



CITY OF STERLING

PERSONNEL MANUAL

Effective May17, 2016

NO CONTRACTS OF EMPLOYMENT

The policies in this Manual are not intended to create a contract, and are not an offer to enter into a contract. These policies do not establish contractual rights for employment or any employment benefit. The policies are not to be construed to constitute contractual obligations of any kind, or a contract of employment between the City of Sterling (“the City”) and any employee.

No commitment for employment for any specified duration, including “lifetime” employment, shall be valid or binding on the City unless expressly set forth in a written document and signed by both the employee and by the Mayor of the City.

Employment with the City is voluntary and “at-will.” Just as you are free to resign at any time for any reason, the City has the right to terminate your employment and/or benefits at any time, with or without cause or advance notice.

The policies in this Manual have been developed at the discretion of the City and may be amended or eliminated at any time, at the sole discretion of the City. The City retains the right to modify, eliminate, amend, or cancel any of its published or unpublished policies for any reason, with or without advance notice, at its sole discretion without having to give justification.

This Personnel Manual is not intended to replace or supersede a collective bargaining agreement that may cover many of the terms and conditions of employment for employees covered by that agreement.

These policies replace all previous policies and practices and may not be changed or added to without the express written approval of the City Manager. Questions about these policies should be directed to Employee Benefits Coordinator.

TABLE OF CONTENTS

Contents

I.	WELCOME	5
II.	OUR ORGANIZATIONAL PHILOSOPHY STATEMENT.....	6
	Responsive and Responsible Community Service.....	6
	1. Respect.....	6
	2. Integrity.....	6
	3. Competence.....	6
	4. Teamwork	6
III.	STERLING	7
	An Introduction.....	7
	Organizational Chart.....	8
IV.	DEPARTMENTAL FUNCTIONS	9
	1. City Clerk.....	9
	2. City Manager	9
	3. Community Services.....	9
	4. Finance Department.....	9
	5. Fire Department	10
	6. Public Library	10
	7. Police Department.....	10
V.	HOURS OF WORK AND PAY	11
	Employment Categories.....	11
	Office Hours.....	12
	Lunch and Break Periods	12
	Overtime	12
	Compensatory Time.....	13
	Workweek.....	13
	Payroll Period.....	13
	Pay Day.....	13
	Direct Deposit	13
	Timekeeping	13
	Administrative Pay Corrections.....	14
	City Pay Plan – Step and Grade System	14
	Employee Evaluation/Appraisal	14
VI.	EMPLOYEE BENEFITS.....	16
	Group Health Insurance	16
	Dental Insurance	17
	Term Life Insurance.....	17
	Employee Assistance Program (EAP)	17
	Vacation	18
	Holidays	18
	Annual Compensation in Lieu of Holidays Off.....	19
	Personal Days.....	19

Immediate Family	19
Sick Leave.....	20
Donated Sick Leave	21
ICMA Retirement Trust.....	22
Worker’s Compensation	22
Unemployment Insurance	23
Illinois Municipal Retirement Fund.....	23
Police and Fire Pension Funds.....	24
Travel and Business Expense Policy	24
VII. LEAVES OF ABSENCE.....	28
Leave of Absence Without Pay.....	28
Military Duty	28
Family Bereavement Leave	28
Jury and Witness Duty	29
Family and Medical Leave Policy (FMLA).....	29
VESSA Leave	32
School Visitation Leave.....	33
Continuity of Service	33
VIII. PERSONNEL POLICIES	34
Equal Employment Opportunity Policy.....	34
Reasonable Accommodation	34
Open Door Policy	34
Anti-Harassment Policy and Complaint Procedure	34
Electronic Communications.....	36
Social Media	38
Employment of Relatives and Fraternalization	39
Use of City Equipment.....	40
City Vehicles and Driving on City Business	40
Use of Keys.....	41
Return of Property.....	41
Telephone, Cell Phone, and PDA Use	42
Safety	42
Injury/Accident Reporting	42
Smoking	42
Emergency Closings	43
Tuition Assistance.....	43
Memberships/Licenses.....	44
Training and Career Development.....	44
Gifts and Gratuities	44
Solicitations.....	44
Political Activities.....	45
Public Relations	45
Uniforms, Personal Protection Gear, Identification.....	45
Transfers	46
Outside Employment	46
Residency.....	46

Dress and Personal Appearance Guidelines	46
Update and Inspection of Personnel Records	47
Code of Ethics.....	48
Standards of Conduct.....	49
Disciplinary Action.....	50
Wage Garnishment.....	51
Lateness and Absenteeism	51
Grievance Procedures	52
VIII. SEPARATION FROM THE CITY	53
Unused Sick Leave	53
Check Out and Exit Interview.....	53
Termination of Employment.....	53
COBRA.....	54
Retirees' Group Health Insurance.....	54
IV. HIRING AND EMPLOYMENT POLICIES AND PHILOSOPHIES.....	55
Personnel Principles.....	55
Applicable Laws	55
Partial Invalidity.....	55
Non-Comprehensive	55
Changes in Policy	56
PERSONNEL MANUAL ACKNOWLEDGMENT	57

I. WELCOME

Congratulations on your employment with the City of Sterling. We believe that each City employee contributes to our growth and success and that every employee is a reflection of the City of Sterling. We strive to provide a challenging and rewarding work atmosphere and, in return, employees are expected to perform their job to the best of their ability, to be dependable, and to abide by the regulations and policies of the City.

The City's Personnel Policy Manual provides information on some of the policies and benefits available to eligible employees. If you have any questions about the information provided, your supervisor will be glad to discuss them with you.

As a City employee, your primary goal is to serve the public. Since the residents of the City are your ultimate employer, courteous, polite, and prompt service is always required. We hope that you will enjoy working with us toward accomplishing this goal.

This manual DOES NOT attempt to cover all of the personnel policies of the City, nor does it cover in detail all the provisions found in City ordinances covering compensation, leave, etc. You can expect to find additional rules and regulations in such items as departmental duty manuals. Please note that this personnel policy manual IS NOT TO BE CONSTRUED AS A CONTRACT. It simply is a manual to briefly explain many of the City's employment policies.

It is recommended that you put this manual in a place of safekeeping and that you refer to it from time to time as the need may arise. From time to time, employees may receive supplemental sheets to be included in the Manual. The City reserves the right to revise, supplement, or rescind any policy or portion of the Manual as it deems appropriate.

UNION EMPLOYEES should refer to their specific COLLECTIVE BARGAINING CONTRACT for details on benefits and other applicable policies. Negotiated contracts supersede the personnel manual when conflicts exist between the two.

PUBLIC LIBRARY employees should refer to any additional policies as set forth by the Library Board.

Best Wishes from the City of Sterling. Welcome aboard.

II. OUR ORGANIZATIONAL PHILOSOPHY STATEMENT

Responsive and Responsible Community Service

As employees, we are representatives of the City of Sterling. It is our goal to provide responsive, fiscally responsible services to the people in our community. The services we provide enhance the safety, health, and general well-being of Sterling's citizens. The various needs of our community are balanced by our service-oriented philosophy and available municipal resources. As employees, we are committed to meeting the needs of our community through respect, integrity, competence and teamwork.

1. Respect

All persons are entitled to respect. Courtesy communicates this. Our policies and decisions regarding citizen services and employees are guided by standards of objectivity and fairness. We are dedicated and loyal to the citizens for whom we work, the people with whom we work, the City, and the community. Our concern for others is reflected through our individual and collective commitment to serve. In other words, WE CARE.

2. Integrity

Service is open and fair to all. Credibility and mutual respect are established through our honest and accurate communications. Trust is built by our personal accountability and interdependence. Our effectiveness is based upon acceptance of responsibility. In other words, WE ARE RESPONSIBLE.

3. Competence

Excellence in work achievement is sought as a response to what needs to be done. We constantly strive for improvement in ourselves, our organization, and our community. Preparation, involvement, commitment and creativity form the basis for individual and collective improvement. In other words, WE DO IT RIGHT.

4. Teamwork

Our team consists of elected officials, board and commission members and City staff, as well as citizens. Our mutual commitment to serve and to work together for a better community is demonstrated through shared responsibilities and leadership. Trust, openness and communication form the foundation for our teamwork. In other words, WE WORK TOGETHER.

III. STERLING

An Introduction

The City of Sterling existed under the township form of government until incorporating as a city under a special charter granted by the General Assembly on February 16, 1857. The City of Sterling is a progressive municipality providing a broad range of services to our citizens including: police and fire protection, wastewater treatment, street maintenance, code enforcement, solid waste collection, library and others. These services are provided by the City Manager's office, City Clerk's office, Police Department, Fire Department, Finance Department, Wastewater Treatment, Public Works Department, the Building and Zoning Department and Library Board. The City of Sterling has a population of 15,000 and is located in Whiteside County and Sterling Township.

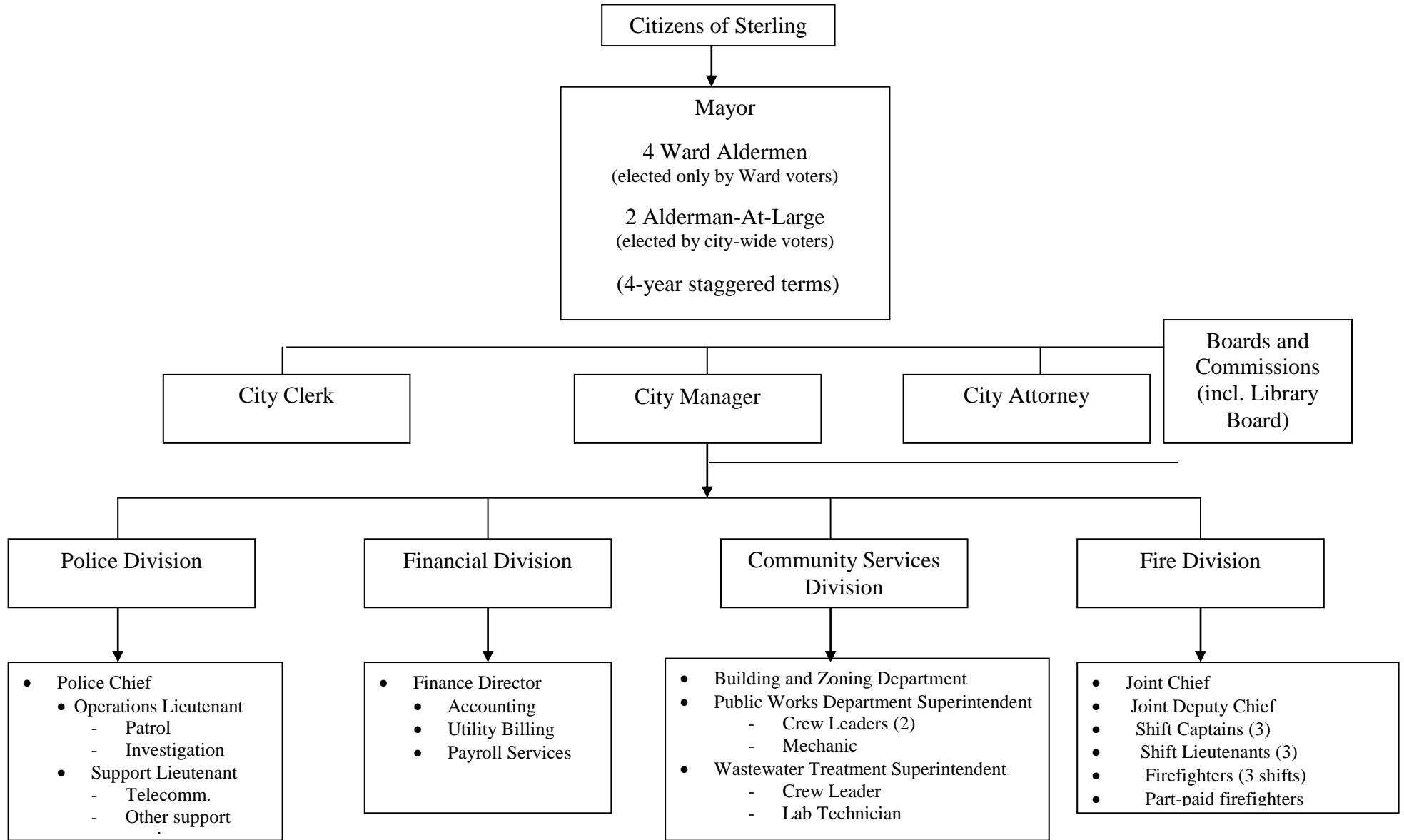
In 1975, Sterling adopted the Council/Manager form of local government, with seven elected officials, including the Mayor and an appointed professional City Manager.

The municipal government elections in Sterling are on a nonpartisan basis and are held every two years. The Mayor and two Council members are elected at large, and four Council members are elected by wards. Mayor and Council members are elected for four year terms.

Your position with the City is an integral part of an organization designed to provide essential services to its citizens.

The following chart describes the organization, its structure, and chain of command:

Organizational Chart



IV. DEPARTMENTAL FUNCTIONS

1. City Clerk

The City Clerk is appointed by the Mayor and approved by the City Council. The City Clerk is the City records manager and maintains files of all legal documents of the City: including ordinances, resolutions and contracts, takes the minutes at City Council meetings, and performs such other duties as are required by State statute or local ordinance. The City Clerk is also the City's special events coordinator.

2. City Manager

The City Manager is the chief administrative officer of the City. He or she is appointed by the City Council and is responsible to the Mayor and City Council for the day-to-day management and affairs of all departments of the City. The City Manager is the fiscal agent of the City and the Personnel Director.

3. Community Services

Community Services consists of three (3) divisions: Public Works, Building and Zoning, and Wastewater Treatment. The Director of each division is appointed by the City Manager.

The Public Works Division is organized into six (6) units – Streets, Solid Waste, Traffic, Sewer Maintenance, Equipment Maintenance and Park Maintenance.

The Building and Zoning Division enforces codes and ordinances relating to construction, maintenance of housing and properties, zoning, subdivision matters, sidewalk construction, curb and gutter construction and the Coliseum facility.

The Wastewater Treatment Division is responsible for the operations and maintenance of the wastewater treatment facility and the various sewage pumping stations and forcemains owned by the City.

4. Finance Department

The Finance Department is responsible for receipts and disbursements of all City monies. The department provides accounting and payroll for the various City funds, as well as overseeing the utility billing. Specifically, the Finance Department performs the following functions: accounts payable, payroll processing and reporting, administration of employee benefits and risk management, oversight of utility billing and delinquent account collections, investment of all funds, and administration of the annual budget.

The Finance Director is appointed by the City Manager and is purchasing agent for the City.

5. Fire Department

The Fire Department consists of the Twin City Fire Command Fire Chief, a Deputy Chief, fire captains, fire lieutenants, and additional fire fighters and other employees as the City Council authorizes. The number of paid-on-call fire fighters is authorized by the City Council. The department is organized into three (3) divisions – Administrative Services Division, Fire Services Division, and Fire Prevention and Training. The Fire Chief is appointed by the City Manager under the Twin City Fire Command agreement.

6. Public Library

The Public Library consists of a Director and other staff members that are hired by the Board of Trustees that is appointed by the Mayor. The Public Library is responsible for collecting, maintaining, and displaying materials contained in the library building. The Board of Trustees sets hours and other general policy matters relating to library functions as required by state statutes.

7. Police Department

The Police Department consists of the following sworn personnel: the Chief of Police, lieutenants, sergeants, and additional police officers and such other non-sworn personnel as the Council may provide. The department is organized into three (3) divisions – Administrative, Police Services, and Police Support Services. The Chief of Police is appointed by the City Manager.

V. HOURS OF WORK AND PAY

Office and facility hours and work schedules vary by department and position. Departmental needs and the needs of the public determine hours of operation and also employee scheduling. Work hours will be communicated to employees.

Employment Categories

1. **FULL-TIME EMPLOYEES:** Generally, employees who work 40.0 or more hours per week on a regularly scheduled basis are considered full-time employees. However, work schedules and hours per week may vary among departments.
2. **PART-TIME, PAID-ON-CALL:** Employees whose work is completely variable from period to period. This category includes the paid on call fire fighters and any other such employees. No benefits of any kind, other than those required by statute, are granted to part-time employees.
3. **PART-TIME, YEAR-ROUND EMPLOYEES:** Employees who are regularly scheduled to work less than 40.0 hours per week on a year-round basis. These employees are eligible for prorated vacation leave and IMRF pension benefits if their position is 1000 hours or more per year position and any other benefits as required by statute.
4. **TEMPORARY AND SEASONAL EMPLOYEES:** Employees whose schedule may vary from period to period and who do not work year round, or whose employment with the City is of limited duration, such as an interim replacement, to temporarily supplement the workforce, or to assist with a specific project. Employment beyond any initially stated period does not in any way imply a change of employment status. Temporary employees may be scheduled to work either a full-time or part-time schedule. Temporary employees are not eligible for any benefits other than legally mandated benefits or required by statute.

In addition to the above classifications, employees are considered to be either exempt or nonexempt, depending on job duties and other factors:

Exempt: An exempt employee is exempt from specific provisions of state and federal wage and hour requirements, including minimum wage and overtime provisions.

Nonexempt: A nonexempt employee is not exempt from minimum wage and overtime provisions.

Office Hours

For the convenience of the public, regularly scheduled office hours are as follows:

City Clerk's Office	8:30am – 5:00pm
Code Enforcement	8:00am – 4:30pm
Finance & Administration	8:30am – 5:00pm
Police Department	8:00am – 5:00pm

Departments must maintain staff during hours or make arrangements with other departments to ensure adequate customer service levels can be maintained for the public. The front desk area of City Hall should have 2 employees available to assist the public and provide telephone coverage from 9-5. If arrangements cannot be made between departments, the City Manager may assign staff to the front desk area.

Public Works and Wastewater hours vary seasonally. The Fire Department may vary due to staffing availability but with a goal of 8:00am to 5pm. The Public Library hours are set by the Library Board.

Lunch and Break Periods

Lunch period and break or rest periods vary by department. Therefore, time and location for lunch and break periods should be discussed with your supervisor. An employee who is to work 7 1/2 continuous hours or more shall be provided an unpaid meal period of 30 minutes, no later than 5 hours after beginning work. Offices and departments that must maintain services and office hours during meal periods may allow employees a meal period at a time scheduled by the supervisor. Scheduling of rest periods vary by department, though employees scheduled to work 8 hours may receive two fifteen (15) minute breaks.

Overtime

It is the policy of the City that all work be accomplished within the normal workday. When it is necessary to work beyond the normal workday, overtime must be authorized by your supervisor in advance. Overtime is paid according to departmental work schedules and policies.

Non-exempt hourly employees are paid overtime at the rate of one-and-one-half times their regular rate of pay for hours worked in excess of 40 in any workweek in accordance with applicable laws.

Employees who do not work scheduled overtime or who work overtime without prior approval are subject to discipline.

Compensatory Time

Employees, at their option, may elect to receive overtime pay or compensatory time for all overtime hours worked, until the employee has accumulated eighty (80) hours or more of compensatory time. If the employee has accumulated eighty (80) hours of compensatory time, the employee is only eligible for overtime pay. Compensatory time may be taken in one (2) hour increments and only with the approval of the department head. Employees shall be eligible to request payment for accumulated compensatory time up to a maximum of eighty (80) hours annually. The employee must request payment for compensatory time no later than the pay period prior to the employee's anniversary date.

Workweek

The workweek is the seven day period beginning on Wednesday at 7:01am and ending on the following Wednesday at 7:00am.

Payroll Period

The pay period is two (2) weeks in duration and begins at 7:00 a.m. Wednesday and ends on the Wednesday two (2) weeks following at 7:00 a.m. Employees are required to submit appropriate payroll documentation to their supervisor or department head if directed.

Pay Day

Payday is normally the Friday following the completion of the payroll period.

Direct Deposit

City employees may request direct deposit of all or part of their paycheck into their checking and savings accounts at participating financial institutions. For further details, please contact the Employee Benefits Coordinator.

Timekeeping

Hourly employees must accurately record the time they begin and end work, as well as the beginning and ending time of each unpaid meal period or break period. Altering,

falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications to the time record are needed, employees must request supervisor approval.

Administrative Pay Corrections

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Employee Benefits Coordinator or your department head so that corrections can be made as quickly as possible.

City Pay Plan – Step and Grade System

The City has established salary grades based upon three factors: 1) skills and responsibilities of the job; 2) relationship of the job to other City jobs; 3) relationship of the job to jobs of similar qualifications and responsibilities in the marketplace.

Salary grade adjustments are designed to adjust salaries to the area labor-market rate paid for the position. Salary and/or grade adjustments, when authorized by the Council after a recommendation from the City Manager, are typically effective the first payroll period of the fiscal year. An employee is generally eligible for a merit increase one (1) year after initial employment and annually thereafter until he or she reaches the top of their grade, should their performance evaluation warrant a merit increase. In some cases, promoted employees will be eligible for a merit increase one year after the promotion rather than their new hire anniversary.

Library employees are not included in the Step and Grade system, but are instead paid by the salary system of the Library, which is determined by the Library Board.

Employee Evaluation/Appraisal

All City employees (except Library employees) are normally evaluated or appraised at six (6) months and twelve (12) months after employment and annually thereafter. Employees may be evaluated or appraised more often at the discretion of the employee's supervisor. After the first year of employment, the employee is evaluated or appraised at one (1) year or less after prior evaluation and if the employee is rated as meeting or above expectations, the employee may advance to the next step.

Appraisal review is a positive tool utilized by the City to reinforce and encourage quality employee performance. This review also provides an opportunity to identify and correct weaknesses and, through the development of meaningful goals and objectives, can indicate how existing employee strengths can be directed to improve performance in these areas. The appraisal process provides an opportunity for both the employee and supervisor to discuss past and future work performance. Through this discussion, mutually agreeable performance objectives are formulated on an individual employee basis. Again, the purpose of the evaluation review and appraisal is to improve employee performance and set goals for the future.

VI. EMPLOYEE BENEFITS

Benefits policies do not constitute a guarantee of plan coverage or benefits. Benefits are subject to change or termination at any time with or without advance notice. The City reserves the right to modify, amend, or terminate benefits as they apply to all current, former, and retired employees. The administrator of each benefit plan has the discretionary authority to determine eligibility for benefits and to interpret the plan's terms. In the event there is a conflict between the language in these policies and the language in the benefit plan documents, the language in the plan documents shall prevail. Eligibility for benefits depends upon the specific requirements of each benefit plan and upon the requirements of applicable laws.

Group Health Insurance

The City's health insurance plan provides full-time employees, as defined by the Affordable Care Act, and their eligible dependents access to medical insurance and prescription drug benefits. Employees may participate in this plan subject to all terms and conditions of the agreement between the City and the insurance carrier. Eligible employees may enroll in the plan ninety-one days (91) after date of hire.

When an enrolled employee experiences a change in family status, as defined below, the employee must complete a new enrollment form within thirty-one (31) days of the following changes in family status:

- Birth or adoption of a child
- Marriage or divorce of a member
- Death of spouse, civil union partner, or dependent
- Addition of child or stepchild over 18 who is eligible for mandatory coverage under applicable laws.

If you fail to inform the City within thirty-one (31) days of acquiring a dependent, your dependent must provide satisfactory evidence of good health to participate in our plan.

Details of the health insurance plan are described in the health insurance plan document. Contact the Employee Benefits Coordinator for more information about health insurance benefits.

For insurance benefits applicable upon retirement or separation from the City, please see Health Insurance Conversion Privilege at Separation and Retirees' Group Health Insurance sections which follow.

Dental Insurance

The City provides dental insurance to eligible full-time employees at no cost to the employee. Dental insurance coverage for eligible dependents is available at the employee's cost which will be paid through a payroll deduction. If an employee marries, enters into a civil union, or has a child, the employee must notify the City within 31 days if dependent dental coverage is desired. Failure to notify the City will exclude dependents from coverage.

Members may annually add or drop their dependent dental coverage with evidence of good health. This may be done in November during open enrollment for coverage beginning in January. Coverage elected during this benefit choice period remains in effect for a full year, unless the member experiences a change in family status. For further information regarding dental coverage, please contact the Employee Benefits Coordinator.

Term Life Insurance

Term life insurance is provided to all full-time employees and their eligible dependents free of charge. Eligible employees may enroll after 91 days of continuous employment with the City. Details of the City's term life insurance plan, including benefit amounts, are described in the policy information provided to eligible employees. Contact the Employee Benefits Coordinator for more information.

Employee Assistance Program (EAP)

The City is committed to the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), the City provides confidential access to professional services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and offers educational materials, short-term counseling, and referral to appropriate community and private services.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor can help employees determine whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if ignored. Contact your Department Head or the EAP for more information.

Vacation

Vacation time off with pay is available to eligible full-time employees and part-time employees regularly scheduled more than 1040 hours annually. Seasonal and temporary employees (appointed for six months or less) are not eligible for paid vacation benefits.

Full-time employees earn vacation leave credit at the rate of eighty (80) working hours each year after the first year of service. Vacation leave credits for each subsequent year of service is increased by eight (8) hours per year of continuous service through the completion of eleven (11) years of continuous service. Thereafter, vacation leave is accrued at one hundred sixty-eight (168) work hours per year upon completion of fifteen (15) years of continuous service and one hundred seventy-six (176) work hours per year upon completion of twenty (20) years of continuous service. Regular part-time employees accrue vacation based on hours worked during the preceding year of continuous service.

Part-time employees who are regularly scheduled to work more than 1040 hours annually earn vacation on a pro-rated basis.

Employees may carry over accrued unused vacation time from year to year up to a maximum of two hundred (200) vacation hours.

To schedule vacation time, employees must request advance approval whenever possible. Vacation requests are reviewed based on a number of factors, including service needs and staffing requirements. Each department may establish its own vacation approval requirements to accommodate operational needs and scheduling.

Holidays

All non-sworn, full-time employees receive their regular compensation for holidays observed as follows:

New Year's Day	President's Day	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Thanksgiving Friday(*)	Veterans Day	December 24 th
December 25 th		

If one of the above holidays falls on a Saturday, employees observe the holiday on the preceding Friday. If one of the above holidays falls on a Sunday, employees observe the holiday on the following Monday.

(*) Library employees does not receive as a holiday. Library employees are released from work at 5pm on New Year's Eve. Library employees must see the Administrative Librarian regarding special holiday arrangements as provided by the Library Board action.

Annual Compensation in Lieu of Holidays Off

In lieu of holidays off, sworn police and sworn fire personnel and police telecommunications operators receive an annual compensation in a lump sum equal to the percentage specified in the current City ordinance. This percentage is based on the employee's base pay as of the date of the application for the request for such pay.

An employee eligible for annual compensation in lieu of holidays off who terminates employment under honorable circumstances may receive such compensation provided for in this section in proportion to the number of months in the calendar year that he or she has been employed prior to termination of employment.

Any employee who requests and receives annual compensation in lieu of holidays off before the end of the year and does not complete his or her period of employment for the year shall reimburse the City in proportion to the number of months in the calendar year that he or she has not been employed for which payment has been made.

Personal Days

Eligible full-time employees receive 24 hours of personal time each calendar year. Additional personal time may be granted to an employee consistent with City personnel policy. Personal time not used during the calendar year may not be carried over into the following year. Personal time may be granted or denied based on a number of factors, including staffing and work level. The department head may withhold approval of a request for personal time when such a request would interfere with the operation of the department as determined by the department head.

Personal time earned for new hires: Employees hired on January 1 through February 28 earn 16 hours; employees hired March 1 through July 31 earn 8 hours. Employees hired after August 1 receive no personal time until the next calendar year

The City provides an additional eight (8) hours of paid personal time each year to any employee making a "Fair Share" contribution to the United Way Campaign.

Immediate Family

Unless otherwise specified in individual policies or plan documents, immediate family is defined as the employee's spouse, children, stepchildren, foster children, grandchildren, step-grandchildren, mother or father, grandparents, mother-in-law, father-in-law,

brothers or sisters. It also includes other relatives who reside permanently with the employee.

Sick Leave

The City provides paid sick leave benefits for full-time employees. Sick leave is not considered a privilege to be used at your discretion. Sick leave benefits are intended solely for the purposes listed below and may not be used for any other absence. An employee eligible for sick leave with pay may use sick leave for the following:

1. Illness, injury, or exposure to contagious disease, or doctor's appointment affecting the employee.
2. Illness, Injury, or exposure to contagious disease or a doctor's appointment affecting the employee's immediate family or other family member who lives with the employee in the same household.
3. Birth or adoption of a child.

Sick leave for any purpose listed above is subject to the requirements of the Family Medical Leave Act. Employees who are unable to report to work due to illness or injury must notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for more than 30 consecutive working hours due to illness or injury, a physician's statement must be provided verifying the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. The City reserves the right to have all sick leave absences confirmed by a medical doctor or other health practitioner.

Sick leave accumulates at a rate of 8 hours per month for full-time employees (except full-time firefighters on 24 hour shifts). Sick leave accumulation for each full-time employee is unlimited.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as overtime or shift differentials.

When sick leave is used, it is deducted from or charged to an employee's sick leave balance in one hour increments for every one hour of absence.

There are several good reasons to accumulate your sick leave:

1. If you resign or retire in good standing, your unused sick leave may be converted to extend group medical health insurance coverage, paid for 100% by the City on the basis of one/half (1/2) month of coverage for

every ten (10) days unused sick leave, in excess of 20 days. This extension includes you and your eligible dependents

2. If you resign or retire in good standing at the age of 65 or more, your unused sick leave may be converted to cover supplemental insurance, paid for by the City on the basis of one/half (1/2) month of coverage for every ten (10) days unused sick leave, in excess of 20 days. This extension includes your dependents.
3. For IMRF employees only, for each twenty (20) days or fraction thereof, of unused sick leave, employees will be credited with one (1) additional month of employment service to a maximum of one (1) year for purposes of receiving a retirement benefit.

Employees who have exhausted their sick leave must take leave without pay unless prior arrangements have been made with the department head and city manager. Repeated use of leave without pay is subject to disciplinary action unless otherwise protected by law.

Donated Sick Leave

Donated sick leave is designed to provide a safety net against salary interruption for employees who have a non-work related catastrophic health condition or employees' immediate family members who are suffering a catastrophic health condition. Donations of sick leave hours by employees provide income to an affected employee who would otherwise be on unpaid leave. The purpose is not to provide unlimited sick leave for any medical reason.

To be eligible to receive donated sick leave:

1. The employee must have exhausted all of his or her paid leave
2. The employee must complete a "Sick Leave Donation Application," FMLA request and medical verification of the illness or injury and return the forms to the Employee Benefits Coordinator. Illness, prognosis, and expected date to return to work **must** be attached to the application and signed by the eligible employee's primary medical doctor. If donations are being received due to serious illness or injury of persons other than the employee themselves, the same forms must be completed.
3. An employee must not have received donated leave in the past 6 months
4. Applications for donations will be reviewed by the Employee Benefits Coordinator to determine adherence to these guidelines.

Upon approval, the Employee Benefits Coordinator will notify employees of the opportunity to donate hours. Employees may not personally solicit the donation of sick

leave on their own behalf or on behalf of another employee. Donations of sick leave must be made in eight (8) hour increments. Donors must retain a balance of 240 hours in their banks. The pay levels of the two employees shall not affect the transaction. All donated time will be transferred into the recipient's sick leave bank.

Once donated time has been transferred to the eligible employee, neither the donor nor the eligible employee may revoke the transaction. Unused sick leave may not be returned to the donor but will remain in the eligible employee's sick leave bank. Transferred leave must be used in accordance with the applicable sick leave and FMLA provisions of collective bargaining agreements and City personnel policies. All donations are strictly voluntary and shall remain anonymous. No employee shall be coerced or financially induced into donating leave time.

ICMA Retirement Trust

City employees are eligible to contribute to the ICMA Retirement 457 Trust. ICMA-RC offers a deferred compensation plan to public employees. Deferred compensation is an IRS-approved method of deferring federal and state income taxes on savings until retirement. Taxes are paid, on both savings and earnings, when they are withdrawn during retirement, when the employee is presumably in a lower tax bracket. Maximum annual employee contribution is based on IRS rules and is subject to change periodically. For further information, please contact the Employee Benefits Coordinator.

Worker's Compensation

The City provides worker's compensation insurance coverage at no cost to employees. Workers' compensation provides coverage for illnesses and injuries arising out of and in the course of employment. Subject to applicable legal requirements, employees injured on the job will receive benefits as provided by state law.

Police officers and firefighters injured in the line of duty receive benefits as provided by Illinois Statute. Pursuant to Illinois law, sworn police and fire employees must apply for pension disability after being on Disabilities in the Line of Duty Leave for a period of one (1) year and, at the employee's option, after using up all earned paid leave.

Employees who sustain a work-related illness or injury must immediately inform their supervisor in accordance with the City's written safety policy. Failure to promptly report any injury may result in delay of compensation benefits and/or disciplinary action. Additionally, employees who are injured on the job must:

1. Complete and sign the appropriate report form.
 - i. If any medical expenses are incurred or time-off from work is necessary, the employee and supervisor shall complete a Form

45

- ii. If no medical expense is incurred and time-off from work is unnecessary, employees shall complete an Incident Report form
2. Ask your supervisor to complete and sign the Form 45 or Incident Report form and return the form to the Employee Benefits Coordinator
3. For non-emergencies, employees should report to the doctor or clinic designated by the City. Employees may go visit a personal doctor with approval from the City.
4. Have the doctor send a copy of the diagnosis and bill to the Employee Benefits Coordinator.
5. Advise your supervisor or department head of the doctor's diagnosis and recommended treatment as soon as possible after the injury.
6. Follow the doctor's instructions precisely and check in with your supervisor as directed concerning your condition.

Prolonging your absence from work by failing to follow the doctor's orders may be cause for disciplinary action.

For more information, employees should refer to the State of Illinois Information Handbook (available in the Finance Department) or contact the Employee Benefits Coordinator.

Unemployment Insurance

The City provides unemployment insurance for employees in accordance with Illinois law. Unemployment insurance is payable to covered employees who meet eligibility requirements.

Illinois Municipal Retirement Fund

Non-sworn employees employed by the City in a position that is expected to require 1,000 or more hours work in the twelve (12) months following the employee's date of hire is eligible to participate in the Illinois Municipal Retirement Fund (IMRF) pursuant to the terms and conditions of IMRF. The expected annual work hours of the employee's position determines eligibility, even if actual hours vary.

IMRF provides retirement annuities, disability, and death benefits. The benefits and provisions of the IMRF are governed by Illinois law and the plan is administered by IMRF. State law requires a mandatory IMRF deduction from all eligible employees' paychecks the first day they begin employment with the City. Information on IMRF is

available from IMRF publications, www.imrf.org, and the Employee Benefits Coordinator. It is to IMRF employees' benefit to accumulate sick days because for each twenty (20) days of unused sick leave or fraction thereof, IMRF will credit eligible employees with one (1) additional month of employment service to a maximum of one (1) year for purposes of receiving a retirement benefit.

Police and Fire Pension Funds

Sworn employees in the Police and Fire Departments are covered by the Police Pension Fund and the Fire Pension Fund from the first day they begin employment with the City. Sworn police and fire employees have a payroll deduction as provided by state statute. These sworn employees are also eligible for retirement and disability benefits in accordance with state statute.

Travel and Business Expense Policy

The City of Sterling provides reimbursement for eligible expenses incurred by City employees, appointed officials, and elected officials while traveling on City business. The City maintains an accountable plan for travel expenses in accordance with IRS regulations. Documentation for all expenses except certain defined items is required.

Purpose

To provide eligible expense guidelines for City employees, appointed officials, and elected officials who conduct official business, represent the City at conferences or conventions, or attend training seminars and/or business meetings.

Authority for Travel

All travel must have sufficient budget appropriation and advance department head approval.

Allowable Travel and Business Expenses

The following types of expenses are normally approved for reimbursement:

1. Registration fees for meetings, seminars, or conventions. Documentation is required, including agenda.
2. Special luncheons and banquets that are included as part of the conference, but charged separately. Documentation is required, including agenda.
3. Transportation. The most economical mode of transportation shall be selected. Criteria to be considered include the length of trip, travel time, and cost. Allowable transportation expenses may include:

- a. City vehicle. Actual expenses for gas, oil, repairs, and other operating expenses will be reimbursed upon presentation of receipts.
 - b. Personal vehicle when a City vehicle is not available. Mileage reimbursement shall be in accordance with IRS guidelines. Employees must submit actual beginning and ending odometer readings to substantiate mileage. Alternatively, mileage may be substantiated by printing and attaching to the expense requisition the most direct route mileage calculated using MapQuest (or a similar internet service if Map Quest is not available) located at <http://www.mapquest.com>. Reimbursement will not exceed what is most economical considering factors such as airfare, car rental, number of people traveling, mileage for local travel, etc.
 - c. In situations where an employee desires to use their personal vehicle and a department vehicle is available; the City will reimburse at 40% of IRS guidelines.
 - d. Air travel. Air travel shall be at the lowest available fare, and, if possible, planned in advance to take advantage of the most economical rate. Receipts are required.
 - e. Other travel. Rental of automobiles, taxis, or public transportation are reimbursed at cost with verification by receipts.
 - f. Expenses related to a traveling spouse or guest are not eligible for reimbursement by the City.
4. Lodging. Reimbursement shall be for actual expenses incurred.
- a. Lodging expenses are not allowable when the place of travel is less than 100 miles from the City of Sterling for a single-day of training.
 - b. Lodging expenses are not allowable when the place of travel is less than 75 miles from the City of Sterling for multiple days of training.
 - c. Fees for pay television, movie rentals, fitness rooms, in-room mini-bars, and other such items are ineligible for reimbursement.

Meals

Meals and tips are reimbursable at actual cost (limited to the per diem amount, by the meal, as set by the U.S. General Services Administration) and must be supported by itemized receipts. No alcohol will be reimbursed. Tips are limited to 20% of the bill.

The time of departure from or arrival in Sterling determines the meals eligible for reimbursement, according to the following schedule:

<u>Leave from Sterling</u>	<u>Allowed</u>
Before 7:00 a.m.	Breakfast
Before 11:00 a.m.	Lunch
Before 6:00 p.m.	Dinner
<u>Arrive in Sterling</u>	<u>Allowed</u>
After 8:30 a.m.	Breakfast
After 1:30 p.m.	Lunch
After 7:30 p.m.	Dinner

Reimbursements may not be claimed for meals included in conference or seminar registration fees paid by the City.

Other Expenses

Other expenses related to the approved travel, such as tolls, parking fees, taxicab, fax, office supplies, courier services, or business related telephone calls are allowed. Itemized receipts are required.

Credit Cards

Employees may elect to use their personal credit cards to charge City travel expenses. Reimbursement shall be made in accordance with the provisions set forth in this policy. Itemized receipts are required.

Travel Advances

Travel advances are discouraged. An advance check may be issued if the training or conference is more than three days, regardless of location. Itemized receipts and balance of advance shall be returned to the Finance Department within five business days of returning from the trip.

Expense Report

Employees must submit an itemized expense report to the Director of Financial Services within 10 business days following the return from travel. The expense report must include all information and receipts to support each expense.

Failure to Comply

Failure to comply with this policy will result in lack of reimbursement and may result in loss of travel privileges.

Fraud

Employees who intentionally perform a fraudulent act with respect to falsifying business expenses shall be subject to disciplinary action up to and including dismissal. Specific examples of fraudulence include a) credit card abuse; b) travel expense falsification, including duplication.

Exceptions

Exceptions to this policy may be granted by the City Manager for cause and with reasonable advance notice.

VII. LEAVES OF ABSENCE

Leave of Absence Without Pay

Leaves of absence without pay may be granted at the discretion of your department head and the City Manager. Re-employment will be discussed before such leave is granted and shall be contingent upon job availability.

Military Duty

Full-time employees who are members of a reserve component of the Armed Forces (including the National Guard) may use vacation or take an unpaid leave of absence from the City to meet the requirements of their military duty. Upon presentation of proper evidence, employees will receive full pay during the absence which shall be computed at an amount equal to 100 percent of base pay, less any wages paid by the reserve unit of the United States or the State of Illinois, consistent with applicable law.

Sick leave and vacation time will continue to accrue during the employee's absence for military duty. City contributions to pensions will continue to accrue and employee contributions to pensions will be handled in accordance with applicable state and federal law.

All employees' health insurance coverage while on military leave of absence, and their dependents, will cease thirty (30) days after call to duty. The employee may elect to continue coverage under the City policy up to the maximum length of time provided by law. An employee's continuation of coverage is not affected by the reservist's military health coverage. Upon the employee's return to employment with the City, health insurance coverage will be provided immediately in accordance with the City health insurance plan and applicable law.

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees on military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Contact the Employee Benefits Coordinator for more information or questions about military leave.

Family Bereavement Leave

Full-time employees eligible for paid sick days, unless otherwise prescribed by a collective bargaining agreement, may use up to 40 hours or two 24 hour shifts for firefighters of their accumulated sick leave as bereavement leave for a death in the employee's immediate family as defined in this personnel manual.

Jury and Witness Duty

The City encourages employees to fulfill their civic responsibilities by serving jury duty when summoned. If you are called to jury or witness duty, you must submit a copy of the Summons to your supervisor as soon as possible.

Jury Duty is treated as an authorized absence from work. Therefore, you may continue to receive your regular base wage while performing jury duty services. However, if you continue to receive City pay for being on jury duty, you must provide to the City remuneration received for performing jury service.

Employees must provide proof of jury or witness duty service upon completion of the service period, or as requested by the City. It is the employee's responsibility to keep his or her supervisor informed as to the expected amount of time required for jury or witness duty. Employees are expected to come to work whenever the court schedule permits.

Family and Medical Leave Policy (FMLA)

Eligible employees may take up to 12 workweeks of unpaid FMLA leave in a rolling 12-month period for specified family and medical reasons.

Eligibility

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, civil union partner, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Federal law specifies employee eligibility for leave and provides certain limitations and conditions. Spouses who both work for the City may only take a combined total of

twelve (12) weeks for the birth or placement of a child. However, each employee may use the remainder of his/her individual FMLA leave for other allowable reasons.

Definition of Serious Health Condition

For the purposes of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Family Leave

Qualifying Exigency Leave Eligible employees with a spouse, civil union partner, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Leave to Care for a Covered Servicemember FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Spouses who both work for the City may only take a combined total of 26 weeks in a single 12-month period to care for a covered servicemember.

Calculation of FMLA Leave

Eligible employees may receive up to 12 workweeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement of the child.

Intermittent Leave

Eligible employees may take FMLA intermittently or on a reduced hour basis when medically necessary for the employee's own or immediate family member's serious health condition. Leave due to qualifying exigencies may also be taken on an intermittent basis. Intermittent leave is not permitted for birth of a child, to care for a newly born child, or for placement of a child for adoption or foster care.

Where an employee requests intermittent leave or leave on a reduced hours basis due to an immediate family member's or the employee's own serious health condition, the City has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job (with equivalent pay and benefits) for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job.

Use of Accrued Paid Leave

Employees must first use their available paid time off (vacation, sick leave, etc.) during the leave period. When an employee has taken all available accrued paid leave, any additional leave under this policy will be unpaid.

Requesting Leave

To request FMLA leave, employees must complete a Request for Leave form and submit it to the Employee Benefits Coordinator.

Notification by Employee

When the need for leave is foreseeable (such as the birth or placement of a child and certain medical treatments), the employee must notify the City at least 30 days in advance of the requested leave. When the need for leave is not foreseeable, the employee must give notice as soon as practicable. Failure to provide timely notification may result in delay or denial of leave.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Certification

Employees may be required to provide a certification and periodic recertification from a health care provider supporting the need for leave. The employee must provide a copy

of the certification in a timely manner (fifteen calendar days). All appropriate information must be provided on the certification; employees must provide additional required information when requested. Under certain circumstances, the City may require second or third medical opinions and periodic re-certifications. Failure to comply with these requirements may result in delay or denial of leave.

Benefits

Employees taking leave under this policy who participate in the City's group health plan may continue coverage under the plan on the same terms as if they had continued work, with the City paying its portion of the premiums and the employee paying his or her portion. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

If an employee fails to return to work from FMLA leave, the City reserves the right to recover reimbursement for the employer-paid portion of benefits coverage, unless the employee fails to return due to the continuation, recurrence, or onset of a serious health condition or circumstances beyond his or her control.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Return to Work

Upon returning from FMLA leave, most employees must be restored to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms.

Limited Nature of This Policy

This policy is intended to provide only those leave benefits and protection required by FMLA and any applicable law.

VESSA Leave

The Illinois Victims' Economic Security and Safety Act (VESSA) provides that an employee who is a victim of domestic or sexual violence may take up to a total of 12 workweeks of leave during any 12-month period to address the sexual or domestic violence. Reasons for leave under this policy can include seeking medical care, counseling, victim services, safety planning, and legal assistance. Employees must provide at least 48 hours' notice of the need for leave under this policy, unless providing such notice is not practicable. Employees may be required to provide certification that the leave is for one of the purposes covered under VESSA. Employees who have any questions about VESSA leave should contact the Employee Benefits Coordinator.

School Visitation Leave

The City provides eligible employees who have exhausted all paid time off (except sick and disability) unpaid time off to attend school conferences and activities of their child. Under this policy, "child" includes biological, adopted, foster, stepchild of the employee, and/or legal wards of the employee.

To be eligible for leave under this policy, employees must have been employed by the City at least 6 months working at least half time. Employees must provide at least 7 days advance notice of the need for leave under this policy whenever possible. Employees must provide at least 24 hours' notice in an emergency situation.

Employees may request up to 8 hours leave per school year under this policy. However, no more than 4 hours of school visitation leave may be taken in any one day. Upon return from the leave, employees must provide documentation to the Employee Benefits Coordinator or Department Head from the school verifying the date and time of the visit. Contact the Employee Benefits Coordinator for more information or questions about and requests for parental leave for school visits.

Continuity of Service

Continuity of service with regard to advancement within pay ranges and for other purposes will not be interrupted with leaves of absence with pay and leaves without pay of ten (10) or less days. Absences of leave without pay in excess of ten (10) days will be deducted in computing total service (unless otherwise protected by law), but shall not interrupt continuous service. Library employees will be evaluated on an individual basis by the Administrative Librarian and the Personnel Committee regarding continuity of service after a leave of absence with or without pay.

VIII. PERSONNEL POLICIES

Equal Employment Opportunity Policy

The City does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, citizenship status, age, marital status, disability, military status, ancestry, or on the basis of any characteristic protected by law.

Our Equal Employment Opportunity policy covers all employment practices, including hiring, benefits, promotions, discipline, training, and termination. If you have any questions or concerns about the City's Equal Employment Opportunity policy, please contact Employee Benefits Coordinator.

Reasonable Accommodation

The City will make reasonable accommodations for qualified employees with known disabilities unless doing so would result in undue hardship. Questions about reasonable accommodation should be directed to the Employee Benefits Coordinator.

Open Door Policy

The City values employees' constructive opinions and suggestions, and believes open communication is important to the organization. The City encourages employees to discuss suggestions, problems, or concerns with their supervisor. In most cases, talking with your supervisor may resolve an issue. However, an employee may also discuss problems and concerns with their Department Head or City Manager

Anti-Harassment Policy and Complaint Procedure

The City is committed to providing a work environment free from unlawful discrimination and harassment. Discrimination or harassment of any kind based on sex, race, color, national origin, age, religion, disability, handicap, sexual orientation, veteran status, marital status, ancestry, or any other legally protected characteristic is strictly prohibited. Actions, words, jokes, or comments based on any of these characteristics will not be tolerated.

Sexual harassment is one type of harassment that is prohibited. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual (i.e., performance appraisal, compensation, advancement, assigned duties, or any other condition of employment or career development).
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other conduct commonly considered to be sexual harassment includes:

- * **VERBAL:** sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature.
- * **NONVERBAL:** suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises
- * **VISUAL:** posters, signs, pin-ups or slogans of a sexual nature
- * **PHYSICAL:** touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault

If you believe you have been subject to or witness to sexual or other unlawful harassment, report it immediately to your supervisor, the Employee Benefits Coordinator, or the City Manager. Such conduct must be reported whether it occurs on or off City premises, during work hours or outside work hours, and whether committed by a City employee or by another person the employee encounters as part of employment by the City, such as a supplier or vendor.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately report such information to the Employee Benefits Coordinator, Department Head, or the City Manager, even if the employee has asked that no action be taken on the complaint.

Employees can make good faith reports and complaints of sexual or other harassment without fear of reprisal or retaliation. Retaliation by any person against an employee making such a report or complaint or participating in a related investigation is strictly prohibited and any such retaliation subjects an employee to disciplinary action, up to and including termination of employment.

All complaints of sexual or other harassment will be promptly and thoroughly investigated. To the extent possible, the City endeavors to maintain confidentiality of complaints and related investigation.

Any employee who has engaged in sexual or other unlawful harassment or otherwise violated this policy will be subject to disciplinary action, up to and including termination of employment.

The City hopes that any incident of sexual harassment can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the incident of sexual harassment. A charge with EEOC must be filed within 300 days of the incident.

The Illinois Department of Human Rights may be contacted as follows:

Chicago	312-814-6200
Chicago TDD	312-263-1579
Springfield	217-785-5100
Springfield TDD	217-785-5125

Electronic Communications

This policy governs employee use of all City electronic systems and communications, including Internet access, e-mail, voicemail, fax, and computer systems. While the City may give employees access to such communications, systems, and equipment, all electronic systems and communications, including e-mail messages, voicemail messages, records of computer and Internet usage, and other communications and files are and remain the property of the City; their purpose is to support City business operations.

1. Electronic Systems and Communications Are City Property

All City communications systems and all communications and information transmitted by, received by or through, accessed from, created, or stored in any City computer system or other device, including e-mail messages, voicemail, records of Internet usage, and other electronic communication are and remain the property of the City.

2. No Right of Privacy

Employees have no right of privacy with respect to any use of the City's communications systems or information, including any e-mail messages, voicemail messages, documents, files, or records of use. The City reserves the right to review any employee's electronic communications, messages, files, and usage to ensure that electronic media and systems are being used in compliance

with state and federal laws, this policy, and other City policies. Electronic communications are subject to Freedom of Information Act requests.

3. Electronic Communications May Be Monitored

The City reserves the right to monitor, access, retrieve, and review any employee's electronic files, messages, and information that is created, transmitted, stored in, accessed, or sent through any City electronic communications system, with or without prior notice to the employee. Employees should be aware that communications and information may be stored on a back-up system and deleting any communication or files may not entirely eliminate the information from the system.

4. Use of City Electronic Communications Systems

While electronic communications systems are provided for employees' business use in furtherance of the City's business interests, limited occasional, or incidental use of such systems for personal use may be permitted under the following conditions: (1) use does not interfere with the productivity of the employee and co-workers; (2) use is not in violation of this or any other City policy or procedure; or (3) use does not disrupt or delay City operations or consume City resources.

5. Prohibited Uses

Each employee is responsible for using the City's electronic communications systems in a professional manner. The City prohibits the use of its electronic communication systems in a manner that is unlawful or violates any City policy. Employees are prohibited from using City communications systems to transmit, receive, retrieve, or store any information or communication that is discriminatory, harassing, derogatory to any individual or group, obscene, sexually explicit or sexually suggestive, unlawful, or otherwise contrary to the City's policies or business interests.

Employees are also prohibited from using City electronic communications systems to copy, send, or receive copyrighted materials, trade secrets, proprietary information or similar materials without prior authorization from the City Manager.

Employees are prohibited from accessing without authorization or tampering with the security of any computer or network system. Any unauthorized attempt to bypass computer or network security controls, i.e. "hacking" into other systems or logins or using unauthorized passwords is strictly forbidden.

The following are examples of conduct prohibited under this policy:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the City's time and resources for personal gain
- Stealing, using, or disclosing someone else's code, login or password without documented authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside the City without prior authorization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the City or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another City or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Jeopardizing the security of the City's electronic communications systems
- Passing off personal views as representing those of the City

6. Violation

Any employee who uses any City electronic communication system in violation of this policy is subject to disciplinary action up to and including termination of employment.

Social Media

The City recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if it interferes with the employee's work, is used to harass coworkers or other, creates a hostile work environment, or harms the goodwill and reputation of the City. The City provides the following guidelines with respect to social media. As used in this policy, "social media" includes, but is not limited to, online forums and message boards, social networking, and personal weblogs.

Where no policy or guideline exists, employees are expected to use their professional judgment and take the most prudent action possible. If you are uncertain about the appropriateness of a social media posting, check with your manager or supervisor.

- If your posts on social media mention the City, its services, or employees, make clear that you are an employee of the City and that the views posted are yours alone and do not represent the views of the City.
- Unless given written consent, you may not use the City's logo, seal, badges, patches or identifiers on your posts.
- Social media activities must not interfere with your duties at work. The City may monitor electronic communications to ensure compliance with this requirement.
- All postings on social media must comply with the City's confidentiality and disclosure of information policies. If you are unsure about the confidential nature of information you are considering posting, consult with your manager or supervisor.
- Do not post City material on a social media site without written permission from your supervisor.
- Remember that everything on the Internet lives indefinitely.
- Be respectful to each person's legal right to express an opinion.
- Respect other employees' right to privacy.
- Do not conduct business communications, internal or external, using social media.
- Do not discuss another employee's, business partner's, or vendor's performance using social media.
- Respect differences. Harassment, slurs, and/or insults are prohibited online just as they are prohibited in the workplace.
- Any statement about a business or individual must be readily verifiable.
- You have no right or expectation of privacy in any communication that is created, sent, or received either using employer property, including but not limited to cell phones, land lines, Internet, computers, voicemail, e-mail accounts and fax.
- All City policies that regulate to employee conduct apply to social media activity including, but not limited to, policies related to unlawful harassment, work rules, confidentiality, conflicts of interest, etc.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.

Employment of Relatives and Fraternization

A member of an employee's immediate family will be considered for employment by the City if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if the employment would create either a direct or indirect supervisor/subordinate relationship with a family member; or create either an actual conflict of interest or the appearance of a conflict of interest. These criteria will also be considered when assigning, transferring, or promoting an employee.

For purposes of this policy, “immediate family” includes: the employee’s spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee’s household.

Dating and physical relationships between two employees, or between employees and vendors can have an impact on the workplace. Unwanted sexual advances and requests for sexual favors that are a condition of employment are prohibited under the City's anti-harassment policy. If you are dating or in a physical relationship with another City employee, you must immediately inform the Employee Benefits Coordinator or City Manager and sign a copy of the Dating and Relationship Agreement. However, if the City determines that the relationship interferes with the work environment, or is not in the best interests of the City, the City may take appropriate action, up to and including termination.

Employees who marry or become members of the same household may continue employment as long as there is not a direct supervisor/subordinate relationship between the employees; or an actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the City shall attempt to find a suitable accommodation in which one of the affected employees may transfer or be assigned a new supervisor. If accommodations of this nature are not feasible, the employees may be given the opportunity to determine which of them will resign. In some cases, management will make this determination.

Use of City Equipment

Unless specifically authorized otherwise, City vehicles, equipment, supplies, and tools may only be used in the conduct of City business. Employees are expected to use care and follow all operating instructions, safety standards and guidelines when using City vehicles, equipment, tools, supplies, and property. All damaged, missing, or in need of repair City owned items must be reported to your supervisor immediately. Items damaged as a result of normal usage may be replaced upon receipt of the damaged article.

Employees who lose or abuse equipment or tools or use them improperly, negligently, or unsafely will be held responsible and may be required to replace the item and/or face disciplinary action up to and including termination of employment. Upon leaving the City’s employ, you must return all tools, keys and equipment issued to you.

City Vehicles and Driving on City Business

You must possess a valid driver’s license of proper classification to operate a City vehicle or drive on City business. In the event your driver’s license is suspended, you

must immediately notify your supervisor. Failure to do so is cause for disciplinary action. City owned vehicles are not to be taken home unless authorized by the department head.

Any employee who drives a City vehicle is expected to treat it with care. Any employee who abuses a City vehicle through lack of care or unsafe driving will be subject to disciplinary action up to and including termination of employment. In the event of an accident involving a City vehicle or while driving on City business, the employee must report all information immediately to his or her supervisor.

Operators of City vehicles and anyone driving on City business must comply with all applicable motor vehicle laws and regulations, including laws governing cell phone use and use of electronic communications and equipment (including texting). All drivers and passengers in City vehicles are required to wear safety belts. City vehicles may not be driven for private use unless specific arrangements have been made in advance. Alcoholic beverages and illegal drugs or chemicals are not allowed in a City vehicle at any time and no driver who has been drinking alcohol or is under the influence of alcohol, drugs, or chemicals is allowed to drive a City vehicle.

Employees are prohibited from using cell phones, PDAs, smartphones, and other electronic equipment in any manner while driving a City vehicle or driving on City business, unless operationally necessitated within the Police and Fire Departments as prescribed by State law. Employees should safely pull off the road and come to a complete stop before dialing or talking on the phone or using any other electronic equipment unless using legal hands-free technology.

The improper, careless, negligent, or unsafe operation of City vehicles, as well as excessive or avoidable traffic and parking violations, and any other violation of this policy can result in disciplinary action, up to and including termination of employment

Use of Keys

You may use only the keys you have been authorized to use. Employees are prohibited from giving these keys to another individual to use for any reason. The loss or damage of any City keys must be reported to your supervisor immediately. Each City department maintains control of its own City keys. The Police Department is responsible for electronic keys for the Coliseum facility.

Return of Property

Employees are responsible for all City property, materials, and/or written information issued to them or in their possession or control. Employees must return all City property immediately upon request or upon termination of employment.

Telephone, Cell Phone, and PDA Use

Employees are permitted to make limited local area use of City telephones. Personal calls and use of personal cell phones during work hours is to be kept to a minimum. Personal cell phones should be set on the silent or vibrate function and stored in an inconspicuous location while at work and during work hours.

Any use of telephones, cell phones, or other electronic device that interrupts work or otherwise negatively affects job performance will result in disciplinary action.

Safety

Safety is a top priority for the City and we are committed to maintaining a safe and healthful work environment for employees. The City provides safety information and training to employees on a regular basis.

The City strives to prevent accidents, injuries, and occupational illnesses through the active participation of every employee. It is the responsibility of each employee to follow safety rules and exercise caution and good judgment in all work activities. Employees must use safety equipment, including boots and glasses, whenever the job requires.

Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause or contribute to hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager. All reports can be made without fear of reprisal.

Injury/Accident Reporting

Employees must immediately report any on-the-job injury, regardless of how insignificant the injury may appear, to their supervisor. Upon notice, Supervisors must complete the proper incident report.

Smoking

All City-owned or operated buildings or vehicles are non-smoking areas. Smoking is prohibited within 15 feet of all building entrances and exits and allowed only in specifically designated smoking areas. Designated outdoor smoking areas are established by each department.

Employees found to be in violation of this policy may be subject to disciplinary action.

The City acknowledges that individuals who smoke may require support in the control or cessation of their smoking habits. Employees who desire to stop smoking can contact the City's EAP to assist them in their efforts.

Emergency Closings

Emergencies such as severe weather and power failures can disrupt operations. City administration will make every effort to open facilities and offices to the public and employees. In extreme cases, these circumstances may require a delay in opening a facility or the closing of a work facility. In that case, employees should contact their department head.

The operation of critical City operations and services during adverse weather or other emergency conditions is essential. Departments may be required to maintain a minimum level of staffing in order to provide services. Essential employees, as determined by supervisors, may be required to work when other City employees are not required to report to work.

When operations are officially closed due to emergency conditions, the time off from scheduled work is normally unpaid. Employees may use accrued vacation, personal days or compensatory time.

Similarly, when an employee's office or work facility is not officially closed, but severe weather conditions prevent an employee from working as scheduled, time off is charged to the employee's accrued vacation or compensatory time.

Tuition Assistance

The Employee Tuition Aid Plan of the City of Sterling provides financial assistance to full-time employees who are not covered by a collective bargaining agreement who wish to pursue a formal course of study directed toward acquiring skills and knowledge directly related to the employee's present job position. To be eligible for tuition reimbursement, employees must remain on the active payroll and be performing their job satisfactorily through completion of the course. Furthermore, the Employee Tuition Aid Plan is applicable only when a grade of "B" or better is achieved and when funds are available in the employee's departmental budget. The City has discretion to determine whether a course relates to an employee's present job position.

Employees must obtain pre-approval from the Department Head and City Manager for tuition reimbursement under this policy. To receive reimbursement, employees must submit written proof of course completion (such as official transcript) within 30 days of completion of the course or receipt of grade.

While educational benefits are expected to enhance employee's performance and professional abilities, the City makes no guarantee that participation in education courses will allow the employee advancement, a different job assignment, or pay increases.

Memberships/Licenses

It is the policy of the City to encourage qualified employees to become members of professional organizations and associations and applicable licenses. Payment or reimbursement is applicable when funds are available in the employee's departmental budget. To promote awareness, public relations and information dissemination, department heads may be reimbursed for dues to service and social organizations with prior approval of the City Manager if the funding is available in the departmental budget.

Training and Career Development

The City is committed to providing and supporting employee training and career development within the limits of its resources and consistent with its primary goal of providing quality municipal services at a reasonable cost.

The City will often provide training programs for its employees or approve payment for attendance at outside training programs. Check with your supervisor for further information.

Gifts and Gratuities

All City employees and City departments are generally prohibited from accepting any gifts, gratuities, or related donations of substance from citizens at-large, vendors, businesses, or other persons with whom you may come in contact with in the course of your official duties. If you receive or are offered a gift or gratuity in violation of the State Gift Ban Act or other applicable law, including items cumulatively exceeding \$100 in any one year, it must be turned over to your supervisor, who will return said item(s). See Code of Ethics. Any payment or contribution made to the library staff will be turned over to the library and used to support the services offered by the library.

Solicitations

Persons not employed by the City may not solicit or distribute literature in the workplace at any time for any purpose.

The City recognizes that employees may have interests in events and organizations

outside the workplace. Limited solicitation or requests for contributions for gifts or receptions for employees (retirement, resignation, or other events of personal significance or United Way) are allowed with permission of the department head, or his/her designee. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Political Activities

The support or promotion of political activities or interests by City employees during working hours or with City resources is strictly prohibited. Employees may not make statements or publish materials that imply City endorsement of a particular political candidate.

Public Relations

All employees must exercise the utmost courtesy and discretion regarding all matters of City business. Employees shall refrain from any action and avoid any public pronouncement that might reflect adversely upon the City.

1. General Information: If you are uncertain as to how an inquiry is to be responded to, please direct the question or the individual to the appropriate staff member or department head for a response.
2. Confidential Information: If you are asked any information by the public concerning any matter not directly connected with your job (cases in litigation, questions of liability, or other sensitive matters of the City), please refer the questions to the appropriate supervisor or department head for a response.
3. Handling Complaints: All complaints or inquiries will be handled with the utmost courtesy. It is each employee's responsibility to ensure complaints or inquiries are referred to the proper department for action.
4. Representative of the City: Please remember – as an employee, you are a representative of the City and any contact you have with the public will affect the City's image with the public.

Uniforms, Personal Protection Gear, Identification

1. Uniforms: The City may provide uniforms for certain personnel and those uniforms are to be worn during work hours. Please remember – your appearance is a reflection of you and the City.

2. **Personal Protective Gear:** The City provides most appropriate personnel protective gear as necessary for your position. Personal protection gear must be worn when specified by the supervisor, the City Safety Manual, or when engaged in a work activity which is designated as hazardous and requires certain protective gear. Negligence in use of personal protective equipment can cause serious injury and could be cause for disciplinary action.
3. **Identifications provided.** Employees are required to have identification readily available during work hours. Departments may require City issued identifications to be worn.

Transfers

When an employee transfers from one position to another position within the City, the rate of accumulation of vacation days, sick leave, and participation in a pension fund will be determined by the departments involved. Also, the transferred employee will not lose any accumulated benefits.

Outside Employment

Outside employment is considered any regular, steady employment in addition to an employee's regular, full-time job with the City. A regular full-time City employee is permitted to engage in regular, ongoing outside employment with prior approval of his or her department head. Outside employment that constitutes a conflict of interest is prohibited. A form for outside employment is available from the Employee Benefits Coordinator.

Residency

Due to the critical nature of the infrastructure and life-safety matters for which the City is responsible, employees in positions eligible for call-in pay must live within a 25 minute response time of their workplace as calculated by MapQuest or Google Maps.

Dress and Personal Appearance Guidelines

Dress, grooming, and personal cleanliness standards ensure we project the proper image of the City and its employees. Employees are expected to present a clean, neat, and tasteful appearance during work hours and when representing the City. Employees must comply with City established grooming and dress requirements of their position, including uniforms and safety gear when required. This is particularly true for employees whose job involves dealing with the public or visitors in person.

- Any clothing that is excessively worn, frayed, or revealing is not appropriate.
- Employees required to wear a uniform must be in uniform at all times while on duty.
- Shoes must provide safe, secure footing, and offer protection against hazards where appropriate and/or required for the employee's position.
- Jewelry, including facial jewelry, must not be functionally restrictive, dangerous to job performance, or excessive. Office personnel should not wear septum rings or open ear gauges during work hours. Consult with your supervisor for restrictions related to department policy or job functions.
- Facial and neck tattoos are not appropriate and must be covered during work hours. At no time while on-duty or representing the City in an official capacity, shall any offensive tattoo or other body art be visible. Examples of offensive tattoos include, but are not limited to those which depict racial, sexual, obscene, discriminatory, gang related imagery or language
- Tank tops, halter tops, spaghetti strap tops or dresses, clothing that reveals the back or midriff or through which undergarments are visible, and off the shoulder tops are not appropriate.
- Commercial logo t-shirts are not allowed.
- Shorts, capri pants and pedal pushers are not allowed in office settings
- Flip flops and casual thong-style sandals are not allowed
- Spandex and other form fitting pants, shorts, leggings worn as pants, sweatpants, and mini-skirts are not appropriate.
- Denim jeans are not permitted for office personnel.

Each department may have additional requirements.

Consult your supervisor if you have questions as to what constitutes appropriate attire. Failure to comply with dress and appearance guidelines will result in the employee being asked to return home and return when dressed properly.

Update and Inspection of Personnel Records

The City maintains an official personnel file for each employee. Employee files and their contents are confidential and will not be made available to unauthorized persons.

A change of personal status may have an important effect upon your employee benefits. You must notify the Employee Benefits Coordinator and your department head immediately of any change in:

1. Last name, home address, or telephone number.

2. Marital status – name of spouse (date of marriage/divorce if after date of hire)
3. Number, name(s), and date(s) of birth of dependent(s).
4. Name, address, and telephone number of the person to be notified in case of an emergency.

You may inspect and receive copies of the appropriate contents of your personnel record at reasonable times, at reasonable cost, and in the presence of the City Manager or his or her designee. You may add appropriate, work related materials to your personnel file which you feel will be to your benefit.

All permanent personnel files will be located in the City Manager's Office for purposes of confidentiality and record.

Code of Ethics

Employee integrity and ethical conduct are necessary for successful City operations. It is the policy of the City that its appointed officials and all employees should, in all cases, exercise their judgment and perform their official duties for the sole benefit of the City and its citizens. All employees and officials should avoid any situation that could cause citizens to call into question a person's independent judgment. Furthermore, it is the policy of the City that even the appearance of impropriety created by any conflict between official duties and an apparent pecuniary interest should be avoided.

It is our goal to comply will all applicable laws and regulations and the City expects employees and elected and appointed officials to conduct themselves and business in accordance with applicable laws and regulations and refrain from unlawful, dishonest, or unethical conduct.

Employees may not engage in any business transaction or have a financial interest which is not compatible with the performance of their official duties or could potentially affect independence, judgment, or action necessary to act in the City and the public's best interests.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If you have any questions as to the proper course of action, the issue should be promptly discussed with your supervisor.

Compliance with this policy of business ethics and conduct is the responsibility of every City employee and official. Failing to comply with this policy could lead to disciplinary action, up to and including termination of employment.

No official or employee, and no spouse of or immediate family member living with any official or employee shall intentionally solicit or accept any gift from anyone

- seeking official action from the City
- doing business with the City or seeking to do business with the City
- conducting activities regulated by the City
- has interests that may be substantially affected by the performance or non-performance of their employment.

Officials and employees shall refrain from other activities prohibited by law or ordinance per City Code Section 2, Article VIII.

Standards of Conduct

As an employee, you must exercise the utmost courtesy and discretion regarding all matters of City business. You should refrain from any action and avoid any public pronouncement that might reflect adversely upon the City. Individual departmental policies and written directives may supersede the Standards of Conduct written below.

Employees who engage in unacceptable or inappropriate behavior are subject to discipline, up to and including termination of employment. The City retains the right to utilize progressive discipline (counseling the employee, written warning, suspension, termination) or not, as it deems appropriate in each instance.

1. **Minor Infraction Guidelines:** Behavior that does not generally, upon first offense, require severe disciplinary action, but if continued may lead to suspension or termination.

Minor infractions include, but are not limited to.

- a. Failure to report an injury or an accident.
- b. Careless or unsafe use of City property.
- c. Lack of courtesy to an individual, either on the phone or in person.
- d. Wasting time, loitering or being away from assigned working place for inordinate periods of time without good reason.
- e. Tardiness.
- f. Unauthorized posting or removal of any printed matter from City bulletin boards or City property.

2. **Major Infraction Guidelines:** Behavior that may result in severe disciplinary action (suspension or termination).

Major infractions include, but are not limited to:

- a. Working in an unsafe manner, including disregarding established safety practices and procedures and/or the failure to use personal protective equipment as required.
 - b. Malicious, careless, or negligent action resulting in injury or damage to person or property.
 - c. Failure to comply with the City's policies and procedures.
 - d. Use of sick leave for unauthorized or inappropriate purposes.
 - e. Insubordination or failure to carry out a specific order or instruction (written and/or oral) issued by your supervisor.
 - f. Theft.
 - g. Willful omission of facts or falsifying personnel or other records.
 - h. Habitual tardiness or absenteeism.
 - i. Unauthorized sleeping on the job
 - j. Possession, consumption or use of any drug or alcohol on the job, including intoxicants, stimulants and depressants, other than those prescribed by a physician.
 - k. Repeated wage garnishments submitted to the City.
 - l. Sexual harassment.
 - m. Absence from work for one (1) or more days without permission, without notification, or without adequate explanation.
 - n. Violation of the Criminal Code of the State of Illinois while the employee is at their place of employment or on City premises or which can be considered related to the employee's job.
3. Termination: Employees during their orientation are subject to termination without cause. Non-orientation employees can be dismissed consistent with applicable State statutes, City code or employment contracts.

Disciplinary Action

Discipline refers to any counseling session, oral or written warning or reprimand, suspension without pay, demotion, or dismissal. The extent of disciplinary action depends on the seriousness of the situation and the incidence of prior occurrences. Commission of major or minor infractions may result in the disciplinary actions outlined

previously, although in any particular case the penalty is at the discretion of the appropriate supervisors.

Non-sworn employees may be suspended without pay by the department head or immediate supervisor. Non-sworn suspended employees will be on leave of absence without pay and will not be allowed to use paid leave during suspension. Disciplinary action involving sworn employees shall be at the discretion of the department head. Disciplinary action involving suspension of a sworn employee may be appealed to the Fire/Police Commission.

Wage Garnishment

If the City receives a Wage Garnishment notice on any employee, it will be processed for the next pay period in accordance with the law. All employees are expected to conduct their personal affairs so the City will not have to perform as a collection agent. Notices for garnishment may be cause for a payroll deduction for reimbursement to the City for administrative expenses. The City reserves the right to continue or terminate an employee's employment when the employee is subject to garnishments from more than one creditor or for more than one debt unless otherwise protected by law.

Lateness and Absenteeism

Employees are expected to be reliable and punctual. Attendance and punctuality are important aspects of employee job performance and efficient City operations.

1. Notice to Supervisor Prior to Work Day: If you are going to be late or absent from work, you must notify your department before the start of your normal work time and in accordance with departmental policy.
2. Time Off During the Work Day: During a scheduled workday, absence from your place of work must have the prior approval of your supervisor.
3. Failure to Report: If you are absent for three (3) or more work days without notifying your supervisor and securing approval for the absence as soon as possible before the end of the first day of such absence, you will be considered to have abandoned your job and voluntarily resigned. You must report an absence from work on the first day of absence, unless physically impossible, to your supervisor or department head.
4. Excessive or unexcused tardiness or absenteeism, or failure to give notice of same is cause for disciplinary action up to and including termination of employment.

Grievance Procedures

In most cases, employees are able to satisfactorily address concerns with his or her supervisor, department head, or other the Employee Benefits Coordinator, or in some cases, such as complaints of harassment, the City Manager. However, the Grievance Procedure is open to non-union employees in addition to or as an alternative to the above.

A grievance by non-union employees may be filed by following the steps outlined below:

- Step 1: Discuss the grievance with your immediate supervisor within one (1) working day of the incident. If you are not satisfied with the results of that discussion, you may submit a written grievance to your supervisor. A written grievance must be submitted within two (2) business days of the occurrence. If your supervisor does not reply within five (5) business days, or if you are dissatisfied with the response of your supervisor, you may initiate the next step. Non-Police and Fire Department employees should file their next step in the grievance procedures at Step 3.
- Step 2: The grievance must be put into writing and submitted to your department head within two (2) business days of the supervisor's decision in Step 1 or 2. If your department head does not respond within five (5) business days, it is considered "grievance denied." You may initiate Step 3 after this step.
- Step 3: If you are dissatisfied with your department head's decision, you may submit a written request for a determination to the City Manager within two (2) working days of the receipt of your department head's response. The City Manager will review in detail and normally give a written response within five (5) working days of your grievance.

If your immediate supervisor is a department head, then your grievance procedure should be initiated at Step 2.

Police and Fire Union Employees Grievance Procedures

Police and Fire union employees must refer to their respective union contracts as approved by the City for grievance procedures and resolutions.

VIII. SEPARATION FROM THE CITY

Unused Sick Leave

If you resign or retire in good standing your unused sick leave may be converted to extended group health insurance coverage, paid for 100% by the City on the basis of 1/2 month coverage for every ten (10) days unused sick leave, in excess of 20 days. This extension includes your dependents as well as yourself, excluding dependent's dental.

For IMRF employees only, each twenty (20) days of unused sick leave or fraction thereof, employees will be credited with one (1) additional month of employment service to a maximum of one (1) year for purposes of receiving a retirement benefit.

"In good standing" is defined as, but not limited to:

1. Resignation by a full-time employee with at least two (2) weeks written notice.
2. Permanent lay-off by the City due to lack of work, changing department needs and so forth.
3. Retirement, if at least two (2) weeks' notice is given.

"Not in good standing" is illustrated by (but not limited to) the following:

1. Termination by the department head for disciplinary reason.
2. Abandonment of position. (IMRF Retirees only, see the aforementioned Sick Leave section.)

Check Out and Exit Interview

The separated employee will generally be allowed adequate time by his/her supervisor during normal working hours to return any tools, City I.D., keys, and equipment and settle any other obligations to the City. An exit interview between the departing employee and his or her supervisor is normally held.

Termination of Employment

Employment with the City is at will. Both the employee and the City have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employees whose employment terminates are paid for all accrued unused vacation leave, but are not paid for any unused personal days.

Employees may request an exit interview with the City Manager or his or her designee.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are voluntary or involuntary termination of employment, or death of an employee; a reduction in an employee's hours; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus an administration fee. Employees are generally eligible for group coverage during a maximum of 18 months for qualifying events due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may extend coverage to a maximum of 36 months. Eligible employees are provided a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Sample's health insurance plan. The notice contains important information about the employee's rights and obligations.

Retirees' Group Health Insurance

A retiree or the spouse of a deceased employee or deceased retiree is eligible for group health insurance coverage to the age of 65 provided the retiree or spouse pays for such coverage. All questions concerning continuance of coverage should be directed to the Employee Benefits Coordinator.

IV. HIRING AND EMPLOYMENT POLICIES AND PHILOSOPHIES

Personnel Principles

This personnel policy of the City of Sterling is based upon the following principles:

No discrimination because of race, color, sex, age, national origin, citizenship status, religion, marital status, ancestry, military status, handicap, sexual orientation, political affiliations or on the basis of any characteristic protected by law. Employees are selected on the basis of training, education, certification (when required), experience, work history, and pre-employment physical examination. Advancement is based upon capability of performing the job. Salary ranges are determined by the skills and responsibilities demanded of the position and its relationship to other jobs in the City and area. It is the intent of the City to provide working conditions conducive to safe and efficient service; prompt response to personnel complaints and misunderstandings; training and education whenever practical and in the best interest of the City; and a City-wide policy with consistent application to all City employees, except where modified by contract or law.

Applicable Laws

It is the City's intent to comply with all applicable Federal, State, and local laws against discrimination in employment as it pertains to hiring, promotion, and conditions of employment.

Partial Invalidity

If any provision of these policies or their application to any person or circumstance is held invalid or illegal such invalidity shall not affect any other provision or application of the remaining policies.

Non-Comprehensive

This manual is not intended to address all of the City of Sterling's personnel policies nor does it cover in detail those provisions found in City codes and ordinances. Additional rules and regulations are included within individual departments' policies and procedures. For UNION MEMBERS please refer to your specific UNION CONTRACT for details on your benefits.

Changes in Policy

The right is reserved by the City of Sterling to amend, change, or revoke any of these personnel policies which is in the City of Sterling's best interest. If any provision is changed, it shall be made at the recommendation of the Administrative review Committee and shall be duly noted on the bottom of each applicable page.

PERSONNEL MANUAL ACKNOWLEDGMENT

My signature acknowledges I have received and read a copy of the City of Sterling Personnel Manual. I understand it contains important information on certain policies and my obligations as an employee. I understand that if I have any questions or need additional information regarding policies and procedures, I may contact my immediate supervisor or the Employee Benefits Manager.

I have read, understand, and agree with the City's Electronic Communications policy. I understand and agree that I have no expectation of privacy with respect to any of the City's electronic equipment or any information sent, received, or stored in the equipment. I understand that the City has the right to monitor, at its discretion, any electronic information and usage. By my signature below, I hereby authorize the City to monitor, search, inspect, use, and disclose all electronic communications.

I understand that this Manual and the information in it supersede any other previous Manual or policy. I understand that that the City may add, change, rescind, replace, or cancel policies, practices, or benefits at any time, with or without notice, in its sole discretion.

I understand that during the course of my employment confidential information may be made available to me. I understand that this information may not be disseminated or used outside City premises.

I understand and acknowledge that the Manual does not constitute a contract of employment. I also understand there is no specified length to my employment at the City and that my employment is at-will and that either I or the City may terminate my employment at any time, with or without cause or advance notice. Furthermore, no commitment for employment for any specified duration is valid or binding on the City unless expressly set forth in a written document and signed by both the employee and Mayor of the City.

Employee Name (Printed)

Employee Signature

Date

Witness (sign & print)