



DATE: March 9, 2023

MEMO TO: Gina Roberts, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: (1) Recommend approval of an Ordinance amending Personnel Policies 2.3 – Definition of Employment Status, 2.6 – Personnel Records, 3.3 – Meal Periods and Breaks, 3.4 – Travel Time, 3.5 – Inclement Weather/Emergency Conditions and 4.8 – Leave of Absence Without Pay; and (2) approve amendments to the Procedures Sections for Personnel Policies 2.2 – Affirmative Action, 2.4 – Personnel Recruitment Procedures, 2.5 – Selection of Employees, 2.6 – Personnel Records, 3.6 – Educational Assistance, 4.1 – Paid Holidays, 4.2 – Vacation Leave, and 4.8 – Leave of Absence Without Pay.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: There is no immediate direct financial impact.

BACKGROUND: From time to time, the District amends its Personnel Policies & Procedures. While the Board of Commissioners has authority to amend the Policies, the Finance Committee has authority to amend individual Procedures within the Policies. Staff recommends the attached changes to Sections 2, 3 and 4 of the Personnel Policies & Procedures, which include the following changes:

- 2.2 – Affirmative Action Plan: Amends the procedures by removing the reference to newspaper advertising as the referenced term is used in all job advertising. Also, modifies staff responsibility for administering and coordinating the Plan.
- 2.3 – Definition of Employment Status: Amends the policy to (1) revise the definition of Introductory Employee to align with the Vacation Policy, which grants introductory employees limited vacation during this period, and clarifies what level of sworn officer serves a one-year introductory period; and (2) revises the definition of the remaining classifications to accurately reflect access to benefits.
- 2.4 – Personnel Recruitment Procedures: Amends the procedures to reflect the District’s use of an electronic applicant tracking system rather than a paper application process.
- 2.5 – Selection of Employees: Amends the procedures to reflect the District’s use of an electronic applicant tracking system, as well as the use of an outside Occupational Health Provider for post-offer screenings.
- 2.6 – Personnel Records: Amends the policy to include a statement on legal compliance. Amends the procedures by clarifying the language concerning access to personnel files.
- 3.3 – Meal Periods and Breaks: Amends the policy to conform to legal requirements.

- 3.4 – Travel Time: Amends the policy to conform to legal requirements.
- 3.5 – Inclement Weather/Emergency Conditions: Amends the policy to reflect current practice for approval of benefit time, which is generally the immediate supervisor.
- 3.6 – Educational Assistance: Amends the procedures by clarifying at what point educational assistance needs are assessed and how various aspects of educational assistance are paid by the District.
- 4.1 – Paid Holidays: Amends the procedures to clarify that only non-exempt employees received one and one-half times pay for working a fixed holiday.
- 4.2 – Vacation Leave: Amends the procedure to reflect a change in process, eliminating paper forms for electronic requests. Also removes a two-week advance notice requirement as the District does not require this much advance notice of time off.
- 4.8 – Leave of Absence Without Pay: Changes the Policy title to “Leave of Absence” as some of these leaves allow paid benefit time to be used before the employee goes on unpaid status. Removes reference to an “Education Leave”. Modifies language concerning the length of extended leaves to conform to legal requirements. Removes “Personal Leave” as a type of leave. Cleans up language to be consistent with the Family Medical Leave Act (FMLA) and the Victims’ Economic Security and Safety Act (VESSA).

The recommended amendments also include a number of other clarification/clean-up changes.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Manager of Human Resources & Risk, Corporate Counsel.

MOTION: Motion to (1) recommend approval of an Ordinance amending Personnel Policies 2.3 – Definition of Employment Status, 2.6 – Personnel Records, 3.3 – Meal Periods and Breaks, 3.4 – Travel Time, 3.5 – Inclement Weather/Emergency Conditions and 4.8 – Leave of Absence Without Pay; and (2) approve amendments to the Procedures Sections for Policies 2.2 – Affirmative Action, 2.4 - Personnel Recruitment Procedures, 2.5 – Selection of Employees, 2.6, 3.6 – Educational Assistance, 4.1 – Paid Holidays, 4.2 – Vacation Leave and 4.8, in the form attached to staff’s March 9, 2023 memorandum.

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE AMENDING PERSONNEL POLICIES 2.3 – DEFINITION OF
EMPLOYMENT STATUS, 2.6 - PERSONNEL RECORDS,
3.3 – MEAL PERIODS AND BREAKS, 3.4 – TRAVEL TIME,
3.5 – INCLEMENT WEATHER/EMERGENCY CONDITIONS AND
4.8 – LEAVE OF ABSENCE WITHOUT PAY**

WHEREAS, on March 19, 1976 the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies & Procedures, which have been amended from time to time (the “Policies”); and

WHEREAS, it is in the best interest of the District to (i) amend Personnel Policies 2.3 – Definition of Employment Status, 2.6 – Personnel Records, 3.3 – Meal Periods and Breaks, 3.4 – Travel Time, 3.5 – Inclement Weather/Emergency Conditions and 4.8 – Leave of Absence Without Pay; and

WHEREAS, such amendments to such Policies shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “Amended Policies”);

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Ordinance by this reference.

Section 2: Approval of Amended Policies. The Amended Policies are hereby approved and the Policies are hereby amended to include the Amended Policies.

Section 3: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this ____ day of _____, 2023

AYES:

NAYS:

APPROVED this ____ day of _____, 2023

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary

Exhibit No. ____



2.3 Definition of Employment Status

Effective Date: August 15, 1980

*Revision Date: April 15, 1983, June 14, 1984, June 19, 1987, May 27, 1994, August 21, 1998,
May 19, 2000, June 21, 2002, November 12, 2013, March 15, 2023*

Policy

The following are definitions of employment status:

1. Introductory Employees. The introductory period for a new regular full-time employee, other than a sworn ~~Public Safety employee, Ranger Police Officer~~ is six months. For a full-time sworn ~~Public Safety employee, Ranger Police Officer~~ this period is twelve months. For a regular part-time employee this period may ~~be extended~~ up to twelve months. During this period, the employee has an opportunity to demonstrate proper attitudes and abilities for the position for which employed. An employee may be dismissed or may terminate employment without prior notice or obligation during this period. ~~Employees in their introductory period are not eligible for paid vacation leave. However, they are eligible for all other benefits as provided in these policies and after the introductory period is over, vacation leave will accrue from the date of employment.~~

2. Regular Full-Time Employees. Those employees ~~who have successfully completed their introductory period~~, who work 37.5 or more hours and who maintain continuous employment. Regular full-time employees are eligible for all employee benefits as provided in these policies.

3. Regular Part-Time Employees.

a. Over 1000 hours. Those employees ~~who have successfully completed their introductory period~~, who work less than the standard full-time hours but are budgeted to work more than 1000 hours per year or more, and who maintain continuous employment. These employees are eligible for:

District Medical, Dental, and Vision Insurance, Illinois Municipal Retirement Fund participation, pro-rated holidays, pro-rated sick leave, and pro-rated vacation.

This status will be evaluated each December to determine eligibility for the following calendar year.

b. Under 1000 hours. Those employees ~~who have successfully completed their introductory period~~, who work less than 1000 hours per year, and who maintain continuous employment. These employees are ineligible for benefits.



4. Temporary Employees. Those employees whose service is intended to be less than a year in duration. Temporary employees are ineligible for paid vacation, sick leave and holidays. If anticipated that a temporary employee will work more than 1000 hours per year, they will be subject to Illinois Municipal Retirement Fund participation. If a temporary employee is anticipated to work, on average 40 hours per week, for more than six months but less than 12 months, they will have access to the District's medical insurance plans.

Any employee as categorized above who is not under a written employment agreement of a specific duration is an employee at-will.



2.6 Personnel Records

Effective Date: August 15, 1980

Revision Date: June 14, 1984, January 11, 1985, April 19, 1990, May 27, 1994, June 21, 2002, November 7, 2013, March 15, 2023

Policy

The Administration Department will maintain a personnel record for each employee. An employee's personnel record is limited to information that is relevant to employment and compliant with the law. Requests for information concerning current or former employees are to be referred to the Human Resources Division.



3.3 Meal Periods and Breaks

Effective Date: August 15, 1980

Revision Date: February 20, 1981, May 27, 1994, August 21, 1998, November 12, 2013

Policy

Employees are allowed two fifteen (15) minute paid rest breaks during a normal workday. Employees may not leave their work facility during such periods of rest and can be called back to work at any time.

Department Directors must allow employees working 7.5 hours in a day a meal periods of no less than 30 minutes and no greater than one (1) hour in a normal workday no later than 5 hours into the start of their shift. Employees are not paid for meal periods and employees may leave their work area. Employees assigned to positions requiring full-time attendance or who are "on-duty" status during meals will be paid for them. However, such employees may not be granted more than one-half (1/2) hour for meals and they may not leave their work facility or duty area for meals. This time is to be considered work time and they may be working, called upon or called back to work during such periods of time.

Without prior approval from the Department Director, an employee may not combine rest or meal periods for the purpose of reducing his assigned work schedule.



3.4 Travel Time

Effective Date: August 15, 1980

Revision Date: May 27, 1994, November 12, 2013, March 15, 2023

Policy

In computing hours worked, travel time outside of the scheduled workday shall be compensated only as required by federal or state law. Commuting travel time to and from work is not work time.

Work Performed While Traveling. If work is directly performed while traveling, this time is to be considered time worked.

Travel All in a Day's Work. If the job requires travel during the hours of scheduled work, whether in a District owned vehicle or the employee's vehicle, that time is included as work time. For example, a Ranger Police on patrol or an Environmental Educator who is required to travel from site to site for programs.

Travel Away From Home Exempt Employees. Travel away from home is not to be considered work time beyond scheduled periods of work, unless work is being performed while traveling. For example, travel to and from a training program in Chicago is not travel time. An employee traveling to a meeting or convention away from his/her home should not consider such time as additional hours of work. This shall be true whether a private vehicle or District owned vehicle is used.

Travel to Seminars Hourly (Non-Exempt) Employees. An employee who is sent out of town for one day need not be paid for time spent in traveling from home to the local railroad, bus depot or plane terminal unless that time exceeds their normal commute but must be paid for all other travel time (except for meal periods~~any time spent in eating while traveling~~).

Employees who drive overnight are considered working all the time they are driving.

Where employees travel overnight on business, they must be paid for time spent in travel (except for meal periods) during their normal working hours. Travel time as a passenger on an airplane, train, boat, bus or automobile is outside of regular working hours and is not considered work.



3.5 Inclement Weather/Emergency Conditions

Effective Date: August 15, 1980

Revision Date: May 27, 1994, July 11, 2018, March 15, 2023

Policy

The Executive Director may close any office, department, function, or operation of the District because of inclement weather or an emergency.

When a work site is closed or inaccessible, an alternate work site shall be designated by the Executive Director.

A Department Director or their designee may grant an employee concerned about his personal safety and well-being, personal leave, vacation, floating holiday, compensatory time, or time off without pay in order to leave work early or take the day off.



4.8 Leave of Absence ~~Without Pay~~

Effective Date: August 15, 1980

Revision Date: June 14, 1984, December 5, 1985, June 19, 1987, October 8, 1993, May 27, 1994, August 14, 1998, December 14, 2001, June 21, 2002, October 14, 2005, February 7, 2008, April 9, 2013, July 11, 2018, November 7, 2019, February 6, 2020, May 10, 2022

Policy

Regular full-time and regular part-time employees may request a leave of absence ~~without pay~~ for Extended Medical Leave, ~~Educational Leave~~, time off under the Family and Medical Leave Act and its provisions for Military Family Leave (“FMLA”), ~~Personal Leave~~, School Visits, and Victims’ Economic Security, and Safety law (“VESSA”).

The eligibility for, and the duration of, a leave of absence ~~without pay~~ vary with the nature of the leave, and in most cases are set by law, as described below. The District believes that a balance must be struck between the need for a leave of absence, the scheduling requirements of the organization, and the essential job function of regular attendance.

Accordingly, no extended medical leave will be granted on an open-ended basis, and a definite period of time must be specified; however, extensions of definite time periods will be reviewed on a case-by-case basis. In determining the feasibility of continuing time off for extended medical leave, the District will take into account the employee’s exhaustion of FMLA leave, ~~and in the absence of extraordinary circumstances no extended medical leave may exceed six (6) months, including time taken under the FMLA.~~

Employees granted leave under the FMLA, including Military Family Leave, and under the state VESSA law, are guaranteed employment by the District in the same position or an equivalent position, to the extent required by those laws. If, at the end of an extended leave beyond the legally job-protected leave, the employee’s position is no longer available, the employee will be offered a comparable position, if such a position arises within one (1) year of the expiration of the leave. Any employee that refuses re-employment in the same position or a comparable position loses their re-employment rights under this section.

The Department Director, with Executive Director approval, may fill a position vacated by an employee through leave of absence with a temporary employee. One of the conditions of the status of this temporary placement is that when an incumbent returns from their leave of absence, the services of the temporary employee will no longer be required. However, should the duration of absence from an extended medical leave be such that it is untenable to continue to hold the position open, the District reserves the right to fill the vacant position on a permanent basis.



2.2 Affirmative Action Plan

Effective Date: August 15, 1980

Revision Date: June 14, 1984, October 14, 2005, November 12, 2013, March 9, 2023

Procedure

1. Recruitment. We will consider qualified minority and female applicants for vacancies in all job classifications in conjunction with our established policy of advancement and promotion from within on the basis of individual qualifications, potential and job performance.
 - a. Public employment offices will be advised of our equal employment policy and will be urged to refer qualified minority group and female applicants to us as the need arises.
 - b. When advertising ~~in newspapers~~, we will use the term "Equal Opportunity Employer" in all such employment advertisements.
2. Job Placement and Promotions. We will provide promotional and ~~upgrading-development~~ opportunities to all qualified minority and female employees by the following action:
 - a. During performance reviews, communicate policy of promotion of qualified employees to minority and female employees.
 - b. Brief supervisors at all levels of management that the District is committed to utilization of all candidates for promotions from within.
 - c. Review objectively all qualifications of all candidates for promotions from within.
3. Training and Development.
 - a. All training and educational programs conducted on the job will be reviewed periodically to be certain that all personnel, including minority group and female personnel, are given equal employment opportunity to participate in these programs.
 - b. All District supported or sponsored training seminars for supervisors ~~or~~ will be available for minority and female supervisors and they will be encouraged to participate.
4. Compensation and Employee Benefits. We will pay all personnel fairly according to their job classification. District supported benefit programs for employees will be made equally available to all employees.
5. Working Conditions and Facilities. ~~None of our facilities will be segregated.~~ Our facilities are intended to be inclusive and collaborative environments.



6. Reduction in Force and Termination. Whenever necessary to reduce our work force, reductions and recalls to work will be made without regard to minority or female status. When it becomes necessary to terminate any employee or reduce the workforce, such termination will be ~~for cause~~ without discrimination due to female or minority status.

7. Communication of EEO Policies. The District will take appropriate steps to insure that all personnel ~~are aware~~know of our sincere desire to support and take affirmative action toward providing equal employment opportunity such as the following:
 - a. Bulletin board showing official EEOC Poster and EEOE policy
 - b. Employee handbook
 - c. Policy Manual
 - d. Employee training
 - e. Supervisory staff training

8. Affirmative Action Program Coordinator. The Manager of Human Resources and Risk ~~Director of Administration~~ is designated as the District Equal Employment Opportunity Policy Coordinator. This Manager ~~Director~~ will be given appropriate authority and responsibility to administer and coordinate this program. This official will coordinate the efforts of all managerial and supervisory personnel.

Management in the District has a responsibility of being aware of the District's responsibilities in this critical area and in working with personnel in its successful completion of this Plan.



2.4 Personnel Recruitment Procedures

Effective Date: August 15, 1980

Revision Date: May 27, 1994, November 7, 2013, March 9, 2023

Procedure

1. The Department Director must notify the Director of Administration of the need to fill a vacancy and ~~supply complete the appropriate~~ position opening ~~paperwork process through the applicant tracking system.~~
2. To insure that the policy of Equal Employment Oppportunity is part of the recruitment process the Human Resources Division will prepare an Employment Opportunity Notice and post the notice in selected locations throughout the County and internally at various District facilities. Human Resources will notify the State Employment Service of position vacancies.
3. If an employee from another department is selected to fill the vacancy, at least two (2) weeks' notice will be given to the Director of the transferring employee. Arrangements for an adequate transition period shall be made to avoid a serious disruption of work.
4. The Human Resources Division will place advertising in the media for position vacancies. If a similar position becomes vacant within six months of a recruitment, or one year for Ranger Police positions, applications received for the first recruitment may be considered to fill the position without recruiting additional candidates with approval of the Director of Administration.
5. In difficult recruitment markets, the Director of Administration may, with the concurrence of the Finance Committee, 1) designate a referral bonus to be paid to existing employees for a successful new employee referral and 2) designate a signing bonus for prospective employees. The application of any referral or signing bonus must be reviewed annually.
- ~~6. Human Resources will notify the State Employment Service of position vacancies.~~
- ~~67.~~ Employment agencies may be utilized for recruitment if approved by the Finance Committee.
- ~~78.~~ All applicants for employment will be referred to the Administration Department. If there is an opening for a position in which the applicant is interested, ~~he they~~ may complete an employment application. ~~Resumes may be accepted, but all applications must be on an approved District Employment Application. All application materials including cover letters and resumes, must be submitted online through the District's Applicant Tracking System.~~



9. Current employees wishing to apply for an externally posted vacancy ~~should also be referred to the Administration Department to fill out an employment application~~ must apply through the District's Online Applicant Tracking System.



2.5 Selection of Employees

Effective Date: August 15, 1980

Revision Date: May 27, 1994, June 21, 2002, November 12, 2013, January 9, 2014, March 9, 2023

Procedure

Applicants for employment will be screened by the Human Resource Division before being interviewed. An applicant for employment or a current employee seeking transfer or promotion, who is a family member of an employee will be considered on the basis of their qualifications, subject to the provisions of this Procedure. Such an applicant or employee must disclose their relationship to the family member in the written application referred to in the selection process below. An employee shall not attempt to influence the hiring, transfer or promotion of any applicant who is a family member of the employee. The District shall not hire an applicant as an employee if the applicant is a family member of a Commissioner or Department Director, except to the extent authorized by the District's "Ordinance Regulating Ethical Conduct and Political Activities by Elected Officials and Employees." After January 9, 2014, (i) no applicant will be hired for, and (ii) no employee will be transferred or promoted into, a position in which the applicant or employee would supervise, or be supervised by, their family member. "Family member," for purposes of this Procedure, has the same meaning as it has under the District "Ordinance Regulating Ethical Conduct and Political Activities by Elected Officials and Employees."

The selection process for an applicant includes:

1. Submit ~~written~~-on-line application and resume when applicable.
2. Interview.
3. Verify references.
4. Check background and criminal record when applicable.
5. Verify licenses when applicable.
6. Verify educational transcripts and any necessary certificates of training.
7. Administer testing when applicable to ascertain whether the applicant satisfies the necessary job qualifications.
- ~~8. Determine if applicant had previously worked for the District.~~
9. Approval of a Human Resources Action form by the Department Director, Director of Administration and the Executive Director, or their designee, is required before a contingent offer is made.
10. A medical examination and/or drug screen will be scheduled with the District's Occupational Health Provider. ~~conducted to determine fitness for employment. The Human Resource Division shall be responsible for setting up such examinations.~~ This shall be done only after a contingent offer of employment has been extended to and accepted by the applicant and prior to the time a final offer is extended and the applicant starts work.

The Human Resources Division may require one or more of the above for a promotion or transfer.



2.6 Personnel Records

Effective Date: August 15, 1980

Revision Date: June 14, 1984, January 11, 1985, April 19, 1990, May 27, 1994, June 21, 2002, November 7, 2013, March 15, 2023

Procedure

Access to personnel records is restricted. Illinois Statute limits the public record portion of each employee's personnel record to: name, title, job description, department, employment status (i.e. full-time, part-time, leave of absence), and salary. Only authorized staff of the Administration Department will have regular access to the contents of employee personnel records. Department Directors and Forest Preserve Board Members may have occasional access to certain personnel records in order to conduct District business. ~~No~~ Information - other than which is public record - will only be released by the Human Resources Division when unless authorized ~~to do so~~ in writing by an employee. ~~Only or~~ in response to court action with respect to a lawsuit against the District, a subpoena or to regulatory agencies with subpoena power, ~~will the contents of an employee's personnel file be accessed by other individuals.~~

The District will not keep records concerning an employee's associations, political activities, publications, communications or non-employment activities, unless authorized to do so in writing by an employee, with the exception of employee activities during working hours or on District premises ~~that which~~ interfere with an employee's duties, ~~which~~ constitute criminal conduct, ~~and conduct which~~ threatens the District with potential financial liability, or cause potential or actual harm to its property or operations.

Current employees, laid off employees subject to recall, employees on leaves of absence with the right to return to their jobs, or ~~a former employees~~ who has terminated service within the preceding year have the right to review their personnel records at least twice each calendar year at reasonable intervals. Employees may have access to any personnel documents used or intended to be used in determining their qualification for employment, promotion, transfer, pay raises, or in relation to discharge or other disciplinary acts. The inspection of records shall be made in the Human Resources Division in the presence of a Human Resources staff member.

Those records an employee does not have the right to inspect include: letters of reference, any part of a test document other than the employee's test scores, personal information about another individual if disclosure would violate the other person's privacy, any records relevant to any other District employee claim which may be discovered in a judicial proceeding, management planning material, security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the District or cause it financial liability, unless or until the District takes adverse action against the employee based on information in such records.



An employee may request a photocopy, but may not remove any document within the personnel record. Illinois Statute provides that if an employee disagrees with information in their personnel file, they may request removal or correction of the item in question. If the District declines to remove or correct the item, an employee may submit a written statement of their position. This statement shall be attached to the disputed part of the personnel record, and shall be included whenever the disputed record is released to a third party, with no presumption that the District agrees with the employee position statement.

Department Directors may access the employment application, the employee performance appraisal, payroll, benefit and attendance data affecting the department's budget and expenses, and disciplinary actions.

~~Forest Preserve Board Members may access items relevant to committee business and a lawsuit or subpoena when conducting official business as members of authorized committees.~~

In the event of an emergency, the Administration Department will use discretion and good judgment in releasing information normally held to be of a confidential nature. Any variance to the normal procedure will be immediately noted and filed in the personnel folder.

The Human Resource Division will charge a nominal fee for copying an employee's personnel record.



3.6 Educational Assistance

Effective Date: August 15, 1980

Revision Date: October 16, 1981, October 8, 1983, June 14, 1984, August 14, 1998, January 9, 1981, April 14, 2000, June 5, 2000, November 10, 2000, June 21, 2002, November 12, 2013, June 28, 2018, March 9, 2023

Procedure

1. When establishing Employee Performance ~~Appraisals, Goals~~ the Supervisor will assess individual training needs.
 2. To apply for educational assistance, the Educational Assistance Form and other applicable required forms must be completed by the employee and submitted to his Department Director.
 3. The Department Director must review the request to determine whether the tasks of the individual are such that additional expense is necessary to satisfy the goals and objectives of the Department. The Department Director must also determine if funding is available to cover the expenses involved. The Department Director must also review the Policy for Reimbursement of Travel, Meal and Lodging Expenses to ensure the estimated expenses do not exceed the maximums established by that policy. The Department Director will submit the requests exceeding \$100 to the Executive Director for approval.
 4. ~~The Department Director will submit the requests exceeding \$100 to the Executive Director for approval.~~ The Executive Director may authorize, based on the direct benefit to the District, and availability of funds, up to 100% reimbursement for course tuition for work-related education at an approved and accredited educational institution. Registration fees and related expenses for seminars, clinics, conferences, etc., when approved through the educational assistance procedure and consistent with or approved through the Policy for Reimbursement of Travel, Meal and Lodging Expenses, will be paid by the District.
- Reimbursement for certain travel, meal or lodging expenses, including any that exceed the maximums outlined by the Policy for Reimbursement of Travel, Meal and Lodging Expenses can only be approved by a roll call vote at an open meeting of the Board.
5. Employees will be eligible for Educational Assistance for college or degree related course work ~~will be reimbursed~~ once an employee has completed one year of service. Reimbursement for college level courses is to encourage growth and development of staff for the long term and benefit of the District. Therefore, if an employee leaves the District within two years of completing a college level course(s), the employee must repay the District for that course(s).



Course work and study hours will be conducted on the employee's time. However, limited work schedule adjustments may be allowed by the Department Director if they are clearly necessary in ~~his~~their judgment.

An employee must earn a grade of "C" to receive reimbursement, once approval has been given by the Executive Director.

6. The Human Resources Division is to be notified of any education or training received by an employee. Training logs will be maintained as part of the employee's record.



4.1 Paid Holidays

Effective Date: August 15, 1980

Revision Date: February 20, 1981, June 14, 1984, June 19, 1987, June 18, 1993, May 13, 1994, August 14, 1998, April 14, 2000, May 19, 2000, December 14, 2001, June 21, 2002, November 7, 2013, January 14, 2020, September 14, 2021, March 9, 2023

Procedure

1. When an authorized holiday falls on Sunday, the following Monday shall be observed as the holiday. When an authorized holiday falls on Saturday, the preceding Friday shall be observed as the holiday.
2. Employees who observe a religious holiday on days which they normally work should use earned compensatory or floating holiday time, vacation leave or personal leave for such time. If the employee does not have paid leave available such religious holidays may be taken without pay, with the approval of the Executive Director.
3. To be eligible for holiday pay, an employee must have worked or have been on paid authorized leave on the workday before and after the paid holiday.
4. Regular part-time employees who are IMRF eligible shall be compensated for holidays, on a pro-rated basis. The holiday must fall on a day normally scheduled as a workday for regular part-time employees to be eligible for compensation.
5. When a holiday occurs during paid leave, the employee's leave record will reflect that day as a holiday rather than other paid leave.
6. Eligible employees working on a floating holiday will receive one (1) hour of time off for each hour worked. For non-exempt employees, this time will be placed in their compensatory time bank. For exempt employees, this time will be placed in their floating holiday bank. At no time may a floating holiday bank exceed 40 hours.
7. An eligible regular part-time employee working on a fixed holiday will receive one (1) hour of pay for each hour worked in addition to their holiday pay. A regular non-exempt full-time employee required to work on a fixed holiday may receive either 1½ times the rate of pay or 1½ hours of time off for each hour worked.
8. If the employee is covered by a collective bargaining agreement, refer to the agreement for information regarding the payment of holidays.



4.2 Vacation Leave

Effective Date: August 15, 1980

Revision Date: June 19, 1987, May 27, 1994, August 21, 1998, April 14, 2000, June 21, 2002, October 14, 2005, November 7, 2013, July 11, 2018, January 1, 2019, December 9, 2021, March 9, 2023

Procedure

1.
 - a. Regular full-time and part-time employees who work more than one thousand (1,000) hours per year are eligible to accrue vacation leave.
 - b. An employee may take vacation leave as it is accrued, under conditions established by the Department Director, in accordance with this section.
2. Vacation is accrued with each pay period worked by the employee with the exception of introductory full-time employees. An introductory full-time employee will be front-loaded 40 hours of vacation time upon hire. Upon successful completion of the introductory period, the employee will be awarded any additional time they would have accrued and will begin accruing time in accordance with this policy. A regular part-time employee may accrue annually no more vacation leave than the amount of vacation leave that a regular full-time employee in the same service-years category may accrue (e.g., if a regular full-time employee with one (1) to five (5) years of service may accrue a maximum of (10) days or eighty (80) hours of vacation leave, then a regular part-time employee with one (1) to five (5) years of service also may accrue a maximum of ten (10) days or eighty (80) hours of vacation leave).
3. An employee must submit their Paid Leave Request request for vacation leave to their Department Director or designated manager via District's HRIS System at least two (2) weeks in advance of the commencement of their intended vacation leave. A Department Director may waive this notification in emergency situations when advance notice is impractical. A Department Director/Manager may deny a vacation leave request if it interferes with the efficient and effective operation of the Department or the District or if the employee has exhausted their accrued time off. Vacation leave time should be scheduled so that temporary help or overtime is not required. An employee may take more than ten (10) consecutive working days of vacation leave only if approved by the Executive Director. The Executive Director may take more than ten (10) consecutive working days of vacation leave only if approved by the Board President.
4. At any time, an employee's accrued vacation leave balance cannot exceed two times the vacation leave for which they are eligible. For example, an employee eligible for fifteen (15) days per year of vacation leave would be able to accrue a maximum vacation leave of thirty (30) days.
5. One (1) year of continuous service is defined as twelve (12) months on paid status as a benefit eligible full or part-time employee. Any employee on unpaid approved leave does not accrue vacation leave during the time they are on an unpaid leave.



6. ~~An employee who transfers from one Department to another Department shall retain vacation leave accrued prior to such transfer and remain in continuous service for purposes of earning future vacation leave.~~ When a current County of Lake employee is hired, the employee's prior years of service with the County will be counted when determining the rate at which the employee accrues vacation leave. Vacation leave will not be carried over from the County.

When an employee is hired, the employee's prior years of service may be counted, at the Executive Director's discretion, when determining the rate at which the employee accrues vacation leave. If a new hire is awarded a higher accrual rate, the employee will receive 40 front loaded hours upon hire then an accrual adjustment reflective of their earning rate ~~upon~~ upon successful completion of their introductory period.

7. Upon termination of an employee, all unused and accumulated vacation leave as of the date of the employee's termination will be paid to the employee on their final paycheck.



4.8 Leave of Absence ~~Without Pay~~

Effective Date: August 15, 1980

Revision Date: June 14, 1984, December 5, 1985, June 19, 1987, October 8, 1993, May 27, 1994, August 14, 1998, December 14, 2001, June 21, 2002, October 14, 2005, February 7, 2008, April 9, 2013, July 11, 2018, November 7, 2019, February 6, 2020, May 10, 2022, March 15, 2023

Procedure

Extended Medical Leave

1. To be eligible for an extended medical leave of absence related to an employee’s own illness/injury without pay, an employee must have used all of their accrued ~~sick leave~~ benefit time or have applied for and be receiving disability payments under the Illinois Municipal Retirement Fund (IMRF) and exhausted all FMLA time (if applicable).

The employee must request an extended medical leave on an Unpaid Leave Request form. The employee must attach to this request a statement from a physician certifying the nature, extent and probable period of illness or disability. The District may require, at its expense, its own examining physician conduct a physical examination to determine the nature and extent of illness or disability. No extended medical leave will be granted on an open-ended basis. A physician’s formal indication of a probable return to work date is a condition to the granting of this leave.

2. An extended medical leave must be approved by ~~the Human Resource Division, Department Director, Director of Administration,~~ the Human Resource Division, Department Director, and the Executive Director.
3. ~~No accumulative extended medical leaves may total six months, including FMLA leave, unless extraordinary circumstances arise.~~
4. ~~Law Enforcement Officers. A law enforcement officer who suffers any injury in the line of duty which causes him them to be unable to perform his their duties shall continue to be paid by the District on the same basis as before the injury without deduction from sick leave, compensatory time or vacation leave for as long as the injury lasts, but no longer than one (1) year. The employee may not receive any compensation from any other employer or he they forfeits his their rights to disability payments. The employee receives service credits for this period under the SLEP program and he they must remit any compensation for loss of time to the Administration Department within fifteen (15) calendar days after receipt of the payment. The request for disability payments under this part must be approved by the Department Director and the Director of Administration. The Director of Administration may order an examination by a District designated physician, at District expense, before approving such a disability payment. The physician~~



~~shall determine the nature and extent of the disability. The Director of Administration may also order periodic medical examinations by a District designated physician to determine eligibility for continuing payments.~~

~~5.3.~~ The Director of Administration shall require a statement from the employee's physician upon their request to return to work to ensure that they are able to perform the duties required.

~~6.4.~~ An employee on extended medical leave of absence does not accrue vacation leave or sick leave for the period of the unpaid leave of absence. An employee will be retained on the health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that they made to the plan before taking leave within thirty (30) days of invoice. Failure to pay the employee portion of the health insurance premiums may result in loss of coverage.

If an employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the extended medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing their job or to circumstances beyond the employee's control.

~~5.~~ Law Enforcement Officers. A law enforcement officer who suffers any injury in the line of duty which causes them to be unable to perform their duties shall continue to be paid by the District on the same basis as before the injury without deduction from sick leave, compensatory time or vacation leave for as long as the injury lasts, but no longer than one (1) year. During the leave, tThe employee may not receive any compensation from any other employer or they -forfeit their rights to disability payments:paid leave The employee receives service credits for this period under the SLEP program and they must remit any compensation for loss of time to the Administration Department within fifteen (15) calendar days after receipt of the payment. The request for paid leave disability payments under this part must be approved by the Department Director and the Director of Administration. The Director of Administration may order an examination by a District designated physician, at District expense, before approving such a disability payment:paid leave. The physician shall determine the nature and extent of the disability:leave. The Director of Administration may also order periodic medical examinations by a District designated physician to determine eligibility for continuing payments.

Family and Medical Leave.

1. Employees who have been employed for at least one (1) year, and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave as regulations permit. An employee must first use all of their accrued paid vacation, sick, or personal leave and the remainder of the leave period will consist of unpaid leave. If the employee qualifies for IMRF disability payments, the employee will not be required to use



their paid benefit time once they satisfy IMRF’s waiting period. If the employee stops receiving IMRF disability payments while still on Family Medical Leave, the employee will then be required to use any available benefit time for the remainder of the leave. If the employee does not have benefit time available, the leave will be unpaid.

Spouses who are both employed by the District and eligible for FMLA leave will be limited to a combined total of 12 weeks of FMLA leave during any 12-month period if the leave is taken for birth of the employee’s child or the care for a child after birth or placement with the employee for adoption or foster care or to care for the employee’s parent with a serious health condition.

12-Month Period Defined.

A Family and Medical (FMLA) leave of up to twelve (12) weeks (twenty-six (26) weeks to care for a designated family member undergoing treatment for or recovering from a serious injury or illness that occurred while on active duty in the Armed Forces) may occur in the twelve (12) month period measured backward from the date the employee used FMLA previously. This is a “rolling” twelve (12)-month period. Each time an employee takes FMLA, the amount of FMLA still available to them is the leave time not taken during the past twelve (12) months.

2. Reasons for Leave. During any twelve (12) month period eligible employees may be granted a total of twelve (12) weeks of combined unpaid family leave and paid vacation, sick, and personal leave for the following reasons:

1. the birth of the employee's child and in order to care for the child within one year of birth;
2. the placement of a child with the employee for adoption or foster care within one year of placement;
~~(The entitlement to leave for the birth or placement of a child for adoption or foster care expires twelve (12) months after the date of the birth or placement.)~~
3. to care for a spouse, child or parent who has a serious health condition; ~~or~~
4. an employee's own serious health condition that makes the employee unable to perform the essential functions of their job; or;
5. due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the US Armed forces.



During any twelve (12) month period eligible employees may be granted a total of twenty-six (26) weeks of combined unpaid family leave and paid vacation, sick, and personal leave to care for a spouse, son, daughter, parent or nearest blood relative undergoing medical treatment for, or recovering from, a serious injury or illness that occurred while on active duty in the US Armed Forces.

3. Application for Leave. An employee must submit a Family/Medical Leave Request to the Human Resources Division. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. The application for leave must be submitted at least thirty (30) calendar days before the leave is to begin. If leave is to begin in less than thirty (30) calendar days, an employee must give notice to their immediate supervisor and to the Human Resources Division as soon as the necessity for the leave arises.
4. Medical Certification of Leave. An application for leave based on the serious health condition of the employee, employee's spouse, child or parent must also be accompanied by a Medical Certification Statement completed by the applicable health care provider. With respect to family military leave, this certification is also required for care of a nearest blood relative.
5. Benefits Coverage During Leave. An employee will be retained on the health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that they made to the plan before taking leave. Failure to pay the health insurance premiums within 30 days of invoice may result in loss of coverage.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the family leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing their job or to circumstances beyond the employee's control.

6. Return To Employment. Upon return from leave an employee will return to their former position or be placed in an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.
7. Modification of Leave. An employee who requests to modify their original FMLA request due to the continuation, recurrence or onset of their own serious health condition or of the serious health condition of the employee's spouse, child or parent, must submit a request for the modification, in writing, to the Human Resources Division. This written request should be made as soon as the employee realizes that they will not be able to return at the expiration of the leave period.



8. An employee on family and medical leave does not accrue vacation leave or sick leave for the portion of the leave that is an unpaid leave.

Personal Leave:

- ~~1. At the employee's option, vacation leave, and compensatory time may be used for personal obligations requiring leave of absence for a longer duration than the personal leave provided in Section 4.7.~~
- ~~2. The employee must request personal leave without pay under provisions of this section on a Unpaid Leave Request for leave in excess of accrued paid time off.~~
- ~~3. Personal leave under this section or extensions thereof must be approved by the Department Director, Director of Administration, and the Executive Director.~~
- ~~4. An employee on personal leave does not accrue vacation leave or sick leave for the period of the unpaid leave of absence. Such employees may continue medical and dental group insurance coverage and life insurance coverage, but only where the employee pays the total cost of such participation while on unpaid leave of absence. Such employees continue IMRF participation according to rules and requirements established by IMRF. This leave is never granted with a return date left open. If manpower requirements demand it the employee's position is subject to permanent replacement should the agreed upon duration of the leave be extended without District approval.~~

School Visits.

Employees are allowed up to eight hours leave to visit their children's schools during the school year. An employee may take up to four hours of school visitation leave in one day. The leave may be taken if the employee has exhausted all accrued vacation, compensatory, or personal leave. A written request for leave must be submitted at least seven calendar days in advance to the Human Resources Division. In emergency situations, the employee shall provide notice to their supervisor within 24-hours prior to their absence or, if 24 hours is not practical in light of the timing or nature of the emergency, within such time period as is practical.

Victims' Economic Security and Safety Act (VESSA) Leave

1. An employee who is a victim of domestic violence, sexual assault, gender violence, or any other crime of violence or who has a family or household member who is a victim of domestic violence, sexual assault, gender violence, or any other crime of violence, may receive up to twelve (12) weeks of unpaid leave per twelve (12) month rolling time period



for the following reasons:

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

The 12-month "rolling" time period is determined by measuring backwards from the date the employee is placed on leave. In determining eligibility and how much VESSA leave an employee may be entitled to, the District will subtract any VESSA time that the employee used during the preceding twelve months from the 12-week entitlement.

The definition of "family or household member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household. ~~spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers.~~

Time off under VESSA is unpaid unless the employee has benefit time available, and chooses to use that benefit time during their leave. Employees on unpaid VESSA leave accrue no benefit time. If the employee qualifies for IMRF disability payments, the employee may use these benefits once they satisfy IMRF's waiting period. If the employee stops receiving IMRF disability payments while still on VESSA leave, the leave will be unpaid.

2. Eligibility Requirements. The employee must provide Human Resources with certification that (1) the employee or the employee's family or household member is a victim of domestic violence, sexual assault, gender violence or any other crime of



violence, (2) the leave is for one of the reasons permitted under VESSA (see preceding paragraph). The employee must provide a sworn statement and one of the following:

1. Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance or;
2. police or court record or;
3. other corroborating evidence.

All employees are eligible to apply for VESSA leave, including part-time and introductory employees.

3. Applying for VESSA Leave. Unless it is impractical to do so, the employee must provide Human Resources with at least 48 hours advance notice, of the intent to take VESSA leave. To apply for VESSA leave, the employee should bring the sworn statement and certifying documents (see above) to Human Resources and request and complete a time off request form.

If advance notice is not possible, the employee must provide the sworn statement and application for VESSA leave within a reasonable period of time, which in most cases will not exceed five (5) calendar days after leave is requested or the employee is tentatively placed on VESSA leave. The remaining certifying documents must be provided within fifteen (15) calendar days after leave is requested, or the employee is tentatively placed on VESSA leave, whichever occurs first. Once on leave, the employee is expected to remain in regular contact with Human Resources and give periodic updates.

An employee who is eligible or who appears to be eligible for VESSA leave may be placed on VESSA leave by the District even if the employee has not applied for such leave.

4. Intermittent VESSA Leave. Employees may take VESSA leave on an intermittent basis or on a reduced work schedule. Employees needing intermittent leave must attempt to schedule their leave so as to not disrupt the District's operations. The employee's Director may temporarily assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent schedule. The employee's intermittent VESSA leave will be unpaid unless they choose to use accrued benefit time.
5. Reasonable Accommodation. Accommodations will be made in a timely fashion and exigent circumstances will be considered in determining if the accommodation is reasonable. An example of a workplace accommodation is "assistance in documenting domestic violence, sexual assault, gender violence or any other crime of violence that occurs at the workplace or in work-related settings".



6. Benefits Coverage During Leave. While on VESSA leave, employees who are participants in the District's health plan will remain covered, under the same conditions that applied before the leave began. During the leave, the employee must continue to make the same contributions that they made to the plan before the leave began, and failure of the employee to pay their share of the health insurance premiums may result in loss of coverage.

7. Reinstatement. Any employee who takes VESSA leave is entitled to be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.