



CITY of
GENESEO

Where the *future* grows.

PERSONNEL

POLICY

MANUAL



OUR VISION

The City of Geneseo unifies key stakeholders and collaborates to develop and drive sustainable growth, while maintaining our small-town atmosphere. Together our work will focus on Geneseo being recognized as an inviting, welcoming community of choice for people to live, work, play and grow.

“Community of Choice:” Geneseo is viewed as providing sustainable and safe, family-friendly neighborhoods, connectedness (technology), medical/healthcare services, recreational opportunities, shopping, restaurants, and a positive experience for all who live, work, and play in Geneseo.

CORE VALUES

Integrity: We believe in honesty and transparency in all that we do.

Teamwork: We believe every person is a valued member that shall be treated with respect.

Commitment: We work hard to understand citizen and customer needs and strive to exceed their expectations.

Quality: We always strive for excellence and are committed to continuous improvement in all that we do.

Sustainability: We are committed to focusing on environmental, economic, and social initiatives for all members of our community.



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1.1 WELCOME

Welcome and congratulations on your decision to join the City of Geneseo. We are happy to have you on our team. This City of Geneseo Personnel Policy Manual has been developed to provide you with a general overview of some of the rules, policies and expectations governing your employment.

You are required to read and familiarize yourself with the contents of this Manual and follow the policies contained herein. We strongly urge you to keep it in a safe and convenient place. Should you have any questions or concerns regarding your employment, whether addressed in this Manual or not, you should raise them with your supervisor and/or the appropriate member of management.

Except as provided by law, the City of Geneseo reserves the right to amend, supplement, interpret, or rescind any of the policies, rules, or benefits contained in this Manual at any time at its sole discretion with or without notice. This Manual supersedes and replaces all other previously issued Manuals. You are required to sign the attached acknowledgment form to certify that that you have read, understood, and agree to the contents of this Manual.

We look forward to working with you and hope that you find your employment to be both enjoyable and rewarding.

1.2 PURPOSE AND APPLICABILITY

This Manual is only intended to provide you with a general overview of some of the policies, rules and benefits governing your employment. This Manual is not an exhaustive list of every workplace policy, rule, or benefit for every circumstance or context. Individual departments may have their own rules, policies, and benefits.

This Manual is not a substitute for the terms of any applicable medical, pension or other benefit plan. If there is a conflict between this Manual and the terms of such a benefit plan, the terms of the benefit plan will generally prevail.

If your employment is governed by a collective bargaining agreement or individual employment contract, the policies, rules, and benefits contained in the collective bargaining agreement or individual employment contract will apply in the event that they conflict with the rules, policies, and benefits contained in this Manual. To the extent anything in this manual conflicts with applicable law, the law will prevail.

Nothing in this Manual creates (or should be construed as creating) an employment contract, a binding agreement, an agreement to continue employment, or any other

obligation on the part of the City of Geneseo, nor does it alter an employee's "at-will" employment status.

1.3 EMPLOYMENT-AT-WILL

Unless otherwise provided by law, a collective bargaining agreement, or an individual employment contract, your employment is on an at-will basis. That means that either you or the City of Geneseo may terminate the employment relationship at any time for any lawful reason with or without cause or notice. Nothing in this Manual creates (or should be construed as creating) anything other than an employment-at-will relationship.

1.4 PRE-EMPLOYMENT REQUIREMENTS

Prospective employees are required to successfully pass the following pre-employment requirements once a conditional offer of employment has been extended and accepted:

1. A criminal background check conducted through the Geneseo Police Department or a third-party vendor
2. Employment and reference verifications
3. Pre-employment physical (if applicable to the position)
4. Pre-employment drug screening
5. Psychological Assessment & Polygraph Examination (Police Department applicants only)

These requirements will be completed at the City's expense through processes established by human resources.

1.5 BACKGROUND & REFERENCE VERIFICATIONS

Background checks are important to protect the City of Geneseo, its employees, and the community. Because of this, it is our policy that new hires may not begin work until the background screening process has been successfully completed.

The City will determine for each position whether a criminal background investigation is required based on the type of position, business necessity, and applicable state laws. We may also investigate the employment and education background of new hires and rehires. We reserve the right to deny or terminate employment based on the results of the investigation. For certain positions, periodic rescreening of background information may be necessary. Managers of employees in those positions will be notified of the need to rescreen.

The City will ensure that all background checks are held in compliance with federal and state statutes, such as the Fair Credit Reporting Act. Having a criminal history does not automatically disqualify an individual from employment, transfer, or promotion. Several factors will be taken into consideration, including: the nature and gravity of the crime, its relevance to the position, and the time since the conviction. If the background check results lead to a decision not to hire, the applicant will be informed and given an opportunity to respond. If any applicant is found to have falsified any information regarding conviction history, the applicant will not be considered for employment.

1.6 CONFIDENTIALITY

There will be no disclosure of such information to a third party who does not have a need to know about results, corrective action, or treatment involving an employee. All investigations and test results of individuals will be kept confidential except during instances when the City will be required to notify legal authorities. The reports or test results may be disclosed to City management personnel on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without employee consent, may also occur when:

1. The information is compelled by law or by judicial or administrative process.
2. The information is at issue in a formal dispute between the employer and the applicant.
3. The information is to be used in administering an employee benefit plan.
4. The information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

Certain City information is confidential. Other City information is exempt from disclosure under the Illinois Freedom of Information Act. Therefore, employees shall not distribute any records, files, internal information concerning City business or other City material unless prior approval has been given by the Department Director.

Employees shall not obtain or attempt to obtain any information from City files, sources, or reports other than that to which they are entitled in accordance with their duties and assignments.

No City records shall be removed, altered, destroyed, or added to, except as provided by law.

Unless otherwise allowed by law, actions of Department Director, Mayor and City Council specifically concerning disciplinary matters, and other employment concerns, regarding individual employees are not discussed or criticized either publicly or privately by the employees with outside third parties.

Any of the above-noted persons failing to adhere to this policy shall be subject to disciplinary action up to and including termination.

1.7 DAY TO DAY MANAGEMENT

The Mayor and City Council have placed responsibility for handling day-to-day personnel matters with the respective Department Director. The policies, procedures and benefits will be applied to each situation and interpreted by the City at its sole discretion, subject to applicable state and federal laws. City Council members shall not become involved in direct personnel matters except where provided within this Manual. The Mayor and City Council retain the right to review the actions of the Immediate Supervisors/Directors and may alter or direct different actions of the Immediate Supervisors/Directors.

The Board of Police Commissioners may establish additional personnel provisions within the Rules and Regulations of the Police Department provided personnel provisions within the Police Department's Rules and Regulations are not in conflict with this Manual, nor shall the provisions be more permissible than this Manual.

1.8 NEPOTISM: EMPLOYMENT OF RELATIVES

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would create a supervisor/subordinate relationship with a family member; have the potential for creating an adverse impact on work performance; or create either an actual conflict of interest or the appearance of a conflict of interest.

This policy will also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes spouse, domestic partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of the employee's household. "Domestic partner" is an employee in a relationship with a significant other when:

1. Neither the employee nor the domestic partner is married to another.
2. The partners are not related by blood closer than what would bar them from marriage in the State of Illinois.
3. The individual has resided in the same residence as the employee for at least twelve months previously. No employee will be promoted to an "exempt" status or supervisory status whenever such promotion or transfer will result in the employee becoming the supervisor or have direct influence over of his or her relative.

Section 2 – General Employment Practices

2.1 EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Geneseo is an Equal Employment Opportunity employer and does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, creed, religion, sex, gender, ancestry, national origin, alienage, citizenship status, marital status, sexual orientation, medical condition, pregnancy, disability status, gender identity or expression, protected veteran status, or any other characteristic protected by federal, state, or local law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and transfers. Employment decisions shall be based on merit, qualifications, competence, knowledge, skills, abilities, and other job-related factors.

2.2 EMPLOYMENT APPLICATION

Misrepresentations, falsification, or material omissions in any of the requested information of a person's application may result in that person not being further considered for employment. Misrepresentations, falsifications, or material omissions in any of the stated information of an employee's application or personnel data may result in the employee's termination.

2.3 EMPLOYMENT AUTHORIZATION VERIFICATION

Every employee is required to be legally authorized to work in the United States. Accordingly, all employees must complete the federal Employment Eligibility Verification Form (I-9) within three days of being hired. Employees who fail to complete this form during the first three days of their employment will be terminated. If you are a current employee and have not complied with this requirement, or if your legal authorization to work has changed, you must immediately notify your supervisor and/or an appropriate member of management.

2.4 PRE-EMPLOYMENT DRUG TESTING AND MEDICAL EXAMS

All candidates who have accepted an offer of employment with The City of Geneseo must be able to perform the essential functions of the position under consideration with or without reasonable accommodation. Prior to being given an offer of employment, candidates may be required to successfully complete a drug test for the current use of illegal drugs. If a candidate refuses to submit to a requested pre-offer drug test for the current use of illegal drugs, that individual will be disqualified from employment.

All offers of employment and assignment of job duties may be contingent upon completion of a medical examination having direct relevance to the job being offered. After a job offer is extended, but before the employee begins work, the City may require a selected applicant to have a medical examination performed at the City's expense and by a physician of the City's choice. Candidates may be required to answer disability-related questions and/or submit to a medical examination, which may include testing for the use of illegal drugs. Post job-offer pre-employment medical examinations are given to evaluate the ability of an individual to perform the essential functions of a position with or without reasonable accommodation. If a candidate does not demonstrate an ability to perform the essential functions of the position under consideration with or without a reasonable accommodation, the offer of employment may be rescinded.

2.5 EMPLOYEE RESIDENCY

All non-union City employees shall be required to live no more than thirty (30) miles from City Hall within 6 months of employment, in order to meet the needs of a City emergency. Union represented employees shall adhere to the residency requirements contained in the collective bargaining agreement, including any memoranda of understanding, relevant to them. Requests for exceptions to the residency requirement will be subject to individual review by the City Council. An employee's failure to live within the boundaries of the residency requirements applicable to them may constitute grounds for immediate dismissal. Proof of residency could include but is not limited to a utility service billing in the employee's name or an executed residential lease within the boundaries of the residency requirement.

2.6 PROBATIONARY PERIOD

New employees, or employees holding a new position, will be considered to be on probation for a period of six (6) months; except for Police Officers whose probation period shall be twelve (12) months. A probationary period is a training and getting-acquainted period. An employee's completion of the probationary period does not mean that the employee has any right to continued employment. Following completion of the probationary period, an employee may still resign, and the City still has the right to terminate your employment or change your compensation, duties, assignments, or responsibilities to the job at any time, with or without cause. During the probationary period, new employees are eligible for benefits which are required by law, such as Worker's Compensation and Social Security, and may be eligible for other benefits as indicated by the terms and conditions of each benefit program in this Manual.

2.7 EMPLOYMENT CLASSIFICATIONS

Employees shall be categorized into one or more of the classifications listed below for purposes of determining their eligibility for overtime pay and certain benefits. Any questions or concerns regarding your classification should be directed to your supervisor and/or an appropriate member of management.

Full-Time Employees – Full-time employees are those who are regularly scheduled to work at least 30 hours per week, including vacation time and sick leave, and are not expected to be seasonal.

Part-Time Employees – Part-time employees are those who are regularly scheduled to work fewer than 30 hours per week and are not expected to be seasonal.

Seasonal Employees – Seasonal employees are those who are hired for a position with an annual employment period of six months or less around the same time of year.

Exempt Employees – Exempt employees are exempt from the overtime provisions of the Fair Labor Standards Act and applicable state law because their job duties and salary meet the exemption requirements of the law. Exempt employees are paid a salary and are not required to be paid overtime for work performed beyond 40 hours in a workweek.

Non-exempt Employees – Non-exempt employees do not meet the exemption tests under the Fair Labor Standards Act and applicable state law and are paid overtime for hours worked over 40 in a workweek. Non-exempt employees can be paid a salary or an hourly rate and are required to record the hours they work.

2.8 CHANGES TO PERSONAL INFORMATION

Employees are required to provide the City of Geneseo with current personal information, including their address, phone number, dependents, spouse's name, next of kin, and beneficiaries, as necessary for legitimate work-related purposes. Employees are required to notify the City of Geneseo regarding any change to this information within one week of its occurrence.

2.9 PERSONNEL RECORD REQUESTS

The City of Geneseo maintains certain personnel records for each employee. These records may include, among other things, information regarding an employee's job status, pay, performance, disciplinary action, and attendance.

In accordance with the Employment Personnel Record Review Act (820 ILCS 40/0.01 *et seq.*), an employee may, upon request, inspect those records maintained by The City of Geneseo which are, have been, or are intended to be used in determining the employee's qualifications for employment, promotion, transfer, additional compensation, discharge, or other disciplinary action. Such records may not include those described in 820 ILCS 40/10 including, but not limited to, letters of reference, information of a personal nature about a person other than the requesting employee, documents related to employee

testing (other than an employee's score), and certain records relating to a pending investigation or claim.

Employees shall be provided with the opportunity to inspect the above-described records within seven working days after their request for inspection. However, if The City of Geneseo can reasonably show that such deadline cannot be met, The City of Geneseo shall have an additional seven days to comply.

2.10 EMPLOYMENT VERIFICATIONS

If an employee needs to have his or her employment with the City verified, such verifications of employment shall only be given by the Human Resources in response to valid inquiries and shall include only:

1. Dates of Employment
2. Department
3. Position
4. Salary

Requests from third parties for completion of forms or other documents which provide any employee personal information other than dates of employment, department, and position will be completed by Human Resources or the Chief of Police only when the request contains the employee's signed authorization. Such requests for information are returned directly to the third party requesting the information.

2.11 ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

In accordance with the Americans with Disabilities Act and other applicable law, The City of Geneseo shall make reasonable accommodations for the known disability of an otherwise qualified individual to the extent required by law unless undue hardship would result.

Procedures for Requesting Reasonable Accommodations – Otherwise qualified employees and applicants who require a reasonable accommodation to perform the essential functions of a position should take the following steps:

- Make a request to your supervisor or the appropriate member of management for a reasonable accommodation. Requests can be oral or written, but employees and applicants should reduce their requests to writing.
- Once The City of Geneseo has been notified of an employee or applicant's request or need for a reasonable accommodation due to a disability, the employee or applicant may be required to provide current documentation from a physician or other medical professional concerning the existence and extent of the disability. The employee or applicant shall be responsible for requesting the

applicable medical documentation from their physician or other medical professional and ensuring it is provided to the appropriate member of management. The City of Geneseo will generally not communicate with an employee's physician or other medical professional directly without first obtaining the employee or applicant's written consent for the release of medical information.

- After The City of Geneseo has been alerted to an employee or applicant's request or need for a reasonable accommodation, an appropriate member of management will communicate with the employee or applicant regarding what accommodations, if any, would be reasonable under the circumstances. Accommodations will be made if they are reasonable and do not cause undue hardship. All employees must be able to perform the essential functions of their positions, with or without reasonable accommodations.
- Information and documentation related to accommodations, including medical information, will be maintained in a confidential file separate from other personnel records. Information and documentation related to accommodations will only be shared with those individuals who need to know in order to provide the accommodation. Such individuals may or may not include an employee's supervisor.

2.12 ACCOMMODATIONS FOR CONDITIONS RELATED TO PREGNANCY

In accordance with 775 ILCS 5/2-102(J), The City of Geneseo will not discriminate or retaliate against an employee or applicant affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. Otherwise, qualified individuals who require an accommodation to perform the essential functions of their positions due to any medical or common condition related to pregnancy or childbirth should notify their immediate supervisor and/or an appropriate member of management. If an accommodation is reasonable and does not impose an undue hardship, the accommodation will be made.

Reasonable accommodations for employees or applicants affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth may include one or more of the following:

- more frequent or longer bathroom breaks
- breaks for increased water intake
- breaks for periodic rest
- seating
- assistance with manual labor
- light-duty
- temporary transfer to a less strenuous or hazardous position

- acquisition or modification of equipment
- part-time or modified work schedule
- appropriate adjustment or modification of examinations, training materials or policies
- reassignment to a vacant position
- time off to recover from a condition related to childbirth
- leave necessitated by pregnancy, childbirth, or medical or common conditions relating to childbirth

2.13 ACCOMMODATIONS FOR RELIGIOUS BELIEFS

The City of Geneseo will endeavor to accommodate the religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on operations. Employees who wish to request such an accommodation should make a written request to their supervisor and/or an appropriate member of management.

Accommodations for religious beliefs may include the use of voluntary substitutes and swaps, flexible scheduling, or temporary changes in job assignments. Employees should notify their supervisor in writing of any requested time off for religious observations at least 30 days prior to the requested absence.

2.14 IMMIGRATION LAW

Prior to or at the time of employment, an employee must provide appropriate documentation establishing identity and authorization to work and properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9.

2.15 FEDERAL AND STATE WITHHOLDINGS

Employees must complete and sign the Federal and State W-4 forms in accordance with income tax regulations for the withholding of Federal and State income tax payments.

Employees may change the number of withholding exemptions or have an additional flat amount withheld by completing a new Form W-4 and submit the new W-4 to the HR Department. A new W-4 must be filed when a change in marital status occurs. Changes to income tax withholding will not take place until a new W-4 is signed and delivered.

Federal and State withholding statements (Form W-2) of earnings and tax withheld for the preceding calendar year are distributed to employees by January 30 of each year. Any discrepancy in the W-2 year-end form should be promptly reported to the HR Department so that a corrected W-2 can be furnished, if required.

2.16 FAIR TREATMENT PROCEDURE

Employees are encouraged to resolve informal complaints with their appropriate Department Supervisor/Director. The Department Supervisor/Director shall respond to an informal complaint within seven (7) working days. If a problem is not resolved informally, the following formal procedure is available to nonexempt employees.

STEP ONE EMPLOYEE: If the complaint is not resolved to the employee's satisfaction following the informal procedure, then the employee shall be responsible to reduce the complaint in writing and to present one copy to the Department Supervisor/Director and one copy to Human Resources to be placed into his or her personnel file. This written complaint must be delivered to the Department Supervisor/Director and the Human Resources no later than five (5) working days from the Supervisor's/Director informal response.

SUPERVISOR/DIRECTOR: The Supervisor/Director shall act on the problem and respond to the employee complaints in writing within five (5) working days from receipt of the complaint. A copy of the Supervisor's/Director response shall be placed into the employee's personnel file.

STEP TWO EMPLOYEE: If the complaint is not resolved to the employee's satisfaction following step one, it is the employee's responsibility to give a written request to the City Administrator that it be placed on the City Council's Agenda to be reviewed in executive session. This must occur within five (5) days of the employee's receipt of the Supervisor's/Director's Step One response.

CITY ADMINISTRATOR: The City Administrator shall place the employee's complaint on the Council's agenda. The City Administrator shall provide the Council with a copy of the employee's written complaint provided in step one, along with the Supervisor's/Director's response.

CITY COUNCIL: The City Council will review the employee's complaint and the Supervisor's/Director's response and present a recommendation for resolution to the Mayor. The Mayor shall render a final decision within five (5) working days of the Council's recommendation. Copies of the Mayor's decision shall be forwarded to Human Resources and placed into the employee's personnel file. Under certain circumstances, as approved by the Mayor, it may be appropriate to begin the Fair Treatment Process at a step beyond Step One.

No employee will be subject to reprimand or retaliation by anyone as a result of initiating an informal or formal complaint. Employees may be subject to discipline, up to and including termination, for making false complaints or intentional abuse of the procedure.

Officers of the Police Department shall have their dissatisfaction handled under the rules and regulations of the Board of Police Commissioners whenever such

dissatisfactions are attributed to the provisions of the Department's rules and regulations established by the Board of Police Commissioners.

Disciplinary actions may be subject to the Fair Treatment Procedure. However, discharge of an employee is not subject to the Fair Treatment Procedure.

2.17 DISCRIMINATION REPORT PROCEDURE

If you believe unlawful discrimination has occurred, you should take the following steps:

An employee who observes discrimination or believes themselves to be the object of discrimination should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the offending employee, and their immediate supervisor. It is not necessary for discrimination to be directed at the person making the report.

Any employee may report conduct which is believed to be discrimination to The City of Geneseo through the following processes and procedures:

- **Direct Communication** – If there is discriminating behavior in the workplace, the employee suffering the discrimination should directly and clearly express their objection, indicate that the conduct is unwelcome, and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- **Contact with Supervisory Personnel** – At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the employee making the report, the employee's department head, the director of human resources, or another appropriate officer. A report by an employee should be made to the employee's immediate supervisor, except in circumstances when the immediate supervisor is the offending individual or the employee reasonably determines, based on the circumstances, that the report should be made to another supervisor or officer. Reports may be made either orally or in writing, but oral reports should be reduced to writing before an investigation is initiated. The report should include a description of the incident(s), the name of the person accused of the discrimination, the date(s) on which the incident(s) occurred, and the signature of the individual making the report. Reports should be made promptly after a suspected violation has occurred. Documentation of any incident may be submitted with any report (what was said or done, the date, the time, and the place), including but not limited to written records such as letters, notes, memos, and telephone messages.

- After a report has been reduced to writing, a member of management (or a third party when appropriate) will, within a reasonable amount of time, investigate the allegations by the reporting employee. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have another relevant knowledge.
- Upon completion of the investigation, the reporting employee shall be advised of the results of the investigation and the proposed resolution of the report. Appropriate disciplinary action will be taken against an offending employee.
- Individuals who submit a written report of discrimination should maintain any relevant notes and documentation. The City of Geneseo shall maintain records of reports and investigation materials for at least two years after the date of resolution of the report unless the circumstances are such that the records should be kept for a longer period of time.
- Reasonable efforts shall be made to keep reports of discrimination confidential. In the event of a legal claim, records relating to reports of discrimination and other legal violations may not be considered privileged from disclosure.

Employees experiencing perceived discrimination must not assume that the City of Geneseo is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or officer, the City of Geneseo will not be presumed to have knowledge of the discrimination.

All allegations, including anonymous reports, will be accepted, and investigated regardless of how the matter comes to our attention. However, because of the serious implications of discrimination charges, the difficulties associated with their investigation, and the questions of credibility involved, a reporting employee's willing cooperation is a vital component to any investigation.

Employees or applicants will not be subjected to unlawful retaliation for complaining of suspected discrimination or other legal violations or participating in a related investigation. If you believe you are being retaliated against, you should register a written complaint in accordance with this policy.

2.18 TELECOMMUTING

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to City Hall. It is a work alternative that the City may offer to management employees when it would benefit both the organization and the employee. Communication may be made by any means, such as telephone or email.

The City Administrator may decide to limit the number of employees telecommuting at any time. Telecommuting is not an entitlement or a City-wide benefit; it is a privilege. It in no way changes the terms and conditions of employment with the City. As such, the City has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

Successful telecommuters should be good planners, self-motivated, strong communicators, able to manage their workload effectively, aware of their personal work style preferences, flexible, committed and responsible, willing to ask for feedback, able to work independently with minimal supervision, able to work without continual input and support from others, comfortable working and being alone, possess time management skills, proven producers of quality work, and able to focus on priorities and meet deadlines.

The City has established a “Casual/Short Term Telecommuter” system for management employees. Telecommuting may be approved by the City Administrator for the following scenarios:

1. Work occasionally on a special project (e.g., one day per week, in the evenings, on the weekends or on the road during City travel).
2. Telecommutes on a short-term basis, [e.g., to accommodate short-term or occasional medical- or pregnancy-related needs, family caregiving, organization emergencies (floods, fire, storms, etc.)]. Any telecommuting arrangements for employees on medical leave must be made with consent of the employee’s health care provider.

All equipment, records, and materials provided by the City shall remain the property of the City and is for City business-use only and may not be used by any individual other than the employee. The employee agrees to protect equipment, records, and materials against unauthorized or accidental access, use, modification, destruction, or disclosure. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.

Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment.

The employee will be required to use a City of Geneseo provided email account as their primary means of communication. The employee must provide their own internet connection. The employee will be solely responsible for purchasing any additional hardware or software required for the internet connection. Employee shall also be solely responsible for cost of installation and associated monthly fees.

The City of Geneseo reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Employees who telecommute shall be responsible for providing their own printer and all associated costs.

Prospective telecommuters should contact Director of IT to assist in determining specific printer equipment needs.

Provisions and Conditions of this Privilege:

1. There may be occasions when telecommuting is suspended for a given period of time because of unexpected events, emergencies or City need.
2. Occasionally, there may be positions which require employment with the City for a minimum of 12 months of continuous, regular employment before the opportunity to telecommute is addressed.
3. Before entering into any telecommuting agreement, the employee, and City Administrator, along with the assistance of the Director of IT and Human Resources will evaluate the suitability of telecommuting, paying particular attention to the following areas:
 - a. Employee Suitability - assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 - b. Job Responsibilities - discuss the job responsibilities and determine if the job is appropriate for telecommuting.
 - c. Equipment needs, workspace design considerations and scheduling issues.
4. The employee will establish an appropriate work environment within their home for work purposes. The City will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.
5. The City assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. The employee agrees to hold the City harmless for injury to others at the alternate work site. The employee agrees to maintain safe conditions in the at-home workspace or if

outside the employee's at-home workspace, or the City facilities at any time, and to practice the same safety habits as those followed on the City premises.

6. The employee understands that his/her personal vehicle will not be used for City business unless specifically authorized by the supervisor. However, the employee may use his/her personal vehicle for travel to and from City Hall.
7. The employee understands that he/she is responsible for tax consequences, if any, of this arrangement.
8. The employee and City Administrator will discuss the days authorized for telecommuting, the work schedule the employee will customarily maintain, and the manner and frequency of communication. After initial discussion and authorization with the City Administrator, the employee shall submit an official telecommunicating request on the employee's "Leave Calendar" via the miPay Online system. A request to telecommute by the Police Chief shall be submitted initially to the City Administrator who will then advise the Mayor of the request. The Mayor will make the final decision on telecommuting requests from the Police Chief. The employee agrees to be accessible by phone or email.
9. Telecommuting employees will be required to enter their hours worked as in the past. Important - additional hours for non-exempt staff involving overtime at any work site must be approved in advance by the supervisor.
10. Telecommuting is NOT designed to be a replacement for appropriate child/eldercare. Although an individual employee's schedule may be modified to accommodate child/eldercare needs, the focus of the arrangement must remain on job performance and meeting City demands. When working remotely, employees must devote their full time and attention to City work during their work time. Telecommuters must keep accurate records of the time spent each day when working remotely and utilize benefit time for the difference between their actual work hours and a full workday. The success and continuation of the individual telecommuting arrangement will be determined primarily on the needs of the City and the productivity level of the employee while working remotely.

Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to telecommuting. The employee should not undertake other activities such as, but not limited to, providing primary care for a young child or an ill or disabled adult, performing volunteer work or participating in another business venture during at home working hours. The City reserves the right to require proof of childcare or eldercare arrangements.

11. The availability of telecommuting as a flexible work arrangement for employees can be discontinued at any time at the discretion of the City. The City will make every effort to provide reasonable notice of such a change. There may be instances, however, where less or no notice is possible. In addition, management retains the right to terminate or modify this agreement on a temporary or permanent basis in its sole discretion.

2.19 PERFORMANCE EVALUATIONS

The City believes that the performance evaluation helps its employees achieve their fullest potential. Evaluations measure employees' performance, skills and abilities, training needs, and suitability for promotion. Evaluations also serve to help improve communication between employees and supervisors.

The City has designed its evaluation program to ensure that employees:

- Know their duties and responsibilities
- Understand the goals that have been set for them
- Receive timely feedback about their performance
- Are rated in a fair and consistent manner

Formal evaluations are conducted annually after the conclusion of a fiscal year. The format of the evaluation shall require the evaluator to make written explanation sufficient to understand the performance of the employee subject to the evaluation in a manner that is constructive to improved performance and professional development. The evaluator may be required to participate in formal training for executing performance evaluations.

Section 3 – Employee Hours, Wages & Reimbursement

3.1 WORKING HOURS

The normal hours of operation for The City of Geneseo, City Hall are Monday through Friday from 8:00 a.m. to 4:00 p.m. However, individual hours of work may vary depending on your position and the duties that you perform. Your supervisor will inform you of your work hours.

3.2 MEAL PERIODS AND REST BREAKS

Employees shall be allowed a fifteen (15) minute rest period for each four (4) hours worked. Rest periods shall be counted and paid as time worked. Rest periods shall be assigned by the Department Supervisor/Director. Employees may not shorten their

work shifts or extend their lunch period by not taking the scheduled rest periods. Rest periods shall not be allowed within the first hour of work or the hour before or after the employee's lunch period or the last hour before the end of their scheduled work period. Drive time to and from the work site shall not exceed 5 minutes.

If your employment is governed by a collective bargaining agreement or individual employment contract, your meal periods and rest breaks shall be in accordance with the terms and conditions of that agreement or contract in the event of any conflict.

3.3 TIME KEEPING

Employees are responsible for ensuring the accuracy of their timekeeping records. Employees who believe their timekeeping records are inaccurate shall immediately notify their supervisors and/or an appropriate member of management. Any disputes as to the accuracy of timekeeping records shall be reviewed with the employee's supervisor and/or an appropriate member of management.

Falsifying timekeeping records is strictly prohibited and may result in disciplinary action up to and including termination.

3.4 PAY PERIODS

The pay period shall be two (2) calendar weeks in length and shall begin on a Sunday and end on the second Saturday.

3.5 PAYROLL AND DEDUCTIONS

All employees shall be paid bi-weekly following the end of the pay period on every other Thursday. In the event that a regularly scheduled payday falls on a holiday, employees may receive pay on the workday before the holiday, if possible. Neither pay advances nor extensions of credit on unearned wages can be provided to employees.

The City of Geneseo is required by law to withhold certain deductions from your paycheck. This includes deductions for federal income tax, state income and unemployment tax and Federal Insurance Contributions Act (FICA) tax contributions (Social Security and Medicare) as well as IMRF or Downstate Pension deductions. The City of Geneseo is also required to withhold deductions pursuant to legal orders, such as orders for child support, bankruptcy, tax levy, money owed to a state agency, or general creditor debts.

The City of Geneseo will withhold certain deductions from your paycheck that you have voluntarily authorized. This includes deductions for health insurance premium contributions, retirement plan contributions, or other services. Voluntary deductions

not required by law will only be made with written authorization signed by the employee.

All employees should routinely examine every paycheck and immediately report any inaccuracies to their immediate supervisor and/or the appropriate member of management.

3.6 OVERTIME PAY FOR NON-EXEMPT EMPLOYEES

In accordance with the federal Fair Labor Standards Act and applicable state law, employees classified as “non-exempt” shall be paid overtime for any working time in excess of 40 hours in a workweek.

Overtime pay is based on actual hours worked and certain paid benefit hours. Benefit hours which are included in overtime computation are vacation, bereavement, jury duty, sick leave, and holiday hours. Holiday time which falls on an employee’s regularly scheduled day off shall not be counted as benefit hours.

Overtime shall be paid at one and one-half times the employee’s regular base hourly rate of pay for all hours of overtime actually worked within the workweek. Non-exempt employees are prohibited from working before, beyond, or outside their scheduled work hours unless authorized to do so by their immediate supervisors or department heads. Unless otherwise provided by law, employees who work outside of their scheduled hours without proper authorization will not be compensated for such time. Employees who work overtime without prior authorization will be subject to disciplinary action up to and including termination.

In the event the Mayor grants administrative time off (early quitting time) for all City employees; employees who hold essential positions and are required to remain on the job shall be paid for the number of hours worked plus given compensatory time equal to the amount of administrative time off granted by the Mayor.

Exempt status employees are not eligible for overtime pay.

3.7 COMPENSATORY TIME IN LIEU OF CASH OVERTIME

The federal Fair Labor Standards Act allows public employers to compensate non-exempt employees for hours worked in excess of 40 with compensatory time off (comp time) in lieu of cash overtime compensation. Such comp time must be credited at a rate not less than one and one-half hours for each hour of employment. Compensatory hours earned and used must be recorded on the employee’s timecard.

Employees will be permitted to use their accrued comp time within a reasonable period after making a request so long as the use of the comp time does not unduly disrupt the operations of the employee’s department. Employees shall be allowed to use compensatory time off to extend their vacation leave or holiday upon approval of their

supervisor. An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time.

The ability to earn comp time in lieu of cash overtime may only be available to certain employees, job titles, or assignments. Any questions or concerns regarding comp time should be directed to your supervisor and/or the appropriate member of management.

Compensatory time off for hours worked which may exceed the forty (40) hour work week may be taken during the same work week at one hour off per one hour worked over the expected excess of the forty (40) hour work week. Election of compensatory time off shall not use accrued compensatory time whenever compensatory hours are earned during the work week, i.e., last earned, 16 first used, however accrued compensatory hours may extend compensatory time off if available.

Compensatory time shall not be allowed to accrue beyond forty (40) hours. The City shall pay all employees for their unused compensatory time on the 2nd pay period of December of each year. Employees with less than fifteen years of service with the City shall be allowed to carryover up to twenty hours beyond the second pay cycle of December each fiscal year. This time; however, must be used by June 30th of the following year. This time CANNOT be cashed out and must be used for taking time off work.

3.8 EMPLOYEE TERMINATION PAY

Employees who abandon their employment, or who are discharged, shall be eligible for only the following termination pay at the time of termination:

1. Compensatory pay (if earned)
2. Actual hours worked in the pay period
3. All earned but unused vacation pay paid on a prorated basis

Employees who voluntarily resign from the City with appropriate or waived notice, and the estates of those employees whose employment ceases due to death, shall be eligible for the following termination pay:

1. Compensatory pay (if earned)
2. All earned but unused vacation pay paid on a prorated basis
3. 50% of all unused sick day pay calculated on the last completed work month
4. Actual hours worked in the pay period

Exempt employees who are terminated by the City shall have their severance pay determined by the City Council. However, the City Council shall not deny the payment of earned but unused vacation leave.

All termination pay will be included in the last paycheck to the employee, unless otherwise agreed by the City and the employee.

Employees must return all City property including uniforms, keys, equipment and vehicles, papers, maps, official documents, and any other material obtained while employed by the City before the end of the last scheduled workday.

Employees or their family members may be eligible to continue health insurance coverage upon termination of employment as provided under COBRA legislation.

3.9 COMPENSATION STRUCTURE - FULL TIME NON-UNION EMPLOYEES

Compensation Ranges:

Title	Class	Range Start	Range End
City Administrator	Exempt	\$95,000	\$118,750
Director of Electrical Operations	Exempt	\$93,000	\$116,250
Chief of Police	Exempt	\$92,000	\$115,000
Director of Public Works	Exempt	\$85,000	\$106,250
Deputy Chief of Police	Exempt	\$80,000	\$100,000
Finance Director	Exempt	\$80,000	\$100,000
IT Director	Exempt	\$70,000	\$87,500
Building Inspection Director	Exempt	\$70,000	\$87,500
Administrative Assistant/Communications Supervisor	Non-Exempt	\$50,000	\$62,500
Park Lead Laborer	Non-Exempt	\$45,000	\$56,250
City Clerk/HR Assistant	Non-Exempt	\$45,000	\$56,250
Finance Administrative Assistant	Non-Exempt	\$40,000	\$50,000

Cost of Living (COLA):

1. The city council shall consider and approve any cost-of-living adjustments on an annual basis.

Years of Service:

1. The City Administrator may propose years of service compensation adjustments to the City Council during the annual budgeting process at milestone service date junctures, using 01/01/2023 as the baseline date for current staff. For newly hired staff, the starting time frame shall be his/her full-time anniversary date with the city. Considerations for years of service compensation adjustments may include the financial stability of the City, unionized staff wage increases, longevity, and performance, along with other factors related to the determination of compensation adjustments. For the purposes of this policy milestone service date junctures shall be considered:

- a. 3 years
- b. 5 years
- c. 10 years
- d. 15 years
- e. 20 years
- f. 25 years

Educational Milestones:

1. Once an employee is established within their role and said employee reaches the below educational milestones at an accredited two (2) or four (4) year institution of higher education, a wage increase shall occur on the employee's current base wage/salary at the time, in accordance with the following. To be considered a relevant educational milestone degree within this policy, the degree program shall enhance the employee's skills and abilities in their current position or prepare them for promotional opportunities. The employee shall submit a description of the program to his/her department director for approval before beginning a degree program.
 - a. Associates Degree: 1.5%
 - b. Bachelor's Degree: 2.00%
 - c. Master's Degree: 3.00%

Additional Salary/Wage Range Terms:

1. The City Administrator (City Council for the Chief of Police and City Administrator) has the authority to determine the compensation of newly hired employees within the compensation ranges based on the new hire's knowledge, skills, and abilities upon hire into a role.
2. The compensation range chart shall be evaluated and adjusted as needed for changes every three years by the City Administrator and presented to the City Council for evaluation and consideration.
3. Once an employee has reached the "range end" in their role at any time, they shall only be eligible for across-the-board wage increases, as determined and approved by the City Council annually.
4. If it is determined that a new position is needed within this compensation structure and/or a current position is proposed for significant alteration in duties that may warrant a review of the compensation ranges stated, the city administrator shall present the proposed alterations to the city council for consideration.

Section 4 – Leaves of Absence

4.1 FAMILY AND MEDICAL LEAVE ACT

In accordance with the Family and Medical Leave Act (FMLA) of 1993 (29 U.S.C. § 2601 *et seq.*), certain employees may be eligible to take job-protected leave from work for up to 12 weeks in a 12-month period for qualifying reasons.

Eligibility for FMLA Leave

To be eligible to take leave under FMLA, you must meet the following requirements:

- You have been employed by The City of Geneseo for at least 12 months (with no break in service of seven or more years, except: (a) if such break in service is related to qualifying military obligations; and/or, (b) as otherwise provided in a collective bargaining agreement or other written agreement); and,
- You have worked at least 1,250 hours during the 12-month period preceding the start of the leave; and,
- You work at or report to a work site which has 50 or more employees within a 75-mile radius of that work site.

Qualifying Reasons for FMLA Leave

Eligible employees may only use FMLA leave for one or more of the following qualifying reasons:

- Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child).
- Because of the placement of a child with you for adoption or foster care (within 12 months of the placement of the child).
- In order to care for your spouse, child, or parents if they have a serious health condition.
- Because of a serious health condition that makes you unable to perform the functions of your job.
- Because of any “qualifying exigency” (as defined by the U.S. Secretary of Labor) arising out of the fact that your spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces (retired member only), National Guard, or Reserves in support of a contingency operation.

Serious Health Condition

For purposes of this policy, a “serious health condition” means an illness, injury, impairment, or physical or mental condition involving one of the following:

- Hospital Care – Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition.
- Absence Plus Treatment – A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (a) treatment two or more times (within 30 days and provided the first visit takes place within seven days of the first day of incapacity) by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or, (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven days of the first day of incapacity);
- Pregnancy – Any period of incapacity due to pregnancy or for prenatal care.
- Chronic Conditions Requiring Treatment – A chronic condition which requires at least two periodic visits for treatment per year by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity.
- Permanent/Long-term Conditions Requiring Supervision – A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
- Multiple Treatments (non-chronic conditions) – Any period of incapacity to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three full consecutive calendar days in the absence of medical intervention or treatment.
- Qualifying Exigency Leave – If you are an eligible employee (as defined above), you are entitled to take up to 12 weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a covered military member is on active duty

or called to active-duty status. The leave described in this section is available during a 12-month rolling period and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the covered military member's active-duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active-duty status in support of a contingency operation and the dates of the covered military member's active-duty service. Eligible employees may take all 12 weeks of their FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of 12 weeks of leave for both qualifying exigency leave and leave for a serious health condition (as defined above).

With Respect to a Qualifying Exigency Leave:

- A "covered military member" means your spouse, son, daughter, or parent who is on active duty or called to active-duty status.
- A "qualifying exigency" includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperation; (g) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and, (h) additional categories that are agreed to by the employer and employee within this phrase.
- The phrase "son or daughter" is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in *loco parentis*, of any age for qualifying exigency leave, who is on active duty or called to active-duty status. (Note: This definition is different from other sections of this policy).
- A "parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in *loco parentis* to you when you were a son or daughter, but it does not include "parents-in-law."

Military Caregiver Leave

If you have been employed by The City of Geneseo for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has 50 or more employees within a 75-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent, or next of kin of a covered service member, as defined below, you are entitled to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the covered service member (including 12 workweeks for any other FMLA qualifying reason). The leave described in this section shall only be available during a single 12-month period beginning as of the date the leave commences and

ending 12 months after that date (and any unused amounts are forfeited). Military caregiver leave may be permitted more than once if necessary to care for a different covered service member (or the same covered service member with multiple or subsequent injuries or illnesses) up to a combined total of 26 workweeks in a 12-month period. However, your total available leave time in any single 12-month period generally may not exceed a combined total of 26 workweeks (including FMLA leave taken for any other reason); except as provided under FMLA regulations. You will be required to timely submit any requested documentation as a condition of receiving approved military caregiver leave; except as provided under FMLA regulations. (Note: the 12-month computation period for this type of leave differs from the other types of FMLA leave.)

With Respect to Military Caregiver FMLA Leave:

- “Covered service member” means a member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy from an injury or illness occurring in the line of active duty and/or during active duty, who is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- “Outpatient status” means the status of a member of the armed forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the armed forces receiving medical care as outpatients.
- “Next of kin” means the nearest blood relative of that individual (regardless of age) other than an employee’s spouse, son, or daughter. You are required to provide confirmation of the relationship upon request. The service member may designate the blood relative who is considered their next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles and then first cousins.
- “Serious injury or illness” means an injury or illness incurred by the service member in the line of duty on active duty in the armed forces that may render the service member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

Additional Rules and Procedures for FMLA Leave

- Spouses – If your spouse also works for The City of Geneseo and you both become eligible for leave due to the birth, adoption, or foster care placement of a child as described above, or for the care of a sick spouse, child, or parent, the two

of you together will be limited to a combined total of 12 workweeks of leave in any rolling 12-month period. In addition, if you and your spouse both become eligible for leave under the military caregiver family leave provision or under a combination of the service member family leave provision, for any qualifying reasons for FMLA leave (other than for the serious health condition of either you or your spouse, child, or parent), or to care for your parent with a serious health condition, the two of you together generally will be limited to a combined total of 26 workweeks of leave in any single 12-month period, but if the leave taken by you and your spouse includes leave for any qualifying reasons for FMLA leave, that leave shall be limited to a combined total of 12 workweeks of leave in any rolling 12-month period.

- Medical Certification – Any request for a leave for the serious health condition of either you or your spouse, child, or parent, or under the service member family leave provision above must be supported by certification issued by the applicable health care provider or the U.S. Department of Defense. You are required to submit this information on the forms provided to you by The City of Geneseo or on the Invitational Travel Orders or Authorizations provided to you by the U.S. Department of Defense.

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

You may be required to submit a second medical opinion and periodic recertification to support the continuation of such leave (except as otherwise provided by the U.S. Department of Labor). If the first and second opinions differ, a third opinion can be obtained from a health care provider jointly approved by both you and The City of Geneseo (unless you accept the second opinion as determinative).

- Intermittent Leave – If certified as medically necessary for the serious health condition of either you or your spouse, child, or parent, or to care for a covered service member if you are a spouse, child, parent, or next of kin to the covered service member, leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency arising out of the fact that your spouse, child, or parent is on active duty in support of a contingency operation, subject to the submission of a certification prescribed by the U.S. Secretary of Labor. If leave is requested on an intermittent basis, however, you may be required to transfer temporarily to an alternative position which better accommodates recurring periods of absence or

to a part-time schedule, provided that the position offers equivalent pay and benefits.

- Light Duty Work Assignments – While voluntarily performing in a light duty capacity while on FMLA leave, that time does not count against your 12-week FMLA allotment. In effect, your right to restoration is held in abeyance during the period of time that you are performing in a light duty capacity (or until the end of the applicable 12-month FMLA leave year if longer).
- Notification and Reporting Requirements – All requests for leaves of absence must be submitted to your supervisor or the appropriate member of management at least 30 days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, you must provide notice as soon as practicable, which generally means either the same day or the next business day that you learn of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of your leave. Your supervisor will forward the request to the appropriate member of management for approval.

You must respond to our questions relative to your leave request so that we can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to an FMLA-qualifying reason for which you have previously been granted FMLA-protected leave, *you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work.* It is not sufficient to simply “call in sick” without providing additional information indicating that your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this policy, you shall provide such notice consistent with established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and

including all extensions, cannot exceed a total of 12 weeks in a rolling 12-month period, unless you are a spouse, child, parent, or next of kin on leave to care for a covered service member, in which case your leave can last for up to 26 workweeks in a single 12-month period.

An employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action up to and including termination. A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

- Employee Benefits during FMLA Leave – You will be permitted to maintain health and dental insurance coverage for the duration of the leave under the same condition’s coverage would have been provided if you had remained actively at work. However, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse The City of Geneseo for the costs and expenses associated with insuring you during the leave.
- Return From FMLA Leave – If you return from your leave on or before being absent for 12 workweeks in a rolling 12-month period or 26 workweeks during a single 12-month period if you took a leave under the service member family leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In determining whether a position is equivalent we look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges, and status. The alternative position should be at the same worksite or a nearby worksite with a similar work schedule. However, the employee does not need to be reinstated in a position with the same job title or in the same physical office or cubicle as the prior position.

If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider in accordance with our normal policies and practices applicable to other leaves of absence, certifying that you are able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to you for compliance with

this requirement prior to your leave being designated as FMLA leave. If a reasonable job safety concern exists, you also may be required to provide a fitness for duty certification up to once every 30 days before returning from an intermittent or reduced schedule FMLA leave related to your own serious health condition. Generally, a returning employee will be permitted to return to work within two business days following their submission of a valid fitness for duty release.

If you fail to return to work at the expiration of your approved FMLA leave, it will be considered to be a resignation of your employment with us. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

- **Key Employees** – Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to operations. A “key” employee is a salaried employee who is among the highest paid 10% of employees at that location, or any location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a FMLA leave.
- **Coordination With Other Policies** – The City of Geneseo may require you to substitute any accrued paid time off, including vacation days and sick days (if you otherwise qualify), for unpaid leave under this policy, and any such paid time off must be taken concurrently with your family and medical leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on unpaid family and medical leave.

Further, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking FMLA leave. All time missed from work that qualifies for both FMLA leave and for workers’ compensation will be counted toward your FMLA leave. To receive any type of paid time off benefit while on FMLA leave, you may be required to meet the conditions for taking the paid leave.

- **Anti-Retaliation Provisions** – Employees will not be retaliated against for exercising their rights under the FMLA. If you believe you have been subjected to any unlawful discrimination or retaliation, you should promptly register a complaint with your supervisor or the appropriate member of management.

4.2 BEREAVEMENT LEAVE

Except as otherwise provided in this Manual, The City of Geneseo may grant up to three workdays of leave to regular full-time employees in the event of the death of an

immediate family member to attend the funeral (or alternative to a funeral) of the employee's immediate family member, make arrangements necessitated by the death of an employee's immediate family member, or grieve the death of the employee's immediate family member.

For purposes of this policy, an employee's "immediate family member" shall be defined as:

Employee's spouse, domestic partner, mother, father, brother, sister, children, stepchildren, grandchildren, grandparents, mother-in-law, father-in-law, stepparents, son-in-law, daughter-in-law.

"Domestic partner" shall be defined as:

Neither the employee nor the domestic partner is married to another; The partners are not related by blood closer than what would bar them from marriage in the State of Illinois; The individual has resided in the same residence as the employee for at least twelve months previously.

Bereavement leave pay shall be paid at the employee's hourly rate of pay.

Under special circumstances, the Mayor may approve a personal leave of absence to meet the needs of the employee. Leave may be paid or unpaid at the City's discretion.

Employees may be excused with pay from part of their scheduled workdays to attend a funeral of a City employee provided such excuse is approved by the Department Supervisor/ Director and the excuse does not disrupt the City's operations.

4.3 LEAVE UNDER THE VICTIM'S ECONOMIC SAFETY AND SECURITY ACT

The Victims' Economic Security and Safety Act (VESSA) provides an employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, with up to 12 weeks of unpaid leave per any 12-month period.

VESSA leave may be taken intermittently or on a reduced leave schedule. VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA, which also qualifies under the FMLA, will be simultaneously designated as both VESSA and FMLA leave.

Qualifying Reasons for VESSA Leave

Eligible employees may use VESSA leave for the following reasons:

- To seek medical attention for, or recovery from, physical or psychological injuries caused by domestic violence to the employee or the employee's family or household member.
- To obtain victim services for the employee or employee's family or household member.
- To obtain psychological or other counseling for the employee or the employee's family or household member.
- To participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; and/or,
- To seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

Employees are eligible to take this leave if the victim of domestic or sexual violence is: (a) the employee themselves; (b) a covered family member (spouse, child, parent); or (c) a person jointly residing in the employee's household.

Notice Requirements

Employees must provide their supervisors and/or the appropriate member of management with at least 48 hours' notice in advance of taking VESSA leave unless doing so is not practicable under the circumstances. If an unscheduled absence occurs which an employee desires to be covered under VESSA leave, the employee must, upon request and within a reasonable period of time after the absence, comply with the certification requirements below. Failure to do so, may result in the absence being treated as unexcused and/or other disciplinary action.

Certification Requirements

An employee requesting VESSA leave must be able to provide the following:

- A sworn statement by the employee showing that the leave qualifies for a purpose covered by VESSA; and,
- Written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from:
 - A representative of a victim's services organization, an attorney, a member of the clergy, or a medical or other professional, from whom

the employee has sought services on behalf of a covered victim to address domestic or sexual violence or the effects of such violence.

- A police or court record; and/or,
- Other corroborating evidence.

If an employee fails to produce adequate certification within a reasonable time period after it is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absence will be treated as unexcused and/or may result in disciplinary action up to and including termination.

Pay and Benefits

VESSA leave is unpaid. However, employees may be required or permitted to use their accrued vacation days in lieu of taking otherwise unpaid leave under this policy. During an approved VESSA leave, an employee's health benefits will continue as if they continued to be actively employed. If an employee uses accrued vacation days in lieu of taking otherwise unpaid leave, the employee's portion of any applicable health plan premium will be deducted from their paycheck. If the leave is unpaid, the employee must pay their portion of any applicable health plan premium during the leave. Group health care coverage may cease if the employee fails to make timely payments of their portion of the premium(s). Benefits, including vacation days and sick days, will not accrue while an employee is on unpaid VESSA leave. However, employees who take VESSA leave shall not suffer loss of seniority or any other benefits previously accrued.

Return from VESSA Leave

Employees who timely return to work following approved VESSA leave will be restored to the same or an equivalent position. Employees who fail to timely return to work may be subject to disciplinary action up to and including termination. Employees will not be retaliated against for exercising their rights under VESSA. If you believe you have subjected to any unlawful discrimination or retaliation, you should promptly register a complaint with your supervisor or the appropriate member of management.

4.4 MILITARY LEAVE

The City of Geneseo shall grant leave from employment to eligible full-time and part-time employees who are members of any active or reserve component of the U.S. armed services, any "military service" as defined in the Illinois State Guard Act (20 ILCS 1815/0.01 *et seq.*), or the National Guard of any state for any period actively spent in military service, whether voluntary or involuntary, including basic training, annual training, and special or advanced training.

Military leave shall be uncompensated, except to the extent required by Article 5 of the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61/1-1 *et seq.*). Employees may use their accrued vacation days in lieu of taking otherwise unpaid leave under this policy.

Employees shall provide their supervisor with advance notice of the need for military leave, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. Unless otherwise provided by law, such leave shall not exceed a cumulative period of five years.

Military Leave for Training Purposes

- Employees who are members of any reserve component of the U.S. armed services, any “military service” as defined in the Illinois State Guard Act (20 ILCS 1815/0.01), or the National Guard of any state, shall be granted leave for any period actively spent in military service, including:
 - Basic training.
 - Special or advanced training, whether or not with the state, and whether or not voluntary.
 - Annual training; and,
 - Any other training or duty required by the U.S. armed forces.
- During leaves for annual training, full-time employees who are in the Reserves shall continue to receive their regular compensation.
- During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the U.S. armed forces, full-time employees who are in the Reserves shall receive their regular compensation minus the amount of their base pay for military activities if their daily rate of compensation for military activities is less than their daily rate of compensation as a full-time employee. Calculations under this section shall be made in accordance with applicable law.
- During leaves for basic training, full-time employees who are in the Reserves shall continue to accrue seniority and other applicable benefits.
- The City of Geneseo recognizes and fully complies with the provisions listed in the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61/1-1 *et seq.*).

Employees in the Reserves Who Are Called to Active Duty

Employees who are members of any reserve component of the U.S. armed services, any “military service” as defined in the Illinois State Guard Act (20 ILCS 1815/0.01 *et seq.*), or the National Guard of any state, and who are mobilized to active military duty as a result of an order of the President of the United States, shall continue to receive their compensation as an employee for the duration of their active military service, as well as any health insurance and other benefits they were receiving or accruing at the time they were mobilized to active military duty minus the amount of their base pay for military service.

Returning From Military Leave

An employee on military leave will be permitted to return to his/her job or comparable position with such credited company service, status and pay as if the employee had not been away on military leave in compliance with applicable laws. The veteran’s rights are extended provided that the employee complies with the veteran’s reemployment eligibility requirements under the law. Employees who have returned from service and have been reinstated to City employment shall have military time used to determine future vacation day hours and longevity pay hours provided that the City granted a military leave of absence, and the employee did not accept employment elsewhere after discharge from the service.

An employee who has been granted a military leave will receive the following accrued benefits in a lump sum:

1. All unused vacation day hours
2. Compensatory time

Any employee who has been granted a military leave may be granted by the respective Board the following City benefit programs:

1. 50% of earned sick day hours. Sick days will be computed up to the last full month worked.
2. 50% of longevity pay. Longevity pay will be computed up to the last full month worked.

4.5 JURY DUTY LEAVE

Any employee who has been duly summoned for jury duty for either petit or grand jury service shall be granted leave to serve upon the jury for which such employee is summoned. An employee summoned for jury duty must deliver to their supervisor or the appropriate member of management a copy of the summons within 10 days of the date of issuance of the summons to the employee. Employees may be required to provide proof of the number of days served by submitting a copy of the summons or subpoena and other relevant documentation to their supervisor and/or an appropriate member of management.

Full-time employees shall receive jury duty pay when required to serve as a jury member or to be interviewed for jury duty. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day of absence less any amount received for jury duty.

4.6 LEAVE UNDER THE ILLINOIS SCHOOL VISITATION RIGHTS ACT

Under the provisions of the School Visitation Rights Act, 820 ILCS 147/1, et al., any full-time or part-time employee who has worked at least six (6) consecutive months and who has exhausted all accumulated vacation, personal or compensatory leave may be granted an unpaid leave up to a total of eight (8) hours (no more than four hours of which may be taken on any given day) during any school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. Employees may be allowed a reasonable opportunity to make up any time taken off under this Section as long as said make-up time is scheduled with the Department Supervisor/Director and it does not create overtime for that employee or any other City employees. This make up time must be completed during the same pay period in which the employee takes leave under this Section.

For purposes of this section, "child" means a biological, adopted, or foster child, a stepchild, or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in the State of Illinois or a state which shares a common boundary with Illinois.

The employee shall provide the Supervisor/ Director and Human Resources a written request for such leave at least seven (7) days in advance or, in the case of emergency, at least 24 hours' notice if practicable. Leave shall be granted with regard to operating requirements and, as possible, the request of the employee. The employee shall provide written verification and documentation of the school visitation.

4.7 PERSONAL LEAVE

Full-time employees who wish to take time off without pay from work duties to fulfill personal obligations may request a personal leave from his or her Department Supervisor/ Director and must give at least two (2) weeks' notice prior to taking the leave.

Personal leave may be granted by the City Council for a period of up to four (4) months at the City's sole discretion. During any such leave that is granted, the employee on leave will keep the City apprised of his or her status by reporting to an appropriate person designated by the City.

The City will continue to provide insurance benefits until the end of the month in which the personal leave begins. After this month, the employees must pay the full cost of their insurance benefits should the employee elect to remain on them. Employees will not accrue sick day hours while on personal leave or earn sick day hours for the part of the month while on personal leave, nor will employees accrue vacation days, holidays, or other benefits while on leave.

An employee on an approved personal leave must use all sick day hours earned that are available. If an employee does not have adequate sick day hours, he or she may use vacation and compensatory time if approved by the Department Supervisor/Director.

Section 5 – Benefits

5.1 HOLIDAYS

The official holidays recognized by the City shall be as follows:

- New Year's Day
- Good Friday
- Easter (only for employees scheduled to work)
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Employees who work a scheduled Monday through Friday work week shall be eligible for the holiday off when the holiday occurs as follows:

1. When a holiday falls on a Saturday, the holiday shall be observed on the previous Friday
2. When a holiday falls on a Sunday, the following Monday shall be considered a holiday.

Full-time employees shall be paid for eight (8) hours at their hourly rate of pay. Non-exempt employees who are required to work any approved holiday will be compensated for such work at one and one half (1 1/2) times the regular hourly rate plus eight (8) hours of pay at the regular hourly rate of pay.

Employees whose scheduled day off falls on a holiday shall receive (8) hours of pay at the regular hourly rate of pay.

When a holiday occurs during an employee's approved vacation period the employee may elect to receive the holiday pay for the pay period, or the employee may elect to extend his or her vacation to include the holiday.

5.2 VACATION DAYS

Full-time employees shall begin earning vacation time at the start of their employment, requests for paid vacation will not be granted until after an employee completes one year of continuous employment.

Vacation leave for employees shall be calculated as follows:

1. One (1) vacation day for every month of service will be accrued from the employee's date of hire to December 31 of that year, up to a maximum of ten (10) days. Proration of time for partial months at the start of employment shall be applied in ½ month increments (employee's beginning employment the 1st – 14th day of the starting month shall receive a full month's accrual. Employees beginning the 15th – 31st day of the month shall receive ½ month of prorated accrual). These vacation days will be both vested and available for use on the employee's first year anniversary date. Hereafter, vacation leave shall accrue at the beginning of every calendar year (January 1st) of employment with the City.
2. At the beginning of the employee's first full calendar year (January 1st) an additional 10 days shall be accrued. These vacation days may be used at any time between the employee's first year anniversary date and December 31st of said year.
3. Employees who have completed seven full (7) years of service with the City at the beginning of the calendar year shall be entitled to fifteen (15) vacation days accrued as of January 1st. At all tier change junctures (7, 15, and 20 completed years of service) the proration calculation shall be applied, as laid out on page two of this policy, "Moving to a new tier – Proration application."
4. Employees who have completed fifteen (15) full years of service with the City at the beginning of the calendar year shall be entitled to twenty (20) vacation days accrued as of January 1st. At all tier change junctures (7, 15, and 20 completed years of service) the proration calculation shall be applied, as laid out on page two of this policy, "Moving to a new tier – Proration application."
5. Employees who have completed twenty (20) full years of service with the City at the beginning of the calendar year shall be entitled to twenty-five (25) vacation days accrued as of January 1st. At all tier change junctures (7, 15, and 20 completed years of service) the proration calculation shall be applied, as laid out on page two of this policy, "Moving to a new tier – Proration application."

Employee Example:

2016 Vacation

John Doe was hired June 15, 2016. The City accrued 5.40 vacation days for year 2016 for John (.42 days for June, and 4.98 days for July – December). These 5.40 days became vested for John and available for John to use between June 15, 2017 (John’s one-year anniversary date) and December 31, 2017.

2017 Vacation

On January 1, 2017, payroll accrued 10 vacation days to John’s vacation bank. These days were not available for use until John’s one-year anniversary, June 15, 2017. John had the ability to roll up to a maximum of 10 vacation days over from one year to the next, starting with 2017 transitioning into calendar year 2018.

2016-2017 Summary for John:

When John’s first anniversary occurred on June 15, 2017, he had 15.40 days vested and available for use at that time. Since John knew he could only roll over 10 vacation days from 2017 to 2018, John made sure use up at least 5.40 vacation days between June 15, 2017, and December 31, 2017, so that he didn’t lose any time.

On January 1, 2018, John accrued 10 vacation days to his vacation bank. These 10 days were available for John to begin using as of January 1, 2018.

January 1, 2019 – January 1, 2023, 10 vacation days accrue to John’s vacation bank, each year on January 1st.

Moving to a new tier – Proration application:

On June 15, 2023, John hit his seventh anniversary with the City and is now eligible for 15 days of vacation per year. Since vacation is only distributed on January 1st of each year, John must wait until January 1, 2024, to receive an increased vacation amount. The City will prorate on the January after an anniversary tier change the amount that John would have received on the anniversary through the previous December 31st. On January 1, 2024, John will accrue 15 vacation days added to his vacation bank, as John has successfully completed seven years of service with the City at this point in time. He will also receive the prorated amount of 2.70 days representing an extra week at 6.5 months (June 15 to December 31). These 17.70 days are available for John to begin using as of January 1, 2024.

All future tier change proration calculations will be handled in a similar manner as the paragraph above.

- Each Department Supervisor/Director shall keep records of vacation leave allowance and vacation leave in accordance with operating requirements. The Department Supervisor/Director shall coordinate vacation schedules with employees. However, if conflicts exist, the employee with the longest length of continuous service shall have preference.

- In the event a paid legal holiday falls during a vacation period, the vacation period shall be extended one working day unless otherwise provided for under holiday compensation.
- Employees may carry over up to ten (10) vacation days from one calendar year to the next. In the event that an employee is actively on and/or has approved FMLA leave in place for the coming year, employee's may carry over up to 15 vacation days from one calendar year to the next with the approval of their Department Director and City Administrator
- When an employee's service with the City is terminated following a minimum of one (1) year's employment, he/she shall receive compensation for any unused vested vacation time earned. Employees who terminate their employment before one (1) full year of employment will not be eligible for any vacation payout.
- When employment with the City terminates mid-year, a deduction will be made from the employee's final paycheck for pro-rated vacation used but not yet vested. Vacation time becomes vested on a monthly basis. For partial months upon an employee's departure, the following ½ month proration shall apply: employee's last day of employment falling on the 1st - 14th day of the ending month shall have ½ month of vested time. Employees last day of employment falling on the 15th - 31st day of the ending month shall have vested a full month of time. No time shall become vested for employees whose employment terminates before (1) full year of employment and these employees will not be eligible for any vacation payout.
 - Example: John accrued 10 vacation days on January 1, 2019. John used 5 of those vacation days for a family vacation in March of the same year. John left employment with the City on April 16th of the same year. This means that John had 4 months' worth of time vested for said year, or 3.32 vacation days (10 days accrued per year/12 months per year = .83 vacation days per month. .83 x 4 months = 3.32 vacation days). A deduction of 1.68 vacation days will be made from John's final paycheck to re-pay the City for the time taken by John, but not yet vested, for said year.
- If the employee is out on leave under the Family and Medical Leave Act, all available paid time must be used at the beginning of the leave before continuing the leave on an unpaid basis.
- An employee who is eligible for more than ten (10) days of annual vacation leave may receive pay in lieu of vacation leave for up to five (5) vacation days by providing the City with two (2) weeks' advance written notice of his or her

intention to do so. Payment for such will be included with the next employee paycheck. An employee who elects this benefit will not be entitled to unpaid leave for the same or similar purpose. An employee is entitled to this benefit once per calendar year.

- Annually, employees have the ability to cash in up to 40 hours of vacation time in the form of a contribution to their Health Saving Account. (Leave Time and Annual Payout Request Form is required to be completed for this to occur.)
- Military leave shall be counted as time served in the City's employment.
- Employees who have experienced a break in City employment shall have vacation days calculated at their most recent anniversary date. For instance, if a City employee is hired on January 1, 2005, but he quits in 2007, and then in 2011, he returns to work for the City, his seniority or anniversary date for the purposes of this policy would be in 2011.
- Requests for vacation days must be approved by the Immediate Supervisor.
- The computer software system continuously tracks usage and accrual; it will not allow an employee to accrue beyond the maximum accrual as stated above. The limits are updated as employees reach the appropriate years of service.
- In the event that several employees request the same day for vacation, or are otherwise off of work, the City reserves the ability to decline, disapprove, or revoke vacation time based on the City's operational needs.

Vacation Leave Breakdown (for calculation purposes as applicable to this policy):

10 days annually (80 hours) = .83 days per month (6.64 hours)
15 days annually (120 hours) = 1.25 days per month (10 hours)
20 days annually (160 hours) = 1.66 days per month (13.28 hours)
25 days annually (200 hours) = 2.08 days per month (16.64 hours)

5.3 SICK LEAVE

Full-time employees shall receive 96 sick day hours on January 1st for each calendar year, up to a maximum annual roll over of 320 hours. Only currently accrued sick day hours at the time of illness will be eligible for pay during such sick time.

In order to be eligible to receive the earned sick day hours, an employee must not have incurred the following during the full calendar year:

1. Unscheduled absences or unexcused absences; and
2. Suspension from employment with or without pay.

Use of sick day hours for absences necessitated by injury or illness of the employee or family member, as defined by the FMLA, or exposure to contagious disease shall be governed by the following requirements in order to be eligible for pay during such sick leave. Employee must:

1. Report within one (1) hour of the employee's work schedule to the Immediate Supervisor the reason for his or her absence
2. Keep the Immediate Supervisor informed of his or her condition of the absence, when absence is expected to last more than one (1) day
3. Submit a medical certificate permitting the employee to return to work for any absence exceeding three (3) consecutive workdays

The City reserves the right to request a medical certificate at any time.

Employees shall not be permitted to return to work without a return-to-work slip signed by a physician for illness or injuries lasting more than three (3) consecutive workdays.

Any employee who has been absent from work on sick leave for five (5) or more consecutive days may be required to submit to a fitness for duty evaluation, at the City's expense, to determine whether the employee is fit for duty and can perform the essential functions of his or her position. All employees who are on sick leave for a period of thirty (30) or more days must undergo a fitness for duty evaluation, at the City's expense, to determine whether the employee is fit for duty and can perform the essential functions of his or her position.

Employees may also use sick leave with pay for the absences necessitated by illness, injury, or exposure to contagious disease by the employee's spouse, domestic partner, parents, child, employee's grandparents or grandchild, and spouse's parents and grandparents. Such presence of employee must be actually and immediately required for bona fide serious circumstances or emergencies; absences shall be approved by an Immediate Supervisor and such absence shall not extend beyond the period of actual need.

"Domestic partner" shall be defined as:

1. Neither the employee nor the domestic partner is married to another.
2. The partners are not related by blood closer than what would bar them from marriage in the State of Illinois.
3. The individual has resided in the same residence as the employee for at least twelve months previously.

Sick leave may be allowed for authorized medical leave.

An employee may supplement their worker's compensation benefit payment by using his or her accumulated sick day hours provided that the employee has sick day hours

available, and the employee returns to the City the amount of workers compensation received.

Sick days are for the express purpose of an employee's illness or serious injury and are not to be used for personal days or as vacation days.

50% of any over accumulated sick leave (over 320 hours) shall be paid out annually during the last pay cycle in December. The remaining 50% shall be applied as service credit time in accordance with IMRF's current service credit procedures.

Annually, employees have the ability to cash in up to 48 hours of sick time in the form of a contribution to their Health Saving Account. (Leave Time and Annual Payout Request Form is required to be completed for this to occur.)

5.4 CASUAL DAYS

All full time, non-probationary employees shall be entitled to three (3) casual days each year. Casual days are provided for use by employees for personal business. Employees must request use of casual days to their Department Supervisor/Director no later than 48 hours in advance of use.

5.5 HEALTH INSURANCE

The City may choose to offer health, dental and life insurance coverage to fulltime and probationary employees.

The City does retain the right to change to or from a self-insurance program and/or to change insurance carriers, or otherwise to change coverage as long as the basic level of benefits to the employee remains the same as those of other employees. Employees shall pay their portion of the premium cost of insurance, including City employee, spouse, and family coverage, by payroll deduction. The City will continue to pay one hundred (100%) percent of dental and life insurance policies (basic city life coverage plan – employee may buy additional life insurance at his/her own expense).

An HSA plan shall be offered including maximum in-network deductible expenses of \$2,800 per individual and \$5,600 per family. Full-time employees hired prior to 01/01/2023 shall pay 8% of the total premium expense of any selected tier of the group medical plan. Full time employees hired on 01/01/2023 or after, shall pay 15% of the total premium expense for their elected tier.

If the spouse of a full-time employee hired on 01/01/2023 or after qualifies for medical insurance through his/her employer, the spouse is not eligible to participate in the city's group medical plan. The city may request, at any time, documentation from the spouse's employer to confirm or deny the eligibility status regarding the spouse's enrollment in the city's group medical plan.

Employees electing City medical insurance shall be required to participate in an annual third-party wellness screening/assessment. Employees may also elect to use the physician form option. Additional program requirements such as an online registration/profile and online survey completion may be required of all participants. Employees electing medical insurance but choosing not to complete the annual requirements as listed above, will contribute 5% more to the participating plan elected (13% premium expense of their elected tier for employees hired prior to 01/01/2023 and 20% premium expense of their elected tier for employees hired 01/01/2023 or after).

Employees will have the opportunity to complete the wellness screening/assessment requirements over a one-year period (January 1st – December 31st) each year. The additional premium expense will continue until the first pay cycle in January of the subsequent year, as the city will re-assess participation on a yearly basis at the end of December each year.

An employee may elect to have the City deposit \$2,800 per individual or \$5,600 per family on the first pay cycle of each January into the employee's HSA as an advance and the employee shall reimburse the City in equal payroll deductions throughout the year. New employees may also elect an initial loan deposit from the city to be pro-rated based on the new hire date. In the event the employee is no longer employed prior to full repayment, the City has the right to payroll deduct the remaining balance due from the employee's final paycheck, within the confines of the law. The employee is responsible for any remaining balance thereafter.

The City shall offer the following incentive program for full-time employees electing no-coverage, or a lower coverage tier than he/she qualifies for:

Incentive For Not Electing Coverage When Qualified

- Qualify for Family – No Coverage - \$400/quarter
- Qualify for Spouse – No Coverage - \$350/ quarter
- Qualify for Children – No Coverage - \$300/ quarter
- Qualify for Employee - No Coverage - \$250/ quarter

Incentive For Electing a Lower Coverage Tier When Qualified

- Qualify for Family – Elect a lower tier - \$200/ quarter
- Qualify for Spouse – Elect a lower tier - \$150/ quarter
- Qualify for Children – Elect a lower tier - \$100/ quarter

5.6 RETIREMENT BENEFITS

Full-time employees who wish to terminate their employment with the City and who meet the requirements established by IMRF or the Police Pension Fund shall provide his or her Department Supervisor/Director with written notification six (6) months prior to the

employee's effective retirement date. The Department Supervisor/Director will forward this to Human Resources for placement in the personnel file. The employee retirement date may be changed once during the six (6) month period.

The following benefits are also offered to an employee-upon retirement.

Sick Day Hours

Employee's may elect to have accrued sick day hours paid out at their full hourly rate up to a maximum of 320 hours and 50% pay for hours in excess of 320 hours. Employees participating in the IMRF may elect to have any or all this time converted into IMRF service credit, rather than a pay out, within the confines of IMRF's current guidelines concerning unused/unpaid accumulated sick leave service credit. Sick day hours are calculated on the employee's last completed work month. Accumulated sick hours that are paid out cannot also be used for IMRF service credit. All final payouts for sick time shall be paid after the month following the month of termination (ex: employee's termination date is June 17th, the payment shall occur on August 1st).

Vacation Day Hours

Payment for all the employee's earned but unused vacation leave at the employee's hourly rate of pay. Said vacation pay will be paid at a prorated rate. All final vacation payouts shall occur during the employee's final pay cycle with the City.

Compensatory Time

Payment for all compensatory time earned.

Retired Employees may continue to participate in the City's health and group insurance program as according to federal and state laws subject to the provisions explained below.

Future Retirees:

Employees who were employed full time with the City as of July 1, 2011, have twenty (20) or more years of service, and qualify for a pension under the guidelines established by IMRF or the Police Pension Fund, shall be eligible to receive the following subsidy to the cost of their and/or spouse health insurance benefit when continuing group health insurance with the City prior to Medicare eligibility:

Years of Service at Retirement	City Percentage	Maximum City Reimbursement for Retiree	Maximum City Reimbursement for Retiree
20 – 24 years	50%	\$2,100	\$3,000
25+ years	60%	\$2,600	\$3,000

Each employee hired after July 1st, 2011 will receive no Retiree Health Insurance Funding.

Retired Before June 30, 2011:

Employees who retired on or before June 30, 2011, who elected to continue health insurance coverage under the City’s health plan (any coverage tier), are to receive the following subsidy to the cost of their health insurance benefit shown in the chart below prior to Medicare eligibility:

Chart 1:

Years of Service at Retirement	City Percentage	Maximum City Reimbursement for Retiree
10-14 years	40%	\$1,850
15-19 years	45%	\$2,050
20-24 years	50%	\$2,270
25-29 years	60%	\$2,800
29+ years	70%	\$3,000

Retiree Transitions to Medicare:

When the retiree becomes Medicare eligible, their medical insurance coverage under the City’s program will cease. Thereafter, the retiree chooses their own supplemental Medicare coverage. The City will reimburse the retiree quarterly for the City’s percentage of the retiree cost in accordance with chart 1 above (does not include reimbursement for Medicare part D). The retiree is responsible for communicating changes in the supplemental health insurance coverage or costs to the City at least annually. When the retiree becomes Medicare eligible, the spouse will be eligible to participate in the City’s health insurance program, at his/her own expense, until the spouse becomes Medicare eligible themselves. Once the spouse becomes Medicare eligible, their insurance coverage under the City’s program will cease.

Employees hired after July 1, 2011 with twenty (20) or more years of service who chose to retire, will be eligible to participate in the City’s health insurance plan. The retiree will pay 100% of the premium. When the retiree becomes Medicare eligible, their insurance coverage under the City’s program will cease.

Upon the death of the City Retiree, the surviving spouse will be responsible for 100% of his/her health insurance premium if they elect to continue coverage on the City's health plan until reaching Medicare eligibility.

Once a retiree declines or discontinues insurance coverage pursuant to this section, such retiree shall not have the option thereafter to reinstate such coverage. The City shall be responsible for a retiree's spousal insurance coverage under the foregoing provision only if the retiree is married to that spouse on the date of the retiree's retirement.

Upon retirement, retirees are not eligible to participate in the City's dental insurance plan. The retiree may elect to participate in the City's retiree life insurance plan option, reimbursing the City 100% of the premium. Once the retiree becomes Medicare eligible their life insurance coverage under the City's program shall cease.

Retiree benefits change with modifications to the personnel manual and collective bargaining agreement, or as otherwise determined by the City Council.

5.7 LONGEVITY PAY

Full-time employees shall be allowed annual longevity to pay for continuous service at the rate of two dollars (\$2.00) per month. The beginning month of the employee's service shall be calculated as follows:

1. Employees whose anniversary date is between the first day of the month and including the fifteenth (15) day of the month shall be allowed the month to be used in the calculation of longevity pay.
2. Employees whose anniversary date is between the sixteenth (16) day and including the last day of the month shall not be allowed the month to be used in the calculation of longevity pay.

Longevity pay shall be calculated as of December 1st of each calendar year and shall be paid to the employee before the end of the year.

Employees who have experienced a break in City employment, except for military leave, shall not be entitled to use prior months of service in calculating longevity pay.

Employees hired on or after July 1, 2011, are not eligible for Longevity Pay.

5.8 UNIFORM ALLOWANCE

City Hall employees are required to wear clothing and apparel that is appropriate for an office environment, as determined by the City Administrator. Employees in certain

departments may be required to wear uniforms which shall identify the employee department and may be required to wear safety apparel as directed by the Department Director.

Full-time employees, not otherwise qualifying for collectively bargained uniform allowances, are eligible for payment for the purchase and/or replacement of articles of uniforms, appropriate clothing, and safety apparel which are appropriate to their position, in accordance with the following schedule, per fiscal year.

Chief of Police, Deputy Chief of Police - \$650

Public Works Director, Electrical Director, Building Inspector Director - \$500

City Administrator, Finance Director, IT Director - \$300

5.9 TUITION ASSISTANCE

Full-time employees may receive financial assistance of tuition, after the completion of a course at an accredited educational institution. A grade of "C" is the minimum to qualify as satisfactory. To be considered a relevant educational course within this policy, the course shall enhance the employee's skills and abilities in their current position or prepare them for promotional opportunities with the City. Confirmation of satisfactory completion and costs incurred of a course must be provided before tuition is reimbursed to the employee. Documentation of completion of the class and the qualifying grade must be submitted within 60 calendar days of completion of the final exam.

Employees who receive financial assistance for their education from grants, scholarships, or other sources must disclose the source on the request for tuition reimbursement. If employees are receiving funding, other than student loans, for their education from another source, the City will not provide reimbursement for that portion of the costs. Tuition assistance is not payable for courses taken while on a leave of absence.

The tuition assistance is limited to 100% of actual tuition paid not to exceed \$4,000 per employee in any given fiscal year. If the employee voluntarily resigns from their position, then the City shall be reimbursed for the amount of assistance provided as follows:

Within one year, 100% of tuition cost

Within two years, 80% of tuition cost

Within three years, 60% of tuition cost

Within four years, 40% of tuition cost

Within six years, 20% of tuition cost

The date used to calculate the above repayment will be the anniversary date following the completion of the course or degree.

Employees must submit a description of the course prior to enrolling into the course to the City Administrator. Approval of any course is at the City's discretion.

5.10 CELLULAR TELEPHONES

The City may provide the employee with a \$30.00 monthly allowance for business use of a personal cellular phone. The monthly allowance will be processed semi-annually (January/July) for the previous months. All business information regarding use of cellular phones is subject to public information requests.

OR

The employee may elect to join the City's discounted rate program with Version Wireless. Employees taking advantage of this benefit through the City of Geneseo's plan, acknowledge and agree to the following conditions:

1. Any time the City of Geneseo receives a delinquent bill for an employee's personal plan, the City reserves the right to payroll deduct this expense from the applicable employee
2. When an employee's employment ends with the City of Geneseo, the employee agrees to switch to an alternative plan (may no longer remain on the City's plan) before the employee's last paycheck is issued. If an employee fails to voluntarily switch plans, the City reserves the right to cancel the employee's line/lines on his/her last day of employment.
3. Employees agree to return all equipment owned and paid for by the City of Geneseo before the employee's last paycheck is issued.
4. The "Cell Phone Discount Program – Employee Agreement" form must be completed and signed by any employee wishing to join the program.
5. If for any reason the discount program through Version ceases to exist, the employee will default to the \$30.00/month stipend program as described above.

For employees that occasionally use a personal cellular phone for City business but do not have enough City business usage to justify an allowance; the employee may be reimbursed for City business usage of a personal cellular phone by submitting documentation of this City business usage and its corresponding cost to the employee and requesting reimbursement for this documented cost.

All employees shall abide by all applicable federal, state, and local laws then in effect pertaining to cell phone use.

5.11 CDL DRIVER'S LICENSE FEE

Those employees required to possess a valid CDL driver's license as a job requirement shall be reimbursed for the difference in cost between a regular "A" or "B" license and a CDL driver's license upon a presentation of a paid receipt for same.

5.12 WORKERS' COMPENSATION

The City of Geneseo maintains its own workers' compensation insurance in accordance with Illinois law. The City of Geneseo will pay for all necessary first aid, medical, and surgical services reasonably required to cure or relieve the effect of any accidental injury or disablement suffered by an employee arising out of, or in the course of, employment with City of Geneseo. Employees may seek treatment from their own medical provider for work-related injuries. However, The City of Geneseo through its agents or workers' compensation administrator, reserves the right to have another medical provider of its choice examine the employee.

Employee Accident/Injury Reporting – An employee who suffers an accident and/or injury arising out of, or in the course of, employment must take the following actions:

- Immediately report the accident and/or injury to the employee's supervisor, even if the accident and/or injury does not seem to warrant medical treatment.
- Make a full written report on the employee's condition and the circumstances surrounding the accident or injury, including all witnesses, as soon as possible after its occurrence. The City of Geneseo may provide reporting forms and the employee may obtain the forms (Illinois Form 45: First Report of Injury and/or any other required forms) from their supervisor.
- Submit Illinois Form 45: First Report of Injury and/or any other required forms to the employee's supervisor as soon as possible after the accident and/or injury, but in no event later than the completion of that business day.
- Adhere to any drug or alcohol testing requirements.

All employees must follow these procedures. Failure to immediately report an on-the-job accident and/or injury or otherwise comply with this policy may lead to disciplinary action up to and including termination and could lead to the denial of workers' compensation benefits.

Section 6 – Standards of Conduct

6.1 WORKPLACE HARASSMENT POLICY

The City promotes a productive and safe work environment and does not tolerate any verbal or physical conduct by an employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment, especially if such conduct concerns race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation, military status or unfavorable discharge from military service, or any other characteristic protected by law. It is the responsibility of all employees, whether managers, supervisors, or co-workers, to maintain an environment free of harassment. This policy applies to all employees and officers as well as non-employees such as, but not limited to vendors, contractors, and visitors.

Harassment includes, but is not limited to:

Verbal or physical conduct that denigrates or shows hostility or aversion towards an individual and that

Has the purpose of affecting or creating an intimidating, hostile, or offensive working environment.

Has the purpose or effect of unreasonably interfering with an individual's work performance; or

Otherwise adversely affects an individual's employment opportunities.

Examples of harassment might include, but are not limited to, threats, insults, racial or religious slurs, unwelcome comments, jokes, pranks, gestures or physical contact, and display or circulation of derogatory or inappropriate written or other physical materials, cartoons, or pictures, all of which may occur through email.

Sexual Harassment Prohibition

Introduction

The City of Geneseo is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment. Therefore, the City expects that all relationships among persons in the workplace, including relationships with members of the public, will be business-like and free of bias, prejudice, and harassment.

It is the responsibility of each and every employee, officer, official, elected official, agent, volunteer, and vendor of the City as well as anyone using the City's facilities, to refrain from sexual harassment. The City will not tolerate sexual harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, sexual identity or orientation, civil union partnership, or any other form of sex discrimination or harassment will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the City prohibit disparate treatment on the basis of race, religion, age, national origin, sex, sexual identity or orientation, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibition against sexual harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Definition of Sexual Harassment

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- ii. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- iii. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual

deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text messages or other workplace communications); and other physical, verbal or visual conduct of a sexual nature.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related and/or City sponsored social events.

Any employee who engages in practices or conduct constituting sexual harassment shall be subject to disciplinary action, up to and including discharge. Any City official (including an elected or appointed official) who engages in practices or conduct constituting sexual harassment shall be subject to appropriate remedial action, up to and including removal from office.

Retaliation Is Prohibited

The City prohibits retaliation against any individual who reports sexual harassment, participates in an investigation of such reports, or files a charge of sexual harassment. Retaliation against an individual for reporting sexual harassment, for participating in an investigation of a claim of sexual harassment, or for filing a charge of sexual harassment is a serious violation of this policy and, like sexual harassment itself, will result in disciplinary action, up to and including termination or removal from office against the retaliator.

In addition to remedies afforded you in this policy, should you be subjected to retaliation for reporting sexual harassment, participating in the investigation of any such report, or for filing a charge of sexual harassment with the Illinois Department of Human Rights or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have the right to file a charge with the Illinois Department of Human Rights at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814- 6200. You may also have rights or recourse under the Illinois Whistleblower Act and/or the State Officials and Employees Ethics Act.

Reporting Procedure

The City strongly urges the reporting of all incidents of sexual harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be essential to the resolution of actual or perceived

incidents of harassment. Therefore, while no fixed reporting period has been established, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to sexual harassment from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness sexual harassment, you should deal with the incident(s) as directly and firmly as possible by reporting the incident(s) to your immediate supervisor, your department head, and/or the City Administrator. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

Following are steps you can take in the reporting process:

Direct Communication with the Offender: If you experience or witness sexual harassment, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the City Administrator. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the City Administrator. If the City Administrator is the source of the problem, condones the problem, or ignores the problem, you should contact the Mayor.

Report to City Administrator: An employee may also report incidents of harassment

or discrimination directly to the City Administrator. The City Administrator or his or her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the City Administrator, or if he or she condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the Mayor. An investigation will be conducted, and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

You have the right at any time to contact the Illinois Department of Human Rights (IDHR) at the address and/or telephone number listed above, about filing a formal complaint. Thereafter, depending upon the results of the IDHR's investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (HRC), located at 100 W. Randolph St., Ste. 5-100, (312) 814-6269, or you may have the right to file a complaint on your own behalf either in circuit court or directly with the HRC.

Complaints Against Non-Employees and Third Parties

If you make a complaint alleging sexual harassment against an agent, vendor, supplier, contractor, volunteer, or person using the City's programs or facilities, the City Administrator will investigate the incident(s) and determine the appropriate action, if any. The City will make reasonable efforts to protect you from further contact with such persons.

Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the City Administrator, who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of sexual harassment will be investigated promptly. The City will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may

have other relevant knowledge. The City serves notice that third parties, including attorneys for the City, may be used to investigate claims of sexual harassment.

False and Frivolous Complaints

Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including discharge or, in the case of an officer, suspension or removal from an elected or appointed position. False and frivolous complaints are those accusations with respect to which the accuser is using a harassment complaint to accomplish an end other than stopping the harassment. The term does not refer to charges made in good faith that cannot be proved.

Responsive Action

Subject to legal guidelines, the City will make the initial determination as to whether sexual harassment has occurred based on a review of the facts and circumstances of each situation. Misconduct constituting sexual harassment or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment or demotion, temporary suspension without pay, termination, or, in the case of an officer, removal from an elected or appointed position, as the City believes appropriate under the circumstances.

Conclusion

While we hope to be able to resolve any complaints of harassment within the City, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor.

Threats and Violence in the Workplace Policy

The City strives to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind on company property (use of weapons and carrying weapons is

permitted as required for police officers), or any other act determined by management to be inappropriate in the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to their supervisor, human resources, or the city administrator. Complaints will be promptly and thoroughly investigated. Based upon the results, disciplinary action will be taken against the offended, if appropriate.

Employees who observe, or have knowledge of, any violation of this policy should immediately report it to management. We will take action when unforeseen events transpire and look to employees for support of this policy. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe there is an immediate threat of the safety of others.

6.2 POLITICAL ACTIVITY

In accordance with state and federal laws, employees are not prohibited from exercising their political rights to engage in political activities, including the right to petition, make speeches, campaign door-to-door, and to run for public office. However, employees are strictly prohibited from engaging in political activities on behalf of any political candidate or cause while they are being compensated by City of Geneseo, other than during paid time off. Employees are further prohibited from using any City of Geneseo property or resources for the benefit of any political organization, candidate, or cause.

Employees may not use their positions to attempt to coerce or influence others in relation to any political activity. Employees are strictly prohibited from requiring other employees to engage in political activities as part of their duties, and no employee shall be required to participate in any political activity in consideration for additional compensation or benefits.

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

Employees shall not serve as a member of City Council but may serve as a member for the Police Pension Board.

6.3 OUTSIDE EMPLOYMENT

Outside employment which creates a conflict of interest, or which affects the quality or value of your work performance or availability at The City of Geneseo is prohibited. Conflicts of interest shall be assessed by The City of Geneseo in its sole discretion. The

City of Geneseo recognizes that employees may seek additional employment during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the employment relationship. Any conflicts should be reported to your supervisor. Failure to adhere to this policy may result in disciplinary action up to and including termination.

Employees with outside employment shall not be granted leave of absence, days off or any time off to perform the work required of their outside employment.

Employees shall not use any City equipment or property for outside employment, nor shall outside employment create a conflict of interest. Employees shall not wear any City uniforms for outside employment.

6.4 STATE GIFT BAN ACT

All employees shall adhere to and understand their obligations under the State Officials and Employees Ethics Act (5 ILCS 430/1-1, *et seq.*). Employees are not to provide any special services in exchange for gifts or other forms of compensation. Employees, their spouses, and any immediate family members living with an employee are prohibited from intentionally soliciting or accepting any gift from any source prohibited by law, ordinance, or policy. If an employee, employee's spouse, or immediate family member living with an employee receives any compensation, or offer of compensation, as a result of the employee's status as an employee of City of Geneseo, the employee must report this immediately to their supervisor or the appropriate member of management.

If a gift, gratuity, or otherwise is offered because of the employee's position as a City employee, the employee must report this to his or her Immediate Supervisor immediately. This policy does not apply to nominal non-cash matters such as a cup of coffee, a soft drink, a sandwich, or other similar items not exceeding a value of \$50. However, while not prohibited, employees should still report such non-cash matters not to exceed \$50 to the City. Failure to properly report a gift, gratuity or other reward may subject you to disciplinary action up to and including termination.

6.5 ATTENDANCE

Employees unable to report to work as scheduled should contact the Department Supervisor/ Director as soon as possible and no later than one (1) hour after the employee's work schedule.

Poor attendance whether scheduled or unscheduled and excessive tardiness are unacceptable and is subject to disciplinary action, including termination of employment.

There are two different classifications of absence and tardiness as follows:

Scheduled absences and tardiness - An absence or tardiness which has been requested by an employee and approved by the Department Supervisor/ Director at least twenty-four (24) hours prior to the beginning of the employee's scheduled work hours.

Unexcused Absence or tardiness - An absence or tardiness, which was not pre-approved by the Department Supervisor/ Director. Unexcused absences or tardiness shall be documented by the Department Supervisor/Superintendent Director on the employee's payroll form. An employee with two or more unexcused absences or unexcused tardiness during a six (6) month period of time will be subject to disciplinary action up to and including discharge from employment. The six (6) month period of time will begin with the first unexcused absences or tardiness.

An employee who receives disciplinary action due to unacceptable attendance or tardiness will have the disciplinary action removed from his or her personnel file if the employee has no unexcused absences for twelve (12) consecutive months. An employee who fails to report to work or to notify the Department Supervisor/Director for three (3) consecutive scheduled workdays will be considered to have abandoned his or her employment with the City. The termination date will be the last day the employee worked.

If you need to leave work prior to the end of your shift, you must first notify your supervisor and obtain permission to do so. If your supervisor is unavailable, you must notify and obtain permission from your department head or another appropriate member of management.

Failure to adhere to this policy shall subject an employee to disciplinary action up to and including termination of employment.

6.6 SAFETY

All employees are required to familiarize themselves with and adhere to any applicable safety rules and standards. Additionally, all employees are required to exercise caution and good judgment while performing their duties and during break and meal periods.

You have a responsibility to immediately report to your supervisor any accidents, injuries, or unsafe working conditions. This includes reporting unsafe equipment and/or procedures. If you become injured on the job, no matter how insignificant the injury may seem, you must report the injury to your supervisor.

Head Protection

Approved safety head gear shall be worn by all employees in areas where falling objects, electrical contact, or other hazards may cause a head injury and when required by department policy. Safety head gear or head band assembly shall not be defaced or

altered in any manner without approval. Approved head shields or hoods shall be worn when welding.

For additional information concerning all safety requirements, please consult with your Department Supervisor/Director and the applicable OSHA regulations, and respective department safety policies.

The City will furnish such head gear and require its use at all times when such hazards may exist and will replace it if damaged on the job.

Safety Glasses

The City will bear the cost of one pair of ANSI approved safety glasses, not to exceed \$250 for one pair of safety glasses as needed and approved by the employee's Supervisor/Director, from a City designated source for those employees requiring prescription lenses. It will be required they be worn at all times during work. Replacement is authorized when the employee reports in writing to their supervisor/superintendent the prescription glasses are damaged on the job or when the prescription changes. The City will furnish "PLAIN" safety glasses to those employees not requiring a prescription but who wish to take advantage of this eye protection as required. Safety glasses in themselves shall not be used as a substitute on jobs requiring special eye protection, such as welding/cutting, jack hammering, grinding, etc. The City will provide plain or prescription lenses and basic frames. Other frame styles are permitted with the employee paying for the difference in cost. The approved cost will be reviewed annually with a designated facility where the safety glasses will be purchased.

Employees are responsible for the cost of an eye examination if required. Failure to comply with anything in this policy may subject an employee to disciplinary action up to and including termination.

6.7 WORKPLACE VIOLENCE

Workplace violence is strictly prohibited. Workplace violence includes, but is not limited to, any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening or disruptive behavior. Workplace violence can affect or involve employees, visitors, or other parties.

If an employee witnesses or experiences any form of workplace violence, the employee should immediately report the violence to their supervisor and/or the appropriate member of management. If an employee is found to have engaged in workplace violence, the employee will be subject to discipline up to and including termination.

6.8 DRESS AND GROOMING

All employees are expected to maintain appropriate dress and grooming standards based on their position and working situation. While each department and position may have different standards with respect to dress and grooming, all employees should adhere to the following guidelines:

- Attire should be clean and properly fitting.
- Clothing should not be tattered, ragged, or overly revealing.
- Employees should maintain good personal hygiene; and,
- Employees should refrain from the overuse of perfume, cologne, and other scented products. Strong odors may be offensive to others.

Examples of inappropriate clothing include:

- Attire depicting alcoholic beverages, drugs, and/or drug paraphernalia
- Pool/beach attire
- Extremely baggy or short; pants, tops, skirts, dresses, shorts
- Items with slogans, phrases or pictures which are offensive, controversial, contain profanity or nudity or could be construed to violate discrimination laws, e.g., race, sex, nationality, age, disability, etc.
- Sweatpants, sweatshirts, athletic wear, & baseball caps (unless the item is safety specific/being worn appropriately for field operational work)
- Denim clothing when primarily assigned to an office environment (unless the item is safety specific/being worn appropriately for the occasion of field operational work **OR** the day has been deemed a casual dress day by the City Administrator)
- Torn clothing
- Revealing or ill-fitting attire
- Exposed undergarments
- Flip-flop sandals or similar beach-type footwear

Employees may not alter City issued clothing.

Your supervisor is responsible for evaluating the dress and appearance of employees under his/her supervision. Employees may be sent home to change into appropriate clothing (time spent in transit will not be considered working time). Failure to adhere to appropriate dress and grooming standards may result in disciplinary action up to and including termination.

6.9 PRIVACY

The City of Geneseo reserves the right to conduct searches of work areas for legitimate, work-related reasons when it has a reasonable suspicion that an employee has engaged in work-related misconduct or violated policies, laws, and/or procedures.

Property of The City of Geneseo including but not limited to, lockers, phones, computers, desks, workspaces, vehicles, or machinery is subject to inspection at any time, without notice to the employee and without the employee's presence. Employees should have no expectation of privacy in any of these areas. The City of Geneseo assumes no responsibility for the loss of, or damage to, any employee property maintained on the premises including property kept in lockers and desks.

The City of Geneseo may utilize video surveillance in public areas for security reasons. The video surveillance will not be hidden. The City of Geneseo may rely upon the surveillance in assessing employee misconduct and/or criminal activity.

6.10 INTERNET AND COMMUNICATION DEVICES

The City recognizes the value of and the need for various manual and electronic, digital and voice communications systems such as regular written mail and memos, bulletin board postings, E-mail, voice mail, pager, employer provided cellular phones and text messaging devices, Internet, Intranet and other inter and intra-agency computer networks and that access to all is designed to enhance productivity. The City also recognizes that certain standards for the use of these tools must be established.

A. General Provisions

1. The City's manual and electronic communication systems, whether they include contemporaneous or pre-recorded communications are subject to the City's exclusive control and management. All data and other electronic messages generated or stored in such system are property of the City. This includes all of the material and information created on, transmitted by, or stored on the City's electronic equipment. Users must realize that material or information that has been deleted can be retrieved and viewed by others. This also includes e-mail that has been deleted. Further, employees who use such systems have no protected right of privacy. Such

communications and information systems include, but are not limited

- a. Telephones that are used for the receipt and transmission of emergency calls
 - b. Voice mail
 - c. E-mail--both in-house and Internet systems
 - d. Facsimile (fax) devices--whether stand-alone or PC generated
 - e. Internet and Intranet systems
 - f. Video recorders and players
 - g. Two-way voice radio systems
 - h. Paging systems
 - i. Cellular phones and text messaging devices
 - j. Bulletin boards
 - k. Places where paper, mail, bulletins, announcements, and messages are posted or displayed.
2. The City reserves the right to monitor, record, inspect, listen to otherwise transcribe messages and data generated on or by any City owned or provided electronic communication system.
- The City may routinely monitor and may post some records and data for compliance to this directive; and may, if necessary, focus on specific systems or the activities of specific individuals, which may include random monitoring.
3. No encryption program(s) will be used without the approval of the City Administrator and the Mayor or his or her designee. The City reserves the right to decipher and/or delete any encrypted messages or data encountered on its systems.
4. The City reserves the right to:
- a. Access, bypass, override, or delete any employee created password or Personal Identification Number (PIN) so as to gain access to data held under the employee's account.
 - b. Access without notice data or text caches, pager memory banks, cellular phone or text messaging device usage records, e-mail and voice mail boxes or accounts, conversations on designated recorded emergency telephones, and any other employer provided electronic storage systems.
5. Communication systems, as broadly defined, must never be used to:

- a. Threaten, intimidate, or intentionally embarrass another person.
 - b. Send or post images that contain nudity, images, or words of a profane, prurient, or sexually suggestive nature, even if the employee or recipient has consented to or requested such material.
 - c. Engage in any illegal, illicit, improper, unprofessional, or unethical activity, or in any activity that could reasonably be construed to be detrimental to the City's interests.
 - d. Send or post jokes or comments that tend to disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, verbal accent, source of income, physical appearance, or agility, mental or physical disability or occupation; or to use electronic resources or manual communications in any manner which might reasonably be considered harassment or embarrassment of an individual or a group as outlined above. Material of this nature which is received inadvertently should not be saved or printed unless for the sole reason of bringing it to the immediate attention of system management.
 - e. Send messages which could be harmful to workplace morale.
 - f. Send or post messages for personal commercial ventures for profit.
 - g. Solicit or address others regarding religious or political causes or for any other solicitations that are not work related, unless otherwise authorized by the employee's Immediate Supervisor.
6. All employees are expected to maintain the integrity of the sensitive, confidential, and proprietary information that is stored on or is passed through the City communications and information systems. Such information or data may not be disseminated to unauthorized persons or organizations. This includes, but is not limited to personnel information including salaries, performance reviews, complaints, grievances, disciplinary records, and medical records.
 7. User passwords for all City communications and information systems are confidential. It is the user's responsibility to maintain the confidentiality of their password(s). Individual users will be held accountable for the use of their password by others.

8. No employee may intentionally intercept, eavesdrop, record, read, alter, or receive another person's e-mail messages without management approval.
9. No employee shall make copies of information or data stored on City owned communications and information systems without management approval unless it shall be within the normal scope of the individual's assigned duties.
10. No e-mail or other electronic communication may be sent which hides the identity of the sender or represents the sender to be someone else or to be someone from another entity. All messages communicated via e-mail services provided by the City must contain the sender's name, or the employee ID number in situations where it can be used only under password control. No employee may represent or give the impression of representing an official position of the City in any e-mail or Internet type communication without the express permission of his or her Department Supervisor/Superintendent. All e-mail messages must be businesslike, courteous, civil, and written with the expectation that they could be made public at some time in the future. Confidential information (such as personnel or legal materials) should be communicated via a more secure and private method. Department Supervisor's/Directors are expected to use good judgment in providing their e-mail addresses, and to specifically refrain from providing it to vendors or others who could use the address as a method of sending junk mail. Junk mail received via the Internet could slow down the system in a significant way.
11. Only hardware that has been approved by management may be installed for City use. This includes all microcomputers, peripherals, and accessories.
12. Hardware is not to be relocated, connected, or disconnected without prior approval of the Immediate Supervisor/Director, except in emergency situations in which case immediate advice must be sought or notification must be made to the Department Supervisor.
13. Classified, confidential, sensitive, proprietary, or private information or data must not be disseminated to unauthorized persons or organizations.
14. The Mayor, City Council or Department Director may impose reasonable limitations on the use of any electronic communication system due to financial reasons, or hardware and/or software problems.

The privilege to access any form of electronic communications utilized by the City may also be restricted or denied due to disciplinary reasons.

Employees must keep in mind that any such restriction could seriously jeopardize an employee's ability to perform their job and thus their continued employment may also be in jeopardy.

B. Internet and Intranet Systems

1. For purposes of this directive, Internet and Intranet will be used interchangeably unless specifically noted.
2. Depending on their work assignments, employees will have varying levels of access to the Internet. Access to the Internet is a revocable privilege. In general, only the City's approved Internet provider may be used to access the Internet. Exceptions may be made by the Department Supervisor/Director.
3. No employee may commit any City financial resources via Internet access or commerce without specific written approval of his or her Department Supervisor/Director. No resources of any kind, including subscription services, for which there is a fee may be accessed or downloaded without prior written approval of his or her Department Supervisor/ Director.
4. Employees must use good judgment and discretion in generating purely personal e-mail accounts and correspondence on the Internet. Use of personal e-mail must be limited and generally done on nonwork time.
5. Employees with Internet access are cautioned that they are responsible for what they send, view, or download. Downloading of application programs without the consent of the management is prohibited. The City does not recommend downloading or installation on City computers of any application software from the Internet. Such software may not only contain imbedded viruses, Trojan horses, and worms but is also untested and may interfere with the functioning of standard City applications. Similarly, downloaded data files or e-mail with attachments, may contain viruses, Trojan horses, and worms with the potential of infecting the entire network. Therefore, data and e-mail must be written to the local C-drive and scanned for viruses before opening. If a virus is detected, the IT Department must be notified immediately. Any and all material

downloaded from the Internet must relate to legitimate City use.

6. When using the Internet, the user implicitly involves the City in his or her expression. Therefore, users must not participate in Web or email surveys or interviews without authorization from his or her Department Supervisor/Director.
7. Employees are expected to refrain from using the Internet for purely personal, non-business-related purposes to access sites related to sports, stocks, financial information, vacation and travel planning, automobiles, electronic shopping, movies and entertainment, blogging, and non-business-related newsgroups and list servers, among others. Limited access to such sites is permitted during nonwork hours. This access privilege may be limited or revoked for excessive use or for disciplinary reasons.
8. The City may implement monitoring and/or filtering software to ensure compliance with its business-related restrictions on use of the Internet.

C. City Owned Network Devices

1. In some instances, the City may find it advantageous to utilize various City Owned Network Devices including desktop units and laptops, some of which may be connected together in a Local Area Network (LAN) or Wide Area Network (WAN) that may utilize one or more servers.

All such hardware and software and all data generated by and stored in such systems remains the property of the City and is subject to the ownership and inspection guidelines outlined elsewhere in this document.

2. In an effort to ensure standardization of software; to assist in providing support and to facilitate data exchange across individual computers and the LAN(s) or WAN(s), employees are prohibited from installing their own software on any City Owned Network Devices.
3. In an effort to protect the integrity of the City network systems and the data which may be stored on City Owned Network Devices, all City computers will be equipped with anti-virus software. This virus protection software must be kept operational, no matter what effect it has on the computer system's performance. At no time shall the anti-virus software for desktop computers or for the Internet be disabled, except in situations deemed appropriate by the IT Department, City Administrator, Mayor, or his or her designee.

If a virus has been introduced on any City Owned Network Devices due to a staff member disabling the anti-virus software, appropriate disciplinary action may be taken.

4. No non-City Owned Network Devices i.e., Cell Phones, Tablets, Laptop desktops, Thumb Drives or any other network enabled device is allowed to be connected to a secure City of Geneseo network unless authorized by the Information Technology Department. All Devices brought from the outside in will be IP/MAC banned off the Network.

D. Software Licensing and Copyrights

1. The City purchases or licenses the use of copies of computer software from a variety of outside companies. The City does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.
2. City employees who make, acquire, or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances. The City does not permit or condone the illegal duplication of software.

E. Enforcement

1. A violation of any terms of this directive may result in disciplinary action up to and including termination.

6.11 COPYRIGHT AND INTELLECTUAL PROPERTY POLICY

Employees must comply with all software licenses, copyrights, and all other laws governing intellectual property, online activity, and telecommunications. Employees are prohibited from copying any copyrighted material without the prior approval of the copyrighted individual or entity. Any violation of this policy is grounds for discipline up to and including termination.

6.12 SOCIAL MEDIA POLICY

At City of Geneseo, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established the following guidelines.

Guidelines

In the rapidly expanding world of electronic communications, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects members, customers, suppliers, people who work on behalf of The City of Geneseo's legitimate business interests may result in disciplinary action up to and including termination.

- Know and Follow the Rules – Carefully read these guidelines, as well as all other applicable written employment policies, procedures, notices, memoranda, and manuals and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- Be Respectful – Always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of City of Geneseo. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, members, or employees or suppliers, or that might constitute harassment by bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or policy.
- Be Honest and Accurate – Make sure you are always honest and accurate when posting information and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about The City of Geneseo, fellow employees, members, customers, suppliers, or people working on behalf of City of Geneseo.

- Post Only Appropriate and Respectful Content:
 - Maintain the confidentiality of private or confidential information.
 - Do not create a link from your blog, website, or other social networking site to The City of Geneseo website without identifying yourself as an employee of City of Geneseo.
 - Express only your personal opinions. Never represent yourself as a spokesperson for The City of Geneseo. If The City of Geneseo is the subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of City of Geneseo, fellow employees, members, customers, suppliers, or people working on behalf of City of Geneseo. If you do publish a blog or post online related to the work you do or subjects employed with City of Geneseo, make it clear that you are not speaking on behalf of City of Geneseo. It is best to include a disclaimer such as, “The postings on this site are my own and do not necessarily reflect the views of The City of Geneseo.”

- Using Social Media at Work – Refrain from using social media while on work time or on equipment unless it is work-related as authorized by your supervisor or consistent with other applicable policies. Do not use any email addresses issued by The City of Geneseo to register on social networks, blogs, or other online tools utilized for personal use.

- Retaliation is Prohibited – Employees who in good faith report a possible deviation from this policy or cooperate in an investigation related to this policy shall not be retaliated against for doing so. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation related to this policy will be subject to disciplinary action up to and including termination.

- Media Contacts – Employees should not speak to the media on behalf of The City of Geneseo without approval of their supervisor or the appropriate member of management.

6.13 SOLICITATIONS AND DISTRIBUTIONS

Solicitations for contributions, sale of merchandise, circulation of petitions, solicitations for membership in clubs or organizations, and all other forms of solicitation, including the distribution of handbills, flyers, or other similar materials, by or from employees, during working time is prohibited. “Working time” for purposes of this policy means those times during the workday when employees are required to be engaged in work-

related tasks and does not include time before or after the workday, authorized break times, or mealtimes. All solicitations and distributions will be limited to non-working areas.

Solicitations or distributions of any kind by non-employees is prohibited: (a) during the working time of any employee receiving the solicitations or distributions; (b) at any time in areas not open to the public or in public areas where such activity is inconsistent with the intended or normal use of the area; or (c) in a manner that disturbs working employees.

6.14 VEHICLES

Employees in certain job classifications may be provided vehicles owned or leased by City of Geneseo.

Employees are prohibited from using vehicles provided by The City of Geneseo to transport non-employees unless the individual being transported is participating in official The City of Geneseo business or has otherwise been approved by the employee's supervisor.

Employees using vehicles (including personal vehicles) for work-related purposes are responsible for driving such vehicles in a safe and prudent manner and complying with all state and local laws. Employees must promptly report all accidents involving vehicles (including personal vehicles) being used for work-related purposes to both the appropriate law enforcement agency and to the employee's supervisor. Additionally, employees must immediately report to their supervisor any citations for traffic law violations, parking violations, and any other legal violations occurring while using vehicles (including personal vehicles) for work-related purposes. Payment of traffic and parking citations shall be the responsibility of the employee operating the vehicle at the time the violation occurred. Employees shall immediately notify their supervisor(s) of any and all violations related to driving under the influence of drugs or alcohol.

Every employee must have (and be able to produce) a valid driver's license before operating a vehicle (including a personal vehicle) for work-related purposes. Employees must promptly inform their supervisors of any reason that would prohibit the employee from operating a motor vehicle. Employees must notify their supervisors within 24 hours of being arrested for a DUI or having their driver's license suspended or revoked. Employees who use their personal vehicles for work-related purposes approved by their supervisor must maintain adequate insurance coverage and must present evidence of insurance coverage to The City of Geneseo upon request.

6.15 SMOKING

In accordance with the Smoke Free Illinois Act (410 ILCS 82/1 *et seq.*), The City of Geneseo maintains a smoke-free environment in all its facilities. Smoking is prohibited in all City of Geneseo buildings and vehicles. Smoking areas may be designated outside of facilities, provided the location is at least 15 feet away from any City of Geneseo building and will not reasonably affect non-smokers. For purposes of this policy, smoking includes the use of all tobacco products including, but not limited to, electronic cigarettes and chewing tobacco, as well as non-tobacco vaping products.

6.16 LOSS PREVENTION

Employees shall exercise reasonable care to prevent loss or damage to The City of Geneseo property. Employees are expected to use caution when using The City of Geneseo property, vehicles, tools, and equipment.

6.17 PROHIBITION OF FIREARMS IN THE WORKPLACE

Employees are prohibited from possessing or carrying firearms on or in The City of Geneseo property (except in the parking lot for licensed concealed carry holders) or during any period when the employee is actively working. A concealed carry license holder may not knowingly carry a firearm into any building or portion of a building under the control of City of Geneseo. 430 ILCS 66/65(3). Pursuant to state law, employees who possess a valid state concealed carry license may store a firearm locked in their car if the firearm or ammunition is concealed in a case or locked container out of plain view within the vehicle in the parking area. A licensed concealed carry holder may also carry a concealed firearm in the immediate area surrounding their vehicle, only for the limited purpose of storing or retrieving a firearm in the vehicle's trunk.

6.18 DRUGS AND ALCOHOL

Drug Free Workplace

In order to ensure a safe work environment and compliance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 8101 *et seq.*), The City of Geneseo maintains a drug-free workplace. Accordingly, The City of Geneseo prohibits employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Anti-Drug Abuse Act of 1988, use of drugs, and use of alcohol in the workplace. The foregoing prohibition shall apply to The City of Geneseo property, including City of Geneseo vehicles and any private vehicles parked on The City of Geneseo premises or worksites.

For purposes of this policy, the term “drugs” includes, but shall not be limited to: (a) any non-prescribed controlled substance that the employee is not authorized to possess or

consume by law; (b) any substance listed in the Controlled Substances Act (720 ILCS 570 *et seq.*); or, (c) drugs or substances which may not be listed in the Controlled Substances Act but which have adverse effects on perception, judgment, memory, or coordination. A non-exhaustive list of applicable drugs includes, but is not limited to, the following:

Opium	Psilocybin-psilocin
Morphine	MDA
Codeine	PCP
Heroin	Chloral Hydrate
Meperidine	Methylphenidate
Mescaline	Hash
Barbiturates	Hash Oil
Glutethimide	Steroids
Methaqualone	Tranquilizers
Cocaine	Amphetamines
Phenmetrazine	LSD

DRUG AND ALCOHOL

The residents and employees of the City of Geneseo are a valuable resource and their health and safety are of serious concern to the City. Residents need to be assured that City employees do not perform their duties while under the influence of alcohol, cannabis, illegal drugs, or any substance which impairs their ability to perform their duties or imperils the health, safety or well-being of employees or the public. The City vigorously supports the Drug Free Workplace Act (Chapter 30 ILCS Section 580/1 *et seq.*) No City employee may perform his or her job duties under the influence of alcohol, cannabis, any illegal drug, or any drug for which the employee has a prescription that impairs the employee's ability to perform his or her job duties. No City employee may be in possession of alcohol, cannabis, or any illegal drug while performing his or her job duties. This policy is applicable to all our work force at all locations. The City also complies with DOT 49 CFR part 40. We have a commitment toward maintaining a safe workplace, free from the influence of drugs and the abuse of alcohol.

Nothing in this policy allows the City to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions, or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours. "Lawful products" means products that are legal under state law. For purposes of this Section, an employee is deemed on-call when the employee is scheduled with at least 24 hours' notice by his or her employer to be on standby or otherwise responsible for performing tasks related to his or her employment either at the employer's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.

Employees are required to report to their supervisors the use of any prescription drug, which may impair the employee's ability to perform the essential functions of his or her job with the City. This includes, but is not limited to, the use of medical cannabis.

MEDICAL CANNABIS

Registered qualifying patients in Illinois may be able to obtain a registry identification card, which allows them to purchase medical cannabis for the treatment of a variety of debilitating medical conditions under the Compassionate Use of Medical Cannabis Program Act. The Act also provides employers with the ability to regulate the use of medical cannabis on employer owned premises and during work hours. The following regulations shall apply to employees of the City of Geneseo who may also qualify to obtain legal access to medical cannabis:

1. Employees are strictly prohibited from possessing and/or using medical cannabis on any City owned property at any time.
2. Employees are strictly prohibited from using medical cannabis during all work hours.
3. Employees are strictly prohibited from reporting to work under the influence of medical cannabis.
4. Employees may not possess medical cannabis in their personal vehicles in any City parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container.

Employees whose duties require a Commercial Driver's License ("CDL"), and active-duty law enforcement officers shall not use medical cannabis. Notwithstanding the specific prohibitions set forth above, any employee who validly possesses a card, allowing for the use of medical cannabis shall still be subject to all other provisions of the City of Geneseo Drug & Alcohol Policy.

RECREATIONAL CANNABIS USE

Recognizing that limited possession and use of cannabis for those over 21 years of age is lawful in Illinois as of January 1, 2020, it remains a controlled substance under federal law. Therefore, employees whose jobs are subject to federal prohibitions, such as those that require Commercial Drivers Licenses, or who work pursuant to certain federal grants, are prohibited from using cannabis under any circumstances. and remain subject to federal prohibitions and testing requirements. Law enforcement officers are also prohibited from using cannabis and may be disciplined for the consumption, possession, sale, purchase, or delivery of cannabis or cannabis infused substances while on or off duty.

NOTICE OF CONVICTIONS

Any employee who is convicted of violating any federal or state criminal drug statute must notify the City Administrator or Human Resources within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis.

DRUG AND ALCOHOL TESTING

The City of Geneseo tests for alcohol and the following drugs: cannabis (when reasonable suspicion exists, the employee is a law enforcement officer, or when the employee is subject to federal prohibitions), cocaine, opiates, amphetamines, and phencyclidine. Employees are required to cooperate with any authorized testing and execute any and all releases necessary to provide the City with the results of any test. Failure to cooperate or execute required releases will be grounds for discipline up to and including termination. The procedures of the physical testing and examination will be those set by the medical clinic or laboratory designated by the City and will be followed by the employee.

REASONABLE SUSPICION

In order to help protect the health and safety of employees and the public and to maintain a drug and alcohol-free workplace, the City of Geneseo may conduct drug and alcohol testing if a supervisor has a “reasonable suspicion” that an employee is under the influence of drugs and/or alcohol at work.

A supervisor shall have a “reasonable suspicion” that an employee is under the influence of drugs and/or alcohol if the employee demonstrates specific, articulable symptoms while working that lead the supervisor to have a good faith belief the employee is under the influence. A supervisor must use the Reasonable Suspicion Observation Checklist to document specific, articulable observations and behaviors that create a reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Examples include:

- Odors (smell of alcohol, cannabis, or any unlawful substances).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused, or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions)
- Negligence or carelessness in operating equipment or machinery
- Disregard for the safety of the employee or others
- Carelessness that results in any injury to the employee or others

When reasonable suspicion testing is warranted, the employee’s supervisor will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test. Employees who test positive for cannabis use will be afforded a reasonable opportunity to challenge the determination. Refusal by the employee will be treated as a positive drug test result and will result in immediate termination of employment.

POST ACCIDENT TESTING

Post-accident urine drug and breath alcohol testing will be required of those employees who are involved in an accident if the driver receives a citation for a moving traffic violation arising from the accident, property damage results from the accident in an amount estimated to be over \$1,000, or there is a fatality, regardless of whether the employee requires medical attention. The City of Geneseo tests for the following drugs: cannabis (when the employee is a law enforcement officer, or when the employee is subject to federal prohibitions), cocaine, opiates, amphetamines, and phencyclidine. Drug testing shall be conducted by a qualified collector as chosen by the City as soon as possible, but not later than eight (8) hours after the reportable or fatal accident. If the test is not administered the City shall prepare and maintain on file a record stating the reasons the test was not promptly completed. If a breath alcohol test is not conducted within 2 hours a record shall be prepared and retained stating why. If in 8 hours a test is still not conducted, all attempts shall cease, and a complete record made of why it was not accomplished. In addition, the driver shall not consume any alcohol for at least 8 hours following an accident or until a breath alcohol test has been accomplished.

An employee who is seriously injured and cannot provide a urine specimen or breath alcohol test at the time of the accident shall provide the necessary authorization for obtaining medical records and reports that would indicate if a controlled substance or alcohol was in the driver's system and the level present.

RANDOM TESTING

An employee whose job requires him/her to possess a Commercial Driver's License is subject to all current federal provisions concerning random drug screening for commercial drivers under the Department of Transportation's current regulations. Tests shall be conducted by a qualified collector as chosen by the City.

VIOLATIONS OF THE DRUG & ALCOHOL POLICY

DISCIPLINARY ACTION STEPS

Any employee testing positive for illegal drugs, alcohol levels exceeding .02 blood alcohol concentration, or determined to be impaired while on duty under the influence of legal drugs, including cannabis after January 1, 2020, may be disciplined up to and including termination from employment.

In lieu of termination, the City of Geneseo may require an employee to undergo substance abuse evaluation assessment, successful treatment and/or counseling.

Employees participating in a drug or alcohol treatment program will be allowed to use any paid time off benefits they have accrued; however, any time off necessary to participate

in any drug or alcohol treatment program will be either unpaid or paid by the use of the employee's accumulated but unused leave.

6.19 DISCIPLINE

Employee supervisors and their superiors, as applicable, are responsible for administering disciplinary measures, when in the sole discretion of the appropriate supervisor, based on the facts and circumstances of the situation, discipline is warranted. Prior to the administration of any disciplinary action, the applicable supervisor may give the employee the opportunity to respond to the allegations made against the employee. The disciplinary procedures set forth in this section apply to all employees. These policies and procedures should not be construed as preventing, limiting, or delaying The City of Geneseo from taking appropriate disciplinary action, including immediate dismissal without prior warning or notice, as the facts and circumstances warrant.

All discipline issued will be based on the applicable facts and circumstances, and at the level applicable in the sole and exclusive judgment of the applicable supervisor.

The Police Chief shall be permitted to suspend a police officer up to five (5) days without a hearing before the Board of Police Commissioners. Cases involving formal disciplinary action will normally be conducted only after consultation with the City Administrator and the Mayor. These cases will be subject to the employee discipline policy.

Discipline may be administered for the following actions/inactions by employees (these are in addition to any other reason that discipline may be administered):

- Activities in conflict with hours of work
- Activities in conflict with job performance
- Activities in conflict with The City of Geneseo obligations and responsibilities
- Excessive absenteeism
- Reporting late/leaving early from work
- Untimely and/or inaccurate records or reports
- Unsatisfactory work performance
- Inappropriate appearance
- Slander, verbal abuse, or threats to others
- Misuse or misappropriation of The City of Geneseo property or funds
- Intentional falsification of records, claims for reimbursement
- Disclosure of any proprietary or confidential information, or inappropriate disclosure of any information
- Disorderly conduct during working hours
- Interruption of another employee's work
- Harassment of other employees, constituents, or other individuals
- Use of alcohol while on duty
- Violations of the Drug and Alcohol Policy

- Insubordination
- Failure to return to work in accordance with applicable leave policies
- Substantial misrepresentation of fact
- Engaging in any political activity
- Theft
- Violation of safety or health policies and regulations
- Unauthorized use of city equipment
- Violation of personnel policy
- Any other similar conduct that is detrimental to The City of Geneseo

6.20 POSITIVE WORKPLACE STANDARDS

In the workplace, gossip is an activity that can drain, distract, and downshift employee job satisfaction. It is our policy at the City of Geneseo that one employee does not talk to another employee negatively about things that the employee can do nothing about. In other words, if the person you're talking to cannot change the situation you are presenting to them, please do not discuss it with him or her. Doing so will be considered gossip. Gossip isn't tolerated during work time. If someone begins to involve you in gossip, it's your responsibility to let him or her know that it is not ok.

Gossip Defined: Gossip, casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true.

- Gossip often involves discussions regarding a person who is not present.
- Unwelcome and negative gossip often involves criticizing another person.
- Gossip often is related to topics that can injure another person's credibility and reputation.

Expectations for City of Geneseo Employees

In order to have a more professional, gossip free workplace, each employee shall commit to the following:

1. Not initiate negative talk or insinuations about a co-worker when that person is not present.
2. Refuse to participate when another mentions a person who is not present in a negative light.
3. Employees shall resolve complaints/concerns with other employees through the proper channels, i.e., bringing complaints to the attention of his/her supervisor or human resources (Fair Treatment Procedure – Personnel Manual)

- a. The Employee Complaint/Concern form is available on the HR portal as a route to document and submit a complaint and/or concern in writing.

Participation in gossip is considered a violation of Employee Conduct and Work Expectations, specifically: "Engaging in conduct, whether on duty or off duty that harms, impairs, or otherwise negatively impact the reputation of the City or other City employees." Standard progressive discipline steps will be enforced to address violations of this policy.

6.21 REPORTING CONFLICTS OF INTEREST

A "conflict of interest" refers to a situation in which an employee or officer can directly or indirectly influence the City's business, interest, or other decisions in ways that lead, could lead, or could appear to lead to some form of personal gain, financial or otherwise, for the individual or his/her family or close friend, or that give or appear to give improper advantage to others to the detriment of the City and the taxpayers therein. For this policy, family refers to spouse or domestic partner, and dependent children.

All employees must promptly disclose actual or potential conflicts of interest, in writing, to his or her Department Supervisor/Director. Conflicts of interest can include assessing or adjusting the assessment of a relative or close friend's house, working with or against a former client, and performing duties with persons or companies that would or could lead to the appearance of impropriety. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the City's relationship.

6.22 REPORTING OF INJURIES AND ACCIDENTS

All accidents that result in injury to the employee must be reported to the employee's Department Supervisor or Director, regardless of how insignificant the injury may appear. An Employer's First Report of Injury/Illness report must be completed immediately by the employee and Department Supervisor or Director whenever an employee is injured on the job. The employee's Department Supervisor or Director shall notify HR or the City Administrator as soon as possible after the injury occurs but no later than the next day.

Any employee involved in a traffic vehicle accident, regardless of if there are any bodily injuries, with City owned equipment shall immediately call the Police Department to the scene of the accident. The Police Department shall perform the necessary investigation of the accident and submit the "state accident report form" and the investigation report to HR and City Administrator. Employees involved in an accident during work hours or while using City-owned vehicles or equipment may be subject to a post-accident drug and alcohol test.

City vehicles in an accident are to be moved only if they are creating a hazard.

Employees involved in an accident with a City vehicle or equipment shall also be required to complete a report at the time of the accident or as soon as possible, to his or her Department Supervisor or Director. The Department Supervisor or Director shall sign and submit the employee's report to the City Administrator or Human Resources.

Employees who witness an accident or injury within the City limits shall make a report of the accident or injury. Employees who have been notified by a citizen of an accident or injury shall make a report of the accident or injury. The report is to be given to the City Administrator or Human Resources Department who shall file the report in case an insurance claim is made upon the City.

Any employee failing to report an on-the-job injury, accident or notification of an accident or injury shall be subject to disciplinary action up to and including discharge.

6.23 TRAVEL EXPENSE PROCEDURES

The purpose of this policy is to establish a standard procedure for handling the costs and reimbursable expenditures related to travel for employees and officials who travel for City business.

Policy

The City shall reimburse employees/officials for travel, meal, lodging, and related expenses incurred in connection with City business in such a manner that the individual will not suffer, nor gain, financially as a result of such travel or expense.

Definitions

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Maximum allowable reimbursement" means the maximum amount that may be reimbursed for travel, meal, and lodging expenses, which may not exceed \$400.00 per travel day.

"Travel" means any expenditure directly incident to official travel by employees and officers of the City or by wards or charges of the City involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Travel Request

City employees/officials planning to travel out of the City for official business and/or City required conferences, seminars, or meetings must submit a travel request to their immediate supervisor at least ten (10) days in advance of their departure date, or in the case of Department Directors, the City Administrator as soon as practicable prior to their departure. In the case of members of the Council or other appointed officials, their request must be presented to the City Administrator. A copy of the conference, seminar, or meeting announcement must accompany the travel request.

Travel Planning

City employees/officials traveling on authorized official business may be issued a City credit card with a letter of authorization for travel expenses. The City will also reimburse allowable charges made on personal credit card when supported by an original receipt. Except in emergency situations, no advances will be made for air travel fare. All airplane tickets should be ordered at least 30 days in advance to secure reduced rates. Bills should be billed on the City's credit card or sent directly to the City for payment. Authorized travel expenses billed to an employees' or official's personal credit card will also be reimbursed when supported by an original receipt. Requests for advances shall be submitted on a Travel, Meal, and Lodging Expense form, as defined below. Advances will only be made available for travel of three days or more. Expenses incurred by employees/officials as a result of a trip shorter in duration will be reimbursed upon submittal of appropriate receipts and submission of a Travel, Meal, and Lodging Expense form.

Authorized Travel Expenses

A. Transportation

1. **Air, Train, Bus:** Employees shall be reimbursed for the cost of a round trip, coach ticket. A receipt and a Travel, Meal, and Lodging Expense form must be provided.
2. **Personal Vehicle:** Use of private vehicles will be allowed when a City-owned vehicle is not available and upon the approval of the Department Director, or City Administrator, respectively. Reimbursement for mileage allowance will be computed on the basis of the current standard IRS mileage rate for business travel, minus the routine mileage it takes an employee to travel to and from their residence to their work location during a routine commute to work. For example, if an employee lives 8 miles from their work location, they will subtract 16 miles from their reimbursable mileage calculation for each travel day's mileage calculation. Reimbursable mileage is defined as miles driven during official city business, to get the employee/official to and from

the pre-approved destination(s). Route maps shall be attached to the Travel, Meal & Lodging Expense Form to show the routes and mileage driven with the employee/official personal vehicle. If more than one City employee/official travels in the same vehicle, mileage will be paid only to the owner of the vehicle.

3. City-owned Vehicle: When travel is by City-owned vehicle, the cost of gasoline and oil will be allowed provided that the employee provides, whenever possible, receipts for said purchases of gas and/or oil or other proof of purchase. Other expenditures related to automobile operations will be allowed when justified. Travelers using a City-owned vehicle are expected to leave the City with a full tank of gasoline.
4. Leased Vehicle: When travel can be accomplished most inexpensively by use of a leased automobile, the cost of the lease, gas, and oil and other travel expenses will be allowed provided that the employee provides, whenever possible, receipts for said purchases and/or leases or other proof of purchase. Employees/officials will be reimbursed the rate for a standard-sized car.
5. Intra-City Travel: Expenses incurred while at the destination shall be reimbursed on an actual basis. This includes taxicab, bus, limousine, parking fees, bridge and toll fees, and transportation to and from air, train, and bus terminals. Receipts are to be provided whenever possible, and a Travel, Meal, and Lodging Expense form must be submitted. Only when adequate local mass transportation is not available will expense for renting an automobile be allowed. Employees/officials requiring an automobile are to rent a standard-sized car.

B. Lodging

1. Room: Reimbursement for rooms shall be on actual basis. Hotel receipts must be submitted with Travel, Meal, and Lodging Expense Form. Hotel checkout must be adhered to, and no hotel expense will be allowed following the hour of adjournment of the conference. Lodging charges must concur with the scheduled conference or meeting dates with the exception that lodging for one night prior to and/or after the authorized meeting shall be allowed if the schedule or location is such that it is inconvenient for the traveler to arrive or depart the same day the conference begins or terminates. In such a case, supportive documentation will be required.

C. Meals

1. With pre-approval from the City Administrator, an employee will be permitted up to \$30.00 per day for meals not to exceed \$10.00 for any single breakfast, \$15.00 for any single lunch, and \$20.00 for any single dinner during approved travel. When traveling to large metropolitan cities, this amount may be increased to \$50.00 per day, not to exceed \$15.00 for any single breakfast, \$20.00 for any single lunch, and \$30.00 for any single dinner during approved travel.
2. To be defined as a qualified reimbursement under this policy, breakfast is defined as a meal taking place between 4:00am-10:00am, lunch between 10:01am-4:00pm, and dinner between 4:01pm-10:00pm. Meal allowances under this policy are only covered if said employee/official is participating in an approved stay/conferences/training/meeting during the listed timeframes above. If the employee/official is participating in a conference/training/meeting event during the above listed timeframes where a meal is provided for participants during the event, an outside meal purchased by the employee/official during such timeframe shall not be considered an allowable expense under this policy.
3. If the employee is traveling to and/or from their destination inside of the City's current residency requirement radius and a meal that is outlined under this policy is occurring during the transit (travel) period, then the meal will not be reimbursed. Ex: John goes to a training in East Moline, which is occurring from Noon – 4:00pm. John can spend up to \$15.00 on lunch while at this training event, which did not include a meal with the event registration expense. John gets hungry while driving back to Geneseo and decides to stop for dinner at 4:30pm. This dinner while in transit back to Geneseo is not a covered meal under this policy.
4. If the employee/official's travel includes an overnight stay, and the hotel provides a complimentary breakfast option, an alternative breakfast purchased by the employee/official shall not qualify as a reimbursable expense under this policy.
5. All receipts submitted for reimbursement must include itemized lists of the items purchased. Alcohol is not a reimbursable expense. Names of all persons charged for a meal shall be listed on the receipt, invoice, or Travel, Meal, and Lodging Expense form.
6. Where fixed prices of tickets to approved conferences, luncheons, or dinners exceed these individual meal limits, the applicable meal and daily limit shall be increased by the excess amount.

D. Other

1. **Registration Fees.** The City will pay registration fees for the conference or meeting (exclusive of meal tickets purchased, which are reimbursed under the cost of food).
2. **Fees for Special Events.** Fees for special events directly related to the purpose of the conference or meeting.
3. **Vacation in Conjunction with Business Travel.** In cases where vacation time is added before or after approved business travel, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense form and paid by the traveler. If vacation in conjunction with business travel is taking place, the specific scenario shall be discussed and approved by the employee/officials Department Head.

Unallowable Expenses

Expenses which will not be allowed from which payments will be made include, but are not limited to:

- Entertainment Expenses, No employee or officer of the City shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event, or other official business
- Travel insurance
- Personal grooming (haircut, sauna baths, etc.)
- Expenses incurred by spouse or other guest accompanying City employee/official
- Loss of personal property
- Gifts and items for personal use
- Personal telephone calls, except for calls home to confirm arrival and departure
- In room entertainment charges
- Alcoholic beverages

Discounts

Many hotel or motel chains and automobile rental agencies offer 10-20% discounts to persons on government business. Employees should inquire about discounts.

Approval of Expenses

1. Expenses for Members of the City Council: All travel, meal, and lodging expenses incurred by any member of the City Council must be approved by roll call vote at an open meeting of the City Council.
2. Expenses for Officials or Employees other than Members of the City Council: Travel, meal, and lodging expenses incurred by any official or employee (not a member of the City Council) that is in excess of the maximum allowable reimbursement, as defined above, must be approved by roll call vote at an open meeting of the City Council.
3. Advanced Expenses: Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the City must be approved by roll call vote at an open meeting of the City Council prior to payment. Documentation of expenses must be provided in accordance with this policy, and any excess from the per diem must be repaid.
4. Other Expenses: All other expenses are subject to the City Administrator's approval.

Documentation of Expenses

Before any expense may be approved under this Policy, the following minimum documentation must first be submitted, in writing, to the City Administrator on a Travel, Meal, and Lodging Expense form:

1. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred
2. The name of the individual who received or is requesting the travel, meal, or lodging expense
3. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense

4. The date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The City hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

Attachment 1
CITY OF GENESEO

TRAVEL, MEAL, AND LODGING
EXPENSE FORM

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the **Activity/Event**: _____

Description of the purpose of the expense:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage – must include documentation regarding day(s) of travel and route maps/documentation attached (map quest or similar routing documentation)

Meals – itemized receipts must be attached in compliance with meals section of the policy: _____

Parking: _____

Lodging: _____

Airfare: _____

Other: _____

Employee's/Officer's Signature: _____

Date: _____

City Administrator's Authorization: _____

Date: _____

ATTACH ALL DOCUMENTATION & RECEIPTS (must be itemized)

6.24 WORKSHOPS AND SEMINARS

Work-related workshops, seminars and educational programs outside the City may be attended by full-time employees as scheduled and approved in advance by the Department Head.

The City shall pay related for attendance to these programs, in compliance with the Travel Expense Procedure and Guidelines section of this manual.

All copies of certificates of completion and awards shall be given to the Department Head as verification of successful completion of the workshop/seminar and to be placed into the employee's personnel file.

6.25 CREDIT CARD POLICY

Whenever expenses or travel expenses are incurred for the City and it is impractical to obtain a warrant or invoice for payment, an employee may receive authorization from the Department Supervisor or Director to use the City credit card to satisfy the vendor's invoice.

Within three (3) business days of return from the trip in which the credit charge is incurred the person who used the card must return the credit card to the Department Supervisor or Director and must submit supporting documentation to the Finance Department explaining the charge and purpose, therefore. Failure to submit a timely claim may result in denial of the charge by the City and may subject the person who made the charge to personal liability for the amount of the charge. When the monthly statement is received by the City from the Credit Card Company it will be reviewed and reconciled by the Finance Department for completeness and accuracy.

A City credit card is not a credit card for the personal use of the bearer. The credit cards will be used only for City purposes.

The employee who uses the credit card and signs the credit card slip is personally responsible to the Credit Card Company or the City for payment of that charge if the employee did not follow the usage and policy stated above. Use of a credit card by an employee is acceptance of the terms of this policy, which is a public record.

The Mayor and/or the City Council both have the right to cancel one or more of the credit cards or account and/or order immediate collection of one or more of the credit cards. Cancellation or collection may be made with or without prior notice.

Violation of any of the provisions of this policy may result in dismissal or nonrenewal. Employees will be required to sign a receipt acknowledging that they have received a copy of the Credit Card Use Policy.

Section 7 – Separation of Employment

7.1 TERMINATION

Your employment and seniority will be terminated on the date of your termination, resignation, or retirement.

All employees and the City operate under an employment-at-will relationship and have the right to terminate employment at any time. Pay benefits and other payments of this Manual which are provided to employees shall be distributed according to the type of termination, as required by law, and according to the provisions within this Manual. Types of termination are as follows:

Abandonment	An employee who is absent for three (3) consecutive workdays without notice and without sufficient and satisfactory reason, or who fails to report to work after the end of an approved leave of absence, shall be considered to have abandoned his or her position.
Resignation	An employee who initiates his or her own termination who chooses to leave the City voluntarily and has provided the City with written notice two (2) weeks in advance shall be deemed to have resigned. The City may waive the two week notice provision in certain instances.
Discharge	An employee who is terminated by the City for disciplinary reasons not associated with a permanent layoff or reduction in force shall be considered discharged.
Layoff	An employee who is suspended or terminated for lack of work and/or funding and or reorganization of the employee's Department shall be considered laid off.
Retirement	An employee who initiates his or her termination with written notice, qualifying for a pension under the IMRF or Police Pension System, for the purpose of retiring from active employment status.

7.2 RESIGNATIONS

Employees who voluntarily resign from their employment with City of Geneseo, are expected to submit a written resignation letter to their supervisor or an appropriate member of management at least 10 working days in advance of their last date of

employment in order to leave in good standing. This period may be shortened by your supervisor and/or the appropriate member of management under appropriate circumstances. Once employees have provided notice of their resignation, they shall not be entitled to utilize any paid time off within 10 workdays preceding their last date of employment unless otherwise approved by their supervisor or an appropriate member of management. Your resignation letter will become part of your permanent personnel file, and failure to provide proper notice under this policy may make you ineligible for re-employment.

An employee who is absent for three (3) consecutive workdays without notice and without sufficient and satisfactory reason, or who fails to report to work after the end of an approved leave of absence, shall be considered to have abandoned his or her position.

7.3 RETURN OF PROPERTY UPON SEPARATION

Upon separation of employment, employees must return all The City of Geneseo property in their possession or control to their supervisor or the appropriate member of management on or before their last day of work. Such property includes, but is not limited to, The City of Geneseo apparel, cellular phones, keys, usernames, passwords, access codes, key cards, documents, electronic files, badges, computers and/or other electronic devices.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received a copy of the City of Geneseo Personnel Policy Manual and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my immediate supervisor and/or another appropriate member of management if I do not understand any of the information contained in the Manual and that I am required to abide by and observe all of the information and rules, policies, and procedures explained therein.

I acknowledge that nothing in the Manual constitutes a contract or promise of employment and that unless otherwise provided in a collective bargaining agreement or individual employment contract, my employment is “at-will,” which means that the employment relationship may be terminated at any time for any lawful reason with or without cause or notice.

I agree to abide by and observe all of the information and rules, policies, and procedures set forth in the Manual and understand that City of Geneseo’s rules, policies, and procedures may be changed from time to time, with or without notice, and that this Manual supersedes and replaces any and all prior Manuals.

Printed Name

Signature

Date Signed