



**CITY OF EAST MOLINE
EMPLOYEE HANDBOOK
UNION EMPLOYEE HANDBOOK**

Table of Contents

Section 1 EMPLOYER OBLIGATIONS

- 1.01 EMPLOYMENT POLICIES ADMINISTRATION
- 1.02 EQUAL EMPLOYMENT OPPORTUNITY
- 1.03 AFFIRMATIVE ACTION
- 1.04 COMPLIANCE
- 1.05 REASONABLE ACCOMMODATIONS
- 1.06 EMPLOYEE HEALTH AND SAFETY
- 1.07 IMMIGRATION REFORM AND CONTROL ACT
- 1.08 ORIENTATION
- 1.09 UNION ENVIRONMENT

Section 2 PERSONNEL POLICIES

- 2.01 HIRING AND JOB POSTINGS
- 2.02 DISCHARGE AND DISCIPLINE
- 2.03 EMPLOYEE ASSISTANCE PROGRAM
- 2.04 GRIEVANCE PROCEDURE
- 2.05 PERSONNEL RECORDS
- 2.06 NOTICE OF RESIGNATION OR RETIREMENT
- 2.07 LAYOFF
- 2.08 ORGANIZATIONAL EXIT
- 2.09 FINAL PAYCHECK
- 2.10 COMPENSATION & PERFORMANCE
- 2.11 TRANSFER POLICIES
- 2.12 CLASSIFICATION OF EMPLOYEES
- 2.13 PAY PERIODS
- 2.14 DIRECT DEPOSIT
- 2.15 ATTENDANCE
- 2.16 HOLIDAYS
- 2.17 UNSCHEDULED CLOSINGS

Section 3 EMPLOYEE LEAVE

- 3.01 VACATION LEAVE
- 3.02 SICK LEAVE
- 3.03 BEREAVEMENT LEAVE
- 3.04 FAMILY AND MEDICAL LEAVE ACT
- 3.05 REQUESTS FOR LEAVES OF ABSENCE
- 3.06 CIVIL LEAVE
- 3.07 MILITARY ACTIVE DUTY LEAVE POLICY
- 3.08 EDUCATIONAL LEAVE
- 3.09 APPROVAL / DENIAL OF LEAVE PROCESS

Section 4 EMPLOYEE BEHAVIOR

- 4.01 DRUG-FREE WORKPLACE
- 4.02 SEXUAL HARASSMENT
- 4.03 POLICY ON OTHER HARASSING BEHAVIORS
- 4.04 SMOKE-FREE WORKPLACE POLICY
- 4.05 CONFLICTS OF INTEREST
- 4.06 USE OF EQUIPMENT
- 4.07 VEHICLE OPERATION
- 4.08 USE OF COMPUTERS, E-MAIL SYSTEM, AND THE INTERNET

- 4.08.5 CELL PHONE POLICY
- 4.09 SOCIAL MEDIA POLICY
- 4.10 CONFIDENTIAL INFORMATION
- 4.11 GENERAL CONDUCT

Section 5 INSURANCE & RETIREMENT BENEFITS

- 5.01 WORKER'S COMPENSATION
- 5.02 HEALTH INSURANCE
- 5.03 FLEXIBLE BENEFIT PLAN
- 5.04 DEFERRED COMPENSATION PLAN
- 5.05 RETIREMENT PLAN
- 5.06 CHANGE OF PERSONAL STATUS

SEC. 1 EMPLOYER OBLIGATIONS AND SERVICES

1.01 EMPLOYMENT POLICIES ADMINISTRATION

It is the policy of City of East Moline that this document be used as an outline of the basic personnel policies, practices, and procedures for the organization. This handbook replaces any previously issued policies, written or oral, governing employment. It is not an offer, statement or confirmation of any guaranteed terms or conditions of employment. It is also the policy of City of East Moline that all employees are employed at the will of the City for an indefinite period of time. Accordingly, employees may terminate their employment at any time for any or no reason, just as City of East Moline may do so when the grievance procedure determines that termination is appropriate. All applicable policies, practices, and procedures contained in this document pertain to volunteers, interns, etc. as well as employees. Any violation of City of East Moline's policies may result in discipline, up to and including termination, in accordance with the provisions of the labor agreements.

The City of East Moline City Council shall employ a professionally qualified City Administrator who will be authorized with the approval of the Council to employ such staff as may be necessary to carry out the business of the City of East Moline.

1.02 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of The City of East Moline that equal employment opportunities be available to all without regard to race, color, gender, national origin, age, disability, ancestry, order of protection status, marital status, physical or mental disability, military status, gender orientation, unfavorable discharge from military service and association with a protected individual or any other basis of discrimination precluded by applicable federal and state statutes except where specific age, gender or physical requirements are a bona fide occupational qualification. This policy applies in all phases of individual's career, beginning with the initial process of recruitment and selection and extending through hiring, placement, transfer, promotions, compensation, leaves of absences, and separation.

1.03 AFFIRMATIVE ACTION

The City continues its efforts and commitment to fully utilize and treat equally minority groups, women, veterans and disabled employees at all levels and in all segments of the workforce through an affirmative action policy and plan. The goals of this affirmative action policy and plan are to eliminate institutional barriers in employment that tend to perpetuate the status quo and to eliminate the effects of any past discrimination. Affirmative Action ensures neutrality in employment, advancement, discipline, and related areas without regard to race, color, gender, national origin, age, disability, ancestry, order of protection status, marital status, physical or mental disability, military status, gender orientation, unfavorable discharge from military service and association with a protected individual or any other basis of discrimination precluded by applicable federal and state statutes except where specific age, gender or physical requirements are a bona fide occupational qualification.

1.04 COMPLIANCE

City of East Moline complies with all Federal Wage and Hour Regulations, the Civil Rights Act of 1964 and all other regulations and rules pertaining to civil rights, the Fair Labor Standards Act, the Age Discrimination in Employment Act, the U.S. Department of Health and Human Services Regulations (45 CFR PART 84), The Rehabilitation Act of 1973 as amended (29 U.S.C. 794), the Americans with Disabilities Act and Nursing Mother in the Workplace Act.

Section 504 of the Rehabilitation Act prohibits discrimination based on disability. Any program participant,

participant representative, prospective participant or staff member who has reason to believe that she/he has been mistreated, denied services or discriminated against in any aspect of services or employment because of disability may file a grievance following City of East Moline's Grievance Procedure outlined in the Personnel Policies. Section 504 states, in part that no otherwise qualified disabled individual shall, solely by reason of her/his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The law and regulations may be examined in the office of the Manager of Human Resources, who has been designated to coordinate the efforts of City of East Moline to comply with these regulations.

1.05 REASONABLE ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities, reasonable accommodations in working space, adaptive equipment or other reasonable arrangements will be made in accordance with these laws for employees with disabilities who are otherwise capable of fulfilling the essential requirements of the position.

1.06 EMPLOYEE HEALTH AND SAFETY

The City of East Moline provides a safe and healthful work environment for its employees in accordance with federal, state, and local regulations. Safety is the on-going responsibility of everyone in the workplace therefore; all employees are expected to comply with the regulations including those implemented by the City of East Moline.

Each location will have a Quality Assurance Safety Training Representative (QASTR) to coordinate safety - related activities. The QASTC will be responsible for the implementation of the Health and Safety Manual for the Practice and for the updating of its content to meet changes in federal, state and local regulations. The Safety QASTC will also be responsible for employee orientation and training, and documentation and assisting the Risk Manager in evaluating and maintaining the effectiveness of the overall safety program for the department or location.

Each Location is equipped with a Health & Safety Policy & Procedure Manual that contains an exposure control plan that identifies employees that have occupational exposure to potentially hazardous materials. Those employees must assume that these materials are potentially infectious and practice universal precautions including the use of Personal Protective Equipment (PPE) and hand washing following contact. Use of PPE as prescribed by the exposure control plan is mandatory. Employees who fail to adhere to any company policies and procedures designed to protect those covered under this policy and to comply with federal, state and local regulations are subject to the disciplinary action contained in the City of East Moline Discipline Policy. This policy contains actions designed to correct non-compliant behaviors but may lead to progressive disciplinary action and/or termination.

1.07 IMMIGRATION REFORM CONTROL ACT:

The Immigration Reform and Control Act of 1986 require the City ensure that employees are authorized for employment in the United States. Therefore, only individuals lawfully authorized for employment in the United States will be employed by the City.

In connection with the Immigration Reform and Control Act of 1986, the City must collect certain information and review certain documentation concerning the employment authorization of individuals hired after November 6, 1986. This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. If your employment authorization changes or terminates

after the start date of your employment, please inform the City immediately.

1.08 ORIENTATION

Each employee will receive an orientation that includes, but is not limited to:

- General overview of the City of East Moline organizational structure and department locations
- Tours of pertinent locations and introductions to key employees
- Information regarding employee benefits
- Information regarding policies and procedures of the City of East Moline
- Discussion of job responsibilities that are specific to the new employee
- Other information as required by the City or any authority having jurisdiction over the City of East Moline

1.09 UNION ENVIRONMENT

The city of East Moline recognizes three (3) union entities for its employees:

- Local 1234, council 31 of the American Federation of State and County and Municipal Employees AFL-CIO (AFSCME)
- East Moline F.O.P. No. 96 of the Illinois Fraternal Order of Police Labor Council
- International Association of Fire Fighters, Local 929, AFL-CIO-CLC

Copies of the Agreements for these unions are to be made available at the time of hire. **The employee handbook is meant to be a supplement to these agreements and do not supersede any agreement.**

Sec. 2 PERSONNEL POLICIES

2.01 HIRING AND JOB POSTINGS

Job vacancies will be posted for a period of five days at all main facilities. All prospective employees are required to complete an application. Any falsification or misrepresentation of information on the application will result in not hiring.

Even though interview processes may be done in a team-oriented manner, the final decision for hiring is that of the Department Head in coordination with the Manager of Human Resources.

All Department Directors are appointed by the Mayor and subject to approval by the City Council.

All positions at City of East Moline will have an approved written job description that states the responsibilities, essential functions, skills, qualifications and FLSA classification. These job descriptions are reviewed annually and updated appropriately. The qualifications on the job descriptions are listed on the job postings and are used in determining the eligibility of the applicant.

All current employees may submit job bid requests for vacancies existing in their respective bargaining units in accordance with the terms of the bidding procedures in the labor agreements, or in accordance with the Fire and Police Commission rules and regulations.

After a decision to hire has been made, appropriate City of East Moline Staff will check at least two work-related references of the applicants. If the applicant has not had enough work related references, personal or academic references may be substituted.

Each new employee must complete general Orientation and all appropriate forms completed and drug test results received before the new employee begins work. No employee may be permitted to work unless the I-9 form is completed. All new employees will be required to complete initial departmental training and on-going in-service training related to their position.

2.02 DISCHARGE AND DISCIPLINE

Section I. An employee may face disciplinary action up to and including termination for good cause: Listed below are examples of reasons for disciplinary action (this list is illustrative only, and is not intended to include all possible reasons for disciplinary action):

- A. Misrepresentation of time worked
- B. Abandonment of the job (walking off the job or not showing up for work when it leaves citizens unsupervised)
- C. Exploitation of citizens or sexual, physical or verbal abuse of citizens.
- D. Possession of illegal weapons while on duty
- E. Possession, consumption or being under the influence of alcohol or illegally obtained drugs while on duty or on the premises of any City of East Moline Facility on in any City of East Moline vehicle; Refer to City of East Moline's Drug Free Workplace Policy
- F. Illegal misconduct while on duty
- G. Unsafe work conduct endangering self or others, including, but not limited to citizens and co-workers
- H. Falsification of application, records or documentation
- I. Proven act of sexual or other harassing behavior or indecent behavior as outlined in the Sexual

Harassment Policy

- J. Unauthorized release of confidential information, which was obtained without authorization.
- K. Insubordination - defined as refusal or intentional failure to perform any assigned duty
- L. Intentional damage to City of East Moline property
- M. Any other inappropriate action that the employer is able to provide good cause for in accordance with the provisions of the labor agreement.

Section II. The supervisor may issue a notice of unsatisfactory performance when warranted for the purpose of informing employees of their deficiencies in an effort to improve the employees performance.

Employees whose licensing status or eligibility for vehicle insurance coverage changes from those agreed upon as a condition of employment, must immediately notify their supervisor. At that time, continued employment will be determined according to the ability of the employee to fulfill related job requirements and responsibilities.

City of East Moline maintains a zero tolerance policy toward workplace violence. This includes fighting with, assaulting, threatening or intimidating co-workers, supervisors, citizens or customers. Any such act will result in immediate disciplinary action, up to and including immediate discharge.

2.03 EMPLOYEE ASSISTANCE PROGRAM

It is the policy of the City of East Moline to provide full-time employees and their families an effective and confidential means to assess, treat and/or refer personal issues through the use of counseling professionals. Employee Assistance Program services will be available for a variety of issues including, but not limited to, alcohol and other substance abuse, family problems, emotional disorders, and financial difficulties. An employee may voluntarily seek assistance or may be referred by a supervisor. The City of East Moline assures the confidentiality of any EAP counseling.

2.04 GRIEVANCE PROCEDURE

Every employee shall have the right and privilege to present a grievance using the following steps, free from interference, coercion, restraint, discrimination, penalty or reprisal. The pertinent steps are to be used for any cause of dissatisfaction or anything related to employment that is wrong in the employee's opinion.

For a copy of the grievance procedures pertinent to a particular union please refer to the collective bargaining unit agreement.

2.05 PERSONNEL RECORDS

It is our policy to keep your personnel records confidential. Employment information, other than dates of employment and job title, will not be released to anyone without your written permission. Your personnel records will only be available to your supervisor, the Department Head, the Human Resources Manager, and the City Administrator. If you are being considered for a transfer to another department, the pertinent portions of your personnel records will be made available to the manager who has the employment vacancy.

No other companies or businesses will have access to or receive information from your records unless these are required by subpoenas or other legal requests.

Individual personnel records will be kept for each employee. Your personnel records are available to you. You may schedule an appointment with the Human Resources Manager to examine your personnel file. The personnel file is a part of your permanent record and may not be removed from the office of the Human Resources Manager. These files are considered confidential and information is only given to authorized staff at the City of East Moline. These records are Company property but you may request copies of information

contained in your record. Only upon written request by the employee will information other than position and dates of employment be given to outside parties, except when legally mandated.

2.06 NOTICE OF RESIGNATION OR RETIREMENT

Any employee who resigns or retires shall give a minimum of two (2) weeks notice. Earned Vacation Benefits will not be honored in lieu of a two-week notice. The employee must maintain working hours for the two (2) weeks after notice and earned vacation benefit will be paid on final paycheck.

2.07 LAYOFF

Any employee layoffs will be in accordance with the provisions of the labor agreement.

2.08 ORGANIZATIONAL EXIT

Regardless of the separation reason, all former employees will be informed of their right to continue insurance policies through COBRA.

Employees are expected to return all City of East Moline property at the time of the exit interview. The cost of replacing any City of East Moline property in the employee's possession that has been lost or damaged may be deducted from the employee's final paycheck.

2.09 FINAL PAYCHECK

Final paychecks will be issued on the regular payday of the period in which employment is terminated. Arrangements will be made during the exit interview for mailing of final paychecks.

Payout of accrued vacation time will be issued on the next regularly scheduled payday following termination of employment.

2.10 COMPENSATION & PERFORMANCE

Wages will be determined when the decision is made to employ and will be based on the current Compensation Plan and Procedures delineated in your particular union contract.

2.11 TRANSFER POLICIES

For a copy of the Transfer Policies pertinent to a particular union please refer to the collective bargaining unit agreement.

2.12 CLASSIFICATION OF EMPLOYEES

All City of East Moline employee positions are classified according to the following categories:

EXEMPT - Exempt positions are those that are exempt from overtime as defined under the Fair Labor Standards Act (FLSA). The definitions as outlined in the FLSA are used to determine the classification of exempt and non-exempt positions at City of East Moline. Positions classified as salaried are exempt from being paid overtime. Employees in exempt positions will receive the full amount of their regular pay for any days worked regardless of the number of hours worked in that day. Employees in exempt positions may work flexible schedules as arranged with their supervisors. If a salaried, exempt employee is absent for a full day due to illness, personal business or vacation, she/he must use the appropriate earned benefits to cover her/his absence.

NON-EXEMPT - Non-exempt positions are hourly and not exempt from the Walsh-Healey Amendment of the Fair Labor Standards Act. All time worked is paid. Hours worked in excess of

forty per week are paid at an overtime rate of 150% of the hourly rate. Overtime hours must be scheduled and approved by the supervisor in advance.

FULL-TIME - Full-time positions are those positions that meet the requirement of 30+ hours of work per week.

PART-TIME - Part-time employees work 29 or less scheduled hours per week. These employees are not eligible for vacation, sick, personal, holiday, or bereavement benefits without special permission by the City Council.

2.13 PAY PERIODS

Employees are paid on a bi-weekly basis (twenty-six periods per year). Checks are issued on Friday of a pay week.

All employees paid on an hourly basis are required to document time in and out for their hours worked. All times must be recorded on the appropriate time card or equivalent form. The employee and their supervisor must sign all time cards. Prior permission of the immediate supervisor must be obtained for any change in schedule or overtime hours. Employees are required to check out when not on duty. The supervisor must authorize make up time.

2.14 DIRECT DEPOSIT

Direct deposit of the employee's paycheck to the bank of her/his choice is mandatory. Arrangements for direct deposit can be made with the Payroll Coordinator.

2.15 ATTENDANCE

All absences or requested leave from work must be reported to an immediate supervisor in accordance with the labor agreement. Poor attendance and excessive tardiness are disruptive. Subject to the collective bargaining agreements; AFSCME, Local 1234, FOP, Lodge 96, and IAFF, Local 929, either may lead to disciplinary action, including termination of employment.

2.16 HOLIDAYS

For a copy of the holidays pertinent to a particular union please refer to the collective bargaining unit agreement.

2.17 UNSCHEDULED CLOSINGS

City of East Moline operations continue even when a facility is closed for citizens. On days when a facility is closed for citizens due to inclement weather or for another unscheduled reason, all employees may be expected to work. Eligible full-time staff may use Vacation Benefits. Part-time employees may reschedule those hours if agreed to by their supervisor. In bad weather when a facility is open for citizens, eligible employees may choose to use Vacation if it is too hazardous to drive to work. All full-time and part-time employees must obtain permission from their immediate supervisor for any changes in their schedule. Part-time professional staff, who miss scheduled sessions because of unscheduled closings may re-schedule those hours by mutual agreement with the supervisor.

SEC. 3 EMPLOYEE LEAVE

3.01 VACATION LEAVE

For a copy of the vacation policies pertinent to a particular union please refer to the union contract.

Any employee changing from full-time to part-time status will be paid for all earned vacation pay. The unused, earned vacation benefits may not be carried past her/his full-time employment. Substitute, temporary and part-time employees do not earn vacation benefits.

The Supervisor must approve all Vacation Leave. It is the responsibility of the Supervisor to assure that vacation schedules do not leave any department unable to meet their regular obligations. In the case that vacation is unable to be given Supervisors will work with employees to help find alternative dates.

In order for the employee to have ample time to make her/his vacation plans all requests will be processed by a Supervisor, as soon as possible.

When all leave benefits have been exhausted or employees are ineligible for benefits, time off without pay for short periods such as vacation or personal business must be requested on the Benefit Leave Request Form and be granted only when all paid Vacation benefits have been exhausted.

3.02 SICK LEAVE

For a copy of the Sick Leave regulations pertinent to a particular union please refer to the collective bargaining unit agreement. Required documentation for illness are stipulated by union contracts.

3.03 BEREAVEMENT LEAVE

For a copy of the Bereavement Leave regulations pertinent to a particular union please refer to the collective bargaining unit agreement.

3.04 FAMILY AND MEDICAL LEAVE ACT

The City will consider all employee requests to determine eligibility for use of time off as allowed in the Family and Medical Leave Act of 1993 ("FMLA").

3.05 REQUESTS FOR LEAVES OF ABSENCE

An employee desiring a FMLA leave shall make written application to the Human Resources Manager on the prescribed form available from the latter's office, unless this is impossible due to an emergency. Employees generally are expected to give at least 30 days advance notice of intent to take a foreseeable FMLA leave, such as in the case of a planned medical treatment. Where 30 days advance notice is not possible, the employee must give as much notice as is practicable. If the need for a leave is not foreseeable, the employee generally is expected to give notice to City of East Moline within 1 or 2 days of learning of the need. An employee who fails to give 30 days advance notice of foreseeable FMLA leave may be denied leave until 30 days after the date the employee provides the required notice. Subject to the health care provider's approval, employees who request leave for planned medical treatments must make a reasonable effort to schedule treatment so as not to disrupt City of East Moline's operations. All notices must be provided to the Human Resources Manager.

3.06 CIVIL LEAVE

Civil leaves include Jury Duty & Military Leave. Please refer to your Bargaining Unit Agreement for details. The employee will in turn, reimburse City of East Moline any other compensation received, up to and including the amount of regular pay received from the military or jury duty pay from the court. There is a continuation of benefits during approved Civil Leave.

3.07 MILITARY ACTIVE DUTY LEAVE POLICY

The city shall abide by all applicable State (5_ILCS_325 and 50 ILCS_140) and Federal Laws regarding any full-time employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia. Any such full time employee shall be granted leave from his or her public employment for any period actively spent in military service, including: 1) basic training; 2) special or advanced training, whether or not within the State, and whether or not voluntary; 3) annual training; and 4) any other training or duty required by the United States Armed Forces.

When any employee is ordered to serve a period on active duty in the Armed Forces, Reserve or National Guard a statement of Military orders shall be submitted by the employee to the employee's Department Head, to qualify for such leave.

This document is to outline an understanding of the continuation of the employee benefits during active military duty.

Payroll and Benefits:

1. Employee called to active duty by Presidential order shall be paid the difference between his/her regular pay and his/her military pay.
2. Employee in Reserve or National Guard will be paid their full salary during Annual Training (AT) events up to 60 days.
3. Employee will continue to accrue vacation, seniority and personal days as per their current collective bargaining agreement.
4. Employee will be allowed to participate in bidding as specified in the current collective bargaining agreement.
5. Employee will remain on promotion list until such time the list expires. Upon release from active duty the employee will be allowed any promotional testing that was offered during their absence.
6. Employee will receive copies of all pertinent memos and departmental documentation at a mailing address specified by the employee prior to his/her departure.
7. Employee will communicate to the Payroll Department which payroll benefits they choose to continue or suspend prior to their departure - including but not limited to:
 - a). Health Insurance/Vision/Dental – If on active leave 31 days or more the employee has the right (but is not required) to elect to continuation of these benefits at the COBRA rate for up to 18 months. Upon discharge of Military Service the employee can re-enroll if they elected to not continue coverage;
 - b). Pension Contributions – the employee can elect to suspend or continue with their bi-weekly pension fund contributions;
 - c). 457 Plan – the employee can elect to suspend or continue their contribution to the voluntary 457 deferred plan;
 - d). AFLAC - the employee can elect to suspend or continue their contribution to their AFLAC coverage.

8. The City shall provide up to 30 days of unpaid family military leave to any employee who is the spouse, civil union partner as defined in the Illinois Religious Freedom and Civil Union Act, child, parent or grandparent of a person called to military service during the time of federal or State deployment orders are in effect, subject to the conditions as set forth in the Family Military Leave Act, 820 ILCS 151 /1 -99.

Employee Responsibilities:

1. Employee will forward a copy of leave and earnings statement (LES) to the payroll department on a monthly basis. If this is not possible because of assignment and location then the employee shall submit copies of monthly LES's for each month he or she was away on active duty, within 30 days of discharge of active duty.
2. Employee may choose to designate a family member or friend as a contact in their absence. If the employee is not available this person would be contacted with work-related information. This information should be given to the employee's Department Head prior to leave.
3. Employee will verify with their Department Head what, if any, departmental equipment needs to be turned in and if any personal items need to be removed from City property for the duration of their active duty.
4. After release from active duty the employee must give timely notice to their Department Head about when they will return to work. Less than 31 days – return to work on the first workday upon release. For active duty 31 – 180 days – return to work within 14 days upon release. For active duty 180 + days – return to work within 90 days of release from duty.

This document is to outline an understanding of the continuation of the employee benefits during active military duty. The City will abide by all applicable State and Federal guidelines for Military Leave.

3.08 EDUCATIONAL LEAVE

Requests for Educational Leave must be made to a supervisor. The Supervisors' decision will be based on departmental needs and availability of replacements.

Educational Leave may be granted so that employees may continue their professional development and improve their job related skills. Employees DO NOT earn benefits during extended Educational Leave unless they are being paid by earned Vacation benefits. During the time she/he is being paid those benefits, she/he is responsible for maintaining her/his portion of the health insurance premium or any dependent premium. The employee is responsible for making arrangements for payment of these premiums with the Payroll Manager in advance of her/his leave. At the time Vacation benefits run out, the employee no longer earns benefits and is responsible for payment of the entire cost of the health insurance premium.

3.09 APPROVAL / DENIAL OF LEAVE PROCESS

An approval process is required for all requests for leaves. The following is a list of possible reasons for denial:

- * Employee's ineligibility for type of leave requested;
- * Insufficient/untimely certification or documentation of the need for a leave, (excluding emergency and military situations);
- * Inadequate length of notice given for the leave; and
- * Critically interferes with Department operations (Personal leaves only).

An employee should notify their Supervisor and Human Resources Manager immediately for forms and approval when a leave is needed.

SEC. 4 EMPLOYEE BEHAVIOR

4.01 DRUG-FREE WORKPLACE

The City of East Moline is committed to providing and maintaining a drug-free workplace. To assure this, the City and the Unions have agreed to drug and alcohol policies and procedures in their respective labor agreements.

4.02 SEXUAL HARASSMENT

The City of East Moline intends to maintain a workplace free of sexual harassment and intimidation and all employees are responsible for ensuring that the workplace is free from any forms of harassment and discrimination, including but not limited to sexual harassment. Sexual harassment and harassment or discrimination on the basis of race, religion, color, gender (including pregnancy status), age, national origin, disability, or as otherwise provided under federal, state, or local law, will not be tolerated and is strictly prohibited.

It is the intent of this policy to affirmatively raise the subject of sexual harassment, to express strong disapproval against such actions, to identify a disclosure system whereby employees have the right to raise sexual harassment issues, to establish an investigative procedure for such alleged misconduct, and to provide for an effective and appropriate response to this type of conduct, including sanctions against anyone violating the Policy. This Policy applies to all employees, citizens, family members of citizens, vendors, private contractors, and other customers.

Sexual harassment is a form of misconduct, which undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment for purposes of this policy is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission of such conduct is made either explicitly or implicitly a term or condition of the individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. The City of East Moline is also committed to ensuring that its employees are not subjected to harassment by non-employees (including, but not limited to, citizens, family members of citizens, vendors, private contractors, and other customers). It is not the purpose of this Policy to intrude upon the personal lives of our employees or to interfere with social relationships. However, sexual harassment has no place at the City of East Moline and will not be tolerated.

Sexual harassment would include, but not be limited to, actions such as: (1) sex-oriented verbal "kidding" or abuse, (2) verbal harassment, such as sexual innuendoes, suggestive comments, jokes, stories, or gestures of a sexual nature; jokes, stories, or gestures that malign either gender; sexual propositions; and threats; (3) subtle pressure for sexual activity, (4) physical conduct such as patting, pinching, or constant brushing against another's body, and (5) explicit demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status.

Any person employed by City of East Moline who believes that he or she has been a victim of some form of sexual harassment is encouraged to have direct communication with the person who is responsible for the objectionable conduct. Often, issues of harassment are caused by lack of communication and insensitivity. Therefore, a direct approach often resolves the matter and is an educational opportunity for all concerned. If a direct approach is used, we encourage the employee to immediately advise the Manager of Human Resources so that he/she is aware of the matter in case it occurs in the future.

We recognize that there may be cases in which the employee is concerned about using a direct approach with the person who engaged in inappropriate behavior (i.e. general discomfort with confrontation; where such an approach has not worked in the past; or for other legitimate reasons). In such cases, the conduct should be reported immediately to the Manager of Human Resources so that he/she can investigate the matter and resolve

it as soon as possible.

All supervisors and other members of management are held accountable for the effective administration of this Policy. Complaints should be filed with the supervisor or the next supervisor in the chain of command. A supervisor or manager who receives a complaint or becomes aware of harassment should coordinate with the human resources coordinator or city manager so that an investigation may be initiated. Should a supervisor or manager be advised of any alleged violation of this Policy, he or she must immediately report the matter to the Manager of Human Resources so that an appropriate inquiry can be initiated. If the Manager of Human Resources is implicated, the report should be made to the City Administrator. In the event that the City Administrator is implicated, the report should be made to the Mayor and to the manager of Human Resources. In the latter event, mayor will investigate the matter and proceed as required by this Policy.

Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one or merely a potential witness. Persons who are interviewed should not discuss the matter with co-workers, friends or management. This does not mean, however, that employees may not complain to civil rights agencies. No adverse action will be taken against any employee because he or she reports an incident of harassment. No adverse action will be taken against any employee because he or she reports an incident of sexual harassment.

If, following a complaint of sexual harassment, an investigation reveals that some act of sexual harassment has occurred, the person who has violated the above described prohibition of sexual harassment will be subject to sanctions or penalties. The sanction or penalty administered under this policy will depend on all circumstances, including the offending employee's prior work record and the specifics regarding the nature of the violation. It should be understood that suspension and/or termination of employment may very well be the penalty administered to persons who violate this policy. If the offender is not a City of East Moline employee, any will take reasonable measures to the extent we can exercise any control over the problem.

Please keep in mind that our goal is to maintain a pleasant work atmosphere by ensuring that all employees are treated with mutual consideration and respect.

4.03 POLICY ON OTHER HARASSING BEHAVIORS

The above-mentioned guidelines are meant to address sexual harassment in particular. The City of East Moline recognizes that other harassment can focus around issues of lifestyle, sexual orientation, age, gender (not failing within the definition of sexual harassment), national origin and ethnic background, race, religion, ability and job security.

Harassing behaviors and language that unreasonably interfere with an individual's work or create an intimidating, hostile or offensive working environment will be investigated using the same procedure as that outlined in the section entitled Sexual Harassment Policy. This list is not exhaustive and can also include abuses of power such as on-going job related criticisms that carry no positive directive (i.e. complaining about an individual for personal reasons which do not directly involve that person's work performance).

The City also prohibits retaliation against employees who have reported discrimination. Any employee who believes that he or she has been discriminated against in violation of this policy should report the matter to Human Resources.

4.04 SMOKE-FREE WORKPLACE POLICY

City of East Moline City Ordinance

No person shall smoke in the city hall building, city hall annex, water plant, wastewater plant, fire department buildings, maintenance services garage building, or any other building owned by the city, or within fifteen feet (15') from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. In addition, no person shall smoke in any city vehicle. (ORD. 07-22, 11-5-2007, eff. 1-1-2008)

Smoke-free Illinois Act

As of January 1, 2008, indoor public places and places of employment in Illinois will be smoke-free. Places of employment include offices and work areas, conference rooms, break rooms, cafeterias and other common areas. Public places include restaurants, bars, bowling alleys, private clubs, gaming facilities and public conveyances.

The Smoke-free Illinois Act

The Smoke-free Illinois Act (Public Act 95-0017) protects the public from the harmful effects of exposure to tobacco smoke by prohibiting smoking in public places and places of employment and within 15 feet of any entrance, exit, windows that open, or ventilation intake of a public place or place of employment. Places of employment are defined in the Smoke-free Illinois Act as any area under the control of a public or private employer that employees are required to enter, leave or pass through during the course of employment. These areas include, but are not limited to, offices and work areas, restrooms, conference rooms and classrooms, break rooms and cafeterias and other common areas. Smoking also is prohibited in public conveyances, like taxis, buses, shuttles and any vehicle owned, leased or operated by the state or a political subdivision of the state.

Business owner requirements

Beginning **January 1, 2008**, business owners shall:

- Not permit smoking at their business or within 15 feet of entrances, exits, windows that open and ventilation intakes.
- Post “No Smoking” signs at each entrance to the place of employment or public place where smoking is prohibited. “No Smoking” signs must comply with the specification in the Smoke-free Illinois Act.
- Remove ashtrays from areas where smoking is prohibited.

There is no requirement for an employer to provide an outdoor shelter for smokers. As part of the workplace, private offices also must be smoke-free since smoking is prohibited throughout the workplace. Additionally, employers may designate additional areas in the workplace as smoke-free.

Exemptions to the Smoke-free Illinois Act

The purpose of the Smoke-free Illinois Act is to protect others from the harmful effects of secondhand smoke. An employee or a member of the public can file a complaint against an individual or business that violates the law.

Failure to comply

If the business owner fails to comply with the Smoke-free Illinois Act, an employee or patron may file a complaint. The Illinois Department of Public Health, state-certified local public health departments and local law enforcement agencies are designated enforcement agencies under the Smoke-free Illinois Act.

Businesses found in violation of the Smoke-free Illinois Act are subject to fines. Fines are assessed at \$250 for the first violation, \$500 for the second violation and a \$2,500 minimum fine for all subsequent violations within one year of the first violation.

Fines for individuals who violate the Smoke-free Illinois Act are not less than \$100 and not more than \$250.

4.05 CONFLICTS OF INTEREST

No employee of the City of East Moline shall be a member of the City Council.

An individual who has a financial or other relationship with the City of East Moline, may not serve on the City Council or be an employee unless under the following circumstances: a. The City Council must have prior knowledge of such a relationship before it takes place. b. The City Council, in a regular meeting, must decide that such a relationship is in the best interest of the organization and approve it. c. The individual member shall abstain from all votes pertaining to said relationship.

The City of East Moline does not permit a working arrangement in which a supervisor/subordinate are married or living in the same household. Employees who marry or become members of the same household may continue employment as long as there is not: a direct or in-direct supervisor/subordinate relationship between the employees, or an actual conflict of interest. Should one of the above situations occur, City of East Moline would attempt to find a suitable position within the organization to which one of the effected employees may transfer. If accommodations of this nature are not feasible the employees will be permitted to determine which of them will resign.

No employee may accept gifts in excess of thirty-five (35) dollars in value from any individual or corporation who is a citizen or vendor of the organization.

4.06 USE OF EQUIPMENT

When using equipment or property of the City, employees are expected to exercise care, perform required maintenance or notify his or her supervisor of equipment or property that requires maintenance, and follow all operating instructions, safety standards, and guidelines. The improper, careless, negligent, destructive, or unsafe use or operation of property or equipment can result in disciplinary action, up to and including discharge. Unauthorized personal use of City of East Moline property is considered a violation of these policies.

Employees who do not meet the eligibility requirements of City of East Moline's Vehicle Operation Policy are not permitted to drive a City of East Moline vehicle.

City of East Moline business use is required of all drivers and passengers of City of East Moline vehicles.

4.07 VEHICLE OPERATION

Employees who are required to drive a City of East Moline vehicle as a regular part of their job, must continue to maintain a valid driver's license. If the driver's license is suspended or revoked an employee must immediately notify their supervisor and discontinue driving City vehicles. The City will review the circumstances and may reassign the employee to other duties if they exist. The cities may also layoff or terminate an employee if there are no other work assignments available or if the employee is unable to regain their driver's license in a reasonable time.

All violations of traffic laws and fines levied as a result are the exclusive responsibility of the employee. Vehicles shall not be available for personal use, unless authorized by an employee's supervisor or required for emergency purposes. When using vehicles of the City, employees are expected to exercise care, notify his or her supervisor of vehicles that require maintenance, and follow all operating instructions, safety standards, and guidelines. The improper, careless, negligent, destructive, or unsafe use or operation of City vehicles can result in disciplinary action, up to and including discharge."

When traveling on behalf of City of East Moline in their own vehicle, staff will be reimbursed at the current rate per mile for any miles traveled to and from her/his primary work site. The primary work site is that site where you are assigned to work. This does not include miles from home to work. Supervisors will inform employees of the current reimbursement rate. In order to use a personal vehicle for City business an employee must be granted permission by a supervisor.

4.08 USE OF COMPUTERS, E-MAIL SYSTEM, SMART PHONES AND THE INTERNET

As computer and communications technological advances are made, City of East Moline and its employees will have to remain vigilant regarding the integrity and proper use of those systems. Electronic mail, or E-mail and text messages using City-owned smart phones or other City-owned electronic devices, can greatly enhance the quality and efficiency of communication among employees, those we serve, including customers and others involved in our business. However, E-mail and texting can also be misused, with potentially serious consequences for both City of East Moline and the E-mail user and/or the person sending a text through a City owned electronic device.

As more and more of our employees are using computers, tablets and laptops and have access to the Internet it is extremely important that the City of East Moline remain vigilant regarding the proper use of these technologies. Equipment must be used for business related purposes only. Misuse of these technologies can result in serious consequences for the City ranging from lack of productivity to civil liability. Therefore, the City of East Moline insists employees adhere to the following policies regarding use of Computer's, E-mail, Texting, Smart phones, and the Internet:

Computers

The City's computer system is to be used for business-related reasons. In light of this policy, playing games on the computer during business hours is not authorized. Using company computers for personal business is also prohibited. If there are any questions whether an intended use of the computer is appropriate, you should direct those questions to your supervisor.

The City of East Moline reserves all rights to any material stored on City computers.

Internet

Access to the Internet is a privilege that may be revoked at any time for any reason. All employees must observe the following in accessing the Internet:

The Internet may be used for City of East Moline business only. Examples of inappropriate Internet uses include, but are not limited to:

On-line gambling, playing recreational games, music, sports, personal shopping, viewing pornographic material, unlawful entry to another network node, any traffic that violates state and/or federal laws, any traffic that violates intellectual property rights, or any traffic that is unethical in nature. Employees may not use City resources to obtain, distribute, view, download, or otherwise gain access to, or transmit such materials.

The City of East Moline prohibits downloading software or opening email messages from the Internet that could bring viruses into the City network.

E-mail Accounts and Texts (Internet and Intranet)

Employees should respect the rights and sensitivities of recipients and potential recipients or viewers, and should ensure that all E-mail and text messages reflect the professional image that the City of East Moline wishes to portray. It is expected that staff will use common sense and good judgment when using the Email system or sending text messages using a City-owned Smart Phone or other City-owned electronic device. The same professional judgment should be used when sending text messages and email on personal phones with city email accounts. Data, information, messages, or communications that are transmitted or stored on the City of East Moline computer system, including E-mail, or text messages using a City-owned Smart Phone, personal phones or other City-owned electronic device are City record and property. The City's E-mail system, City-owned smart phone, or City-owned electronic device are to be used for business purposes only. Any E-mail messages or text messages using a City-owned smart phone or City-owned electronic device sent by city employees are subject to review by authorized agents of the City at any time, without notice. Employees are expressly prohibited from sending any messages, text or materials containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. The passing along, printing or storage of material containing racial, sexual, or similar comments or jokes is strictly forbidden.

4.08.5 CELL PHONE USAGE POLICY

Illinois State Law

As of January 1, 2014, a new law in Illinois bans the use of all hand-held devices while driving in Illinois. Only hands-free technology such as speakerphones, bluetooth, and headsets are permitted. In addition: (1) all cell phone use is prohibited while driving in a school zone; (2) all cell phone use is prohibited while driving in a highway construction zone, and (3) all cell phone use is prohibited if you are a novice driver. All Illinois drivers are prohibited from texting.

Illinois State Texting Laws

In addition to the ban on hand held devices, Illinois prohibits texting while driving. Illinois' anti-texting law (625 ILCS 5/12-610.2) states that "A person may not operate a motor vehicle on a roadway while using an electronic communication device to compose, send, or read an electronic message." An electronic communication device" refers to a wireless telephone, personal digital

assistant, or a portable or mobile computer that's used for the purpose of composing, reading, or sending an electronic message. It doesn't include a GPS or navigation system or a device that is physically or electronically integrated into the motor vehicle. An electronic message refers to electronic mail, a text message, an instant message, or a command or request to access an Internet site.

There are exceptions for drivers texting (1) for the sole purpose of reporting an emergency situation and continued communication with emergency personnel during the emergency situation; (2) using a device in hands-free or voice-activated mode; (3) if the driver is parked on the shoulder of a roadway; or (4) when the vehicle is stopped due to normal traffic being obstructed and the driver has the motor vehicle transmission in neutral or park.

City Cell Phone Use Policy

An employee who uses a personal or city supplied cell phone or device and operates a city vehicle is prohibited from using a cell phone unless a hands free, or similar device is used while driving, whether the business conducted is personal or city-related.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; our citizens; vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the city of East Moline; or any other city or personally related activities not named here while driving. The employee is allowed to answer a personal/city cell phone call if the employee/driver is parked on the shoulder of a roadway; or when the driver has the motor vehicle transmission in neutral or park

Use of city owned devices for personal business is discouraged.

Cell Phones in the Workplace

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with city phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others.

Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible.

This cellular phone usage policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the internet or downloads and allows for the reading of and responding to email whether the device is city-supplied or personally owned.

To ensure the effectiveness of meetings avoid disruptions, employees are asked to set cell phone on vibrate.

4.09 SOCIAL MEDIA POLICY

The city of East Moline, Illinois (City) understands 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 these guidelines for appropriate use of social media.

This policy applies to all employees who work for the City. This policy is not meant to create arbitrary rules for social media usage or curtail constitutionally protected free speech.

Guidelines

In the rapidly expanding world of electronic communication, 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, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

The same principles and guidelines found in the city's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. If any of your conduct adversely affects your job performance, the performance of fellow employees or otherwise adversely affects the community the city serves, the City's vendors, the people who work on behalf of the City or the City's legitimate business interests, said conduct may result in disciplinary action, up to and including termination.

Employees must ensure that social media activity does not interfere with work commitments.

Know and follow the rules

Carefully read these guidelines, and all City policies, including but not limited to, the City's Internet Policy, conflicts of Interest policy, e-mail Policy, software Policy, Sexual Harassment Policy 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, members of the public, vendors or people who work on behalf of the City. Refrain from posting complaints or criticism, avoid using statements, photographs, video or audio that reasonable could be viewed as malicious, obscene, threatening or intimidating, that disparage employees, members of the public, vendors, suppliers, and any organizations associated or doing business with the City, or that might constitute harassment or 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, color, religion, sex, national origin, ancestry, age, marital status, disability or any other protected class status in accordance with applicable federal or state law or city policy.

Post only appropriate and respectful content

Make sure you are always honest and accurate when posting information or news, 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 East Moline, employee, citizens, the public, visitor or contractors working on behalf of the City.

Maintain the confidentiality of the City's private or confidential information. This may include information regarding the development of processes or systems. Do not post internal reports, policies, procedures or other internal city related confidential communications.

Abide by all state and federal laws, including privacy laws, including but not limited to private, personal medical/health information under the health Insurance Portability and Accountability Act (HIPAA). Follow all copyright laws, trade secret or other propriety right, public records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply to the City or your functional area.

Do not create a link from your blog, website or other social networking site to a City website without identifying yourself as a City of East Moline employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a 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 the City, fellow employees, vendors or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. 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 East Moline."

To protect Police Department employees, for safety and security reasons, city employees shall not disclose employment information of Police Department employees. Employees shall not display Police Department logos, uniforms or similar identifying items on personal social media pages or sites. Employees shall not post personal photographs or provide similar means of personal recognition that may cause employees to be identified as a sworn officer of the department. Sworn officers who are, or who may reasonable be expected to work in undercover operations, shall not post any form of visual or personal identification.

Employees cannot advertise or sell City-owned property, products or services through social media, unless they have received approval from their department director to do so.

Police Department and Fire Department employees shall not post photographs or videos of accident scenes, crime scenes, security details or fire scenes to which they are or have responded in the course of their employment.

Use of social media at work prohibited

Employees are not allowed to use social media while on work time or on City-owned equipment, unless authorized in writing by their department director. Do not use City of East Moline email addresses to register on social networks, blogs or other online tools utilized for personal use. Additionally, employees may not use their personal social media sites to conduct City business.

The City reserves the right to monitor and review the uses of the City's IT systems and to block content that violates the City's policies, rules and guidelines. The City has the right to monitor all communications on City-issued computers, laptops, tablets, cell phones and any other device. It is impossible to guarantee that any information sent on City-owned equipment can remain private.

All City social media sites are subject to the Illinois Local Records Act, the freedom of Information Act and e-discovery laws, and therefore, content must be able to be managed, stored and retrieved to comply with these laws. Any use of personal social media sites for City business is also subject to the Illinois Local Records Act, the Freedom of Information Act and e-discovery laws.

Employees should have no expectation of privacy while using any City-owned equipment and facilities for any purpose, including the use of social media.

Retaliation prohibited

The City of East Moline prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge.

Violations

The city will investigate and respond to all reports of violations of this Social media policy or any related City policies, rules and guidelines. All reports of alleged violations are to be directed to department supervision or the Human Resources Office.

Penalties

Any employee who violates this policy or any related City policy is subject to the discipline process, up to and including termination

4.10 CONFIDENTIAL INFORMATION

If it is determined that employees have, without authorization, obtained and released confidential information, disciplinary action, up to and including termination, will be taken.

Employees that have questions concerning the disclosure of information that may be confidential or proprietary to the City of East Moline should contact their supervisor, the City Administrator, or the Human Resource Manager.

4.11 GENERAL CONDUCT

The City of East Moline expects employees to conduct themselves at all times as professional members of the City's staff. Rules and regulations regarding employee behavior are necessary for the efficient operation of the organization and for the benefit and protection of the rights and safety of citizens, employees and the public. All employees are to treat citizen, telephone callers, salespersons, visitors and other staff with courtesy and respect. Every contract between an employee and a citizen, telephone caller, salesperson, visitor or co-worker is an

opportunity to make a positive impression for the City of East Moline and the Facility to which you are assigned. Use good judgment and a positive, "can do" approach-any conflicts, problems, confidential matters or noisy confrontations with citizens, visitors or family members are to be resolved privately, out of public areas.

SEC. 5 INSURANCE / DEFERED COMPENSATION & RETIREMENT BENEFITS

5.01 WORKER'S COMPENSATION

All personnel working at City of East Moline are covered for work related injuries. This insurance provides medical coverage and compensation for accidents occurring on the job. Any job related accidents resulting in injury must be reported IMMEDIATELY to the employee's supervisor or to the person on call, within the work schedule that the injury was received. The City of East Moline will provide a designated physician for treatment of the injury. The treating physician may differ depending on the type of injury sustained.

Failure to report the accident or injury within the work schedule that the injury was received, or treatment by a non City of East Moline assigned physician, may result in limited or eliminated coverage under the Worker's Compensation Law which could result in the employee becoming responsible for any charges incurred during treatment.

For employees recovering from job related accidents and injuries, the City's primary objective is a timely return to health and to work. Employees will be provided light duty work if this is available.

Personal items damaged during a Worker's Comp injury will be replaced as part of a Worker's Comp claim (eye glasses or clothing damaged during a behavior incident will be replaced by City of East Moline according to the procedure).

5.02 HEALTH INSURANCE

Medical, hospitalization coverage is available to all employees who work at least thirty hours per week. Individual and Family coverage is available. Employee contributions for coverage are made through payroll deduction. Plan booklets outlining the coverage in detail are provided to all covered employees at the time that coverage takes effect.

Coverage becomes effective the first day of the month after thirty days of employment.

Terminating employees will be offered an opportunity to continue their health insurance through COBRA benefits. Detailed information will be mailed to employees upon determination.

5.03 FLEXIBLE BENEFITS PLAN

The Flexible Benefits Plan provided by The City of East Moline allows you to guard against paying more taxes by paying for your health and dental insurance premiums on a pre-tax basis. This pre-tax provision is made possible by Section 125 of the Internal Revenue Code and is sometimes referred to as a 'Section 125 Plan'. City of East Moline employee's portion of their insurance premiums, unreimbursed medical bills (including certain dental and vision), and dependent childcare will be paid through the Flexible Benefit Plan. Employees will contribute to the plan through regular payroll deductions using pre-taxed dollars. This gives the employees the benefit of lower costs. The plan goes into effect at the same time as insurance coverage and is in effect until the end of the plan year, and changes cannot be made until that time.

5.04 DEFERRED COMPENSATION PLAN

Employees are able to invest up to up to 25% (or a maximum dollar amount as defined by the Plan) of their salary for retirement. This is a tax-deferred plan. Employees are able to choose from a variety of investment strategies. The City offers three deferred compensation plans. Brochures are available in the Human Resource Office for Nationwide, Valic and ICMA investment plans.

5.05 RETIREMENT PLAN

All employees are eligible to participate in a Retirement Plan. For information about this excellent benefit, see the Human Resources Manager.

5.06 CHANGE OF PERSONAL STATUS

Any changes in name, address, tax exemptions or marital status should be reported to the Human Resources Manager. Requests for changes in health coverage must also be made through the Human Resources Manager.

Adopted at a duly constituted City of East Moline, City Council Meeting on: January 3, 2000

Reviewed and or revised on: January 27, 2000 and December 12, 2002

Adopted at a duly constituted City of East Moline, City Council Meeting on June 18, 2012

Reviewed and or revised on March 21, 2012 and May 23, 2012

Adopted at a duly constituted City of East Moline, City Council meeting on July 6, 2015

Reviewed and revised on: June 10, 2015



**CITY OF EAST MOLINE
EXEMPT NON-UNION EMPLOYEE HANDBOOK**

ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the employee handbook and understand that it contains important information on personnel policies, benefit programs and my right and obligations as an employee.

I understand that this handbook is NOT a contract of employment and should not be read as forming an expressed or implied contract or promise. All employees of the City of East Moline may voluntarily leave the City's employ upon proper notice. The City of East Moline may terminate any employee at any time with cause, or for budgetary reasons, or upon elimination of the position.

I will familiarize myself with the material in this handbook, and I understand that I am governed by its contents.

I understand that the City of East Moline reserves the right to modify, change and delete its policies, benefits and regulations or to add policies or procedures, as it deems appropriate. I will familiarize myself with these changes as they are distributed.

Employee Signature

Date

Employee Name (Printed)

SIGN, DATE & RETURN FORM TO THE HUMAN RESOURCES MANAGER