

GENERAL APPLICABILITY

This handbook is a general information guide to the City of Galena's employment policies and shall not be construed as a contract, implied or otherwise. The City reserves the right to amend, delete, supplement, or rescind any of the provisions of this handbook without advance notice as the City deems necessary and appropriate. The policies contained in the handbook shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The City also reserves the right to deviate from these policies in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.

Employment by the City is not for a definite term and may be terminated by the city or by the employee at any time for any reason. No employee of the city or any other person except the Mayor and the City Council or the City Administrator, as provided for in the Code of Ordinances, has any authority to enter into any agreement for employment for any specified period of time or make any binding representations or agreements inconsistent with this manual.

The policies contained in this handbook apply to all City employees, but do not apply to elected officials and independent contractors. In the event of conflict between any provision of this handbook and any provision of a valid and effective collective bargaining agreement the provisions of the labor contract shall govern. In all other cases, the policies in this handbook shall govern.

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INTRODUCTION

New employees should use the Employee Manual as a means of familiarizing themselves with the various aspects of employment with the City of Galena (City) and by current employees as a reference as they pursue day-to-day work activities for the City. Employees are encouraged to use the handbook as a resource for understanding the employment policies and procedures of the City. Questions should be directed to an employee's supervisor, who may in turn consult with the City Administrator to clarify any uncertainties about the application of the handbook provisions.

SECTION 1 – Employment

1.1 Recruiting and Hiring

- a. Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence without regard to race, color, religion, national origin, gender, marital status, pregnancy, age or disability.
- b. Resumes may supplement, but not replace, the City's official application form. Applicants chosen for consideration as finalists on the basis of their resume or other information shall complete a standard application form prior to being considered as a finalist for any position.
- c. Any applicant supplying false or misleading information is subject to immediate termination, if hired.

1.2 Conditions of Employment

The City of Galena provides an equal employment opportunity to all applicants on the basis of demonstrated ability, education, experience and training. It shall be the policy, insofar as is practicable, to fill vacancies in the municipal service by promotion of permanent employees. As positions become available within the City, prior to or coinciding with any outside recruitment, the City Administrator shall determine the availability of and consider qualified candidates within the City. Notice of certain vacancies shall be posted internally for ten days. Length of service will be considered in promotions of employees when all other qualifications are equal.

1.3 Appointment of Employees

The Mayor is the chief administrative officer of the City. He/she shall appoint and remove subject to applicable civil service provisions, if any, all employees, except elected officials, members of boards and commissions, volunteer personnel, consultants rendering temporary professional service and those officials designated for appointment by the City Council or City Administrator as provided by the Galena Code of Ordinances.

- a. All employee appointments shall be made according to merit and fitness. When required by law or at the discretion of the City, employee merit and fitness may be ascertained by written, oral or other examinations. The examinations shall test fairly the capacity and fitness of the candidate to discharge efficiently the duties of the position for which such examinations are held.

- b. In case of appointment to positions for which examinations are not required, the Mayor, with the consent of the City Council, may appoint any person who meets the requirements listed in the class specifications and whom the Mayor deems qualified to perform the duties of the position.
- c. Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.
- d. After an offer of employment has been made and prior to commencement of employment, the City may require an individual selected for employment to successfully pass a medical examination, which may include testing for alcohol and controlled substances, conducted by a physician selected and paid for by the City. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure their physical condition will not endanger the health, safety or well being of other employees or the public. The offer of employment may be conditioned on the results of the examination.
- e. A candidate may be disqualified from consideration if:
 - 1. Found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace);
 - 2. The candidate refuses to submit to a medical examination or complete medical history forms; or,
 - 3. If the exam reveals use of alcohol and/or controlled substances.
- f. No person shall be appointed to any position when such appointment would result in placing the appointee under the direct supervision of a relative. A relative shall be deemed to be a brother, sister, spouse, lineal ancestor, lineal descendent, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or related by marriage through the relationship of cousin.

1.4 Residency

Any individual who is employed by the city shall be a resident of the city before the expiration date of probationary employment and shall remain a resident of the city thereafter during such employment. However, the Mayor may authorize, with the concurrence of the City Council, any employee to reside outside of the city. An employee granted permission to reside outside the city must be able to reach the place of employment within the city within fifteen (15) minutes from the time the employee is notified to report to work, regardless of weather conditions.

1.5 Probationary Period

All original appointments, except for the Police Department, shall be subject to a probationary period of six (6) months during which time an employee may be transferred or dismissed without recourse if his or her performance does not meet necessary minimum standards. Upon recommendation of the City Administrator, this trial period may be extended six (6) additional months. The probationary period for original appointments in the Police Department shall be twelve (12 months). Upon completion of the probationary period, unless a written statement requesting the employee's dismissal is received from a department head, the employee shall be certified as a permanent employee, subject to the limitations described herein.

During the initial probationary period an employee shall not be entitled to sick leave and vacation leave. After completion of the initial probationary period, the employee will be entitled to such leave, and it shall accrue from the start of the probationary employment at the rate of one working day for each calendar month of fulltime service.

1.6 Political Activity Prohibited

No employee shall seek or accept election, nomination or appointment as an officer of a political club or organization that is taking an active part in a city municipal, political campaign except on behalf of his or her own candidacy; nor shall any employee serve as a member of a committee or organization nor seek signatures to any petition provided by law, nor act as a worker at the polls, nor distribute badges or pamphlets, dodgers or handbills of any kind favoring or opposing any candidate for election or for nomination to a city public office.

However, nothing in this section shall be construed to prevent any employee from becoming or continuing to be a member of a political club or organization or from attending a political meeting or from enjoying entire freedom from all interference in casting his or her vote.

1.7 No Smoking Policy

For health and safety considerations, the City prohibits smoking by employees in all City facilities, including city-owned buildings, vehicles, offices or other facilities rented or leased by the City.

1.8 Drug Policy

The City of Galena seeks to create a drug-free, alcohol-free, and smoke-free working environment. The use, possession or condition of being under the influence of controlled substances or alcohol at or in the workplace is inconsistent with the conduct expected of City employees and undermines both the City's and the employees' ability to function safely, effectively and efficiently. Consequently, such conduct shall not be condoned and any employee violating this policy shall be subject to disciplinary action, including termination, subject only to the constraints imposed by federal and state law.

A. Workplace Policy

1. The City will not hire, except as federal or state law requires, current users of controlled substances. Should the City become aware of an employee's use of controlled substances, the employee will not be retained as an employee where their current use substantially interferes with their ability to perform their job or the usage impairs the safety and welfare of others in the workplace or the public. As used in this Policy, "controlled substances" shall not include prescription pharmaceuticals which are taken in accordance with an appropriate physician's prescription, and which do not impair the employee's ability to perform his or her duties.
2. Employees shall be subject to disciplinary action, including dismissal, for possession of controlled substances or alcoholic beverages while at work, using such substances while working or conducting City business, or dispensing, distributing, or selling such substances while working on the City's premises or conducting City business. The City reserves the right to search and/or monitor employees, their possessions and City equipment while an employee is on the City's premises or is in the course of conducting City business or work related activities.
3. Employees who are convicted of any drug violation in a criminal proceeding, must report such violation to the City Administrator within five (5) days of conviction. The City shall take such action as it deems appropriate, including, but not limited to, dismissal.
4. All City employees and supervisors shall have an affirmative obligation to report patterns of unusual behavior on the part of an employee which indicate or suggest possible substance abuse. The City Administrator, together with the employee's supervisor, may determine whether a medical examination or drug test of the employee should be conducted by a physician, center or clinic of the City's choosing.
5. Employees who are experiencing substance or alcohol abuse problems may bring their problem to the attention of their supervisor or the City Administrator in confidence, and request assistance on obtaining suitable medical or counseling assistance without fear of retaliation, disciplinary action or violation of their confidentiality if they act voluntarily and in good faith. Counseling and/or treatment may take the form of either in-patient or out-patient assistance. In the case of in-patient assistance, the City agrees to provide a medical leave. However, in the event of inpatient assistance, the employee will not be permitted to return to work until certification is presented that the employee has successfully completed the treatment program and is capable of performing his or her or her job.
6. Employees who must use prescribed drugs during the work day, and are operating potentially dangerous machinery or vehicles, must report this fact to their immediate supervisor or the City Administrator, together with the verification from a physician or medical professional. The City reserves the right to determine whether the employee will be able to perform his or her or her job safely and efficiently while under medication. If the City determines

that the employee cannot, the City reserves the right to put the employee on medical leave, require the employee to take sick leave or to reassign the employee to other responsibilities, at its sole discretion and prerogative. The City Administrator shall not disclose an employee's use of a prescribed drug to any other person unless such confidentiality would impair the safety of others or create the possibility of unreasonable liability for the City.

7. Employees who have a drug or alcohol abuse problem may be required to seek counseling and assistance for their problem as a condition for continued employment. Failure to cooperate and adhere to an agreed treatment program may result in discipline, including termination. Participation in a treatment program does not protect an employee from disciplinary measures for violating the City's substance and alcohol abuse policy, absent a voluntary disclosure as set forth in Paragraph 5 above.
8. The City will provide continuing information and education regarding the effects of drug and alcohol abuse and may require an employee to attend presentations which it presents or sponsors through qualified contractors or personnel.

B. Testing for Substance Abuse

1. The City, at its own discretion, may require employees or applicants for employment to undergo drug and alcohol testing before employment, if there is suspicion of use during employment or after an on-the-job accident.
2. A job applicant who refuses to take a drug test or who test positive shall not be offered employment.
3. Employees who are requested to undergo drug and alcohol testing, but refuse to take the test or make themselves available for testing shall be deemed to have refused the test and shall be subject to disciplinary measures, including possible discharge.

The City reserves the right to utilize random drug tests for employees who are in sensitive occupational positions where the safety of the employee, co-workers or the public is heavily implicated. Testing may consist of urine samples, blood tests, breath or other tests, at the discretion of the City or its agent.

1.9 Promotions and Transfers

The City encourages current City employees to apply for vacant City positions for which they are qualified. Promotions and transfers are based on the recommendation from the employee's department head, work force requirements, performance evaluations, job descriptions and related City requirements.

Regular employees are eligible for promotion, transfer or voluntary demotion. To be consider for another position, an employee must have satisfactorily completed the probationary period and possess the qualifications for the vacant position.

All promotions and transfers shall be subject to a probationary period of six months. During the probationary period the employee will be entitled to sick leave and vacation leave. If the employee who has been promoted is found unsuited for the work of the position to which promoted, he or she may be reinstated to the position and rate of pay previously held or some other position in the class from which he or she was promoted.

1.10 Grievance Procedure

It is the policy of the city insofar as possible to prevent occurrence of grievances and to deal promptly with those which occur. The following procedure is established to resolve employee grievances.

- a. Step 1. An employee should first try to resolve any problem or complaint with the supervisor.
- b. Step 2. When normal communication between an employee and the supervisor is not successful, or when employee disagrees with the application of City policies and procedures, the employee should attempt to resolve the problem with the department head. The department head will respond to the employee in writing within five working (5) days after meeting with the employee, if possible.
- c. Step 3. If the employee is not satisfied with the response from the department head, the employee may submit the problem, in writing, to the City Administrator. The written complaint must contain at a minimum:
 1. A description of the problem;
 2. A specific policy or procedure that the employee believes has been violated or misapplied;
 3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
 4. The remedy sought by the employee to resolve the complaint.

The written complaint should be filed within ten (10) working days of the occurrence leading to the complaint, or ten (10) working days after the employee becomes aware of the circumstances.

- d. Step 4. The City Administrator may meet with the parties, either individually or together, and the City Administrator will respond in writing to the aggrieved employee within ten (10) days of the meeting.
- e. Step 5. The decision of the City Administrator may be appealed to the Mayor who will, within ten (10) days of its receipt, uphold or overturn the decision of the City Administrator.
- f. Step 6. If the Mayor upholds the decision of the City Administrator, the employee may make a final appeal to the City Council at the next available meeting of the Council. The employee will present his or her complaint to the City Council in executive session. The response and decision of the City Council shall be final and binding.

- g. Employees represented by a collective bargaining unit shall follow grievance procedures set forth in their respective labor contracts, where applicable. Under no circumstance shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.

1.11 Layoffs

The appointing authority may lay off any employee whenever such action is made necessary by reason of a shortage of work or funds, the abolition of a position or because of changes in organization provided, however, that two weeks advance written notice shall be given. However, no permanent employee shall be laid off while there are temporary, provisional or probationary employees serving in the same class of positions for which the permanent employee is qualified, eligible and available. Length of service in the same position may be given consideration.

1.12 Suspension

The Mayor may suspend any employee without pay for disciplinary reasons. Such suspension shall not exceed 30 days in any one calendar year.

1.13 Demotions

An employee may be demoted by the Mayor for inefficiency in performance of his or her duty, for disciplinary reasons or for any other justifiable cause.

1.14 Dismissal

Any officer or employee, whether union or non-union, including all department heads may be dismissed from the municipal service by the Mayor for cause. Evidence of the following shall be sufficient cause for dismissal:

- a. Incompetence or inefficiency in the performance of duties.
- b. Conviction of a felony or a misdemeanor involving moral turpitude.
- c. Violation of any lawful or official regulation given by a superior officer.
- d. Failure to obey any lawful direction made and given by a superior officer. Said violation or failure to obey may be considered an act of insubordination or breach of proper discipline.
- e. Failure to obey any lawful direction made and given by a superior that resulted or reasonably might be expected to result in loss or injury to the municipality or to the public.
- f. Intoxication on duty.
- g. Physical or mental defect that, in the judgment of the appointing authority, incapacitates the employee from the proper performance of the duties of the position. An examination by a licensed medical doctor, selected and paid for by the city, may be required.
- h. Wanton use of offensive conduct or language toward any public or municipal officers or employees.
- i. Carelessness and negligence in handling or control of municipal property.
- j. Inducing or attempting to induce an officer or employee of the municipality to commit an unlawful act or to act in violation of any lawful and reasonable official regulation or order.

- k. Taking any fee, gift or other valuable item in the course of the employee's work from any citizen for the employee's personal use when such gift, fee or other thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other citizens. Any gift of cash shall be deemed given in the hope or expectation of receiving a favor or better treatment. If the employee has any doubt about the propriety of the gift, the gift should be reported to the immediate superior. If the superior approves the gift, the gift shall not be deemed improper.
- l. Conduct in private life that brings discredit upon the municipal service of the city.
- m. Proven dishonesty in their performance of the employee's duties.

1.15 Right of Appeal

In all cases, a suspension, demotion or dismissal shall become effective immediately upon the affected employee's receipt of a dated, written statement by the Mayor. Within five days of the official action, the affected employee may file a dated, written appeal to the Mayor. The employee shall be granted a hearing before the Mayor within ten (10) working days from filing a request for hearing. Unless otherwise provided by law, the Mayor may revoke or modify the previous action taken. The Mayor's decision shall be final. The right of any employee, if exonerated and reinstated, shall be retroactive to the effective date of the disciplinary action.

The City Council has final authority to hear any appeal from an employee when he or she has been unable to settle a grievance to his or her satisfaction with the Mayor. Within five days of the Mayor's decision, the employee may appeal to the City Council. The City Council, meeting in closed, executive session, shall consider the appeal within five (5) days after receipt of the written and dated notice from the employee.

1.16 Employee Personnel Records

The City Administrator keeps a personnel file for each employee and access is limited to the employee's immediate supervisor, the department head, the City Administrator and employees involved in payroll and benefits administration. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, personnel actions affecting the employee, including discipline and other pertinent information.

An employee has the right to review their file by submitting a written request to their supervisor and arranging an appropriate time to do so. A photocopy of an employee's personnel file will be provided at the request of the employee.

An employee may request removal of what the employee believes to be irrelevant or erroneous information in their personnel file. If the City denies the employee's request to remove this information, the employee may file a written rebuttal statement to be placed in their file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request from the employee for specific information.

It is imperative that the City has up-to-date information on each employee. Changes of address, marital status, number of dependents, etc., shall be reported in writing to the Finance Director. It is important for an employee to keep his or her or her personnel information current as the information is necessary in instances such as payroll and benefits administration, continued insurance notices under COBRA and notification in case of emergency.

1.17 Resignation of Employees

Any employee wishing to leave the municipal service in good standing shall file with his or her department head, at least fourteen (14) days before leaving, a written resignation stating the effective date of the resignation and the reasons for leaving. Failure to comply with this procedure will be considered cause for denying such employee future employment by the municipality and for denying terminal leave benefits.

Unauthorized absence from work for a period of three (3) working days may be considered by the Mayor as a resignation without benefits.

1.18 References

The City does not give references, other than to confirm the date of employment and the last salary, without the express written consent of the employee. Only the City Administrator, the Mayor, or their designee will provide employment information on current or former City employees.

1.19 Equal Opportunity Employment

The City of Galena is an Equal Opportunity Employer. The City has an ongoing commitment to the creation of a workplace free of discrimination and harassment. The City recruits, hires, trains, and promotes individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability, being a disabled veteran, veteran of the Vietnam era, or other eligible veteran. The City of Galena is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

1.20 Harassment Policy

It is the policy of the City of Galena to provide and maintain a work environment free from all types of harassment, whether sexual harassment or verbal or physical conduct which denigrates or shows hostility towards an employee. The following are the types of conduct that are prohibited, as well as the complaint procedures that will be utilized to investigate and remedy allegations

of harassment. (Note: This policy does not cover allegations of sexual harassment, which are covered in the next section.)

A. Definitions and Examples

1. Harassment is any verbal or physical conduct that denigrates or shows hostility toward an employee because of the employee's race, color, religion, gender, national origin, age, disability, ancestry, marital status, unfavorable discharge from military service or military status. Harassment occurs when such conduct has the purpose or effect of interfering with an employee's work performance, creating an intimidating, hostile or offensive work environment, or otherwise adversely affecting an employee's employment opportunities. Examples of harassing conduct include epithets, slurs, negative stereotyping or insulting or degrading words or actions. Harassment also includes threatening, intimidating or violent acts directed against an employee. Another example of harassment is the use of written or graphic material, such as posters, cartoons or jokes, which denigrates or shows hostility toward an individual or group. These and all other types of harassment because of an employee's race, color, religion, gender, national origin, age, disability, ancestry, marital status, and military status are strictly prohibited.

B. Procedure

1. Any employee or applicant who believes that he or she is the victim of harassment by any City official, supervisor, fellow employee, or person utilizing City services, may bring the matter to the immediate attention of the City Administrator, or if the employee is uncomfortable discussing the matter with the City Administrator, to the Mayor. It shall be the policy of the City to investigate all allegations of harassment. All initial complaints shall be treated in a confidential manner to the extent feasible. No complainant shall be subject to retaliatory action. Disciplinary procedures utilized by the City for any violation of its harassment policy may include, but are not limited to, suspension and/or discharge.

C. Illinois Department of Human Rights and EEOC

In addition to the foregoing complaint procedure, employment applicants or City employees have a right to file complaints regarding discrimination claims or certain forms of harassment with the Illinois Department of Human Rights, the Illinois Human Rights Commission (after filing a charge with the Illinois Department of Human Rights), and the EEOC. The address and telephone numbers of these agencies are set forth in the previous section.

1.21 Sexual Harassment

The City is committed to providing and maintaining a work environment which is free of all forms of sexual harassment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No supervisor or other employee shall

indicate, in any manner, either explicitly or implicitly, that an employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, promotion or any term or condition of employment, Likewise, no supervisor or employee shall promise, imply or grant any preferential treatment in return for an employee or applicant engaging in sexual conduct. The prohibition on sexual harassment also applies to bidders and parties receiving a public contract from the City of Galena pursuant to Section 2105(A) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A).

A. Definitions and Examples

1. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual, graphic or verbal comments about an individual's body, sexually degrading words used to describe an individual, a display in the work place of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault where the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. Procedure

1. The City Administrator, or his or her designee, shall be responsible for the investigation of sexual harassment complaints. If an employee believes that he or she has been subjected to sexual harassment, the employee should promptly report the incident to the City Administrator. If an employee witnesses conduct that he or she believes may be harassment, that conduct should also be reported to the City Administrator.
2. Investigations will be conducted expeditiously, with due regard for the sensitive and serious nature of the allegations. The City Administrator, or designee, will conduct an investigation, which, depending on the allegations and circumstances, may include interviewing the alleged victim, potential witnesses and the alleged harasser. The City Administrator may also receive, and/or request, written or graphic material as part of his or her investigation. To the greatest extent possible, the investigation and its results will remain confidential; however, disclosure of some details to certain employees may be necessary in the investigation process.
3. Upon completion of the investigation, the complainant and the accused will be informed of the results of the investigation.

C. Discipline for Harassment

1. The City considers sexual harassment to be a serious violation of its employee policy. Violators will be subject to discipline, including suspension or immediate discharge.

D. Alternative Investigator

1. If an employee has a complaint of sexual harassment against the City Administrator, or if the employee would feel uncomfortable discussing the matter with the City Administrator, then the employee should file a complaint of harassment with the Mayor. The City Council, upon recommendation of the Mayor; will then appoint an alternate investigator to proceed with an investigation of the harassment complaint.

E. Illinois Department of Human Rights and EEOC

In addition to the complaint procedure described in this section, employment applicants or City employees have a right to file a charge regarding discrimination claims or sexual harassment with the Illinois Department of Human Rights. Any such charge must be filed within 180 days of the incident or conduct at issue. There is also a requirement for such charges to be filed with the Illinois Human Rights Commission between 301 and 330 days of filing with the Illinois Department of Human Rights. Complainants also have the right to file charges with the Equal Employment Opportunity Commission.

The addresses and telephone numbers of these agencies are:

Illinois Department of
Human Rights 100 West
Randolph Street
Suite 10-100
Chicago, Illinois 6060 1
(312) 814-6200

Illinois Human Rights
Commission 100 West
Randolph Street
Suite 5-100
Chicago, Illinois 60601
(312) 814-6269

Equal Employment Opportunity
Commission 500 West Madison
Street
Suite 2800
Chicago, Illinois 60661
(312) 353-2713

SECTION 2 – Work Conditions and Work Compensation

2.1 Employment Definitions

- I. Full Time Employee: An employee who regularly works thirty-five (35) hours a week on a continuing basis. Such an employee may be classified as “exempt” or “nonexempt” as defined in this section.
- II. Part Time Employee: An employee who works less than thirty-five (35) hours a week on a continuing basis. Such an employee may be classified as “exempt” or “nonexempt” as defined in this section. Part time employees are not eligible for benefit programs.
- III. Department Head: Any employee who has responsibility for directing one or more departments.
- IV. Seasonal Position: A position established for peak periods, usually from April to August. Seasonal employees are not eligible for benefit programs.
- V. Temporary Position: A position established for a specific period of time or for the duration of a special project. Temporary employees are not eligible for benefit programs.
- VI. Exempt Employees: All employees paid a salary by the city.
- VII. Non-exempt Employees: All employees paid an hourly wage by the city.

2.2 Work Week

Except for employees in the Police Department, the regular work week shall be forty (40) hours. The work week begins on Monday and ends on Friday. Pay periods begin on Thursday and end on Wednesday. It is the responsibility of all employees to prepare time sheets on a daily basis. Time sheets must be signed by the employee and department head before submission to the city for payment. Altering, falsifying or tampering with time sheets in any way may result in immediate dismissal of the employee.

Part time workers will work hours as specified by their department heads.

2.3 Work Day

The standard workday, except for police officers, is 8:00 a.m. to 4:30 p.m. with an hour off for lunch. The standard workday may only be altered by action of the City Council.

2.4 Compensatory Time Off and Overtime Pay

All City positions are “exempt” or “non-exempt” according to the Fair Labor Standards Act (FLSA) regulations.

All exempt and non-exempt employees will be paid on a bi-weekly basis every other Friday. With the exception of the Police Department overtime hours, each paycheck will include hours worked through the end of the previous pay period. The department head must approve any overtime hours before worked. Authorized overtime work performed by hour-rated employees shall be compensated for at one and one-half (1-1/2) times their required rate of pay. Authorized work on holidays shall be compensated at two (2) times the regular rate of pay for the employee. All exempt employees who work authorized overtime shall be reimbursed at the regular rate of one (1) hour compensatory time for each hour of overtime worked.

Compensatory time for hour-rated (non-exempt) and salaried (exempt) employees shall be taken as soon as practicable after it is earned and can not be carried over into a new fiscal year except when earned within fourteen (14) days of the end of the fiscal year.

Employees may use compensatory time within a reasonable time period after making a request to their department head unless doing so would unduly disrupt department operations. Permission to take compensatory time off must be obtained from each employee's immediate supervisor. Compensatory time should be used for short-term absences from work during times mutually agreed to by the employee and the department head. Accumulation of compensatory time to be used as a substitute for extended vacation time is not normally permitted.

Maximum accruals of compensatory time shall be limited to sixty (60) hours for both exempt and non-exempt employees. If the non-exempt employee is unable to use accrued compensatory time by the end of the fiscal year, the employee will be paid their original overtime wage. If the exempt employee is unable to use accrued compensatory time by the end of the fiscal year, the compensatory time will be eliminated.

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

2.5 Compensation

The city shall establish and maintain a position classification plan for all full time and part time employment positions. All positions shall be grouped in classes each having a definite range of difficulty and responsibility. When a new position is created for which no appropriate class exists or when the duties of an existing position are sufficiently changed so that no appropriate class exists, the Mayor shall create a new class and shall cause an appropriate class specification to be written for said class.

All salaries and wages of city employees and officers shall be paid bi-weekly on city checks signed by the Mayor, or the Mayor's representative, and by the City Clerk, or by the City Clerk's representative. The city shall attempt to recruit new personnel at the minimum pay step within the pay range of the position. In hard-to-fill positions or in the case of particularly well qualified applicants, the Mayor, with the approval of the City Council, can offer a beginning pay rate at the step

necessary to attract qualified applicants. In the case of a transfer or promotion, if the rate of pay for the former class is less than the minimum rate established for the class of the new position, the employee shall advance to the minimum rate of pay of the new position. In the case of a transfer or demotion, if the rate of pay in the former class is more than the maximum rate established for the class of the new position, the employee shall advance to the maximum rate of pay of the new position. In the case of transfer for the good of the city or of the employee and not a promotion or demotion, the rate of pay shall remain the same.

2.6 Deductions

The law requires some deductions from the employee's earnings such as FICA, Medicare, etc. The employee authorizes other deductions from their earnings such as insurance premiums, union dues, etc. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized in writing by the employee.

2.7 Attendance

Punctual and consistent attendance is a condition of employment. Each department head is responsible for maintaining an accurate attendance record of his or her employees.

Employees unable to work or unable to report to work on time should notify their department head as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If the department head is unavailable, the employee may leave a message with a designated representative of a department head stating the reason for absence or tardiness. If an absence continues beyond one day, the employee is responsible for reporting in each day.

Employees are expected to be at work even during inclement weather. Department heads may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation time or shall be unpaid if no accrued vacation is available.

An employee, absent without authorization or notification, is subject to disciplinary action, including possible termination.

2.8 Call Back

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. Non-exempt employees called back to work will be paid their appropriate rate of pay for hours worked (the overtime rate, if applicable). A non-exempt employee called back to work will receive pay for travel time to return to work.

2.9 Annual Review

The city shall conduct an annual performance review commencing after the employee's first anniversary date of employment. Under special circumstances, personnel may receive a mid-year review. A review will not necessarily result in a pay increase. Reviews are set to allow a department head and the employee to discuss past job performance, offer suggestions on how to improve, etc. If a pay rate change is in order, it will be effective on the date specified by the union contract, the City Administrator or the City Council.

2.10 Payroll Records

The official payroll records are kept by the Finance Director's office. Each department head shall turn in on a regular basis a signed work record for each employee within their department noting hours worked, leave taken and overtime worked during the previous pay period.

2.11 Lunch Hour and Rest Periods

The lunch hour for all employees shall not exceed one (1) hour and must be taken between 11:30 a.m. and 1:30 p.m.

All regular employees, when working under conditions where the use of a break period is practiced, shall be granted a fifteen (15) minute break period in the forenoon and afternoon of each working day. Nothing contained in this or her section shall prevent department heads from restricting travel to and from a break area when employees must use municipal equipment for such travel.

2.12 Outside Employment

Unless specific, written approval is received from the Mayor, with concurrence of Council, no regular, full time employee shall accept a part time position or perform work for which he receives compensation outside his or her regular working hours. No regular employee shall be permitted to accept any full time second position.

The Mayor may withdraw approval to assume part-time work at any time.

2.13 Travel and Training

A. Travel-Outside Galena

Employees shall travel to approved destinations outside the city limits in a city-owned vehicle unless a City-owned vehicle is not available. In cases where the city-owned vehicle is not available and the employee has approval from his or her superior to travel in his or her own vehicle, the employee shall be reimbursed at a rate of \$.40½ per mile. Reimbursable mileage shall accrue when in direct route between City Hall and the destination and visa versa. Other mileage accrued during the trip shall only be reimbursable if it is required as a part of the conference or meeting itinerary. Employees who use City-owned vehicles for authorized travel shall be covered by the City's liability insurance. Employees who travel in their

personal vehicles shall provide a current copy of their automotive liability insurance prior to departure and shall be liable for any damages or injury resulting from travel.

B. Travel-Local

Employees are encouraged to use city-owned vehicles for all job related travel within the city limits. When City-owned vehicles are not available, employees may use their own personal vehicles for local travel. Travel related expenses will not be reimbursed for employees using their personal vehicles for local job related travel. Employees who use City-owned vehicles for authorized travel shall be covered by the City's liability insurance. Employees who travel in their personal vehicles shall provide a current copy of their automotive liability insurance prior to departure and shall be liable for any damages or injury resulting from travel.

C. Lodging

Employees shall have all lodging rates approved by their superior prior to departing. All lodging shall be obtained at the "government rate" where said rate is offered. In no instance shall lodging exceed \$85.00 per night (plus taxes) unless approved in advance by the City Administrator. Other expenses, such as personal telephone calls, in room movies, or newspapers shall not be reimbursed.

D. Meals

Employees shall be permitted \$35 per diem for meals. Not more than \$20 shall be reimbursed for any single meal. When meals are offered under the basic cost of the conference or meeting being attended, employees shall not be reimbursed for meals purchased in place of the meals offered at the conference or meeting. Employees shall not be reimbursed for alcoholic beverages.

E. Receipts

Receipts are required for reimbursement of any travel related expenses.

F. Travel Pay

- a. Employees will be paid for time spent in company authorized meetings that occur during normal working hours.
- b. Any mandatory meetings or training sessions after normal scheduled working hours will be paid at the non-exempt employee's regular hourly rate. However, if such a meeting or training session increases the number of hours actually worked in that workweek to more than forty (40), those additional hours will be paid at one and one-half times the regular hourly rate. In the case of Police Department personnel, the collective bargaining contract shall dictate pay.
- c. Ordinary travel between home and work is not hours of work.
- d. Travel to and from training will be paid at the employee's regular rate of pay if it occurs within the regularly scheduled hours of work for the

employee. Any hours spent in travels that do not occur within the employee's regular working schedule will not be paid.

- e. Supplemental rules are provided in section 6.

2.14 Compensation on Termination

When an employee's employment with the City is terminated, the employee will receive the following compensation:

- a. Regular wages for all hours worked up to the time of termination that have not already been paid.
- b. Any overtime or holiday pay due worked up to the time of termination that has not already been paid.
- c. A lump sum payment of any accrued but unused vacation.
- d. For non-exempt employees, a lump sum payment of any compensatory hours accrued but unused.
- e. A lump sum payment equal to one-third (1/3) of all Sick Leave accrued to first day of the month of termination.

SECTION 3--Leaves of Absence and Time Off

3.1 Leaves

The City has nine (9) different types of leave:

- a. Vacation leave
- b. Holidays
- c. Sick leave
- d. Bereavement leave
- e. Personal leave
- f. Leave without pay
- g. Jury and witness leave
- h. Military leave
- i. Family Medical Leave Act (FMLA)
- j. Maternity leave

3.2 Vacation

Each regular full time employee accrues vacation time according to his or her years of continuous service with the City. On the day of their anniversary of employment, they are eligible for vacation according to the following schedule:

- Each full-time employee shall earn ten (10) working days vacation per year after completion of one year of service.
- Each full-time employee shall earn fifteen (15) working days vacation per year after completion of ten (10) years of service.
- Each full-time employee shall earn twenty (20) working days vacation per year after completion of fifteen (15) years of service.
- Each full-time employee shall earn twenty-one (21) working days vacation per year after completion of twenty (20) years of service.
- Each full-time employee shall earn twenty-two (22) working days of vacation per year after completion of twenty-two (22) years of service.
- Each full-time employee shall earn twenty-three (23) working days of vacation per year after completion of twenty-four (24) years of service.
- Each full-time employee shall earn twenty-four (24) working days of vacation per year after completion of twenty-six (26) years of service.
- Each full-time employee shall earn twenty-five (25) working days of vacation per year after completion of twenty-eight (28) years of service.

Vacation leave may be used as earned, provided that each department head and the City Administrator shall approve the time at which vacation leave may be used.

Any employee leaving the municipal service in good standing, after giving proper notice of such termination of employment, shall be compensated for vacation leave accrued and unused to the day of separation, prorated by the month.

As vacation leave is granted to employees for a period of recreation, no employee shall be permitted to waive such leave for the purpose of receiving double pay.

Vacation leave shall not accumulate from one year to another, except upon permission granted by the Mayor.

The City Council may modify the vacation schedule at their discretion.

3.3 Holidays

The following legal holidays will be observed as paid holidays for city employees:

- New Year's Eve Day;
- New Year's Day;
- President's Day, the third Monday in February;
- Good Friday;
- Memorial Day;
- Independence Day;
- Labor Day;
- Thanksgiving Day;
- Friday after Thanksgiving Day;
- Christmas Eve Day; and,
- Christmas Day

When New Year's Eve, Memorial Day, Independence Day or Christmas Eve Day fall on Saturday, the preceding day shall be observed as a holiday for all employees, except those subject to the collective bargaining contract in the Police Department. When New Year's Eve Day or Christmas Eve Day fall on Sunday, the preceding Friday shall be observed as a holiday for all employees, except those subject to the collective bargaining contract in the Police Department. When Memorial Day or Independence Day fall on a Sunday, the following day shall be observed as a holiday for all employees, except those subject to the collective bargaining contract in the Police Department. If New Year's Day or Christmas Day fall on a Saturday or Sunday, the following Monday shall be observed as a holiday for all employees, except those subject to the collective bargaining contract in the Police Department.

The collective bargaining contracts shall dictate how holidays are paid for employees subject to the contracts.

3.4 Sick Leave

Sick Leave with pay shall be granted to all probationary and permanent employees at the rate of one (1) working day for each calendar month of full time service or major fraction thereof. Sick leave granted probationary employees shall not be available for use until satisfactory completion of the initial (not promotional) probationary period.

- a. Sick leave may be granted only for absence from duty because of personal illness, legal quarantine or death or serious illness in the immediate family. Sick leave shall be computed on a calendar year basis and may be accumulated to a total of not more than ninety (90) days. Worker compensation benefits received shall be credited against the compensation due an employee during sick leave, but no additional sick leave shall be given because of such worker compensation benefits.
- b. In order to be eligible for sick leave with pay, an employee must:
 1. Report promptly to his or her department head the reason for his or her absence.
 2. Keep his or her department head informed of his or her condition if the absence is of more than three (3) days.
 3. Submit a medical certificate for any absence of more than three (3) days if required by the Mayor or the department head.
- c. Claiming sick leave when physically fit, except as permitted in this section, may be cause of disciplinary action, including transfer, suspension, demotion or dismissal.
- d. Upon an honorable separation from employment, employees shall be paid as terminal pay one-third of their accumulated sick leave.
- e. In all cases sick leave, except as provided in collective bargaining contracts, all sick leave must be earned and charged in at least one-half (1/2) day increments.
- f. The Mayor shall determine whether a person shall be allowed to receive a deficit of sick leave. In no case can more than one year of sick leave be used in advance without City Council approval.
- g. Employees may bank sick leave, according to the Sick Leave Bank Policy, for the use of other employees as described in section 3.15.

3.5 Bereavement Leave

An employee shall be granted three (3) days leave of absence at full pay in the event of a death in his or her/her immediate family. Immediate family is defined as spouse, parent, children, sister, brother, grandparent, grandparent-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law and stepchildren.

3.6 Personal Leave

An employee may convert two (2) sick days into two (2) personal days each year if no sick days have been taken by that employee in the previous fiscal year. Unused personal days, up to a maximum of four (4) for collective bargaining personnel and two (2) for all other employees may be carried over from year to year.

A collective bargaining employee may convert two (2) sick days into two (2) personal days each year if the employee remained accident-free in the previous fiscal year. Unused personal days, up to a maximum of four (4) may be carried over from year to year.

3.7 Leave Without Pay

Upon request of an officer or employee, leave of absence without pay may be granted by the Mayor, taking into consideration good conduct, length of service and efficiency of the employee and the general good of the employee and the general good of the municipal service. Such leave of absence shall not exceed a period of 90 days; provided, that the same may be extended beyond such period if for continued disability or other good and sufficient reasons, but in no case shall exceed one year except when the employee is detailed for military service or is disabled for disability incurred while in the service of the city. No vacation or sick leave benefits shall accrue during a period of leave of absence without pay.

3.8 Jury and Witness Leave

In the case of jury duty or as a subpoenaed court witness, an employee shall receive compensation that will equal the difference between the employee's regular pay and compensation paid for jury duty or witness fees.

3.9 Military Leave

An employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. The City shall follow the applicable standards of the U.S. Code when computing military leave compensation.

3.10 Family and Medical Leave Act (FMLA)

A. The Family Medical Leave Act (FMLA).

In accordance with the Family and Medical Leave Act of 1993 (FMLA), the City will grant a leave of absence to employees meeting the requirements described in Paragraph B. below. FMLA will be granted for the care of a child after birth or adoption or placement with the employee for foster care, the care of a covered family member (spouse, child or parent) with a serious health condition or in the event of an employee's own serious health condition. Leaves will be granted for a period of up to twelve weeks in any twelve-month period (or longer if required by applicable state or local law). Leave must be completed within twelve months of the birth, adoption or foster care placement. When the City employs both

spouses, they are jointly entitled to a combined total of twelve weeks of leave for the conditions described above.

B. Applicability.

An employee must have been employed at least twelve months (these months do not have to be consecutive) with the City and have worked a minimum of 1,250 hours in that twelve-month period preceding the time the leave is requested to be eligible for such leave.

C. Child/Family Care Leave.

If an employee requests a leave of absence to care for a child after birth, adoption or placement in the employee's home for foster care or to care for a covered family member with a serious health condition, unpaid leave will be granted under the following conditions:

1. If the leave is planned in advance, the employee must provide the City with at least thirty days notice prior to the anticipated leave date.
2. If the leave is unexpected, the employee should notify his or her/her supervisor as far in advance of the anticipated leave date as is practicable.

The employee will be required to use all accrued and unused compensatory time, vacation and sick leave in that order during the leave period. Once these benefits are exhausted, the balance of the leave will be without pay.

All City benefits that operate on an accrual basis (vacation and sick leave) will cease to accrue during any period of FMLA leave that is unpaid. Continuation of benefits under IMRF shall be governed in accordance with the requirements of that plan.

The employee shall be entitled to maintain group health insurance coverage on the same basis as if the employee had continued to work for the City. To maintain coverage, the employee must continue to pay his or her share of insurance premiums.

The employee requesting leave to care for a covered family member with a serious health condition may be required to provide medical certification from the family member's physician attesting to the reasons that the employee is required to care for this or her family member. An employee may be required to provide additional physician's statements at the City's request. Further, the family member may be required to submit to a medical examination by a physician designated by the City at the City's expense.

D. Leave for Employee's Serious Health Condition.

Employees must consult with the City and make a reasonable effort to schedule leave so as not to unduly disrupt the city's operation. If an employee requests a leave for his or her own serious health condition, the employee will be granted leave under the following conditions:

1. If the leave is planned in advance, the employee must provide the City with at least thirty day's notice prior to the anticipated leave date.
2. If the leave is unexpected, the employee shall notify his or her/her supervisor as far in advance of the anticipated leave date as is practicable.

The city will charge the employee for the actual time used to address the circumstances that precipitated the need for the leave. Leave increments must be charged in increments of two (2) hours or more. The employee will be required to use all accrued and compensatory time, unused vacation and sick leave in that order during the leave period. Once the employee's benefits are exhausted, the balance of the leave will be without pay.

All City benefits that operate on an accrual basis (vacation and sick leave) will cease to accrue during any period of FMLA leave that is unpaid. Continuation of benefits under IMRF shall be governed in accordance with the requirements of this plan.

The employee shall be entitled to maintain group health insurance coverage on the same basis as if the employee had continued to work for the City. To maintain coverage, the employee must continue to pay his or her share of insurance premiums.

Before the employee shall be permitted to return from FMLA leave, the employee will be required to present the City with a statement from the physician indicating that the employee is capable of returning to work and performing the essential functions of the employee's position with or without reasonable accommodations. Where required and in accordance with applicable laws, the City will attempt to make reasonable accommodation for any disability of the employee.

3.11 Leave Year

The FMLA Leave Year will coincide with the beginning of the city's fiscal year, May 1.

3.12 Leave Entitlement

Eligible employees are entitled to leave for up to twelve weeks in any twelve-month period (or longer if required by applicable state or local law or, in the case of a leave for any employee's serious health condition, where a leave extension is requested and approved.)

Leave taken to care for a child after birth, adoption or placement in the employee's home for foster care must be taken in consecutive workweeks. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently or on a reduced work/leave schedule based on certified medical necessity. In all instances, the City will follow applicable federal and state laws in reviewing and approving such leave requests.

3.13 Reinstatement of Rights

Eligible employees are entitled to return from leave to be reinstated to their former positions or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination.) Exceptions may also apply for certain highly compensated employees under certain conditions. In addition, employees on a leave extension are not guaranteed reinstatement.

3.14 Sick Leave Bank

I. Introduction

The Galena City Council, in cooperation with the employees of the City of Galena, has established a Sick Leave Bank plan (hereinafter called plan) as a matter of city policy. The intent of the plan is to provide extended Sick Leave to eligible employees who incur a period of prolonged personal illness or disability. The Finance Director shall administer the Sick Leave Bank. Eligible personnel participation in the plan shall be on a voluntary basis, subject to the following conditions:

II. Eligibility

- A. Employees employed on or before June 1, 1991, shall be permitted to participate in the plan provided written notice of intent to participate is given the Finance Director no later than June 1, 1991.
- B. Employees hired after May 1, 1991, shall be permitted to participate in the plan provided written notice of intent to participate is given to the Finance Director within thirty (30) days of the first day of employment.
- C. Eligible personnel who fail to give timely written notice of intent to participate shall be forever precluded from participation in the plan.

III. Donation of Days

- A. Each participating employee, upon giving timely written notice of intent to participate, shall be required to immediately donate two (2) days of Sick Leave to the Bank.
- B. In addition to the initial donation of days, each participating employee shall be required to donate up to two (2) days of Sick Leave to the bank at the beginning of each fiscal year. If a reserve of one hundred twenty (120) or more days exist in the bank, no employee donation will be required for that fiscal year.
- C. In the event the bank is depleted, no more sick days from the Sick Leave Bank will be granted for that fiscal year.
- D. Nothing in this policy shall be constructed to obligate the city to loan Sick Leave Days to the bank for any reason/s whatsoever.

IV. Illness or Disability

- A. This plan shall be applicable solely to the illness or disability of an employee and not to the serious illness or death of any other person(s).
- B. This plan shall not be applicable to any illness or disability that occurs during an unpaid leave of absence or which is covered under a workman's compensation plan.
- C. This plan shall not be applicable to any illness or disability for which the participating employee does not provide the Finance Director with written evidence from a physician that the employee cannot return to work. Such evidence shall state the nature of such illness or disability. If possible, such written evidence must be submitted prior to the onset of the use of Sick Leave Bank days.

V. Prerequisites for use of Sick Leave Bank Days

- A. A participating employee must have exhausted all individual accumulated Sick Leave, Vacation days and Comp Time accrued before any Sick Leave days can be drawn from the Sick Leave Bank.
- B. A participating employee who qualifies may draw from the Sick Leave Bank during any fiscal year with the following limitations:

<u>Years of Service for City of Galena</u>	<u>Number of Days</u>
0 – 5 Years	30 Days
6 -10 Years	40 Days
11 Years and Over	60 Days

- C. A participating employee who has been granted use of Sick Leave Bank days shall not become eligible for use of Sick Leave Bank days in any subsequent year unless and until such employee has returned to full time service for at least ninety (90) days.
- D. As used in this policy, the term days shall mean city personnel employment days.

VI. Termination

- A. A participating employee may voluntarily withdraw from future participation in the plan provided written notice of intent to withdraw is given the Finance Director five (5) days prior to the date on which withdrawal is desired. Such withdrawal shall forever preclude such employee from future participation in the plan.
- B. An employee will be involuntarily withdrawn from participation in the plan upon termination of said employee's employment as a result of dismissal, resignation or otherwise.
- C. In the event a participating employee is withdrawn from the plan, whether voluntarily or involuntarily, such employee shall not be permitted to withdraw any Sick Leave days which were previously donated to the plan.
- D. The City Council retains the right to terminate the plan at its discretion. In the event the City Council does terminate the plan, the total number of days remaining in the bank shall be divided by the number of participating employees who have under ninety (90) days of Sick Leave accrued. The quotient derived therefrom will be rounded off to the lowest whole number and be credited to the accumulated personal sick leave days of each such employee.

- E. The Sick Leave Bank must have at least fifty percent (50%) of the eligible city employees participating. Failure to meet this fifty percent (50%) membership will terminate the plan.

VII. Hold Harmless

The employees of the City of Galena agree, with respect to the operation of the Sick Leave Bank, that it will hold harmless and defend the City Council and the Finance Director as regards any action, complaint or suit of any type. However, the City Council shall fulfill its responsibilities as set forth above. In the event any action, complaint or suit of any type in any forum shall be brought against the Council or Finance Director, the City Council shall retain the exclusive right to select counsel to defend such action, complaint or suit and/or to determine whether such action, complaint or suit should be compromised or settled.

Adopted in Open Council on 4/22/91.

3.15 Benefits—General

- Benefit eligibility is dependent upon your employee classification as outlined in this manual.
- All employees are covered under the programs prescribed by law, such as Social Security, Workers' Compensation and Unemployment Insurance.
- Any injuries on the job must be reported immediately to your department supervisor.
- Some benefit programs require contributions from the employee.
- The City benefit package may be amended from time to time with written notice to all employees.

3.16 Health Insurance

For full-time, hourly employees, medical insurance is available upon their first day of employment. Coverage under the single plan is paid by the city. Dependent coverage is available at a cost of \$100.00 a month to the employee choosing such coverage. The cost will be deducted equally from the employee's pay check for two pay periods each month. The deductions begin immediately and, since insurance is billed a month in advance, the employee choosing family coverage will be assessed an additional charge to pay for the previous month if owed. The medical coverage co-payment for family insurance is subject to change annually. The insurance carrier is also subject to change annually. Part-time employees who work more than twenty (20) hours per week are also eligible to participate in the city's health insurance.

Upon an employee's termination from City employment, at the employee's option and expense, the employee may elect to continue City health insurance benefits to the extent provided by COBRA. Continuation rights are not available if an employee is terminated for "gross misconduct."

All retired employees are entitled to insurance coverage at the employee's expense under the city's insurance policy until the time that said employee qualifies for Medicare. The retired employee must pay 100% of the insurance premium costs of this coverage.

For information on health benefit coverage, please refer to your insurance booklet. If you do not have a health insurance benefit booklet, please contact the office of the Finance Director for a copy.

3.17 Dental Insurance

City employees and their dependents, if covered under a family plan, are covered under a dental insurance plan with the City of Galena. Single and family dental insurance coverage are paid at 100% by the city. This 100% coverage by the city is subject to change annually. For information on dental benefit coverage, please refer to your insurance booklet. If you do not have a dental insurance booklet, please contact the office of the Finance Director for a copy.

3.18 Medical Services Advisory Program

When a covered employee or dependent requires hospitalization, the Medical Services Advisory (MSA) at Blue Cross and Blue Shield must be contacted. Call as soon as possible prior to the admission or, if an emergency, within two business days of entering the hospital. You, a member of your family or a medical person involved with your care can make this call. Failure to notify the MSA within the prescribed period might mean that you would be responsible for an increased portion of the hospital costs.

3.19 Participating Plan Organization (PPO)

Blue Cross Blue Shield of Illinois contracts with hospitals and doctors in the area for payment of medical costs. These hospitals and doctors form the Participating Plan Organization (PPO). You may choose to use a hospital not within the PPO network, but you will be responsible for paying a greater portion of your medical bill. You may refer to your health insurance booklet for coverage comparisons. If you do not have a medical insurance booklet, please contact the office of the Finance Director for a copy.

3.20 Prescription Drug Program

Your health insurance plan provides a Prescription Drug Program. If your prescription is filled at a PPO pharmacy, you will pay only a portion of your overall prescription cost. This amount varies depending if the drug is generic or name brand. The co-pay amount is subject to change annually.

3.21 Life Insurance

The City of Galena provides each employee with a \$15,000 term life policy. Those employees with family coverage also receive a \$2,000 term policy for their spouse and a \$1,000 term policy for each unmarried dependent child over the age of six months. Patrol Officers in the Police Department receive a \$35,000 term life policy per their collective bargaining agreement. The employee automatically receives this coverage upon the date of hire.

3.22 IMRF Life Insurance

The Illinois Municipal Retirement Fund through Prudential Life Insurance offers a term life insurance policy to all city employees who wish extra coverage. Those who elect this coverage will pay their premium via two payroll deductions per month.

3.23 Disability Insurance

The City of Galena provides a disability insurance policy for all its employees. The maximum period to receive disability benefits is 26 weeks. Each employee will receive \$100 a week if drawing disability income. The employee can not draw

disability until he or she uses all Sick Leave, Vacation and Comp Time accrued by that employee to date.

3.24 Worker's Compensation Insurance

All employees are covered by the State Worker's Compensation Act (worker's compensation). The act covers employees in case of on-the-job injuries or job-related illnesses. All job-related accidents must be reported immediately to the employee's supervisor.

An employee with a worker's compensation injury or illness shall be entitled to leave as set forth in the Family Medical Leave Act (FMLA). The employee shall be entitled to maintain group health insurance coverage on the same basis as if the employee were on the job for the City. To maintain coverage, the employee must continue to pay his or her share of insurance premiums. An employee who has exhausted all accrued sick leave, personal days, vacation and FMLA leave while off work with a worker's compensation injury or illness may choose to exercise their COBRA rights and self-pay health insurance premiums.

The City may require an examination, at its expense, performed by a physician of its choice, to determine when an employee can return to work and if the employee will be capable of performing the duties and responsibilities of the position.

3.25 Unemployment Insurance

City employees may qualify for State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met.

3.26 Death of an Employee

Upon the death of an employee all compensation due shall be paid to the surviving spouse or the estate of the employee.

SECTION 4 –Insurance Savings Account

Established for Benefit of Employees
Covered by Group Medical Insurance Policy

This Insurance Savings Account is established on the 24th day of October 1988. The following paragraphs shall relate to the establishment of the Insurance Savings Account and the administration thereof:

1. On the effective date of this policy, the City of Galena provided employees with the Blue Cross and Blue Shield Million Max Base Plus Plan (health insurance). On November 1, 1988, the City of Galena revised the hospitalization coverage to the Blue Cross and Blue Shield Group Plan 100 so that certain expenditures that had previously been covered on a 100% basis were changed to coverage on an 80% basis. Further policy changes were implemented in 2002 and 2003 that reduced employee coverage by increasing the deductible and coinsurance amounts payable by the employee. The reductions offered substantial savings to the City of Galena through lower premium costs.
2. This Insurance Savings Account is established so that, to the extent that the Insurance Savings Account has adequate funds, any employee or a covered dependent of the City of Galena who incurs medically necessary expenses through hospitalization, outpatient surgery or other outpatient services where the deductible or coinsurance is applicable, may receive from the Insurance Savings Account reimbursement for out-of-pocket costs. Such employee shall be reimbursed for out-of-pocket expenses, including coinsurance costs, over and above the yearly deductible up to a maximum reimbursement of \$1,900.00 (\$900 deductible and \$1,000 co-insurance).
3. An employee may apply for reimbursement from this Insurance Savings Account for expenses related to eligible hospitalization, outpatient surgery or other outpatient services where the deductible or coinsurance is applicable only once every twelve months.
4. An employee must submit a claim for his or her insurance reimbursement within six months of the eligible medical procedure received by the employee or covered dependent. If his or her claim is not submitted within this six-month time period, the city employee will forever lose his or her eligibility for reimbursement of his or her expense.

The City of Galena shall fund this Insurance Savings Account by depositing the sum of \$1,000.00 therein on November 1, 1988, and by making subsequent yearly payments of \$1200.00 in the first month of each fiscal year until the Insurance Savings Account reaches a balance of \$15,000.00. When a \$15,000.00 balance is reached in the account, no further yearly payments shall be made until the account has been diminished below said \$15,000.00 at which time regular yearly payments shall again be made and shall continue to be made until the account balance reaches or exceeds \$15,000.00.

Any employee covered under the city's Blue Cross and Blue Shield health plan that incurs a hospitalization or surgical outpatient expense and meets the criteria as

described above, may make application for reimbursement from the Insurance Savings Account by submitting the following documentation to the insurance coordinator designated by the City Council:

1. A copy of the bill(s) for which reimbursement is requested. The employee is not required to disclose the reason for hospitalization or type of surgical procedure provided sufficient documentation is provided to verify the claim.
2. A copy of the statement or statements from Blue Cross and Blue Shield or any successor company showing the amount of payment made by the insurance company, an explanation of the payment and the total expenditure incurred. In no event shall the employee be reimbursed from the Insurance Savings Account for any charge that is denied by the insurance company.

In the event the Insurance Savings Account has a positive balance at the time that the application is made and the appropriate information is submitted, the employee shall receive a sum not to exceed \$1,900.00 from said Insurance Savings Account to reimburse said employee for expenses related to hospitalization, outpatient surgery or other outpatient services where the deductible or coinsurance is applicable. Related expenses are defined as, but not limited to, the doctor's bill incurred during the hospitalization, anesthesia costs, expenses for medicine while hospitalized, and so forth.

In the event that the Insurance Savings Account does not have sufficient funds to pay said amount at the time the application is made, the employee's claim shall remain pending for eighteen (18) months. The employee shall receive reimbursement when the balance in the Insurance Savings Account reaches an amount in excess of \$100.00 more than the amount of the claim. If the Insurance Savings Account does not reach an amount in excess of \$100.00 more than the amount of the employee's claim within this or her eighteen (18) month period, the employee's claim is forever rejected by the City of Galena. At no time will payments be made to any employee unless the Insurance Savings Account contains sufficient funds to make said payment.

If an employee is denied payment from the Insurance Savings Account for any expenditure that the employee feels should be reimbursable under the terms of this or her policy, the employee may file an appeal with the City Council of the City of Galena. The City Council, after considering the appropriate materials, shall make a final decision that shall be binding on all parties.

SECTION 5 – Retirement

- A. The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.
- B. All full-time and part-time employees working one thousand (1,000) hours or more are also covered under the Illinois Municipal Retirement Fund (IMRF). Benefit levels and contribution rates are set each year by the State of Illinois.
- C. In addition to IMRF the City sponsors two (2) non-participatory deferred compensation plans. Employees may voluntarily contribute to one or both of the deferred compensation plans to supplement future retirement income.
- D. Employees intending to retire should notify their department head of their intent to retire with as much advance notice as possible prior to the date of retirement.
- E. Unused and unpaid Sick Leave of any city employee will be reported to IMRF for the purpose of qualifying for additional pension service credit under the provisions of the retirement plan.

SECTION 6 – Employee Responsibilities and Conduct

6.1 General Policy

The safety and welfare of the citizens of Galena shall be the central mission of City government. Employees are expected to represent the City to the public in a manner that is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment as determined by their position.

The City's expectations from the employees consists of

- Basic tact and courtesy towards the public and fellow employees.
- Adherence to City policies, procedures, safety rules and safe work practices.
- Compliance with directions from supervisors.
- Preserving and protecting the City's equipment, grounds and facilities and resources.
- Providing orderly and cost efficient services to its citizens.

6.2 Use of City Equipment

Use of City phones for local, personal phone calls must be kept to a minimum. Long distance, personal calls made on the city phones shall be reimbursed by city employees or made using personal phone cards. Employees should use City equipment, including vehicles, for City business only. Any employee's misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

6.3 Seat Belt Policy

Anyone operating or riding in a City vehicle must wear seatbelts at all times.

6.4 Driver's License Requirements; Private Vehicle Insurance

- A. As part of the requirements for certain specific City positions, an employee may be required to hold a valid driver's license to operate a motor vehicle.
- B. If an employee's license is revoked, suspended or lost, the employee shall promptly notify the department head and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to the department head.
- C. If the employee's license is not current, valid and in the employee's possession, the employee shall promptly notify the department head and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to the department head.
- D. Depending on duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.
- E. Employees using their personal automobiles in the course of performing the requirements of their position shall:

1. Maintain automobile liability insurance coverage at least the amount of \$100,000 for each person for bodily injury and \$300,000 for each occurrence for bodily injury and property damage.
2. Keep on file with the employee's department a copy of his or her/her current insurance certificate verifying such coverage,

6.5 Safety

Every employee is responsible for maintaining a safe work environment and following the City safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for discipline and/or termination. Each employee shall promptly report all unsafe or potentially hazardous conditions to the department head immediately. The City will make every effort to remedy problems as quickly as possible.

In case of an accident involving personal injury, regardless of how serious, employees shall immediately notify their department head and the City Administrator.

6.6 Media Relations Policy

A. Purpose.

The media represents one of the best opportunities for the City of Galena to communicate in a positive manner with the public. This policy is intended to insure that the City of Galena effectively uses this resource by responding consistently, factually and in a timely manner to all requests for information by the media. The policy is also designed to insure that information generated by the City of Galena for dissemination by the media, such as press releases, accurately represents the position of the City of Galena as opposed to a personal or individual perspective. For the purposes of this policy, the media includes, television stations, radio stations, newspapers, magazines and other like mediums of providing information to the public. The City Administrator shall be charged with administering the Media Relations Policy.

B. Policy.

The City Administrator shall be the spokesperson for the City of Galena, and may delegate the responsibility of communicating with the media to department heads on a case by case basis. All information communicated to the media shall be factual and shall conform to the following:

D. Television Interviews, Radio Interviews, Newspaper.

Before accepting a request for a television interview, a radio interview or a newspaper interview an employee shall review the subject of the interview with the City Administrator. The City Administrator shall decide who will be the spokesperson for the City of Galena. Responding to a request for a television, radio or newspaper interview shall be given priority over regular office work.

E. Press Releases.

All press releases shall be presented to the City Administrator for review before submission to the newspaper. Press releases shall conform to the format of the attached "Sample Press Release".

F. Letters to the Editor and Other Newspaper Articles.

All letters to the editor or articles intended for print in a newspaper shall be presented to the City Administrator for review and approval before submission.

G. Exceptions.

Some information, such as public notices (e.g. Zoning Board public hearing notices,), public service announcements (e.g. snow removal information, Galena Police Report), and similar general information may be communicated to the media by any employee charged with the task.

(SAMPLE PRESS RELEASE)

“FOR IMMEDIATE RELEASE”

June 9, 1999

OPENING OF GALENA SWIMMING POOL DELAYED PENDING WELL REPAIRS

From: City of Galena
Contact: Mark Moran, City Administrator, 815-777-1050

The City of Galena announced today that the seasonal opening of the Alice T. Virtue Swimming Pool will be delayed pending the repair and reactivation of one of the city's two public wells. Repairs to the well, including a new pump, are expected to be completed today. Once repaired, the well and accompanying storage facility must be sampled for bacteria in accordance with state regulations. Those samples will be forwarded to the Illinois Environmental Protection Agency (EPA) for testing. Test results and approval from the EPA to reactivate the well are expected as early as Friday. If approval is granted from the EPA, the pool will be filled and opened early next week. Persons interested in the status of the pool opening may call the Galena City Hall at 815-777-1050.

City officials and the city's contract operator of the water and wastewater facilities, the Environmental Management Corporation (EMC), are concerned that filling the 300,000 gallon pool before the second well is operational may cause potentially harmful stress on the other well. The other well has been pumping nearly 24 hours per day, averaging 850,000 gallons per day, during the eight week repair period. If both wells are unable to operate, the city's public water supply will be limited to that which is stored in the towers and reservoir. Those facilities have a combined storage volume of

1.5 million gallons. The city is currently assessing the need for constructing an additional well and storage facility.

Thank you for your time and consideration.

Contact:

Mark Moran, City Administrator
City of Galena
312 ½ North Main Street
Galena, IL 61036

Phone 815-777-1050

Fax: 815-777-3083

[END]

6.7 Computer, E-Mail and Internet Usage Policy

This sets out the City's policy on 1) computer hardware and software usage; 2) Internet usage; and 3) electronic mail service, which includes messages sent and received by employees. This policy is to provide guidance and may be changed at any time with notice to employees.

The City's computers, e-mail system, and Internet connection are the sole property of the City of Galena. Any employee use of any of these City tools is subject to inspection and review by the City and employees should not expect any personal privacy in their use of these tools.

A. Computer Hardware and Software Usage.

Computers and accessories are the property of the City of Galena. There is no expectation of privacy for use and contents of the computer.

Software programs (not floppy disks) shall be purchased and installed on any City-owned computer system by the Finance Department or with the consent of the designated employee in charge of the City's computer technologies.

Employees shall use computers in a professional manner and in compliance with all applicable federal, state and local laws, and City policies. Use of computers by City employees shall be consistent with the City personnel rules and regulations regarding employee conduct and ethical standards. This includes the City's Internet and Electronic Mail Use policies.

Except for laptops, if movement of computer equipment requires a disconnection (i.e., computer, keyboard), it shall not be moved unless coordinated with the designated employee in charge of the City's computer technologies to ensure that proper network connections, power requirements and corrections to the reserve fund inventory are made.

The safety and security of the City's network and resources must be considered paramount when using City computers. User passwords are confidential. It shall be the user's responsibility to maintain confidentiality of his/her password(s).

There shall be no passwords applied to any files without the consent of the designated employee in charge of the City's computer technologies.

For the protection of the City's computer users, data, documents and e-mail messages generally shall be stored on the City's computer networks. If the user desires to store documents on diskette, tape, local hard disks or any other media attached to a personal computer, it shall be the user's sole

responsibility to make back-up copies of the data, documents or e-mail messages.

Employees shall not create, install or knowingly distribute a computer virus.

The City reserves the right, for operational necessity, to inspect, copy, access and disclose the contents of any employee's computer files. Such access may include, but is not limited to, the City's need to investigate a possible violation of policy or a breach of the computer or e-mail system security. Any computer files obtained under these guidelines may be disclosed within the City to those employees who have some reasonable need for access to the information and/or to the proper legal authorities without the consent of the employee. If the contents constitute public records, they may be subject to release to the public under the provisions of the Freedom of Information Act. Employees should have no expectation of privacy in the contents of their computer files.

No City employee shall sell, distribute or give away any information obtained from the City computer systems unless the City Administrator or City Clerk has approved such material for release, pursuant to the provisions of the Freedom of Information Act.

No employee with authorized access to e-mail shall allow an unauthorized person, employed or not employed by the City, to use the system for any reason.

Any City employee or contractor who develops computer software (or other technological inventions) shall assign all rights to that software to the City if the software:

- Is developed using City equipment, supplies or facilities.
- Is developed during the scope of City employment.
- Is copyrighted by the City.
- Incorporates or depends on City information.
- Is taken directly from City research and development.
- Is not developed under a contract between the City and a professional software consultant that specifically assigns rights to the contractor. This applies only to software developed on City equipment or on City time.

Use of the computer shall be in compliance with all local, state and federal laws and regulations. The computer shall not be used to forward sexually harassing, discriminatory or defamatory material, or to create, transmit, accept or access obscene material, or to infringe upon another's intellectual property rights (copyrights). Computers shall be used to conduct City

business; however, incidental and occasional personal use shall be permitted.

If an employee has any questions about this policy, he or she should ask his or her supervisor. If the supervisor does not satisfactorily answer an employee's question, the employee should ask the City Administrator.

B. Electronic Mail (E-Mail) Usage.

The e-mail system is a user-friendly, privileged communications system that electronically creates, stores and forwards communications and data from one user to one or more users throughout the City.

Authorized users shall be provided a login name that allows access to one the City's local area network. The user will then provide a personalized network password. Any communications via e-mail will be attributed to the login name of the originating user.

The City reserves the right, when operational need necessitates, to access, copy, inspect, monitor or disclose the contents of e-mail messages originating from employees. Such access may include, but is not limited to, the City's need to investigate a possible violation of policy or a breach of the computer or e-mail system security. Any contents obtained under this policy may be disclosed within the City to those employees who have some reasonable need for access to the information and/or to the proper legal authorities, without the consent of the employee. In addition, under certain circumstances, e-mail messages may constitute a public record and be disclosed to the public under the provisions of the Freedom of Information Act.

E-mail is considered to be the property of the City and is subject to disclosure. Employees should have no expectation of privacy in the e-mail they send and receive using City facilities.

E-mail shall be used only in compliance with all local, state and federal laws and regulations and shall not be used to forward defamatory or obscene material, to infringe upon another's intellectual property rights (copyrights) or to forward sexually harassing or discriminatory material.

Employees shall check their e-mail messages on a regular daily basis.

No one shall use e-mail for personal lobbying of elected officials or any other publicity or propaganda purposes designed to support or defeat legislation or candidates, unless e-mail represents the official position of the City, or for any union activity.

Employees shall not use e-mail for mass distribution of personal or non-City information. These messages include, but are not limited to, information containing personal advertisements, personal opinions or personal requests.

Incidental and occasional personal messages in accordance with the foregoing shall be permitted.

If an employee has any questions about this policy, he or she should ask his or her supervisor. If the supervisor does not satisfactorily answer an employee's question, the employee should ask the City Administrator.

C. Internet Usage.

The City's Internet access is granted to employees, based upon need, to enhance their abilities and knowledge, increase their productivity and provide opportunities for professional growth. All communication on the Internet by City employees shall be done in a professional manner and in compliance with all applicable federal, state and local laws, and City policies.

Internet access shall be granted to employees who have department head approval.

A wide variety of information is available on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users shall be aware that the City has no control over and can therefore not be responsible for the content of information available on the Internet.

Only information necessary to perform work functions may be downloaded from websites. Information for personal use such as games, jokes, screensavers, etc. shall not be downloaded. Many of the sites available on the Internet, such as bulletin boards, can be breeding grounds for computer viruses. If these viruses are downloaded to the City network and are not detected, they may contaminate City information systems and databases.

External e-mail and all other information gathered on the Internet are considered to be the property of the City and are subject to disclosure, inspection, copying and access by the City. Employees should have no expectation of privacy in external e-mail or other material gathered from the Internet. E-mail messages and the transfer of information on the Internet are not secure. Employee usage of the Internet can be monitored.

The Internet shall not be intentionally misused. Intentional misuse includes any illegal, improper, unprofessional, unethical, sexually explicit or illicit activity, or any activity that could reasonably be construed to be detrimental to the interests of the City. Intentional misuse may subject the user to

termination of access rights and/or disciplinary action up to and including termination of employment. Unlawful use may result in referral for criminal prosecution. Examples of intentional misuse include, but are not limited to, the following:

Knowingly accessing or transmitting objectionable or improper material, such as:

- Obscene, harassing or defamatory messages.
- Advocating or supporting a personal, political or union message or position.
- Indecent or sexually obscene material and/or child pornography.
- Inappropriate text or graphic files and/or files dangerous to the integrity of the network.
- Solicitation of funds not authorized by the department head.
- Messages that are sexually explicit or derogatory based on race, national origin, sex, sexual orientation, age, disability, religion or political beliefs, or are offensive to fellow employees.
- Creating, installing, downloading or knowingly distributing a computer virus.

Internet resources for which there is a fee shall not be accessed without prior approval of the employee's department head or designee.

Access to the Internet shall be used to conduct City business. However, incidental and occasional personal use shall be permitted. The Internet may not be intentionally misused, as defined above, during personal use.

If an employee has any questions about this policy, he or she should ask his or her supervisor. If the supervisor does not satisfactorily answer an employee's question, the employee should ask the City Administrator.

6.8 City Hall Evacuation Plan

ALL EMPLOYEES and ELECTED and APPOINTED OFFICIALS

The purpose of the Emergency Evacuation Plan is to familiarize you with our emergency policies and acquaint you with emergency equipment and evacuation routes.

Various emergencies such as fire, shootings, hostage situations, riot, earthquakes, bomb threats and/or tornadoes can occur at anytime. All reasonable measures have been taken to minimize their effects. However, it is wise to be prepared in case of an occurrence.

The following pages will acquaint you with procedures to follow in the case of a threatening event. Please read plan, keep a copy at your workstation and discuss any questions with your supervisor.

Policy Adopted: August 1, 2001
Revised: December 1, 2003

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FOR ALL EVACUATIONS

Remain calm.

Evacuate building and assist in evacuating the public in your area.

Go to the lobby (staging area) of the Jo Daviess County Sheriff's Department at the north end of the County Building on Bench Street.

Do not go to your automobile.

Once you have left the building DO NOT RE-ENTER THE BUILDING until officials have advised that it is safe to do so.

Each employee should try exit the building and stay together with at least one other employee.

WHAT CAN I DO?

If any emergency occurs, notify your supervisor and remain calm. **IF THE EMERGENCY IS A FIRE, CALL 911 AND YOUR SUPERVISOR AND REMAIN CALM.**

You should be familiar with procedures to be followed in a fire emergency.

Be familiar with emergency phone numbers, especially 911.

Know the exit routes to both stairways and doorways for all exits you may be using as part of doing your work.

Be familiar with locations of fire extinguishers, and be familiar with how to use them. On the first floor, fire extinguishers are located on the wall behind the receptionist's desk and inside the garage on the wall near the overhead garage door. On the second floor, fire extinguishers are located on the wall to the right of the door leading to the stairs to the Main Street exit and on the wall next to the Engineering Office in the hallway leading to the Bench Street exit.

IN CASE OF INJURY OR ILLNESS

Determine the nature of the injury by talking to the victim and/or visual observation to establish the correct medical treatment required. (If the employee is unconscious, medical treatment is always indicated.) Do CPR if necessary.

Call an ambulance at 911 unless it is obvious by the person's comments and physical condition that medical care is not needed. Notify your supervisor.

Try to make the victim comfortable but do not move the person. Provide a blanket or other covering.

Notify the injured person's supervisor and the Police Department.

EARTHQUAKE/TORNADO

If an earthquake occurs and it is apparent that damage will be caused, take cover immediately. An ideal shelter is the kneehole of a desk or under a doorframe. Move only to get away from windows, walls, file cabinets or any other items that might fall. Remain in the protected area until your supervisor contacts you. He/She will instruct you with details of all further action, including evacuation instructions.

AFTER TREMORS OR WINDS CEASE, YOU SHOULD:

Continue to stay away from windows, walls, shelves or any item that might topple. Avoid all unnecessary movement.

Check for fires, fire hazards or other potential hazards.

Cover all electrical equipment. DO NOT operate electrical switches.

Stay away from exposed electrical line, gas or water lines and open flames. DO NOT SMOKE. Avoid striking matches or using lighters. Flashlights are the best source of light.

DO NOT USE THE TELEPHONE because the system will be needed for emergency calls.

Report injuries to your supervisor.

Evacuate building and do not return until after a damage assessment has been performed and the building has been deemed safe for occupancy by city officials.

FIRE EMERGENCY PROCEDURES

Report any fire to the Fire Department by calling 911 (Do Not assume someone else has or will) and your supervisor.

DO report any fire to your Supervisor and the Police Department; report location, size and type of fire.

DO know the location of the fire extinguishers in your area.

DO know the location of stairs (front and back).

DO NOT PANIC. Remain calm and listen for instructions.

DO NOT open hot doors. Before opening any door, touch it near the top to see if it is hot. A fire on the other side will blast through an opening with tremendous force and heat.

DO NOT break windows to vent smoke. Falling glass is a serious threat to pedestrians and firemen.

DO exactly what you are requested by your supervisor.

DO NOT become a spectator, head away from the problem area.

Leave building and go to the staging area at the Jo Daviess County Sheriff's Department.

CIVIL DISTURBANCE

In the event of a riot or public disturbance, your supervisor will lock all outside doors. You will then be instructed regarding evacuation procedures.

UNTIL YOU ARE EVACUATED:

Stay away from windows.

Avoid verbal or physical encounters with the rioters.

DO NOT make statements to the press or news media.

BOMB THREAT

If a bomb threat is received, it will likely come through the Police Department phones, although any employee could receive such a call.

IF YOU RECEIVE A BOMB THREAT:

Try to obtain as much information as possible. (Exhibit A-“Bomb Threat Checklist” shows data you will be asked for by the authorities.) Write it down IMMEDIATELY.

Report the incident to your supervisor. They will notify the proper authorities that will coordinate the search and evacuation, if required.

If you discover the bomb, it should not be touched, moved or jarred in any way. Evacuate the area immediately and inform your supervisor. If an explosion occurs, remain calm and follow instructions given by your supervisor.

Render aid to the injured if necessary.

Evacuate building in the event of any explosion.

SUDDEN VIOLENCE

In the event of an outbreak of sudden violence such as a shooting, stabbing or hostage taking, or the threat of sudden violence such as an armed subject, evacuate the building as quickly and as calmly as possible. REMEMBER: PANIC CAUSES CONFUSION.

Assist the injured if possible.

Call 911 to notify the Police and Ambulance Services if possible.

Give Police description of subject or subjects.

Give description of weapon or weapons involved.

Advise who was injured, who has been taken hostage and why, if known.

If you are a witness stay with the Police, at your staging area.

EXHIBIT A

BOMB THREAT CHECKLIST

When is bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is you name?

EXACT WORDING OF THE THREAT:

Sex of the Caller: _____ Race: _____ Age: _____

Number at which call is received: _____ Length of Call: _____

Time: _____ Date: _____

Callers Voice:

_____ Calm _____ Nasal _____ Angry _____ Stutter _____ Excited _____ Lisp
_____ Slow _____ Raspy _____ Rapid _____ Deep _____ Soft _____ Ragged
_____ Loud _____ Crying _____ Normal _____ Distinct _____ Slurred _____ Familiar
_____ Accent _____ Whispered _____ Laughter _____ Clearing Throat
_____ Deep Breathing _____ Cracking Voice

Is the voice familiar, who did it sound like? _____

Back-round Sounds:

_____ Street Noises _____ Factory Machinery _____ Crockery _____ Voices
_____ Animal Noises _____ PA System _____ Long Distance _____ House Noises
_____ Office Machinery _____ Music _____ Clear _____ Static _____ Local Call
_____ Phone Booth Other: _____

Threat Language:

_____ Well Spoken _____ Incoherent _____ Taped _____ Foul _____ Irrational
(Educated)
_____ Message Read By Threat Maker REMARKS: _____

6.9 Employee Purchasing and Selling Policy

A. PURPOSE

The City of Galena periodically adopts ordinances declaring property that is no longer useful or needed by the city as surplus property. Typically, surplus property is advertised for sale to the general public and sealed bids for the property are solicited. The city seeks to sell surplus items to the highest bidder. In an effort to avoid the appearance of impropriety and the appearance of unfair bidding practices, the city seeks to restrict employees of the city and their immediate family members from bidding on and purchasing surplus property being sold by the city. To the same extent, the city seeks to restrict employees from selling personal property to the city.

B. POLICY

No city employee, her husband, his wife or his/her children shall bid on or purchase any property being sold by the city. Furthermore, no city employee, her husband, his wife or his/her children shall sell any personal property to the city. This policy does not pertain to the sale of property to the city by a business owned or operated by a family member of a city employee provided the sale is made according to the purchasing or bidding requirements of the Galena Code of Ordinances. The City Administrator shall be responsible for administering this policy.

New Employee Checklist

The employee has submitted the following information to the City of Galena:

- Federal W-4
- State W-4
- I-9 Form
- State of Illinois New Hire Reporting
- Health Insurance Forms
- Dental Insurance / Life Insurance Forms
- IMRF Application
- IMRF Beneficiary Form

The employee has received documentation and learned about the following:

- Employee Manual
- Health, Dental & Life Insurance Manuals
- Insurance Savings Account Information
- Sick Bank
- NACO / ING Deferred Compensation
- AFLAC Supplemental Insurance
- Union Dues (if applicable)
- Pre Paid Legal Services
- Supplemental Life Insurance

City of Galena – Employee	City of Galena – Administration
Name _____	Name _____
Signature _____	Signature _____
Date _____	Date _____

Employee Checklist - Moving

The employee has notified the following organizations of the new address:

- City of Galena – Finance Director
- IMRF
- Blue Cross / Blue Shield
- MetLife
- AFLAC (if applicable)
- NACO / ING (if applicable)
- Collective Bargaining Unit (if applicable)
- NCPERS Life Insurance (if applicable)

Employee Checklist – Beneficiary Change / Dependant Change

The employee has notified the following entities of a change of beneficiary:

- City of Galena – Finance Director
- IMRF - Beneficiary Change
- Blue Cross / Blue Shield – Dependant Change
- MetLife – Beneficiary & Dependant Change
- AFLAC (if applicable)
- NACO / ING (if applicable)
- Collective Bargaining Unit (if applicable)
- NCPERS Life Insurance (if applicable)

City of Galena – Employee	City of Galena – Administration
Name _____	Name _____
Signature _____	Signature _____
Date _____	Date _____