



northbrook

**EMPLOYEE**  
**HANDBOOK**

Effective Date  
January 1, 2024

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# **SECTION 1**

## **Introduction**

Approved by Northbrook Village Board of Trustees

December 12, 2023

Resolution No. 23-209

## Section 1: Introduction

The Village of Northbrook is committed to providing a sense of belonging to all employees, to fostering a work environment of mutual trust, respect and dignity among all employees. The Village is committed to fostering an organizational culture which places the utmost value on excellence, ethics and professionalism in public service. In order to achieve these goals, the Village relies upon employees who treat each other and customers with the utmost professionalism and respect, who care about their jobs and the manner in which they perform their jobs, value teamwork and take pride in their contributions to the Village's work. Employees are encouraged to ask questions and offer suggestions for the improvement of any area of the Village's services. Questions and suggestions may be directed to your supervisor, department director or the Village Manager at any time.

The Village's Employee Handbook (the "Handbook") contains policies and procedures that are important for all Village employees to read carefully and understand. This Handbook supersedes all previous versions of employee handbooks, personnel policies and memorandums that may have been issued in the past on the subjects covered in the Handbook.

As an employee of the Village, you are responsible for familiarizing yourself with the policies and procedures contained in the Handbook, and to keep a copy for future reference. If you have questions regarding anything in the Handbook, please contact your supervisor, department director, or the Village Manager's Office. Your supervisor, department director or the Village Manager's Office will be happy to assist you or answer any questions that you might have. To support the Village's efforts to communicate important information regarding the employment relationship, you will be required to sign, upon hire and from time to time, a statement acknowledging receipt and notice of this Handbook.

Though the Handbook includes a substantial number of policies and procedures, it is important for you to remember the following:

- The Handbook is not intended to address every aspect of your employment relationship with the Village – there may be situations or circumstances that arise that are not directly addressed in the Handbook. If that occurs, the Handbook will be used as a guide to the greatest extent possible.
- Periodically, laws and regulations that the Village is required to comply with may change. When such changes require a change in policy, the Village will notify employees as soon as possible.
- This Handbook is not a contract and is not intended to be a contract. The contents of this Handbook should also not be interpreted as a contract in any manner whatsoever.
- The Village may at any time change, supplement or terminate policies, procedures and benefits described in the Handbook, with or without prior notice.
- Departments may establish standard operating procedures or working regulations which supplement this Handbook.
- Your employment with the Village is at-will. This means that the Village has the right to terminate your employment at any time, with or without cause or advanced notice, and you have the same right.
- Violation of rules, policies and procedures contained in this Handbook will result in disciplinary action, up to and including termination of employment, based on the

circumstances. There is no requirement that employees be warned or suspended before termination.

## Authority of the Handbook

The Village of Northbrook operates under the council-manager form of municipal government as established by Article 5 of the Illinois Municipal Code (65 ILCS 5/5-1-1), as the same may, from time to time, be amended with the Village Manager serving as the executive officer and head of the administrative branch of the Village. In this office, the Village Manager is responsible for the administration of policies and procedures established in this Handbook. This responsibility and authority, however, may be primarily delegated to the Village Manager's designee(s).

The purpose of this Handbook is not to create any sort of contract of employment. Rather, the purpose is to set forth the Village's present personnel policies, procedures, rules and regulations. These policies, procedures, rules and regulations may, and likely will be changed from time to time as the Village deems appropriate. No representative of the Village, other than the Village Board of Trustees through a formal public action may enter into any agreement on behalf of the Village.

## Compliance with Local Laws

The policies of this Handbook apply to all Village employees. However, sworn members of the Police and Fire Departments are also subject to the rules and regulations of the Board of Fire and Police Commissioners, as well as provisions of Illinois statutes governing sworn police and fire employees. While the Village believes that this Handbook complies with all such laws, to the extent there is a conflict between the terms of this Handbook and requirements imposed by any applicable law or ordinance, the Village will fully comply with the law or ordinance to the extent legally required. Additionally, Village departments may establish working regulations and operating procedures to supplement the policies set forth in this Handbook subject to approval of the Village Manager.

## Compliance with Collective Bargaining Agreements

Certain employees of the Village are represented for purposes of collective bargaining by a union. Terms and conditions of employment for employees within a bargaining unit can also be found in their applicable union contract, also known as a "collective bargaining agreement." The policies and benefits described in this Handbook apply to both union and non-union employees. However, in the event that there is a direct conflict between the information contained in this Handbook and in the terms of a collective bargaining agreement, the provisions of the collective bargaining agreement will control. In addition, this Handbook is not intended to and does not confer any benefits, compensation, or rights of any kind to union-represented employees that are greater than or extend beyond those required by the collective bargaining agreement.

## Definitions

**Administrative Leave:** A non-disciplinary leave of absence with or without pay granted in unique circumstances by the Village Manager or their designee.

**Allocation:** The establishment of a position in a department budget.

**Anniversary Date:** The date (day and month) an employee begins employment with the Village. The effective date of any salary increase or decrease shall also constitute the employee anniversary date for such increase or decrease.

**Appointing Authority:** The officer, individual or entity given authority by Village ordinance or state statute to appoint or remove an employee or member from their position or office.

**Appointment:** An accepted offer to a person of a position of employment, on either a full-time or part-time basis.

**Base Pay:** Each employee shall receive base pay in accordance with his/her respective position classification within the Salary Classification System. Only base pay is included within the pay range. The Village Manager or designee shall be responsible for the administration and interpretation of the Pay Plan and shall set base salaries for all employees within the limits of the Salary Classification System. Base pay shall not exceed the maximum hourly or annualized salary range. In the event the employees hourly or annualized salary range exceed the maximum as a result of a COLA, the amount above the maximum will be paid as a lump sum payment (a one-time bonus) at the start of the fiscal year. Base pay does not include longevity pay.

**Base Pay Adjustments:** Base pay adjustments shall be approved by the Village Manager based upon the Department Director's recommendations.

**Call Out Pay:** Compensation paid to employees who are called out to work during off-duty hours. Extending the workday at either the beginning or end of a work shift is not considered a call-out.

**Class:** One or more positions similar in respect to assigned work duties and responsibilities that the same class title may be reasonably and fairly used to designate each position allocated to the class, that the same or similar minimum education and work experience qualifications may be required and that the same pay range may apply.

**Classification:** The assignment of a position to an appropriate class on the basis of type, difficulty, and responsibility of work performed.

**Class Series:** A number of classes or positions which are similar as to the types of work involved and differ only in rank as determined by the importance of the duties, degree of responsibility involved and the amount of training and experience required. Such classes constitute a series.

**Class Specifications:** A written statement of the characteristics, duties, responsibilities and qualification requirements that distinguish a specific class from other classes.

**Class Title:** The name assigned to a class.

**Communications Procedure:** A disagreement relating to employment and working conditions or relating to relationships between an employee and their supervisor or other employees.

**Continuous Employment:** The time from original hire date to the current date of employment excluding the calendar days when an employee is absent without leave or when an employee is under suspension. An employee who returns to work following a resignation or a discharge shall be considered as a new employee and previous employment will not be considered a part of continuous employment.

**Court Time Pay:** Compensation paid to employees who are required to appear in court in connection with employment duty assignment when the appearance is during off duty hours.

**Demotion:** The movement of an employee from a position in one class to a position in the same or another class having a lower maximum salary rate.

**Department:** A major functional unit of the Village of Northbrook governmental structure.

**Department Director:** The officially appointed head of any department who is directly responsible for the administration of that department, including but not limited to Village Manager, Deputy Village Manager, Police Chief, Fire Chief, Director of Public Works, Chief Financial Officer, Chief Information Officer, and Director of Development and Planning Services.

**Dismissal:** The separation of an employee from employment with or without cause at the Village Manager's discretion.

**Emergency:** A sudden and unforeseen happening that requires the unscheduled service of an employee to protect health, welfare, safety or property of the Village, the community or persons within or near the community.

**Elected Official:** A member of the Board of Trustees as stated in the Village Code. Elected officials are not employees of the Village.

**Eligible:** A person who has successfully met required qualifications for a particular position or a particular benefit.

**Eligibility List:** A list ranking of persons who are qualified for Village employment in order of overall qualification for the respective position. Eligibility lists and the names thereon shall remain valid for one year from date of issuance.

**Employee:** A person who is employed by the Village to a position established in the annual budget and compensated through the official payroll for services provided. Persons paid on a fee basis are not included. Persons may be employed on a full-time or part-time basis, and are further categorized as regular or temporary employees. Part-time and temporary employees are not eligible for employment benefits provided to full-time employees except as expressly provided in this Handbook.

**Employee and/or Position Reclassification:** An employee and/or position may be re-classified by the Village Manager to a higher or lower position classification to properly reflect assigned duties and responsibilities. Such change may ordinarily be considered as a part of the annual budget process.

**Examination:** The process of testing, evaluating and investigating the job-related skills, abilities and qualifications of applicants and employees.

**Exempt Employee:** Employees who, based on duties performed and manner of compensation, are exempt from the minimum-wage and overtime provisions of federal and state laws. Exempt employees do not receive overtime pay and they generally receive the same weekly salary regardless of hours worked.

**Full-Time Employee:** An employee who is regularly scheduled to work 37.5, 40 or more hours per week or work period throughout the entire calendar year in a position that is budgeted for a full year.

**Holiday:** The 24-hour period starting at 12:01 a.m. and ending at 11:59 p.m. of a day observed by the Village as a holiday.

**Immediate Family:** Includes an employee's spouse, parent, child, or sibling.

**Initial Base Pay:** Employees shall normally be appointed at the minimum pay range level for the corresponding position classification. However, the Village Manager shall have authority to establish initial base pay at any salary level within the pay range authorized for the position classification.

**Introductory Period Employee:** Employees who have worked less than six months, or less than the period of time for which their introductory period has been extended [up to an additional six months] and who will be eligible for regular status upon successful completion of their introductory period. Introductory period employees may be terminated without cause at any time during the introductory period. The introductory period employee shall have no right to notice, hearing or appeal of such termination by the Village

**Introductory Period Increase:** A one step pay increase granted to a regular employee who has satisfactorily completed the initial and any extended initial introductory period.

**Introductory Period:** A test period during which a regular employee, duly appointed or promoted, is required to demonstrate their abilities by actual performance of the duties of the position to which they are appointed or promoted.

**Lay Off:** The separation of an employee(s) made necessary by lack of work or funds or other reasons. The employment relationship shall be terminated for all purposes if the employee is laid off.

**Longevity Pay:** Compensation paid to employees according to length of continuous full-time service in addition to base pay.

**Merit Pay Increase:** An increase in pay as established in the pay plan which may be granted to an employee for meritorious service based on recommendation of the supervisor and approval of the Village Manager.

**Minor:** A person under the age of 18.

**Non-Exempt Employee:** Employees who, based on duties performed and manner of compensation, are subject to all minimum-wage and overtime provisions under federal and state laws. Non-exempt employees receive overtime pay for hours worked over 40 in a work week and they generally are paid an hourly rate.

**Overtime:** Authorized time worked in a workweek by a non-exempt employee in excess of the number of hours of work comprising the employee's standard work week.

**Part-Time Employee:** An employee who works a regular schedule that is less than a standard full-time work schedule in positions that are budgeted for a full year.

**Pay Grade:** The identifying number for a single rate or a range or pay rate as established in the pay plan.

**Pay Period:** Employees are paid on the 15th day and last day of each month. If either of these days occurs on a holiday or weekend, the pay date occurs prior.

**Pay Plan:** The official schedule of pay approved by the Board of Trustees via the annual budget process applicable for employees not represented by a labor union.

**Pay Reduction:** A decrease in pay. A pay reduction may result from demotion or reallocation of a position to a lower grade.

**Per Diem:** The maximum dollar amount per day per employee that the Village will reimburse for actual food costs, including gratuity, related to approved travel and training. The Village will not reimburse the cost of alcoholic beverages.

**Performance Evaluation:** A written appraisal of the work performance of an employee in terms of actual work requirements.

**Permanent Employee:** A regular employee who has satisfactorily completed the initial and any extended initial introductory period.

**Personnel:** A term to collectively refer to exempt and non-exempt employees.

**Promotion:** The movement of an employee from one position to another position having a higher maximum pay rate.

**Regular Employee:** An employee who is not a temporary employee.

**Reprimand:** A formal disciplinary action designed to advise, caution, admonish or warn an employee and also to lead, guide, direct and instruct the employee in how to correct and avoid repeating a mistake, infraction, deficiency or problem.

**Retirement:** Voluntary action of an employee to withdraw from active employment by the Village, for a reason other than obtaining another full-time regular position with the Village.

**Separation:** The cessation of employment by reason of disqualification, end of temporary assignment, lay-off, resignation, retirement, dismissal or death.

**Shift Worker:** An employee whose normal work day consists of an eight-hour, ten-hour, 12-hour, or 24-hour shift, which is part of an operation or activity conducted 24 hours per day on a year-round or other prolonged basis.

**Supervisor:** An employee having authority to, in the interest of the Village, direct the work efforts of other employees, evaluate their performance, and recommend such actions as hiring, transfer, promotion, discipline and termination.

**Suspension:** A form of discipline or administrative action consisting of relieving an employee from work with or without pay for a period of time.

**Temporary Employee:** An employee who is anticipated to work for a limited period of time (such as a 12-week season, 24-week season, etc.) and may be assigned to work up to 40 hours per week and may not work overtime. Temporary appointments include positions such as crossing guards who have a recurring assignment. A temporary employee in a position for 1,000 hours or less in duration, on either a full-time or part-time basis, is not eligible for benefits.

**Transfer:** The movement of an employee from one department, division or unit of municipal government to another class having the same maximum salary rate, involving the performance of similar duties and requiring essentially the same qualifications.

**Vacancy:** A duly created position which is not occupied and for which funds have been provided.

**Volunteer:** A person who provides services to the Village without compensation.

**Workers' Compensation:** A system established and limited by Illinois state statutes to provide defined benefits respecting covered employees who sustain injury or death by accident, or who contract occupational disease, arising out of and in the course of employment, and who are not willfully negligent at the time of injury.

**Workplace:** The Village's premises including any building, real property and parking areas under the control of the Village or area used by any employee while in the performance of the employee's job duties, and vehicles being used for Village business, whether leased, rented or owned, and any private residences where work is performed or where an employee is present while being paid by the Village.



# **SECTION 2**

## **Employment Practices**

Approved by Northbrook Village Board of Trustees

December 12, 2023

Resolution No. 23-209

## Section 2: Employment Practices

### Equal Employment Opportunity

The Village of Northbrook is committed to providing a workplace that values equal employment opportunity in all aspects of employment including but not limited to recruitment, hiring, compensation, training, promotion, transfer, discipline, termination, and all other employment opportunities and personnel matters. The Village of Northbrook expressly prohibits discrimination against, or in favor of, anyone on the basis of actual or perceived race, color, ethnicity, national origin, religion, age, sex, pregnancy status, sexual orientation, gender identity or expression, order of protection status, marital and/or familial status, mental or physical disability, military status, veteran status, immigration status, or any other status as protected by law. All decisions related to personnel matters and employment opportunities will be based on job-related merits, qualifications, and abilities.

### Americans with Disabilities Act (ADA) and Reasonable Accommodations

Consistent with the Americans with Disabilities Act as amended and related state law, the Village endeavors to make reasonable accommodations for qualified employees or applicants with disabilities unless such accommodations would present an undue hardship for the Village.

Should an employee or applicant believe that they may need a workplace accommodation, the employee should contact Human Resources to request an accommodation. The Village may request the employee/applicant to provide certain information from their health care provider related to their ability to perform the essential job functions, with or without reasonable accommodation.

The Village considers all accommodation requests on a case-by-case basis. The Village may consider factors including, but not limited to, the duration of the accommodation requested, impact of the accommodation requested on other employees in the work group, cost of the accommodation and whether the Village can provide a reasonable accommodation absent undue hardship on the Village.

All medical information will be kept confidential.

In addition to the above, the Village will provide reasonable accommodations for limitations related to pregnancy, childbirth, or related medical conditions, to the extent such accommodation does not pose an undue hardship.

### At-Will Employment Status

Employment with the Village is “at-will” meaning the Village has the right to terminate an employee’s employment at any time, with or without cause or advance notice, and employees have the same right. Violation of any of Village rules, procedures, or policies may result in discipline, up to and including termination. There is no requirement that employees be warned or suspended before being terminated.

### Employee Recruitment, Selection and Appointment

Applicants for original appointment to a position or current employees applying for promotion or lateral movement shall be considered for such positions based on their ability to perform the essential functions of the job. No recruitment shall commence without the Village Manager’s approval.

### ***Application for Employment***

All applicants for Village employment shall follow the instructions as outlined in the job posting. The application/resume shall include complete information relating to the applicant's experience, training, and other relevant qualifications for the position. Consistent with the Village's policy of equal employment opportunity, the Village will not inquire into or require an applicant to disclose salary history. The Village does not reimburse an applicant for travel, lodging, lost wages or related expenses resulting from the application process. Applicants providing false information may be removed from the selection process, have a conditional offer of employment revoked, or be terminated if already employed.

The Village does not accept applications for potential future vacancies. To ensure consideration, applicants are encouraged to directly apply for positions of interest in response to a specific job posting.

### ***Recruitment***

It is the general policy that vacancies will be posted and open to current employees who have successfully completed any applicable introductory period and external applicants concurrently. These postings will typically appear on the Village's website and other applicable recruitment sources. The recruitment process, including the public posting of vacancies, may be altered with the approval of the Village Manager.

In limited circumstances and at the sole discretion of the Village Manager, with the recommendation of the applicable department director, a vacant position may be filled by promotion of a current employee who meets the relevant qualifications for the position without the vacancy being posted.

### ***Citizenship***

Except those positions where federal or state law requires that an employee be a citizen of the United States or the State of Illinois, citizenship is not a prerequisite for initial or continued employment. However, in compliance with Federal law, documentation of eligibility for employment in the United States must be demonstrated through completion of the Employment Eligibility Verification I-9 Form.

### ***Examinations and Testing***

During the selection process for a position, examinations, assessment centers, tests and examples of work are some selection tools that may be used in determining an applicant's qualifications. Such tools may be written, oral, physical, a demonstration of a skill, or a combination thereof.

### ***Candidate Interviews***

Selected candidates for a position may be required to participate in an interview process, which shall cover any relevant subject matter related to a candidate's qualification for the position being sought. Interviews are conducted by a panel consisting of, at minimum, the supervisor and a Human Resources representative.

### ***Conditional Offer of Employment and Background Investigation***

Successful candidates emerging from an evaluation process will be provided with the terms of the Village's offer of employment, conditioned upon successful completion of any required medical examinations and background checks. Conditional written offers shall specify the terms of employment (e.g., starting date, rate of pay, the process for future increase and benefits) and

any requirements to be satisfied (e.g., acquiring a license, certification, or requiring courses of study, etc.) within a given timeframe. Except for safety sensitive positions, a background investigation will be conducted by either the Village or a third party. The investigation may include, but may not be limited to, information bearing on character, general reputation, personal characteristics, and mode of living as well as verification of employment history including job title and employment dates, criminal history, educational degree or certification verification, and, where applicable, driver's license status and driving history. When the position being applied for requires a satisfactory credit history as outlined in the Illinois Employee Credit Privacy Act (820 ILCS 70/1), final candidates may also be subject to a credit history report. In all circumstances the Village will comply with the rights and notification requirements outlined in the federal "Fair Credit Reporting Act." The background investigation for certain positions may require a polygraph examination, and/or fingerprinting, which is used as a tool to verify background information provided by the candidate.

For safety sensitive positions within the Police and Fire departments, at the request of the Northbrook Board of Fire and Police Commissioners, the Police Department, and or Fire Department if appropriate, will conduct a background investigation prior to a conditional offer of employment being extended. Such background investigation may include, but may not be limited to, computer searches, fingerprint database searches and personal interviews. In general, for safety sensitive positions in other departments, the Police Department is not legally able to conduct such an investigation and background investigations would be conducted by outside parties.

### ***Psychological Evaluation***

Candidates for certain positions including, but not limited to, Firefighter, Police Officer and Telecommunicators, are required to submit to and pass a psychological evaluation following a conditional offer of employment.

### ***Drug Screening and Physical***

Final candidates for all positions within the Village are required to submit to and pass a drug screen following their conditional offer employment. If a third-party medical review officer reports a negative or inconclusive drug test finding that qualifies the specimen as diluted or suspicious (e.g. unusual temperature) the Village shall require the candidate to submit to a re-test. A refusal to submit to additional drug testing, shall be treated as a failed result. No one will be hired or re-hired until the individual takes and passes the drug screen. A failed result may lead to the withdrawal of an employment offer.

Final candidates for all positions are also required to pass a physical examination conducted by a Village designated occupational medical health provider following their conditional offer of employment. The physical examination will be based upon the essential functions of the specific position for which a conditional offer was extended. In some cases, certain positions may be exempt from the physical examination portion due to special circumstances such as the shortness in length or term of employment or nature of the physical demands of the position. All such exemptions require the approval of the Village Manager's Office. All employee medical records are kept strictly confidential and are maintained in a centralized and secure location within Village Manager's Office. Employee medical records are only available on a need-to-know basis.

### ***Appointing Authority***

The Village Board is the appointing authority for the Village Manager and volunteer positions on the various boards and commissions. The Board of Fire and Police Commissioners (BFPC) is the appointing authority for sworn positions in the rank of Firefighter and Police Officer and certain sworn positions in higher ranks. The appointment of all other employees is made by the Village Manager.

## **Separation of Employment**

### ***Notice of Separation***

The Village expects an employee who voluntarily resigns or retires from Village employment to give, except in emergency situations, written advance notice of not less than fourteen calendar days to their supervisor or department director. Department directors will notify the Village Manager's Office.

Separation in good standing shall mean that the employee gave the required notice, or that circumstances justified failure to give such notice, and that conduct and work performance were satisfactory.

### ***Separation Date***

An employee's separation date is the last day they received pay for actual hours worked. An employee cannot delay the separation date by the use of vacation time off or other granted, earned or accrued time.

### ***Statement of Pay and Benefits***

The Finance Department will prepare a statement of the employee's final hours worked, and the payment of ancillary benefits. The Village Manager or their designee will review the statement prior to final payment. If possible, the employee may be provided a chance to review this statement prior to the final payment being issued.

### ***Exit Interview***

It is important for the Village to be informed of separating employees' opinions of their employment with the Village. A separating employee may be asked to participate in a confidential interview with the Village Manager or their designee prior to the employee's last day of employment. The exit interview is voluntary, and has no effect on the compensation or the benefits due to an employee. The exit interview will be scheduled after the Village has received written notice of separation from the employee.

### ***Return of Village Property***

An employee who is separating employment from Village service is responsible for the return of all Village property, including but not limited to personal protective equipment and fobs, Village-issued technology such as iPhones, iPads, charges, USB drives, and identity tokens, Village-issued credit cards, identification, keys, records and uniforms in their possession. Village property must be returned on or prior to the employee's last day of employment. All Village property shall be returned to the employee's supervisor or department director who is required to return all property to Human Resources (or a record of the return of all property as applicable). Failure to return property may remove the employee's good standing and necessitate Village action for recovery.

## **Residency**

With the exception of the Village Manager, employees are not required to reside in the Village of Northbrook. While residency is not required, all employees are encouraged to seek residency in the Village of Northbrook for greater convenience and ownership in the community.

Individual Village departments, with prior approval from the Village Manager, may establish work rules which require certain employees to reside within a specified distance from the work place to ensure reasonable response times for call back work.

## **Performance Evaluations**

The Village will be instituting a revised performance evaluation process applicable to all employees. When the process is finalized, this Handbook may be amended accordingly.

## **Promotion or Employment of Relatives**

Relatives of elected or appointed Village officials are disqualified from employment with the Village. Relatives of Village employees will only be considered for employment if the employment is consistent with the guidelines below:

- Positions where the BFPC is the hiring authority; or
- The employment opportunity is in a department different from the relative; or
- The employment of a relative would not create an actual conflict of interest or the appearance of a conflict of interest based on the nature and responsibilities of the open position in the sole determination of the Village Manager.

If employment of an immediate family member exists, or is later established (e.g. marriage), the employees must disclose the relationship to their department director or Human Resources. If an actual or potential conflict arises, the Village Manager and the appropriate department director(s) will work to resolve the conflict by conciliation, which may include transfer or other appropriate action, including potential separation of employment. These situations will be resolved on a case-by-case basis.

## **Employment of Elected Officials**

Due to potential actual or perceived conflicts of interest, the Village will not consider an application for employment of any elected Village official, or individual who appears on an election ballot within the Village, while they are in office or for one year after they leave office, unless otherwise provided by law.

## **Requests for Employee Information**

The Village often receives inquiries from third parties requesting various information regarding current or former employees. In the event of such an inquiry, it is generally the Village's policy to limit its response to confirm position title, final salary, and dates of employment. However, there may be circumstances when additional information is released under the following circumstances:

- When the employee has specifically authorized in writing the release of information;
- When the Village is legally obligated to provide the information;
- When information is needed by vendors which are or may be providing health benefits to employees when disclosure is authorized under the Village's HIPAA policy.

If current or former employees to identify their current or former supervisors and/or co-workers as references on applications for employment or to request letters of recommendations. While the Village supports current and former employees in their efforts to achieve their career goals, such references and/or letters of recommendation that an employee may elect to provide in their personal capacity shall not be considered to be issued on behalf of the Village. If an employee being asked to serve as a reference is uncomfortable responding to the request or if the feedback regarding the employee is sensitive in nature, they should contact the Village Manager's Office for guidance.

There is certain employment information under the Freedom of Information Act (FOIA) and the Personnel Record Review Act that the Village is obligated to release. In the event discipline is released to a third party, the respective employee will be notified in accordance with the requirements outlined in the relevant statutes.

### **Consumer Reports and Fingerprinting**

In compliance with the employee notice and consent provisions of the Fair Credit Reporting Act, the Village may at any time request a consumer report in connection with your employment with the Village. This report from a consumer-reporting agency may include information bearing on your character, general reputation, personal characteristics, and mode of living. In certain circumstances, the Village may limit the consumer report to driving records and verification of a valid Commercial Driver's License (CDL) available from the Illinois Secretary of State.

In addition, the Village's insurance company may also request a consumer report on an employee. This report may be limited to driving records available from the Illinois Secretary of State. The purpose of this request is for business insurance underwriting purposes. The insurance company is not the employer or prospective employer, and does not make any employment decisions related to Village employees.

Certain positions require access to information generated through the Law Enforcement Automated Data System (LEADS). In order to gain access to this information, employees must become LEADS certified and submit to fingerprinting by the Police Department. In addition, employees holding sworn fire and police positions must submit to fingerprinting by the Police Department and have their fingerprints furnished to the Illinois State Police and Federal Bureau of Investigation.

### **Outside Employment**

Employees may be permitted to accept additional jobs outside of their employment with the Village if certain criteria are met. An employee unable to perform all of their essential job functions who is working in a limited capacity with the Village or on a leave of absence is not permitted to work outside employment. Employees seeking or engaging in outside employment must request in writing on a form established by the Village written approval to work outside employment from their department director. Such request must be made annually to ensure there are no conflicts with the duties of their Village held position. Such approval will be maintained in the employee's personnel file, and may be revoked at any time in the Village's discretion. Generally, employees may be permitted to engage in secondary employment if all three of the following conditions are met:

1. The job presents no conflict with Village working hours;
2. The employee's efficiency is not impaired as a result of the other job; and



3. There is no conflict of interest between the employee's Village position and the outside job.

Under no circumstances shall an employee conduct outside employment work while on duty in their Village position or on Village property (even when on a lunch break, or prior to the start or end of their work day, for example). Employees shall not use Village resources, including technology resources, office supplies, etc. to engage in outside employment. Employees may be called upon to assist during Village emergencies, and outside employment should not prevent the employee from assisting during such an emergency.

Any employee on leave who accepts other employment without the written approval of the Village Manager will be subject to dismissal.

Approval of outside employment may be denied or revoked, including but not limited to if the employee is, or appears to be, using their Village position to influence outside employment or the nature of employment brings disfavor on the employee or the Village.

### **Whistleblower Reporting and Anti-Retaliation**

The Village is committed to maintaining a work environment free of retaliation against those who report, testify about, or participate in investigations regarding alleged improper governmental activities as required by Section 4.1 of the Public Officer Prohibited Activities Act (50 ILCS 105/4.1, et seq.).

The Village will not tolerate retaliation against employees based on the employee's reporting of alleged improper governmental activities against Village employees or independent contractors by anyone, including the Village, any agent or representative of the Village, or another employee contractor.

**WHO IS COVERED:** Anyone employed by the Village, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. Independent contractors and members of appointed boards or commissions, such as the Village's Pension Boards, and Board of Fire and Police Commissioners, whether or not paid. Further, this policy covers persons who have been terminated because of any report or complaint submitted under this policy.

The Village will provide a copy of this policy upon hire and on an annual basis.

**WHAT IS COVERED:** Any retaliation, or threat of retaliation, made against a Village employee or independent contractor based on the employees' reporting, testifying, or participating in an investigation involving alleged improper governmental activities.

The term "improper governmental action" includes any action by a unit of local government employee, an appointed member of a board, commission or committee, or an elected official of the unit of local government that is undertaken in violation of federal, State or local government law or rule; is an abuse of authority; violates the public's trust or expectation of such individual's conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds.

"Improper governmental action" does not include a unit of local government's personnel actions, including, but not limited to, employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment,



performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation. Retaliation, in this context, means retaliatory action that results from an employee's protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

### ***Procedures for Reporting Improper Governmental Action***

If an employee or contractor believes that they have witnessed improper governmental action, as defined above, the employee or contractor must submit a written report of the improper governmental action to the Auditing Official, which has been designated below.

If an employee or contractor believes that they have been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper governmental action, the employee or contractor must report such alleged retaliation to the Auditing Official in writing within 60 days of notice of the alleged retaliatory action taking place.

The Auditing Official may transfer the complaint to another auditing official, including the Cook County State's Attorney, if they determine that is appropriate. If the Auditing Official is the subject of the complaint, the complainant may file the complaint with any Cook County State's Attorney.

### ***Investigation of Complaint of Improper Governmental Action or Retaliation***

The Auditing Official will keep the identity of the complainant confidential to the extent allowed by law. The complainant may waive confidentiality in writing.

The Auditing Official shall investigate the complaint promptly and thoroughly, and conclude whether the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation, occurred or did not occur.

The investigation by the Auditing Official may include interviews of the complainant and witnesses, interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint, inspection of documentation (in written, printed or electronic format) relevant to the complaint, take any other appropriate measures to ensure that the complaint has been thoroughly investigated, and make a determination whether the complaint does or does not have merit.

### ***Auditing Official Determination and Remedial Action if Necessary***

If the Auditing Official determines that the complaint has no merit, the Auditing Official can dismiss the complaint.

The Auditing Official may impose discipline for inappropriate conduct that violates this policy without regard to whether the conduct constitutes a violation of the law. Corrective action may include a fine of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

The Auditing Official may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will not suffice, the Auditing Official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make

the employee whole. Further, the Auditing Official is also responsible for taking appropriate remedial measures if a complaint is determined to be false, fraudulent or submitted for purposes other than reporting improper governmental activities.

### ***Designation of Auditing Official***

The Village Manager is designated as the Village's Auditing Official, whose duties are to receive, register, and investigate complaints and information concerning misconduct, inefficiency, and waste within the Village based on the prohibitions set forth in this Whistleblower Protections Policy. The Village Manager can be reached by email at Village@northbrook.il.us. The Deputy Village Manager will serve as the alternate Auditing Official in the event that the Village Manager is unable or unavailable to serve.

### **Child Protection Policy**

The following responsibilities and procedures of the Village have been developed and implemented in order to provide personal safety and protection of all minors that utilize facilities, resources or participate in programs that are sponsored by the Village. This policy is designed to prevent child abuse and sexual misconduct to minors while in Village-sponsored programs or activities and to establish clear guidelines as how to respond effectively to allegations of sexual misconduct involving children and minors, whether such misconduct was committed by Village personnel or others.

Village employees, elected officials, volunteers and agents are expected to prevent child abuse or sexual misconduct to minors by preventing situations where situations of abuse may occur. A minimum of one staff plus a guardian, volunteer, or second staff member must be present at all times for all programs involving minors. Staff is prohibited from being with a single child or being in a situation where they cannot be readily observed by other staff.

### ***Reporting Suspected Child Abuse or Sexual Misconduct***

Any employee, elected official, volunteer, or agent of the Village who, within their professional capacity, suspects a situation of child abuse or sexual misconduct shall report the suspected abuse or misconduct according to the following procedures:

- All employees, elected officials, volunteers, and agents of the Village who, during the course of their official duties, become aware of a specific complaint for allegation of child abuse or sexual misconduct or suspect a case of child abuse or sexual misconduct must immediately make an official report to the local law enforcement agency. The local law enforcement agency will be responsible for conducting an inclusive investigation of the allegation in accordance with the Illinois Abused and Neglected Child Reporting Act and the Criminal Code of the State of Illinois.
- In addition to notifying DCFS and/or law enforcement, the Police Chief will be notified by employees, elected officials, volunteers, and agents of the Village of Northbrook of all allegations of child abuse or sexual misconduct involving an employee, elected official, volunteer, or agent who was acting in the official capacity of the Village of Northbrook at the time of the abuse or sexual misconduct.
- Upon notification of an allegation of child abuse or sexual misconduct against an employee or volunteer, the individual involved in the alleged incident will be immediately relieved of all responsibilities that involve minors pending the investigation.
- The Police Chief will be responsible to respond to all immediate inquiries, make all appropriate notifications and maintain appropriate levels of confidentiality.

# **SECTION 3**

## **Administrative Policies**

Approved by Northbrook Village Board of Trustees

December 12, 2023

Resolution No. 23-209

## Section 3: Administrative Policies

### Confidentiality

The Village must maintain the confidentiality of various records and information. All employees are strictly prohibited from using, copying, or disclosing confidential information, except as necessary to perform their job duties for the Village. Confidential information may include, but not be limited to, all business and financial records or information regarding the Village; information or records regarding any of its past or present employees; correspondence or contracts with any manufacturer, distributor, vendor, or other entity; operating policies or procedures of the Village; credit card information including credit card number, expiration date, cardholder name and address; tax identification numbers including social security numbers, business identification numbers, and employer identification numbers; payroll information including paychecks and pay stubs; personal information belonging to a customer, employee, or contractor including date of birth, address, phone number, maiden name, and name; and other records to the fullest extent permitted by law. All employees are expected to comply strictly with this policy both during and after their employment with the Village.

### Code of Ethics

All employees and elected officials shall observe all rules and standards described in the Village's Code of Ethics to avoid conflicts between their individual private interest and their employment with the Village. All employees shall comply with these rules, and are responsible for reading the Village's Code of Ethics, and staying informed and current with any revisions or amendments to the Code which may be approved by the Board of Trustees. Ignorance of the Village's Code of Ethics will not be a defense to discipline imposed for a violation of the Code. See Article III Division 2 of the Municipal Code for the complete Code of Ethics. Where the provisions of this policy conflict with the Northbrook Municipal Code or State law, the more restrictive provision shall apply.

No individual shall receive financial or other gain because of their role as a public employee of the Village beyond that provided as compensation by the Village. No private party or tax payer, including public officials, Village employees or their families, shall receive any benefits from Village action, beyond that which is available to any other private party or tax payer.

Complementing the Village's ethics ordinance, the Village has established policies related to ethical conduct of employees, including the following:

- No employee shall engage in any private business activity or employment that creates a conflict of interest with the full discharge of their official duties, or which interferes in any way with the full discharge of their official duties.
- No employee shall represent any private action or proceeding taken against the Village in court. For example, if an employee is a licensed attorney practicing zoning law, that employee cannot serve as the attorney representing a land owner in a legal proceeding involving the Village in a zoning dispute.
- While in the Village's employ, no employee shall solicit, negotiate for or promise to accept employment with any person, firm or corporation that is directly or indirectly involved with the performance of Village service or that may affect their official actions.

- An employee who has a direct interest in any legislation before the Village Board must publicly disclose such interest if they participate or plan to participate in any discussion before the Village Board, and such information will be kept on the official record.
- No employee shall use, request or permit the use of Village owned vehicles, equipment, materials, data, intellectual property, or property for personal profit.
- No employee shall perform or participate in an official act with regard to a transaction or contract in which the employee has or knows they will thereafter acquire an interest unless they first make public disclosure of the nature and extent of such interest.
- No employee shall engage in private employment with or render services for any private person who has business transactions with any public body of the Village or County Zoning Board of Appeals for land lying within one and one-half miles of the Village, unless prior full public disclosure of the nature and extent of such employment or services has been made and such employment situation is approved in writing by the Village Manager.
- No employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the Village or use such information to advance the interests of the employee or their family members.
- No employee shall appear on behalf of any private person or business entity, other than themselves or a minor dependent before any Village agency, board, committee or commission.

In addition, the Illinois General Assembly adopted a resolution regarding public employee ethics, as House Concurrent Resolution 175 in the Second Session of the 85th Congress. It applies to all government employees and office holders. Principles included in the resolution include:

- Put loyalty to the highest moral principles and country above loyalty to persons, party or government department.
- Uphold the Constitution, laws and legal regulations of the United States and all governments therein, and never be a party to their evasion.
- Give a full day's work for a full day's pay; perform duties with best effort and thought.
- Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for money paid or not; and never accept, for themselves or their family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of their governmental duties.
- Make no private promises of any kind that are binding upon the duties of the government or office, since a government employee cannot make private promises that are binding on public duty.
- Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of their government duties.
- Never use any information coming to them confidentially in performance of their government job duties as a means for making personal or private profit.
- Expose corruption wherever discovered.
- Uphold these principles, bearing in mind that public office and employment is a public trust.

### ***Gifts***

No employee, spouse, or immediate family member living with the employee shall accept from any prohibited source any present or future gift, favor, service or thing of value. A 'prohibited source' is defined as any person or entity (i) seeking official action by the Village, (ii) doing business or seeking to do business with the Village, (iii) conducting activities regulated by the Village or (iv) having interests that may be substantially affected by the performance or non-performance of a Village employee's official duties. However, an employee shall be permitted to accept the following gifts, favors, services or things of value from a prohibited source:

- Food items provided that such items are shared among all Village employees;
- Subject to prior approval by the Village Manager, outings, meals and travel for a specific Village business purpose (e.g., a visit to a vendor site to evaluate a product); and
- Subject to prior approval by the Village Manager, outings that are open to general populations of Village employees may be accepted (e.g., bargaining unit golf outings, picnics honoring public safety employees).

### ***Employees as Vendors***

When the Village purchases goods or services with or without a formal bidding process, Village employees may not participate.

### ***Statement of Economic Interest***

Certain Village employees are required to file an annual Statement of Economic Interest in accordance with 5 ILCS 420/4A et seq. Employees should refer to the applicable Illinois statutes for the current definition of who must file and procedures for doing so. Filing remains the ultimate responsibility of the individual employee.

### ***Local Government Employee's Political Rights***

The political rights of Village employees are acknowledged consistent with the State of Illinois Local Governmental Employees Political Rights Act (50 ILCS 135). Political rights shall include, without limitation, the following political activities: to petition; to make public speeches; to campaign for or against political candidates; to speak out on questions of public policy; to distribute political literature; to make campaign contributions; and to seek public office.

In exercising these rights, you are not permitted to portray your own beliefs as those of the Village, and you are not permitted to portray yourself as speaking on behalf of the Village without permission to do so. You cannot use your official position of employment with the Village to coerce or inhibit others in the free exercise of their political rights. You are prohibited from engaging in any political activity while at work or on duty, or while using Village resources (which may include, but are not limited to work time, office supplies, computers, telephones, office equipment, etc.).

Examples of prohibited conduct while on paid time include, but are not limited to, the following:

- Displaying political candidate or campaign materials in non-public work stations or work areas;
- Distributing political candidate or campaign materials in non-public work stations or work areas;
- Soliciting support or money for political candidates;
- Wearing shirts, buttons or other items advocating political candidates while in non-public work areas;

- Using the Village's computing devices to create or disseminate political material.

If you see prohibited conduct while at work or on assigned duty, inform your supervisor or the Village Manager's Office.

Village Hall is an early voting location, and as such, Section 17-29 of the Illinois Election Code prohibits any person from electioneering or soliciting votes or engaging in any political discussion within any polling place, or within 100 feet of any polling place. The Election Code also prohibits any person from interrupting, hindering or opposing any voter while he or she approaches within those areas for the purpose of voting.

## **Employee Records**

All employee Personnel Files, are maintained by Human Resources, in the Village Manager's Office and consist of the Personnel File, the Confidential Medical File, and Workers Compensation File. The Employee Personnel File includes data such as name, address, telephone number, title of position held, department to which assigned, compensation, and change in employment status. Records will also include information relative to disciplinary actions, awards, performance evaluations, and other personnel records deemed important.

If you wish to review your personnel records or obtain a copy of your personnel records, you may do so by requesting to review your records or copy your records as provided under the Illinois Personnel Record Review Act. You may submit a request to review your personnel records in writing to Human Resources by email. Viewing of the file shall take place within a Village-owned office, and in the presence of an individual appointed by the Village to maintain the files. Records will be for official use only. Unauthorized dissemination of information from an employee's personnel file will be subject to disciplinary action, up to and including termination.

## ***Change of Dependents or Marital Status***

Any change in dependents (i.e., through birth, adoption, change in custody) or marital status (i.e., marriage, divorce, civil union) must be reported in the BS&A Self-Service Portal within 30 calendar days of the occurrence. Failure to report changes within 30 calendar days may result in the loss of health care benefits of the dependent and/or spouse. If timely notification of dependent and spousal changes is not made, the employee will have to wait for the next open enrollment period to properly enroll dependent(s). The Village highly recommends employees who experience life events review their beneficiaries of all life insurance, investments, and pension benefits at that time.

## ***Change of Address and Phone Number***

Following any change of home address or phone number, an employee must promptly update their information in the BS&A Self-Service Portal. This update in information will be verified by Human Resources, who will also inform the employee's department director. Employees are responsible for updating and verifying their contact information for their respective benefits, including but not limited to life insurance, pension and ICMA-RC, and their emergency contact information.

## **Employee Appearance and Attire**

Employees represent the Village in their interactions with members of the public, and it is important to portray appropriate professionalism in both appearance and dress in accordance with the working conditions of job classifications and workplace safety requirements.



All employees are required to maintain a clean, well-groomed appearance in conjunction with the position they hold, suitable for the work they perform. Supervisors are responsible for monitoring employees' dress, personal appearance and hygiene, and will discuss the subject of personal appearance, dress or hygiene with the employee if the employee's personal appearance, dress or hygiene does not positively reflect the Village. If necessary, supervisors may require that an employee leave work to remedy their personal appearance, dress or hygiene.

Individual job classifications/positions may be subject to uniform requirements, provided by the employee or in some cases the Village. When a job classification/position does not require a uniform, the employee provides their own work attire subject to the requirements provided herein.

### ***Positions Requiring Uniforms***

Employees whose positions require uniforms are responsible for reporting to work in a clean, well-maintained uniform, including uniform footwear, and complying with all uniform requirements and specifications.

Employees may not be photographed outside of work in their uniform for the purpose of promoting, commenting or representing a product, cause or for advocacy in any manner. Subject to department director approval, employees may be photographed while at work in their uniform for the purpose of promoting, commenting or representing a product, cause or for appropriate advocacy.

### ***Positions Not Requiring Uniforms***

Employees whose positions do not require uniforms are responsible for reporting to work in clean, well-maintained clothing, including footwear, which meets all dress code requirements and specifications noted herein.

Employees are entrusted with maintaining appearance and dress that is appropriate for their day. To that end, employees may choose among business, business casual, or casual attire, based on the employee's anticipated day and attire that is appropriate in that situation.

Business attire includes collared long sleeve shirts, matching suit jacket and pants/skirts, often with a tie/scarf. Business casual may include collared short-sleeve shirts, sweaters, slacks/skirts and Village logo apparel. Casual attire is clothing that is informal and comfortable, yet clean and professional. Casual attire is inclusive of jeans which are in good condition (no holes) and tops that may include causal button downs/sweaters.

In any of the above categories, some types of clothing are not permitted including but not limited to: shorts, short skirts, tank tops, tube tops or similarly strapless tops/dresses, bottoms which are commonly considered athletic style leggings, sweatpants, joggers and clothing or garments that are unclean, stained, made of transparent material, torn, ripped, worn or tattered. To the extent permissible by law, clothing and garments may not contain slogans, images, advertisements, statements, or logos except in the case of logos that are small symbol/name embroidery of the clothing brand; official local government logos including that of a department, the Village, the Library, Park District, School Districts; a collective bargaining unit which represents the employee(s), universities or academic institutions; or sports franchises (unless such logos are deemed to violate the Village's anti-harassment policy).



In regards to footwear, shoes are required to be worn in the workplace at all times. Shoes should be designed to protect feet from heat and cold, wet and slippery surfaces, and falling objects. Prohibited footwear includes slippers, flip flops – regardless of material, and swim shoes.

Employees whose work requires safety-toed shoes under OSHA regulations, and/or employees working at outdoor job sites, construction sites, or performing building inspection are required to wear steel-toed or composite-toed safety footwear at all times while performing such work. Exceptions to this requirement may only be made in writing by Human Resources with recommendation of the employee's department director.

Employees may be granted exceptions to the dress code by Human Resources with recommendation of the department director, based on job assignments or operational needs. If you believe that you need an exception to the dress code, contact your immediate supervisor.

Exceptions to this policy will be made to accommodate religious beliefs to the fullest extent of the law.

### **Smoke Free Workplace**

The Village complies with the Smoke-Free Illinois Act, which requires that Village buildings and vehicles are smoke-free. Employees are prohibited from using tobacco products (whether cigarettes, cigars, chewing tobacco or other products) or e-cigarettes/electronic smoking devices while on duty, except during designated break times in designated smoking areas outside of Village buildings and vehicles.

### **Drug Free Workplace, Alcohol and Controlled Substance Testing**

The Village of Northbrook is committed to maintaining a workplace free of alcohol, cannabis, and illicit drug possession, use, influence and their effects in compliance with Section 5(a)(1) of the Occupational Safety and Health Act and with the state and federal Drug Free Workplace Acts.

This Policy applies to all employees while on-the-job, whether or not on-the premises, or when subject to call with 24 hours' notice (note some employees may always be subject to call) and to situations where an employee's off-the-job and off-the-premises conduct impacts or impairs work performance, or undermines public confidence in, or harms the reputation of, the Village.

All Village employees must report to work fit for duty and must perform their assigned duties competently and efficiently, without negligence or impaired judgment, and in a manner that does not jeopardize the health and safety of themselves, their fellow employees, or the public.

### **Definitions**

For the purposes of this Policy, the following definitions shall apply:

**Accident** - an unplanned, unexpected and unintended event involving at least one employee which occurs in the workplace, or which involves Village property, personal or real, motor vehicles or equipment or motor vehicles or equipment being used for Village business, and which results in:

1. a fatality; and/or
2. bodily injury requiring medical treatment; and/or
3. any vehicular incident; and/or

4. other property damage in excess of \$3,000.

**Alcohol** - liquid that is the intoxicating agent in fermented and distilled liquors. It includes, but is not limited to, beer, wine and liquor.

**Cannabis** — marijuana, hashish, cannabis-infused products as listed in the Cannabis Control Act, the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130/1) and the Cannabis Regulation and Tax Act.

**Drug or Controlled Substance** - any controlled substance listed in the Illinois Controlled Substances Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act. Among other substances, the prohibitions in this policy include narcotics (heroin, morphine, opiates, etc.), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, "designer drugs", etc.), any drug which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages, or any other intoxicating substance.

**Drug and or Cannabis Paraphernalia** - any item which is primarily intended or designed for use in administering, transferring, manufacturing, using, or storing a drug or cannabis.

**Positive Alcohol Test** - blood, breath, urine, or other test that establishes the presence of alcohol.

**Positive Alcohol/Cannabis/Drug Test** - blood, breath, hair, urine, or other test that establishes the presence of cannabis or cannabis metabolite, a drug or drug metabolite, including use of a prescription drug without a prescription; abuse of any over the counter drug; the presence of alcohol.

**Reasonable Suspicion** - When there is reasonable suspicion that an employee is under the influence of a drug, cannabis and/or alcohol in violation of this Policy. "Reasonable suspicion" includes, but is not limited to:

1. observable incidents, such as observation of or the apparent use, possession, distribution, dispensation, sale or storage of drugs, cannabis or alcohol, or observation of the symptoms of being under the influence of drugs, cannabis or alcohol;
2. the smell of alcohol or cannabis;
3. abnormal, careless, erratic, irrational, or aberrant behavior, and/or deteriorating work performance including, but not limited to, frequent absenteeism, excessive tardiness, reduced productivity, slurred speech, recurrent accidents, which is inconsistent with previous performance and/or may be symptomatic of being under the influence of drugs, cannabis or alcohol and which do not necessarily appear to be attributable to factors other than drug, cannabis or alcohol use;
4. violations of safety or work rules which are determined by a supervisor or manager to pose a risk of physical injury or property damage, which violations may be symptomatic of being under the influence of drugs, cannabis or alcohol and which do not necessarily appear to be attributable to factors other than drug, cannabis or alcohol use; or,
5. behavior on the part of an employee which may have caused or contributed to an accident, which behavior may be symptomatic of being under the influence of drugs, cannabis or alcohol and which does not necessarily appear to be attributable to factors other than drug, cannabis or alcohol use.

**Test** - a blood, urine, breath, hair, or other test to determine the presence of drugs, cannabis, drug and/or cannabis metabolites, and/or alcohol presence and level.

### **Prohibitions**

To ensure a safe, healthful and productive work environment for all employees, the following conduct is prohibited:

1. Being impaired by or under the influence of alcohol, cannabis and/or a drug in the workplace, on duty, or during working hours.
2. Use (i.e., actual consumption), possession, manufacture, distribution, dispensation, sale or storage of cannabis and/or a drug in the workplace or during working hours including the use of medically prescribed cannabis in the workplace or being under the influence of cannabis by employees who may be deemed to be Registered Qualified Patients under the Compassionate Use of Cannabis Act (410 ILCS 130/1).
3. For employees in safety sensitive positions as well as employees required by job description to possess driver's license or a commercial driver's license (subject to Federal Department of Transportation regulations), both on duty and off duty use of drugs and cannabis is prohibited by the Village. The employee must abide by the requirements of their driver's license. The prohibition of on duty and off duty use applies to all employees who whose duties implicate public safety and who, if undertaking any task under the influence of cannabis would constitute negligence, professional malpractice or professional misconduct.
4. Use (i.e., actual consumption), manufacture, distribution, dispensation, or sale of alcohol in the workplace or during working hours. An exception to this prohibition may be made on certain limited occasions whereby, following a resolution by the Village Board or as approved by the Village Manager, alcoholic beverages may be served on Village premises and in compliance with the local liquor codes. In such an instance, however, an employee should not become impaired by or under the influence of alcohol.
5. Use, possession, manufacture, distribution, dispensation, sale or storage of drugs and or cannabis paraphernalia in the workplace, excluding that possession, dispensation or storage lawfully undertaken by Police and Fire personnel in the official performance of their duties in accordance with the general orders of the respective Chief.
6. Use, possession, manufacture, distribution, dispensation, sale, or storage of a drug outside the workplace, and not during working hours, that adversely affects the employee's performance or adversely affects the Village in any way.
7. Switching, adulterating or committing any other misconduct pertaining to any blood, breath, urine, or other test sample requested under this Policy.
8. Refusing to submit to a blood, breath, urine, or other test requested under this Policy.
9. Disclosure of information other than on a need-to-know basis regarding testing referrals, testing results, or treatment referrals.

### **Reporting Requirement**

It is the responsibility of the employee to report to their supervisor prior to the beginning of their shift of any prescription drugs that have been prescribed for them by a physician, which could alter their behavior or impair their ability to perform work safely. If the employee finds that their behavior or ability to perform work safely has been compromised, they are to report this to a supervisor immediately. Failure to report the impact or potential impact of prescription drugs on an employee's ability to safely perform their job duties could subject the employee to discipline.

Any employee of the Village convicted of a violation of any federal or state criminal statute involving the manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace must notify the Village no later than five calendar days after such conviction, which is defined to include a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

### ***Use of Prescribed Medication or Over-The-Counter Medication***

Any employee who is taking prescription or non-prescription medicine is required to notify their immediate supervisor if the product information or doctor or pharmacist warnings indicate that the substance may be expected to impair the employee's performance. Any precautions that should be taken as a result of the drug's use (i.e., should not drive or operate equipment, should avoid exposure to the sun, etc.) are to be furnished to the supervisor as well. The Village will evaluate the effect on the individual's performance and take appropriate measures to ensure that the employee can safely perform their job duties.

### ***Testing***

The Village may require that employees be tested in the following circumstances:

- Reasonable Suspicion Testing: An employee may be required to submit to an alcohol, cannabis, and/or drug test who is suspected of being impaired by or under the influence of a drug, including cannabis, and/or alcohol in violation of this Policy based on a good faith belief of two supervisors that an employee's behavior or conduct indicates that the employee is impaired or that they are unable to safely and effectively perform the functions of their job or that they are exhibiting deteriorated or negative work performance.
- Government Required Testing: Employees will be required to submit to drug, including cannabis and/or alcohol tests required by state, federal or local government regulations but is generally a 13 panel test.
- Random Testing: Employees in certain designated positions may be required to participate in a random testing pool as a condition of employment in accordance with provisions of state or federal law, a labor contract and/or particular policy but is generally a 13 panel test.

Employees ordered to take a drug, including cannabis and/or alcohol test for reasonable suspicion shall be driven to the testing facility by a member of supervision. Employees ordered to take an alcohol and/or drug test, including cannabis, shall be allowed to return to work if a negative result is obtained. Employees testing positive and those tested for substances that require a period of time for analysis shall arrange for a ride home and shall not be eligible to return to work until a negative test result is obtained. Drug tests shall be conducted by a licensed independent medical laboratory, which will follow testing standards consistent with those required by the US Department of Transportation.

- Specimens shall be collected and retained in a manner that preserves the integrity of the sample and the chain of custody.
- Any alcohol test shall be by means of a State certified breath testing instrument operated by a State certified operator.
- Any positive blood or urine drug test, including cannabis, screening shall be verified by appropriate confirmation testing.

- Whenever a specimen is collected, a second specimen shall be retained at the testing laboratory for a possible confirmation test at the lab of the employee's choice and at the employee's expense. An employee shall have the right to test the split sample within 72 hours of notice of a positive test result using a SAMHAS certified laboratory of their choice at the employee's expense.
- Before any test is administered, the employee shall be given the opportunity to identify any prescribed medication and/or over-the-counter medication taken in the last two weeks and the prescribing physician if any.

A refusal to submit to testing will be treated as a positive drug and/or alcohol result.

### ***Disciplinary Action***

Violations of this Policy, including but not limited to the following, may subject an employee to disciplinary action up to and including termination:

1. A positive drug test or a positive alcohol test
2. The use (i.e., actual consumption), possession, manufacture, distribution, sale, or storage of a drug, cannabis, and/or alcohol in the workplace or during working hours
3. The use, possession, manufacture, distribution, dispensation, sale or storage of drug and or cannabis paraphernalia in the workplace
4. The use, possession, manufacture, distribution, dispensation, sale or storage of a drug off-duty that adversely affects the employee's performance, relationships at work, or adversely affects the Village and/or its reputation
5. Switching, adulterating or committing any other misconduct pertaining to any testing procedure including but not limited to, blood, breath, urine or other sample requested under this Policy
6. An employee's refusal to submit to a blood, breath, urine, or other test requested under this Policy
7. Disclosure of information other than on a need-to-know basis regarding testing referrals, testing results, or treatment referrals

### ***Treatment as an Alternative to Termination***

As part of the disciplinary process, and in the Village's sole discretion, the Village may refer an employee to the Employee Assistance Program (EAP) for evaluation and recommended rehabilitation for a violation of this policy as the Village deems appropriate under the individual circumstances. The following provisions will apply to any employee with respect to whom the Village offers referral to the EAP:

1. In case the employee refuses such offer, or if the employee fails to satisfactorily participate in or complete the evaluation process and/or the recommended rehabilitation program, the employee's employment will be terminated.
2. The Village, in its sole discretion, will determine whether the employee may continue working during the referral and/or rehabilitation process.
3. Referred employees may seek evaluation and/or a rehabilitation program by an agency of his/her choice provided the program utilizes qualified substance abuse professionals trained in the handling and treatment of drug and/or alcohol abuse, the employee provides information to the Village such that the Village can evaluate the employee's participation in the program and successful completion in the program, and the program is approved by the Village.

4. Participants in the Village's EAP, or in an outside program, shall be responsible for the costs of such program that are not covered by the employee's health insurance.
5. If a subsequent violation of this policy occurs, the employee's employment will be terminated.

### **Voluntary Request for Assistance**

Employees are encouraged to seek assistance with drug and/or alcohol problems on a voluntary basis before they are found in violation of this Policy. Employees may voluntarily seek help from the Village's Employee Assistance Program (EAP) and/or from treatment/rehabilitation programs not connected with the Village.

An EAP self-referral is voluntary and confidential, an employee will not be subject to disciplinary action for voluntarily seeking EAP help. However, if the Village is currently investigating an employee's conduct that may be prohibited by the Village's policies, that employee may not avoid disciplinary action by seeking EAP help.

### **Workplace Safety**

The Village is committed to providing a safe working environment for all employees. All employees play an important role in maintaining the Village's safe working environment and culture of safety. Employees are expected to conduct themselves in a safe manner and help provide a safe environment for all, including but not limited to coworkers, contractors, guests, and customers. All employees should use tools and equipment for their intended purposes and according to the tool or equipment's instructions, practice safe driving habits and follow the rules of the road, use personal protective equipment as required for the task being performed, and follow all safety rules and regulations. If an employee notices something that they believe is unsafe, they should notify their supervisor immediately or in the event a situation warrants, an employee should call 911 first and then notify their supervisor as soon as practical. Failure to report unsafe conditions or safety concerns can be a serious concern that may subject an employee to discipline. Suggestions or questions regarding safety should be directed to an employee's supervisor or department director.

If an injury or accident occurs while working, the employee must immediately report it to their supervisor or in the event a situation warrants, an employee should call 911 first and then notify their supervisor as soon as practical. The Village reviews all accidents to determine how the accident occurred and steps that it may take in efforts to prevent similar accidents in the future.

### **Workplace Privacy**

All Village buildings, vehicles, systems, equipment, documents, electronic devices, intellectual property, and data, among other things, remain the sole property of the Village of Northbrook. Such space, furnishings, documents, vehicles, the worksite and related property are only to be used for authorized Village purposes, and employees shall have no expectation of privacy from Village access or inspection. From time to time, supervisors, co-workers and other authorized persons may have a legitimate need to enter an employee's worksite, including, but not limited to, offices, work areas, Village vehicles, cabinets, desks, desktop or similar. The entire worksite, including areas assigned to an individual employee, locked property, and workplace areas such as restrooms, is not precluded from search or utilization by other authorized persons as determined by a department director or their designee.

Personal property brought to work by an employee is not exempted from search solely by nature of it being personal property. Personal property, which is brought to the Village and becomes a regular fixture of the worksite (for example, a file cabinet) may be searched in the same manner as Village property. As determined by a department director or their designee, an employee may be required to remove personal property that has become a fixture from the worksite. Personal property which is not a fixture of the worksite (such as a purse, briefcase, personal computing device, or lunch box) may be subject to search upon permission of the employee or for cause as part of an investigation, generally with the cooperation of law enforcement personnel. However, personal property which is not a fixture of the worksite (such as a purse, briefcase, or lunch box) shall not be subject to utilization by other persons.

The Village reserves the right to enter and inspect all offices, desks, lockers, filing/storage cabinets, computers, vehicles, electronic devices, equipment, systems, and personal belongings locate don Village property at any time for any work-related purpose without employee consent or knowledge.

In cases of suspected employee misconduct or suspected employee criminal activity, the worksite may be searched. Moreover, the Village will cooperate in any criminal investigation unless prohibited by law.

### ***Freedom of Information Act Disclosure***

As a public entity, data generated and distributed by the Village is subject to disclosure through proper requests according to the Illinois Freedom of Information Act. Employees are cautioned that emails, text messages, photos, and documents produced and maintained in the course of Village employment may be subject to disclosure even if such material was generated on a privately-owned electronic device, and even if located on a private external email account. Requests for public documents should be sent to the Freedom of Information Officer.

### **Employee Suggestion Program**

Employee suggestions for improvement of Village services are encouraged. Employees may email their ideas to the Village Manager or their department director. Suggestions submitted at the department level will be forwarded to the Village Manager by the department director. All signed, written suggestions shall receive a reply.

# **SECTION 4**

## **Employee Conduct**

Approved by Northbrook Village Board of Trustees

December 12, 2023

Resolution No. 23-209



## Section 4: Employee Conduct

### Civility and Respect in the Workplace

All employees play an important role in creating a civil and respectful workplace. Behaviors that promote civility and respect include, but are not limited to:

- Using respectful, supportive, and encouraging language in interactions, no matter the subject
- Questioning someone's position on an issue politely rather than asserting your position as the right one; listening to other's position with an open mind
- Giving direct, non-personal feedback as opposed to criticism
- Expressing appreciation when someone does something correctly and in a timely manner
- Respecting each other as adults and trusting one another's decision-making abilities
- Approaching conflict with maturity and true desire for resolution, rather than as a fight or opportunity to belittle someone
- Maintaining a positive attitude, even when you are having a bad day

### Workplace Violence

The Village has zero tolerance for any violent acts, including threatening behavior, directed by or toward any Village employee, agent, resident, contractor, volunteer, intern, or visitor while on Village property or when conducting Village business. The Village's zero tolerance policy extends to violent acts as described herein may be extended to conduct outside of work. Violations of this policy may lead to disciplinary action, which may include termination. Such conduct may also lead to arrest and criminal prosecution.

Workplace violence includes any behavior or conduct on Village premises that is sufficiently harmful, offensive, or intimidating to cause an individual to reasonably fear for their personal safety or the safety of coworkers and/or property. Workplace violence includes, but is not limited to:

- Any physical behavior or threat of physical behavior which involves aggressive contact with any other person, including grabbing, pushing, hitting, striking, fighting, throwing objects or otherwise intentionally injuring another person or attempting to injure another person;
- Any physical behavior or threat of physical behavior that would place a reasonable person in fear of receiving imminent physical injury or other aggressive physical contact of the sort described above;
- Any act of vandalism or other intentional damage or destruction of property; and
- Possession, use, or threat of use of weapons or firearms on Village premises, (both indoor and outdoor), Village parking lots, in Village-owned vehicles and while engaged in Village business, except sworn law enforcement officers.

This policy does not pertain to the use of force by members of the Northbrook Police Department in the performance of their law enforcement duties, which are treated separately under that Department's policies and procedures.

## **No Weapons**

The Village prohibits the possession and/or use of weapons on Village premises, in Village facilities, in Village-owned vehicles or while conducting Village business, except as otherwise provided below.

For the purpose of this policy, weapons include, but are not limited to:

- Knives (other than common kitchen knives used in employee kitchens or breakrooms, common folding pocket knives with a blade no longer than three inches, and knives that are considered work tools issued or approved by the Village)
- Firearms of all types and sizes (whether loaded or unloaded)
- Electronic devices such as stun guns and taser guns
- Pepper sprays or similar
- Bows and arrows
- Slingshots
- Devices from which a projectile can be fired (excluding items that are considered work tools/equipment issued or approved by the Village)
- Clubs or any other instruments or objects that can be used in a club-like manner (excluding items that are considered work tools issued or approved by the Village)
- Metal knuckles or similar body accessories.

Exceptions to this weapons policy include:

- Village law enforcement officers may possess department-issued or department-approved weapons while performing Village business in accordance with the General Orders of the Chief of Police;
- Governmental employees (whether municipal, county, state or federal) engaged in official duties and required by law or regulation to possess a weapon;

The Village's facilities (both indoor and outdoor), Village parking lots, and Village-owned/leased vehicles are considered "prohibited areas" under Section 65 of the Illinois Firearms Concealed Carry Act and, therefore, concealed carrying in or on any Village facility or vehicle is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this policy. The prohibition extends to personal vehicle of employees while parked in Village parking lots at the employees' place of Village employment.

The Village may inspect or search any workplace area and any Village facility or Village-owned/leased vehicle, at any time, including but not limited to for the presence of weapons.

Any violation of this weapons policy by a Village employee may be subject to disciplinary action, up to and including termination. Any violation of this policy by a visitor may subject the visitor to removal from Village property, prohibition from returning to any Village property, and arrest.

No person should attempt to take any action that will risk their safety or the safety of others. No person should attempt to restrain or forcibly evict an individual with a weapon from Village premises; instead, you should notify their supervisor or Department Director and contact the Police Department immediately.

### ***Reporting Workplace Violence or Weapons***

Employees who suspect or become aware of workplace violence or any threat of workplace violence, whether by an employee or non-employee, or the presence of a prohibited weapon must immediately report the matter to their immediate supervisor or Department Director. Employees should not confront the person against whom their complaint is lodged. The Village will treat reports of workplace violence or the threats of workplace violence confidentially to the greatest extent possible.

Any employee who believes they may be the victim of workplace violence or the threat of workplace violence must immediately report the situation to their immediate supervisor or Department Director, and may also report the situation to the Police Department. Actions that may be considered endangering or life threatening by or against any employee or individual on Village property should also be reported to law enforcement by dialing 911.

### ***Investigation***

The Village will promptly investigate any reports of workplace violence, threats of workplace violence or prohibited weapons. Based on the results of the investigation, the Village will take appropriate action. Violations of this policy may result in disciplinary action, up to and including termination, and the Village may report workplace violence or the presence of prohibited weapons to law enforcement. When appropriate, the Village and its employees will fully cooperate with law enforcement in the investigation and prosecution of workplace violence. Additionally, the Village may take other actions as it deems necessary and appropriate based on the specific situation, such as judicial action.

### ***Anti-Discrimination and Anti-Harassment***

The Village is committed to maintaining a work environment free from discrimination and harassment. In keeping with this commitment, the Village has a zero tolerance for discrimination, harassment, including without limitation sexual harassment. Actions, words, jokes or comments based on an individual's actual or perceived race, traits associated with race, color, religion, sex, sexual orientation, pregnancy, national origin, citizenship, ancestry, age, marital status, military status, veteran status, disability, genetic information, or other legally protected status will not be tolerated. Harassment of the Village's employees by other Village employees, elected officials, or non-employees, such as customers, suppliers, and other third parties with whom our employees interact while performing their job duties is strictly prohibited.

This policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation. Each employee is expected to refrain from any behavior or conduct that could reasonably be interpreted as prohibited discrimination or harassment under this policy. No individual covered by this policy is exempt from this policy, and this policy applies to all employees, temporary employees, contractors, vendors, visitors, and elected and appointed officials. Any violation of this policy may lead to disciplinary action, up to and including termination.

Everyone must conduct themselves in a way that ensures they do not engage in conduct inconsistent with the Village's policies against discrimination and harassment. All supervisors and Department Directors are responsible for making sure that the employees who report to them are aware of this policy, ensuring that their personnel decisions comply with this policy, and taking appropriate action in coordination with Human Resources when inappropriate behavior occurs.

Harassment consists of, but is not limited to: any unwelcome conduct, whether verbal, written, physical electronic, or visual, that denigrates or shows hostility or aversion toward a person based upon the person's actual or perceived race, color, religion, sex, sexual orientation, national origin, citizenship, ancestry, age, marital status, military status, veteran status, disability, genetic information, or other legally protected status. Among other things, the Village does not tolerate harassment that affects tangible job benefits, interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Although some conduct may not rise to the level of unlawful harassment from a legal perspective, the Village wants to protect its employees from such conduct and prevent conduct from becoming severe or pervasive enough to alter the conditions of an employee's employment, create a hostile working environment, or result in a tangible adverse employment action. The conduct prohibited by this policy includes, but is not limited to: epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; written or graphic material circulated in hard copy or via any electronic or digital means, available on the Village's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status. It also prohibits harassment during non-working hours.

Sexual harassment is a form of harassment. It consists of, but is not limited to: (i) making unwelcome sexual advances, requesting sexual favors, or engaging in other verbal, visual or physical conduct based on sex, (ii) conditioning any aspect of an individual's employment on his or her response to sexual advances, requests for sexual favors, or other verbal, visual or physical conduct based on sex, or (iii) creating an intimidating, hostile or offensive working environment by sexual advances, requests for sexual favors, or other verbal, visual or physical conduct based on sex. Sexual harassment is prohibited regardless of whether it is between or among members of the same sex or opposite sexes. Sexual harassment – both overt and subtle – is demeaning to others and undermines the integrity of the employment relationship. This policy forbids harassment based on sex regardless of whether the offensive conduct is sexual in nature.

The following non-exclusive list sets forth examples of the conduct that violate the Village's policy against sexual harassment:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or other unwelcome physical contact (e.g., touching, pinching, patting, grabbing, rubbing or brushing against another employee's body);
- Unwelcome sexual advances, propositions or other sexual comments, including but not limited to sexually-oriented gestures, sounds, remarks, jokes, innuendo or comments about a person's sex, sexuality or sexual experiences;
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct; or subjecting or threatening to subject an employee to more onerous terms or conditions of employment because of that employee's sex or rejection of sexual advances, propositions or comments; and
- Sexual or discriminatory displays or publications anywhere in the workplace, such as displays of pictures, posters, calendars, graffiti, objects, books or other materials that are sexually suggestive, demeaning or pornographic.

- Language, verbal or written, which is explicit or has a sexual connotation, or is slang for the same, such as discussions related to body parts, romantic or sexual activity, as well as photos, jokes or cartoons, that are sexually suggestive, demeaning or pornographic.

### ***Supervisory Responsibility***

While all employees are responsible for maintaining a workplace free of discrimination and harassment, Supervisors have a higher level of responsibility for maintaining a workplace free of discrimination and harassment. This is accomplished by promoting a professional environment and by responding to any complaints with seriousness, reporting any reported or suspected violations of this policy to their immediate supervisor, Department Director, or Human Resources, and maintaining confidentiality to the extent practical under the circumstances. Supervisors who observe or become aware of conduct inconsistent with this policy must report such conduct, even in cases where an employee does not want the supervisor to report and/or have the complaint investigated. Failure of a supervisor to report alleged or suspected violations of this policy may result in disciplinary action being taken against the supervisor, up to and including termination.

### ***Training***

The Village will provide, and all employees will be required to participate in, annual training that covers the topics of sexual harassment, harassment and unlawful discrimination. Such training shall outline remedies available to victims and the responsibilities of Village management in preventing, investigating and correcting harassment and sexual harassment behaviors.

### ***Reporting Harassment***

Harassment, including sexual harassment, frequently involves interactions between persons that are not witnessed by others and therefore cannot always be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting harassment under this policy. Anyone who feels that they have been subjected to or have witnessed conduct inconsistent with this policy should immediately report the matter to their immediate supervisor, Department Director, or Human Resources, either verbally or in writing.

An employee may elect to submit their report to the Village Manager, who serves as the Village Ethics Officer pursuant to Section 2-82(A) of the Village Code. If the Village Manager is the subject of the complaint, the complaint may be reported to the Village President.

This policy does not require reporting harassing conduct to the person whose conduct is at issue. In all cases, the report should be received by persons who are not involved in the alleged harassment or discrimination.

### ***Investigation***

All reports will be promptly investigated by the Village. Such investigations may include, but are not limited to, interviewing the complaining employee, the alleged harasser, supervisors, and other personnel, as necessary to obtain sufficient factual information upon which to base a decision. In all cases, the investigation of the report will be conducted by persons who are not involved in the alleged harassment or discrimination. Confidentiality will be maintained to the extent it is consistent with the Village’s obligation to conduct a full and effective investigation. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place.

Following the investigation, the Village will evaluate the facts and reach a decision regarding the validity of the complaint. If the complaint is substantiated, corrective and/or disciplinary action, up to and including termination, will be taken. In the case of a violation by a non-employee, the Village will notify the person of the Village's policy against harassment and take such other action as may be appropriate under the circumstances. If the complaint is not substantiated, the matter will be closed. In either case, however, the complaining employee will be advised of the results of the investigation and the conclusion reached by the Village. In imposing any discipline, the Village will attempt to preserve confidentiality, however, total confidentiality cannot be guaranteed.

### ***File External Complaints***

Employees are encouraged to follow the procedure above for reporting concerns that may violate the Village's anti-discrimination and anti-retaliation policy so that the Village may address and resolve problems as they arise. An employee has the right to file charges with external agencies and/or authorities. They may do so by contacting one of the agencies below within 300 days of the occurrence:

Illinois Department of Human Rights  
555 W. Monroe St., Ste. 700  
Chicago, IL 60601  
(312) 814-6200  
**dhr.illinois.gov**

Illinois Human Rights Commission  
100 W. Randolph St., Ste. 5-100  
Chicago, IL 60601  
(312) 814-6269  
**hrc.illinois.gov**

Equal Employment Opportunity Commission  
230 S. Dearborn St., Ste. 1866  
Chicago, IL 60604  
(800) 669-4000

### ***Application to Elected Officials***

The anti-discrimination and anti-harassment policies and procedures provided in this Handbook, including without limitation the prohibition of sexual harassment, expressly apply to elected officials of the Village. This policy provides a mechanism for reporting and independent review of allegations of conduct inconsistent with this policy, including without limitation allegations of sexual harassment, made against an elected official of the Village by another elected official of the Village. Any such allegations may be reported to the Village Manager, Deputy Village Manager, or Human Resources pursuant to this policy and will be investigated pursuant to the internal complaint procedure described in this policy.

### ***False Reports***

Individuals who make reports of policy violations that found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the applicable Village disciplinary procedure. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Any individual who files a false report for a possible violation of this Handbook will be subject to disciplinary action, up to and including termination.

## Anti-Retaliation

The Village prohibits retaliatory action against anyone for reporting a possible violation of a policy or for cooperating in an investigation. Any employee who retaliates against another co-worker for reporting a possible violation of this Handbook or for cooperating in an investigation or hearing will be subject to disciplinary action, up to and including termination.

No Village employee or official may retaliate against an employee who: (a) discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any Village employee or official that the employee reasonably believes is in violation of a law, rule, or regulation governing discrimination or harassment; (b) provides information to or testifies before any public body regarding an activity, policy, or practice by any Village employee or official; or (c) assists or participates in a proceeding to enforce the provisions of this policy. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

Reports of retaliation should be made in the same fashion as reports of discrimination and harassment. Such reports are also investigated in the same fashion as reports of discrimination and harassment. Employees who have engaged in any of the protected activities described above (or others), or other protected activity, are afforded all applicable protections.

## Bullying

The Village does not tolerate verbal, written, electronic, or physical abusive conduct by anyone which harasses, disrupts, or interferes with another person's work performance or which creates an intimidating, offensive or hostile working environment.

Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, non-verbal, physical, in writing, or otherwise, conducted by one or more persons against another or others, at work and/or in the course of employment. Examples of bullying include, but are not limited to:

- Slandering or ridiculing an employee or their family;
- Withholding necessary information, purposefully giving the wrong information, deliberately undermining or sabotaging another employee's work, or otherwise setting another employee up to fail;
- Threatening, abusing, intimidating or excessively teasing a person verbally, in writing, or with non-verbal gestures;
- Nonverbal intimidation and displays of hostility;
- Tampering with or damaging a person's workspace, work equipment, privacy, or personal belongings;
- Systemic isolation, exclusion, ignoring or ostracizing of an individual from work, work interactions and the work environment;
- Discussing, gossiping, creating or contributing to rumors about an employee or their family thereby harming a person's reputation or relationships; and,
- Pushing, shoving or other physical contact.

Reports of bullying should be made in the same fashion as reports of discrimination, harassment, and retaliation. Such reports are investigated in the same fashion as reports of discrimination, harassment, and retaliation complaints.



## Reporting Conduct in Violation of Any Village Policies

Reports of conduct in violation of any Village policies should be made in the same fashion as reports of discrimination, harassment, retaliation, and bullying. Such reports are investigated in the same fashion as reports of discrimination, harassment, retaliation, and bullying complaints.

## Use of Social Media and Media

### *Personal Use of Social Media*

All employees are expected and required to maintain a level of professionalism both on-duty and off-duty, including while using social media. Social media may include blogs, wikis, social networks, virtual worlds, or any other kind of online social interaction. Individuals engaging in social media activity are advised that Village rules and policies as found in this Handbook apply to social media conduct. Off-duty personal use of social media by individuals is not prohibited; however, employees are reminded that all applicable Village rules and policies, including without limitation, any and all antidiscrimination and harassment and prohibitions on releasing confidential information, apply to social media conduct. Conduct on social media can serve as a basis for discipline to the same extent as other off-duty conduct which impacts the work environment. Employees must remember to use social media responsibly.

You are solely responsible for what you post online. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow co-workers or otherwise adversely affects, customers, suppliers, residents, or people who work on behalf of the Village may result in discipline up to and including termination.

Ensure your online postings are consistent with the Village's policies. Inappropriate postings that may include, but not necessarily be limited to, discriminatory content, harassment and/or threats of violence or other inappropriate conduct will not be tolerated and may subject you to discipline up to and including termination.

When posting to social media, employees are to consider the following guidelines:

- Maintain the confidentiality of the Village and private or confidential information as defined in this Handbook.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Village. If the Village is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Village, fellow co-workers, members of the public or those working on behalf of the Village. If you do publish a blog or post online related to the work you do or subjects associated with the Village, make it clear you are not speaking on behalf of the Village. It is best to include a disclaimer such as "the posting on this site is my own and does not necessarily reflect the views of the Village of Northbrook."
- Do not use Village or department logos, or Village owned images.
- Do not use images of your work uniform, work equipment, or yourself in any work uniform.
- Do not post, disseminate or broadcast information that is in violation of any laws including information known to be false, deceptive, libelous, slanderous, misleading or causes harm to others.
- Do not post, disseminate, or broadcast information or communications which constitutes hate speech, harassment, or other discriminatory conduct which also violates the



Village's anti-discrimination and anti-harassment policy; or to bully, threaten, or retaliate against others which also violates the Village's prohibition on bullying conduct.

### ***Prohibited Personal Use of Social Media at Work***

Do not use social media while on work time or while using Village-issued equipment, unless it is work-related and authorized by your supervisor or consistent with this policy. The use of social media should only occur before and after your shift and/or during a break or lunch, using your personal device. Village computers, tablets or any other Village owned electronic device should never be used to access personal social media. You should not have an expectation of privacy in your use of any Village equipment. While the Village does not intentionally capture and keep your passwords to any of your social media accounts, information displayed on any Village computer or other equipment may be viewed and/or recorded by the Village. Should your personal use of social media at work or on Village owned electronic devices become an issue, your supervisor will bring it to your attention and disciplinary action may be taken. Do not use Village email addresses to register to social networks, blogs or other online tools utilized for personal use.

### ***Village Sponsored Social Media Sites***

Village sponsored representation on social media sites can only be authorized and initiated through individuals that have been granted the authority to do so by the Village Manager or their designee.

Village departments with an official social media presence for the purpose of communicating with the public are responsible for enforcing the policies and procedures in regards to posting appropriate content. Site administrators, as identified by a Department Director, are responsible for posting content, interacting professionally with user comments, and ensuring the account adheres to Village policy. The Village Manager or their designee reserves the right to direct modifications to social media content including but not limited to based on Village standards, best practices, and/or industry norms.

### ***Media***

Individuals should not speak to the media on the Village's behalf without first notifying the Village Manager's Office and receiving permission in writing. All media inquiries should be directed to the Village's Communications Manager or, in certain cases, an identified Public Information Officer, when advanced notice is provided.

### ***Technology Acceptable Use***

The Village provides various technology resources to its employees (and other authorized persons) to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. The term "technology resources" is intended to cover any new or emerging technologies that the Village determines is required in the performance of an employee's essential job duties in addition to those technologies currently in use and includes but not limited to all computers, tablets, telephones and cellular phones, digital cameras or camcorders, audio/video recorders, copiers/scanners, voicemail systems, pagers and similar wireless two-way communication, cloud-based applications, internet, and/or portable internet access devices. As technology continues to evolve and advance, all users are required to maintain the accuracy, security and control of data. Users must ensure that their use of Village technology resources is appropriate and professional and except as specifically authorized in limited circumstances may not be used for any non-work related activity. This is

especially true because electronic communications tend to be more immediate and informal than written communications and because passwords and deletion functions create the illusion of privacy and control. Relatedly, although the Internet can be a valuable information resource for legitimate business, research and information sharing, it also presents a significant opportunity for abuse, lost productivity and potential liability for the Village and its employees.

In light of these concerns, among others, the Village has developed this policy, which establishes the parameters for proper use of information technology resources. The information technology resources are to be used for legitimate Village business and in compliance with all Village policies and procedures. Use of these technology resources consistent with these purposes may include but is not limited to; placing and receiving phone calls, text messaging, blogging on behalf of the Village, emailing, using camera or video features, and accessing sites or services on the Internet. Employees (and other authorized persons) who do not comply with this policy are subject to the revocation of their access to Village information technology resources and disciplinary action up to and including termination.

### ***Proper Use***

The Village provides employees with technology resources to perform their jobs. Village-provided technology resources are the property of the Village and not the individual employee. The Village's telephone, email, computer, voice mail, Internet, smart phones, digital cameras, and other communication systems are not intended for personal use. Employees who receive a stipend for use of a personal cell phone for work purposes, will be authorized for some access to Village technology resources on that device, subject to policies which are provided as a condition of the stipend and may be amended from time to time.

### ***Data Ownership***

All data created, entered, received, stored, accessed, viewed or transmitted via Village technology resources are Village property. The Village's data is intended to be used for purposes related to Village business. Employees shall not use or disclose, through whatever means, any information obtained or accessible as a result of the employee's employment with the Village for the employee's financial or personal gain or that of another without the Village's express written authorization.

### ***No Expectation of Privacy***

Users should have no expectation of privacy in connection with the use of Village technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data.

Information created, accessed or saved on Village technology resources may be subject to disclosure, including but not limited to under the Freedom of Information Act.

Information created, accessed or saved on personal technology resources which are authorized for use with a stipend may be subject to disclosure, including under the Freedom of Information Act.

As with all other Village property, the Village may search, monitor, inspect, intercept, review, access and/or disclose all Village technology resources and all data created, entered, received, stored, viewed, accessed or transmitted via those resources for legitimate work related reasons, at any time, and without further advance notice by persons designated by or acting at the direction of the Village, or as may be required by law or as necessary for, or incidental to,

auditing, security and investigative activities, and to ensure effective technology resource administration and policy compliance. Users specifically consent to the access by and disclosure to the Village of information created, entered, received, stored, accessed, viewed or transmitted via the Village's technology resources that is stored by a third-party electronic communication service or remote computing service and have no expectation of privacy in such information. For example, authorized persons will inspect the Village's technology resources to investigate theft or other unlawful activity or workplace misconduct, the unauthorized disclosure of client confidences, attorney work product and proprietary information, misuse, to assess Internet use, and for other work-related purposes. The Village may monitor any of these systems to prevent abuse and ensure that our communications with vendors, members of the public, and each other are of the highest quality.

### ***Anti-Harassment***

Employees are expressly forbidden from using the Village's technology resources in any way that may be construed to violate the Village's anti-harassment policy.

### ***Unlawful Use***

Village technology resources may not be used to intentionally or unintentionally violate any local, state, federal or international civil or criminal law. Unlawful activity includes but is not limited to lotteries, raffles, betting, gambling for anything of value (e.g., Final Four tournaments, fantasy football) and participating or facilitating in the distribution of unlawful materials. Likewise, users may not upload, post, e-mail or otherwise transmit any data that is threatening, malicious, tortious, defamatory, libelous, obscene, or invasive of another's privacy. In addition, Village technology resources may not be used to job search or interview outside of the Village or run or solicit outside business ventures.

### ***Prohibited Software***

Software purchased and licensed for personal use may not be installed on Village technology resources. All software, including free software or applications, must be approved by the Information Services Department prior to use or downloading. The Village periodically may, at any time, conduct a global search of devices for installed software and other materials that is not included on a then current inventory of Village-authorized software and applications. All unauthorized software or applications will be removed and destroyed.

### ***Proprietary Rights***

Village technology resources may not be used to violate proprietary rights, including copyright, trademark, trade secrets, right of publicity or any other intellectual property rights. For example, unless consistent with all applicable licenses, users may not post or download any data (including software) protected by copyright or patent law. Users may not download any software – licensed or unlicensed -from the Internet or other source onto a Village-provided computing device.

### ***Confidential Information and Use of Intellectual Property***

Users may not leak, place, post, transmit or otherwise disclose confidential, sensitive and/or proprietary Village information to anyone outside of the Village by any means, at any time or for any reason. Confidential information encompasses information about citizens and non-public information about operations and employees. Such confidential information includes without limitation personal or private information of employees, customers, citizens, and vendors, such as personal telephone numbers, personal email addresses, home addresses, personal license

plates or other unique identifiers, personal financial information, medical information, information about minors, and other sensitive information. Other confidential information includes without limitation trade secrets, reports and analysis prepared by the Village or third parties that have not been released to the public, information provided for audit purposes that has not been released to the public, information related to other actions that remain under review or in a preliminary or draft state, attorney-client communications, or other information that is not subject to disclosure under state or federal law. Disclosures required for the performance of official duties must be compliant with HIPAA and other privacy laws.

### ***Malware***

Users may not upload, download, post, e-mail or otherwise transmit any material that contains software malware or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware or telecommunications equipment. If someone is uncertain if a file is acceptable to post or transmit, they must contact IT.

### ***Misrepresentation of Identity and/or Data***

Unauthorized access of e-mail, data, and use and/or disclosure of other users' passwords is strictly prohibited. For example, users are prohibited from accessing other users' files or communications without any legitimate business purpose (e.g., to satisfy idle curiosity or to "snoop"), regardless of the security designation assigned to a particular file or communication.

### ***General Matters***

Village technology resources may not be used to transmit junk mail or spam (the same or substantially similar messages sent to a large number of recipients for commercial or other purposes unrelated to Village) or pyramid schemes of any kind, or to download or execute games. The Village will not be responsible for any damages, direct or indirect, arising out of the use of its technology resources. The Village may amend, revise or depart from this policy at any time, with or without notice. This policy does not constitute, and shall not be construed as an express or implied contract of employment.

### ***Termination of Access at Separation***

On their last day of employment, or as otherwise directed by the Village Manager or their designee, users are required to return or otherwise surrender possession of all Village technology resources (including without limitation computers, software programs, computer peripherals, phones, tablets, electronically stored data, data storage devices, and keys) in their possession, custody or control. Upon separation of employment, the Village will terminate access to Village technology resources. The Village will not transfer Village cell phone numbers to an employee at separation. The Village will not extend beyond the employee's separation date access to email, voicemail, cell phone, or other technology resources, except in the case of certain executive level staff in conjunction with a Village Board approved transition agreement.

### ***Policy Violations***

Access to and acceptable use of Village technology resources in compliance with these policies, as amended from time to time, is considered an essential function of each employment position in the Village. Users who violate or who otherwise do not comply with these policies are subject to denial of access to Village technology resources and disciplinary action up to and including termination.

### ***Electronic Communications***

Users are advised that records related to electronic communications (e.g., calls, text messages, social media posts, voicemails, or emails) sent from or to and electronic files (i.e. pictures or electronic files) are stored on Village-owned mobile/cellular telephones or other electronic devices are not private and may be subject to disclosure. Information related to telephone numbers called, length of call, and time and date of call, emails, text messages, voicemails, instant messaging, or digital files or any other information generated by, created, entered, received, stored, or transmitted via the Village's technology resources ordinarily may be obtained through the Freedom of Information Act (FOIA) except in narrowly defined circumstances. Even public records on personal electronic devices may be subject to disclosure under FOIA. Users may be required to provide the Village with access to such devices upon request or administrative order to facilitate compliance with the law.

Users are also advised that electronic communications may also be discoverable in a lawsuit or investigation and is intended for professional, authorized communications regarding your job duties and responsibilities. Users should consider whether email is appropriate in cases where the subject is sensitive, difficult, complex, or emotional. Because tone and words can be misconstrued in an email, users must consider how humor, sarcasm, emojis and emotion comes across and recognize that email is for business communication. A telephone call or face-to-face meeting may be a more appropriate way to communicate about sensitive or complex issues or those that involve background or context.

### ***Use of Village Phones and Personal Cell Phones***

Users of Village telephones (including cell phones) in the course of performing their job duties are expected to limit calls, texts, web browsing, and use of apps to those that are necessary for the performance of users' duties. Personal use, other than incidental phone calls or text messages, are not permitted.

Employees may occasionally need to make brief calls and texts of a personal nature. It is expected that such calls, texts will be kept to a minimum and only if necessary to address personal matters requiring immediate attention, provided such use does not interfere with Village business or the work duties or environment of the individual or any other individual and does not violate Village policies regarding conduct in the workplace. Personal apps, personal shopping, personal social media, personal web browsing, gaming, etc., on Village telephones (including cell phones) is not permitted. The Village reserves the right to monitor its equipment to ensure telephones are used appropriately for business purposes.

Use of personal cell phones can be very disruptive in the workplace. Users are expected to devote working time to performance of job duties, and any use of personal communications devices during working time for messaging or functions, such as gaming, internet browsing, etc. is prohibited. As a general rule, personal cell phones and personal devices should be turned off or switched to silent mode during working hours and in work areas. Occasional, limited personal phone calls and messaging may be permitted for brief calls or texts to address personal matters requiring immediate attention, provided such use does not interfere with Village business or the work duties or environment of the individual or any other individual and does not violate Village policies regarding conduct in the workplace. Otherwise, personal use should occur only during non-work time and must be made in a manner that does not disturb individuals who are working.

Use of both Village-issued mobile and personally-owned devices shall be in compliance with the Village's Village-Issued Mobile Device and Personally-Owned Device Policies in this Handbook's Appendix.

Users shall follow state guidelines and laws in using Village or personal cell phone while operating a vehicle (see "Use of Vehicle for Village Business").

### **Security Awareness Training and Testing**

Participation in a security awareness program is required by users as deemed necessary or appropriate by the Information Technology Department and/or Village Manager's Office to include the following types of users:

- Village employees making use of Village systems
- Village employees making use of Village data and/or written materials/paperwork containing Village knowledge
- Employees, volunteers, or elected and appointed officials with access to Village systems and/or with Village-issued computer equipment
- Third party vendors, contractors and subcontractors working for the Village with access to Village systems

Existing users may be assigned training from time to time that will need to be completed within a specified time period. New users should complete security awareness training within 30 days of hire or date of system access being granted. Retraining will be required on a regular basis, as deemed appropriate by the Information Technology Department and/or the Village Manager's Office including but not limited to in response to emerging cybersecurity threats, notable changes in Village systems or procedures, or measured/observed deficiencies in the overall security awareness level of the user base.

Users in different departments or with different job responsibilities may be assigned different training or at different frequencies, as the Village deems appropriate. Optional training content may also be offered, with participation during working hours to be approved by users' supervisors or department directors.

Various assessment mechanisms may be utilized to ensure users comprehend and retain the knowledge gained through the training. Users may be required to complete additional training as evidenced by their assessment results.

Failure to successfully complete training within the specified time period may result in loss of system access. Users found to have acted in a manner which causes or contributes to a cybersecurity incident, or engaged in violation of this policy may be subject to discipline up to and including termination.

Metrics that identify individual user training results or performance may be provided to users' department heads and/or the Village Manager's office.

The full Security Awareness Training and Testing Policy is available in the Appendix.

### **Password Policy**

Passwords are a critical component of information security. Passwords serve to protect user accounts; however, a poorly constructed password may result in the compromise of individual systems, data, or the entire network. This guideline applies to employees, contractors,



consultants, temporary and other workers, including all personnel affiliated with third parties. This guideline applies to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins. The full Password Policy is available in the Appendix.

### **Multi-Factor Authentication Policy**

Staff must utilize Multi-Factor Authentication (MFA) with any Village systems designated by the Village Chief Information Officer (CIO) as requiring MFA.

- MFA will be required regardless of physical location.
- Staff must not share MFA codes/pins with anyone.
- Staff must decline anomalous or suspicious MFA attempts to their accounts.
- Staff must contact Village Information Technology (IT) Department to report suspicious activity or compromised account.
- Staff, with approval of their Department Director and the CIO, may use either their personally-owned device, a Village-provided device, or a hardware token as described herein for MFA.

The full Multi-Factor Authentication Policy is available in the Appendix.

### **Use of Village-Owned Equipment, Vehicles, and Supplies**

Village-owned equipment, vehicles, and supplies, are provided by the Village to enable employees to perform their job functions and responsibilities. Unauthorized or private use of Village-owned equipment, vehicles or supplies are prohibited. Personal equipment, tools, or supplies may not be brought on Village property or used for Village-related business, or stored on Village premises, without prior authorization by the employee's department director or their designee.

Employees are responsible for the care and conservation of Village equipment, vehicles and supplies. Accidents, breakdowns, or malfunction of any vehicle or equipment shall be reported promptly to a supervisor.

Employees may not loan out Village equipment to anyone, including but not limited to another governmental agency. In the event the Village deems it appropriate to loan another governmental agency a piece of equipment, approval must be granted by the department director or their designee prior to any employee loaning out the equipment to another governmental agency.

### **Use of Vehicle for Village Business**

Employees in need of a vehicle to conduct Village business shall request the use of a Village-owned vehicle according to procedures set forth in individual departments. Only when a Village-owned vehicle is unavailable or when the employee's supervisor authorizes such because it is in the best interest of the Village, shall employees use a personal vehicle to conduct Village business. Use of a personal vehicle to conduct Village business is at the employee's risk.

### **Driver Operations**

When using Village-owned vehicles, employees are expected to exercise care, perform required maintenance, inspections, and follow all operating instructions, safety standards, and guidelines. Village-owned vehicles shall not be used for unauthorized, non-Village purposes. Any employee who violates this policy or who is responsible for the improper, careless,

negligent, destructive, or unsafe use or operation of equipment or vehicles, including excessive or avoidable traffic and parking violations, may be disciplined, up to and including termination.

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Village of Northbrook endorses all applicable state motor vehicle laws and regulations relating to driver responsibility. The Village expects each driver to drive in a safe and courteous manner pursuant to the following safety rules, including the use of a seatbelt at all times. If an employee receives a driving or parking ticket (including a red-light camera violation) while driving a Village-owned vehicle, the employee will be financially responsible for paying the fine timely and court appearances.

Employees must comply with all driving laws, regulations, and ordinances with respect to driving and vehicle safety of the Illinois Vehicle Code. Employees must refrain from using an electronic communication device as defined by the Illinois Vehicle Code. Employees may not send or receive a text message or browse or operate any electronic device while operating any Village vehicle. Hands free equipment which allows both hands to stay on the wheel should be used for incoming calls, if necessary. However, when possible, employees should decline incoming calls and avoid making outgoing calls until the destination is reached. All conversations should be suspended during heavy vehicular or pedestrian traffic, severe weather, or any condition, which may compromise safety. In an event where hands free equipment is not being used, a cellular phone must not be operated. If the communication device has a radio mode, it may be used in this mode while driving. Employees must never attempt to take notes, flip through address books, answer emails, or otherwise divert their attention from driving. The hands-free device should be kept in an easy-to-reach location within the vehicle.

Smoking in a Village-owned vehicle is prohibited.

The driver of a Village vehicle is responsible at all times for the safe and courteous operation of the vehicle, and for the safe and lawful condition of the vehicle itself. No employee shall operate a Village vehicle while consuming alcohol or drugs, after having consumed any alcohol or drugs, or when the employee's ability to operate the vehicle safely has been impaired in any way by illness, fatigue, injury, or prescription medication. Employees are solely and personally responsible for the payment of any traffic or parking violation fines or fees (including, but not limited to, any towing or storage fees) incurred while operating a Village vehicle.

### ***Driver's License and Insurance***

All employees who drive Village-owned vehicles or privately owned vehicles to conduct Village business must possess a valid driver's license, with appropriate endorsements such as CDL, motorcycle, or Class B-non-CDL, in accordance with their job classification. Employees who use a privately owned vehicle to conduct Village business must also carry valid insurance in accordance with state law. Village insurance does not cover personally owned vehicles even when used for Village business. In the event such an employee's driver's license is suspended, revoked or lost, they are required to notify the Village immediately.

### ***Take Home Vehicle Policy***

With department director or their designee's approval, there may be occasions where a situation warrants an employee to take a Village-owned vehicle home prior to leaving for an out-of-town work event or attending a late evening or early morning meeting, which would require a return to the work place after normal work hours. The employee may use the Village-owned vehicle only for travel necessary to accomplish official Village business. Employees who are approved to



take a Village-owned vehicle home overnight shall lock and secure the vehicle within close proximity to the employee's residence. The assigned vehicle shall not be used to transport family members or others for any personal purpose. Co-workers and other individuals pre-authorized by the Village are permitted in the vehicle for Village-related business purposes only. Village-owned vehicles shall be operated for Village business only. All rules and policies stated above for Village vehicle use generally apply.

Employees assigned a take home vehicle which has clear markings (i.e. police, fire, or public works logos/graphics) or an unmarked public safety vehicle needed for emergency situations will not be taxable to the employee. However, should a non-public safety employee be authorized to take home an unmarked village vehicle, the employee must track all personal usage of the unmarked vehicle which the village will then use to calculate (under one of the allowable IRS methods) the non-cash compensation to be added to the employee's W-2 for tax purposes. Under no circumstances shall any village vehicle, marked or unmarked, be used for long distance personal purposes.

### **Accident Reporting**

Whether or not there are any apparent injuries or vehicle damage, employees involved in a vehicle accident while operating a Village-owned vehicle shall take at least the following steps, to document the incident within 24 hours or by the end of the shift:

- Call the local police jurisdiction responsible for completing a motor vehicle accident report. Employees are expected to fully cooperate with local authorities;
- Report details to immediate supervisor as soon as possible;
- Report to the supervisor and the Village Manager's Office in writing how the accident occurred;
- For leased or rental vehicles, notify the rental agency immediately.

Whether or not there are any apparent injuries or vehicle damage, employees involved in a vehicle accident while conducting Village business in a private vehicle shall take the following steps, to document the incident within 24 hours or by the end of the shift:

- Call the local police jurisdiction responsible for completing a motor vehicle accident report. Employees are expected to fully cooperate with local authorities;
- Report details to immediate supervisor as soon as possible;
- Report to the supervisor and the Village Manager's Office in writing how the accident occurred;
- For leased or rental vehicles, notify the rental agency immediately.

### **Discipline Procedures**

While the circumstances of any case of misconduct or substandard performance will affect the degree of coaching, counseling or discipline employed, the Village does promote coaching and counseling prior to progressive corrective discipline whenever appropriate. In general, the purpose of discipline is to correct behaviors so that employees may avoid future incidents of misconduct or substandard performance, resulting in a mutually beneficial outcome. Nothing in this process, however, shall restrict the right of the Village to initiate disciplinary action at any level, without coaching and counseling, as may be determined to be appropriate in any particular circumstance.

As noted in the introductions, positions governed by the Board of Fire and Police Commissioners and/or a collective bargaining agreement, have specific procedures dictated by the State of Illinois, the collective bargaining agreement and those provisions take precedence over this section.

### ***Process***

It is a supervisor's responsibility to call deficiencies to the attention of employees. Employees must have a working knowledge and familiarity with the municipal organization, work rules and performance standards applicable to their position and abide by them.

It is the intention of the Village to communicate with employees, within the framework described herein, promptly or within a reasonable time after the supervisor is aware of performance deficiencies or the potential violation of work rules and performance standards.

In the event, performance deficiencies become chronic or incidents occur which stray from acceptable performance or conduct, supervisors are responsible to coach and counsel or initiate the disciplinary process at whatever point the supervisor believes appropriate to the circumstance including but not limited to verbal or written warning/reprimand, suspension with or without pay or separation from Village employment. The disciplinary process may be initiated by supervisors other than the immediate supervisor, if appropriate. In cases of a reprimand or suspension employees may be advised that a recurrence of the action that led to the discipline will be cause for progressive discipline.

### ***Coaching and Counseling***

Supervisors will coach and counsel employees where there are deficiencies related to work performance, and this common first step is not considered disciplinary action. Coaching and counseling may be conducted in person or via written notice or in the form of training either by the supervisor, co-workers, other Village staff or a third party. Coaching and counseling may be documented via a memo to the employee with a copy retained in the employee's personnel file.

### ***Verbal Reprimand/Warning***

A verbal reprimand (also referred to as a verbal) is a disciplinary action and may be initiated after or prior to any form of coaching and counsel based upon the manner and severity of the employee's performance deficiency.

In the case of a reprimand/warning, a detailed record of the verbal reprimand is reduced to writing in memo or letter form and provided to the employee with a copy retained in the employee's personnel file.

### ***Written Reprimand/Warning***

A written reprimand (also referred to as a written warning) is a disciplinary action and may be initiated after or prior to any form of coaching and counsel based upon the manner and severity of the employee's performance deficiency.

In the case of a reprimand/warning, a detailed record of the written reprimand is reduced to writing in memo or letter form and provided to the employee with a copy retained in the employee's personnel file.

### ***Administrative Leave with Pay***

From time to time, an employee may be suspected of misconduct that is of such severity that it is in the best interest of the Village that the conduct be investigated while the employee is not

present in the workplace. In such cases, the employee may be directed to leave the Village workplace until further notice. Employees placed on administrative leave with pay are considered to be actively at work and are subject to recall at any time to resume their regular work activities or to participate in the investigation. Administrative leave with pay is not considered to be discipline but it may be utilized as a part of a disciplinary investigation. Should the investigation not sustain that misconduct occurred, no discipline shall be considered to have been administered.

### ***Suspension***

A supervisor may recommend, or other member of Village management, either as the result of a continuing circumstance or where a particular behavior merits it, that an employee be suspended with or without pay for a period of time which may not exceed 14 working days. Such a suspension must be supported by evidence substantiating the determination, approved by the Department Director and review and consent of Human Resources.

In the case of a suspension, a detailed record of the facts shall be reduced to writing in memo or letter form and provided to the employee.

The employee will be provided seven working days to initiate the communication process described below. The dates of the suspension will be determined by the Department Director, the suspension must be served on consecutive work days and paid leave time may not be taken in lieu of a suspension without pay.

The memo to the employee shall be provided either via hand delivery, electronically, or via USPS.

### ***Separation/Discharge***

Whenever in the judgment of a supervisor, or other member of Village management, circumstance merits separation from employment as the only satisfactory resolution of a performance/behavior problem they shall recommend dismissal of the employee to the Department Director and Human Resources who are required to make the determination.

### ***General Standards of Conduct***

The following are examples of actions that constitute cause for dismissal, demotion, suspension or other disciplinary actions described in this Handbook. This is not an exhaustive list as discipline may be imposed for other conduct deemed to be inappropriate:

1. Incompetence, inability or inefficiency in the performance of duties;
2. Refusal or failure to perform work as assigned, or other insubordination including evidence of insubordination towards one's supervisor, insubordinate actions such as willful disobedience of a rule, order or directive
3. Negligence or abuse in handling Village equipment; including safety or security rule violations.
4. Releasing confidential information or providing information known to be false.
5. Untruthfulness in any form including without limitation the falsification of Village records, improper destruction of records, false representation to a superior as to the quality and/or quantity of work performed, assistance in concealing the fact that another employee has falsified Village records, falsification of information on a timesheet, fraudulent use of Workers' Compensation or sick leave benefits in violation of this

Handbook, providing incorrect or fraudulent information pertaining to either an on-the-job or off-the-job injury, or lying in the course of an investigation of employee misconduct.

6. Failure to work during scheduled work time. Failure to return upon the expiration of an approved Leave of Absence. Excessive absenteeism or tardiness, leaving early without approval, any absence without notice, or other unauthorized absences or a pattern of inappropriate sick leave usage or otherwise misusing benefits.
7. Discourteous treatment and/or the use of abusive language or manner toward one's fellow employees or to the public.
8. Endangering one's safety; and/or the safety of others because of failure to act safely in the performance of job duties.
9. Evidencing incompetence, negligence, misconduct or inefficiency in the performance of one's duties.
10. Abuse or unauthorized use, or conversion to personal use, of Village property, equipment or facilities.
11. The misappropriation or illegal disposal of Village funds or Village property.
12. Failure to report a work-related accident, injury or illness.
13. Solicitation or acceptance for personal use of any fee, gift or other valuable thing which may be construed as a bribe; that is, when such fee, gift or other valuable thing is solicited by or given to the employee in hope or expectation of receiving treatment better than that accorded other persons.
14. Criminal behavior, including without limitation theft, on or off duty, or any conduct that is prohibited by Village policy, State or Federal law.
15. Public conduct which materially interferes with the employee's ability to effectively perform assigned duties, or which has a detrimental effect on the Village's image or operations, fighting, or any other act or failure to act which is deemed to show the employee to be an unsuitable or unfit person to be employed in public service.
16. Any act of sufficient magnitude, whether on or off duty, that the consequences cause or act to cause substantial disruption to the employee's department and/or discredit to the organization.
17. Violation of or failure to observe any of the requirements or provisions of this Handbook.

**Disclosure of Incident:** If an employee is involved in an incident, on or off duty, that would involve the violation of the personnel manual or written directives, state and/or federal laws, or otherwise harm the reputation of the Village, they have an obligation to notify their Department Director, of any arrest, charge, conviction, or violation (other than minor traffic offenses) immediately upon reporting to duty or within 48 hours of the incident, whichever is first, to allow for investigation and review of the conduct under Village policies and evaluation of the impact on the employee's qualifications to perform job duties. Notification should be in writing, in the employee's own words as to the details of the incident. Verbal notification will only be accepted if the employee is unable to report in writing within that timeframe. Violation of this rule may be cause for discipline, up to and including termination.

## **Communications Procedures**

Employees may communicate what they believe to be an inappropriate disciplinary action at the level of suspension, with or without pay, and separation from employment by submitting a written request for review within five business days following the disciplinary action to the department director. The department director may schedule a meeting with the employee or respond in writing to the employee within seven business days. If the employee remains

unsatisfied, they may submit a written request to the Village Manager for review within five business days after receipt of the department director's review. The Village Manager or their designee will schedule a meeting with the employee and the department director within ten days. The Village Manager or their designee will present a final written response within ten business days after the meeting. The Village Manager's decision is final.

# **SECTION 5**

## **Hours of Work, Compensation, Time Off, and Types of Leave**

Approved by Northbrook Village Board of Trustees

Resolution No. 23-209 – December 12, 2023

Amended Resolution No. 24-R-107 – June 25, 2024

## Section 5: Hours of Work, Compensation, Time Off, and Types of Leave

All appointments shall be approved by the Village Manager.

### **Introductory Period**

All appointments and promotions shall include an initial introductory period that continues through the completion of any formal off-site basic training or for six months from first date of employment, whichever is longer and may be extended an additional 90 days by the Village. The conditional offer of employment establishes the term of the initial introductory period which in limited positions may be longer than six months.

During the initial introductory period of original appointments, vacation time is not allowed; however, employees may use personal leave and sick time. Any form of earned and unused paid leave may be used during an extended introductory period. During the introductory period of a promotion, use of all accrued benefit time is allowed. Each employee shall be advised of this policy and the planned duration of the introductory period at the time of the job offer. Successful completion of the introductory period for any employee should be documented in writing by the Department Director and approved by Human Resources and the Village Manager.

The introductory period is designed for the employee and Village to independently and jointly determine if the position is a good fit. At the time of appointment, the department may set certain goals to be achieved during the introductory period.

During this period, employees should receive regular feedback from their immediate supervisor regarding their work so they know where they are performing well and where there are deficiencies in their employment. Failure to successfully complete the introductory period should not be a surprise.

The completion of the introductory period shall be established in advance by a written recommendation of the immediate supervisor, with the approval of the Department Director.

In the sole discretion of the Village, it may be determined that additional training and/or demonstrated continuous performance improvement is required. In these cases, the immediate supervisor may recommend and with approval from the Department Director, may extend the introductory period a maximum of 90 days with a written recommendation to allow additional time to evaluate the employee, subject to approval of the Department Director and Human Resources Manager.

During the initial or extended introductory period, an employee may be separated from employment by written recommendation of the Department Director with approval of the Human Resources Manager at-will without cause and without appeal.

### **Status Changes**

#### ***Promotion of Non-Sworn Employees***

Non-sworn employees who have completed their introductory period shall be eligible to apply for vacant position within the organization for which applications are being considering, including

promotional opportunities, so long as the employee meets the minimum requirements, including education and experience for the position.

Village employees accepting a new position/promotion shall be subject to a new introductory period. Failure to successfully complete the introductory period may result in separation as there is no right to reinstatement/reappointment to the employee's previous position.

### ***Promotion of Sworn Employees***

Promotion of sworn employees within the Police and Fire Departments shall occur according to provisions established in the Northbrook Municipal Code, Sections 20-21 and 12-31 and, if applicable, the Board of Fire and Police Commissioners Rules and Regulations and applicable collective bargaining agreement.

### ***Transfer***

Department Directors may transfer employees within the same department subject to position authorization as set forth in the Village's Fiscal Year Budget. All transfers between departments and any transfer which has the potential to require a wage adjustment shall be subject to approval by the Village Manager.

### ***Demotion***

Demotion is moving from a position in one pay grade to a position in a lower pay grade. Pay shall be adjusted to an equivalent position in the lower pay grade. Unless required by law, the Village, in its sole discretion, will determine whether demotion is appropriate on a case-by-case basis.

### ***Layoff or Reduction in Force***

As used in this Handbook, a "layoff" or "reduction in force" shall mean the implementation of a decision by the Village, driven by economic conditions, a shortage of work, or other condition in the Village's sole discretion. The Village Manager shall be responsible for making a preliminary determination that a reduction in force is necessary and present an Implementation Plan to the Village Board for approval either as part of the annual budget process or independently. Such Implementation Plan shall include, but not be limited to, the number of vacant positions, filled positions in order to project the number of employees to be affected by the proposed reduction. The Plan shall additionally inform whether an employee that has not completed their initial or extended introductory period in a position affected by layoff shall be separated before any non-introductory full-time employee in the same position, the process for notification to individual employees, any continuation of benefits that will be provided and recall procedures. All employees affected by such a reduction in force shall be entitled to payment for all eligible accrued benefits.

Employees who are enrolled in the Village insurance program(s) at the time of layoff shall have the right to continue to participate in the Village insurance program at their own cost according to the Village's COBRA policy.

### ***Resignation***

Employees choosing to separate from their Village employment are expected to provide a minimum of fourteen calendar days' written notice of resignation to their Department Director. The fourteen calendar days may not include paid holidays, reclaim time or a work day in which the employees takes earned and unused paid leave time. When a minimum fourteen calendar



days written notice is provided, the separating employees shall be considered to have separated in good standing and shall receive compensation for eligible accrued benefits.

If separation occurs as a result of misconduct or if the employee fails to provide the Village the minimum fourteen calendar days' notice, the employee shall be ineligible for compensation of good health benefits. Such employee shall not be considered to have separated in good standing nor eligible for rehire.

### **Termination**

Termination of employment refers to the end of an employee's work with the Village. Also referred to as a separation from employment, a termination can be voluntary (the employee's decision) or involuntary (the employer's decision).

### **Work Schedule, Breaks, and Attendance**

The normal work week for all non-sworn, non-union employees is five days of work, seven and one-half or eight hours per day. Each department shall establish and post work schedules for its employees in accordance with the needs of the department. Employees are subject to call out (i.e., being called in to work while off duty) as circumstances warrant. An employee's failure to report when so called out may result in disciplinary action. Each department director shall advise the Village Manager of the department's work schedule.

An individual employee's normal working hours will be consistent with the department's work schedule, unless otherwise established by the Department Director when deemed in the best interest of the Village. Part-time employees will generally have a consistent work schedule unless otherwise established by the Department Director when deemed in the best interest of the Village. The employee's work schedules may be adjusted to meet the needs and demands of the department and not for any impermissible purpose.

It is the Village's policy to provide either a thirty minute or one hour meal break for full-time (non-sworn, non-union) employees which are scheduled generally at the middle of the workday at the discretion of the supervisor. The meal break is unpaid.

Part-time employees who work more than seven hours will receive an uninterrupted 30-minute unpaid meal break in a similar manner as described above.

Meal breaks shall not be scheduled at the beginning or end of a work shift. If a work station is visible to the public, all meal breaks should be taken away from the respective work station.

### **Attendance**

All employees are expected to arrive on time for all scheduled shifts. Employees who are unable to report for work, and who are not on previously approved leaves of absence, are required to give reasonable notification to their immediate supervisor. Notification via email, phone call, or text message must be made as soon as the employee is aware that they will be unable to report to work and prior to the beginning of the scheduled work period. If an employee fails to provide proper notice of an absence, the employee may be subject to disciplinary action. If the employee is out for more than one day, the employee is required to notify their immediate supervisor of the continued absence each day. If the absence extends for a period of time, the employee and supervisor may establish a schedule to communicate on less frequent basis.

An employee is considered tardy when they report to work at any time after the pre-determined start time. Excessive tardiness is subject to disciplinary action.

Not reporting to work without notification (referred to as a “no show”) will result in disciplinary action unless the employee can document the inability to provide proper notice (e.g., emergency hospitalization).

Unless there are proven extenuating circumstances beyond the employee’s control that prevent notification, any no show lasting more than two consecutive scheduled work days is considered absent without leave, and the employee will have deemed to have resigned their position not in good standing, and employment with the Village will be terminated.

### ***Hours of Operation***

There may be occasions when non-emergency Village offices close or reduce normal operations. If an employee requests to take one of these days off, they must use a full day of accrued leave. Leave will not be pro-rated based on hours of operation. The Village is under no obligation to inform employees in advance of unscheduled closings or reduced operations, including weather related closures.

### ***Weather Related Closures***

During times of inclement weather, it shall be the priority of the Village of Northbrook to keep open public streets and access for emergency vehicles to/from the Village’s Police, Fire, and Public Works facilities. The secondary priority of the Village shall be to keep open public access during established business hours for routine (non-emergency) services at Village Hall, Fire Stations, Police Station, and Public Works facilities.

During times of inclement weather, the Village Manager, with advice of the Public Works Director or their designee shall determine whether adequate resources are available to keep open public access for routine service in addition to public street maintenance responsibilities and access for emergency vehicles to and from Police and Fire facilities.

If it is determined that adequate resources are unavailable, the Village Manager will establish opening and closing times for Village facilities such as Village Hall, Fire Administration, Police Station administrative personnel, and the Public Works Center. Consideration will also include suspension of non-essential services such as recycling collection events and permitted special events. Department Directors will be responsible for communicating with their workforce. Information will be communicated to the public via the Village website and social media. Additionally, the media will be notified in the event of Village facilities delayed openings and closings. Notification shall be posted at all public entrances to their respective facilities, if possible.

Generally, the time of any delayed opening and closing will be consistent for all non-emergency Village offices. The general parameters of this policy shall also apply to other emergency situations, which might result in restrictions of public access for routine (non-emergency) services at Village Hall, Fire Administration, Police Station, and Public Works Center.

### ***Overtime***

To meet certain municipal work obligations, employees may be required to work beyond their normal work week. Employees who are not exempt from the overtime provisions of state and/or federal laws are eligible to be paid overtime compensation. The Village does not allow non-exempt employees to work "off the clock" without compensation. Each department shall

establish procedures consistent with its work obligations to equitably allocate overtime among its eligible employees.

Employees working a regular work week of 37.5 or 40 hours who are eligible for overtime compensation receive 1.5 times the regular hourly rate for hours worked in excess of the assigned schedule in a given work week beginning Monday at 12:01 a.m. and ending at midnight on Sunday. Time worked is rounded in 15-minute increments. Time from 1 to 7 minutes is rounded down and not counted towards hours worked. Time from 8 to 14 minutes is rounded up and counted as a quarter hour of work time.

Non-exempt employees must obtain written approval in advance from their immediate supervisor to perform work outside of their assigned work schedule and the employee is responsible for reporting all hours of work, including work performed away from the office, on their time sheets. Any employee who fails to obtain advance written approval or accurately record all hours of work on their time sheet will be subject to disciplinary action.

Employees who are called back to work on scheduled days off or after they have left work at the end of their shift and who are called back at least two hours prior to the commencement of a regularly scheduled work shift shall receive a minimum of two hours of overtime at a rate of 1.5 times the regular hourly rate regardless of whether that employee has actually worked at least 40 hours that week.

When determined that mandatory overtime is necessary, employees who refuse to accept overtime assignments without reasonable cause shall be subject to disciplinary action up to and including termination.

### **Compensatory Time**

In compliance with the Fair Labor Standards Act, nonexempt employees may elect to receive compensatory time off at the rate of 1.5 hours for each hour worked in overtime in lieu of cash payment. Application for the compensatory time in lieu of cash payment for overtime compensation is subject to the approval of the department director. Eligible employees may accrue compensatory time off in lieu of cash payment in a time bank, not to exceed 80 hours (120 hours for 24-hour shift personnel). Once the reclaim time bank reaches the 80-hour limit (or 120-hour limit for 24-hour shift personnel) additional overtime hours worked will be paid in cash.

Compensatory hours accrued through April 30 of each year will be paid out at the employee's hourly rate of pay on May 15. Compensatory time must also be paid out at any time an employee is promoted from a position that is non-exempt to a position that is exempt from overtime.

Employees who have accumulated compensatory time may schedule such time off within a reasonable period after making the request, as approved by their supervisor, if it does not unduly disrupt department operations.

The Village may buy back an employee's accrued compensatory time to be paid out in cash at the employee's current hourly rate no more than one time per month. If an employee has previously scheduled compensatory time off, and such time off has been approved, the Village will not buy back time in such a manner that would cause the employee to lose the previously scheduled time off.

## Exempt Employees

Exempt positions are defined by the state or federal law as Executive; Administrative; Professional; Computer or Outside Sales. Employees in positions exempt from overtime requirements under state and/or federal laws are paid on a salary basis and are ineligible for overtime. Exempt employees are responsible for managing their time such that the responsibilities of the job are accomplished.

From time to time the responsibilities of Village positions will be evaluated to ensure each is properly classified as exempt or non-exempt.

## Pay Plan

In order to appropriately compensate employees with varying levels of responsibility, experience, and educational achievement, the Village utilizes a Position Classification System and Pay Plan Schedule which is presented annually by the Village Manager as a part of the municipal budget process pursuant to Section 2-59 of the Municipal Code. This Position Classification System and Pay Plan Schedule is only applicable to regular part- and full-time employees who are not covered by a Collective Bargaining Agreement. The Village Manager's compensation is not presented with the Pay Plan Schedule pursuant to Section 2-59 of the Municipal Code.

The Position Classification System and Pay Plan Schedule is additionally intended to provide a compensation structure which enables the Village to recruit and retain high performing employees. The Position Classification System and Pay Plan Schedule is designed to accomplish this by:

- Establishing pay rates which compare with those of other public and private organizations competing for employee skills similar to those utilized by the Village of Northbrook.
- Facilitating adjustments to changing economic and employment conditions requiring changes in pay levels.
- Providing for equal compensation for work of equivalent responsibility.

The Pay Plan Schedule consists of a series of pay grades and pay ranges in order to facilitate pay comparability between employees who serve in similar positions throughout the organization. Adjustments to the Pay Plan Schedule is reviewed annually and adjustments may be considered to maintain market competitiveness. The rate by which the grades and ranges are adjusted is subject to the annual budget approval process.

There is no expectation that an employee will be paid above the midpoint relative to tenure with the Village.

Each position established in the budget is included in the Pay Plan and classified according to the significant duties and responsibilities which it involves including but not limited to supervisory responsibility, required level of educational achievement or equivalent work experience necessary for the position to provide the knowledge, ability, and skill required for successful work performance. A pay grade class is a group of positions which involve duties and responsibilities which are broadly similar in terms of required education, decision making/independent judgement, policy development, work of others (supervision exercised), working conditions, and use of technology/specialized equipment.

Employees' total compensation package may include group medical insurance benefits, life insurance, and pension. Except as otherwise provided, employees shall not receive pay from the Village in addition to the salary authorized under the schedules for each position provided in the pay plan. Under no circumstances may Village services be extended by employees in exchange for special rewards, gifts or other remuneration from outside individuals or organizations.

The Pay Plan, which will be adopted as part of the budget process each year and included in the final budget document, establishes the assignment of each position classification to a pay grade and the hourly or annualized salary range (minimum, midpoint and maximum) for each pay grade.

### **General Administration**

The Village Manager or their designee shall be responsible for the implementation, administration, and interpretation of the Salary Classification System defined herein. The Village Manager is further responsible for establishing and administering the Pay Plan within the limits of the Salary Classification System defined herein.

### **Payroll and Timekeeping**

The Village administers payroll on a bi-monthly basis – on the 15<sup>th</sup> day of the month and the last day of the month. Employees are required to report hours worked on their electronic timecard regularly and submit it to their supervisor no later than the business day following the 15<sup>th</sup> and last day of the month, unless another timeline is established by the Department in order to meet payroll processing deadlines due to holidays or other conflicts. Employees are responsible for ensuring that their timecard accurately reflects all hours worked during the pay period. If an error is found in a timecard, the employee should contact their supervisor as soon as possible. Deductions to leave accruals when paid leave is used, overtime wages and reclaim time accruals are reflected the following pay period.

The Village will issue a paper check for the initial payroll. Employees are strongly encouraged to enroll in direct deposit. Payroll is issued on the 15<sup>th</sup> and the last day of the month. If the 15<sup>th</sup> or the last day of the month is a weekend day or a holiday, payroll is issued on the business day before. The Village does not provide pay advances.

The Village will withhold applicable payroll taxes and pension contributions from your pay. If you enroll in voluntary fringe benefits that the Village offers, the Village will withhold your contributions for these benefits. Additionally, the Village complies with court-ordered wage garnishments and will withhold and remit garnishments according to the garnishment order. Garnishments will only be changed or terminated by court order.

### **Paid Time Off**

During periods of paid leave of thirty days or less, employees will continue to accrue vacation, holiday and sick leave benefits and be eligible for general salary increases. During any other period of absence, whether paid or unpaid, employees will not accrue vacation, holiday and sick leave benefits nor be eligible for general salary increases, unless required by law.

### **Sick Leave**

The sick leave benefit is intended to provide employees with a continuation of their salary during a period of sickness or injury which is not as a direct result of their employment.

An employee on sick leave should not engage in work or any recreational or other activities which might interfere with the recuperative process in any way. It is expected that an employee on sick leave will return to work as soon as their recuperation permits. An employee on sick leave may be contacted by a Village representative via phone, email, or a personal visit.

#### **Employees hired on or after January 1, 2024**

All full-time employees not on a 24/48 work shift will receive nine sick days annually (a day shall be 7.5 hours or 8 hours depending upon employee's regular work schedule) prorated per pay period.

For non-represented sworn employees assigned to a 24/48 work shift, sick leave will be accumulated at twelve duty hours for each calendar month worked.

Part-time employees who work more than 1,000 hours per year, will receive two hours of sick leave per pay period.

Part-time employees working less than 1,000 hours per year and temporary employees are not eligible for sick leave benefits.

Sick leave shall be accumulated without specific limitation. Employees are responsible for reviewing leave account status on each check stub and reporting errors to their department director. If an error is confirmed the account balance will be corrected on the next payroll cycle or as soon thereafter as possible.

#### **Employees hired prior to January 1, 2024**

All full-time employees not on a 24/48 work shift will receive one sick day (7.5 hours or 8 hours depending upon employee's regular work schedule) for each calendar month worked.

For non-represented sworn employees assigned to a 24/48 work shift, sick leave will be accumulated at twelve duty hours for each calendar month worked.

Part-time employees if employed the equivalent of one half or greater of the equivalent full-time schedule, will receive one half of the full-time sick leave benefit.

Temporary employees are not eligible for sick leave benefits.

Sick leave shall be accumulated without specific limitation. Employees are responsible for reviewing leave account status on each check stub and reporting errors to their department director. If an error is confirmed the account balance will be corrected on the next payroll cycle or as soon thereafter as possible.

#### **Sick Leave Usage**

Earned sick leave may be used for absence necessitated by illness, injury or quarantine. Employees may use sick leave as accrued during the initial introductory period. Paid sick leave may also be used to keep medical or dental appointments. Paid sick leave may also be used for illness in the immediate family as further described herein.

Paid sick leave shall be used by employees in one-hour increments. Any full-time employee claiming paid sick leave may be required by the Department Director to provide information about the nature of the illness or injury and/or a certificate signed by a physician stating the nature and extent of illness. Additionally, department director may at any time require a



medical examination and physician's report based upon the use of sick leave of any employee of the department. Such report shall indicate the type of illness and required recuperative period. Proof of medical treatment shall be from the employee's physician, at the employee's expense.

While proof of medical examination or treatment may be required at any time, the Department Director or designated supervisor will require such proof at minimum when an employee has a period of incapacity of for more than three (3) consecutive calendar days due to illness or injury or anytime sick leave is requested concurrent with the use of another leave benefit.

Depending on the nature of the illness or injury and length of sick leave taken, employees may be required to provide medical release documentation indicating fitness for work prior to returning.

When sick leave is requested for the purpose of a scheduled medical treatment or elective surgery, and the expected leave is more than three work days, or two 24/48-hour shifts, Family and Medical Leave Act (FMLA) provisions shall be applicable. This request shall be made at the earliest possible opportunity. Employees are expected to provide at least 30 days' notice of such anticipated absence, but in no case shall the request be made less than two work days prior to the anticipated date of the medical procedure.

In addition to personal illness, employees may utilize sick leave to assist members of their immediate families who are stricken by bona fide illnesses or disabilities. Such family related absences for illness or disability shall be limited to three days or one 24/48-hour shift for any single occurrence.

Family and Medical Leave Act (FMLA) provisions may be applicable when employees elect to use sick leave to care for a major illness of an immediate family member.

Employees who are absent from work due to illness the day before and/or the day after a holiday or their scheduled vacation shall not be eligible for Sick Leave compensation for the absence(s) unless the absence(s) is approved by the Department Director.

Sick leave may not be used if illness or injury occurs while an employee is using any other leave benefit (i.e., Vacation, Reclaim Time, Holiday or Personal Leave).

Approval of a sick leave request authorizes use of sick leave for the day on which notification is given only, unless a multi-day absence is approved.

Paid sick leave shall not be allowed in advance of accumulation. Abuse of paid sick leave may result in disciplinary action. All cases of possible sick leave abuse shall be investigated.

### ***Exhaustion of Sick Leave***

An employee who may be eligible for a short-term disability via Illinois Municipal Retirement Fund (IMRF) should consult with Human Resources prior to exhausting earned and unused sick leave. FMLA and the use of sick leave run concurrent.

### ***Accumulation During Leaves***

During all periods of paid leave of 30 consecutive calendar days or less, employees will continue to accrue sick leave benefits. During any other period of absence, whether paid or unpaid, employees will not accrue sick leave. It is the department's responsibility to inform the Finance Department when leave accrual should be stopped.

### **Vacation**

Paid vacation leave time is credited to regular full-time employees. Regular full-time employees, except those assigned to 24 hours on/48 hours off shifts, accrue an annual vacation allowance of not less than 12 and not more than 24 work days (based upon 12 full months of continuous service at the employee's regular work shift of 7.5 or 8 hours). Vacation leave accrues according to the employee's continuous service with the Village as follows:

<b>Months of Continuous Service</b>	<b>Monthly Accrual</b>	<b>Annual Accrual</b>
End of month 1 through month 60	1 day	12 working days
End of month 61 through month 120	1.25 days	15 working days
End of month 121 through month 168	1.58 days	19 working days
End of month 169 through month 240	1.83 days	22 working days
End of month 240 through end of career	2.0 days	24 working days

Regular full-time employees assigned to 24 hours on/48 hours off shifts accrue an annual vacation allowance of not less than 6 nor more than 11 duty shifts (based upon 12 months of continuous service). Vacation leave accrues according to the employee's continuous service with the Village as follows:

<b>Months of Continuous Service</b>	<b>Monthly Accrual</b>	<b>Annual Accrual</b>
End of month 1 through month 60	.50 shifts	6 duty shifts
End of month 61 through month 120	.58 shifts	7 duty shifts
End of month 121 through month 168	.67 shifts	8 duty shifts
End of month 169 through month 240	.83 shifts	10 duty shifts
End of month 240 through end of career	.92 shifts	11 duty shifts

Regular part-time employees will start accruing paid vacation leave time on the first day of the month following the anniversary of their hire date, if they have worked at least 1,000 hours in the preceding twelve months. Vacation leave will accrue according to the employee's continuous service with the Village as long as the employee works at least 1,000 hours in the preceding year:

<b>Months of Continuous Service</b>	<b>Pay Period Accrual</b>	<b>Annual Accrual</b>
End of month 12 through month 72	1.75 hours	42 hours
End of month 72 through month 132	2.5 hours	60 hours



End of month 132 through end of part-time employment	3 hours	72 hours
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Part-time employees not working a total of 1,000 hours per year will not accrue paid vacation leave time.

Upon completion of the first six months of continuous employment, accrued vacation leave for full-time employees (or after the first year of employment for eligible part-time employees) may be scheduled or taken with the approval of the employee's Department Director or designated supervisor. Vacation leave will only be approved if it will not be disruptive to the work schedule of the departments concerned or the operations of the Village.

Vacation must be used in increments of one hour. Use of vacation leave in increments of less than four hours must be approved at least 48 hours in advance and may be taken only at the beginning or at the end of the employee's work day.

If a day designated as a paid holiday for the employee falls during an employee's vacation, the day shall not be charged as vacation time. An employee who leaves the employment of the Village shall be compensated for vacation leave earned and accrued as provided herein.

Subject to the approval of the Village Manager, department directors may establish consistent rules for the scheduling and use of accrued vacation to meet the particular work obligations of their department. Such rules shall be consistent with the following general standards:

1. Scheduling of vacation absences shall be mutually convenient to the employee and Village.
2. Vacation absences may be scheduled to include other leave which shall be accumulated by the date the leave is to commence unless otherwise restricted by department policy.
3. Accumulation shall be credited semi-monthly. Employees who begin work after the first day of a pay period shall receive pro-rata credit for that portion of the pay period worked.

### ***Accumulation of Vacation Time (last updated 06/25/2024)***

Employees may possess a maximum of 23 days (or equivalent time for certain collective bargaining shift employees) of accrued vacation credit. By April 30 of each year (fiscal year-end), an employee's accrued vacation time balance shall not exceed 23 days (or equivalent time for certain collective bargaining shift employees). The Village Manager may, on a case by case basis and at their sole discretion, provide an extension through May 31 to allow an employee to utilize excess accrued vacation time exceeding the 23 day threshold at fiscal year-end. Any accrued vacation time exceeding 23 days (or equivalent) as of April 30 in which an extension is not granted by the Village Manager shall be removed from the employee's accrued vacation time bank on May 1 of the subsequent fiscal year.

### ***Holiday Leave***

The following days are observed as holidays by the Village of Northbrook:

<b><u>DAY</u></b>	<b><u>OBSERVATION DATE</u></b>
New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4

Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Fourth Thursday in November
Christmas Day	December 25

When a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on Sunday, it shall be observed on the following Monday.

All regular full-time exempt employees of the Village, except those designated to work, shall receive holidays with pay for holidays observed by the Village.

All regular full-time non-exempt employees of the Village, except those designated to work, shall receive holidays with pay for holidays observed by the Village according to their scheduled shift at the time of the holiday.

Due to special or emergency needs of the Village, or due to an employee's work schedule or work assignment, a non-exempt regular full-time employee may be required by the Village to work on a holiday otherwise observed by the Village. When this occurs, the Department Director or the designated supervisor is to make a reasonable effort to allow such an employee a different day off with pay during the same workweek. If allowing a different day off in the same workweek is not possible, and the employee therefore does not receive alternate time off in lieu of holiday time off, the employee shall be paid 7.5 or 8 hours pay in lieu of having the day off and shall also be compensated at one and one-half times their regular rate of pay respecting the time actually worked on the holiday recognized by the Village. In the case of an exempt regular full-time employee required by the Village to work on a holiday, the Department Director or the designated supervisor is to make a reasonable effort to allow such an employee a different day off within the same pay period or the pay period immediately following the Holiday worked.

Part-time and temporary employees generally shall not be scheduled to work on a Holiday observed by the Village and therefore are not eligible to receive holiday pay for a day not worked. In the event the part-time or temporary employee, due to special or emergency needs of the Village, are required by the Village to work on a holiday otherwise observed by the Village, the temporary or part-time employee shall be paid compensated at two times their regular rate of pay respecting the time actually worked on the holiday recognized by the Village.

The Department Director may disallow holiday pay if an employee is requested to work on the holiday and does not comply with such request.

No employee will be paid for a holiday unless they actually worked, if scheduled, the working day immediately preceding the holiday and the working day immediately following the holiday, except where the employee is granted special advance approval for pay for the holiday by the Department Director.

### **Personal Leave**

Each fiscal year, the Village provides full-time employees with five personal leave days for emergency use or holiday recognition not already provided for under the Village's holiday leave. Employees have the flexibility to use personal leave for scheduled, non-emergency purposes. Non-full-time employees receive personal leave on a pro-rated basis. Employees hired after the start of the fiscal year receive pro-rated personal leave.

Requests to use Personal Leave are subject to supervisor approval and dependent upon, including but not necessarily limited to, operational needs and safety objectives. The employee seeking to use such personal leave is expected to provide their supervisor with at least 7 days' prior notice. If the need for leave is unforeseeable, then the employee must provide notice as soon as the employee is reasonably aware of the need for leave, and in no event less than one hour prior to the employee's scheduled starting time for each day/shift a personal day is used, unless notification of subsequent successive days/shifts is waived by the supervisor.

Personal leave may be used in one- hour increments. Personal leave time does not accrue and unused personal leave cannot be converted into accumulated compensatory time as defined by the Fair Labor Standards Act. Therefore, personal leave must be used during the fiscal year during which it was granted and cannot be carried over into the following year. Unused personal leave is forfeited at the end of each fiscal year and at separation.

### ***Jury Duty***

Full-time employees summoned for jury duty will be granted leave in accordance with the Illinois Jury Act. Employees who reside outside of Illinois and receive an out-of-state jury duty summons will be similarly granted leave for jury duty. If summoned for jury duty, an employee must notify their immediate supervisor of the date(s) as soon as possible. While on leave for jury duty, employees will receive regular wages. Any jury service payment an employee receives shall be turned over to the Village.

### ***Court Appearance***

Full-time employees subpoenaed as Village-related witnesses will be granted a leave with pay for the required period of absence. Such benefit is conditional upon the employee's endorsement to the Village of all compensation received as jury pay or witness fees associated with the court service. Employees attending a civil court proceeding not related to the Village, as a defendant or plaintiff, shall be granted a leave of absence without pay, as necessary, until a decision of the court has disposed of the case. Employees may use accumulated leave benefits to continue their compensation.

### ***Leave to Vote***

Illinois law provides all employees, upon at least one day's notice, up to two paid hours during the work day to vote. The leave is applicable to all scheduled and special elections, including primaries. To be eligible for this paid leave, an employee's working hours must begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls.

### ***Bereavement Leave***

The Village complies with the Illinois Family Bereavement Leave Act ("FBLA"). The Village will grant an eligible employee up to ten (10) workdays of leave in a 12-month period, three (3) of which may be paid bereavement leave days (in accordance with any applicable collective bargaining agreement) and seven (7) of which are unpaid workdays, to:

1. attend the funeral (or its alternative) of a covered family member;
2. make arrangements necessitated by the death of the covered family member;
3. grieve the death of the covered family member; and
4. be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption

match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

For purposes of this policy, a “family member” is defined as an employee’s child (biological, adopted, foster, step, legal ward, or a child for whom the employee stands in loco parentis), spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. If an employee suffers the loss of more than one family member in a 12-month period, an employee may be eligible to take unpaid leave up to a maximum of six (6) weeks during the 12-month period.

To be eligible for leave under this policy, the employee must have worked at least 1,250 hours for the Village within the prior 12-month period. Leave may not be taken in addition to unpaid leave permitted under Family and Medical Leave Act (“FMLA”), nor may time off under this policy exceed unpaid leave time off allowed under the FMLA.

This leave operates coextensively with any paid bereavement leave already provided by the Village. However, an employee may elect to apply eligible paid benefit time off to cover the remainder of any unpaid leave period under this policy.

The Village recognizes that the loss of a family member or other FBLA circumstances may be sudden and unforeseen. To ensure that an employee’s leave is appropriately scheduled, employees should notify the Village of their intent to use FBLA leave at least 48 hours in advance, if reasonable or practical. Leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed under paragraph (4), above, occurs.

An employee requesting leave under this policy must provide reasonable documentation demonstrating eligibility for leave. For example, for leave under paragraphs (1) – (3), above, this may include a death certificate, a published obituary or other written verification of death. For leave resulting from an event listed under paragraph (4), above, reasonable documentation includes a form to be filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for an event listed under paragraph (4), above, or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed under paragraph (4), above, certifying that the employee or his or her spouse or domestic partner has experienced an event listed under paragraph (4), above. Such forms are available through Human Resources.

## **Family and Medical Leave Act**

The Village of Northbrook complies with the provisions of the Family and Medical Leave Act of 1993 (FMLA), and as amended. In all cases, the Village will comply with the current FMLA regulations if there are discrepancies between this policy and the Act.

In compliance with FMLA, employers of 50 or more employees are required to provide up to 12 weeks of job protected leave over a 12-month period to eligible employees for certain family and medical reasons and up to 26 weeks in a 12-month period to care for a covered military service member with a serious injury or illness. FMLA also requires employers to maintain group health insurance coverage for employees covered by health insurance under the same terms as for active employees and to restore employees to their same or equivalent position at the conclusion of their FMLA leave.

FMLA requires employers to provide a minimum amount of unpaid leave per year for eligible reasons. While FMLA leave is unpaid, an employee may use paid leave (through existing sick, vacation, workers' compensation, disability, and personal leave programs) to run concurrently with unpaid FMLA leave consistent with the employer's policies. When paid leave is used for FMLA purposes, it is charged against both the paid leave accumulation and the FMLA entitlement. Where other leave policies exist that are more generous than the requirements of FMLA (e.g., an employee who has more than 12 weeks of accumulated sick leave), those leave policies will continue to apply after the exhaustion of the 12 weeks of FMLA leave.

Under FMLA, family member is defined as the spouse, son, daughter or parent of the employee. Family member does not include parent "in-law" of the employee.

### **Eligibility**

An employee is eligible for FMLA leave when they have worked for the Village at least 12 months (does not have to be consecutive) and has worked a minimum of 1250 hours for the Village over the 12-month period prior to the commencement of leave.

### **Purpose of Leave**

FMLA leave may be used for the following:

1. Serious health condition that makes the employee unable to perform the functions of their position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.
2. To care for a spouse, child (either under 18 years of age or 18 years of age and older who is incapable of self-care because of a mental or physical disability) or parent with a serious health condition.
3. The birth of a child and in order to care for the newborn.
4. The placement of a child with the employee for adoption or foster care and to care for the newly placed child.
5. Qualifying exigency leave for families of members of the National Guard, Reserves, and Regular Armed Forces when the military member is deployed on covered active duty to a foreign country.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a. Short-notice deployment
- b. Military events and activities
- c. Child care and school activities
- d. Financial and legal arrangements
- e. Counseling

- f. Rest and recuperation (up to 15 calendar days)
- g. Post-deployment activities
- h. Additional activities that arise out of active duty provided that the employer and employee agree.

An eligible employee who is the grandparent of a person called to military service lasting longer than 30 days pursuant to a state or federal deployment order may also be entitled to up to 15 days of unpaid family military leave during the time the deployment order is in effect, if the employee has exhausted all available vacation and personal time.

- 6. Military caregiver leave to care for an ill or injured servicemember whose serious injury or illness incurred on active duty in the line of duty and which renders them medically unfit to perform the duties of their office, grade or rating.

### ***Amount of Leave***

An eligible employee may take up to 12 weeks of unpaid leave for the FMLA circumstances (1) through (5) above during any 12-month period. An eligible employee may take up to 26 weeks for the FMLA circumstance (6) above during a single 12-month period measured from the first day of such leave and ending 12 months later. Leave taken for all FMLA circumstances (1) through (6) above will be deducted from the total weeks available for any other FMLA circumstance during a 12-month period.

With the exception of circumstance (6), for purposes of determining FMLA leave used in a 12-month period, a 12-month period is defined as the 12 months immediately prior to the date the employee uses FMLA leave.

If both spouses work for the Village, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth of a child, adoption or placement of a child in foster care or to care for the employee's parent with a serious health condition. If the FMLA leave is to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave during the single 12-month period.

### ***Intermittent Leave***

In the cases of the birth, adoption or placement in foster care of a child, leave must be taken all at once. In all other cases, the leave may be taken all at once, intermittently, or in the form of a reduced work schedule. If intermittent leave is requested for the employee's illness or the illness of a family member, such intermittent or reduced work schedule leave is only allowed when "medically necessary" as certified by the health care provider of the employee or the employee's family member. Employees who use this intermittent or reduced schedule leave are required to try to schedule the leave so as not to unduly disrupt Village operations. The Village may, at its discretion, place the employee in an alternate position which better accommodates intermittent or reduced schedule leave for the duration of the FMLA leave.

### ***Substitution of Paid Leave.***

Employees utilizing FMLA qualifying leave are required to use any accrued paid leave for which they are eligible before any unpaid leave is granted. The use of FMLA leave does not entitle employees to any paid leave other than that provided in their labor agreement or this handbook.

Unless specified elsewhere in this handbook, employees may use paid leave in the order of their choice. The total period of FMLA leave, whether paid leave is used for all or part, will not



exceed 12 weeks (or if the FMLA leave is to care for a covered injured or ill servicemember, the FMLA leave will not exceed 26 weeks).

### ***Benefits Protection/Accrual***

Leaves taken under this Act will not result in the loss of any previously accrued seniority or employment benefits. Employees do not accrue additional seniority while on unpaid FMLA leave. Employees on this leave are entitled to receive continued health benefits under the same terms as coverage would have been provided if the employee had been continuously employed during the FMLA leave period. Employees are obligated to continue to make any contributions that may be required. Other leave benefits including service credits for pension benefits, unless required by law, will not be accrued during any unpaid period of leave if the leave is for more than one month.

### ***Return to Work***

An employee who is taking FMLA leave because of the employee's own serious health condition may be required to provide a fitness for duty clearance from the employee's health care provider.

### ***Employment/Pay Protection***

In accordance with the law, an employee who uses FMLA qualifying leave under the terms of this procedure shall be returned to the same position they held before the leave unless business needs make it necessary for the Village to do otherwise. In all cases, the employee will be returned to a position equivalent in pay, benefits and other terms and conditions of employment.

### ***Employee Notice***

If the need for leave is foreseeable, an employee must give 30 days' notice to their supervisor and the Human Resource Manager. If not foreseeable, the employee must provide such notice either the same day or the next business day as they become aware of the need.

### ***Village Notification to Employee***

Within five business days after the employee gives notice of the need for FMLA leave, the Village will provide the employee with the Department of Labor (DOL) Notice of Eligibility and Right and the DOL Designation Notice.

When the Human Resources Manager becomes aware that an employee's use of paid leave is for an FMLA qualifying reason, they will designate that leave as FMLA leave and notify the employee of such designation. For example, an employee who requests sick leave for heart bypass surgery is requesting sick leave for an FMLA qualifying event whether or not the employee specifically requests "FMLA leave." In this example, the Human Resources Manager would designate the sick leave as FMLA eligible and would notify the employee of such designation.

Although employers are required to designate leave according to FMLA, and may inquire of the employee as to the purpose of their leave requests, the Village will not routinely inquire into the purpose of scheduled use of vacation or holiday leave. An exception to this might be when an employee requests vacation leave immediately following the use of sick leave or when an employee requests sick leave before returning to work following a vacation.

### ***Medical Certification***

The Village may require an employee or employee's family member to submit a medical certification form for leaves of the employee's own serious health condition. If requested, the employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave continuation. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition or DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

Should the Village be concerned with any deficiencies in the medical certification, the Village may directly contact the employee's or family member's health care provider for verification or classification purposes using a health care professional, a human resources professional, or management official. The employee's immediate supervisor will not be used for this contact. Before the Village makes direct contact with the health care provider, the employee may be given the opportunity to resolve any deficiencies in the medical certification within seven days of being notified in writing of the deficiency.

The Village has the right to ask for a second opinion if it has reason to doubt the certification. If deemed necessary, the Village will pay for the employee or family member to get a certification from a second doctor selected by the Village. The Village may deny FMLA leave to an employee who refuses or whose family member refuses to provide a second or third certification as requested. If necessary to resolve a conflict between the original certification and the second opinion, the Village will require the opinion of a third doctor. The Village and the employee will mutually select the third doctor and the Village will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second or third opinion.

### ***Recertification***

The Village may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days or when circumstances have changed significantly or if the Village receives information casting doubt on the reason given for the absence or if the employee seeks an extension of their leave. Otherwise, the Village will request recertification for the serious health condition every six months in connection with an FMLA absence. Employees requiring FMLA leave on an ongoing basis will be required to submit an annual medical certification, subject to a second and third opinion, if necessary, in support of the ongoing leave.

### ***Failure to Return from Leave***

If an employee fails to return from scheduled FMLA leave for a reason other than the continuation, recurrence or onset of a serious health condition (either the employee's own or that of an immediate family member) or due to other reasons beyond the employee's control, the Village may recapture premiums for maintaining group health insurance coverage during any unpaid portion of the FMLA leave. The Village may require medical certification to support claims that a serious health condition exists. The FMLA defines "return to work" as returning to work for at least 30 calendar days.



## Parental Leave

After one year of service, full-time non-union employees are eligible at the birth (excluding births in which the employee is a surrogate) or adoption of a child for paid parental leave as follows to run concurrent with FMLA.

Date of FMLA Commencement for birth or adoption:

Weeks 1-4	Paid Parental Leave
Weeks 5-7	Employee Earned/Unused Paid Leave
Weeks 8-10	Matching Paid Parental Leave
Weeks 11-12	Employee Earned/Unused Paid Leave

The minimum paid parental leave offered to an employee following the birth or adoption of a child is four weeks and the maximum paid parental leave is seven weeks if at least five weeks of employee earned/unused paid leave is taken.

Employees electing to take, or employees without sufficient employee earned/unused paid leave, will receive matching paid parental leave equal to the total days or weeks of employee earned/unused paid leave taken starting at Week 5, not to exceed three weeks total matching paid parental leave.

## Nursing Mothers in the Workplace

The Village will provide nursing mothers with reasonable paid break time each day to an employee who needs to express breast milk for her infant child for up to one year after the child's birth. The break time may run concurrently with any break time already provided to the employee.

The Village will also make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee described can express her milk in privacy.

## Military Leave and Military Family Leave

The Village recognizes that employees may serve in the Armed Services of the United States or State of Illinois in either an active or reserve capacity. When such service occurs, the Village will comply with applicable laws, including the federal United States Employment and Reemployment Rights Act (USERRA) and the State of Illinois Service Member Employment and Reemployment Act and Family Military Leave Act.

### **Military Service Leave**

Village employees serving in the uniformed services are eligible for a leave of absence during periods of service in accordance with applicable law. Employees must provide advanced notice of such leave, unless notice is precluded by military necessity, impossible, or unreasonable. Employees are required to provide the Village with a copy of their military orders so that the Village can administer any leave and pay benefits required by law. An employee may also be required to provide documentation of an employee's military pay rate as requested by the Village in order to facilitate administration of benefits under law. However, employees will not be eligible for differential compensation while on active service without pay from the military. Differential compensation for voluntary active service is limited to 60 work days per calendar year. All other benefits, including insurance, will continue to accrue and remain in effect to the extent required by law.

Medical insurance coverage will continue for the employee's spouse and other enrolled dependents with premium contributions being deducted from Village-issued compensation. If that payment is insufficient to cover the employee's premium contributions, in order to maintain insurance coverage, premium payment shall be made to the Village but is entitled to again participate in a Village medical insurance program upon return to work.

### ***Military Training Leave***

Village employees who are members of a reserve component of the Armed Services, including the Illinois National Guard, will receive leave during their annual training commitment ordered by the Armed Services. During this leave, up to 30 days per calendar year, the employee will continue to receive the employee's regular Village compensation, including insurance and other benefits. If the employee's annual training commitment exceeds 30 days per calendar year, the period of military leave that exceeds 30 days per calendar year may be paid as military differential compensation to the extent required by law.

### ***Employee Notice***

The employee must immediately notify their department director in writing of any upcoming military duty and provide the Village with a copy of the orders as requested.

### ***Re-employment***

In accordance with the provisions of State and federal law, upon the completion of military service, employees must request reinstatement within 90 days after discharge to resume employment with the Village. Barring changed circumstances, the Village will reinstate an employee to the same or similar position without loss of seniority, benefits, or the rate of pay in effect prior to induction. An employee shall have no greater right to reinstatement than otherwise provided by law and must return from service with a qualifying discharge and able to perform the essential job functions of the former position.

### ***Unpaid Leave***

Employees who have worked at least 12 months for the Village and have worked at least 1,250 hours in the 12 months preceding the commencement of the leave are eligible for unpaid leave through the Illinois Family Military Leave Act. An employee must first exhaust all accrued vacation, floating holiday, PTO, compensatory time, and all other leaves except sick leave and/or disability leave. Family Military Leave may not run concurrently with a paid leave. An employee who is the spouse, parent, child or grandparent of a person called by the Governor or President to State or federal service lasting longer than 30 days may request leave. An employee seeking Family Military Leave must give at least 14 days' notice prior to the date the leave will commence. The Village shall require certification from the proper military authority to verify the employee's eligibility for the leave. The employee is entitled to be restored to the same or equivalent position following leave. Employees shall maintain benefits at their own expense.

## **Additional Leaves of Absence**

### ***Non-FMLA Leave of Absence***

After the exhaustion of a leave under the Family Medical Leave Act (FMLA) or for reasons that do not qualify under the Family and Medical Leave Policy, an employee may request a leave in the form of a Non-FMLA leave of absence. Non-FMLA leaves of absences may be granted solely at the discretion of the Village Manager. The granting of such leave shall be non-precedential and non-determinative of the outcome of future leave requests.

A request for a Non-FMLA leave of absence must be submitted on a Village "Leave of Absence Request Form" to the Village Manager or designee two weeks in advance of the desired leave date. An employee may not request a Non-FMLA leave of absence for purposes of seeking employment elsewhere.

The ability to accommodate a request for a Leave of Absence is determined by factors such as:

- Village needs;
- Departmental/operations work load;
- Nature and length of the request;
- Employee's job performance; and
- Other factors deemed relevant by the Village Manager and in accordance with applicable law.

If an employee is permitted a Non-FMLA leave of absence, the Village Manager shall set the time period based on the circumstances in each specific case. It is the employee's responsibility to provide the Village with the appropriate information and documentation as part of the leave request. In addition, an employee may be required to provide documentation from their treating physician to determine if it is appropriate to continue the leave of absence. The Village has the right to terminate any Non-FMLA leave, including but not necessarily limited to if it is determined that the employee can or should be performing their job with the Village and if abuse of the leave is suspected.

Benefits and seniority shall not accrue during a Non-FMLA leave of absence and in no event shall the Non-FMLA leave be permitted to extend beyond one year. Employees on a Non-FMLA leave of absence will be permitted to continue coverage under the Group Health Insurance and/or Life Insurance at their own expense for the duration of the leave, as permitted by the Consolidated Omnibus Budget Reconciliation Act (COBRA) and relevant Village policy.

Employees taking a Non-FMLA leave of absence must utilize all accrued vacation or other applicable paid time off that is available in their accrual bank. Time taken for a Non-FMLA leave of absence will not, unless required by law, be counted as time worked when calculating accruals for vacation, sick leave, or IMRF credits. Employees on leave may be required to contact their department director or the Human Resources Manager to keep them informed of the employee's leave status. Failure to return from any approved Non-FMLA leave of absence shall be considered a resignation which shall be made retroactive to the first day of leave.

Although the Village does not guarantee an employee's reinstatement to any position, the Village will permit the employee to resume original status, if the position is still in existence and vacant when the employee is able to return from leave and the employee currently meets all job requirements at the time of return. If the position no longer exists, or is filled, the Village will make an effort to place the employee in an open position for which the employee is then currently qualified. The Village does not guarantee that an employee will be placed in a position of equivalent compensation upon their return. If a position is not available, the employee may be terminated. An employee's placement in an available, open position for which they are qualified, at the return of a Non-FMLA leave of absence, is solely at the discretion of the Village Manager.

An employee will be required to present a fitness-for-duty medical release upon return from a Non-FMLA leave of absence. If an employee is deemed to be permanently disabled or unable to perform their essential job duties with or without reasonable accommodation, the employee

shall be advised of applicable disability pension benefits and the fact that the Village will have no alternative but to terminate the employee's employment with the Village. The employee shall be terminated effective the date of such decision by the Village Manager. Any unused, accrued vacation benefits will be paid to the employee upon termination.

### ***Victims' Economic Security Safety Act***

The Illinois legislature has enacted 820 ILCS 180 Victims' Economic Security and Safety Act (VESSA). VESSA provides that employees who are victims of domestic or sexual violence or have a family or household member who is a victim of domestic, sexual or gender violence, may under certain circumstances, take up to 12 weeks of leave from work on an unpaid basis during any 12-month period in order to address these issues. Contact the Village Manager's Office for more information about taking leave as provided by VESSA.

### ***Illinois School Visitation Rights Act***

This Act provides that employees may take up to eight hours of unpaid leave per school year, with no more than four hours being taken in one day for the purpose of school conferences, behavioral meetings, or academic meetings related to the employee's child. An employee requesting leave under this Act must provide a written request for the leave at least seven days in advance, except in the case of emergencies. This leave is intended to be used as a last resort by employees who have no other paid (vacation or personal) leave available and who have made every attempt to schedule the visit during non-working hours. The employee must provide their supervisor with documentation of the visit as provided by the school administrator within two working days of the school visitation. This is unpaid leave; however, the Village will attempt to make reasonable efforts to accommodate an employee who wishes to make up the time, provided it is conducive to normal Village operations.

### ***Additional Leaves Required by Law***

The Village recognizes employees' right to additional forms of leave as provided by State law. Employees should notify their immediate supervisor of any questions or concerns regarding the need for time off for any reason.

### ***Temporary Limited Light Duty (TLD)***

When the Village Manager determines that it is practicable to do so, the Village Manager in consultation with the Department Director, will endeavor to identify and assign temporary limited light duty work (TLD) to an employee who is temporarily unable to perform the essential functions of their regular position as a result of a work-related or non-work-related injury or illness. If so identified and assigned, a TLD assignment shall be temporary only and intended to enable the employee to return to their regular position as soon as possible.

The Village will endeavor to return employees to gainful regular employment as soon as possible by exploring possible TLD assignments; however, the Village does not guarantee the availability of light-duty work. TLD assignment is not in any manner intended to be a permanent duty assignment.

TLD assignment will be made only if productive work contributing to the efficient and effective operation of Village government is available. A TLD assignment will not be made or continued if the Village Manager determines, for example, the assignment would require another employee to perform a disproportionate share of the more difficult or least desirable types of work, or if other relevant circumstances exist.

If TLD work is available, any of the following arrangements may be made:

- The employee may return to their regular job with restrictions in duties;
- The employee may be assigned TLD work within the same department; or
- The employee may be assigned to TLD or other work in another department.

If there are a limited number of TLD assignment opportunities available, employees recovering from work-related injuries or illnesses may have assignment priority over employees recovering from non-work-related injuries or illnesses.

If there is no TLD assignment available, an employee with a work or non-work-related injury or illness may be required to utilize accrued sick, vacation, personal or compensatory leave time. If the needs of the Village require, and in accordance with applicable law and affected collective bargaining agreements, a replacement may be hired to replace the employee.

### ***Procedures***

An employee who may be eligible for a TLD assignment shall provide medical documentation and information from the employee's physician that outlines the employee's work limitations and restrictions to the Human Resources Manager.

The Human Resources Manager shall review the employee's limitations and restrictions and meet with the Department Director to determine if an appropriate TLD assignment is available and/or appropriate.

Each TLD assignment must be approved by the Village Manager.

### ***Additional Provisions***

A TLD assignment for an employee recovering from a injury or illness shall not generally exceed 60 calendar days. At the end of 60 calendar days, the employee may request to use accrued sick or vacation leave or may request leave without pay.

At the end of the first 30 calendar days of a TLD assignment, an employee must present a current statement from a medical doctor stating the estimated date of the employee's return to regular duty. A TLD assignment may not be continued beyond the first 30 calendar days if the employee does not provide the required medical statement. From time to time, as requested by the Human Resources Manager, an employee on a TLD assignment must present a current statement from a medical doctor indicating an estimated date of the employee's ability to return to full regular duty.

Prior to returning to full duty, the employee must provide a statement from a medical doctor that unconditionally releases the employee to perform all essential functions of the employee's position.

An employee on TLD assignment may be assigned several types of work at various and differing locations and work times, as necessitated by changing medical restrictions, by completion of available work of a particular type, or the ability of the Village to provide or continue a TLD work assignment.

Nothing in this policy is intended to preclude the Village from requiring that an employee see a doctor of the Village's choosing, as permitted by law and at Village expense.

It is Village policy to comply with the ADA, FMLA, and other relevant law with respect to the administration of light duty.

### **Employee Fitness for Duty**

The Village of Northbrook is committed to promoting a safe and healthy environment for its employees, residents and visitors. Such an environment is possible only when each employee is able to perform their job duties in a safe, secure, and effective manner, and remains able to do so throughout the entire time they are working.

The Village expects its employees to maintain a fitness for duty required for the safe performance of essential job functions, with or without reasonable accommodation. Each employee is required to report to work in an emotional, mental and physical condition (including free of the effects of alcohol and drugs) necessary to perform their job in a safe and satisfactory manner.

An employee is expected to discuss with their supervisor any circumstances that may impact their ability to safely and effectively perform their job. Nothing in this section is intended as a substitute for appropriate corrective or disciplinary action related to chronic performance or behavioral problems.

The Village Manager or their designee may require an employee to submit to a medical or psychological examination to ensure minimum physical or mental capacity to perform the essential job duties. Such required physical or mental evaluations shall be by a practitioner licensed in the State of Illinois. When an examination is required, it shall be at the Village's expense. Refusal or failure to participate in such a required examination may result in disciplinary or other employment action.

An employee seeking to return to work following a period of medical or other absence may be required to submit to a fitness for duty exam or otherwise provide medical documentation regarding their ability to perform their job duties. If the employee is determined to be unfit or unable to perform the essential duties of their job following a period of leave, the Village may consider whether a reasonable accommodation exists that would facilitate the employee's ability to perform the essential functions of their job.

### **Job Abandonment**

Any employee who fails to return from an authorized leave of absence on the first work shift following the termination of the leave period shall, after the expiration of that shift, be deemed to have abandoned their position. Should the failure to return to work continue, after the second work shift, the employee may be separated from employment and such a separation shall be construed to indicate a resignation not in good standing and applicable Village policies regarding such separation will apply. Notification of extenuating circumstance may be cause to waive such a determination. Waiver of a finding of job abandonment shall be within the discretion of the affected department director with the approval of the Village Manager.

### **Flexible Work Arrangements**

The Village recognizes that the nature of how work is performed, including when and where work is performed, continues to change for many positions in the organization. The Village also recognizes offering non-traditional or flexible work arrangements to certain positions in the



organization may better enable the Village to meet its operational needs while providing flexibility for employees to support work-life integration.

Flexible work arrangements are not an entitlement, nor are they a Village-wide benefit, and they in no way change the terms and conditions of employment with the Village. Flexible working arrangement requests will be considered based on the department's operational needs and individual employee performance.

Full-time employees in non-bargaining unit positions may apply for flexible work arrangements. To qualify, employees must have been employed with the Village for at least six months and must have exhibited above-average performance. However, exceptions to the minimum employment of periods may be granted by the department director based on operational needs and employee performance.

To request flexible work arrangements, the employee must complete the Flexible Work Arrangements Program Request form and submit the completed form to their department director. The employee and the department director will review the request to determine whether the employee's requested working arrangement meets the Village's operational needs. Because the Village's foremost priority must be providing service to the community, the Village's operational needs will be used to determine whether the employee's requested working arrangement can be provided. Strong communication between employees, their supervisors and coworkers is important to the success of flexible working arrangements to ensure that work is appropriately coordinated among team members.

If an employee is approved for flexible working arrangements, the employee may be required to adjust their schedule to work during normal Village Hall business hours if needed to meet the Village's operational needs. The focus of the flexible working arrangement must remain on job performance and meeting business and organizational needs. The flexible working arrangement may be terminated in the department director's sole discretion, including but not limited to if an employee's work performance declines or assignments are not completed in a timely manner. The availability of flexible working arrangements may be discontinued at any time at the discretion of the Village.

## **Remote Work**

Remote work may be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Remote work is not an entitlement, nor is it a Village-wide benefit, and it in no way changes the terms and conditions of employment with the Village.

Either an employee or a supervisor can suggest remote work as a possible work arrangement. Remote work can be informal, such as working from home for a short-term project; or formal, such as working a specific day or time from home. All remote work arrangements are made on a case-by-case basis, focusing first on the business and organizational needs of the Village.

Any remote work arrangement made will be on a trial basis for up to first three months, and may be discontinued at any time for any reason by the Village or at the request of the employee.

Flexibility is an important element of the remote program. As such, employees are not guaranteed the ability to remote work on desired days or a specific number of days. Employees who work remotely are expected to answer their office phone and may only access Village

computer files and networks using a Village-issued device and Village-issued solution for a secured network connection.

The Village accepts no responsibility for damage or repairs to any employee-owned equipment and will not be responsible for costs associated with initial setup or maintenance of the employee's home office (including but not limited to any optional computer accessories purchased by the employee, furniture, internet service, etc.). Consistent with the Village's expectations of information security for employees working at the office, employees working remotely will be expected to ensure the protection of proprietary Village information accessible from their home office, strictly adhering to the Village's IT-related policies.

The department director will determine the number of days of remote work allowed each month, days of the week and the work schedule the employee will maintain. The employee agrees to be accessible by phone during the agreed-on work schedule and may be called into the office if needed during an emergency or if the employee's presence is otherwise required in the office while working remotely. Employees working remotely will still be required to record all hours worked on their timesheet. Failure to comply with any of these requirements can result in the immediate cessation of the remote work arrangement in addition to appropriate disciplinary action up to and including termination.

The Village recognizes that employees may have family responsibilities outside of work that require the employee to be at home to provide family care. Remote work may be used in situations when an employee is able to adequately perform work responsibilities while providing limited or minimal family care, though remote work is not intended to be a replacement for family care that requires significant or consistent attention of the employee. Remote work is not a replacement for sick leave or another form of paid leave when the employee needs to be absent from work. If the employee does not feel well enough to perform work, the employee should use sick leave benefits. The focus of the remote work arrangement must remain on job performance and meeting organizational demands. If an employee's work performance declines or assignments are not completed in a timely manner, the remote work arrangement may be terminated.

The availability of remote work as a flexible work arrangement for employees may be discontinued at any time at the discretion of the Village.



# **SECTION 6**

## **Employee Benefits**

Approved by Northbrook Village Board of Trustees

December 12, 2023

Resolution No. 23-209

## Section 6: Employee Benefits

On the first day of employment, or the earliest reasonable opportunity thereafter, each new employee shall meet with Human Resources staff to receive information about the Village's organization, employment policies and benefits, and to complete required benefit enrollment forms and related paperwork. New employees are required to complete several forms in advance of the first payroll which include:

- State and Federal required employment documentation including a W-4, IMRF enrollment (if eligible) and I-9 forms
- Enrollment forms for health and dental coverage (if eligible) are required to complete this enrollment prior to their first payroll so that proper premiums are deducted and to ensure that coverage begins in a timely manner.

The specific deadline for completion of the above forms will be provided by Human Resources staff.

### Health and Dental Insurance

Health and dental insurance are offered to all regular full-time employees and regular part-time employees who work a standard schedule of at least 30 hours per week, after 30 days of consecutive employment. This section does not apply to employees enrolled in a union sponsored health or dental insurance plan. Eligible employees may elect insurance coverage for dependents who meet specific eligibility requirements. Details of the eligibility requirements for dependents shall be discussed with employees prior to the completion of their first 30 days of employment as part of the employee orientation process.

Employees electing to participate in the Village's health and dental insurance share in the cost of that coverage by paying a percentage of the plan cost. Employee contributions are automatically deducted from their bimonthly pay. The employee's percentage share is subject to change from time to time. Employees will be noticed in writing prior to changes in contribution percent.

The Village may offer different health and dental insurance plans, such as HMO or PPO, for employees to choose, and options/benefits are subject to change from plan year to plan year at the sole determination of the Village. New employees are informed of these options during orientation and current employees are informed of these options during the annual open enrollment period and as the plan coverages change. Employees may only change their insurance plans during open enrollment periods and when they experience qualifying life status changes such as marriage, birth/adoption of a child, divorce, changes in a spouse's employment affecting eligibility for health benefits.

During orientation, eligible employees receive information on the insurance plans that describes in detail the eligibility requirements, benefits and related deductibles and limitations. Employees are encouraged to read the plan documents to ensure that they are cognizant of requirements and procedures that must be followed when filing a claim or seeking certain treatment. Employees may request plan documents at any time by contacting the Human Resources Manager.

## Retiree Health Insurance

Employees retiring in good standing who are eligible to receive an immediate pension or police/fire pension members who are eligible to receive a deferred pension may continue their participation in the Village's group health insurance program according to Section 367f (Fire), Sections 367g (Police), and 367j (other municipal employees) of the Illinois Insurance Code. Retirees and dependents continuing their health insurance under these provisions must meet the following conditions:

1. Retiree and eligible dependents must have been covered under a Village health care plan on the day immediately preceding the effective date of their retirement. No dependents may be added to coverage after retirement.
2. The retiree must maintain coverage under the health care plan in order for eligible dependents to remain on the plan.
3. The retiree may not drop coverage and be reinstated later.
4. Dependents who lose coverage due to the retiree voluntarily dropping coverage are not eligible for COBRA continuation coverage unless the dependent still has COBRA rights available from the initial qualifying event (which includes the retiree dropping coverage due to Medicare enrollment).
5. Retired employees who choose to continue their health insurance shall pay the full monthly premium charged to the Village to obtain such coverage. Payment for such coverage may be automatically deducted from the retiree's monthly pension payment if elected. Surviving spouses of retired employees receiving pension benefits shall be eligible to participate in the Village's group insurance program on the same basis as the retired employee.

Retirees who remain on Village group health insurance and who also become eligible for Medicare must enroll in Medicare parts A and B if they wish to retain Village health coverage. At the time of Medicare eligibility, retiree coverage through the Village's plan automatically becomes secondary to Medicare coverage. Retirees who do not properly enroll in Medicare will lose substantial coverage benefits. The Village's group health insurance program, when supplementing Medicare parts A and B will provide identical coverage to the coverage retirees have prior to Medicare eligibility. As the benefits are reduced due to Medicare payment, the premium charged for this coverage may also be reduced. Retirees are encouraged to shop for Medicare supplemental insurance as an alternative to Village supplemental coverage as there may be available cost savings.

## COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act) Continuation Coverage permits employees and eligible dependents who are covered by the health and dental insurance plans to continue their coverage should they lose their eligibility due to certain qualifying events. Qualifying events include, but are not limited to, death of a covered employee, termination of employment, a dependent child becoming ineligible because of age, and divorce or separation. Employees and dependents are notified of their COBRA rights in writing via letter within 30 days of enrollment in the health plan. In addition, when Human Resources staff become aware of the occurrence of a qualifying event, the affected employee and/or dependent(s) is notified of the option and required procedures necessary to continue health and dental insurance benefits.

## **Health Insurance Opt-Out**

Employees who are eligible to enroll in the Village's health insurance coverage but decline coverage because they have coverage through another health insurance plan that is not sponsored by the Village are eligible to receive a health insurance opt-out cash payment. The opt-out payment is established on a calendar year basis prior to open enrollment and is made in equal payments throughout the calendar year. To be eligible for the opt-out incentive, you may not be covered by any health insurance plan that is provided thru Village employment or status as a Village retiree whether as the primary plan holder or as a dependent. The health insurance opt-out program may be changed from time to time by the Village, or the Village may discontinue the program in its sole discretion.

## **Life Insurance and Death Benefit**

All full-time employees are covered by a group life insurance plan with a face value equal to 1.5 times their annual base salary. The benefit doubles if the death was accidental. The insurance carrier may be changed from time to time; however, the benefit level remains consistent. Through a third-party the Village offers supplemental life insurance.

Human Resources maintains the life insurance beneficiary information that is provided by employees at the time of hire and as their situation may change. Employees are encouraged to revise their beneficiary information any time they have changes in their family composition or as their choice of beneficiary changes.

At the Village's discretion, a payment will be made to the designated life insurance beneficiary or to the estate of any person who dies while actively employed by the Village. This payment will be limited to the dollar value of accrued vacation and good health benefits and accumulated compensatory time, through the last date of compensated employment. Pursuant to the IRS, any life insurance payment over \$50,000 is taxable.

In addition to the life insurance benefit, for employees with a minimum of one year of service, the Village will extend one month's pay in the event of such an employee's death while actively employed. This benefit shall be payable at the Village's discretion to the designated life insurance beneficiary or to the estate of the deceased.

## **Length of Service Recognition**

The Village of Northbrook is committed to recognizing employees for their length of service with recognition that may vary from time to time and is consistently applied across all departments.

## **Longevity Pay**

Full time employees receive longevity pay in recognition for years of continuous service beginning at five years and increasing at seven years, ten years, fifteen years and twenty years. The longevity rate is subject to change from time to time and established in the annual pay plan.

## **Good Health Benefit**

The Good Health Benefit applies to Village employees who accrue sick leave benefits at a rate of one day per month. When such employee has accumulated 60 days of sick leave, thereafter they shall receive compensation annually for 20% of the accumulated sick leave hours in excess of the 60 days at the hourly rate in effect at the time of payment. Payment shall be in whole day increments. Employees who accrue one half shift per month will be paid for accumulation over 30 days, with payments rounded to and based on half-day increments.

For example, an employee having accumulated 78 days of sick leave benefit shall receive compensation at their current hourly rate for 4 days ( $18 \times .20 = 3.6$ , rounds to 4). Once paid, the days are subtracted from the original sick day total, leaving, in this case, 74 sick days accumulated for the employee.

The Good Health Benefit payment shall be made annually on the second payroll in March. The payment shall be based on the accumulated sick days in the employee's payroll record at that time. The Finance Department is responsible for determining the appropriate payout and distribution of the check.

Remaining sick leave at the time of retirement may be used to obtain additional pension service credit according to the rules of IMRF at the time of the employee's retirement. Those electing this option must choose either: a) the Good Health Benefit with the Pension Credit Benefit affecting the remainder or b) the Pension Credit Benefit on the whole amount of accumulated sick leave and no Good Health Benefit. The Village reserves the right to discontinue this policy should the rules be changed in such a way that it is deemed to be against the Village's best interests.

### **Separation Benefits**

Employees retiring from Village service in accordance with the provisions of established retirement plans or separating from Village employment in good standing, will be paid 30% of unused accumulated sick leave in excess of 60 days (30 days for employees who receive one half shift of sick leave per month). Employees whose employment was terminated for cause or who otherwise do not leave Village service in good standing are not eligible for this benefit. The separation benefit will be determined and prepared by the Finance Department upon notification of the employee's separation date.

In addition, health benefits shall continue for 30 days from the date of such separation and such employees shall be eligible to continue to participate in the Village insurance program at their own cost through the Village's COBRA Continuation Coverage. Separating employees should consult with the Human Resources Manager prior to separation in order to receive information regarding pension, health insurance, and similar administrative matters.

When retiring or separating from Village employment in good standing, an employee shall also receive compensation for eligible accrued vacation benefits, good health benefits, if applicable, and cash compensation for all time maintained in a reclaim bank.

Employees failing to provide the Village the minimum ten working days' notice, and not use earned and unused leave time during this period, shall be ineligible for any good health benefits and 30-day extension of health care benefits. When in the best interest of the Village, notice requirements may be waived by the Village Manager.

### **Retirement Benefits**

All Village employees who meet the eligibility requirements established by law must participate in one of the following pension funds: Illinois Municipal Retirement Fund, Police Pension Fund, or Firefighter's Pension Fund.

Employees planning for retirement should take time to explore their retirement plan(s) and communicate with their retirement fund administrator(s) to ensure that they are fully informed of the benefits available.

All Village employees who are normally expected to work in excess of 1000 hours per year, and are not covered by the Police or Fire Pension Funds, must participate in IMRF (Illinois Municipal Retirement Fund). Employees contribute a percentage of their earnings to IMRF and the Village contributes a portion on the employee's behalf. The percentage paid by employees and the Village is determined by IMRF and Illinois law. Detailed information about IMRF is available on the IMRF website [www.IMRF.org](http://www.IMRF.org). Specific questions may be asked of an IMRF service agent at (800) 275-4673 (800-ASK-IMRF).

All sworn Police officers must participate in the Police Pension Fund and all sworn Firefighters and officers must participate in the Firefighter's Pension Fund. The Board of each respective pension fund has the sole authority to control and manage these funds. Fund members contribute a percentage of their earnings to the fund and the Village contributes a variable amount depending upon accrued fund liability. Questions concerning these funds may be addressed to any Fund Board member.

All employees who do not participate in the Police or Fire Pension Funds must participate in Social Security and Medicare. The employee and Village each pay an equal percentage of the employee's earnings into these funds. Although not participants in Social Security, sworn Police officers and Firefighters hired after March of 1986 must contribute to Medicare. Employees with questions about their Social Security or Medicare benefits may call a district Social Security office or (800)772-1213 for more information.

Each of the retirement systems offers protection for eligible employees who become disabled or who die during their service with the Village. Such benefit may vary depending upon years of service and whether the death or disability was job related.

### **Retirement Savings Programs**

Village employees may participate in the Section 457 Retirement Savings program offered by the Village through a third party administrator. The benefit of such a program is to supplement the employee's retirement income with the proceeds of an account which is not taxable until the employee withdraws the amount accrued therein.

### **Flexible Spending Account (Section 125 Plan)**

Employees may participate in a flexible spending account (Section 125 Plan) offered by the Village through a third party administrator to pay non-reimbursed health or dental care expenses with pre-tax dollars. On an annual basis an employee may designate that a part of their pay be withheld, prior to taxes, for payment of qualified dependent care expenses, certain transportation expenses, health care premiums, deductible, and anticipated eligible non-reimbursed health care expenses. Plan documents are available by clicking the 'Employee Documents' tab on a third-party portal.

### **Taxable Fringe Benefits**

The Village complies with IRS regulations regarding the taxation of various fringe benefits, including cash fringe benefits (such as allowances, stipends, etc.) and non-cash fringe benefits (such as gift cards, uniforms purchased by the Village, take-home vehicles, etc.). If the fringe benefit is provided as a specific dollar amount, the Village will not increase the benefit to offset the amount of the employee's tax withholding for the benefit.

## **Employee Training and Professional Development**

Training for Village employees may be offered Village-wide and, as appropriate may be identified and offered by individual departments according to the requirements of individual jobs. Such programs may be conducted within the Village or at various public or private facilities subject to budgetary constraints and the following applicable standards:

- Whenever possible, the most cost-effective method will be utilized to obtain any specific type of training.
- A record of individual employee attendance and certifications obtained will be maintained in the employee's permanent personnel record.

### ***Professional Organizations***

Departments may request budget appropriations for Village-funded participation by individual employees in appropriate professional organizations. When multiple memberships are appropriate, an agency membership will be substituted if available and cost effective. Wherever possible, participation will be limited to one or two organizations which are most representative of the employee's job responsibilities. Records of all professional affiliations shall be maintained by each department and periodically reviewed for relevancy. Department Directors may be asked to justify the benefits obtained by membership in each association or organization. Employee members of associations or organizations may be excused from ordinary assignments to participate in local functions provided that such participation does not negatively impact the employee's work contributions and department performance. Employees are encouraged to develop their roles in such associations so long as such activities do not adversely affect the performance of regular job responsibilities.

### ***Annual Conferences***

Attendance at an annual conference of one national professional association is anticipated for each Department Director level position. Attendance at conferences by other employees may be permitted with the prior approval of the Village Manager and appropriate funding in the fiscal budget. Generally, the standards used in determining the eligibility of an employee for attendance will focus on the applicability of the conference to meet anticipated needs of the Village. For other than Department Director level employees, conference attendance at regional meetings will be preferred to national gatherings.

When approved, the Village will cover conference fees subject to the funds allocated in the fiscal budget. For out-of-state conferences the Village will provide: round trip coach airfare; a single occupancy room rate at the conference hotel or nearest designated lodging which offers a group rate; and reimbursement for the reasonable cost of local transportation, meals, and miscellaneous expenses of the employee. Base salary will be maintained during periods of conference attendance, and a non-exempt employee's attendance at a conference will be considered "hours worked" to the extent consistent with the Fair Labor Standards Act.

Employees are expected to participate in the program events of the conference. Each employee attending a conference may be required to prepare either a written report or oral presentation of the most relevant information received through participation at the conference. Failure to conform to this requirement will be considered in future applications for conference attendance.



### ***Tuition Reimbursement***

Only full-time employees that have completed their introductory period may apply for tuition reimbursement. To be eligible for reimbursement, course work must be:

- **Pre-approved.** Formal approval by the Department Director and the Village Manager prior to the beginning of the course is required.
- **Minimally Job Related.** Courses not job related will not be reimbursable by the Village. The only exceptions where non-related courses would be reimbursed are those which are required for a particular degree program.
- **Not Eligible for Other Reimbursement.** No reimbursement will be made when course work is reimbursable from any alternate funding source, i.e. grant, scholarship, etc.

Pre-approved tuition reimbursement shall be conditional only upon successful completion of the course work as evidenced by a minimum of: a grade of "C" in an alphabetical grading system, a grade of "Pass" in a Pass/Fail system, a grade of the equivalent to 70 out of a possible 100 in a numeric system, or, the equivalent of the above in any other system. For graduate level courses, a minimum grade of "B" is required.

Where course work is directly related to the employee's job or to a job that the employee ordinarily may be considered for a promotion, the eligible costs, including tuition, fees, labs, books and supplies, subject to the limitations listed below, may be paid in full.

Examples of such curriculum or course work include a police officer engaged in the study of police science or a public improvement inspector studying building technology either as a single course or as part of a degree-related program. If the program is pre-approved, required courses not specifically related would be included at the same rate.

Reimbursement is subject to specific limitations and exclusions as follows:

- Costs reimbursed by aid from another source are not eligible for Village reimbursement.
- Maximum eligible reimbursement shall not exceed the equivalent fee for a similar course at the nearest public Illinois college or university where such course is offered.
- Non-availability of fiscal year funding may limit, or prohibit the benefit in any given period.
- Reimbursement and/or other course approval may be denied if there is a negative impact on work performance.
- Village participation may be denied or limited if professional development resources are available of roughly the equivalent magnitude in another area such as conference attendance, seminar participation, or membership in a professional association.

Reimbursement may be approved only for fully accredited institutions and programs.

No applications for degree programs shall be approved unless the degree is a requirement of an established Village position. An employee wishing to enter into an associate and/or bachelor degree program or advanced degree program, may seek approval for the full program. In addition to the Department Director, prior approval of the Village Manager is required for all degree programs. Upon approval, the Village agrees to make a reasonable attempt to provide funding in annual budgets and to fund non-related but required courses on the same basis as job related courses. However, approval of a degree program may be revoked by the Village at any time for any reason.



### ***Travel and Training Reimbursements***

Attendance at approved professional conferences, seminars, technical meetings and/or training programs shall be considered part of the employee's normal duties. An employee may request authorization to attend such functions at Village expense upon forms provided by the Village. The Department Director shall recommend approval of the request by signing the travel authorization form and forwarding same to Finance for certification of budgeted funds. Finance will forward the form to the Village Manager for approval or disapproval. Approval of attendance at any function is within the complete discretion of the Department Director and Village Manager or their designee.

### **Cell Phone Stipend**

As determined by the Department Director and with the approval of the Village Manager, employees that need a cell phone to conduct regular Village business may be issued a stipend to be utilized for the purchase of an appropriate phone and service package. Such a stipend is not intended to mean or imply such an employee is "on call" or otherwise required to work off duty. This stipend is not expected to fully cover all costs associated with the cell phone package as the Village recognizes that this phone may be used for personal business after Village business hours. The amount of stipend is established in the pay plan and is paid in equal payments throughout the calendar year.

Certain other employees may be issued Village cell phones for business use only.

No employee shall receive both a cell phone stipend and a Village-issued cell phone.

### **Employee Assistance Programs**

The Village offers Employee Assistance Programs (EAP) through a third-party provider and the Police Department Counseling Service Unit at no charge to employees to confidentially help employees work through issues which may affect the work place or as an aid to employees and their immediate family members who wish to use the program to resolve a personal problem.

EAP is designed to deal with a broad range of personal situations, which include physical illness, mental or emotional illness, chemical dependency, financial concerns, marital or family distress or other conditions that impact the employees overall wellbeing. Employee assistance counselors shall be bound by the norms, practices and ethics of their profession. Information about EAP services is provided to new employees during orientation and are available from Human Resources staff at any time.

Employee and immediate family members are encouraged to contact EAP counselors for assistance with personal situations to minimize disruption to the individual, their friends, family, co-workers and/or become disruptive to work performance. Employees and immediate family may contact counselors directly and need not notify their supervisors, Human Resources or any other member of Village management. EAP counselors will not initiate contact with anyone about a self-referral, including family members or management.

Supervisors may refer an employee for EAP assistance when they become aware of a performance or behavioral problem prior to such problem becoming severe enough to warrant disciplinary action.

Referred employees are encouraged but not required to participate in the EAP. Even when referred by a supervisor, communication between the employee and EAP counselor will remain

strictly confidential. The Village's Human Resources Manager will be notified only of whether or not the referred employee met with a counselor, whether they were referred for further counseling and whether they are following through on recommended treatment or programs. In no case will an employee with a personal problem have either job security or promotional opportunities jeopardized solely because of a referral for EAP counseling.

Employees and family members are not charged for EAP counseling, clinical evaluation and referral services. Depending on the recommendation of the EAP counselor, employees and family members may be referred to another agency for appropriate diagnosis and/or treatment. Expenses incurred for such outside diagnosis and treatment may be covered by the employee's health insurance (if any). Unreimbursed expenses for such services shall be the employee's responsibility.

# **APPENDIX A**

## **Technology Policies**

## **Security Awareness Training and Testing**

**Effective Date: July 1, 2023**

### **APPROVAL**



Department Director



Deputy Village Manager

### **POLICY**

Participation in a security awareness program will be required by users as deemed necessary or appropriate by the Information Technology Department and/or Village Manager's Office to include the following types of users:

- Village employees making use of Village systems
- Village employees making use of Village data and/or written materials/paperwork containing Village knowledge
- Employees, volunteers, or elected and appointed officials with access to Village systems and/or with Village-issued computer equipment
- 3rd party vendors, contractors and subcontractors working for the Village with access to Village systems

Existing users may be assigned training from time to time that will need to be completed within a specified time period. New users should complete security awareness training within 30 days of hire or date of system access being granted. Retraining will be required on a regular basis, as deemed appropriate by the Information Technology Department and/or the Village Manager's Office in response to emerging cybersecurity threats, notable changes in Village systems or procedures, or measured/observed deficiencies in the overall security awareness level of the user base.

Users in different departments or with different job responsibilities may be assigned different training or at different frequencies, as appropriate. Optional training content may also be offered, with participation during working hours to be approved by users' supervisors or department heads.

Various assessment mechanisms may be utilized to ensure users comprehend and retain the knowledge gained through the training. Users may be required to complete additional training as evidenced by their assessment results.

Failure to successfully complete training within the specified time period may result in loss of system access. Users found to be acting in a manner which causes or contributes to a cybersecurity incident, or engaging in negligent or intentional violation of this policy may be subject to discipline up to and including termination.

Metrics that identify individual user training results or performance may be provided to users' department heads and/or the Village Manager's office.

## **PURPOSE**

The Village is highly dependent on its information technology systems ("Systems") and electronic methods of communication to conduct business. A variety of devices and technologies are utilized to provide employees with access to important and often sensitive information. The Village must protect the integrity, confidentiality, and availability of this information by ensuring each person accessing understands their roles and responsibilities related to security.

Security threats and data breaches are common and regularly increasing. The easiest way for someone with malicious intent to compromise a system is through social engineering tactics or by taking advantage of users' poor or lacking security habits. These types of tactics specifically target vulnerable humans rather than technologies and systems. Lacking adequate security awareness, users are less likely to recognize or react appropriately to security threats and incidents, and are more likely to place systems and data at risk of compromise.

While the Village utilizes multiple layers and types of security systems to detect and prevent cybersecurity threats, users are the last line of defense to recognize, prevent, and report suspicious events that are not caught by technology solutions. To this end, an effective security awareness training and testing program is one that provides instruction to users through a variety of resources, verifies knowledge retention through testing, gauges the security posture of the overall organization, and includes on-going retraining as the security threat landscape evolves. While security of Village systems is the primary reason for requiring a security awareness program, the knowledge gained by Staff will benefit them in their personal lives, as they will be able to apply that knowledge to their personal technology use outside of the Village.

## **PROCEDURE**

### **A. Responsibilities**

The following defines the various responsibilities and accountabilities for managing and complying with this policy:

- The Chief Information Officer is accountable for running an effective security awareness program that informs users how to help protect the Village's systems.
- The Information Technology Department is responsible for developing and maintaining a comprehensive suite of policies (including this one), standards,

procedures, and guidelines that are to be mandated and/or endorsed by the Village Manager's Office. Working in conjunction with other Village functions, it is also responsible for conducting suitable security awareness, training, and educational activities to raise awareness and aid understanding of the users responsibilities identified in applicable policies.

- Supervisors are responsible for ensuring that users within their responsibility participate in the security awareness training and testing, and other educational activities where appropriate and required.
- All Users are personally accountable for completing the security awareness training activities, and making use of other educational activities and complying with applicable policies at all times.



## Password Policy

Effective Date: November 1, 2021

### APPROVAL

Department Director

Deputy Village Manager

### POLICY

#### *Overview*

Passwords are a critical component of information security. Passwords serve to protect user accounts, however, a poorly constructed password may result in the compromise of individual systems, data, or the entire network.

#### *Scope*

This guideline applies to employees, contractors, consultants, temporary and other workers, including all personnel affiliated with third parties. This guideline applies to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, e-mail accounts, screen saver protection, voicemail, and local router logins.

### PROCEDURE

#### A. Individual Responsibilities

Individuals are responsible for keeping passwords secure and confidential. As such, the following principles must be adhered to for creating and safeguarding passwords:

- Passwords must be changed immediately upon issuance for the first-use. Initial passwords must be securely transmitted to the individual, either via the individual's supervisor or Human Resources at New Hire Orientation.
- Passwords must never be shared with another individual for any reason or in any manner not consistent with this policy. A shared or compromised password is a reportable security incident.
- Employees must never ask anyone else for their password. If you are asked to provide your password to an individual or sign into a system and provide access to someone else under your login, you are obligated to report this to Information Services using email, phone, or in-person.
- Passwords must never be written down and left in a location easily accessible or visible to others. This includes both paper and digital formats on untagged (unsupported) devices. Passwords should not be stored in a web browser's password manager on an untagged (unsupported) device.
- Individuals must never leave themselves logged into an application or system where someone else can unknowingly use their account.
- Passwords for Northbrook systems must be unique to each system.
- Passwords for Northbrook systems must be different from passwords used for other



personal services (e.g., banking). In the event a breach or compromise is suspected, the incident must be reported to Information Services Department immediately using email, phone, or in-person.

- Vendor-supplied default passwords must be changed and unnecessary default accounts must be removed or disabled prior to installing the system on the network.<sup>1</sup>

## B. Responsibilities Of System Processing Passwords

All Northbrook systems—including servers, applications, and websites that are hosted by or for Northbrook—must be designed to accept passwords and transmit them with proper safeguards.

- Passwords must be prohibited from being displayed when entered.<sup>2</sup>
- Passwords must never be stored in clear, readable format (encryption must always be used).<sup>3</sup>
- Passwords must not be transmitted in the clear outside the secure location.<sup>4</sup>
- The system must enforce a limit of no more than 5 consecutive invalid access attempts by a user.<sup>5</sup>
- Incorporate multi-factor authentication for all non-console access into the cardholder data environment for personnel with administrative access.<sup>6</sup>
- Incorporate multi-factor authentication for all remote network access (both user and administrator, and including third-party access for support or maintenance) originating from outside the entity's network.<sup>7</sup>
- Advanced authentication must be used when accessing CJI directly or indirectly from a non-secure location.<sup>8</sup>

## C. Password Requirements

The following parameters indicate the minimum requirements for passwords for all individual accounts where passwords are:

- Be a minimum length of eight (8) characters on all systems.<sup>9</sup>
- Not be a dictionary word or proper name.<sup>10</sup>
- Not be the same as the user ID.<sup>11</sup>
- Expire within a maximum of 90 calendar days.<sup>12</sup>
- It must contain both numbers and letters.<sup>13</sup>

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<sup>1</sup> Required by PCI DSS 2.1

<sup>2</sup> Required by CJIS 5.6.2.1.1.1.

<sup>3</sup> Required by PCI DSS 8.2.1

<sup>4</sup> Required by CJIS 5.6.2.1.1.1

<sup>5</sup> Required by CJIS 5.5.3

<sup>6</sup> Required by PCI DSS 8.3.1

<sup>7</sup> Required by PCI DSS 8.3.2

<sup>8</sup> Required by CJIS 5.6.2.2.1

<sup>9</sup> Required by CJIS 5.6.2.1.1.1 and PCI DSS 8.2.3a

<sup>10</sup> Required by CJIS 5.6.2.1.1.1

<sup>11</sup> Required by CJIS 5.6.2.1.1.1

<sup>12</sup> Required by CJIS 5.6.2.1.1.1 and PCI DSS 8.2.4

<sup>13</sup> Required by PCI DSS 8.2.3B

- Not be identical to the previous ten (10) passwords.<sup>14</sup>
- Can't be the same as PIN number in other system.<sup>15</sup>

#### D. Pin Requirements

The following parameters indicate the minimum requirements for PINs for all individual accounts where PINs are:

- Be a minimum of six (6) digits<sup>16</sup>
- Have no repeating digits (i.e., 112233)<sup>17</sup>
- Have no sequential patterns (i.e., 123456)<sup>18</sup>
- Not be the same as the User ID<sup>19</sup>
- Expire within a maximum of 365 calendar days<sup>20</sup>
- Not be identical to the previous three (3) PIN<sup>21</sup>
- Not be transmitted in the clear outside the secure location<sup>22</sup>
- Not be displayed when entered<sup>23</sup>

#### E. Password Reset Requirements

The following requirements govern the creation or modification of authentication credentials:

- Verify user identity before modifying any authentication credential - for example, performing password resets, provisioning new tokens, or generating new keys.<sup>24</sup>
- When passwords are generated for the user, for example, because the user is new or the user requires a password reset, the password must be unique to each user and be changed after the first use.<sup>25</sup>

### **BACKGROUND**

The Village is highly dependent on its information technology systems ("Systems") and electronic methods of communication to conduct business. A variety of devices and technologies are utilized to provide employees with access to important and often sensitive information. The Village must protect the integrity, confidentiality, and availability of this information by ensuring each person accessing understands their roles and responsibilities related to security.

Assigning unique user logins<sup>26</sup> and requiring password protection is one of the primary safeguards

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<sup>14</sup> Required by CJIS 5.6.2.1.1.1 and PCI DSS 8.2.5

<sup>15</sup> Required by CJIS 5.6.2.1.1.1

<sup>16</sup> Required by CJIS 5.6.2.1.2

<sup>17</sup> Required by CJIS 5.6.2.1.2

<sup>18</sup> Required by CJIS 5.6.2.1.2

<sup>19</sup> Required by CJIS 5.6.2.1.2

<sup>20</sup> Required by CJIS 5.6.2.1.2

<sup>21</sup> Required by CAS 5.6.2.1.2

<sup>22</sup> Required by CJIS 5.6.2.1.2

<sup>23</sup> Required by CJIS 5.6.2.1.2

<sup>24</sup> Required by PCI DSS 8.2.2

<sup>25</sup> Required by PCI DSS 8.2.6

<sup>26</sup> Required by CJIS 5.6.1, PCI DSS 8.1.1, PCI DSS 8.5, and HIPAA § 164.312(a)(2)(i)

employed to restrict access to the systems and the data stored within it to only authorized users. If a password is compromised, access to information systems can be obtained by an unauthorized individual, either inadvertently or maliciously. Individuals with Northbrook systems access are responsible for safeguarding against unauthorized access to their account, and as such, must conform to this policy in order to ensure passwords are kept confidential and are designed to be complex and difficult to breach. The parameters in this policy are designed to comply with legal and regulatory standards, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA), the Payment Card Industry Data Security Standard (PCI DSS), and Criminal Justice Information Services (CJIS).

**Multi-Factor Authentication Policy****Effective Date: July 1, 2023****APPROVAL**  
\_\_\_\_\_  
Department Director  
\_\_\_\_\_  
Deputy Village Manager**POLICY**

Staff must utilize MFA with any Village systems designated by the Village Chief

Information Officer (CIO) as requiring MFA.

- MFA will be required regardless of physical location.
- Staff must not share MFA codes/pins with anyone.
- Staff must decline anomalous or suspicious MFA attempts to their accounts.
- Staff must contact Village Information Technology (IT) Department to report suspicious activity or compromised account.
- Staff, with approval of their Department Director and the CIO, may use either their personally-owned device, a Village-provided device, or a hardware token as described herein for MFA.

If using a personally-owned device, installation of a Village MFA app is required and the device must adhere to all requirements as defined the Personally-Owned Device Policy.

A hardware token (which may be in the case of those who cannot access a smartphone or tablet and cannot receive SMS messages) may request approval as defined herein for a code-generating token that will be provided by Village of Northbrook IT Department. Staff will need to be aware of potential syncing issues, token costs, and how to maintain the tokens.

Village of Northbrook IT Department must maintain internal procedures for the processing of emergency access requests if issues arise with the MFA authentication process. Users should contact the IT Department for access in the event of an emergency.

**Scope**

This policy applies to all employees, contractors, consultants, temporary and other workers, elected and appointed officials, and all personnel affiliated with third parties

(herein referred to as "staff") in order to access a Village system or data.

This policy applies to both on-premise and cloud-based Village systems whether the access is through Village-owned or personally-owned devices.

This policy applies to all information systems that represent as official products or interfaces with the Village of Northbrook.

## **PURPOSE**

The Village of Northbrook requires multi-factor authentication (MFA) as a cybersecurity method for user authentication in order to gain access to a system or data. MFA requires the user to provide two or more methods of authentication, reduces the likelihood of unauthorized access, and demonstrates compliance with local, state and federal mandates. The MFA process reduces the risk of impersonation or the use of compromised credentials by an unauthorized individual. Three typical MFA categories are: something you know, such as a PIN or password; something you have, such as a one-time passcode generator, token or phone number; and something you are, such as a fingerprint or other biometrics. The MFA process utilizes a combination of these categories.

## **PROCEDURE**

### **A. Responsibilities Of Individuals**

- Staff must not leave their MFA devices unattended in a public place.
- Lost, stolen, or damaged devices and hardware tokens must be reported immediately to the staffs Supervisor and the IT Department.
- Staff must take reasonable care for the hardware token which is assigned to them. Reasonable care includes, but is not limited to:
  - Protecting from water/moisture.
  - Protecting from loss or theft.
- Staff must return their hardware tokens to their supervisor when they terminate their affiliation with the Village of Northbrook or no longer have access to any of the systems that require multi-factor authentication.
- Village of Northbrook IT only supports the MFA app, not personally-owned devices, as in accordance with the Village's Personally-Owned Device Policy.

### **B. Responsibilities Of Systems**

- For systems processing logins, MFA must be enabled where possible.
- For systems processing logins, the current primary Village MFA solution shall be utilized when available

### **C. Compliance**

Violation of this policy may subject the violator to the removal of system access, disciplinary actions, up to or including termination of employment.



## Village-Issued Mobile Device Policy

Effective Date: January 1, 2023

### APPROVAL

Department Director

Deputy Village Manager

### POLICY

Mobile devices are computing devices in a small form factor that have at least one network connection interface, non-removable and/or removable storage, and is portable. These devices come in the forms such as, but is not limited to: smartphones, tablets, mobile storage devices, mobile hotspots, wearable devices. Village-issued mobile devices must follow all requirements.

The Village reserves the right to modify, change, or discontinue any portion of this policy at any time at its sole discretion. All usage and activity on Village-issued mobile devices are subject to the Village's "Computer and Electronic Communications System Usage" Policy.

Village-issued mobile devices are intended to be used for Village purposes only, in accordance with Village policies and procedures. Access to and use of the Village's technology services are provided to advance the mission and values of the Village of Northbrook. Personal use of a Village-issued device is prohibited. The device is owned by the Village and staff must not make any changes to the cellular service plan or device changes.

Assignment of a Village-owned mobile device does not infer automatic on-call or standby status to the staff member. Village-owned devices must be returned to the Village Information Technology Department upon employment termination or reassignment.

For Village-issued mobile devices with direct access to Village networks or resources, only those applications which are approved may be installed and/or run on the mobile devices. Village information and data must be removed or rendered inaccessible from Village-issued mobile devices after no more than 10 incorrect authentication attempts. If this occurs, the Village's Information Technology Department must be immediately notified by the staff member using that mobile device, and the mobile device must be returned to the Village's Information Technology Department for reconfiguration.

Village-issued mobile devices must require the use of a PIN or password to unlock a device for use. PINs and passwords must not be written on or affixed to Village-issued mobile devices. The requirements for the PIN/password are defined in the Village's Password Policy.

Village-issued mobile devices must automatically lock after being idle for a period not to exceed 10 minutes. The device will require the entry of a PIN/password to unlock the device for use.

Any requests for additional applications or software must be approved by the staff member's Supervisor and/or Department Head, and a request submitted to the Village IT Department for review. The Village IT Department will then be responsible for the installation of the software. Village Manager approval may also be required.

Mobile devices issued by the Village must be managed by a Mobile Device Management (MDM) system. In addition to managing the applications and data on the mobile device, the MDM system will also set specific security controls on the device, and will be utilized to locate a lost or stolen device. Staff are prohibited from disabling the MDM system on Village-issued devices.

Village-issued devices must utilize a case or other protective equipment to safe-guard the device and mitigate risk of damage from accidental drops.

The Village's Information Technology Department may also determine the need for the installation of additional security systems, such as endpoint detection and response systems, on Village-issued mobile devices with the goal of mitigating risk to the Village's systems and data from cybersecurity incidents.

Staff are prohibited from tampering with or changing the operating environment of a Village-issued mobile device — this includes attempting to "jailbreak" or "root" the device. Staff may be required to perform or accept operating system and/or application updates or patches as managed through the MDM system, or managed by the Village's IT Department.

Staff are prohibited from using ANY mobile device while operating a Village-provided motor vehicle or equipment. Staff will pull off the road to a location where the vehicle does not create a hazard to them or to another party and bring the vehicle to a complete stop PRIOR to using a mobile device. Movement of the vehicle or equipment shall not be resumed until the use has ended.

If Village-owned data on a Village-owned device is synchronized with a 3rd party device, such as a Bluetooth smart-watch or vehicle, the data must be protected by the staff member. Upon request from the Village, the data must be provided and/or removed from the device.

#### *Scope*

This policy applies to all employees, contractors, consultants, temporary and other workers, elected and appointed officials, and all personnel affiliated with third parties (herein referred to as "staff") in order to access a Village system or data.

#### **PURPOSE**

Mobile devices allow Village staff to remain productive when they are away from their



offices and computers, and to have access to data to make better or faster decisions while in the field. Mobile devices often need additional protection because their nature generally places them at higher exposure to threats than other client devices that are only used within a Village facility and on a Village's network. This policy outlines the controls required for use of Village-issued mobile devices.

## PROCEDURE

### A. Mobile Device Management

For the protection and security of the network and data, the Village has the right to monitor and inventory Village-issued devices. All Village-issued devices must be enrolled in Mobile Device Management (MDM).

The MDM shall report on the device's use, health, and compliance status. The MDM software can also help identify the location of the device if it is reported as lost or stolen by the staff member, and can remotely lock or wipe the device in those scenarios

### B. Responsibilities

The following defines the various responsibilities and accountabilities for managing and complying with this policy:

- The Chief Information Officer is responsible for defining policies and configuration standards as appropriate to the use of the mobile devices.
- The Information Technology Department is responsible for the implementation and on-going management of those standards, and for on-going support of the mobile devices, and for reconfiguring access control features, as needed, based on factors such as policy changes, technology changes, audit findings, and new security needs. Additionally, the IT Department has the right, but not the duty, to monitor and audit any and all aspects of its electronic assets. Staff should have no expectation of privacy when utilizing Village-provided mobile devices.
- Supervisors are responsible for determining and approving the need for mobile devices for their staff, and also for the on-going appropriate use of those mobile devices by their staff. Additionally, Supervisors are responsible for the collection of and return of Village-issued mobile devices to the IT Department upon employment termination.
- Staff issued with Village-provided mobile devices are accountable for ensuring the availability and integrity of the mobile devices, and are to immediately report to their Supervisor and the IT Department the loss or damage to these mobile devices. Staff are also responsible for the following:
  - Keeping the operating system up to date.
  - Exercise extra care to prevent the compromise, loss, or theft of the device, especially during travel.

- Reporting the loss or theft of a device immediately to the IT Department so that the device can be located, locked, erased, secured, and/or replaced.
  - During working hours, the use of mobile devices must not hinder a staff member's productivity.
  - Staff must not use their devices for unlawful purposes and will assume personal legal responsibility for any breach of local, county, state, and federal laws.
  - Detecting and reporting any anomalies which may indicate malicious activity or deviations from policy and procedures. Anomalies must be reported to the user's Supervisor and the IT Department.
- In the interest of data protection and data leakage prevention, activities such as, but not limited to, are prohibited:
  - Making unauthorized attempts to access other staffs' information or break into any computer mobile device, service, etc.
  - Attempt to obtain access to any other system without appropriate approval.
  - Unauthorized infiltration of the Village's network or other parts of the Village's electronic communication system is never allowed (e.g., "hacking"). Staff conducting such activities are subject not only to the Village's disciplinary process but to prosecution by the law.
  - Attempting to circumvent or disable any service intended to protect the privacy or security of the Village's network, systems, staff, or data.
  - Attempting to falsify Village data.
  - Allowing non-Village agencies or entities access to the Village network without prior permission from the CIO.
  - Allowing non-Village agencies or entities access to the Village-issued device for installation of software, reconfiguration of the device, or any other purposes.
  - Using anonymizing software, unauthorized VPN, proxies, etc.
  - Changing, reducing, or removing settings that are put in place to secure mobile devices.
  - Preventing a device from updating its software, operating system, or firmware, especially when such updates increase the device's security.



## Personally-Owned (BYOD) Device Policy

Effective Date: January 1, 2023

### APPROVAL

Department Director

Deputy Village Manager

### POLICY

This policy sets the standard for appropriate use and behavior for any Village staff. Encryption of Village email and data on BYOD devices is required.

A PIN or password to unlock the device and access applications and data is required. The PIN or password must adhere to the Village's Password Policy. BYOD devices not utilizing a PIN/password will be prohibited from accessing Village data. PINs and passwords must not be written on or affixed to BYOD devices.

A minimum version of the device operating system, as defined by the Village's IT Department, will be required in order for the BYOD device to connect to Village data. If this requirement is not met, the staff member is responsible for upgrading their device to meet or exceed the minimum version.

Additionally, there may be minimum version of applications, such as email, that are also defined and required by the Village IT Department. Again, the staff member is solely responsible for any application upgrades required.

Devices that are jailbroken or rooted will be denied access. It is the staff member's responsibility to restore the operating system/device back to a supported configuration.

It is required that BYOD devices automatically lock after being idle for a period not to exceed 10 minutes. The device shall require the entry of a PIN/password to unlock the device for use.

The Village may limit the number of devices staff member may use to access Village systems.

Staff utilizing BYOD Devices shall not expect any privacy in regarding to use of Village systems via the staff member's device.

Some Village applications, services, or data may require the additional installation of Village-provided security software on BYOD devices to ensure that data is maintained and

secured, separate from the device owner's personal data.

Staff are prohibited from using ANY mobile device while operating a Village-provided motor vehicle or equipment. Staff will pull off the road to a location where the vehicle does not create a hazard to them or to another party and bring the vehicle to a complete stop PRIOR to using a mobile device. Movement of the vehicle or equipment shall not be resumed until the use has ended.

Village applications and data may be remotely deleted from BYOD devices.

### *Scope*

This policy applies to all employees, contractors, consultants, temporary and other workers, elected and appointed officials, and all personnel affiliated with third parties (herein referred to as "staff") in order to access a Village system or data.

## **PURPOSE**

Access to Village-owned systems and data which is not publicly available through the Internet is prohibited unless it is authorized via a Village device. In the case of personally-owned devices, the Village may, in limited instances, authorize a staff member to access Village-owned data, like email, from a personally-owned device, subject to this policy.

Personally-owned devices are also often referred to as "BYOD", or "Bring Your Own Device". Personally-owned devices used to access Village data and services present a cybersecurity risk to the Village since those devices are not configured, managed, or secured by the Village. There may be a benefit for a Village staff member to access Village-owned data, like email, from a personally-owned device. As an example, mobile access to Village data allows staff to remain productive even when they are away from their offices which in the case of an exempt staff member this connectivity may be desired by the staff member and at times the Village as well. In this policy, "personally-owned devices" are defined as smartphones, tablets, laptops, computers, wearable devices, and similar technologies, not owned, not configured, and not managed by Village of Northbrook Information Technology staff. The purpose of this policy is to protect the Village's data and security when accessing from a personally-owned device. The remainder of this policy will refer to personally-owned devices as BYOD.

## **PROCEDURE**

### **A. Responsibilities**

The following defines the various responsibilities and accountabilities for managing and complying with this policy:

- The Chief Information Officer is responsible for defining policies and configuration standards as appropriate to the use of BYOD devices.