from the District to the outside will be marked with a Confidentiality Statement prior to leaving the server. The wording of this statement is subject to change and can be reviewed by any employee simply by sending a request to the Information Systems Administrator.

The District reserves the right to monitor and/or review, at any time, any e-mail created, sent, or received via the District’s computers, networks, and/or e-mail systems. The District further reserves the right to reveal the contents of such e-mail to any party that it deems appropriate. The use of encryption, the labeling of an e-mail as private, the deletion of an e-mail, or any other such process or action, shall not diminish the District’s rights in any manner.

The District will disclose e-mail to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation.

While an employee may delete an e-mail message, copies of the e-mail will still remain on servers and backup tapes. E-mails will be stored on backup tape and the server, where applicable, for a period of ninety (90) days after which they may be destroyed without notification. Employees should not use email as a permanent storage method nor as a private means of communication.

Only District authorized encryption may be utilized. All passwords and encryption keys must be on file with the Information Systems Administrator prior to their utilization.

Due to the potential for security breaches, employees will exercise extreme caution in executing any files attached to e-mail. If the attachment seems odd, is not clearly business-related and/or expected from a known source, it should never be opened or executed. Such e-mails and attachments should be immediately forwarded to the Information Systems Administrator.

Employees will not subscribe to any e-mail lists that are not directly relevant to their assigned duties.

Extreme care should be taken when e-mailing information that is considered sensitive or confidential. In this case, it is strongly recommended that:

- A Manager, Director or Executive Director is consulted for clarification on sensitive or confidential matters.
- Approved methods of encryption are considered for use.
- The e-mail text includes a warning to the recipient that the material is Sensitive or Confidential and is the property of the District.
- A copy of the e-mail is permanently archived by the employee.

Each employee is responsible for ensuring that their use of the District's e-mail box is consistent with this policy, any other applicable District policy, and appropriate business practices. E-mails shall not contain offensive jokes, pornography, sexist remarks, racist remarks, defamatory remarks, obscene remarks, anything of a commercial nature not pertaining to the District's business, anything of a political nature, or any other inappropriate remarks. Further, the e-mail system shall not be used for any purpose in violation of law or regulation.

"Chain Letter" e-mails and virus notifications shall not be created or forwarded by employees.

Employees will carefully review all e-mail prior to sending it to ensure that their meaning is clear and not subject to interpretation. E-mail messages should be composed in a professional manner. Comments that would be inappropriate in memorandums and letters are equally inappropriate in e-mails. Users should write e-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on District letterhead.

Employees will not utilize or access e-mail accounts belonging to any other employee with the exception of calendaring to schedule meetings with that employee or sending e-mail on behalf of an employee with the express direction to do so.

Employees should ensure that they reply to e-mail messages within 24 hours (one business day) at any time they are working regularly or not on vacation. Extended absences when out of the office should provide an alternate contact in the reply for any Out-of-Office messages.

Any employee who discovers misuse of the e-mail system should immediately contact his/her Immediate Supervisor, Manager, Director, Human Resources Manager, Information Systems Administrator, or Executive Director.

E-mails should be disposed of according to their applicable retention schedule, with the majority of e-mails being considered administrative correspondence. The one exception is transitory e-mails and these may be deleted immediately. Transitory e-mails are e-mails which do not contain any value to the District. Examples include information about District Pot-lucks, asking a fellow co-worker to come to a meeting, etc.

13. Use of Text Messaging

Text messaging, or texting, is the use and exchange of written text messages, including, but not limited to, SMS and MMS messages, between fixed-line phone or mobile phone and fixed or portable devices over a network.

The District reserves the right to monitor and/or review, at any time, any text message created, sent, or received via the District's computers, networks, mobile phones, and/or e-mail systems. The District further reserves the right to reveal the contents of such text messages to any party that it deems appropriate. The use of encryption, the labeling of a text message as private, the deletion of a text message, or any other such process or action, shall not diminish the District's rights in any manner.

As a general rule, texting should never be used to transmit information that is considered sensitive or confidential. When in doubt, use another method of communication. Before a text message is used to transmit sensitive or confidential matters, approval must be obtained from a Manager, Director or Executive Director.

Employees must review carefully all text messages before sending them in order to ensure that the meaning is clear and not subject to interpretation. Text messages relating to District business should be composed in a professional manner. Comments that would be inappropriate in memoranda and letters are equally inappropriate

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In District business text messages. Users should write text messages with the same care, judgment and responsibility that they would use for letters or internal memoranda written on District letterhead.

Any employee who discovers misuse of text messaging should immediately contact their Immediate Supervisor, Manager, Director, Human Resources Manager, Information Systems Administrator, or Executive Director.

14. Use of Voice Mail
For purposes of this policy, "voicemail" in this policy refers to any type of equipment or system that records messages from incoming telephone calls. The District voicemail systems are a means of communication and therefore follow the same rules as the Electronic Mail previously detailed.

All voicemail systems and all communications stored therein are the exclusive property of the District. The District may review stored messages at any time, for any purpose.

Users will check voicemail regularly and it is expected that phone messages will be returned the same business day. If you leave the office before the end of the District's business day and are not changing voicemail to reflect that you are out of the office, you should check messages early the next business day.

The greeting should include the user's name and request that the caller leave their name, telephone number and a brief message. The caller should also be given an alternative if they need to speak to someone immediately.
As an example:
"This is John Smith. I'm either on the phone or out of my office. At the tone, please leave your name, telephone number and a brief message. I'll return your call as soon as possible. If you need to speak to someone immediately, please press zero to reach the system attendant."

Users who will be out of the office for the entire day or for extended time should change their greeting to advise callers. If you are on vacation or otherwise not able to return calls, notify the caller when you will be able to return their call and provide them an alternate contact.

15. Use of Mobile Devices
For some positions at the District, the District may issue a mobile device. Users of District mobile devices are allowed to access the private District Wi-Fi network and are responsible for securing their District issued mobile devices through password protection. In the event a District issued mobile device is lost or stolen, users must notify their manager and the Sites & Fleet Administrative Assistant as soon as possible.

Unless authorized to do so, personal mobile devices should not be used for District related business. At no time should a District email or other District owned devices be synched with a personal device.

16. Prohibited Activities
Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, sexual orientation, or other characteristic protected by law), or violates the District's equal employment opportunity policy, and its policies against sexual or other harassment, may not be downloaded from the Internet, e-mailed or displayed or stored in the District's computers. Employees encountering or receiving this kind of material should immediately report the incident to their Immediate Supervisor, Manager, Director, Human Resource Manager or Executive Director. The District's Equal Opportunity Policy (Section 4.01) and its policies against sexual or other harassment (Section 9.16 – Appendix H) apply fully to the use of the Information Systems and any violations of those policies are grounds for discipline up to and including termination.

17. Disclaimer for Liability for Use of Internet
The District is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to receipt of unsolicited e-mail containing offensive conduct. Users accessing the Internet do so at their own risk.

B. SECURITY INCIDENT REPORTING
1. Internal Reporting of Information Security Problems
Employees have a duty to report all information security violations and problems to the Information Systems Administrator as soon as possible so that prompt corrective action may be taken.

2. Immediate Reporting of Suspected Computer Virus Activity
Computer viruses can spread quickly and need to be eradicated as soon as possible to limit serious damage to computers and data. Accordingly, users must report a suspected computer virus infestation to the Information Systems Administrator immediately after it is noticed.
3. **Retention of Information Security Problem Information**

Information describing serious information security problems related to an employee's actions shall be noted in the employee's personnel file.

*Note: Utilities to track security incidents or inappropriate use of District Information Systems are installed and utilized from time to time by the Information Systems Administrator.*

C. **SYSTEM ADMINISTRATION**

1. **Retention Period of Logs**

Logs containing computer security relevant events should be retained for at least ninety (90) days. Logs should be secured such that they cannot be modified, and such that they can be read only by authorized persons. These logs are important for error corrections, auditing, recovery, and related efforts. It is understood that not all systems will be capable of supporting this policy. For those systems where logs are generated, systems should be configured for at least the minimum retention period.

2. **Restriction of Special System Privileges**

Special system privileges and/or administrative privileges, such as the ability to examine the files of other users, assign access rights, create and/or modify user accounts, shall be restricted to those directly responsible for system management and/or security or authorized delegates. Such privileges shall be assigned on the basis on need and in consultation with the Director of Administration and Finance or his/her designee. Such privileges shall be restricted to the smallest number of users needed for the efficient administration of the systems affected.

3. **Restricted Use of Systems Software Utilities**

Access to systems software utilities and software developed programs shall be restricted to a small number of trusted and authorized users.

4. **Clock Synchronization for Network Computers and Devices**

A reasonable effort should be made to synchronize the clocks of all network computers and other devices. Synchronized clocks assist system problem diagnosis and resolution, and will also help with reliable event logging, software updates, and other security-related activities. Clocks should also be changed promptly to reflect Daylight Savings Time and the return to Standard Time.

5. **Information Capture When a Computer Crime or Abuse is Suspected**

To provide evidence for investigation, prosecution, and disciplinary actions, certain information should be immediately captured whenever it is suspected that a computer crime or abuse has taken place. The relevant information will then be securely stored off-line until such time as legal counsel determines that the District will no longer need the information.

6. **Blocking of Inappropriate Content**

The District may use software to identify inappropriate Internet sites as determined by the District's sole discretion; such sites include, but are in no way limited to sexually explicit sites. Such sites may be blocked from access by District networks. In the event a user nonetheless encounters inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to District blocking software.

7. **Third-Party Access to Information Systems**

Employees should also ensure that their contractors or vendors are not allowed to connect any computer device without prior permission of Information Systems Administrator.

**SYSTEM ACCESS CONTROL**

A. **PASSWORD MANAGEMENT**

1. **Password Assignment**
Passwords will be maintained by the employee. The Information Systems Administrator will be responsible for ensuring that the network requires periodic password changes for all users. Users will be informed when these changes will take place and will be given ten (10) days to perform the change.

2. **Minimum Password Length**
   All passwords must have at least twelve (12) characters and must contain a combination of two of the following: a capital letter, symbol, or number. Those systems capable of enforcing this requirement shall be configured to reject passwords which do not conform. Passwords shall not contain any part of the user's first or last name and be a non-dictionary word. By way of example: Awesome25 (not acceptable); Awesome235 (acceptable).

3. **Difficult-to-Guess Passwords Required**
   All computer system users must have passwords that cannot be easily guessed. For example, a car license plate number, a spouse's or civil union partner's name, or an address must not be used. This all means that passwords should not be a word found in the dictionary or some other part of speech. Those systems capable of enforcing this requirement shall be configured to reject passwords which do not conform.

4. **Passwords Should Contain Both Alphabetic and Non-Alphabetic Characters**
   All passwords should contain at least one alphabetic and one non-alphabetic character. Non-alphabetic characters include numbers (0-9) and punctuation.

5. **Passwords Must Not Be Reused**
   Users must not use passwords which are identical to passwords that they have had previously utilized within the past two password changes. Those systems capable of enforcing this requirement will be configured to reject passwords which do not conform.

6. **Previous Password History File**
   On a multi-user system software should be used to maintain an encrypted history of previous passwords. This history file should be employed to prevent users from reusing passwords. It is understood that not all systems will be capable of supporting this policy.

7. **Display and Printing of Passwords**
   The display and printing of passwords should be masked, suppressed, or otherwise obscured such that unauthorized parties will not be able to observe them. It is understood that not all systems will be capable of supporting this policy.

8. **Periodic Password Changes**
   The Information Systems Administrator will perform password change procedures at least every 120 days. These procedures may be performed more often if deemed necessary.

9. **Changing Vendor Default Passwords**
   All vendor-supplied default passwords should be changed before any computer or communications system is used for production purposes.

10. **Limit on Consecutive Unsuccessful Attempts to Enter a Password**
    To prevent password guessing attacks, the number of consecutive attempts to enter an incorrect password should be strictly limited. After three (3) unsuccessful attempts to enter a password the involved user-ID will be temporarily disabled for no less than one hour. It is understood that not all systems are capable of supporting this policy.

11. **Storage of Passwords in Readable Form**
    Passwords must not be stored in readable form in batch files, automatic log-in scripts, software macros, terminal function keys, or in other non-secure locations where unauthorized persons might discover them.
12. **Writing Passwords Down and Leaving in Conspicuous Locations**
Passwords must not be written down and left in a place where unauthorized persons might easily discover them. Examples include passwords written down and left in the top drawer or taped to a computer monitor. Users are strongly encouraged to effectively conceal such passwords.

13. **Password Sharing Prohibition**
Passwords must not be shared or revealed to anyone else besides the authorized user. To do so exposes the authorized user the responsibility for actions that the other party takes with the password. If users legitimately need to share computer files, they are encouraged to use designated directories on local area network servers or electronic mail attachments.

14. **Compromised Passwords**
A common method for gaining access to computer networks is for a computer attacker to impersonate a member of the Information Systems Administrator. They will call or email an employee indicating that they need the employee's username and password. Once they have these, they are well on their way to breaking into the network. The Information System administrator will never ask an employee for their username and/or password via email only via phone or in person. Employees will not disclose their username or passwords to anyone except the Information Systems Administrator, Director of Administration and Finance, an employee of the District's IT consulting company, the Executive Director or their Immediate Supervisor.

Passwords must be promptly changed if they are known to have been disclosed to unauthorized parties. If a password has been compromised, the Information Systems Administrator should be notified immediately so that the password can be changed.

**B. USER LOGINS**

1. **Naming Standard for a Consistent User-ID on All Platforms**
The District Information Systems Administrator will assign user login names. Users will have a consistent login name or user-ID across multiple computer systems. This policy is meant to reduce the burden of users being forced to remember numerous login names or user-ids. It also provides administrative simplification and consistency.

This policy is also intended to facilitate the establishment and administration of single sign-on systems. It is understood that some systems may have specific user-ID requirements which will not conform to the standard due to limitations on ID length and composition.

2. **Time Dependent Access Control**
Multi-user systems shall be preferred which will enable user activities to be restricted by time of day and day of the week. For systems which provide such capability, user logins may be restricted to those hours for which access is anticipated.
3. **Periodic Review of User Access Privileges**
   The system privileges granted to all users should be reevaluated by management annually. A summary report of account and privileges should be reviewed by the Information Systems Administrator and by the branch where the users are located.

4. **Deactivation and/or Suspension of User Logins/Accounts**
   Users whose employment has been terminated or suspended shall have their accounts promptly disabled. Accounts shall remain inactive during a suspension until such time as the user is reinstated as an active employee. For terminated users the account shall remain inactive until data, file, and programs rights can be transferred to another user and/or deleted, after which the account will be removed.

   The user's Immediate Supervisor, Manager, Director, Executive Director and/or Human Resources Manager shall give timely notice of any change in employment status or disciplinary action which would necessitate the actions described above.

C. **USER SESSIONS**
   1. **Multiple Simultaneous Sessions**
      Unless special circumstances are present, computer systems must not allow any user to conduct multiple simultaneous on-line sessions. This shall not be considered a limitation on multiple sessions originating from the same terminal or same personal computer. This shall not be considered a limitation on multiple sessions for a common user id, created specifically for multiple users. It is understood that not all systems are capable of supporting this policy.

   2. **Leaving Sensitive Systems Without Logging-Off**
      If the computer system or network to which they are connected contains sensitive information, users must not leave their workstation unattended for an extended period of time without first logging-out or locking, securing the PC, workstation, or terminal.

   3. **Programs and Files Without Leaving System**
      If a user will be away from a computer system that they are logged into for more than 15 minutes (i.e., during lunch or mid-day break) then that user is to close any open files and programs that are in use. This will ensure that data loss will not occur if system maintenance needs to be performed while the employee is away from the PC, or if other users need to access networked files.

D. **REMOTE ACCESS**
   1. **Access Control for Remote Computer Access**
      All District computers that can be reached by the internet must be protected by a password access control system approved by the Information Systems Administrator. This policy does not apply to computers which make outgoing calls, provided these systems do not receive unattended calls.

   2. **Approval Required for Communication Line Changes**
      Employees and vendors must not make arrangements for or actually complete the installation of voice or data lines which provide access to District computer systems if they have not first obtained approval from the Information Systems Administrator.

   3. **Remote Access Information Disclosure**
      Information regarding remote access to District computer and communication systems, such as IP addresses, is considered confidential. This information must NOT be listed in telephone directories or otherwise made available to third parties without the advance permission of the Information Systems Administrator. Internet electronic mail addresses are permissible exceptions to this policy.

   4. **Password Attempts for Remote Access**
If a computer user attempting to connect remotely has not provided correct password after three (3) consecutive attempts, the connection should be terminated. It is understood that not all systems will be capable of supporting this policy.

5. Periodic Changes in Remote Access Protocols
The number of users with knowledge of remote access information and protocols increases over time as employees leave the District or its supporting companies. The District will take reasonable measures to limit remote access to only those users with current remote access authority.

6. Other Restrictions for Remote Access
To ensure the security of district information, there should be limited remote connection to the District's server from an external source not owned by the District (i.e. personal computer). Users with permission from their Supervisor may be allowed to connect into the District via remote session or virtual private network (VPN). Those allowed access to remotely connect into the District from a personal device must have up-to-date virus protection and not save work related information on the personal device. Additionally, secure remote access will be enforced via login ID and password protection.

E. LOG-IN PROCESS
1. Disclosure of System Information at Log-In
Specific information about the organization, the computer operating system, the network configuration, or other internal matters should not be provided in the log-in banner until a user has successfully provided both a user-ID and a password. It is understood that not all systems will be capable of supporting this policy.

Notice of Last Log-In Time and Date
At log-in time, users should be given information reflecting the last log-in time and date. This will help with detection of unauthorized system usage. It is understood that not all systems will be capable of supporting this policy.

F. INFORMATION SECURITY
To the extent capable, cell phones and other portable technology devices should utilize pin number locking on all devices which have email access or Outlook contacts. These pin numbers should not be simple pin numbers such as repeating numbers.

PRIVACY, CONFIDENTIALITY & RIGHTS
A. PROPERTY & EQUIPMENT RIGHTS
1. Information as an Important Asset
Information is an important District asset. Accurate, timely, relevant, and properly protected information is essential to District operations. To ensure that information is properly handled, all accesses to, uses of, and processing of District information must be consistent with District Information Systems related policies and standards.

2. Property Rights to Computer Programs and Documentation
Without specific written exceptions, all programs and documentation generated, gathered by, or provided by employees and consultants for the benefit of District are the property of the McHenry County Conservation District.
No information or data shall be transferred to, given to, or loaned to any other organization or outside individual except for those instances where it is in the approved course of business for the District.

All software purchased by, licensed by, or created by the District is to be used exclusively by the District and may not be transferred to, given to, or loaned to any other organization or outside individual without the express written authorization of the Director of Administration and Finance or the Executive Director.

3. Responsibility for Making Unauthorized Software Copies
The District strongly supports adherence to software vendors’ license agreements and copyright holders’ notices. Unauthorized copies of software are prohibited by the District. Any user making unauthorized copies is doing so without the approval, consent, or knowledge of the District.

4. **Installation of Software on District Computers**
Without the prior written authorization of the Information Systems Administrator, employees shall not:

- Install any software on District-owned computer equipment.
- Install District-owned software on non-District-owned computer equipment.
- Provide copies of District-owned or licensed software to anyone.
- Employees will not engage in any acts of software piracy.

Software licensing is a very complex method of utilization, requiring detailed knowledge of what and when copies of software can be installed. The Information Systems Administrator shall ensure that all software installed or utilized on District machines is properly licensed. Employees who are not given authorization by the Information Systems Administrator, Director of Administration and Finance or Executive Director should not download software, purchase software or purchase licenses for software.

5. **Right to Censor Data**
The District reserves the right to censor any data posted to District computers or networks. These facilities are private systems and not public forums, and as such do not provide First Amendment free speech guarantees.

6. **Right to Remove Offensive Material Without Notice**
The District retains the right to remove from its information systems any material it views as offensive or potentially illegal.

7. **Use of District Information for Non-District Purposes**
District information (databases, mailing lists, internal software, computer documentation, etc.) should only be used for District purposes. Use of these information resources for any other reason will be permitted only after written permission has been granted. This policy shall not apply to instances where information is specifically provided under the District's Freedom of Information Act (FOIA) procedures.

8. **Use of Computer Systems Belonging to Employees on District Property**
Employees shall not connect their own computers, computer peripherals, personal tablets, e-reader, smartphone, or computer software to the District's network system or internet resources without prior authorization from their Director and the Information Systems Administrator. Employees may use these items while at work during non-work time such as lunch.

9. **Alteration/Expansion of District Computers**
District computer equipment must not be altered or added to in any way (e.g., upgraded processor, expanded memory, or extra circuit boards) without Information Systems Administrator knowledge and authorization.

10. **Disposal/Repair of District Computers**
The Information Systems Administrator will ensure that the hard drive of any computer to be discarded or sent "out of house" for repair will have all sensitive or confidential information thoroughly removed from it using Department of Defense standards to cleanse all data from the drive.

*Nothing in this Policy is meant to prohibit employees from using communications systems (whether District-owned or personal) to engage in protected, concerted activities during non-working time (i.e., during authorized break or meal periods). Protected, concerted activities generally do not include such communications as threats, harassment in violation of law or District policy, communications involving illegal.*
activity, political activity in violation of law or District policy, personal commercial ventures, and other communications that are both prohibited by District policy and not protected by applicable laws relating to the legal right of employees to engage in protected, concerted activities.

B. PRIVACY

1. Management Rights to Examine Data Stored on District Systems
Messages sent over District computer and communication systems are the property of the District. The District may inspect or monitor any District-owned, leased, or controlled computer, computer device, desk phone, cell phone, tablet, network, computer facility, or storage device at any time for any reason. This includes the inspection of e-mail (incoming, outgoing, or stored) and the monitoring of Internet usage.

The District may divulge any information found during such inspections or monitoring to any party it deems appropriate and will disclose Internet access information/email to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation.

Since the District's computer and communication systems should be used for business purposes only, users should have no expectations of privacy associated with the information they store in or send through these systems.

The use of encryption, the labeling of an email or document as private, the deletion of an email or document, or any other such process or action, shall not diminish the District's rights in any manner.

2. Monitoring of Electronic Mail Messages
Messages sent over the District's internal electronic mail systems are not subject to the privacy provisions of the Electronic and Communications Privacy Act of 1986 (which prohibits wiretapping), and therefore may be read by District management and system administrators for purposes of system maintenance, system troubleshooting, in response to problems or complaints, or in response to a formal investigation.

3. No Expectations of Privacy
The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the District and may be used for business purposes.

4. Electronic Monitoring of Employees
Employees may be subject to electronic monitoring while using District computer and communication systems. This monitoring may be used to measure performance as well as to protect worker personal property, worker personal safety, and District property and interests.

5. Personal Files Stored on Computers
District computers shall not be used for the storage of personal confidential information. Personal files on District computers will be handled with the same privacy perspective given to personal mail and personal phone calls. This means that other users, including managers and system administrators, are discouraged from reading files known to be of a personal nature. Exceptions will be made if the action is part of: (a) a formal investigation initiated for security or disciplinary reasons, or (b) an effort to dispose of or reassign files after an employee has terminated employment.

C. CONFIDENTIALITY

1. Handling of Third Party Confidential and Proprietary Information
Unless specified otherwise by contract or specific provisions of the Freedom of Information Act (FOIA), all confidential or proprietary information that has been entrusted to District by a third party must be treated as though it is confidential information.

2. Browsing on District Systems and Networks Prohibited
Users should not browse through District computer systems or networks for non-job related purposes. For example, curious search for interesting files and/or programs in the directories or other users is prohibited. Steps taken to legitimately locate information needed to perform one's job is not considered browsing.

3. Notification of Suspected Loss or Disclosure of Confidential Information
If secret, confidential, or private data is lost, is disclosed to unauthorized parties, or is suspected of being lost or disclosed to unauthorized parties, the employee's Immediate Supervisor and Information Systems Administrator must be notified immediately.

4. Release of Internal Network Information
The internal addresses, configuration, and related system design information for District computer systems shall not be disclosed without explicit approval from the Executive Director.

5. Disclosure of Information Regarding Information System Vulnerabilities
Specific information about information system vulnerabilities, such as the details of recent system break-in, must NOT be distributed to persons who do not clearly have a demonstrable need-to-know.

DATA/PROGRAM BACKUP & PROTECTION
A. BACKUP & PROTECTION REQUIREMENTS
1. Backup Requirement
All sensitive, valuable, or critical information resident on District computer systems must be periodically backed-up.

All employees will ensure that their computer files are properly backed up by placing their files in recommended network directories and not on their local hard drives directories, with the exception of photo and map files and music files. The District work files (network drives) are backed up nightly. Local hard drives are not.

All local area network (LAN) servers and multi-user host systems shall have a back-up run daily. This includes all information on the user mapped drives referenced as U:, and all other mapped drives and at least once every other day.

Local PC hard drives are not backed up, and users shall not store District related files locally (as noted in point 4 below). This information must be stored on the network servers via the mapped drives noted above. Individual personal computers will only be backed up on an as needed basis.

At locations where a local PC is the only computer equipment present or other stand-alone computers, the hard drives will be backed up by the user no less than once per month to protect District related files.

2. Timing of Backup Processes
Back-ups and local area network (LAN) servers and multi-user host systems should be performed after 11:00PM. Backups shall be scheduled to minimize the impact on normal operations, and to finish prior to the resumption of normal operations the following day. It is understood that certain systems will require alternate solutions based on the schedules of potentially effected users.

3. Off-Site Storage of Back-Up Media
Selected back-ups of critical and valuable information shall be stored in a protected and access-controlled site separate from the site where the original data resides. The site(s) will be determined and reevaluated periodically by the Information Systems Administrator, Director of Administration and Finance, and the Executive Director.

4. Location of User Files
Users are required to store all data files on servers and host systems where applicable. Users are strongly discouraged from saving such files on local PC hard disks, zip drives, memory sticks, and flash drives.
File servers and host systems provide several advantages for file storage including:

- regular file backups and protection of backup media;
- file access protection via server and host security systems; and
- access to files regardless of the user's location with proper authentication.

Storage of files on individual computer drives, memory sticks, CD-ROMs, and flash drives can cause the following problems:

- lack of daily backups, leading to the loss of data via hardware failure;
- no security protection offered to prevent unauthorized users from viewing, modifying/and or destroying data; and
- inability to access information from other locations.

5. Initial Back-Up Copies of Computer Software
For software supplied on CD-ROM, an effort should be made to store copies of the source media in more than one location with at least one copy provided physical security.

B ENCRYPTION
1. Approval of Encryption Processes
Encryption processes must not be used for District information unless the processes are first approved by the Information Systems Administrator in consultation with the Director of Administration and Finance and the Executive Director. All passwords/encryption keys must be on file with the Information Systems Administrator prior to their utilization. Examples of these would be passwords required to open/print/edit Word documents or Zip files. Encryption examples would include PGP or Certificate based encryption.

C. COMPUTER VIRUSES
A computer virus is an unauthorized program that replicates itself and spreads onto various data storage media (USB drives, magnetic tapes, etc.) and/or across a network. The symptoms of virus infection include considerable slower computer response time, inexplicable loss of files, changed modification dates for files, increased file sizes, and total failure of computers.
1. **All User Involvement with Computer Viruses Prohibited**
   Users must not intentionally write, generate, compile, copy, propagate, execute, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system or software. This shall include any software known as a virus, bacteria, work or Trojan horse.

2. **Approved Anti-Spy Ware and Antivirus Software Programs Required on PCs and LANServers**
   Anti-spy ware as well as antivirus software programs approved by the Information Systems Administrator must be continuously enabled on local area network (LAN) servers and networked personal computers (PCs). Such software may be temporarily disabled for diagnostic and maintenance procedures only by the Information Systems Administrator. The permanent removal of such programs from any personal computer by employees outside of the Information Systems Administrator is prohibited, and will result in disciplinary action. The Information Systems Administrator will ensure that the software is updated as appropriate.

3. **Prohibition Against Down-Loading Unauthorized Software**
   Users must not download software from electronic bulletin board systems, external electronic mail systems, external communication networks, peer-to-peer file swapping services, or other systems outside the District. This includes, but is not limited to: music files (i.e., mp3, wav); compressed files (i.e., WinZip, etc.); of files provided on bulletin boards or in chat rooms. This prohibition is necessary because such software may contain viruses, worms, Trojan horses, and other software that may damage the District’s information and systems. Only the Information Systems Administrator can or download software necessary for District business. Exception: Adobe Acrobat files (pdf format files) will be an exception to the rule, provided that the files are in support of District business functions.

4. **Users Should Not Attempt to Eradicate Computer Viruses**
   Because viruses can be very complex, users must not attempt to eradicate them from their systems. If users suspect infection by a computer virus, or is informed of an infection via previously installed virus detection software, they must immediately stop using the involved computer and contact the Information Systems Administrator.

**PHYSICAL SECURITY OF COMPUTER ASSETS**

A. **COMPUTER OPERATIONS**
   1. **Access to Computer & Equipment Rooms**
      Access to every central computer and equipment shall be physically restricted where practical. The level of access restriction may be varied between normal operating hours and after-hours periods. Operating departments will consult with the Information Systems Administrator prior to changing access methods and restrictions.

   2. **Access to Archival Tapes, Disks, and other Magnetic Media**
      Access to backup and source media for important data shall be restricted. Access should be restricted to only those employees whose job responsibilities include the handling of such materials. Employees will ensure that all computer assets (computers, monitors, laptop computers, printers, etc.) that are assigned to or regularly used by them are maintained and used in a manner consistent with the equipment's function and such that the possibility of damage and/or loss is minimized.

   3. **Access to Check Stock, and Other Financial Forms**
      To reduce the risk of forgery and other unauthorized manipulations, access to blank checks, and other financial forms shall be made available only to those persons with a demonstrable need for such forms. Such forms and documents shall be kept in a location which is secured outside the normal business hours and is restricted during normal business hours.

   4. **Moving computer Equipment**
      Computer equipment (PCs, LAN servers, etc.) shall not be moved or relocated without the prior approval of the Information Systems Administrator.
5. Positioning Workstation Screens
The screens on workstations used to handle highly sensitive information should be positioned such that persons in public spaces cannot readily read displayed information.

B. COMPUTING ENVIRONMENT
1. Protection of District Equipment.
Reasonable precautions must be taken to protect District hardware, software, and information from theft, damage and misuse.

Desktop computer equipment will not be removed from the District's premises without prior authorization from the Information Systems Administrator. Employees will not modify District computer equipment in any manner including, but not limited to, attaching external drives, attaching memory sticks (thumb drives) which are not owned by the District, and attaching/installing any peripheral device. This section shall not apply to Information Systems Administrator while performing their assigned duties.

Some portable computing equipment (laptop computers, smartphones, tablets, etc.) will be maintained under the direct supervision of the employee/division to whom it is issued. The equipment must never be left unattended in locations such as hotel lobbies, airports, etc. When the equipment must be left unsupervised, it must be secured and made as inconspicuous as possible (i.e., do not leave the computer sitting on the seat of an unattended vehicle).

Computers, as well as other electronic equipment should never be left in/near extreme temperatures. For this reason, as well as the possibility of theft, laptop computers and the like should not be stored overnight in a vehicle.

Any electrical or mechanical malfunction of equipment should be reported to the Information Systems Administrator without delay.

2. Maintenance of Computer Assets
Employees are individually responsible for keeping their PC, its components and the surrounding desktop clean and in good repair. The desktop and floor should be kept clear of substances and debris that could accidentally spill on critical components such as the keyboard, mouse, printers and the like. In addition, care should be given to: cords, power strip, switches, uninterruptible power supply (UPS), printers, speakers, laptop computers, and other workstation systems (phone).

Unsanitary conditions or equipment in disrepair that are beyond the employee's responsibility or capability should be reported to the Information Systems Administrator at once.

The loss of any computer equipment or any of the District's information will be immediately reported to the Information Systems Administrator and the Director of Administration and Finance who will immediately ensure that all possible steps are taken to protect the District from further information loss and loss of assets. Each employee shall ensure that they have not placed on a laptop, cell phone or PDA, any information which is sensitive or confidential in nature. Employees are not allowed to connect any personally owned computer device to the District network without first obtaining permission from Information Systems Administrator.

Employees must log off of their computer each night. Computer monitors must be turned off every night or for long absences during the work day regardless of the computer being logged off or shut down. This is for energy conservation purposes as well as to avoid screen burn-in on the monitors.

3. Power Conditioning Equipment Requirements
All Computers (PCs), workstations, and minicomputers acting as a multi-user host and/or server shall be outfitted with uninterruptible power supply (UPS) systems, electrical power filters, or surge suppressors which have been approved by the Information Systems Administrator.
When using laptops at home, it is important that the laptop be plugged into a surge suppression or UPS device. If employees do not have one of these devices available, they should obtain a portable surge suppression device from the Information Systems Administrator.

4. **Location of New Computer or Communication Centers**
All new District computer or communication centers should be located in an area unlikely to be incapacitated by natural disasters, serious man-made accidents, and related problems.

**GLOSSARY**

- **Access Control**: A system to restrict the activities of users and processes.

- **Account**: A system user-id, password, and associated files and/or privileges.

- **Compliance Statement**: A document used to obtain a promise from a computer user that such user will abide by system policies and procedures.

- **Communication Systems**: Devices used as a communication tool that include desk phones, cell phones, tablets, and networks.

- **Confidential Information**: A designation for information, the disclosure of which is specifically not permitted without prior proper authorization.

- **Critical Information**: Any information essential to the District's activities, the destruction, modification, or unavailability of which would cause significant disruption.

- **Data**: Any computer information, including, but not limited to, information that has been entered into a computer, stored in a computer or memory stick, or retrieved from a computer or memory stick. Examples would include spreadsheet and database entries.

- **Default File Permission**: Access control file privileges (read, write, execute, etc.) granted to computer users without further involvement of either a security administrator or users.

- **Default Password**: An initial password issued when a new user-ID is issued, or an initial password provided by a computer vendor when hardware/software is first delivered.

- **Encryption**: A process involving data coding to achieve confidentiality, anonymity, time stamping, and other security objectives.

- **End-User**: A user who is acting as the source or destination of information flowing through a computer system.

- **Gateway**: A computer system used to link networks which can restrict the flow of information and which employees some access control method.

- **Information**: Knowledge, in any form that has value to the District.

- **Information Systems**: Applies to District assets relating to computer, data, and voice communications.

- **Information Systems Administrator**: A designated individual who has special privileges on a multi-user computer system, and who looks after the security and other administrative matters. The District has designated the positions of IT Specialist/Administrative Assistant and third-party IT administrator as the Information Systems Administrator.
**Log-In Banner:** An initial message presented to a user when he or she first makes connection with a computer.

**Log-In Script:** A set of stored commands which are executed automatically at log-in.

**Master Copies:** Copies of software which are retained in an archive and which are not used for normal business activities.

**Multi-User Computer System:** Any computer that can support more than one user simultaneously.

**Passwords:** A secret string of characters used to positively identify a computer user or process.

**Personal Use:** The use of equipment, systems, or storage capacity for purposes related solely to an individual. Includes uses not related to municipal District business. Includes uses not associated with performance of assigned tasks or duties.

**Privilege:** An authorized ability to perform a certain action on a computer, such as read a specific computer file.

**Privileged User-ID:** A user-ID which has been granted the ability to perform special activities, such as shut down a multi-user system.

**Production Data:** Data files used in the actual operation of District systems. Data that is updated and accessed on a regular basis with the expectation that it is current and accurate. Excludes copies of data and simulated data used for testing and/or evaluation purposes.

**Restricted Information:** Particularly sensitive information, which is specifically intended for a limited number of designated users.

**Router:** A device that interconnects networks using different layers of the Open Systems Interconnection (OSI).

**Screen Saver:** A computer program that automatically blanks or obscures the screen of a computer monitor or CRT after a certain period of no activity.

**Sensitive or Confidential Information:** Any information, the disclosure of which is prohibited. Any information, in any form, that is a business advantage to the District in any way. This includes: resident lists, employee lists, pending contracts, legal documents, loss control materials and the District's financial information. Information belonging to residents or other customers and under the care of the District also applies. Additionally, all employee data related to personally identifiable information and information protected by government regulations (including HIPPA) must be treated with the utmost sensitivity.

**Shared Log-In/Password:** A log-in/password known by and/or used by more than one individual.

**Software:** Computer operating systems and programs

**Software Macro:** A computer program containing a set of procedural commands to achieve a certain result.

**Software Piracy:** Software piracy is utilizing software in violation of its licensing agreement. This includes unauthorized copying of software or installing software where a copy is not licensed.

**Special System Privilege:** Access system privileges allowing the involved user or process to perform activities which are not normally granted to other users.

**Stand-Alone Computer:** A computer that is not connected to a network or any other.
Suspending a **User-ID**: The process of revoking the privileges associated with a user-ID.

**User-Ids**: Also known as accounts, these are character strings that uniquely identify computer users or computer processes.

**User**: An employee or other person authorized to use a particular computer(s), system(s), or network(s).

**Valuable Information**: Information of significant financial value to the District.

**Virus Detection Software**: Commercially available software that searches for certain bit patterns or other evidence of computer virus infection.
APPENDIX G - MODIFIED DUTY PROGRAM POLICY

The District is committed to providing employees with available, reasonable opportunities to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out and in the course of their employment with the District ("work-related injury"). We feel that a Modified Duty Program is mutually beneficial and may aid in the employee's recovery.

The purpose of the Modified Duty Procedure is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of Modified Duty will be determined in the sole discretion of the District. Noncompliance with the Modified Duty Policy may result in a reduction of worker's compensation benefits and possible disciplinary action, up to and including termination.

For purposes of this policy, the following definitions apply:

1. "District Employee" means any individual who is employed by the District in a valid, authorized position.
2. "Modified Duty Program" is a temporary assignment of duties to a worker with an occupational injury or illness whose doctor indicates that the worker may return to work subject to specified restrictions, and has not yet reached a level of maximum recovery enabling the employee to return to regularly assigned duties. Modified duty may only be applicable to those employees who are eligible for temporary total disability benefits under the Illinois Workers' Compensation or Occupational Disease Acts (hereafter "Acts"), or asserting that their injury or illness is compensable under the Acts.
3. Occupational Injury or Illness" means an injury or illness arising out of and in the course of the employee's employment and compensable under the Illinois Workers' Compensation Act or Occupational Disease Act. All claims for worker's compensation benefits are subject to initial and continuing investigation.

OBJECTIVES

1. To return occupationally injured employees to work as soon as possible provided there is not a probability of re-injury or aggravation of an injury to themselves, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is otherwise potentially detrimental to the District.
2. To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.
3. To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
4. To retain qualified and experienced District employees.
5. To further the District's commitment and obligation to provide recreational programs, services and facilities to the public.

BASIC PROGRAM REQUIREMENTS

1. Employees may be assigned to a Modified Duty assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided that the Modified Duty assignment fulfills a job function(s) useful to the District and is within limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the District.
2. A time limit will be established on a case-by-case basis for the length of time that modified duty will be made available. This time limit shall be subject to review and revision at the sole discretion of the District.
3. The District will compensate an employee on modified duty at the employee’s regular pay rate if possible. If this is not possible, the employee will be compensated no less than 2/3 of what the employee’s average weekly regular wage (excluding overtime) was prior to the accident, injury or illness. Compensation may be made by the District and/or the District’s workers’ compensation coverage provider, the Park District Risk Management Agency (PDRMA.)

4. There should be regular communication among the Human Resources Manager, Manager, the employee’s Immediate Supervisor, the physician and PDRMA throughout the course of treatment and recovery.

5. **Employee Responsibilities:**
   Participates in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to Immediate Supervisor; to promptly notify the Immediate Supervisor of any and all changes or modifications to the employee’s work restrictions; provides all original copies of physician releases and reports and all medical records and forms to the Human Resources Manager promptly when received; if the employee is asked to complete a task that they cannot complete or in any way adversely affects their injury, the employee must immediately notify the person who assigned the employee the task. In addition, if the employee’s injury requires that they see a physician for subsequent visits for the same injury, the employee must inform their Immediate Supervisor prior to any and all visits so their Immediate Supervisor can complete the necessary forms and make the necessary arrangements for the employee’s absence if they must visit the doctor during his/her working hours. If the employee’s Immediate Supervisor is unavailable, the employee must contact the supervisor at the succeeding level of authority in their division. In order to avoid disruption of District operations, the employee should schedule doctor’s appointments during non-work hours. Please note, under the Illinois Workers’ Compensation Act (820 ILCS 305/12), the District may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duly qualified medical practitioner or surgeon selected by the District at any time and place reasonably convenient to the employee, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for purposes of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Act.

6. An employee who declines a Modified Duty position, which is within the limitations, as determined by the treating or evaluating physician, may be subject to disciplinary action and possible termination. The employee may also lose eligibility for worker’s compensation benefits.

7. Periodic review will be conducted while an employee is on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. A review may be conducted at any time.

**PROCEDURE**

1. The Manager is typically responsible for the management of employees on Modified Duty status. He/she may also coordinate Modified Duty assignments with other branches, the Human Resources Manager and PDRMA. Each branch is responsible for keeping a list of Modified Duty assignments up-to-date, and for advising the Human Resources Manager of any changes to their modified duty lists.

2. When an employee is injured, the attending physician will be asked to complete a Physician’s Evaluation of Functional Capabilities. This form, sent to the physician by the Human Resources Manager, requests a list of the duties the employee is capable of performing and any physical limitations he may have.

3. The Physical Evaluation Form must be returned by the employee to the Human Resources Manager, who will contact the employee’s Immediate Supervisor. The Immediate Supervisor will work with the Manager in assigning modified duty to the employee, if possible or applicable.
4. In some cases, branches may not have any available Modified Duty tasks. If so, the Human Resources Manager will be contacted to work with other branches to arrange Modified Duty assignments in their branch.

5. All Modified Duty Assignments are subject to continuing review of the existing medical restrictions of the employee, and branches will continue to develop and coordinate appropriate duty assignments with the Human Resources Manager and PDRMA, and monitor ongoing medical status and work adjustment.

6. When applicable, the possibility of medical management and/or vocational services will be explored and communicated to all parties involved.

7. Employees may be compensated at a pre-determined rate of pay while performing Modified Duty assignments. Time above and beyond that which is necessary for the doctor’s visit, including reasonable transportation time, will be charged against the employee’s available sick, personal, or other time off. If the employee does not have any available time, they will be compensated for such time only to the extent required by law.
The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. It is the responsibility of each and every employee, officer, official, trustee, agent, volunteer, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by any of its employees and appointed and/or elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment on the basis of sex, sexual orientation, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

DEFINITIONS OF HARASSMENT

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
   a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
   b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
   c. The harassment has the purpose or effect of interfering with the employee's work performance or creating a working environment that is intimidating, hostile, or offensive to the employee. For purposes of this definition, the phrase "working environment" is not limited to a physical location where any employee is assigned to perform his or her duties and does not require an employment relationship.
   d. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, age, national origin, disability or any other characteristic protected by law or that of their relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).
Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Note: Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.

RETALIATION IS PROHIBITED
The District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Should you be subjected to retaliation for reporting sexual harassment, participating in the investigation of such a report, or for filing a charge of sexual harassment with the Illinois Department of Human Rights or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have a right to file a charge with the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 W. Randolph Street, Suite 10-100, Chicago, IL 60601, (312) 814-6200. You may also have rights or recourse under the Illinois Whistleblower Act and/or the State Officials and Employees Ethics Act.

REPORTING PROCEDURE
The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your Immediate Supervisor, your Manager, Director and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you, if you feel comfortable doing so. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

Report to Supervisory and Managerial Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your Immediate Supervisor, Manager or Director. If you feel uncomfortable doing so, or if your Immediate Supervisor, Manager, or Director is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Trustees.
Report to Executive Director/President of the Board of Trustees: An employee may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his/her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Trustees. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

Right to contact Illinois Department of Human Rights and/or other legal recourse: You have the right at any time to contact the Illinois Department of Human Rights (IDHR), at the address and/or telephone number listed above, about filing a formal complaint. Thereafter, depending on the results of the IDHR’s investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (IHRC), located at 100 W. Randolph St., Suite 5-100, (312) 814-6269, or you may have a right to file a complaint on your own directly with the IHRC. You may also have a right to file a complaint in a court of competent jurisdiction.

HARASSMENT ALLEGATIONS AGAINST NON-EMPLOYEES/THIRD PARTIES
If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director or Executive Director's designee will investigate the incident(s) and determine the appropriate action, if any. The District will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the District has limited control over the actions of non-employees.

Important Notice to All Employees: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee’s failure to fulfill this obligation could affect his or her rights in pursuing legal action.

RESPONSIBILITY OF SUPERVISORS AND WITNESSES
Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director who will investigate the conduct and resolve the matter as soon as possible.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

THE INVESTIGATION
Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

RESPONSIVE ACTION
The District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the District believes appropriate under the circumstances.

FALSE AND FRIVOLOUS COMPLAINTS
Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.
APPENDIX I – NOTICE OF PRIVACY PRACTICES PROTECTED UNDER HIPAA

HIPAA NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.
If you have questions about this notice, please contact the person listed under “Whom to Contact” at the end of this notice.

SUMMARY
In order to provide you with benefits, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides that if the McHenry County Conservation District received personal information about your health, from you, your physicians, hospitals, and others who provide you with health care services we are required to keep this information confidential. This notice of our privacy practices is intended to inform you of the ways we may use your information and the occasions on which we may disclose this information to others.

KINDS OF INFORMATION TO WHICH THIS NOTICE APPLIES
This notice applies to individually identifiable protected health information that is created or received by us and that relates to the past, present or future physical or mental health condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and that identifies the individual, or for which there is a reasonable basis to believe the information can be used to identify the individual (hereinafter referred to as “protected health information”).

WHO MUST ABIDE BY THIS NOTICE
All employees, staff, volunteers, and other personnel whose work involves one of the products covered under this notice and who are under the direct control of McHenry County Conservation District must abide by this notice. The people and third-party organizations to which this notice applies (referred to as “we,” “our,” and “us”) have agreed to abide by its terms. We may share your information with each other for purposes of payment and operations activities as described below.

OUR LEGAL DUTIES
• We are required by law to maintain the privacy of your protected health information.
• We are required to provide this notice of our privacy practices and legal duties regarding protected health information to anyone who asks for it.
• We are required to abide by the terms of the notice that is currently in effect.

OUR RIGHT TO CHANGE THIS NOTICE
We reserve the right to change our privacy practices, as described in this notice, at any time. We reserve the right to apply these changes to any protected health information, which we already have, as well as to protected health information we receive in the future. Before we make any material change in the privacy practices described in this notice, we will write a new notice that includes the change. The new notice will include an effective date. We will mail the new notice to all named insureds then covered by a product subject to the notice within 60 days of the effective date.
HOW WE MAY USE OR DISCLOSE YOUR PROTECTED HEALTH INFORMATION

We may use your protected health information, or disclose it to others, for a number of different reasons. This notice describes these reasons. For each reason, we have written a brief explanation. We also provide some examples. These examples do not include all of the specific ways we may use or disclose your information. But any time we use your information, or disclose it to someone else, it will fit one of the reasons listed here.

1. **Payment.** We will use your protected health information, and disclose it to others, as necessary to make payment for the health care services you receive. For instance, an employee in our claim-processing department may use your protected health information to pay your claims. We will also send you information about claims we pay and claims we do not pay (called an "explanation of benefits"). The explanation of benefits will include information about claims we receive for the Insured and each dependent who are enrolled together under a single contract or identification number. Under certain circumstances, you may receive this information confidentially; see the “Confidential Communication” section in this notice. We may also disclose some of your protected health information to companies with whom we contract for payment–related services. For instance, if you owe us money, we may give information about you to a collection company with who we contract to collect bills for us. We will not use or disclose more information for payment purposes that is necessary.

2. **Health Care Operations.** We may use and disclose your protected health information for activities that are necessary to operate this organization. This includes reading your protected health insurance information to review the performance of our staff. We may also use your information and the information of other members to plan what services we need to provide, expand, or reduce. We may disclose your protected health insurance as necessary to others with whom we contract to provide administrative services. This includes our lawyers, auditors, accreditation services, and consultants, for instance.

3. **Legal Requirement to Disclose Information.** We may use or disclose your information when we are required by law to do so. This includes reporting information to government agencies that have the legal responsibility to monitor the health care system. For instance, we may be required to disclose your protected health information, and the information of others, if we are audited by the state insurance department. We will also disclose your protected health information when we are required to do so by a court order or administrative process.

4. **Public Health Activities.** We will disclose your protected health information when required to do so for public health purposes. This includes reporting certain diseases, births, deaths, and reactions to certain medications. It also includes reporting certain information regarding products and activities regulated by the federal Food and Drug Administration. It may also include notifying people who have been exposed to a disease.

5. **To Report Abuse.** We may disclose your protected health information when the information relates to a victim of abuse, neglect, or domestic violence. We will make this report only in accordance with laws that require or allow such reporting, or with your permission.

6. **Government Oversight.** We may disclose your protected health information if authorized by law to a government oversight agency (e.g., a state insurance department) conducting audits, investigations, or civil or criminal proceedings.

7. **Judicial or Administrative Proceedings.** We may disclose your protected health information in the course of a judicial or administrative proceeding (e.g., to respond to a subpoena or discovery request).

8. **Law Enforcement.** We may disclose your protected health information for law enforcement purposes. This includes providing information to help locate a suspect, fugitive, material witness or missing person, or in connection with suspected criminal activity. We must also disclose your protected health information to a federal agency investigating our compliance with federal privacy regulations.

9. **Coroners.** We may disclose your protected health information to coroners, medical examiners and/or funeral directors consistent with the law.
10. **Organ Donation.** We may use or disclose your protected health information for cadaveric organ, eye or tissue donation.

11. **Workers' Compensation.** We may disclose your protected health information to workers' compensation agencies if necessary for your workers' compensation benefit determination.

12. **Limited Data Sets.** We may use or disclose, under certain circumstances, limited amounts of your protected health information that is contained in limited data sets.

13. **Research.** We may use or disclose your protected health information for research purposes, but only as permitted by law.

14. **Specialized Purposes.** We may use or disclose the protected health information of members of the armed forces as authorized by military command authorities. We may disclose your protected health information for a number of other specialized purposes. We will only disclose as much information as is necessary for the purpose. For instance, we may disclose your protected health information for national security, intelligence, and protection of the president.

15. **To Avert a Serious Threat.** We may use or disclose your protected health information if we decide that the disclosure is necessary to prevent serious harm to the public or to an individual. The disclosure will only be made to someone who is able to prevent or reduce the threat.

16. **Family and Friends.** We may disclose your protected health information to a member of your family or to someone else that is involved in your medical care or payment for care. This may include telling a family member about the status of a claim, or what benefits you are eligible to receive. In the event of a disaster, we may provide information about you to a disaster relief organization so they can notify your family of your condition and location. We will not disclose your information to family or friends if you object.

17. **Health Benefits Information.** If your employer sponsors your enrollment in McHenry County Conservation District’s health plan, your protected health information may be disclosed to your employer, as necessary, for the administration of your employer's health benefit program for employees. Employers may receive this information only for purposes of administering their employee group health plans, and must have special rules to prevent the misuse of your information for other purposes.

18. **Products and Services.** We may contact you to provide information about other health-related products and services that may be of interest to you. For example, we may use and disclose your protected health information for the purpose of communicating to you about our health insurance products that could enhance or substitute for existing health plan coverage, and about health-related products and services that may add value to your existing health plan.

**MORE STRINGENT LAW**
In the event applicable law, other than the HIPAA Privacy Rule, prohibits or materially limits our uses and disclosures of protected health information, as set forth above, we will restrict our uses or disclosure of your protected health information in accordance with the more stringent standard.

**YOUR RIGHTS**

1. **Authorization.** We may use or disclose your protected health information for any purpose that is listed in this notice without your written authorization. We will not use or disclose your protected health information for any other reason without your written authorization. If you authorize us to use or disclose your protected health information, you have the right to revoke the authorization at any time. For information about how to authorize us to use or disclose your protected health information, or about how to revoke an authorization, contact the person listed under “Whom to Contact” at the end of this notice. You may not revoke an authorization for us to use and disclose your information to the extent that we have taken action in reliance on the authorization or if the authorization was obtained as a
condition of obtaining insurance, and we have the right, under other law, to contest a claim under the policy or the policy itself.

2. **Request Restrictions.** You have the right to request restrictions on certain of our uses and disclosures of your protected health information for insurance payment or health care operations, disclosures made to persons involved in your care, and disclosures for disaster relief purposes. For example, you may request that we not disclose your protected health information to your spouse or civil union partner. Your request must describe in detail the restriction you are requesting. We will consider your request. But we are not required to agree. We cannot agree to restrict disclosures that are required by law.

3. **Confidential Communication.** If you believe that the disclosure of certain information could endanger you, you have the right to ask us to communicate with you at a special address or by a special means. For example, you may ask us to send explanations of benefits that contain your protected health information to a different address rather than to your home. Or you may ask us to speak to you personally on the telephone rather than sending your protected health information by mail. We will agree to any reasonable request. Requests for confidential communications must be in writing, it must state that the disclosure of the protected health information could endanger you, it must be signed by you or your representative, and sent to us at the address under “Whom to Contact” at the end of the notice.

4. **Inspect and Receive a Copy of Protected Health Information.** You have a right to inspect certain protected health information about you that we have in our records, and to receive a copy of it. This right is limited to information about you that is kept in records that are used to make decisions about you. For instance, this includes claim and enrollment records. If you want to review or receive a copy of these records, you must make the request in writing, you must state that you are requesting access to your protected health information and either you or your representative must sign the request. We may charge a fee for the cost of copying and mailing the records. To ask to inspect your records, or to receive a copy, contact us at the address under “Whom to Contact” at the end of this notice. We may deny you access to certain information. If we do, we will give you the reason in writing. We will also explain how you may appeal the decision.

5. **Amend Protected Health Information.** You have the right to ask us to amend protected health information about you, which you believe is not correct, or not complete. If you want to request that we amend your protected health information you must make this request in writing, it must be signed by either you or your representative, and give us the reason you believe the information is not correct or complete. Your request to amend your information must be sent to the address under “Whom to Contact” at the end of this notice. We may deny your request if we did not create the information, if it is not part of the records we use to make decisions about you, if the information is something you would not be permitted to inspect or copy, or if it is complete and accurate.

6. **Accounting of Disclosures.** You have a right to receive an accounting of certain disclosures of your information to others. This accounting will list the times we have given your protected health information to others. The list will include dates of the disclosures, the names of the people or organizations to whom the information was disclosed, a description of the information, and the reason. We will provide the first list of disclosures you request at no charge. We may charge you for any additional lists you request during the following 12 months. You must tell us the time period you want the list to cover. To be considered, your accounting requests must be in writing, signed by you or your representative, and sent to the address under “Whom to Contact” at the end of this notice.

7. **Paper Copy of this Privacy Notice.** You have a right to receive a paper copy of this notice. If you have received this notice electronically, you may receive a paper copy by contacting the person listed under “Whom to Contact” at the end of this notice.

8. **Complaints.** You have a right to complain about our privacy practices, if you think your privacy has been violated. You may file your complaint with the person listed under “Whom to Contact” at the end of this notice. You may also file a complaint directly with the Secretary of the U.S. Department of Health and Human Services. All complaints must be in writing, must describe the situation giving rise to the
complaint, and must be filed within 180 days of the date you know, or should have known, of the event giving rise to the complaint. You will not be subject to any retaliation for filing a complaint.

WHOM TO CONTACT
Contact the HIPAA Privacy Official for more information about this notice, or for more information about our privacy policies, or if you want to exercise any of your rights, as listed on this notice, or if you want to request a copy of our current notice of privacy practices. The District has identified the Human Resources Manager as the HIPAA Privacy Official.
APPENDIX J – SCHOOL VISITATION LEAVE POLICY

Employees that have worked for the District at least six (6) months for an average of at least twenty (20) hours per week, may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences or classroom activities related to their child(ren) if the conference or classroom activities cannot be scheduled during non-work hours. For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four (4) hours of leave may be taken in any one day. Leave will not be granted until the employee has used all available vacation leave and personal days.

Before arranging attendance at the school conference or activity, the employee must provide the District with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency situation, the employee may give twenty-four (24) hours' notice. In addition, employees must consult with their Immediate Supervisor to schedule the leave so as not to disrupt operations unduly.

School visitation leave shall be unpaid. Employees may choose, however, to make up the time taken for school visitation leave on a different day or shift if such arrangement may reasonably be provided by the District. If the employee chooses not to make up the time taken, or an arrangement to make up such time cannot be made, he/she will not be compensated for the leave taken.

Upon completion of a school visitation, the employee may be required to produce documentation of his/her visit from the school administrator and submit such documentation to the District.

Note: Failure to submit the documentation upon request to the District within two (2) working days of your school visit may subject you to disciplinary action.

Please contact the Human Resources Manager for further information regarding School Visitation Leave.
APPENDIX K – ABUSED AND NEGLECTED CHILD REPORTING ACT

CHILD ABUSE
Child abuse and neglect is “the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child... under circumstances which indicate that the child's health or welfare is harmed or threatened thereby” (The Federal Child Abuse Prevention and Treatment Act or 1974, 42, U.C.C. 5102(1) (Supp 1989)). The incident must be sufficiently serious so that there is a danger to the child’s “health or welfare.” This limitation is meant to protect the rights of parents to exercise their best judgment about how to raise children and protect regional, religious, cultural, and ethnic differences in such beliefs (Besharov, 1990).

Any punishment that results in a broken bone, eye damage, severe welts, bleeding, or any other injury that requires medical treatment is not “reasonable.” An injury caused by a true accident that is a one-time injury that was an unforeseeable consequence of otherwise reasonable parental punishment was not maltreatment. Physical punishments that do not create a danger of serious physical injury are nevertheless reportable if they amount to emotional abuse (Besharov, 1990). Since child abuse laws vary from state to state, practitioners are recommended to familiarize themselves with the laws of the state where they practice.

Children of battered women were found to be at an increased risk of being abused themselves (Stark & Flitcraft, 1985). Professionals who work with child witnesses of domestic violence need to be alert to the possibility of abuse and to respond appropriately through mandated reporting and supportive intervention with the child and family.

MANDATED REPORTING
While there are many laws guiding child protection and child welfare interventions, the most important in Illinois is the Abuse and Neglect Child Reporting Act (ANCRA). The Department of Children and Family Services (DCFS) is the state agency given the responsibility of ANCRA to conduct investigations of child maltreatment and to arrange for needed services for cases where credible evidence of abuse or neglect exists. To officially report an abuse, DCFS can be contacted by calling their Hotline at 1-800-252-2873 or 1-800-25ABUSE.

Illinois requires a wide range of professionals to report suspected child maltreatment. These professionals are known as mandated reporters, which are divided into six personal groups: Medical; School; Social Service/ Mental Health; Law Enforcement; Coroner/Medical Examiner; and Child Care Personnel.

It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the Hotline.

ANCRA places several requirements on mandated reporters:

- You are required to report suspected child abuse or neglect immediately.
- Privileged communication between professional and client is not grounds for failure to report. Willful failure to report suspected incidents of child abuse or neglect is a misdemeanor. Further, a professional may be subject to penalties by their regulatory boards.
- You may have to testify regarding any incident you report if the case becomes the subject of legal or judicial action.
- State law protects the identity of all mandated reporters, and you are given immunity from legal liability as a result of reports you make in good faith.
- Reports must be confirmed in writing to the local investigation unit with 48 hours of the Hotline call.

There are four main conditions, which must be present before DCFS can investigate and intervene when child abuse or neglect is suspected:

1. The victim must be 17 year of age or under;
2. The person alleged to have committed the abuse/neglect must be a parent, step-parent, guardian, foster
parent, immediate family member (siblings or grandparents), any person living in the home of the child, a
person who came to know the child through an official capacity or position of trust (such as a teacher,
health care professional, or volunteer in a youth program), or a person who is responsible for the welfare
of the child (such as a babysitter, day care or residential facilitator);

3. There must be a specific incident of abuse or neglect or a specific set of circumstances involving
suspected abuse or neglect; and

4. There must be either demonstrated harm or a substantial risk of physical injury to the child.

If a case doesn't meet all these elements, DCFS won't have jurisdiction to investigate. In these situations, the
reporter should be referred to a community agency or to the police.

If the information is not sufficient for investigation, the reporter can request that the information be kept on file
for six months. In cases where the suspected abuser is a noncaretaker, the local police department should be
notified to handle the investigation.

Before calling DCFS, the following information should be collected:

- Name, address, and age of victim(s)
- Name and address of parent(s)/caretaker(s) and siblings.
- Relationship of caretaker(s) to victim(s)
- Details of the abuse, including specifics of the incident(s), location and severity of injuries, any pattern of
  neglect or abuse, and any physical evidence.
- Any explanation provided by the child.
- Any other relevant information that would speed up the investigation, such as directions to the victim's
  house or information about potential risks to the investigator.

A mandated reporter must give their name as well as the name of the agency. Parents should be encouraged to
report the abuse, but the mandated reporter should follow up with his/her own report unless he/she witnesses the
parent's call.
APPENDIX L – VICTIMS’ ECONOMIC SECURITY ACT (VESSA)

INTRODUCTION
This section briefly summarizes rights and regulations under the Victims’ Economic Security and Safety Act of 2003 (“VESSA”).

The VESSA provides employees with up to twelve (12) workweeks of unpaid leave during a twelve (12) month period to address the consequences of domestic violence or sexual violence to themselves or their family or household member who is a victim of domestic violence or sexual violence.

BASIS OF LEAVE
The District will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is:

1. **Seeking medical attention** for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee’s family or household member;

2. **Obtaining services from a victim services organization** for the employee or the employee’s family or household member;

3. **Obtaining psychological or other counseling** for the employee or the employee’s family or household member;

4. **Participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee’s family or household member from future domestic or sexual violence or ensure economic security; or

5. **Seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee’s family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"**Family or Household Member**" means a spouse, civil union partner, parent, son, daughter, and other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

"**Parent**" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. “Son or daughter” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

PERIOD OF LEAVE
Employee shall be entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

EXISTING LEAVE
The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.

NOTICE
The employee shall provide the District with at least 48 hours’ advance notice of the employee’s intention to take the leave, unless providing such notice is not practicable.
When an unscheduled absence occurs, the District will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as 15 days) provides certification as shown under the next section.

CERTIFICATION
The District may require the employee to provide certification to the District that:

1. The employee or the employee's family or household member is a victim of domestic or sexual violence; and
2. The leave is for one of the purposes enumerated in the above “Basis” paragraph.
3. The employee shall provide such certification to the District within a reasonable period after the District requests certification.

An employee may satisfy the above certification requirement by providing to the District a signed and dated statement of the employee, and upon obtaining such documents the employee shall provide:

1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical 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 the violence;
2. A police or court record, or
3. Other corroborating evidence.

CONFIDENTIALITY
All information provided to the District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by the District, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

RESTORATION TO POSITION
In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

1. To be restored by the District to the position of employment held by the employee when the leave commenced; or
2. To be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

LOSS OF BENEFITS
The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to: the accrual of any seniority or employment benefits during any period of unpaid leave; or any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

REPORTING TO THE DISTRICT
The District may require an employee on leave under this policy to report periodically to the District on the status and intention of the employee to return to work.

MAINTENANCE OF HEALTH BENEFITS
Except as provided under “Loss of Benefits,” during any period that an employee takes leave under this policy, the District shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

FAILURE TO RETURN FROM LEAVE
The District may recover the premium that the District paid for maintaining coverage for the employee and the employee’s family or household member under such group health plan during any period of leave under this policy if:

1. The employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
2. The employee fails to return to work for a reason other than:
   a. The continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
   b. Other circumstances beyond the control of the employee.

The District may require an employee who claims that the employee is unable to return to work because of a reason described in (1) or (2) above to provide, within a reasonable period after making the claim, certification to the District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of cause by providing to the District: a sworn statement of the employee; documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence; a police or court record; or other corroborating evidence.

The District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

REASONABLE ACCOMMODATIONS
The District supports VESSA and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the District.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.
APPENDIX M – SICK LEAVE BANK

PURPOSE
The Sick Leave Bank serves as a depository into which employees may voluntarily donate accrued sick leave time for allocation to other employees. The purpose of this bank is to alleviate the hardship caused if a medical emergency or injury forces the employee to exhaust all vacation time, personal days, sick leave, and compensatory time and who are not otherwise receiving any related compensation benefits such as disability, workers' compensation, social security, or unemployment. This bank is not intended to provide unlimited paid sick leave for any medical reason.

DEFINITIONS
“Medical Emergency” A life threatening or debilitating illness, injury, or condition affecting the employee or the employee’s immediate family member that is likely to require an employee’s absence from duty for a prolonged period of time and to result in a substantial loss of income due to exhausting his/her accrued vacation time, personal days, sick leave, and compensatory time. Conditions may include those affecting mental health; physical health; requiring inpatient care; or hospice care. The medical emergency must require the services of a physician.

“Immediate Family Member” Spouse, civil union partner, child(ren), or parent(s).

“Licensed Health Care Provider” A trained health care provider practicing within the scope of his/her license.

“Sick Leave Bank (the “Bank”)” A pool of leave days voluntarily donated by District full-time employees. The Sick Leave Bank provides paid sick leave to employees who meet the eligibility requirements. It is administered by the Executive Director or his/her designee.

ESTABLISHING THE BANK
The Bank will be established through a voluntary contribution of one (1) leave day by eligible employees (as defined by this policy) during an initial enrollment period. Once the Bank has been established, an open enrollment period will be held annually March 1 - March 31. At that time, any eligible employee may donate to the bank by contributing at least one (1) leave day, up to two (2) days. Should the Bank reach a balance of twenty (20) or fewer available days or under a special circumstance, a special contribution period designated by the Executive Director may be opened. If any days remain in the Bank at the end of the fiscal year, up to forty (40) days will be carried over to the next fiscal year. Any days remaining after the carry-over will be eliminated from the bank and will not be returned to the donor.

ELIGIBILITY, APPLICATION, AND LIMITATIONS
1. Only regular full-time employees who have a sick leave balance of at least ten (10) days after their contribution shall be eligible to contribute to the Bank. Employees may voluntarily donate one (1) or two (2) days during open enrollment to the Bank. Time donated to the bank must be in increments of one full sick day. Individual enrollment periods may be established on an individual basis for employees who were unavailable during the open enrollment periods. Examples would be employees who enter on active duty or return from extended leave following an open enrollment period.

2. To be eligible to donate, an employee must be full-time and have worked at the District for twelve (12) continuous months.

3. Employees may apply for use of sick leave days from the Bank by completing a request form and Certification of Health Care Provider form from a licensed health care provider. All requests must be received by the Human Resource Manager within thirty (30) days of exhausting all available paid leave. Forms can be obtained from the Human Resources Manager.

4. Sick leave days may be requested from the Bank only for medical emergencies. Sick Leave Bank days may be granted for a medical emergency relating to an immediate family member.
5. Days may not be granted during any period an individual is receiving benefits from social security, workers' compensation, disability, any other source, or for elective surgery.

6. Use of benefits from the Bank is considered under the provisions of the Family Medical Leave Act (FMLA) and any use is included in the twelve weeks of leave provided under this Act, if applicable.

DONATIONS TO THE BANK
1. Employees will be given an annual opportunity to donate to the Bank.
2. Donors must have a minimum balance of ten (10) sick leave days after making a donation.
3. Any employee who wishes to donate a day of sick leave must sign a statement indicating the donation is voluntary and, if applicable, will affect their IMRF pension at the time of their retirement. Donation forms can be obtained and submitted to the Human Resources Manager.
4. Employees may not designate a particular individual to receive their donated leave.
5. All sick leave days contributed to the bank are nonrefundable and nontransferable. Once sick leave has been donated to the Bank, it cannot be restored to the donating employee.
6. Contributions are anonymous.

WITHDRAWALS FROM THE BANK
1. Employees must complete a Sick Leave Bank Request Form for leave and submit it to the Human Resources Manager. If the employee is incapable of completing this form, a personal representative designee may make a written request on his/her behalf.
2. All requests must be accompanied by a physician’s statement that includes the beginning date of the condition, a description of the illness or injury, and a prognosis for recovery. See the Human Resources Manager for the Form. All requests should also indicate the estimated number of sick leave days required and information related to any pending disability claims.
3. Requests for withdrawal must be made by the employee or designee no later than thirty (30) working days after all paid leave time has been exhausted.
4. The Human Resources Manager will render a decision to the employee within five (5) working days after receipt of the request. The criteria for Bank usage shall generally be for a medical emergency involving the employee or an employee's immediate family member that requires an extended work absence or where the employee or immediate family member is hospitalized due to an illness or injury for an extended period of time.
5. The amount, if any, of sick leave granted for each request will be determined by the Human Resources Manager, but cannot exceed one-third of the balance of the bank or a maximum of twenty (20) working days, whichever is less. No employee may receive more than twenty (20) working days in one fiscal year.
6. If the recipient returns to work before the received hours have been exhausted, the recipient returns those hours.
7. The total sick leave granted to any one employee will not exceed twenty (20) working days in a 12-month period for any one illness, recurring illness, or accident.
8. Bank usage is not available to employees who are receiving Workers' Compensation benefits or who have available sick time. Withdraw of days from the Sick Leave Bank is considered under the provisions of the Family Medical Leave Act (FMLA), and any use is calculated in the twelve weeks of leave under this Act.
BENEFITS
An employee granted leave under this policy will continue to be covered under the District’s group health insurance plan on the same conditions as coverage would have been provided if he or she had been continuously employed during the leave period. To maintain uninterrupted coverage, an employee will be required to continue to pay his/her portion of insurance premium payments, if applicable.

Employees receiving benefits from the Sick Leave Bank during a leave of absence shall accrue paid time off during the period of their leave while being paid through this benefit.

ADMINISTRATION OF THE BANK
The Bank will be administered by the Executive Director or Executive Director’s designee. The Executive Director or Executive Director’s designee will be responsible for reviewing, granting, or denying sick leave days to the employee. At the discretion of the Executive Director, modifications to the Policy and Procedures may be made on a case-by-case basis.

The Executive Director or his/her designee may not grant paid sick leave days to employees when the Bank does not have available days or if the application is not complete, lacks supporting statements from a licensed health care provider, or if the employee fails to provide any requested documentation. Additionally, leave may not be granted due to a result of a sick leave usage audit. The audit may cover the two years preceding the employee’s request. Patterns of absence indicating abuse will be reviewed and considered. Patterns of abuse are most often indicated by frequency, duration, and time of absences. Illnesses of three (3) or more days will not be considered abuse unless a clear pattern is established.

The Bank will be administered in accordance with the Americans with Disabilities Act and Family and Medical Leave Act requirements.

Any abuse of the use of the Sick Leave Bank shall be investigated by the Executive Director or his/her designee, and if a wrongdoing is determined, then the employee will repay all sick days drawn from the Bank, and shall be subject to other disciplinary action. Abuse of the bank will also disqualify the employee from any further withdrawal from the Sick Leave Bank.

APPEALS
In the event that an employee is denied benefits from the Bank, they may submit a written appeal to the Executive Director or their designee within five (5) working days of receiving the denial. The appeals statement should include relevant information about why the case should be reconsidered, especially any medical information that may have been omitted from the employee’s request, and must be signed. A formal written response from the Executive Director or Executive Director’s designee to such an appeal shall be issued within ten (10) working days from the date of the appeal and will be final.

RETURNING TO WORK
An employee must return to work when they are medically able as determined by a licensed health care provider or mental health care provider. Upon returning, the employee will be required to provide a physician’s or psychologist’s release stating that the employee is able to return to work. The District reserves the right to require an employee to undergo an examination by the District’s occupational health provider or other health care or mental health care provider selected by the District to verify fitness for duty.
APPENDIX N – IDENTITY PROTECTION

PURPOSE
This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. (the “Act”), which requires all local government agencies to draft and approve an identity-protection policy.

This law specifies as of July 1, 2010, no person or local government may:
Publicly post or display in any manner an individual’s Social Security number (SSN);
Print a Social Security number on any card required to access products or services provided by the public entity;
1. Require an individual to transmit their Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted;
2. Print an individual’s Social Security number on any materials that are mailed to the individual, unless required by law, with limited exceptions. Social Security numbers may be included in forms related to the Unemployment Insurance Act, the Department of Revenue and other very limited circumstances. When a Social Security number may be permissibly mailed, it cannot be printed on a postcard or other mailer.
3. Collect, use, or disclose a Social Security number unless (i) required to do so by law, (ii) the need and purpose for the Social Security number is documented before the collection of the Social Security number, and (iii) the Social Security number collected is relevant to the documented need and purpose;
4. Require an individual to use his or her Social Security number to access an Internet website; and
5. Use the Social Security number for any purpose other than the purpose for which it was collected.
6. There are limited exceptions to these prohibitions.

In conformance with the provisions of said Act:
1. All employees who have access to Social Security numbers in the course of performing their duties shall be required to attend training on the protection of confidentiality of Social Security numbers. The training will include instructions on the proper handling of information that contains Social Security numbers from the time of collection through the destruction of the information. The Identification-Protection Policy will be included in the District’s Personnel Manual and all employees will be required to sign off on said policy.
2. Only employees who are required to use or handle information or documents that contain Social Security numbers may access such information or documents.
3. Any request for Social Security numbers from individuals shall be done in a manner that allows the social security number to be easily redacted if a document is required to be released as part of a public records request.
4. Any request for Social Security numbers from individuals shall include a statement of the purpose or purposes for which the Social Security number is being collected and used.
5. A written copy of this policy shall be filed with and maintained on file by the Board of Trustees of the McHenry County Conservation District.
6. This policy shall be made available to any member of the public upon request.
7. Any amendment to this policy after its initial adoption shall be filed with the Board of Trustees of the McHenry County Conservation District and a copy of the amended policy shall be made available to McHenry County Conservation District employees.
Violation of the provisions of this policy by employees of the McHenry County Conservation District shall be grounds for discipline up to and including dismissal.
APPENDIX O – SOCIAL MEDIA POLICY

In general, the District respects the right of employees and volunteers to use social media as a means of self-expression. Social media are defined as blogs, other types of self-published online journals, and collaborative web-based discussion forums including, but not limited to, LinkedIn, Facebook, and Twitter. Employees who choose to identify themselves as McHenry County Conservation District employees on any form of social media and discuss matters related to the District are reminded to proceed with caution and discretion. Although one’s website, weblog, or any other medium of online publishing may be a personal forum that conveys one’s individual opinions, some people may nonetheless view you as a de facto spokesperson of the District.

Employees should have no expectation of privacy while using District equipment for any purpose, including the use of social media, telephone conversations, voice mail messages, email messages, and text messages. Employees and volunteers should recognize that both during working hours and non-working hours, that they are ambassadors of the organization.

GENERAL RULES & GUIDELINES
The following rules and guidelines apply to the use of social media, whether such use is for personal use during non-work time, outside the workplace, or during working time while using District owned equipment (i.e., accessing the intranet blog). Using District equipment to access social media sites for personal use is also governed by the District’s Information System’s Policy. Employees also should refer to this policy before accessing such sites via the District’s equipment. These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential matters through the use of social media. Employees should not discuss or divulge confidential District information, including, but not limited to, business/conceptual plans, strategies, District financial information, District proprietary information that has not been made public, or other copyrighted material.

2. Since blogs or other online postings are in a public space, employees are encouraged to be respectful to the District, fellow co-workers, our patrons, Board of Trustees, volunteers, and those website visitors who post comments. For example, employees are encouraged to refrain from posting obscenity, threats, defamatory remarks or harassment, or engaging in any conduct that would not be acceptable in the workplace. Employees are encouraged to show proper consideration for others’ privacy. The District’s Non-Discrimination and Anti-Harassment and EEO policies apply to use of social media in the workplace.

3. Lastly, employees should use their best judgment. Employee’s actions both in and outside the workplace reflect on their judgment, decision-making, professionalism, maturity, and commitment to the District. If an employee is about to publish something that makes them even the slightest bit uncomfortable, review the guidelines outlined in the policy and consider the potential consequences of their actions. Ultimately, employees have sole responsibility for what they post to their blog or publish in any form of online social media.
DISTRICT-SPONSORED SOCIAL MEDIA
District-sponsored social media (i.e., Facebook, Twitter, intranet, etc.) are used to convey information about programs, events, activities and facilities; obtain customer feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; issue or respond to breaking news, or respond to negative publicity; brainstorm with employees and customers; and discuss activities and events.

All such District-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by the District can prepare content for or delete, edit, or otherwise modify content on District-sponsored social media such as Facebook and Twitter.
2. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
3. Designated employees are responsible for ensuring that the District-sponsored social media conform to all applicable rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the District's EEO and/or Non-Discrimination and Anti-Harassment policies.

PERSONAL USE OF SOCIAL MEDIA
While what an employee does on their own time is generally their own business, activities in or outside of work that affect one's job performance, the performance of others or the District's business interests or image are a proper focus for scrutiny. The following rules and guidelines, in addition to the rules and guidelines set forth under "General Rules and Guidelines" above, apply to an employee's use of social media on the employee's personal time.

1. Employees should abide by the District's Information Systems Policy concerning personal use of the District's computers and related equipment.
2. Employees should make it clear that the views they express are theirs alone and that they do not necessarily reflect the views of the District. Only those employees officially designated by the District have the authorization to speak on behalf of the District. Employees who utilize social media and choose to identify themselves as employees of the District are strongly encouraged to state explicitly, clearly, and in a reasonable, prominent place on the site that their views are their own and not those of District or of any person or organization affiliated or doing business with the District. While it is not necessary to post this notice on every page, employees should use reasonable efforts to draw attention to it—if at all possible, from the home page of the employee's site.
3. Employees may provide a link from their site to the District's website.
4. Employees cannot post confidential information.
5. Employees are encouraged to utilize the District's complaint process to obtain a desired remedy for their concerns.
6. Participation in social networking activities that can be characterized as non-work related and carried out during a time when the employee should be working, interferes with their work duties and/or responsibilities can be cause for appropriate disciplinary action, up to and including termination.
7. To maintain one's personal privacy, employees and volunteers are prohibited from taking pictures of District staff, volunteers, or program participants during work hours and posting them on a social media site.

MONITORING
As the Internet is a public forum, the District reserves the right to monitor employees' use of social media including but not limited to statements/comments posted online, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums. Employees should have no expectation of privacy while using District equipment for any purpose, including the use of social media. The District reserves the right to monitor, review, and block content that violates the District's rules and guidelines.

VIOLATIONS
The District will investigate and respond to all reports of violations of the District's policies, rules and guidelines or related District policies or rules. Employees are urged to report any violations of this policy to the Human Resources Manager. A violation of this policy may result in discipline up to and including termination.

Any questions regarding these guidelines or issues related to your personal social media sites that have not been addressed in this policy, please contact the Human Resources Manager or Executive Director.
APPENDIX P – TRANSGENDER POLICY

DISCRIMINATION PROHIBITED
This policy is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis. It is the District’s policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

DEFINITIONS
The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of Staff. These terms may or may not be used by transgender individuals to describe themselves.

“Gender identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. The District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.

“Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.

“Transgender” describes people whose gender identity is different from their gender assigned at birth.

“Transgender Man” is a term used to describe an individual who currently identifies as a man.

“Transgender Woman” is a term used to describe an individual who currently identifies as a woman.

“Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.

“Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.

“Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one’s gender identity.

TRANSITIONING EMPLOYEE RESPONSIBILITIES
Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct supervisor, human resource manager or upper level administrative staff. Remember the employer may not be educated about what an employee may need during the transition time. The employee should be prepared to educate the employer to the best of their ability.

The District recommends creating a Transition Plan as part of the transition process. This can assist the employer to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed time line. Items to include are transitioning milestones, dates such as legal name change,
when appearances will change and when the use of gender-specific facilities will change. Consider all the people in the District who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

**CO-WORKER RESPONSIBILITIES**

Be open, honest and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of the District's anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by the District. This prohibition applies not only to discrimination but also to harassment based upon an individual's gender identity or expression, as part of the prohibition based on gender. Failure to adhere to the District's non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable the District can assist them in learning more about the transition process or transgender issues in general.

**DISTRICT RESPONSIBILITIES**

The District will remain supportive of a transitioning employee and his/her needs. The District enforces its non-discrimination policies uniformly.

The District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.

**PERSONNEL DOCUMENTATION**

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for name tags, phone lists and other internal documents. The District will make every effort to recognize a transgender employee's preferred name.

**NAMES/PRONOUNS**

Employees should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual’s gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

**RESTROOM/LOCKER ROOM ACCESSIBILITY**

Once a transitioning employee begins living and working full-time in the gender that reflects the employee’s gender identity and presentation, the employee shall be allowed access to the restrooms and (if provided to other employees) locker rooms that correspond to the employee’s full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

**DRESS CODE**

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the District dress code. A transitioning employee’s attire should remain professional and in conformance with required District dress code standards. Dress codes shall be applied to all employees equally.
DISCRIMINATION/HARASSMENT
Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the District’s Non-Discrimination and Anti-Harassment Policy.
FORM A – REQUEST TO REVIEW PERSONNEL RECORDS

Employee's Name:

Name of representative, if any, designated to inspect records on behalf of employee:

Records requested to be inspected:

A copy of the records inspected will be made available to the employee or their designated representative upon request and payment of duplicating costs of _____ per page.

By the signature below, the employee acknowledges and agrees that the McHenry County Conservation District specifically disclaims any liability and has no liability with respect to disclosure of the employee's personnel records as authorized by the employee.

Employee's Signature

Employee's Printed Name

Dated

Received by: __________________________ On: __________________________

Date inspection made: __________________________

Copies made by employee/designated representative of the following documents:

__________________

__________________
FORM B - AUTHORIZATION TO DISCLOSE IMPORTANT INFORMATION FOR EMPLOYEES

It is the goal of the McHenry County Conservation District ("the District") to attempt to protect its employees from unnecessary or unwanted disclosure of information concerning their employment. The disclosure of certain kinds of information concerning employees is required by law. The disclosure of other kinds of information is discretionary with the District. In order to avoid potential lawsuits or claims with respect to disclosure of such information, it is the District’s policy not to disclose any information concerning an employee except for an employee’s period of employment with the District and his/her title, position, and/or job function, unless disclosure of additional information is required by law or the employee gives prior written consent to such disclosure. The attached form is to be used by an employee for the purpose of giving the District such prior written consent.

Please note that the authorization is broad in scope unless specifically limited by you on the form. It authorizes the District to release all information related to your employment with the District which is contained in your personnel file. Accordingly, if there is any information you do not want disclosed, you should so indicate on the authorization form.

Please note that by signing the form you are releasing the District, its trustees, officers, employees, and agents from any claims you or any person claiming through you may have by virtue of the disclosure of any such authorized information as authorized by you. No person has the authority to modify or lessen the scope of this release given by you and you may not rely on any implied or actual oral representations to the contrary.
AUTHORIZATION TO DISCLOSE INFORMATION

I, ____________________________, hereby request and authorize the McHenry County Conservation District ("the District") through its commissioners, officers, employees, agents or any other authorized person, to answer oral and/or written questions and respond to oral and/or written inquiries concerning my employment with the District from the following person and to release to the following person:

____________________________
Last Name – First Name – Middle Initial

____________________________
Address

____________________________
City, State, Zip Code

____________________________
Telephone

Any and all information (including without limitation personal opinions and observations concerning my job performance or personal character) concerning my employment with the District whether or not currently contained in the personnel files, including without limitation information regarding membership in job-related professional organizations, information regarding enrollment or participation in job-related courses or programs, salary information, attendance records, job function descriptions, information regarding performance, transfers, promotions, demotions and disciplinary actions, without exception, except as expressly stated below:

____________________________

____________________________

____________________________

I understand that it is the District's policy to disclose to third parties only my period of employment with the District, and my title, position and/or job function with the District, unless I consent to the disclosure of additional information. In order to induce the District to release additional information to the party named by me above, I hereby forever release and hold harmless the District, its commissioners, officers, employees, and agents from and against any and all claims, suits, or proceedings of whatsoever nature which I or anyone claiming through me might otherwise have by virtue of the disclosure of such information, (including but not limited to personal opinions and observations concerning my job performance or personal character) by the District.

I hereby represent and acknowledge that I have thoroughly read the provisions of this authorization from, that I fully understand its contents and its legal significance, and that I have signed it as my free and voluntary act and deed.

FORM B | 2
Dated: ____________________________

Employee's Signature: ____________________________________________

Employee's Printed Name: _________________________________________

STATE OF ILLINOIS
COUNTY OF _______________________

I, ________________________________, a Notary Public in and for said County and State, do hereby certify that ___________________________________________ is personally known to me to be the same person whose name is subscribed to the foregoing instrument as his own free act and deed and that the statements contained therein, and each thereof are true.

______________________________
Notary Public

[NOTARY SEAL]

My Commission Expires: ____________________________
FORM C - DRIVER ABSTRACT AND RELEASE FORM

To further enhance our risk management program as well as ensure the safety of our county, patrons, volunteers, and staff, we annually require a check of employee driving records. All new or current full-time and part-time employees responsible for operating a District vehicle or who drive in the course of employment will have their driving record abstracts requested through the Secretary of State's Office.

We appreciate your cooperation by completing the following information and returning it to your Immediate Supervisor or Human Resources.

I authorize the McHenry County Conservation District to review my driving record through the Secretary of State's Office on at least an annual basis, and I understand that a poor driving record may disqualify me from operating District vehicles or drive as part of my employment.

Last Name - First Name - Middle Initial
Please Print Full Name

Address

City, State, Zip Code

Employee's Signature

Date of Birth

Driver's License Number/State

Driver's License Classification

Date

REQUESTER INFORMATION (Completed by District Personnel)

Requester's Name

Responsible Manager's Name

Requester's Signature

Requester's Title

Date
FORM D – VOLUNTARY CONSENT TO SUBMIT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I, ________________________________, hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory or medical facility chosen by the McHenry County Conservation District ("District") at the District's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, laboratory or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a District official or a designated representative.

I hereby further consent to the District contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the District's Alcohol and Drug Abuse Policy and authorize my physician or pharmacist to provide all information requested by the District regarding my use of such drugs, including without limitation the possible effects of such use on my performance of my job functions.

I also acknowledge receiving, reading and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination.

________________________________________
Employee's Signature

________________________________________
Employee's Printed Name

________________________________________
Date

________________________________________
Witness
PRIVACY ACT STATEMENT

Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

CONSENT AND NOTIFICATION

Please read this form carefully and be aware that by agreeing to allow the McHenry County Conservation District to conduct a criminal background check, you will be waiving and releasing all claims for damages you might sustain arising out of the criminal background check and review.

I understand that a criminal background check is a condition of being considered for employment or volunteering with the McHenry County Conservation District.

By signing below, I acknowledge and hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation, to include but not limited to civil, criminal and latent fingerprint databases. I also understand that if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act.

I hereby fully waive and release the McHenry County Conservation District, their trustees, officers, agents and employees, from any and all damages which may arise from participating in or as a result of the criminal background check.

I have read and fully understand this waiver and release form.
Last Name – First Name – Middle Initial (Please Print Full Name)

_________________________________________  ______________________  ______________________
Signature                                      Date                                      Date of Birth

Mark which status applies to you:  _____ Employee  _____ Volunteer  _____ SWEEP Volunteer

_________________________________________
Responsible Supervisor’s Name (if applicable)

REQUESTER INFORMATION (Completed by District Personnel)

Date Processed  Clear Y/N

Fingerprint Scan  ____________________  ____________________

National Sex Offender Search  ____________________  ____________________

Illinois Sex Offender Search  ____________________  ____________________
NOTICE OF DUTY TO REVIEW CRIMINAL RECORD

Enclosed please find a copy of your criminal conviction record obtained by the McHenry County Conservation District from the Illinois State Police and/or Federal Bureau of Investigations.

Pursuant to the Illinois Uniform Conviction Information Act, you are required to review the record, and notify the District within seven (7) working days of receipt if the record is inaccurate or incomplete.

For privacy protection, you should only speak with the Chief of Police and/or Human Resources Manager at the McHenry County Conservation District. You may contact him/her during regular working hours at telephone number (815)338-6223.

If the record is inaccurate, the Illinois State Police has a procedure to correct the information. You may contact them at 260 N. Chicago Street, Joliet, IL 60431, (815)740-5160. For further information on how to challenge your record, visit http://www.isp.state.il.us/crimhistory/viewingchirrcds.cfm.

You are not required to take any further action if the record is accurate and complete.

I acknowledge that I have read this Notice and understand that it is my obligation and responsibility to notify the District if the information contained in the criminal conviction record is inaccurate or incomplete in any way, and to provide complete and accurate information to the District.

Please sign and return to: McHenry County Conservation District, Attention: Human Resources, 18410 US Highway 14, Woodstock, IL 60098.

__________________________________________________________
Employee's Signature

__________________________________________________________
Employee's Printed Name

__________________________________________________________
Date
FORM F - INFORMATION SYSTEMS USE POLICY - ACKNOWLEDGEMENT AND ACCEPTANCE FORM

Employee Name: ________________________________

Position: ________________________________

Division: ________________________________

This confirms that I, ________________________________, have read the attached Information Systems Use Policy. In signing this agreement, I am assuming responsibility for the computer software and hardware provided to me as follows:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

In addition, I am agreeing to the proper use of the District's Information System as outlined in the Information Systems Use Policy.

In the event that my employment with the District ends, I agree to return all hardware and software provided to me in the same condition I received it, with allowance for normal wear consistent with day-to-day use in an office environment.

___________________________________________________________________________

Employee's Signature

___________________________________________________________________________

Employee's Printed Name

___________________________________________________________________________

Date
FORM G – ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, ____________________________, understand that when I am employed by the McHenry County Conservation District, I will become a mandated reporter under the Abused and Neglected Child Reporting Act (Ill. Rev. Stat. 1985, ch. 23, pars. 2051 et seq.) This means that I am required to report or cause a report to be made to the Child Abuse Hotline number (1-800-25ABUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements which apply to me under the Abused and Neglected Child Reporting Act.

____________________________
Employee's Signature

____________________________
Employee's Printed Name

____________________________
Date
Illinois law provides that employers may not discharge or discriminate against an employee for taking up to a total of 30 days of unpaid leave from work during a covered family member’s military service lasting longer than 30 days with the state or the United States pursuant to the orders of the Governor or the President of the United States.

Employees must provide verification of their need for the leave. Verification is a certification from the proper military authority that the employee is eligible for the leave requested. The certification should include the name of the family member currently deployed, relationship to the employee and the date the deployment began.

REQUEST FOR LEAVE (Employee completes):
Date of request: ________________________________
Dates being requested: From: ___________ to: ___________.

RESPONSE FROM EMPLOYER (HR completes):
Verification has been provided: _____Yes_____No
Employee has exhausted other applicable paid time off: _____Yes_______No

While on family military leave, the employee’s health insurance will continue at the employee’s expense.
____ Yes ____ No

If no, explain the arrangement pertaining to the employee's health insurance:

Request for leave is: ___________Granted___________Denied

______________________________________________________
Employee’s Signature Human Resources Manager’s Signature

______________________________________________________
Employee’s Printed Name

_________________________________ _________________________
Date Date
FORM I – SICK LEAVE BANK DONATION FORM

Employee Name: ____________________________________________

Position: __________________________________________________

Division: ___________________________________________________

I wish to donate ______ day(s) to the McHenry County Conservation District’s Sick Leave Bank.

I have read and understand the Sick Leave Policy. I understand that I am required to a minimum balance of ten (10) days (80 hours) of sick leave days after my donation of sick time to the sick bank.

I understand that this donation is optional, confidential, and final. Once sick leave has been donated to the Bank, it cannot be restored to me in its original form nor will donated sick time be considered for service credit when retiring with an IMRF pension.

I understand that staff members who qualify will be able to utilize available sick bank hours and that I do not have the ability to determine who may receive the hours that I donate. Furthermore, I understand I will be able to request withdrawal of days from the bank according to the policy should it become necessary.

This contribution is anonymous to all except those who administer this program.

__________________________________________  ___________________________
Employee’s Signature                        Human Resources Manager’s Signature

__________________________________________
Employee’s Printed Name

_____________  ________________
Date                        Date
FORM J – IDENTITY PROTECTION POLICY FORM

This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. (the "Act"), which requires all local government agencies to draft and approve an identity-protection policy.

In conformance with the provisions of said Act:

1. All employees who have access to social security numbers in the course of performing their duties shall be required to attend training on the protection of confidentiality of social security numbers. The training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

2. Only employees who are required to use or handle information or documents that contain social security numbers may access such information or documents.

3. Any request for social security numbers from individuals shall be done in a manner that allows the social security number to be easily redacted if a document is required to be released as part of a public records request.

4. Any request for social security numbers from individuals shall include a statement of the purpose or purposes for which the social security number is being collected and used.

5. A written copy of this policy shall be filed with and maintained on file by the Board of Trustees of the McHenry County Conservation District.

6. This policy shall be made available to any member of the public upon request.

7. Any amendment to this policy after its initial adoption shall be filed with the Board of Trustees of the McHenry County Conservation District and a copy of the amended policy shall be made available to McHenry County Conservation District employees.

8. Violation of the provisions of this policy by employees of the McHenry County Conservation District shall be grounds for discipline up to and including dismissal.

I have read and understand the McHenry County Conservation District Identity-Protection Policy.

________________________________________  ______________________________________
Employee's Signature                          Human Resources Manager's Signature

________________________________________
Employee's Printed Name

_________________________  _______________________
Date                        Date
I have received my personal copy of the McHenry County Conservation District's Employee Manual. I acknowledge that, as a condition of my employment, it is my responsibility to read, understand, follow, and maintain the guidelines in this Employee Manual. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my Immediate Supervisor, Manager, Human Resources Manager, Director, or Executive Director.

I understand that this Manual has been developed as a general reference guide for McHenry County Conservation District ("District") employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of the District. I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by the District at any time, with or without advance notice. I understand that nothing contained in this handbook may be construed as creating a promise of future benefits or a binding contract with the District for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of District, other than the Director with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this Manual and any and all other District policies, rules and guidelines as promulgated periodically.

I further understand that violating any policy within this manual or any other District policy, rule or guideline may subject me to disciplinary action up to and including termination.

My signature is set forth below, and I understand and acknowledge that the original of this acknowledgement that I have signed has been placed in my personnel file.

______________________________
Employee's Signature

______________________________
Employee's Printed Name

______________________________
Date