



# Employee Handbook *2019*

## City of Kankakee History

About 1680, the Cavalier De LaSalle formed an expedition to find the outlet of the great Mississippi River. His travels brought him through the Kankakee River Valley, making him one of the first non-native to see the area. Among his 30 companions were Father Hannepin, who chronicled much of their adventures, and Francois Bourbonnais, Sr., whose family name became that of the settlement two miles north of Kankakee. Settlement did not begin until the Treaty of Camp Tippecanoe in 1832, when members of the Potawatomi tribe received certain lands in the Kankakee River Valley. Starting in the 1830's there was a steady migration of settlers into the Kankakee River Valley. In 1853 the City of Kankakee, then known as Kankakee Depot, experienced its first growth when the Illinois Central Railroad line was built through the area.

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You are joining an organization with a long history of growth and perseverance. We are pleased that you have chosen our organization as your place of employment, and hope your association with us will be challenging and rewarding.

The City of Kankakee believes that our mission and values are key to the continued service to our residents and our daily interactions with one another. Our core values of **Accountability, Stewardship, Professionalism, Integrity, Resilience and Excellence** are exhibited through a team-oriented approach and commitment to driving our community forward.

This handbook provides general details and summaries of The City of Kankakee's Human Resources Policies and Procedures. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described, or as a substitute for good judgment, common sense or the exercise of discretion by City personnel and management. Full detailed Human Resources Policies and Procedures can be found in the Human Resources Policies and Procedures Manual. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department. To the extent that any provision in this handbook contradicts that in the Human Resources Policies and Procedures, the Policies and Procedures control.

**This Handbook does not create an express or implied contract of employment or obligation on the part of the City to employ you for any particular length of time. This Handbook does not alter the at-will employment relationship for all employees who are not members of a labor organization or otherwise have an employment contract. The employment of at-will employees may be terminated by the employee or the City at any time, for any non-discriminatory, non-retaliatory reason.**

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time, subject to any collective bargaining obligations. We will try to inform you of any changes as they occur.

As an employee, your efforts are integral to the future of our mission. The City of Kankakee is confident that by living and practicing the values for which this organization stands, you will be successful and enjoy your employment here.

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# Our Mission, Vision and Values

The City of Kankakee believes that our mission and values are key to the continued service to our residents and our daily interactions with one another. They guide and direct the services that we provide.

## Mission

We are dedicated to protecting, building, and nurturing the community we serve while enhancing lives.

## Vision

We are a historic, vibrant and active riverfront community. We continue to transform into an extraordinary place to dream, grow and thrive. Embracing our diversity, we aspire to be progressive, inclusive and innovative.

## Core Values

Our unwavering commitment to our community is achieved through investing in our employees and embracing our values of:

**Accountability:** Accept responsibility for activities and disclose results in a transparent manner.

**Stewardship:** Pledge to being fiscally, environmentally and socially responsible.

**Professionalism:** Commit to lifelong learning, appropriate conduct and service as a community ambassador.

**Integrity:** Know and so what is right by demonstrating moral character, ethics and respect.

**Resilience:** Recover quickly from difficulties and overcome challenges.

**Excellence:** demonstrate best practices, talent and quality that achieve extraordinary standards.

# Work Behaviors

## Anti-Harassment Policy

City of Kankakee is committed to treating all employees with dignity and respect. Accordingly, the City uncompromisingly enforces its Anti-Harassment Policy in order to create an environment that is free from discrimination or harassment of any kind. In keeping with this commitment to treating employees with dignity and respect, the City makes employment decisions based on an assessment of each employee's merits, qualifications, and abilities. Decisions are not based on, or affected by, an applicant's or employee's race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law.

The City of Kankakee will not condone or tolerate harassment based on an individual's race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual orientation, physical or mental disability or handicap, or any other legally protected class. The City of Kankakee also prohibits harassment of its employees by non-employees, such as customers, suppliers, and other third parties with whom our employees interact while performing their job duties.

### *Harassment Defined*

This Policy expressly prohibits any verbal, physical or visual conduct of any kind which is offensive to an employee because of the individual's, race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law, and which creates an environment which is intimidating, hostile, or offensive to the employee or which interferes with the employee's performance of his or her duties.

This Anti-Harassment Policy also expressly prohibits all forms of sexual harassment. Sexual harassment, for purposes of this Policy, consists of unwelcome sexual advances, requests for sexual favors, or any other verbal, physical or visual conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision which affects the harassed employee; or
3. The harassment creates an environment, which is intimidating, hostile, or offensive to the employee or interferes with the employee's performance of his or her duties.

## *Prohibited Conduct*

Examples of conduct prohibited by this Anti-Harassment Policy include, but are not limited to, the following:

- Unwanted physical contact or touching;
- Persistent or repeated unwelcome requests for dates or a social relationship;
- Unwelcome sexually suggestive jokes, gestures, or comments;
- Preferential treatment for an employee or a promise of preferential treatment for an employee, in exchange for dates or sexual conduct, or the denial or threat of denial of employment, benefits, or advancement for refusal to consent to sexual advances; The use of epithets, slang words or names, stereotypes or other language which degrade any person or group of persons on the basis of race, color, ancestry, religion, religious creed, national origin, sex, age, pregnancy, sexual orientation, marital status, disability or any other protected characteristic;
- The display of sexually oriented pictures, posters, Internet sites, or other material offensive to any employee;
- The display of any pictures, posters, Internet sites, or other material offensive to any employee on account of his or her race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law;
- Making offensive social media posts on the basis of one's race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law;
- Verbal or physical threats or abuse directed at an employee because of his/her race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law.

## *Reporting Harassment*

Any employee who believes he or she has been a victim of harassment by any other employee, customer or supplier of the City or who believes he or she has witnessed the harassment of others should report the incident(s) immediately to their direct supervisor or Human Resources. The City of Kankakee will conduct appropriate thorough investigation into each complaint and will take prompt corrective action where the evidence shows that a violation of this policy occurred. Information about individual complaints and their disposition is considered confidential and will be shared only on a "need to know" basis.

## *Policy Against Retaliation*

The City of Kankakee will not retaliate against any employee who has made a good faith report of alleged harassment.

## *Responsibility of Supervisory Employees*

All managerial employees and supervisors are responsible for helping to prevent harassment. Any member of management or supervisor who becomes aware of any possible harassment of or by any employee, community member, or supplier must immediately advise the Human Resources Director.

## *Disciplinary Action*

Any employee found to have engaged in conduct that violates this Policy will be subject to disciplinary action, up to and including discharge.

## *False or Frivolous Complaints*

False or frivolous complaints will not be tolerated, given the seriousness of the consequences for the accused. A false or frivolous complaint is one where the accuser is using a complaint of harassment or discrimination to accomplish something other than reporting violations of this policy. It does not refer to complaints made in good faith that, after a thorough investigation, cannot be proven. Any employee who is found to have made a false or frivolous complaint will be subject to discipline up to and including termination.

## **Attendance and Punctuality**

The City of Kankakee has established attendance and punctuality standards to ensure a positive work environment, and to provide quality service to our community. Excessive absence affects an employee's coworkers and the community you serve.

When you cannot come to work, you must follow the department's call-in procedure, so that appropriate adjustments can be made to cover for you during the absence. An employee will not be eligible to use any vacation/sick or personal time should s/he be a "no call- no show."

## **Drug Free Workplace**

The City of Kankakee requires that all employees be drug and alcohol free while in a position representing City business. Employees are prohibited from possessing, using, distributing drugs and/or alcohol, or being under the influence of alcohol or drugs. An employee may be subject to drug or alcohol testing should the City have reason to believe that this policy is being violated.

## **Employee Complaint and Resolution**

The City of Kankakee provides an appeal process to eligible employees (employees not represented by a bargaining unit) as a means of communicating and resolving problems and concerns relating to their employment. Only employees charged with violation of the City of Kankakee General Rules of Employment Policy or Disciplinary rules may use the Appeal Process. The following outlines the steps you must follow to file an appeal.

### *Step 1:*

The employee shall submit the appeal in writing to the employee's immediate supervisor, specifically indicating that the matter is an appeal under this policy. The appeal shall contain a statement of the facts which are alleged to have been violated, and the relief requested. All appeals must be presented no later than

ten (10) business days from the date of occurrence or disciplinary action. The immediate supervisor shall render a written response to the employee within ten (10) business days after the appeal is presented.

#### *Step 2:*

If the appeal is not settled at Step 1 and the employee desires to escalate, he/she shall appeal in writing to the employee's Department Head within ten (10) business days after receipt of the City's answer in Step 1. Thereafter, the Department Head or his/her designee shall meet with the employee, within ten (10) business days of receipt of the employee's appeal.

The only issues which are to be discussed at said meeting shall be the issues which are described in the original written appeal. If no agreement is reached, the Department Head shall submit a written answer to the employee within ten (10) business days following the meeting.

#### *Step 3:*

If the appeal is not settled at Step 2 and the employee desires to further escalation, he/she shall appeal in writing to the Human Resource Director within ten (10) business days of the receipt of the City's answer in Step 2 decision. The only issues which are to be discussed at said meeting shall be the issues which are described in the original written grievance. The decision of the Human Resource Director is a final administrative decision subject to review under the Administrative Review Act which is hereby adopted.

## **Corrective Action**

The City of Kankakee, in an effort to maintain a positive work environment, has established standards of conduct and professionalism governing all employees. These rules are established to protect not only you and your coworkers, but the community as well. When the standards are violated, corrective action will be taken.

The City of Kankakee administers a progressive discipline policy, when possible, to provide employees with opportunities to improve. All steps below will be documented and placed in the employee personnel file. Depending upon the severity of the offense, the initial discipline may be administered at any of the following steps, up to and including termination:

**Step 1** - verbal warning

**Step 3** - final warning/suspension

**Step 2** - written warning

**Step 4** - discharge (termination)

Although the discipline often depends on an employee's work history and the nature of the infraction, The City of Kankakee retains the right to discharge an employee immediately depending on the misconduct. Other than employees represented by a union or those working under an employment agreement, The City of Kankakee reserves the right to discharge any employee, with or without notice, for any non-discriminatory, non-retaliatory reason, consistent with the at-will nature of the employment relationship.

*For employees represented by a union, where the Collective Bargaining Agreement conflicts with this Handbook, the Collective Bargaining Agreement controls.*

## **Employee Image**

The City of Kankakee believes in projecting a professional image to its community. You, as an employee, play a big part in projecting this image. The dress requirements established by the City of Kankakee and your department are designed to be appropriate for your job duties and responsibilities. All uniforms, clothing, and shoes must be neat and clean. They should be safe for the work environment, and modest, avoiding clothing

that is tight, revealing, or otherwise immodest.

*In addition:*

- All clothing and shoes are expected to be clean and in good repair, and may not interfere with the safe performance of the job requirements.
- Hair should be clean and worn in a conservative style. Extremes are not permitted.
- Artificial nails of any kind, including nail extenders, acrylics, gels and wraps are prohibited in certain areas.
- Personal hygiene is basic and vital to maintain a professional image.
- Excessive jewelry and fragrances are not permitted.
- Protective clothing must be worn where required.
- Your supervisor will advise you of the dress code/uniform in your department.
- Any employee needing a religious accommodation should address the accommodation with the Human Resources Director, prior to presenting an image which may be in violation of this policy.

## General Rules of Employment

The following is a nonexclusive list of conduct violations and the corresponding corrective action, which will result in corrective action up to, and including termination. The City retains the discretion, based upon the totality of the circumstances, to apply appropriate discipline without regard to the corresponding corrective action listed below.

All employees are expected to conduct themselves in a respectful and professional manner at all times.

If this does not occur, the associate will be subject to discipline up to and including termination. This policy serves as a general guide and does not and cannot include every possible scenario or situation that may arise.

- I. The following infractions will normally result in termination, on the first occurrence, even in the absence of prior corrective action:
  - a. Disclosing, tampering with, or removing any confidential information, employee personal information, or confidential City business to an unauthorized person or entity.
  - b. Dishonesty, misrepresentation of facts, or falsification of any record or document includes, but not limited to the employment application, time card/clock, records, dishonesty or misrepresentation of facts in order to obtain benefits or privileges.
  - c. Any destruction or abuse of City property or property of another entrusted to the City.
  - d. Unauthorized possession, removal, use or theft of City property or the property of others entrusted to the City.
  - e. Any employee who is convicted of a felony, drug-related crime or any crime related to sexual abuse who does not report his or her conviction within five working days of such a conviction.
  - f. Inappropriate use of FMLA or Workers' Compensation. This includes, but is not limited to, calling in sick or having an unscheduled absence for a shift when the associate is working in another organization or working at another job while out on FMLA or Workers' Compensation,

illness or injury.

- g. Failure to cooperate with a fitness for duty testing or follow through with a treatment plan recommended by the Employee Assistance Program.
- h. Misconduct, gross negligence or any conduct that is in conflict with and/or jeopardizes the well-being of co-workers or, or citizens; this includes but is not limited to, cursing (swearing), using threatening or vulgar language, exhibiting behavior that is intimidating, coercing, harassing, indecent, immoral, or violent.

II. Although not inclusive, the following list of infractions normally will, depending on the circumstances, result in the associate being given a final warning and a suspension, even in the absence of prior corrective action. However, depending on the circumstances or severity of the violation, any of the following violations could result in immediate termination.

- a. Abandoning your work or leaving work area without permission or relief.
- b. Refusing to cooperate in an investigation authorized by the City.
- c. Sexual harassment or discrimination in violation of the law or City Policy. (See Harassment Policy in the Human Resources Policy Manual).
- d. The employee who is in a position to influence or control decisions affecting the City who fails to notify his/her supervisor of a potential conflict or engages in any action that presents a conflict of interest. **Municipal Code Chapter 2- Administration Sec 2-223**
- e. Insubordination, to include refusal or failure to follow written and verbal instructions or perform designated work as requested.
- f. Failure to comply with mandatory requirements.
- g. Gambling on City premises while on duty.
- h. Conviction of a serious crime which has an adverse impact on the business or image of the City.
- i. Failure to provide notification of an absence or providing that notification more than one (1) hour beyond the beginning of a scheduled shift or “no call-no show” (“NCNS”). Exceptions could include incapacitation or any other unforeseen emergency provided that the associate provides supporting documentation upon returning to work.
- j. Sleeping in an unauthorized area while on duty including but not limited to any public location in view of the community and citizens.

III. Although not inclusive, the following list of infractions will normally result in the associate being given a second warning. However, depending on the associate’s previous disciplines, the circumstances or severity of the violation, any of the following infractions could result in further corrective action up to and including termination.

- a. Solicitation, including the collection of funds, for anything not sponsored by City. Also, the solicitation of tips or a gratuity, to include the accepting of anything of substantial value for personal use. **Municipal Code Chapter 2- Administration Sec 2-224**
- b. Unauthorized distribution or posting of literature at any City location during work hours, or surrounding areas of any premise owned or controlled by the City at any time.

- c. Engaging in sexual conduct while on duty.
- d. Violation of fire, health sanitation, safety and security regulations or practices.
- e. Violation of the Computer Usage Policy to include any prohibited activity such as unauthorized file, database or internet access or other activities that promote a personal commercial enterprise.
- f. Overstaying or extending meals or breaks beyond the allowable time.
- g. Failure to perform in a courteous, conscientious, and caring manner in responding to the needs of a customer.
- h. Retaliation against an employee or citizen for reporting violations of City policy. (Sec 501 and 505 of the Rehabilitation Act of 1973)
- i. Disruptive behavior that demonstrates a blatant disregard for the dignity and respect of coworkers or citizens resulting in a disruption of job duties.

IV. Although not inclusive, the following list of infractions will normally result in the employee being given a verbal warning. However, depending on the employee's previous disciplines, the circumstances or severity of the violation, any of the following infractions could result in further corrective action up to and including termination.

- a. Violation of City or Employee Image Policy or failure to abide by the City dress code or maintain personal hygiene in a manner acceptable to the City of Kankakee environment.
- b. Receipt of two or more moving violations or involvement as the at fault vehicle in two or more traffic accidents within a twelve (12) month time frame with a City -owned vehicle.
- c. Violation of City Smoke Free Environment Policy.
- d. Working extra hours without proper authorization (i.e. unauthorized overtime).
- e. Neglect or failure to perform essential job functions in a manner that meet City performance standards. This can include, although not limited to, poor quality or quantity of work, failure to fulfill job requirements or assignments, causing or contributing to unsafe work conditions and performing unsafe procedures.

V. Any violation of Payroll Policies will result in discipline up to and including termination.

The preceding are guidelines. *An accumulation of any violations may result in more severe corrective action than previously outlined.* The preceding list is not all-inclusive. Unless the employee is covered by a collective bargaining agreement or working under an employment agreement, all employment with The City of Kankakee is at will, and may be terminated at any time by the employee or the City of Kankakee, with or without cause, and with or without notice, for any non-discriminatory, non-retaliatory reason which otherwise does not conflict with any rights guaranteed under federal or state law.

## **Internet / E-Mail / Social Media**

All employees are expected to conform to the standards regarding electronic correspondence and communication systems provided by the City of Kankakee. The City of Kankakee owns this system and all messages created, sent, or received including, but not limited to, all Internet/Intranet transmissions remain the property of the City of Kankakee. Furthermore, The City of Kankakee has, and will exercise, the right to

review, audit, monitor, access, and disclose all matters on its electronic correspondence and communications system at any time, with or without notice. Such access may occur during or after working hours. Employees who use the Internet/Intranet system to harass, bully, or intentionally offend other coworkers may be subject to discipline, including the termination of employment with the City of Kankakee.

While at work, employees shall not use the internet for any purpose unrelated to the business of the City. Violations of this policy will lead to discipline, up to and including termination.

Internet and email access may not be used for transmitting, retrieving or storing any communications of a discriminatory, harassing, bullying or pornographic nature. Messages with remarks about an individual's race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law or harassment of any of these bases via email/internet is strictly prohibited.

The City respects the right of employees to use social networking, personal websites and weblogs as a medium of self-expression. If you choose to identify yourself as a City employee and discuss matters related to the City or City staff on your website, weblog, or other online social network, please proceed with caution and discretion. Although your website, weblog, or any other medium of online publishing may be a personal project conveying your individual expression, some people may nonetheless view you as a de facto spokesperson for the City. Such activities at or outside of work may affect your job performance, the performance of others, staff morale, teamwork, and/or the reputation or business interests of our agency. (see Social Media Policy)

## Smoking

The City is committed to providing a safe and healthy work place and prohibits smoking in City facilities and vehicles. Smoking is also prohibited fifteen (15) feet from any entrance, exit, window that opens, and ventilation intakes that serve an enclosed area where smoking is prohibited in any City facility. For purposes of the section, "smoking" shall include use of any electronic cigarettes.

## Political Activity

All employees are urged to exercise their individual right to vote as citizens. No employee may use his or her official position to coerce or inhibit others in the free exercise of their political rights. No employee shall engage in political activities while on duty, or while wearing or utilizing any equipment, wearing apparel or supplies owned or provided by the City. **Municipal Code Chapter 2 – Administrations 5.3-1**

## Solicitation

Employees may not solicit other employees on behalf of any cause or organization while on duty or on City property. However, during NONWORKING TIME (meal or other break periods) employees may solicit other employees on behalf of a nonpolitical cause or organization with approval in designated areas.

Employees may not pass out literature of any kind in working areas. However, during NONWORKING TIME (meal or other break periods) employees may pass out nonpolitical literature with permission in designated areas.

## Work Schedules

Work schedules are arranged to assure quality, safety and service to our community. The starting time for a work shift may vary from department to department and from job to job. Your supervisor/manager will inform you about your work schedule.

Life and circumstances often bring about change. If you find the need to change your work schedule, please discuss this change with your manager immediately, and not less than thirty (30) days when possible. Your schedule change request may or may not be accommodated depending on the needs of the department and will be evaluated on a case by case basis.

The City of Kankakee reserves the right to change work schedules and times. Administration will make every effort to work with employees and the new schedules to ensure a smooth transition, and provide as much advanced notice as possible.

# Meeting Performance Expectations

## Orientation

All newly hired or transferred City of Kankakee employees will receive orientation designed to provide specific information about the organization, the work environment and job duties. The types of orientation include:

- **General Orientation** – This training includes important policy and procedures information, safety rules and guidelines, general City information and regulatory expectations.
- **Job/Department Specific Training** – This training is designed to provide information about job responsibilities. Job specific training can vary in length depending on the job and Union obligations.

## Performance Reviews

In order to maintain a skilled, competitive, and competent work force, The City of Kankakee has instituted a performance management program to evaluate employees on their work performance based upon demonstrated work behaviors, job performance, and in accordance with its Equal Employment Opportunity policy.

Through this program, employees will receive constructive feedback designed to address performance, skill developmental needs, and interests, and to promote job success. Performance reviews are conducted according to the following schedule:

- a) **Introductory Review:** Conducted 6 months after start date
- b) **Annual Performance Review:** Conducted in after Fiscal Year in May/June

Generally, employees should receive a performance review annually. If an employee's job responsibilities change substantially at any time after the annual review, however, another may be performed before the next annual review, and after the new assignment has begun.

Annual Performance Appraisals are not subject to the appeal process. However, if an employee is not satisfied with his or her performance appraisal, the employee may write a letter expressing his or her opinion. That correspondence will be placed in the file along with the appraisal form.

## Conflicts of Interest

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

The City recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the City may assess and prevent potential conflicts of interests from arising. A potential or actual conflict

of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member as a result of the City's business dealings. **Municipal Code chapter 2- Administration Sec 2-223**

It is the responsibility of every City employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the City. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the City. Such disclosure must be made in writing by the employee and forwarded to the employee's supervisor for review of a potential conflict of interest.

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

## Confidentiality

Except as otherwise provided by law, any information concerning the business affairs of the City, its suppliers, customers, employees, or personnel associated with the City is confidential and restricted. Employees may not reveal any information except under the direction of their supervisor or with the supervisor's approval. Questions concerning this policy, including what constitutes confidential information, should be referred to the employee's supervisor. **Municipal Code Chapter 2 – Administration 2-224(e)**

Further, the City expects that any knowledge, techniques, written material and other information relative to the City's business obtained during the course of employment by the City remain the property of the City.

## Access to Employee Records

All records pertaining to your employment are maintained in the Human Resources Department. Employees are entitled to review their personnel file. If you would like to review your personnel file, you may do so by contacting the Human Resources Director, in writing, for an appointment during normal business hours. Employees may request copies of certain information in their file and will be required to pay for the cost of copying.

# Employment

## Accommodations for a Disability

The City is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is the City’s policy not to discriminate against any qualified employee or applicant with regard to any terms of conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job with or without reasonable accommodations.

If you have a disability (as defined in the Americans with Disabilities Act), explain to your supervisor and/or Human Resources Director what job-related accommodation you might need to perform the essential functions of your job. Additional conversation is encouraged between employees requesting job related accommodations and the Human Resources Director, with consultation from supervisor will determine accommodation needs and identify potential accommodation solutions. The City of Kankakee provides reasonable accommodations except in those instances where an accommodation would create an undue hardship as determined by the Americans with Disabilities Act.

## At-Will Employment

Unless an employee is represented by a labor union or working under an employment contract, all employment with the City of Kankakee is at-will and may be terminated at any time by the employee or the City, with or without notice, and for any non-discriminatory, non-retaliatory reason.

## Changes in Personal Status

If you get married, move, add to your family, or simply change your phone number, please notify the Human Resources Director within thirty (30) days of the change. As some changes impact your benefits, it is important that you report changes right away. Reporting changes allows us to maintain accurate records for Social Security, income tax and other purposes as required by law and for your own protection.

## Employee Introductory Period

All new employees are placed on a six (6) month-**new employee introductory and review period**. During this period employee may be terminated for any non-discriminatory, not retaliatory cause, and with or without prior notice Employees will have a formal appraisal interview with their supervisor prior to the conclusion of their introductory period. After the initial introductory period has been completed, performance appraisals

will be done on an annual basis.

Successful completion of the introductory period does not entitle an employee to permanent employment, and all such employees continue as employees **at-will**, unless the employee is represented by a labor union or working under an employment contract.

## Employee Referral Bonus

As a valued employee, you are a great resource for the recruitment of other quality employees. Based on the prevailing job market, certain positions within the City will be classified as “critical” jobs. In recognition of your efforts to assist the City in the hiring of quality employees into jobs that have been classified as “critical,” a bonus may be offered. Only full time jobs can be classified as “critical.” The Human Resources Director will post which jobs are eligible for the referral bonus.

All referral bonuses are considered wages and subject to applicable taxes and withholdings. Referral bonuses are generally paid in two (2) installments. The installments are to be paid after the referred employee has successfully completed three (3) months of employment and again after twelve (12) months of employment.

Eligibility to receive a referral bonus requires either of the following:

- Employees wishing to refer an applicant to the City of Kankakee must complete an Employee Referral Form (see forms) and submit it to the Human Resources Director prior to the initial interview. Forms submitted after the applicant’s initial interview will not be accepted. Or,
- The newly hired employee must have identified the referring employee on the employment application.

## Employment Classifications

Every job at the City of Kankakee is defined by: working conditions, schedule and staffing needs, special assignments, and benefit requirements. Your job is classified into one of the following categories:

- Full-time employees regularly work at least 35 hours or more of work each week. This group includes both exempt and non-exempt classifications. Full-time employees are eligible for City benefits.
- Part-time employees are those whose work schedule is, regularly fewer than 35 hours per week. Hourly employees will not receive the benefits provided to full-time employees, except those required by law. Part-time employees are not entitled to any sick leave, vacation pay or holidays.
- Temporary employees are those hired for a period of less than six months. Temporary employees may be exempt or non-exempt, but are only eligible to receive benefits mandated by law (e.g. Social Security, Worker’s Compensation).

## Employment of Relatives

Immediate family members are not permitted to work in:

- 1) a direct supervisory or management relationship whereby one would have an impact on the other with respect to salary, hours of work, staffing, work schedule, or evaluations; and/or

- 2) the same department on the same shift.

Family members may apply for other open positions within the City that are not in conflict with any local, state or federal statute. **Municipal Code Chapter 2- Administration 2-223 (b)**

## Equal Employment Opportunity

The City of Kankakee, as an equal opportunity employer, will recruit, hire, promote, transfer and retain employees who are best qualified to meet the needs of a specific department and our organization as a whole. All qualified applicants will be considered for available positions within the City without regard to race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law. The City of Kankakee welcomes diversity in the workplace and appreciates the gift it brings in serving others.

## Licensure / Registration / Certification

If your position requires a license, certification, or registration you must provide the City with a current, original, license, registration number, or certificate as required and/or upon subsequent renewals.

### *License Renewal*

1. The Human Resources department will conduct a primary source verification of all licenses and/or registrations upon hire and renewal through the authorized state agency.
2. If an active, unencumbered license is not on file with the governing state agency, the employee will be held out of service, without pay for a maximum of 30 days, at which time the employee may be terminated. It is the employee's responsibility to remedy licensure issues with governing agency and to notify the Human Resources Director when the license is available for primary source verification through governing agency.

### *License Disciplined*

1. It is the responsibility of the employee to report any disciplinary action or changes in the status of his/her license to the department Manager/Director immediately upon receiving notification of that change in status. Failure to do so may result in termination from employment.
2. A disciplined license can include the following: reprimand, probation, temporary suspension, suspension or revocation.
3. Practicing under a suspended, temporary suspended or revoked license will result in immediate termination from employment.
4. After notification to the City, any license that is conditionally disciplined will be reviewed for further action on a case by case basis.

### *Reporting a Disciplinary Action against a License*

Employee's reporting that disciplinary action has been taken against their license should communicate the relevant details of the discipline and/or conditions to their Manager/Director in writing. After filing the report,

there will be an in-person meeting with the Supervisor and Human Resources Director, within three days of the written notification.

## Outside Employment

We understand that employees may have more than one job. However, other employment must not interfere with your job at the City. We expect that when you are scheduled to work at the City, you will report to work on-time and provide one hundred (100%) percent effort.

## Transfers and Promotions

The City of Kankakee encourages promotions from within and strives, to the extent possible, to make vacant positions available to current employees before seeking new employees from outside of the employees of the City.

In an effort to encourage professional growth and development, a job posting board, available on the City website (<https://citykankakee-il.gov>), and an internal posting of opening is used to inform employees of vacant positions throughout the City. All employees who have completed six (6) months of service in their present position are eligible to apply for a transfer or promotion. Internal Transfer/Promotion require a letter of intent and resume to be sent to the Director of Human Resources.

All employees who transfer or are promoted into a new position must fulfill a 6-month introductory period in the new position.

## Administrative Leave

An employee may be placed on administrative leave at the sole discretion of the Department Head whenever the Department Head determines that the employee's continued presence on the job is inappropriate or unduly disruptive. In such case, the employee shall be relieved from normal job duties but shall continue to be considered an employee of the City and shall continue to receive all normal pay and benefits. Provided, Administrative Leave shall not be considered discipline; but is rather a temporary removal from duty. Administrative Leave shall be for such time as the Department Head may direct. By way of example, but in no way as a limitation, Administrative Leave may be used such as during an internal investigation of personnel actions or alleged violations of these rules.

# Benefits

## Benefits (General)

The City offers a comprehensive and affordable benefits package for eligible employees and their eligible dependents. New benefit-eligible employees receive benefit material and a presentation by the City during their new hire orientation.

In addition, employees that have a qualifying life event occur and require a change in their benefit selections, would need to report the change to Human Resources/Benefits within thirty 30 days of the event. Proper documentation must be provided at the time of the change.

Annual Open Enrollment period is generally held in March for benefits beginning May First of that current year.

Benefits offered to eligible full-time employees may include:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Vacation Time
- Personal Time
- Holidays
- Life Insurance
- Pension Programs and 457 Programs
- Employee Assistance Program
- Employee Discount Programs

For more information on any of these programs please refer to the benefits materials or contact Human Resources.

## Direct Deposit/Pay Card

The City of Kankakee offers employees the convenience of directly depositing your paycheck to a checking account or Pay Card. You may have all of your paychecks deposited into either a savings or a checking account at participating financial institutions or have your paychecks deposited to a company issued Debit Pay Card. If you are interested in direct deposit or the Pay Card, please contact the Human Resources Department.

## Employee Assistance Program

The City of Kankakee sponsors an Employee Assistance Program (EAP) that is designed to help and support employees experiencing personal difficulties. These may be related to alcohol/drugs, family matters, marriage, legal issues, or financial concerns. The City realizes that most employees have developed a support network of their own, but there may be times when you would like to discuss a problem with someone outside your immediate circle and who is qualified to help. The EAP is designed to provide information about the resources available when dealing with personal matters. If you need additional information regarding EAP services, please contact the Human Resources Director.

## Family and Medical Leave Polices (FMLA)

In accordance with the Family and Medical Leave Act (“FMLA”), an employee who (i) has been employed by the City for at least one (1) year, and (ii) has worked at least 1,250 hours for the City in the preceding twelve (12) months, may be entitled to an unpaid leave of absence for any of the following reasons:

1. Birth of a child of the employee;
2. Placement of a child into the employee’s family by adoption or by a foster care arrangement;
3. Care of the employee’s spouse, child or parent who has a serious health condition;
4. Inability of the employee to perform the functions of the employee’s position due to a serious health condition;
5. A qualifying exigency arising out of the employee’s spouse, child or parent’s active duty or call to active duty in the Armed Forces in support of a contingency operation; or
6. Care of the employee’s spouse, child, parent, or next of kin (nearest blood relative) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the spouse, child, parent, or next of kin medically unfit to perform duties of his/her office, grade, rank or rating (“Caregiver Leave”).

Upon the return from an approved FMLA leave, the employee will be returned to the same or an equivalent position with the City.

Employees applying for and granted FMLA must meet notification and documentation requirements. Failure to meet these requirements may result in the denial or revocation of FMLA leave. Please see FMLA Policy for more information.

### *Limits on Amount of Time Granted for an FMLA Leave of Absence*

An eligible employee is entitled to up to 12 weeks of unpaid FMLA leave in a 12-month period for reasons one (1) through four (4) above. An eligible employee may take up to 26 weeks of unpaid FMLA leave during a single 12-month period to care for an injured or ill service member (“Caregiver Leave”). Caregiver Leave, when combined with other FMLA qualifying leave, may not exceed 26 weeks in a single 12-month period. Employee absences due to work-related injuries (workers’ compensation absences) will be counted against FMLA leave time.

## *Requesting FMLA and Reporting a Claim*

You should request FMLA when:

1. You become aware that you will need to be out of work for more than three (3) days due to your own serious health condition, or on the first day of hospitalization. You should report this pending absence to see if you qualify for the job protection entitlements under FMLA.
2. You become aware that you will need to be out of work to care for an immediate family member suffering a serious health condition, or due to the birth of a child or placement of a foster or adopted child. This call will initiate the process of requesting the entitlements under FMLA, in particular, your job protection.

When you have an illness or injury that prevents you from working, you should:

1. Contact your immediate supervisor or manager (as outlined by your department)
2. See your physician or medical care provider
3. Contact Human Resources about a FMLA

Be prepared to answer questions regarding yourself, your physician and your medical condition or any other FMLA qualifying event.

## *Intermittent FMLA*

Employees may be entitled to intermittent FMLA if the reason is to get treatment for the employee's own serious health condition, or to care for a spouse, child or parent having a serious health condition. Employees applying for intermittent FMLA must meet notification and documentation requirements. Failure to meet these requirements may result in the denial or revocation of FMLA leave.

## *FMLA Relationship to Other Leave Policies*

Employees who are out on approved FMLA leaves due to their own illness or injury are required to concurrently utilize their accrued Sick. After all available sick time is used, approved disability may be paid utilizing accrued Vacation time if available. If an employee incurs a serious health condition, which is covered by workers' compensation, FMLA leave will run concurrently with the workers' compensation leave.

## *Health Insurance during FMLA Leave*

During an approved FMLA leave, the employee's group health insurance coverage will continue in all respects, provided that the employee continues to pay his or her normal share of the insurance costs as such payments become due. If the employee does not return to work after the leave expires, the employee will be required to repay the City for the portion of the insurance costs paid by the City during the leave.

## *Inappropriate Use of Family/Medical Leave of Absence*

Employees may be subject to disciplinary action up to and including termination if found to have inappropriately used FMLA (although not limited to) by:

- falsifying documentation to apply for FMLA for any reason;
- working for a different employer while taking FMLA;
- failing to return to work on the mutually agreed upon date, provided that the employee has no right to any other internal leave policy or that which is provided under federal or state law.

## *Reporting and Return to Work Requirements during FMLA*

The City shall require an employee on FMLA leave to report periodically on his or her status. An employee taking leave due to the employee's serious health condition is required to obtain certification that s/he is able to resume work prior to returning from FMLA leave. Such certification must assess the employee's ability to return to work and perform the essential functions of the job with or without reasonable accommodations as identified in writing by the City. The return to work must be put in writing and provided to the employee's supervisor at least two weeks prior to the date the physician has certified that return to work.

## *Compensation During Leave*

FMLA leave is without pay, except when an employee has an accrued sick bank or has unused vacation or Personal Time. Employees taking FMLA will be required to exhaust all unused and accrued sick, vacation or personal while on leave. The use accrued time off pay shall not extend the twelve weeks to which an employee is entitled under the FMLA.

## **Funeral Leave**

In the case of a death of an immediate family member, an employee is eligible for three-day leave with pay. For purposes of this type of leave, immediate family consists of the employee's spouse, children, parents, siblings, legal guardians, brother-in-law, sister-in-law, aunt, uncle, step-parents, step-children, parents-in-law, grandparents, grandchildren or grandparents-in-law. Nothing in this Section is meant to diminish the rights of an employee under the Illinois Child Bereavement Leave Act should the employee be eligible for leave under that Act. If additional time is needed, vacation or personal time may be taken with supervisory approval. For more specific information regarding the number of days you will be eligible for, contact your immediate supervisor or the Human Resources Department.

The City may require reasonable documentation of proof of death and relationship of the deceased.

Documentation of proof of death may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

## Jury Duty

In recognition of the responsibilities of good citizenship, the City will respect the employees' right and obligation to serve as a juror. Except for employees covered by any collective bargaining agreement, or as otherwise provided in any written personal services agreement, employees in full employment status shall receive full pay for time not worked while serving on jury or grand jury duty or testifying as a witness at the request of the City or before a grand jury, or testifying under subpoena to matters related to their employment with the City. Employees participating in jury duty, grand jury duty or as a witness before a grand jury shall pay over and endorse the payment received for jury duty service to the City. In addition, no employee shall receive pay for time not worked while testifying as a witness in a case filed by the employee against the City, its officers or employees or for matters of a personal interest.

## Leaves of Absence

There may be occasions during your employment when you need a leave of absence. A leave of absence (LOA) is defined as an unpaid, pre-approved absence from work for a specified period of time for family and medical, military or personal reasons.

The maximum length of time you may be on a Leave of Absence depends on the type of leave and your years of service with the City. Types of leave include:

- Family Medical Leave Act (FMLA)
- Victims' Economic Security and Safety Act (VESSA)
- School Visitation Rights Act (SVRA)
- Personal Leave of Absence (PLOA)
- Workers' Compensation Leave of Absence (WCLOA)
- Military Leaves of Absence under the Uniformed Services Employment and Reemployment Rights Act (USERRA)

The decision to grant or deny a personal leave of absence will be based, in part, upon departmental needs and staffing requirements.

## Military Leave Policy

Military Leave Policy under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

The City of Kankakee is committed to ensuring that employees who must leave their jobs because of their "uniformed services" obligations enjoy all the rights they are entitled to under law. **Municipal Code Chapter 2**

### *Eligible Employees*

In order to qualify for reemployment rights, an employee must have left his or her job for the purpose of performing voluntary or involuntary service in the “uniformed services.” This includes time away from work for purposes of an examination to determine fitness for military service.

“Uniformed services” include the Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, the Commissioned Corps of the Public Health Service, members of the state militia called into service or training of the U.S. or the state, and any other category of persons designated by the President of the United States in a time of war emergency.

To qualify for any benefits under this heading, an employee must have been released from such service under honorable or general conditions.

### *Reemployment Rights*

The City of Kankakee will not discriminate in regard to any term or condition of employment against any eligible employee by virtue of his or her voluntary or involuntary “uniformed services.”

Absent special circumstances, such as undue hardship or dramatic changes to the City, eligible employees are entitled to rights following military leaves of absence to the extent provided by law. This means that returning employees will be placed in the position the employee would have had, had the employee not taken military leave. Where the employee is not qualified to perform the duties of the position they would have had, The City will make reasonable efforts to qualify that employee for the new position. In the event those reasonable efforts fail, the employee will be placed in the position s/he occupied at the commencement of his/her military leave. If for some reason, the employee is no longer qualified to perform that position with or without reasonable accommodations despite the City’s efforts to qualify the employee, s/he will be placed in the nearest approximation to his/her former position or the position s/he would have had with full seniority.

Returning employees will be entitled upon reemployment to the seniority and other rights and benefits they would have had, had the employee not taken military leave and been continuously employed by the City.

**Note:** The City reserves the right to refuse to rehire an employee who is absent from employment for a cumulative period of more than five years, to the extent permitted by law.

### *Employee’s Obligations to Reemployment Rights*

In order to qualify for these rights, Employees must do the following:

- **Provide adequate notice** of impending service to Human Resources. Human Resources may require contact information for the employee’s military officer. Human Resources may excuse this requirement where notice is impossible or unreasonable under the individual circumstances in each case.
- **Report back to work or apply for reemployment within the required time lines imposed by law.** In general, this will mean that the employee must submit an application for reemployment within 90 days after release.

Employees who have questions about their eligibility for military leave, their reemployment benefits, and what is required of them to secure those benefits, should contact Human Resources/Benefits.

## School Visitation

The City of Kankakee will allow regular full-time employees time off during the normal school year (up to eight (8) hours per year) to attend necessary educational or behavioral conferences at the school his or her child attends. You will be required to use vacation or personal time if available or take the time as unpaid.

## VESSA Leave Policy

In accordance with the Illinois Victim's Economic Security and Safety Act (VESSA), the City of Kankakee will provide 12 weeks of unpaid leave during a twelve (12) month period to eligible employees who (1) are victims of domestic or sexual violence; or (2) have a family or household member who is a victim of domestic or sexual violence. Employees may take leave to (1) seek medical attention; (2) obtain services from a victim services organization; (3) relocate or take other measures to increase the safety of the employee; or (4) to seek legal assistance. Employees must give at least 48 hours advance notice of their need for leave, unless such notice is not practicable. Upon returning from leave, an employee will be restored to his or her same position or an equivalent position. Prior to an employee's return from leave, The City may require that the employee provide certification indicating that the employee or a member of his or her household is a victim of domestic violence.

The City of Kankakee will maintain benefit coverage for the employee and any family or household member at the same level and subject to the conditions that coverage would have been provided had the employee not taken leave. The City will recover the premium it paid for maintaining coverage if the employee fails to return from leave for a reason other than (1) the continuation, recurrence or onset of domestic or sexual violence that entitles the employee to leave; or (2) other circumstances beyond the control of the employee.

The City of Kankakee will not take any adverse employment action against an employee because the employee (1) is, or is perceived to be a victim of domestic or sexual violence; (2) participated in proceedings pertaining to domestic or sexual violence; (3) requested an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, modified schedule, changed telephone number, or implementation of a safety procedure; or (4) because the workplace is threatened or disrupted in some way by the alleged domestic or sexual abuser. The City will also make a reasonable accommodation to known limitations affecting otherwise qualified applicants or employees which result from circumstances covered by VESSA, unless such an accommodation would create an undue hardship to the City.

An employee is not entitled to take 12 weeks FMLA leave in addition to 12 weeks leave under VESSA.

## Voting Time

You are encouraged to vote either before or after your regularly scheduled work hours. If this is not possible

due to your work schedule, you may schedule in advance with your supervisor up to two (2) hours of unpaid time off to vote. The employee may use two hours of vacation or personal time to vote, should they desire.

## **Workers' Compensation**

Workers' Compensation is compensation for medical bills, lost time from work, disability or death as a result of an occupational injury or illness. Non-occupational illness and injuries may be covered under The City's health and disability plans.

To receive these benefits, you must report all accidents and injuries immediately to your supervisor. (Failure to immediately notify your supervisor may result in the denial of your claim.) All event reports, documents and other relevant information must be forwarded to the Human Resources Director.

## **Vacation Leave**

No vacation allowance will be allowed until an employee has earned such vacation credit in accordance with the collective bargaining unit agreement or employment agreement.

Requests for vacation time must be made to employee's Department Head at least one (1) week before the requested vacation time. In all cases the Department Head shall have the right to exercise discretion in the approval of all vacation requests. This provision shall in no way interfere with the right of an employee to take his/her vacation during any other time of the year that he may request, providing that it meets with the approval of the Department Head.

If planning a trip, please get approval before purchasing any tickets, rentals or packages. The City is not responsible for any charges for personal vacation plans.

Any employee whose employment is terminated for any reason shall be paid for all accrued, unused vacation time to the date of termination. This compensation shall be paid at the time the employee receives final pay from the City.

## **Holidays**

The City designates certain holidays each year, by policy. Holidays normally are in accordance with union contract and City Council action.

Certain positions must work on the holidays. For positions requiring holiday hours, an alternate day can be taken during the pay period. If that is not feasible, the alternate day may be taken during the next two-week pay period, with the permission of the Department Head.

## **Sick Leave**

Sick leave shall be accumulated at a rate of 1 day (8 hours) per month. New employees will not be eligible to use a sick day until after thirty 30 days from the first day of employment.

Sick leave with pay may be used for illness or injury of the employee or for appointments with medical, dental, or other recognized health care practitioners, or for serious illness or injury of immediate family members, limited to spouses, children, parents, stepparents, domestic partners, brothers, sisters, grandchildren, in-laws, or grandparents.

For illnesses with a duration of three (3) days or more, Employee should apply for FMLA benefit and the Department Head shall have the right to require written physician verification and return to work.

Sick time may be used in increments of 30 minutes.

*For **employees represented by a union**, where the Collective Bargaining Agreement conflicts with this Handbook, the Collective Bargaining Agreement controls.*

# Safety and Security

## Employee Access

In the interest of safety and protection of property, strict control over access to City property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, safe combinations, Key Cards or other access to City property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, damage, destruction, loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment. Keys may not be transferred from one employee to another.

## Employee Lockers

Employees who are provided with a locker are expected to conform to the standards established by the City and the individual department. Specific details can be obtained through your department supervisor. Lockers are the property of the City of Kankakee and the City reserves the right to search any locker on its premises.

## Weapons Policy

This policy does not apply to City police officers and other City employees who have specifically designated or deputized may possess their work-authorized weapons while engaged in official duties.

For all other employees, the City strictly prohibits and does not tolerate weapons in the workplace, at any City facility, on any City property, in any City vehicle or at any City-sponsored event. Employees are prohibited from displaying, brandishing, discharging or otherwise using any and all weapons within the workplace, during work functions, or while engaged in any business on behalf of the City.

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

## Felony Convictions and Related Crimes

Any employee convicted of a felony or drug-related crime must report it to the City's Human Resources Director within five (5) days of the conviction. Failure to report may result in termination of employment with the City of Kankakee.

## Inclement Weather

Your attendance and punctuality are very important to the operation of the City of Kankakee and continuity of business in your departments. However, there may be times when the weather disrupts your ability to arrive to work on-time. If in the opinion of the Mayor, or designee, the weather has severely affected your attempts to get to work, absence and/or tardiness may be excused.

## Security

To ensure the safety and security of our staff, vendors and constituents, it may be necessary to occasionally conduct inspections of offices, desks, lockers, handbags, lunch boxes, clothing, or other similar property. In such instances, your cooperation is both appreciated and required. In addition, the following guidelines have been established:

- When carrying a handbag, remove any large amounts of cash, house keys, and other valuable personal items. These items should be kept on your person.
- Safeguard your valuables by keeping them under lock and key.
- When parking in the different City parking lots, secure your vehicle and remove all visible property.
- The City does not assume any responsibility or liability for the loss of or damage to any personal property including vehicles parked in City parking lots.

Report any unusual incidents or suspicious activity to the Kankakee Police Department.

## Smoke-Free Environment

The City is committed to providing a safe and healthy work place and prohibits smoking in City facilities and vehicles. Smoking is also prohibited fifteen (15) feet from any entrance, exit, window that opens, and ventilation intakes that serve an enclosed area where smoking is prohibited in any City facility. For purposes of the section, "smoking" shall include use of any electronic cigarettes. Smoking is not permitted within City property or any other facility or vehicle owned or operated by the City. Smoking outside of the Designated Smoking Area is strictly prohibited and may result in discipline up to, and including, termination. **Municipal Code Chapter 2 Administration 2-40.1**

## Workplace Violence

The City of Kankakee will not tolerate threats, threatening behavior, or acts of violence on any of its premises or against any of its employees, nor will the organization tolerate reprisals or retaliation against an individual who reports or experiences workplace violence.

If an employee hears, sees or has reasonable cause to believe that another employee may act in a violent manner, the employee should report it immediately to his/her manager/supervisor or the Human Resources Director.

Upon notification, Human Resources will immediately investigate the allegation to determine if workplace violence has occurred or has been threatened, and will take any necessary action.

Employees who have been found to have committed an act or threat of workplace violence, but who have not committed an otherwise "terminable offense" may be placed on an unpaid leave of absence and referred to

the Employee Assistance Program services. Such employees may be required to cooperate in a psychological evaluation, provide documentation of successful completion of all recommended treatment, including aftercare, and sign a Continued Employment Agreement. Such employee must comply with those requirements in order to continue his/her employment.

## **Vehicle Use**

The City of Kankakee shall provide the use of a motor vehicle for the use of the Mayor and selected full-time Department Heads. The use of a motor vehicle shall be for City business only. Use shall be permitted to travel to and from the Department Head's home and for lunch purposes. Other than commuting as described above, the vehicle shall not be used for personal business at any time. From time to time, Department Heads may be required to share the use of a motor vehicle and at the discretion of the Mayor, a Department Head may be required to leave the vehicle at City Hall to be used during the business day only.

In addition to the Mayor and selected full-time Department Heads, vehicles shall be provided for the use of those members of the departments who are on 24-hour call for emergency response, or if an essential function of a position requires them to travel or patrol different areas within the City.

Unauthorized use of a City vehicle is subject to discipline up to and including termination of employment.

## **Safety and Security**

The City requires employees to conduct job tasks safely to protect themselves and other at work. Every accident, near-miss, or injury needs to be reported to a supervisor immediately. The supervisor or Department Head of the department will file an incident report, first report of injury, and/or incident investigation report, as appropriate.

In the case of serious injury on the job requiring immediate medical attention, employees should seek the nearest medical facility. Upon return to work, a physician's statement of medical condition and release to return to work must be submitted to Human Resources/Department Head's office.

If a workplace injury requires long-term medical treatment, the injured employee will work with the supervisor and Human Resources to decide on return to work, light duty job opportunities, and eligibility for continuing employment.

# City/Government Compliance

## Background Checks

The City of Kankakee collects and verifies information as a means of promoting a safe working environment for current and future employees.

Background checks are conducted on every job candidate who is offered a position of employment regardless of the position for which they are applying and in compliance with all state and federal laws and other regulatory agencies. Background checks are also conducted on current employees as required for cause, job transfers, job promotions, and/or as a business necessity.

Although not inclusive, depending on the job the following checks may be conducted annually or as required:

- Education Verification
- Criminal Records Search
- Sex Offender Registry Search
- Driving History

## Confidentiality/HIPAA

All information (e.g., medical, personal, or relating to the City of Kankakee business), in any form, including that of any employee who is a patient (Ambulance Call), is confidential and restricted. Only employees who need to use the information to perform City related business may have access. Employees are required to acknowledge their understanding of this policy and are subject to periodic training and testing. Any violations of this policy should be brought immediately to the attention of the Human Resources Director.

Examples of prohibited breaches of confidentiality/HIPAA include, but are not limited to, the following:

- Unauthorized access to or possession of, use, copying, reading, or communicating of an employee medical record, or any other information pertaining to the employee.
- Discussion regarding an employee's Medical Status or other confidential information in elevators, meeting rooms, or other public areas.

Additionally, when an employee is issued a computer password, it should be understood that this unique code is to remain confidential and must not be revealed to others. If at any time, an employee feels that the confidentiality of his/her password has been compromised, he or she should contact Information Systems immediately.

Violations of the City confidentiality and security policies may result in discipline up to and including termination of employment. **Municipal Code Chapter 2 – Administration 2-224 (e)**

## Medical Examination

All appointees and new hires with the City must undergo a drug screening as a condition of employment. Furthermore, an appointee or new hire may also be required to undergo an employment physical by a physician designated by the City prior to commencement and as a condition of their employment.

From time to time during employment, employees may also be required to undergo a medical examination by a physician designated by the City. The purpose of these examinations is to determine whether the employee is medically and physically able, with or without reasonable accommodation, to perform the essential functions of the position involved. The employee also may be instructed to submit a drug screen if an on the job accident occurs or employee is observed by management as being impaired. The results of these tests shall be confidential and may only be used in compliance with the Americans with Disabilities Act.

## Citizenship

Except for those positions covered by the Board of Fire and Police commissioners, United States citizenship is not a prerequisite for City employment. However, proof of citizenship or alien's residency status or other proof of availability to work in the U.S. is required as mandated by Federal law.

## City Contracts

All contracts with the City of Kankakee shall comply with Executive Order 2010-3.

## Employee Testing

Tests for job applicants will be limited to skills or performance testing, to determine the level of competence or ability to perform certain tasks associated with the job being sought. An applicant will be disqualified from consideration for employment in a position if he or she does not meet the job qualifications for that position.

For employees required to drive or operate equipment, which requires a driver's license, driving records and license validity will be checked.

# Compensation

## Overtime

Employees who are classified by the City of Kankakee as “nonexempt” will be paid, for hours worked in excess of forty (40) in a work week, at one-and-one-half times their hourly rate.

Employees must follow department guidelines with regard to overtime authorization. Additionally, management reserves the right to assign overtime as circumstances may require. All overtime must be approved in advance. Should an employee work overtime which was neither authorized nor approved, the employee will be paid for the time s/he worked, but will be subject to discipline, up to and including termination.

*For employees represented by a union, where the Collective Bargaining Agreement conflicts with this Handbook, the Collective Bargaining Agreement controls.*

## Payday

Employees are paid on a semi-monthly basis throughout the year. Paychecks are issued by the office of the Comptroller. Paychecks compensate employees for work performed in the pay period established. Paydays are on the 5<sup>th</sup> and the 20<sup>th</sup> of the month. If that day falls on a weekend, then pay is issued on the Friday before that weekend.

Paychecks are electronic and only paycheck statements are distributed. All employees are required to establish a direct deposit or be issued a pay card. Paper checks are not generated. Paycheck errors should immediately be brought to the attention of your immediate supervisor as soon as possible.

The City of Kankakee strives to ensure that employees are paid in accordance with state and federal compensation laws and receive their paychecks in a predictable and timely fashion. In return, we expect all employees to accurately record their time and report any errors in time reporting or payment.

## Pay Practices

It is the policy of the City of Kankakee to provide and maintain a salary administration program that strives for equity, fairness and justice, to the fullest extent possible, in compensating all employees for the work they perform.

The City’s salary administration program provides salary structure for each job classification. The program is reviewed regularly and salary ranges are adjusted when necessary. The City will set employee’s salaries within the salary range for the position based upon criteria including, but not limited to the employees’ performance, experience, skill set and requirements of the individual’s position.

The City reserves the right to change compensation for any reason deemed appropriate, subject to any required union approval. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent City budget.

## Payroll Deductions

No payroll deduction will be made from an employee's paycheck unless authorized by the employee or required by law. Employee deductions shall include changes in family status, address or other information that could affect amount of deductions withheld.

These include Social Security and income taxes, retirement system contributions, court ordered child support, and any other deductions required by law. Additionally, deductions may be authorized for employee contributions to health and dental insurance, supplemental insurance and deferred compensation plans requested by the employee.

## Expenses Reimbursement

An employee will be reimbursed for expenses incurred in completing his/her work related assignment in accord with the policies established by the City. Each employee is responsible for providing verified receipts for any expense for which reimbursement is requested.

Travel expenses for all employees' attendance at meetings, seminars, training and conferences are reimbursable subject to the following guidelines and the City's travel policies:

- Travel must be authorized by the employee's Supervisor and/or the Executive Director.
- Approved expenses include: meals, car rental, taxi, limo, parking, tolls, registration, lodging, airfare (coach accommodations).
- An available City vehicle is to be used for travel. If unavailable, personal car mileage at the current Internal Revenue Service rate is allowed.
- All expenses must be accompanied by receipt to be reimbursable and an expense report must be filled out.

# Leaving The City of Kankakee

## Exit Benefits

Benefits coverage ends as of the last date of employment. However, medical, dental and vision benefit coverage may continue to the last day of the month in which the last day of employment falls. Eligible employees will receive a Consolidated Omnibus Budget Reconciliation Act (“COBRA”) notification after the last day of work which allows enrollment in the continuation of certain benefits post-employment.

## Exit Interview

The Human Resources Department continually strives to improve our employee practices, relations and methods of doing business. The exit interview process takes approximately fifteen (15) minutes and provides a wealth of information about your employment experience here with the City of Kankakee. The information will be used to help us to identify and improve things for your coworkers who are still employed and to improve working conditions in the City.

The survey is completely anonymous unless you decide to call or provide identifying information. Please contact the Human Resources Director prior to your last day to complete the survey via internet or face-to-face as you prefer.

## Final Paycheck

Employees leaving the City must return badges, office keys, corporate credit cards, etc., before their final paycheck can be issued. All vacation and sick time (per collected bargaining agreement or employment contract) will be paid out on the final paycheck, to be issued no later than the next regularly scheduled payday, and if there are unpaid obligations to the City, the appropriate deductions will be made.

## Giving Notice

To provide continuity of business services, the City requests that you give notice prior to resignation. Four (4) Weeks’ notice is requested of management employees, three (3) weeks for professional personnel, and two (2) weeks for all other personnel.

## Verification of Employment

The City of Kankakee wishes you much success in your future endeavors. The Human Resources Department will provide employment verification to an outside party related to your employment only with a signed authorization from you. We will provide dates of employment and position held at the time of termination. The Human Resources Department does not provide employment references.

# Employee Handbook Acknowledgment and Receipt

I hereby acknowledge receipt of the employee handbook of the **City of Kankakee**. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will (unless otherwise designated) employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

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Employee's Name in Print

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Signature of Employee

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Date Signed by Employee

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**