

# VILLAGE OF ORLAND PARK



## Employee Manual

Issued September, 1999 in accordance with  
Ordinance 3266

Village of Orland Park  
14700 S. Ravinia Avenue  
Orland Park, IL 60462  
708/403-6100

## **ATTENTION EMPLOYEES:**

**This Employee Manual is provided to you for your personal use during the course of your employment with the Village of Orland Park.**

### **THIS IS NOT A CONTRACT OF EMPLOYMENT.**

**Nothing in the Employee Manual is intended to create contractual obligations of any kind. None of these provisions may be deemed to limit the power of the Village Manager or Board of Trustees to repeal, modify or amend this Employee Manual at any time without prior notice. No policy, benefit, procedure or information set forth in this manual implies, or may be construed to imply, that it is an employment contract.**

**Please sign and date the bottom of this page.**

**This receipt will be made a permanent part of your personnel record.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ARTICLE 1: PURPOSE AND SCOPE OF MANUAL

1.1 Statement of Purpose: Effective village administration requires the availability and use of sound and well-publicized personnel policies and practices. This Employee Manual has been prepared to provide you with information about the Village of Orland Park's policies, procedures and employee benefits. From time to time you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask your supervisor or contact the Human Resources Office for assistance. This manual is intended to be used as a reference tool, so please read it thoroughly and retain for future reference.

1.2 Disclaimer:

**THIS IS NOT A CONTRACT OF EMPLOYMENT. *Nothing in the Employee Manual is intended to create contractual obligations of any kind. None of these provisions may be deemed to limit the power of the Village Manager or Board of Trustees to repeal, modify or amend this Employee Manual at any time without prior notice. No policy, benefit, procedure or information set forth in this manual implies, or may be construed to imply, that it is an employment contract.***

***Employment is at the sole and absolute discretion of the Village.***

The guidelines in this Employee Manual are not presented as all inclusive. A variety of sources were used to incorporate the information in this manual. Those sources include: various policy statements from the Village administration, departmental rules and collective bargaining agreements. In the event of a conflict between this Employee Manual and any collective bargaining agreement, personnel contract, Village ordinance or state or federal law, the terms and conditions of that agreement, contract, ordinance or law will prevail, even when providing lesser privileges than this Employee Manual.

Nothing contained in this Employee Manual precludes the establishment of written departmental rules and regulations setting forth internal operational policies and procedures for a specific department's work force.

Village Administration retains all traditional rights to manage and direct its employees as may be necessary to carry out the function and purposes of the Village.

### **1.3 Brief History of the Village:**

Although the earliest European settlers arrived in the area in the 1830's, Orland Park's beginnings can be traced to 1879, when tracks for the Wabash, St. Louis, and Pacific Railroad were laid through Orland Township on their way to connecting Chicago and St. Louis. A new station called "Sedgewick" was established at 143<sup>rd</sup> Street, just west of LaGrange Road.

The railroad and the new station invited development of the area around it. The first houses were built by 1881, and within a few years, there were several commercial enterprises and about a hundred residents. In 1892, the settlement was legally incorporated as a village. By the time of incorporation, the original name of "Sedgewick" had been replaced by a new name, "Orland Park", although the reason for the change and the origin of the new name is not clear.

During the early years, Orland Park served as a commercial and transportation center for the surrounding farming community. Growth of the new village was rapid, but the early building boom was followed by a period of stability that lasted for most of the first half of the 20<sup>th</sup> century. As late as 1950, Orland Park had fewer than 800 residents, and the village had not expanded much beyond the original borders.

During the 1950's and 1960's, rapid residential and commercial development began east of the original village boundaries along the LaGrange Road corridor. Within a few decades, Orland Park was transformed from a small, traditional Midwest town to a modern suburb of almost 50,000 residents.

**1.4 Form of Government:** The Village of Orland Park operates under the Managerial form of Municipal Government, per State Statutes. A Mayor and Board of Trustees are elected "at large," and serve as the policy-making body of the Village. They perform such functions as passing resolutions and ordinances, approving expenditures of money, levying taxes, approving land use regulations, and generally deciding on important issues which affect the Village of Orland Park.

The Mayor and Board of Trustees appoint the Village Manager, who is the administrative head of the Village. The Village Manager who reports directly to the Village Board, is responsible for the implementation of Board policy and appoints all employees and officers who are not elected, including department directors. Department Directors report directly to the Village Manager. (An organization chart is provided as Appendix 10.1).

**1.5 Organization of Personnel Policies and Procedures:** The Village Manager, or his/her designee, is responsible for the compilation, organization and distribution of personnel policies and procedures. From time to time there may be changes, additions, deletions or modifications to the information contained within this Employee Manual, which will be distributed to employees for your records.

**1.6 Personnel Records:** The Village of Orland Park maintains personnel files for every employee, including but not limited to initial application, dates of and reasons for hire and promotion/demotion, information relating to absences, commendations, reprimands, performance evaluations, damage involving Village property, education/training received at Village expense and salary records. Worker's Compensation claims and OSHA (Occupational Safety and Health Administration) files are maintained separately.

Medical records and Omnibus Transportation Employee Act (DOT) test results are maintained in separate, confidential medical files.

Personnel files are strictly confidential, with access only to the employee, the employee's Department Director, the Human Resources Office designee, the Village Manager or his/her designee, and in response to an inquiry only upon a proper release of information signed by the employee.

An employee may request in writing permission to inspect the contents of his/her file. The Village will comply within seven (7) work days. Viewing of personnel files will occur within the employee's working hours, in the presence of a Human Resources employee. Copies of the file will be made upon request, at a cost of \$0.15 per page.

If an employee challenges any of the contents of the personnel file, a dispute must be presented to the Human Resources Manager in writing. The Human Resources Manager, Village Manager or his/her designee will make every effort to facilitate the resolution of the dispute. An employee who is not satisfied with the resolution of dispute may submit a written statement explaining his/her position. This statement will become a part of the personnel file, and will be included should the disputed portion of the file be released to a third party. Nothing in this policy may be construed to imply the employer's consent or agreement with the employee's statement relative to the dispute.

## **ARTICLE 2: GENERAL EMPLOYMENT CONDITIONS**

**2.1 Equal Employment Opportunity Statement:** The Village of Orland Park is committed to providing equal employment opportunity, and to the belief that equal employment and fair and consistent treatment of all individuals is necessary for the optimum utilization of human resources. In keeping with this goal, and in accordance with equal employment opportunity laws at the local, state and federal levels, it is the express policy of the Village of Orland Park to consider all applicants for Village employment without regard to race, color, religion, sex, age, marital status, disability, political affiliation or national origin (except where bona fide occupational qualifications exist) or any other basis declared to be unlawful discrimination under the Illinois Human Rights Act, or any other non-merit factors. The Village's policy applies to every aspect of employment, including, but not limited to recruitment, selection, promotion, placement, demotion, transfer, training, compensation, benefits, reduction in force and termination.

**2.2 Employment of Relatives:** Immediate relatives of any full-time or regular part-time employee will not be employed where one relative would have authority to directly supervise, appoint, remove, discipline or evaluate the performance of the other, or where other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the Village's interest and their own. For this purpose, an immediate relative is defined as: spouse, child, parent, brother, sister, grandparents, parent-in-law, daughter-in-law, son-in-law, or grandchildren.

**2.3 Drug Free Workplace:** The Village of Orland Park and its employees have a mutual obligation to ensure a safe and healthy environment, and a workplace that is free of employees whose job performance may be impaired by the use and/or abuse of drugs and/or alcohol. No employee shall be in the possession of, use, manufacture, buy, sell or distribute any alcohol, controlled substances (as defined in Illinois law), related paraphernalia or any prescription drugs without a doctor's prescription for use of such drugs while on duty for the Village, including during the employee's lunch period.

Employees may be required to submit to a test for the presence of drugs, narcotics or alcohol under the following circumstances:

1. Where there is reasonable suspicion of the use of such substances.
- B. Where there is a serious on-duty injury to the employee or another person.

- C. Where there is damage to Village equipment or property.
- D. Where departmental policy requires such examination for promotion or special assignment.
- E. Effective January 1, 1996, any employee required to hold a commercial driver's license must submit to drug and alcohol testing in compliance with the provisions of the Omnibus Transportation Employee Testing Act and the rules adopted under such Act by the Federal Highway Administration.

Any violation of this policy is grounds for disciplinary action, including immediate termination.

The Village recognizes that drug and alcohol abuse is a treatable illness, and that the interests of the Village and the employee may best be served by the individual's participation in a professional treatment and rehabilitation program. Therefore, the Village may elect to defer disciplinary action when a substance abuser voluntarily submits to professional evaluation and treatment if all other circumstances indicate that such a deferral is in the Village's best interest. The Village maintains the right to discharge an employee who is in a rehabilitation program that performs his or her work poorly or fails to make progress in the program. (Employees covered by a Collective Bargaining Agreement should refer to their contract.)

**2.4 Americans with Disabilities Act:** The Americans with Disabilities Act of 1990 (the "Act") as amended protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, assignments, classification,

referral and other aspects of employment, on the basis of disability. The Act also requires that covered employers provide qualified applicants and employees, with disabilities, reasonable accommodations that do not impose an undue hardship upon the employer. A qualified individual with a disability is a person who, with or without reasonable accommodation, can perform the essential functions of the job at issue. The Village of Orland Park is aware of its responsibilities under the Act and will comply with the Act in its entirety. All grievances with respect to ADA compliance shall be filed with the Human Resources Manager, who shall acknowledge receipt of all grievances within 10 days. A thorough investigation will be completed, and a response shall be provided within a reasonable time.

## **ARTICLE 3: REQUIREMENTS FOR EMPLOYMENT**

**3.1 Hiring Policy:** The Village of Orland Park is committed to the principle of recruiting, selecting and promoting employees on the basis of demonstrated and potential ability to perform the functions of the position being sought or held. All applicants or employees shall be considered in accordance with the Village's policy of equal opportunity, and on the basis of merit and qualifications, including experience, training, physical fitness, ability to perform the essential functions of the job, skills, education, certification (when required), knowledge and personal characteristics.

**3.2 Recruitment Procedures:** In keeping with the policy to recruit and hire the best available personnel for all positions of employment, in accordance with applicable law, the following guidelines will apply:

1. Notices of open positions, including position title, brief job description, salary range, department in which the position is assigned, to whom the applications are to be directed and deadline for submitting applications, will be posted at a public location designated for the purposes of viewing by current Village employees and the public.
- B. When appropriate, notices of vacancies will be placed in a newspaper of general community circulation. All advertisements and external postings are the responsibility of the Human Resources Office.
3. Applications will be screened by the Human Resources Office. Screening may include, but will not be limited to: review of evidence of skills and qualifications, initial

phone screen; in-person interviews; reference checks; verification of education and experience related to the position job description; and tests designed to measure levels of skills required for job performance.

4. At the sole discretion of the Village of Orland Park, where it is determined that the qualifications of an existing Village of Orland Park employee who has applied for the position are equal to or greater than the qualifications of a non-employee, the existing employee shall be given preference. See section 4.3 for details on how to apply for an internal promotion.
5. Offers of full-time and regular part-time employment and notifications of rejection are the responsibility of the Human Resources Office.

These general guidelines are not in any way intended to limit the recruitment process.

**3.3 Application:** All applicants will apply on forms provided by the Village of Orland Park. The application will include complete information relating to applicable qualifications.

**3.4 Medical Examination:** Following the acceptance of an offer of employment, prospective employees are required to submit to a pre-employment physical examination, including a drug and alcohol screening, conducted by a licensed physician, arranged and at the expense of the Village. The confidential written report of results of the examination shall be maintained in the employee's confidential personnel medical file. If the exam indicates a positive drug or alcohol result, the individual will be denied employment.

**3.5 Employment Forms:** All appropriate tax, insurance, pension and other personnel-related forms must be completed and on file prior to reporting for work.

**3.6 Identification Cards and Village-Issued Equipment:**

1. Identification cards: ID cards are provided for full-time Village employees and other employees as needed to serve as a means of visual identification to the citizens of the Village. Employees may be required to carry ID cards during normal working hours.
  
- B. Uniforms: The Village provides uniforms for certain personnel as a means of visual identification and in some cases employee safety. Uniforms are to be worn during work hours as regulated by departmental rules.
  
3. Personal Protective Gear: The Village assists in providing appropriate personal protective gear for the purposes of employee safety. Personal protective gear **must** be worn when specified by the supervisor or when engaged in a work activity which is designated as a hazard and requires certain protective gear. Negligence in use of personal protective equipment can cause serious injury and may be cause for disciplinary action.
  
- D. Insignias: All Village insignias, symbols or department insignias remain the property of the Village of Orland Park, which will have sole discretion regarding their use.
  
5. Replacement of Village-Issued Equipment: Employees will be accountable for the replacement costs, including repurchase and reissue, of all equipment issued to the employee for his/her personal use.



## **ARTICLE 4: EMPLOYMENT**

**4.1 New Employee Orientation:** New hires will report to the Human Resources Office on their first day of employment and attend a “New Employee Orientation”. During this orientation, new employees will complete all appropriate tax, insurance, pension and other personnel forms as well as learn more about working for the Village of Orland Park.

**4.2 Introductory Period:** The first six (6) full calendar months of employment represent a new employee’s (other than non-sworn officers) “Introductory Period”. The purpose of this introductory period is to observe a new employee’s performance, and to provide a period to familiarize the employee with the duties and responsibilities of the position.

Prior to the end of the six month introductory period, the employee will be evaluated by his/her supervisor to measure job performance and other applicable factors. Upon evaluation, if it is determined that an employee is not satisfactory for the position, it is the Village’s right to terminate him/her without prior notice.

Nothing in this manual may be construed to imply any rights of an introductory employee to complete his/her initial six-month introductory period before evaluation and possible termination of employment.

**4.3 Types of Employment:** Village of Orland Park employees are classified within, but are not limited to, the following types of employment:

- A. **Full-Time Employee:** An employee who is hired for an indefinite period of time, and who works a minimum of 40 hours per week on a continuing basis. Full-Time employees are eligible for all employee benefits, which are offered on a non-discriminatory basis.

2. Part-Time Employee: An employee who is hired for an indefinite period of time or who works **less** than 40 hour work weeks on a continuing or ongoing basis. Part-Time employees are not eligible for benefits, except as stipulated in Section 6.1 and listed below.

A part-time employee that works in excess of 1,000 hours annually is eligible for participation in Illinois Municipal Retirement Fund.

A part-time employee who works an average of 20 or more hours per week, for a minimum of five (5) continuous, uninterrupted service years is eligible for one half the paid leave (sick, vacation, holiday and personal leave) available to full-time employees.

3. Temporary/Seasonal Employee: An employee is classified as temporary or seasonal when a specified duration of employment is indicated at the time of hire. Six months should generally be considered the maximum duration of employment of temporary employees. Employees in this category may return to employment with the Village, or may be offered extensions of their employment, in accordance with the relative Collective Bargaining Agreement. Temporary employees are not eligible for benefits.
4. Student Interns: From time to time, the Village will participate in student internship programs with colleges and universities, in an effort to contribute to the educational

community and to provide the Village with an opportunity to benefit from fresh, new perspectives. Department Directors must receive approval from the Village Manager to participate in such programs, and will be responsible for managing the supervision of such interns.

*Any reference to “permanent employee” or “indefinite” time periods in any corporate document is used only as a label for regular full-time or part-time employees and does not imply a contract of employment for any specified length of time.*

**4.4 Promotion:** As a job vacancy occurs or a new position is created, the Village of Orland Park prefers to promote or transfer an employee from within whenever possible. In evaluating an employee’s qualifications for the available position, the Village will weigh an employee’s past performance, relevant skills, experience, training, and length of service relative to the qualifications of other employees and outside applicants. Any and all promotions will be made consistent with the Village’s commitment to Equal Employment Opportunity as outlined in section 2.1 of this manual.

An employee interested in applying for a posted position (which is outside their current department) should contact the Human Resources Manager for additional information regarding the responsibilities and qualifications of the position and to determine if the employee is qualified for the position. If the position is within their current department, the employee should work directly with their supervisor and/or Department Director.

Before receiving a formal interview for the job opening with the Human Resources Manager, the employee should discuss their interest in the opportunity with their supervisor. The final decision to apply or not, is for the employee to make (with the advice and counsel of his supervisor, but not necessarily his approval) provided the

employee:

- 1) Has been in their current position for at least six months.
- 2) Has a good performance record and is not on probation. At least an “average” rating on the last performance appraisal is necessary for both lateral and promotional opportunities.

Internal candidates applying for positions outside of their current department, will be interviewed by the Human Resources Manager. The qualifications of candidates under consideration will be presented to the hiring manager for final determination. Candidates will be notified by the Human Resources Manager as to their status in the interview process.

Employees who are promoted or transferred to subsequent positions will enter a six (6) month promotional introductory period relative to the new position.

**4.5 Performance Evaluations:** In keeping with the Village of Orland Park’s recognition of the value of regular feedback between employees and their supervisors regarding job performance, all employees will be evaluated at the following times:

1. Before the end of a new hire introductory period, six months after hire.
2. Before the anniversary date that corresponds to the employee’s initial hire date.
3. Before the end of a promotional introductory period, six months after promotion or transfer.
4. At any time deemed necessary by the Village Manager or his/her designee.

A performance evaluation generally consists of a written evaluation prepared by the employee’s supervisor and an oral discussion between employee and supervisor covering

the written evaluation. Performance evaluations are considered to be a written record of an employee's job performance, the purpose of which is as follows:

1. To promote an employee's growth and skill development by a shared examination of performance and by development of a plan of goals for future growth.
1. To provide the basis for recommendations regarding continued employment, promotions and compensation decisions.
3. To recognize an employee's accomplishments, strengths and special abilities.
4. To provide an opportunity for correction or improvements of an employee's deficiencies.
5. To provide an ongoing performance record, which may become part of documentation in taking personnel actions. A copy of all performance evaluations will be placed in the employee's personnel file.
6. To provide information about each employee's job performance in order to effectively implement staffing needs and to meet the Village's objectives and goals.

If an employee does not agree with the supervisor on the facts and conclusions stated in the performance evaluation, the employee may write comments in the space provided on the evaluation form and return the form to the supervisor within a time limit set by the supervisor. Both the supervisor's evaluation and the employee's comments are put into the employee's personnel file.

All evaluations will be reviewed and discussed with the

employee by the supervisor, and subsequently reviewed by the Department Director, Village Manager and the Human Resources Manager.

**4.6 Date of Hire/Anniversary Date:** Date of hire is the original date an employee is hired, and will serve as the anniversary date for purposes of performance evaluation, compensation matters and accumulation of paid leave.

When an employee experiences a break in service with the Village, moves from part-time to full-time or moves from full-time to part-time, his/her anniversary date will change to the latter date reflected by the change in employment status. In these cases the anniversary date will serve as the basis for accumulation of paid leave and participation in IMRF pension, if applicable.

When an employee, with no break in service with the Village or classification change, moves from one position to another, his/her anniversary date for purposes of performance evaluation and compensation matters will change to the latter date reflected by the change in position status. However, the original hire date will serve as the basis for accumulation of paid leave and participation in IMRF pension, if applicable.

**4.7 Employee Separation:** The policy of the Village of Orland Park is that all employees serve on an “at will” basis, which means that either the employee or employer may terminate the employment relationship at anytime and for any reason. Examples of types of separation of employment include, resignation, retirement or dismissal.

If an employee decides to resign from the Village of Orland Park, the Village requests that he/she provide written notice to their supervisor and/or the Human Resources Office at least two weeks prior to the termination date. No paid vacation, personal, floating holiday, or sick leave will be permitted during the two weeks prior to the termination date unless prior approval has been granted by the

employees supervisor.

Terminating employees will be eligible for payment of all unused paid leave accrued including (payout checks will be processed the pay period following an employee's last regular pay check): **vacation, unused prorated personal time, unused prorated floating holidays, and sick leave in excess of 600 hours. Terminating employees are not paid for unused holidays.**

**4.8 Exit Interviews: Prior to or on their last day, full-time and regular part-time employees are encouraged to discuss their employment experience with the Human Resources Manager at the time of his/her separation of employment with the Village. The purposes of the Exit Interview are as follows:**

1. To facilitate the return of special issue items used by the employee that are the property of the Village of Orland Park, such as keys, ID's, building entry cards, gasoline cards, pagers, etc. (If not already collected by the department).
- B. To gain valuable feedback about the employment experience, including orientation, training and support of employees' needs, in an effort to identify possible improvements that will mutually benefit the employees and the Village of Orland Park.
- C. To clarify pay and benefits issues such as, receipt of last paycheck, amount of unused accrued paid leave, conversion or continuation of benefits, etc.

**4.9 Employee Development Advisory Committee**

**(EDAC):** At the discretion of the Village Manager, a committee of employees representing each department of the Village has been formed with the goal of developing programs and fostering ideas to promote a positive work environment within the Village.

This committee will maintain a written account of their

meetings, will serve in an advisory capacity to the Village Manager, and may sponsor special activities such as dress down days to benefit a local charity, employee wellness events, Take Your Daughter/Son to Work days, etc. All employees are encouraged to discuss such matters with their department's EDAC member for inclusion in the regular meeting agenda.

## **ARTICLE 5: COMPENSATION**

**5.1 Payroll Period:** Employees of the Village of Orland Park are paid bi-weekly on every other Friday. Employees are paid on either an hourly or salaried basis.

Any requests for early distribution of paychecks must be reasonable, be requested in writing and include your Department Director's signature.

Payroll problems should immediately be brought to the attention of the employee's Department Director, then the Payroll Administrator, if the problem cannot be resolved contact the Human Resources Manager. To the extent that there are differences between this policy and any collective bargaining agreement, the agreement will govern those represented under the agreement.

**5.2 Payroll Deductions:** Authorized requests for all payroll deductions must be received by the Payroll Department by 3:00 p.m. the Friday preceding a payroll week.

All taxes, garnishments, union dues and insurance co-payment deductions are made according to contracts and laws.

**5.3 Time Sheets:** The time sheet is considered the official Village document for recording and attesting to an employee's time worked and regular leave time taken. All employees are required to complete the appropriate time sheet for each pay period and submit it to the Payroll Department on Monday by 10:00 a.m. of the payroll week. Employees are responsible for the accuracy of their time and leave hours recorded on their time sheets. If an employee records leave time in excess of their accrual balance, he/she will be docked for that amount and may be subject to disciplinary action.

The time sheet will include the employee's name, social

security number, department name and number, pay period, and signatures of the employee, supervisor and/or department director.

Time worked or taken as leave time, overtime, double time, comp-time etc. **must be recorded as the actual hours worked**. For example 4 hours of overtime must be recorded as 4 not 6 (4 X 1.5). The payroll system will make any necessary calculations.

Adjustments to prior pay periods will also be recorded on the time sheet. The Department Director must sign a time sheet that includes an adjustment.

Hourly rates must be listed on time sheets for recreation instructors, pool employees and employees holding more than one position with the Village.

**5.4 Direct Deposit:** Arrangements can be made with the Payroll Administrator if you wish to have your paycheck automatically deposited into your bank account. Keep in mind, participation in the Direct Deposit program is contingent upon the submission of a timely and accurate time sheet.

**5.5 Hours of Work and Work Schedules:** Work schedules shall be established by the Department Director, with approval of the Village Manager, and any deviation from the established hours of work must be approved by the Department Director and Village Manager. In the event of an emergency, as determined by the Department Director and/or Village Manager, all employees shall be required to report to work upon notification.

Illinois State law states that employees who work at least 7.5 continuous hours are entitled to at least 20 minutes (unpaid) for a meal period within 5 hours of the start of work. The Village provides unpaid meal periods ranging from 60 - 30 minutes as established by individual Department Directors as appropriate to meet their scheduling needs and collective bargaining agreements.

**5.6 Flextime Policy:** Certain designated employees may participate in the Flextime Policy, which is included in this manual under Appendix 10.7.

**5.7 Compensation Program:** The compensation program of the Village of Orland Park has been designed to ensure consistent and equitable compensation administration practices throughout the Village. The program is based upon, but not limited to, the following criteria:

1. Analysis of wages and salaries paid for comparable positions in public agencies, and when applicable in private industry.
2. Adjustments necessary to rectify problems in the personnel system, as identified by the

Village Manager or his/her designee, and as approved by the Village Manager.

3. The ability of the Village of Orland Park to fund wages and salaries, with consideration given to other priorities in the annual operating budget and capital budget.
4. Market data related to the local economy.
5. Other factors deemed relevant by the Mayor and Board of Trustees.

**5.8 Compensation Plan Structure:** The compensation (wage) plan is structured as follows:

1. A series of position classifications has been established, organized by department, and based upon job descriptions which include responsibilities, authority, qualifications, skill and training level required.
2. Pay ranges are set for each position classifications according to an ascending step system, which is maximized at Step 7.
3. A newly hired employee's salary will be set at some point below midpoint in the appropriate pay range, unless the Village Manager determines the salary should be higher, based upon experience, qualifications or other criteria deemed appropriate by the Village Manager.
4. Employees will be evaluated and considered for annual merit increases at the time of the anniversary date of his/her date of hire or promotion to the current position. The promotional anniversary date will supersede the employee's employment anniversary date and previous promotional anniversary dates for pay adjustment purposes.
- E. An increase in wages and salaries is based upon merit, as supported by at least an average performance evaluation, and must be made within the minimum and maximum range assigned to the respective position classification unless otherwise authorized by the Village Manager.
6. Performance evaluations of employees may be conducted at any time for non-wage purposes. It is the policy of the Village of Orland Park not to grant increases during the fiscal year unless they have been budgeted. However, based upon criteria

deemed appropriate by the Village Manager, he may grant approval for salary adjustments at any time.

7. Performance and/or salary evaluations may also be made for demotion purposes. When an employee is demoted within the pay range of the same position classification, or to a lower classified position, his/her wages or salary may be decreased accordingly.
8. The Village Board of Trustees may determine to institute an annual cost of living increase in wages and salaries, based upon local economic and market conditions.

**\*Employees covered by a Collective Bargaining Agreement should refer to their respective agreements.**

**5.9 Over-Time/Compensatory Time Policy:** All work is to be accomplished within the regular work day. Where it is necessary to work beyond the regular work day, all additional work hours must be approved by the supervisor.

Failure to report for overtime work when directed by a supervisor, acting within established policy, may be grounds for disciplinary action unless it is clearly substantiated that the employee's absence was beyond the employee's control.

**A. Non-Exempt (hourly) employees:** With the exception of employees that are exempt by the Fair Labor Standards Act, overtime pay will be paid as listed below. The work week is defined as 12:01 a.m. Sunday to 11:59 p.m. Saturday.

Non-Union Employees: Time and one-half the employee's hourly rate of pay for all hours worked over 8 per day.

Union Employees: Refer to respective contracts for explanation of overtime and compensatory time rules.

Sworn Police Officers: Refer to respective contracts for explanation of over-time and compensatory time rules.

Non-exempt employees have the right to choose compensatory time at the rate of time and one-half

the employee's hourly rate of pay for all hours worked over 40 per week, with approval of the Department Director and Village Manager, based upon staffing needs. At no time may an employee accumulate more than forty (40) hours of compensatory time, and all compensatory time must be taken within the 90 days immediately following accrual.

- B. Exempt employees:** It is implicit in the nature of certain professional, supervisory and management positions that time beyond the regular work schedule may often be spent on the job. Federal law does not require the Village to pay exempt employees overtime and it is Village policy not to pay exempt employees for overtime. However, the Village awards compensatory time (comp-time) to full-time exempt employees in recognition of long hours worked in meeting project deadlines and commitments to Village officials and residents.

Exempt employees, other than Department Directors will earn comp-time at the rate of one and a half hours per hour worked in excess of 88 hours per bi-weekly pay period. The employee's immediate supervisor must have approved or have knowledge of the extra hours worked to list time as comp-time. Employees must schedule their comp-time to ensure the absence will not effect the service delivery of the Village of Orland Park, and obtain approval from their supervisor or Department Director.

At no time may an employee accumulate more than forty (40) hours comp-time, and all comp-time must be taken within the 90 days immediately following accrual.

In special circumstances, Department Directors have the authority to change an employee's work

schedule as an alternative to the comp-time policy. Said schedule changes should occur during the same pay period. For example, as directed by his supervisor or Department Director, John Smith completes a computer upgrade on a Saturday to avoid affecting the Village work flow during the week. The Department Director authorizes the employee to take the following Tuesday of the same pay period off to compensate the employee for working on Sunday.

For purposes of this manual, an exempt employee is a salaried employee (including managerial, professional and certain technical and administrative personnel) who is a member of the management group which has authority to direct the daily work activities of a unit or shift of employees, and whose principal work is substantially different from that of those employees who report directly to him/her.

## **ARTICLE 6: EMPLOYEE BENEFITS**

**6.1 Eligibility:** Generally, employee benefits are extended solely to regular, full-time employees. There are exceptions, as follows:

1. **Part-Time Employees:** When a part-time employee who is consistently scheduled to work a minimum of 20 hours per week has worked for the Village of Orland Park a minimum of five (5) years of uninterrupted service, he/she becomes eligible for one half the paid leave (sick, vacation, holiday and personal leave) available to full-time employees. At no time are part-time employees eligible for health benefits.
  
- B. **IMRF:** Non-police employees who are expected to work more than one thousand (1,000) hours per year are required to participate in the Illinois Municipal Retirement Fund (IMRF).
  
3. **Worker's Compensation Benefits:** Any employee who is injured or becomes ill as a result of a duty-related event or condition is eligible, by State Statute, to Worker's Compensation benefits.

**6.2 Longevity:** Full-time employees, other than Department Directors, who have worked in continuous full-time employment for five (5) consecutive years, with no break in service to the Village and not including any part-time employment, are eligible for longevity. Employees should refer to their applicable agreements for details regarding their longevity schedules and benefits.

**6.3 Paid Leave:** The Village of Orland Park provides regular, full-time employees with paid leave as follows:

1. **Vacation Leave:** Full-time employees earn annual vacation leave with pay based on their date of hire as follows:

<u>Employment Period</u>	<u>Hours Earned</u>
At least 1 year but less than 5	80 hours
At least 5 years but less than 10	120 hours
At least 10 years but less than 20	160 hours
At least 20 years	200 hours

Employees are credited with increased vacation leave upon completion of their fifth, tenth, twentieth and twenty-fifth year anniversary dates of hire.

Vacation leave administration includes the following:

1. A new employee may be advanced up to 40 hours vacation leave with pay after completion of six months, at the discretion of the Department Director. Any vacation leave advance will be deducted from the annual accumulation of 80 hours at the time of the employee's anniversary. At no time other than the first year of employment may an employee be granted an advance of vacation leave.
2. Employees must take their accrued vacation during the eligible period.
3. Carryover of vacation time not used during the eligible period is discouraged and requires Village Manager approval.

All carryover requests must be submitted to the Village Manager on a P.A.F. and at least 30 days prior to the employee's anniversary date.

In cases requesting more than 16 hours, a memo must accompany the P.A.F. explaining why the carryover is necessary and the proposed time-frame for taking the time.

Any carried-over time is to be scheduled within three months of the anniversary and should not exceed 40 hours.

Requested time cannot be carried over again during the next anniversary period.

4. Employees must make every effort to request vacation leave at least one month in advance. The Village Manager may, at his/her discretion, grant approval in special circumstances when requested by the Department Director.
5. Vacation must be scheduled in a manner not to interfere with the normal service delivery of the Village of Orland Park.
6. In the event of an emergency, the Mayor, the Village Manager, or their designees may cancel all vacation leaves in effect, scheduled or unscheduled, for the duration of the emergency.
7. Employees leaving the service of the Village of Orland Park shall receive payment for vacation balances and the pro-rata accrued portion to and including the day of severance.

2. **Sick Leave:** Paid sick leave is a benefit which will help reduce financial hardship if you are unable to work due to illness. It is not intended to be used as extra vacation days. Paid sick leave is earned at the rate of 64 hours annually, and will be credited on January 1 of each year.

A new employee will receive prorated sick leave according to the schedule listed in Appendix 10.2.

Sick leave administration includes the following: **(Union employees will conform to the rules set forth by the applicable collective bargaining agreement.)**

1. Employees are encouraged to be prudent in using sick leave benefits.
2. Sick leave may be taken in one-hour increments, when approved by the Department Director.
3. An employee may carry over unused sick leave each year.
4. To ensure 100% salary, employees may use sick leave in lieu of short-term disability leave benefits (per Village ordinance), which provides 75% salary.
5. Sick leave may be used to deal with family illness at the Department Director's discretion, in conjunction with FMLA.
6. Where practical, employees are responsible for notifying their supervisor of absence due to sickness at least one hour in advance of their scheduled starting time, or sick leave with pay may not be granted.
7. As mutual protection for the Village and the

employee, the Village of Orland Park reserves the right to require an employee to submit to an examination by a licensed physician, designated by the Village and at Village expense, to verify illness and to release an employee to return to work from sick leave. Failure to verify illness, when required, may result in the loss of pay for the period of the illness.

8. Employees who use more than 3 consecutive days of sick time must submit a doctor's note verifying illness or injury and that the employee is fit to return to work to their supervisor. If the employee needs accommodations to return to work, that will be outlined in the doctor's note.
9. Employees who have returned to work but who, due to any illness, injury, or medical condition require intermittent medical or physical treatment of any kind or medical services of any kind, are to make every reasonable effort to schedule appointments for the receipt of such services during non-work hours.

Employees who, despite reasonable efforts to do otherwise, must schedule any necessary medical or physical treatments or medical services during regular work hours may utilize any available paid sick leave, vacation, personal leave or comp-time to cover such absences. In the event that an employee has no available paid leave for such absences, unpaid leave shall be provided in accordance with the provisions of the FMLA and applicable Village policy.

10. Upon an employee's retirement or

termination, the Village will pay the employee the current straight-time hourly rate or equivalent for every hour of sick time in excess of six hundred (600) hours, which the employee has accrued.

3. **Short-Term Disability Leave:** A short-term disability leave plan for full-time employees is provided by Ordinance No. 1189, which is summarized below and provided in its entirety as Appendix 12.

**Police:** Disability compensation for police personnel falling within the provisions of the Illinois Revised Statutes, 1979, Chapter 70, paragraph 91, shall be as therein provided and no provisions of this ordinance shall be construed as in any way modifying the provisions of said Statute.

**Eligibility:** Full-time employees, whose employment requires 40 work hours per week and who has worked for the Village for a period encompassing 30 consecutive days.

An employee is considered disabled if he/she is unable to perform the duties of any position which might reasonably be assigned by their Department Director or the Village Manager, due to a non-work related injury or illness.

**Benefit:** The amount of benefit is 75% of a full-time employee's weekly salary, except as hereinafter provided for certain police department personnel. Said benefit shall be, however, coordinated with other benefits available to the full-time employee from

disability plans to which the Village makes contributions.

1. The Illinois Municipal Retirement Fund
2. Worker's Compensation
3. Federal Social Security
4. Police Pension Fund of the Village of

Orland Park

**Timing of Benefit:**

Payment of the benefits hereunder shall begin immediately in the case of an accident and after seven (7) calendar days in the case of illness. The maximum period of payment of benefits hereunder shall be 52 weeks per illness or injury.

Employee must use five accrued leave days (or unpaid if they have no time accrued) before they are eligible to receive the disability benefit.

After meeting the above provision, an employee may choose to use sick days or vacation days at 100% of his/her salary in lieu of disability payments of 75%. If an employee exercises such option, disability payments will commence when the employee's sick or vacation days have been exhausted, provided that one (1) week has elapsed in the case of illness.

**Filing a Short-Term Disability Claim:**

1. Request a short-term disability form from the Human Resources Office.
2. The form must be completed by the employee's physician and supported by medical reports.
3. The completed form and a PAF approved by the Department Director must be returned to the Human Resources Office prior to the end of the pay period

- affected.
4. If the forms are not received until after the end of a pay period, the employee must continue to use accrued paid (or unpaid) time until which time verification of disability is received by Human Resources.
  5. Because disability benefits and other paid leave are calculated differently, sick time, vacation time or other paid time cannot be reversed should the disability form be submitted late, and disability benefits will not be paid retroactively.
  6. Should an employee need to apply for disability leave as a result of an emergency situation, the employee or family member shall be extended time that should be sufficient to provide a prudent person the opportunity to complete and submit the appropriate forms. Even in emergency situations, the initial five days leave will be attributed to accrued paid (or unpaid) time.
  7. During the course of a disability leave, an employee will be required to resubmit disability forms every thirty (30) days. The employee may also be requested to submit to an independent medical exam (IME) after the first thirty (30) days of approved disability leave. Noncompliance may terminate the short term disability leave benefit.
  8. With the recommendation of the employee's doctor or an IME the Village may ask that the employee return to a light duty assignment (if one exists) during their short term disability. If this should occur the employee will remain on short term disability and be paid accordingly at 75%. However, the light duty assignment may not exceed 75% of the employees regular work week.
  9. Prior to returning to work after disability the Village requires a medical release verifying the employees ability to return and outlining any necessary provisions.
  10. The Village reserves the right to reject an employee's return to work from disability that

restricts the employee from performing any part of his/her job when the Village does not have the appropriate assignment available.

4. Holidays: The Village of Orland Park typically provides paid time off to full-time employees for 9 days (72 hours) to observe certain recognized holidays.

With the exception of police personnel, employees may use paid holiday time only for those holidays set forth by the Village Manager in the Holiday Schedule. An employee who works on a recognized holiday may, at the Village Manager's discretion, take holiday time at his/her request.

The following holidays are typically recognized as leave days with pay.

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday following

Thanksgiving Day

Christmas Eve Day  
Christmas Day  
New Year's Eve Day

Holiday administration includes the following:

1. If a recognized holiday falls on a Saturday, the holiday will be observed on the Friday prior to the holiday. If the recognized holiday falls on a Sunday, the holiday will be observed on the Monday following the holiday.
2. The number of paid holidays will be nine (9)

annually.

3. To be eligible for pay for a holiday observed by the Village, an employee must work the entire day before and after the holiday, or be on an approved leave.
4. Non-exempt employees (hourly) who are required to work an observed Village holiday will receive eight (8) hours holiday pay and one and a half (1-1/2) times their regular straight-time hourly rate for all hours worked.
5. Exempt employees (salaried) who are required to work an observed Village holiday will receive eight (8) hours holiday pay and one and a half (1-1/2) times the number of actual hours worked in compensatory time. For example, an exempt employee worked the 4<sup>th</sup> of July for 4 hours he/she receives:
  - 8 hours of holiday pay
  - 6 hours (4\*1.5) of compensatory time for the actual hours worked on the holiday.

**\*Employees covered by a Collective Bargaining Agreement should refer to their respective agreements.**

5. Floating Holiday: Upon completion of six months of employment with the Village, employees may schedule two 8 hour paid holidays during the course of each calendar year, to be utilized to celebrate days of special importance to the employee, such as birthdays or ethnic or religious holidays. These days must be scheduled in advance and approved by the Department Director. These days must be used at one time and may not be divided into hourly

increments. New employees hired before June 30<sup>th</sup> will receive two (2) floating holidays to be observed that calendar year. Employees hired after June 30<sup>th</sup> are eligible for two (2) floating holiday after January 1 of the following year.

- F. Personal (Special) Leave:** On January 1 of each year, employees are credited with (32) hours of personal leave. New employees are credited with personal leave on a prorated basis according to the schedule listed in Appendix 10.2.

Administration of paid personal leave includes the following:

1. Where practical, personal leave must be approved in advance.
  2. Personal leave may be used in any increment at the Department Director's discretion.
  3. No employee will be allowed more than 32 hours personal leave in a given calendar year.
  4. Personal leave not used by December 31st of each year may not be carried over and will be lost if not used during the year earned.
7. Bereavement Leave: One to three days leave with pay will be granted to an employee, upon approval of the Department Director, for the purposes of attending wakes and funerals of the following members of the employee's family: husband, wife, children, adopted children, mother, father, brothers, sisters, grandparents, grandchildren, step-mothers, step-fathers, step children, step-brothers, step-sisters, mother-in-law, father-in-law, sister-in-law,

brother-in-law, grandparents-in-law, son-in law and daughter in-law.

An employee may be granted permission to use other available leave for additional time needed for funerals that require travel or other hardship, at the Department Director's discretion.

8. Jury Leave: When called by a Jury Commission, employees will be allowed to serve with pay on days they normally would be scheduled to work based upon the employee signing over to the Village of Orland Park any compensation he/she receives for said service. Should an employee wish to keep the court payment, then the Village will not pay the employee for that day/s.

Your pay as a juror may include an amount to cover daily transportation costs. As stated above, to receive your regular Village pay on the days you served on a jury you must sign over compensation for that day. However, if you are interested in keeping the daily transportation amount you will need to follow the procedure below.

For example: You receive a check from the State for \$15.00 of that amount \$12.00 covers your jury duty and \$3.00 covers your transportation costs. (These are not actual amounts but serve as an example).

1. Deposit or cash the State of Illinois check received for jury duty \$15.00.
2. Submit a personal check made out to the Village of Orland Park covering the amount of juror pay you received, \$12.00. The result is you keep the per day payment from the State for transportation or \$3.00.

1. **Military Duty Leave:** Employees who are members of the National Guard or similar reserve unit will be allowed time off with pay on days they are regularly scheduled to work, with advance notice provided to their Department Director and the Village Manager (PAF must be submitted). Employees must make every effort to request time off in advance.

Full-time employees are eligible for up to 10 days of Village paid military leave time. To be eligible, all military pay received for said duty must be endorsed over to the Village of Orland Park. Should an employee choose to keep the military pay, he/she will forfeit any pay from the Village.

- 6.4 **Unpaid Leave:** Leaves without pay for various purposes may be granted to full-time employees at the discretion of the Village Manager. A PAF with a detailed written request for such leave should be submitted as far in advance as is practical. Each request will be evaluated on its own merits, and will not be deemed a precedent to any other requests. Such leaves, if granted, will be considered an interruption in continuous service. Re-employment with the Village will be based upon job availability. Employees intending to return from a granted leave must provide all evidence required to demonstrate their employability for the position from which they were granted a leave.

- 6.5 **Family and Medical Leave:** All eligible employees are entitled to certain minimum unpaid leave days for medical and family purposes pursuant to the provisions of the Family and Medical Leave Act of 1993. Eligible employees are those who have been employed by the Village for at least 12 months and who have worked for at least 1,250 hours during the 12-month period preceding the leave.

Eligible employees are entitled to 12 work weeks of

unpaid leave during any 12-month period **(the period shall be a fixed period of 12 months from January 1 through December 31 of each successive year)** for one or more of the reasons listed below:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
2. Because of the placement of a son or daughter with the employee for adoption or foster care.
3. In order to care for the spouse, or a son, daughter, or parent of the employee, if such family member has a serious health condition.
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

Eligible employees who have accrued paid vacation or personal leave must substitute such paid leave as a part of the 12 weeks of unpaid leave available under this policy for any of the purposes stated in subparagraphs A, B and C above.

Eligible employees who have any available accrued paid sick leave, or who have available other unpaid leave must substitute such paid sick leave or available unpaid leave as part of the 12 weeks of unpaid leave available hereunder for any of the purposes stated in subparagraphs C and D above.

Eligible employees may take leave hereunder intermittently, or on a reduced hour schedule, for any of those purposes stated in subparagraphs C and D above, provided that it is medically necessary to

do so.

Eligible employees must give at least 30 days notice to the Village of intention to take leave hereunder, unless the reason for the requested leave prohibits such notice, in which case the employee must notify the Village as soon as practicable. The Village requires that employees submit the appropriate FMLA forms and an approved PAF form indicating the use and timing of FMLA leave. Please contact the Human Resources Office to obtain the appropriate forms.

The Village, through the Village Manager or his/her designee, will require proper certification from a health care provider for any leave requested for the purposes stated in subparagraph C and D above.

During any of the 12 work weeks of leave provided hereunder or for 12 work weeks of any other substituted unpaid leave the Village shall maintain the employee's group health insurance coverage at the level and under the same terms and conditions as such coverage would have been provided if the employee had continued at work provided that if the employee fails to return to work for reasons not based upon circumstances beyond the control of the employee, the Village may recover from the employee the cost, if any, of such continued coverage.

Upon return from any leave provided hereunder, the employee shall maintain all seniority and benefits accrued as of the commencement of the leave. The employee shall be reinstated to the position the employee held at the commencement of the leave or an equivalent position provided, however, that an employee on leave hereunder shall be subject to lay-off or dismissal on the same terms and conditions as are applicable to employees who are

not on leave.

Any paid leave available under any collective bargaining agreement taken for the purposes stated in A, B, C, or D above shall be counted as FMLA leave. Notice of this fact is hereby given to all employees. The leave provided for in this policy shall not be construed to diminish the right to any leave provided in any collective bargaining agreement or any other Village policy. Any questions regarding leave rights under this policy should be address to the Human Resources Manager at 14700 S. Ravinia Avenue, Orland Park, IL 60462.

## **6.6 Health, Life, Vision and Dental Insurance**

**Coverage:** The Village of Orland Park offers a comprehensive employee benefit program as an integral part of the compensation plan for full-time employees' service with the Village. To insure that employees receive the maximum benefits entitled, the procedures outlined in the insurance program's booklets must be followed. See the Human Resources Manager for said booklets.

New full-time employees will be allowed to enroll on the first day of employment to the extent allowed by the insurance company. Premium co-payment deductions, as established from time to time by the Village Board of Trustees, will be made directly from the employee's payroll check bi-weekly on a pre-tax basis. The cost, coverage and regulations of various Village health, life, vision and dental plans may be changed from time to time by the Village, at its discretion.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that the Village arrange for an employee to continue certain benefits that may be in force for the employees and or his/her dependents upon the occurrence of certain events which would normally result in termination of coverage under the Village's insurance programs, i.e.: death of employee, dismissal of employee, etc. Further information regarding COBRA can be secured from the Human Resources Office.

### 1. HEALTH INSURANCE

Full-time employees are eligible for health coverage upon their date of hire. New employees must enroll within thirty-one (31) days of their eligibility date. Village health insurance is provided through Blue Cross Blue Shield of Illinois. The Village currently offers both an HMO and PPO option. Please refer to your benefits handbook for specific plan details and to Appendix 10.2 for plan summaries.

The Village also provides supplemental health insurance coverage through **AFLAC**. For more information, contact, Mitch Drake 708-258-6499 our AFLAC representative.

**B. LIFE INSURANCE**

Full-time employees are provided Village paid life insurance upon their date of hire. The benefit is twice your annual salary with maximum coverage of \$150,000, spouse \$2,000 and child \$1,000.

### 3. DENTAL

Full-time employees upon date of hire are eligible for dental insurance currently provided through Delta Dental. New hires must enroll within 31 days from eligibility date. See the Human Resources Manager for more details regarding this plan.

**Refer to the benefit summary included in the Appendix of this manual for more detail. Insurance carriers, premiums and coverage are subject to change at the discretion of the Village.**

**6.7 Employee Assistance Program:** The Village provides free assessment and counseling services to all full-time employees and their families through the Employee Assistance Program (EAP) for matters such as the strain of both parents working, depression, financial problems, coping as a single parent, concerns about children, alcohol or substance abuse, marital difficulties or problems facing single, divorced or widowed employees.

The EAP is administered through **Metropolitan Family Services Southwest**. Additional information regarding the EAP can be obtained from the Human Resources Manager. Or you you can schedule an appointment directly by calling Leonard Szymczak or Michele Makinen at 708-974-2300. You will need to identify yourself as an employee of the Village of Orland Park. See Appendix 10.5 for more information regarding the EAP.

**6.8 Workers' Compensation Insurance:** Every employee of the Village is covered under Workers' Compensation as provided for by State Statutes. The total cost of this coverage is paid for by the Village.

To receive benefits, the employee must comply with accident reporting procedures established by the Village and the insurance carrier. These procedure are outlined in Appendix 10.10.

It is the Village policy to pay an employee on worker's compensation leave wages equal to 75% of his/her average base pay, 66-2/3% is non-taxable and 8-1/3% is subject to taxes and IMRF. Sworn police officers (under the PED Act) will be paid 100% of their regular base pay, subject to all regular taxes and deductions.

**6.9 Unemployment Insurance:** The objective of Unemployment Compensation is to provide partial replacement of wages during short periods of involuntary unemployment. Benefits are defined by State Statutes and levels of benefits can be secured from the Illinois Department of Employment Security.

## **6.10 Retirement Plans:**

### **A. IMRF:**

Regular employees whose position requires a minimum of 1,000 hours per year (except Police) are required to participate in Illinois Municipal Retirement Fund (IMRF), which provides retirement with surviving spouse benefit, disability and death benefit

s. Employees whose first hire date with the Village is prior to May 17, 1993 are under the IMRF 600 hour rule. Employees' pension contributions are tax deferred, and the Village contributes at a rate which is established by

IMRF  
on an  
annual  
basis.

Contact 1-  
800-  
ASK-  
IMRF  
for  
questions  
regarding  
the  
benefits  
available  
under  
this  
program.

B. Police Pension:

Regularly scheduled full-time sworn police officers are required to participate in the **Village of Orland Park Police Pension Fund**, which provides retirement with surviving spouse and disability benefits.

C. Social Security:

Social Security and Medicare taxes are levied on all employees (except Police Officers), as required by federal law. Sworn police officers are exempt from Social Security withholding. Sworn police officers hired prior to May 31, 1986 are exempt from Medicare withholding.

**6.11 Deferred Compensation:** The Village currently offers regularly scheduled employees the option of voluntary participation in either PEBSCO or ICMA-RC deferred compensation plans. Deferred compensation is a tax sheltered retirement plan and involves deducting a portion of the employee's salary with the money transferred to an investment fund selected by the employee. If an employee elects to participate in either of the deferred compensation plans, an amount determined by the employee will be deducted from the employee's bi-weekly pay check. Under current federal tax law, the employee's gross (taxable) income is reduced by the amount of money deferred, thus income taxes are reduced. Income taxes are paid when the deferred funds are paid back to the employee upon retirement, termination of Village employment or in the event of an eligible emergency.

Information regarding ICMA Deferred Compensation plan can be obtained in the Human Resources Office. Questions regarding PEBSCO Deferred Compensation plan can be directed through their customer service department at (800) 252-1551.

**6.12 Credit Unions:** Regularly paid full-time employees are eligible to participate in services provided by the Moraine Valley Federal Credit Union. Upon authorization by employees, payroll deductions can be made and transferred to the Credit Union for deposit as savings, as payment for low interest loans and other personal financial services. Application forms and information can be obtained from the Payroll Administrator.

**6.13 U.S. Savings Bonds:** Employees may purchase U.S. Savings Bonds through voluntary payroll deduction. Application forms are available from the Payroll Administrator.

**6.14 Discounted Movie Tickets:** Employees may purchased discounted tickets for local movie theaters at the Cashier's Office.

## **6.15 Training/Career Development and Tuition**

**Reimbursement:** The Village recognizes that an employee's ability to provide professional, quality and personalized service to the citizens of the Village of Orland Park depends upon their having the knowledge, skills and tools necessary to perform their jobs well. In support of this objective, the Village provides numerous training and development opportunities as a means of:

1. Improving skills and knowledge required in the employee's current position.
2. Keeping abreast of changes in technology and work processes.
3. Increasing an employee's potential for growth and for assuming additional responsibility.
4. Determining an employee's interests and developing skills for career planning.

Department Directors are responsible for appraising their employee's performance, counseling and assisting them in developing their capabilities and skills. Directors are expected to arrange for department orientation, on-the-job and other training as required, and to support efforts by employees to take advantage of other development opportunities, as deemed appropriate to meet the needs of the Village and the employees.

**Conferences/ Seminars:** Procedures for obtaining authorization to attend conferences, seminars and other training opportunities can be reviewed in Appendix 10.3.

**Tuition Reimbursement:** Employees who have been employed full-time with the Village for a minimum of one (1) year are eligible for tuition reimbursement for classes, related to their positions with the Village, that are taken at a

college, university or technical school. See Appendix 10.14 for a copy of the tuition reimbursement form. Additional copies may be obtained in the Human Resources Office.

Eligibility for reimbursement is based upon the following:

1. Completion of the Request for Tuition Reimbursement form, and submission of the form to the employee's Department Director **prior to enrolling in the course.**
2. Obtaining the Department Director's and Village Manager's signatures on the form **prior to enrolling in the course.**
3. Successfully completing the requested course with a grade of "C" or better.
4. Submitting to the Village Manager proof of a grade of "C" or better, and proof of the amount spent for tuition. For the purposes of this policy, "tuition" is defined as the cost per hour charged for a class. Lab fees, book fees, etc., are not eligible for reimbursement.
5. If an employee terminates their employment with the Village within two (2) years of completing a class, the employee is obligated and understands that the Village is to be reimbursed for the cost of the class and it is the Village's intent to hold the employee responsible for such reimbursement.

Tuition reimbursement will be paid through payroll checks. Reimbursement for all graduate level classes is considered taxable income and will have Federal, State, Social Security and Medicare taxes withheld. Reimbursement for undergraduate classes is considered non-taxable income up

to a \$5,250 threshold. Any undergraduate reimbursement in excess of \$5,250 will be taxed.

**6.16 Professional Membership:** It is the policy of the Village to encourage employees to become members of professional organizations and associations, when such membership will enhance or support their job performance, or will be deemed to benefit the Village in some manner. At the discretion of and approval by the Department Director and Village Manager, an employee may be reimbursed for costs associated with joining an approved work related professional organization.

## **ARTICLE 7: GENERAL RULES OF CONDUCT**

**7.1 Personal Appearance:** In order to maintain a favorable public image with Village residents, to present a professional appearance at all times and to promote on-the-job safety, it is the policy of the Village that all employees wear clothing traditionally suitable for the position which they hold. Suitable attire may vary according to the location, job description, type and hours of work being performed.

Employees who have been issued uniforms will wear them according to departmental standards. Department Directors may establish guidelines for suitable appearance and attire to ensure that the work environment is conducive to effective and efficient operations.

For specific detail regarding the Village's dress code policy, see Appendix 10.4.

**7.2 Nonsmoking Policy:** All Village buildings and offices are designated as "NON-SMOKING," in compliance with Village Ordinance, and the "NO SMOKING" policy, which is included in this manual under Appendix 10.13.

**7.3 Gifts and Gratuities:** Village officials and employees must follow the guidelines established by Ordinance 3257 which summarizes the State of Illinois Gift Ban Act. Ordinance 3257 and a summary of the Gift Ban Act can be found in this manual under Appendix 10.15. Questions regarding the Gift Ban Act should be directed to the Village's Ethics Officer as outlined in Ordinance 3257.

**7.4 Solicitation and Distribution:** Soliciting gifts, gratuities or donations is strictly prohibited and is cause for disciplinary action. Employees are expected to devote full attention to assigned work tasks during working hours.

Limited solicitations or requests for contributions for Village-sponsored activities, or for events of personal

significance for employees, such as retirement, girl scout cookie sales, school raffles, etc. may be permitted at the discretion of the Village Manager. Such activity shall not interfere with the performance of Village business.

In general, solicitation by employees or non-employees during working hours on Village property is prohibited.

**7.5 Political Activities:** Village employees are prohibited from participating in any support or promotion of political interests during working hours or in using any Village resources for such activities.

Village employment, performance evaluation, retention, appointment, or termination will not be based upon political affiliations or activities.

**7.6 Work Area Housekeeping:** Recognizing that good housekeeping is essential for safety and maintaining pleasant and efficient working conditions, employees are held responsible for keeping their work area clean and orderly, free from unnecessary items.

Maintenance people have been employed by the Village to keep the buildings and facilities clean and orderly. It is, however, expected that employees assist in the housekeeping efforts with respect to their personal work area, as well as that of general use, such as lunchrooms and restroom facilities.

**7.7 Personal Telephone Calls:** Village employees are expected to make personal telephone calls, other than bonafide emergency situations, on their own time. Any non-business related long distance telephone calls that are made on telephones billed to the Village must be reimbursed directly to the Finance Department.

**7.8 Safety:** It is the policy of the Village of Orland Park to provide and maintain safe and healthful working conditions for all employees.

It is the responsibility of each employee to observe safety regulations and to use any safety equipment provided in performance of their duties. Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of their employment, to prevent injuries to themselves, their fellow employees and to conserve Village property and equipment.

**7.9 Report of Injury:** It is the responsibility of all employees to immediately report all personal injuries, or injury to others, incurred while on duty, regardless of how minor, according to established procedure set forth by the Village Manager (Appendix 10.10).

**7.10 Purchase of Goods and Services:** Prior to the direct purchase of any goods or services for the Village, employees must secure permission from their Department Director. Authorization from the Village Manager may also be required. Employees must follow Village purchasing procedures.

**7.11 Use of Village Equipment:** Only authorized Village employees, elected and/or appointed officials are allowed to use and operate Village equipment which includes but is not limited to: office equipment, copiers, computers, maintenance equipment, power tools, etc. The use of this equipment should only be for authorized purposes required in the performance of an employee's assigned duties.

**7.12 Maintenance and Use of Village-Owned Vehicles:** Only authorized Village employees, elected and/or appointed officials are allowed to drive Village-owned vehicles, unless otherwise so authorized by the Village Manager.

When using Village-owned vehicles, employees will make every effort to obey the laws of the Village and State, and will use every available precaution to safeguard the condition of the vehicle and the public. Department

Directors may designate some vehicles in their fleet as non-smoking environments.

To minimize risk to the Village, it is required that employees be at least 18 years of age to operate Village owned vehicles. They must also have a valid driver's license appropriate for the vehicle they are operating.

When not in use, Village-owned vehicles and equipment will be properly locked so as to avoid any theft or destruction.

At the discretion of the Village Manager, specified employees may be authorized a take-home vehicle. Non-work use will be limited to commuting to and from their work site. However, because Department Directors are on 24-hour call, Directors with take home autos may use the autos for personal use. Employees with take home autos (except sworn police) have \$3.00 per work day added to their taxable income to reflect the commuting value of the vehicle.

Any employee that violates the above rules will be subject to disciplinary action.

## **ARTICLE 8: DISCIPLINARY ACTION**

Any employment discipline will be in accordance with procedures established by the general personnel rules and regulations, the rules and regulations of each department and those set forth in collective bargaining agreements, whichever is applicable.

**8.1 Employee Responsibilities:** It is the responsibility of all Village employees to perform their duties and responsibilities to the maximum of their abilities, given the resources available, and to comply with and assist in carrying into effect the provisions of the Village's personnel rules and regulations. Failure to do so, and failure to follow reasonable work rules and expectations of their supervisors, in the judgement of the manager, will result in discipline which may include dismissal.

It is the duty of every employee to attempt to correct any faults or deficiencies in their performance when called to their attention, and to make every effort to avoid conflict with the Village rules and regulations.

**8.2 Employer Responsibilities:** It is the duty of every supervisor to discuss and document in written form, to the extent practical, improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action.

Normally, discipline will be of an increasingly progressive nature, provided that nothing herein shall be construed to require discipline in an increasingly progressive nature if the facts and circumstances warrant more severe disciplinary measures as determined by the Village in its sole discretion. The steps of normal progression are/but not limited or tied to: oral warning, written warning, suspension, and dismissal.

The following are examples of serious misconduct that could warrant severe disciplinary measures and will not be permitted and may result in immediate discharge:

- Unlawful use of possession of narcotics or other controlled substances while at work.
- Unauthorized usage of a keycard, such as use by an individual other than the person to whom the card was issued.
- Unauthorized possession of firearms or other illegal weapons while at work.
- Refusal or intentional failure to perform reasonable assigned work.
- Grossly insubordinate behavior toward Village management or officials.
- Severely inappropriate conduct on Village property including gambling, sexual harassment, fighting, criminal offense, or attempting to inflict bodily injury.
- Theft of any Village official or employee property or the property of another person (this includes duplication of copyrighted software products).
- Gross negligence causing damage to Village property.
- Material falsification of employment applications or other personnel records, time sheets, etc.
- Serious violations to the Village LAN security/Internet policy.
- Unexplained absence from work for three consecutive working days without notifying the appropriate supervisor.

The foregoing examples are not intended to be all

inclusive.

**8.3 Notification of Disciplinary Action:** Notice of disciplinary action to unionized employees will conform to rules set forth by the applicable collective bargaining agreement. A written notice shall be given to each employee who is not subject to a collective bargaining agreement stating the reasons for a contemplated disciplinary action against that employee, except for an oral warning.

**Non-probationary employees of the Village of Orland Park shall normally be subject to discipline in accordance with the procedures set forth in this Article of the Employee Manual. However, employees of the Village of Orland Park are employees at will, and have no legal right, contractual or otherwise, to continued employment or to any particular procedures for disciplinary action. These procedures are intended as a guide for Village supervisory and managerial personnel so as to make Village supervisors and managerial employees aware of the expectations of the Village Board as to the processes that should ordinarily be followed for employee discipline. A failure of Village supervisory or managerial staff to follow the policies or guidelines set forth in this Article will not entitle the employee to any right of court action or to any legal remedy.**

Any probationary, temporary, seasonal or part-time employee may be suspended or dismissed at any time by the Village Manager, for any reason whatsoever, or for no reason at all. Such employees are at-will employees and shall not have the right of appeal from any such action.

## **ARTICLE 9: CONFLICT RESOLUTION**

**Employees covered under collective bargaining agreements should refer to their respective agreements.**

**9.1 The Village of Orland Park believes in the fair and equitable treatment of all employees. From time to time an employee may have a problem affecting his work or a difference of opinion with his supervisor's interpretation and/or application of a Village policy. In the event the problem cannot be resolved informally, a conflict resolution procedure exists for employees to seek assistance in resolving the conflict. Specific information regarding the conflict resolution procedure can be obtained by contacting the Human Resources Office.**

**Should an employee have a problem with another employee, the employees should discuss the issues and try to resolve it on their own and with little disruption to the work environment. However, in the event the problem cannot be resolved informally, the employee should contact their supervisor or the Human Resources Manager for confidential assistance.**

**ARTICLE 10: APPENDIX**

- 10.1 Organizational Chart**
- 10.2 Benefits Summary**
  - New Hire Sick and Personal Leave Accruals**
  - HMO Summary**
  - PPO Summary**
- 10.3 Conferences and Seminars**
  - Authorization to Attend and Handling of Travel Expenses**
- 10.4 Dress Code**
- 10.5 Employee Assistance Program**
- 10.6 FMLA**
  - Federal Register Guide to Employee Rights**
  - Village Forms and Notices**
- 10.7 Flextime**
- 10.8 Internet/Electronic Mail Policy**
- 10.9 Personnel Action Form (PAF)**
- 10.10 Reporting of Injuries**
- 10.11 Sexual Harassment Policy**
- 10.12 Short-Term Disability Ordinance 1189**
- 10.13 Smoking Policy**
- 10.14 Tuition Reimbursement Form**
- 10.15 Gift Ban Act, Ordinance 3257**