

**County of Kankakee
Policy & Procedure**



POLICY & PROCEDURE
Handbook

Welcome....

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Welcome.....

Welcome to Kankakee County. We look forward to your becoming a valuable asset to the County. We hope you will enjoy the challenge of being part of the team that keeps our organization functioning smoothly and effectively.

We are sure you have many questions about your job, your role in your department, what is expected of our employees, as well as what you can expect from us. Your Department Head will be spending time with you to explain some of the specifics of your job and exactly what is expected of you. We have prepared this handbook for you to answer some of the most common questions asked by new employees. If you have any unanswered questions after reading this handbook, please ask your Department Head.

As a matter of continuing policy, Kankakee County requires recruitment, hiring, training, promotion, compensation, and all other terms and conditions of employment be based on individual merit and individual capabilities without regard to race, religion, creed color, national origin, ancestry sex, sexual orientation, gender identity, disability, pregnancy, arrest record, citizenship, genetic information, military status, marital status, unfavorable discharge from military service, order of protection status, veterans' status or age. This policy requires full cooperation of all Kankakee County employees.

It is the policy to treat employees and applicants fairly. Responsibility for implementation of the plan and related activities throughout the County has been assigned to the County Administrator.

We spend a great deal of time and effort finding and hiring people who have the skills and abilities to adequately perform a specific job. We do our best to make sure there is a match between your capabilities and the work you need to accomplish for us.

However, it should be noted that all employees are hired with the understanding that the period of employment is for an indefinite length of time, and that employment may be terminated at the will of the employee or the employer at any time for any or no reason. The information in this employees' handbook is not to be considered in any way a contract of employment.

This Employee Handbook is not intended to create any contractual or other legal rights. It is not an expressed or implied contract of employment, nor is it intended to create any rights and the nature of an employment contract. This Handbook is simply an overview of current policies related to employment with the County of Kankakee. Unless your employment is governed by a collective bargaining agreement, civil service laws or a contract of employment stating otherwise, employment with the County is at-will, and may be terminated by the employee or the County at any time, without restriction or limitation. Nothing in this Manual is intended or should be construed as altering the employment at-will relationship. Nothing said or done by any County representative shall constitute an employment contract unless it is reduced to writing and signed by the County Board Chairperson. The County may make changes to this handbook at any time.

County of Kankakee Policy & Procedure

PERSONNEL POLICIES &

PROCEDURES

Introduction

The Kankakee County Board recognizes that a personnel system which recruits and retains competent, dependable County personnel is indispensable to an efficient County government. To help achieve this goal, the County Board Office will be the central location for personnel matters.

This Policy Manual is not intended to create any contractual or other legal rights. It is not an expressed or implied contract of employment, nor is it intended to create any rights in the nature of an employment contract. The Policy Manual is simply an overview of current policies related to employment with the County of Kankakee. Unless your employment is governed by a collective bargaining agreement, a written contract of employment or civil service laws, employment with the County is at-will, and may be terminated by the employee or the County at any time, without restriction or limitation. Nothing in this Manual is intended or should be construed as altering the employment at-will relationship. Nothing said or done by any County representative shall constitute an employment contract unless it is reduced to writing and signed by the County Board Chairperson.

For the purpose of this document, a policy is the general statement of a County goal. A procedure is a specific step for reaching that County goal and can include the use of specific forms.

Additions to the Policies and Procedures

Each Department Head may establish a set of general operating policies for the purpose of handling scheduling matters which are unique to their Department.

- A. Departments who wish to establish personnel departmental policies should reduce them to written format and submit them to the County Board Office. Department policies should not be in conflict with the general County Personnel Policies and Procedures.
- B. A copy of such internal policies shall be made available either by written delivery to the employee or by posting in a conspicuous location within the Department.

Scope of Coverage and General Provisions

The Kankakee County Board recognizes the appointing authority vested, by various Statutes, in the Elected Officers of the County. Nothing in these policies should be construed as avoidance of that authority.

Specific Scope of Coverage

The following are expressly exempted from coverage:

- ◆ All individual elected officers of Kankakee County;
- ◆ All advisory boards, commissions and committees appointed by the Kankakee County Board;
- ◆ All consultants, advisers, and counsel rendering temporary professional service;
- ◆ Independent contractors;
- ◆ Sheriff's Department personnel to the extent that rules of the Merit Board supersede these rules;
- ◆ Any employees who are members of an organized labor union to the extent that the subject matter is included in the Union Contract;
- ◆ All Assistant State's Attorneys and employees of the State's Attorneys' Office
- ◆ Special Assistant State's Attorneys or such other attorneys as may be appointed by the State's Attorney to act on behalf of the County;
- ◆ All County employment positions not expressly exempted from coverage by these policies and procedures shall be subject to their provisions.

Administration of the Plan

The personnel system established by these policies and procedures is administered by the County Board Office and in full cooperation with all elected and appointed Department Heads.

In addition to other duties as set forth in these policies and procedures, the County Board Office shall centrally maintain, and make available, under appropriate circumstances to all elected and appointed Department Heads, full employment histories of all employees in their department subject to these policies and procedures including for each employee the original application, classification, position title, pay rates and any other data required by the County Board.

County of Kankakee Policy & Procedure

Employee Classifications

POLICY

A part-time employee is any individual who is employed by the County of Kankakee to perform a particular set of job responsibilities. The average work week for part-time employees, over a calendar year is less than 35 hours a week. Currently, the County employs three types of part-time employees.

PROCEDURE

Seasonal Part-time - A seasonal part-time employee is an individual who typically works full-time hours for a period of time not to exceed six (6) months. A seasonal employee should only be used for anticipated busy seasons of the year. Seasonal employees who are honorably discharged at the end of the season are free to reapply and be considered, along with all other applicants, for employment in future years. The hiring of a seasonal employee in any season is not and should not be construed as any indication of the County's willingness to hire such workers in any subsequent year.

Example: tax collection, outside construction work during the summer.

Regular Part-time - A regular part-time employee is an individual who works a set weekly schedule for an entire calendar year. A regular part-time employee is typically only used when there is a steady stream of work throughout the year but the workload does not constitute the need for full-time personnel.

Temporary Part-time - A temporary part-time employee works only on occasion as fill-in help for things such as an extended leave of absence, vacations, or extra help during an extremely busy period of time. Typically, temporary part-time employees work less than 1,000 hours a year and the amount of work will vary from year to year.

Regular Full-time – Regular full-time employees are further classified as follows:

Non-Exempt Employees

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States receive at least the federal minimum wage for all hours worked and receive overtime pay, or alternatively for public employees, compensatory time off, at the rate of one and one-half hours for each hour worked over forty (40) in a workweek. Note that law enforcement employees may be entitled to overtime on the basis of a different workweek. Employees who are subject to minimum wage and overtime laws are called "non-exempt." If you are eligible for overtime pay or compensatory time off (including pay due under our personnel policies or pursuant to a collective bargaining agreement), you must maintain a record of the total hours you work each day. These hours must be accurately recorded using our time-keeping system. You

should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start early, finish late, work during a meal break, or perform any extra work unless you are authorized to do so in advance, and the time is reported on your time-keeping record. You are required to verify that the reported hours worked are complete and accurate and that you have not worked any “off-the-clock” or unrecorded time. Your recorded hours worked must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each workweek, you should submit your completed time record for verification and approval. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked.

Exempt Employees

Section 13(a)(1) of the FLSA, however, provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. Job titles do not determine exempt status. In order for an employee to qualify as “exempt” from minimum wage and overtime, an employee’s specific job duties and salary must meet all the requirements of the Department of Labor’s regulations. If you are classified as an exempt, salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the County. This salary will be set at the time of hire or whenever you become classified as an exempt employee. Your salary may be subject to review and modification from time to time, such as during salary review time.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee’s predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a “salary basis.” If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Deductions from an exempt employee’s pay are permissible under the following circumstances:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts employees receive as jury or witness fees or for military pay;
- Or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the initial or terminal week of employment in the event you work less than a full week;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

An exempt employee's salary may also be reduced for certain types of deductions such as his or her portion of health, dental or life insurance premiums, state, federal or local taxes, social security, IMRF, or contributions to a 401(k) plan.

Please note that you will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. However, an exempt employee's salary will not be reduced for partial day absences if he or she does not have accrued paid time off.

Accurate Time-Keeping

It is a violation of this policy for any employee to falsify a time-keeping record or to alter another employee's time-keeping record. It is a violation of County policy for another employee, manager, elected or appointed official to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time-keeping record to over- or under-report hours worked. If any employee, manager, elected or appointed official instructs you to violate this policy, do not do so. You are to report it immediately to the County Board Chairperson and the States Attorney.

Prohibition of Improper Salary Deductions

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any member of management, elected or appointed official from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the County does not allow deductions that violate the FLSA.

Reporting Errors or Improper Deductions

We make every effort to ensure that all of our employees are paid correctly. Occasionally, however, an inadvertent error can occur. Please review your paystub every pay period. If you find an error, please call it to our attention immediately by reporting it to your immediate supervisor or to the County Payroll Manager at 815-937-3642.

If you believe that an improper deduction has been made from your salary, you should immediately report this to your direct supervisor or to the County Payroll Manager at 815-937-3642.

Reports of errors or improper deductions will be promptly investigated. If it is determined that an error or improper deductions has occurred, it will be promptly corrected and you will be promptly reimbursed for any improper deduction made.

No employee will be retaliated against for reporting violations of this policy or for cooperating in an investigation of a reported violation.

PAY INCREASES

When possible, part-time employees will be assigned a job title similar to an existing job from the County Compensation System. All part-time jobs should be evaluated six months after the

employee is hired. The starting entry level rate for regular part-time employees will be entry level rate of the appropriate position. The starting rate for temporary or seasonal part-time employees will be 90 percent of an entry level of the appropriate position.

All part-time employees with one or more years of service on December 1 will be eligible for yearly increases based on job performance.

County of Kankakee Policy & Procedure

Introductory Employees

POLICY

All new employees will serve a six-month introductory period.

PROCEDURE

All new employees of the County of Kankakee will serve a six (6) month Introductory Period. The reason for the Introductory Period is to provide the employee with a training period during which to learn the requirements of the position and to provide the County with an opportunity to closely evaluate the employee. During this period, the employee has an opportunity to learn the requirements of the position, demonstrate proper attitude and his or her abilities to perform the job for which he or she was employed. The Department Head has the opportunity to closely evaluate the employee. The Department Head may dismiss or terminate any employee during this six-month Introductory Period, and completion of the Introductory Period by an at-will employee does not change an employee's at-will status. Even after successful completion of the Introductory Period, an at-will employee may be dismissed or terminated with or without notice or cause. The County prohibits discrimination against introductory employees on the basis of any protected status.

When an employee has completed five (5) months of service with the County, the County Administrator or their designee will typically send a new employee evaluation to the appropriate Department Head. The Department Head must complete the form and return it to the County Administrator or their designee before the employee completes his or her six (6) months of service.

County of Kankakee

Policy & Procedure

Equal Employment

POLICY

The County of Kankakee maintains a strong commitment to the principles of Equal Employment. It is the intent of the County to provide equal opportunity in its workplace for applicants and employees. Circumstances may arise where a reasonable accommodation for an applicant or employee is necessary to meet this objective.

PROCEDURE

The County of Kankakee requires that all personnel actions including, but not limited to, recruitment, hiring, training, promotion, compensation, discipline, termination and all other terms and conditions of employment be based on individual capabilities and merit without regard to sex, sexual orientation, gender identity, pregnancy, race, religion, creed, color, national origin, ancestry, disability, military status, veteran's status, age, citizenship, order of protection status, genetic information, unfavorable discharge from military service, arrest record, or any other status protected under state, federal or local law. The County will make reasonable accommodations for qualified prospective and current employees with disabilities who are protected under federal, state or local law so long as doing so does not cause the County undue hardship. The County will also reasonably accommodate firmly-held religious beliefs of employees and applicants as well as medical and common conditions relating to pregnancy and childbirth of employees and applicants unless doing so would result in undue hardship on the County.

Employees or applicants who require a reasonable accommodation should contact the Kankakee County Court Disability Coordinator for Courthouse accommodations or the Maintenance Director, who is the ADA Coordinator for other County locations. Employees wishing to file complaints of discriminatory acts or to seek counsel regarding equal employment provisions should contact either their Department Head or the County Administrator, who is the Equal Employment Officer.

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Section II

Benefits

County of Kankakee Policy & Procedure

Benefits

POLICY

The Kankakee County Board offers a variety of Benefits for Kankakee County employees. The County Board is responsible for administering all the benefits and they reserve the right to change the benefit structure. Changes in benefits will be communicated to employees. This policy only highlights our benefit plans and the actual policy document will govern benefits. In the event of a conflict between a benefits policy document and a statement in this handbook, the benefits policy document will control. For further information, employees should contact the County Board Office.

PROCEDURE

Below is a list of benefits that are offered to employees who are eligible. The eligible employee will be responsible for assuring the completion of all forms necessary to participate in any of the County Benefits for approval by the Board Administration Office. If there is an employee cost associated with any of the benefits, the cost will be deducted from employees' paychecks unless otherwise stated.

AVAILABLE BENEFITS MAY INCLUDE

- Health Insurance
- Dental
- Vision
- Voluntary Life Insurance
- Supplemental Insurance
- Cafeteria 125 program
- Deferred Compensation
- Flexible Spending Accounts

If you are qualified as an eligible County Employee your Core Benefits currently include:

- County paid \$10,000 Term Life Insurance Policy
- Employee Assistance Program

Illinois Municipal Retirement Fund (Eligibility Requirements - full-time County Employees are automatically enrolled from their first date of employment)

Eligibility Information

- All full-time County Employees, Elected Officials, and any employee who, prior to the adoption of this policy was enrolled in benefits, are eligible for benefits.

- Benefits for eligible employees are effective the 1st of the month following your 60 day waiting period.
- Employees must enroll electronically utilizing the County's benefit tool for any of the benefits you select. Some selections will require you to contact a benefit representative before enrolling, or fill out a required form. The deadline to enroll is the day before your effective date! No exceptions.
- If you choose not to elect any benefits, you must still go online to the County's benefit tool and decline the benefit election. There are **core** benefits that will require some information to be inputted into the benefit software!
- If you miss your initial enrollment opportunity you will not be eligible for benefits that year. The next opportunity to enroll again would be at "Open Enrollment" time (unless you have a "qualifying event").
- The benefits you choose now are effective until the end of the benefits year. The only time you can make changes is if you have a "qualifying event".
- If you have a "qualifying event", coverage must be selected within 30 days of the event. If you miss the qualifying event enrollment window, you are unable to obtain coverage until the next open enrollment period.
- Contact ***Employee Benefits at 815.937.3642*** whenever you have any questions regarding your benefits!

County of Kankakee Policy & Procedure

Bereavement Policy

Rev. 1/1/2023

POLICY

Kankakee County provides employees with paid time off from work due to a death in the family in order for the employee to attend services, grieve and attend to matters necessitated by the death of the family member in accordance with the Family Bereavement Leave Act.

PROCEDURES

PAID BEREAVEMENT LEAVE

- ◆ Employees will be given **up to** three (3) days of paid time off if a member of their immediate family passes away. This time is to be used for employees to attend services, grieve and attend to matters necessitated by the death of the family member.
- ◆ For purposes of this paid bereavement leave policy only, the immediate family includes the employee's spouse or any of the following of either the employee or their spouse: father, mother, brother, sister, children, grandchildren or grandparent, stepparents or stepchildren.
- ◆ If additional time is needed for bereavement of immediate family, employees may use unpaid bereavement benefits set forth below.

UNPAID BEREAVEMENT LEAVE

Eligible employees (as that term is defined in Section 101(2) of the federal Family and Medical Leave Act, 29 U.S.C. 2601 et seq.) are also entitled to take a maximum of 2 weeks (10 working days) of unpaid bereavement leave to: (a) attend the funeral or alternative to a funeral of a covered family member; (b) make arrangements necessitated by the death of a covered family member; or (c) grieve the death of a covered family member. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period.

- ◆ For purposes of this policy, "covered family member" includes an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. "Domestic partner" includes the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state. Domestic partner also includes an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner and not in such a relationship with any other person, or who the employee has designated as his or her domestic partner to the employer.

The County may require reasonable documentation, including a death certificate, a published obituary, or written verification of death, burial, or memorial services from a

mortuary, funeral home, burial society, crematorium, religious institution or government agency.

Eligible employees (as that term is defined in Section 101(2) of the federal Family and Medical Leave Act, 29 U.S.C. 2601 et seq.) are also entitled to up to 10 workdays of unpaid leave for the following reasons relating to pregnancy, fertility, adoption, and surrogacy:

- Miscarriage
- Unsuccessful round of intrauterine insemination or an assisted reproductive technology procedure
- Failed adoption match or an adoption that is not finalized because it is contested
- Failed surrogacy agreement
- Diagnosis that negatively impacts pregnancy or fertility, or
- Stillbirth

- ◆ Bereavement leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of the child. An employee is required to provide the County with at least 48 hours' advance notice of the employee's intention to take bereavement leave unless providing such notice is not reasonable and practicable. The County may require reasonable documentation, including a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency.
- ◆ For covered leave related to pregnancy, fertility, adoption, and surrogacy, the employer may require reasonable documentation from the healthcare provider of the employee, or their spouse or surrogate, or documentation from an adoption or surrogacy organization certifying that the employee or his or her spouse or domestic partner has experienced an event for which leave is required.
- ◆ An employee who is entitled to take paid or unpaid leave, may elect to substitute any period of paid leave for an equivalent period of unpaid bereavement leave.

The County prohibits retaliation against any employee who exercises his or her rights under this policy, opposes any practice that the employee believes to be in violation of this policy, or supports the exercise of rights of another under this policy.

This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993.

County of Kankakee Policy & Procedure

COBRA Notice Upon Enrollment in a Group Health Plan

VERY IMPORTANT NOTICE

If a qualifying event occurs that causes you or your spouse or dependent children to lose coverage under The County of Kankakee's group health care plan, you have a legal right under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) to purchase a temporary extension of health coverage (herein called continuation coverage) at group rates. This notice is intended to inform you, in a summary fashion, of your rights and obligations under COBRA. Both you and your spouse should take the time to read this Notice.

Employees and other workers covered by the County of Kankakee's group health care plan can elect continuing coverage if one of the following qualifying events occurs:

- voluntary or involuntary termination of employment for reasons other than gross misconduct; or
- voluntary or involuntary reduction of work hours below the level required for participation in the group health plan.

The spouse of an employee or other individual covered by The County of Kankakee's group health care plan can elect continuing coverage if one of the following qualifying events occurs:

- the death of the employee or other covered individual;
- a termination of the employee's employment for reasons other than gross misconduct, or a reduction in the employee's hours of work below the level required for participation in the group health plan;
- a divorce or legal separation from the employee; or
- a retired employee's enrollment in Medicare.

The dependent child of an employee or other individual covered by the County of Kankakee's group health care plan can elect continuing coverage if one of the following qualifying events occurs:

- the death of the parent employee or other covered individual;
- the termination of employment or reduction of work hours of the parent employee;
- the divorce or legal separation of the parents, if this causes the dependent child to lose coverage under The County of Kankakee's group health plan;

- the enrollment in Medicare of the retired parent or employee; or
- the child's loss of dependent status due to attainment of the maximum age for coverage under the group health plan.

The employee or other covered individual or family member has the responsibility to inform the County of Kankakee of a divorce, legal separation, or a child's loss of dependent status within 60 days of the qualifying event or the date on which group coverage would be lost because of the event. If you fail to provide the proper notice within 60 days, continuation coverage might not be available.

When a qualifying event occurs, you will receive notice within 14 days of your right to elect continuation coverage at that time. You will have 60 days to decide if you want continuation coverage. If you do not choose continuation coverage, your group health insurance coverage will end. If you choose continuation coverage, you will be offered coverage that is identical to the coverage provided to similarly situated active employees and family members. You will have the right to elect full coverage or medical coverage without dental insurance. If you had family coverage at the time of the qualifying event, you can elect family coverage or a less broad category of coverage.

Continuation coverage is available for up to 18 months if the qualifying event is the termination or reduction in work hours of the employee. If an employee or family member is disabled under the rules for Social Security disability benefits, the worker and family members are eligible for an additional 11 months of continuation coverage, for a total of 29 months. For other qualifying events, the spouse or dependent children are eligible for up to 36 months of continuation coverage. Furthermore, the 18-month period for termination or reduced work hours can be extended to 36 months for family members if a second qualifying event—for example, divorce, death, Medicare entitlement—occurs during the 18-month period.

Continuation coverage also is available to covered retirees, their spouses, and widows or widowers of covered retirees if they should lose group health coverage as the result of the County of Kankakee filing for bankruptcy. This coverage is available for the life of the retiree; widows and widowers and dependent children can continue coverage for 36 months after the death of the retiree.

Continuation coverage can be cut short of the full coverage period for any of the following reasons:

- The County of Kankakee no longer provides group health coverage to any employees
- the premium for continuation coverage is not paid in a timely fashion.
- you become covered under another group health plan that does not penalize or subject you to restricted or limited coverage due to a preexisting medical condition.
- you become entitled to Medicare.

- the disabled individual is no longer defined as disabled under Social Security rules during the 11 months of extended continuation coverage.

You do not have to show that you are insurable to choose continuation coverage. However, you have to pay for the coverage and are allowed a 30-day grace period for timely payments. At the end of your 18, 29, or 36 months of continuation coverage, you are allowed to enroll in an individual conversion health plan provided under the County of Kankakee's group health plan.

If you have any questions about your rights under COBRA, please contact the Human Resource Department. Please inform Human Resources of any change in marital status or change of address for you or your spouse.

County of Kankakee Policy & Procedure

Employee Assistance Plan

POLICY

Kankakee County recognizes that a wide range of problems not directly related to an individual's job responsibility can have an effect on an employee's job performance, safety and services offered. Employees may need assistance in helping to solve their problems in order to maintain satisfactory job performance.

Kankakee County recognizes that successful resolution of issues relating to illness, stress, alcoholism, drug abuse, marital issues, family issues, financial issues, or legal issues can sometime be linked to recognizing and addressing the problem in its early stages. Employees are expected to responsibly address issues as they arise. The County recognizes that health and wellness issues are best addressed by appropriately trained professionals. The Employee Assistance Program is designed to provide a positive support system by linking the employee needing assistance with the appropriate professional service for the issue that needs to be addressed. All EAP referrals will be held in strictest confidence. Existing discipline, grievance and arbitration procedures remain in effect; however, supervisors will encourage employees with performance problems to seek help through the EAP, if needed.

PROCEDURE

The EAP is a benefit provided by Kankakee County for its employees. Participation in the program is entirely voluntary. The decision to seek help and accept treatment for a personal problem is the responsibility of the employee. The County provides the EAP to make getting help easier for the employee. There are two ways in which an employee may use the EAP: self-referral or supervisory referral.

SELF REFERRAL

It is the hope that employees will recognize any personal problems on their own and voluntarily seek help for these problems through the EAP before the issue(s) affect job performance. All referrals to the EAP will be held in strictest confidence by the EAP Counselor.

All employees will be given information on how the EAP works. In addition, all employees will receive a card for their wallet with the name and number of the Employee Assistance Coordinator and posters will be placed throughout the various County buildings reminding people of the EAP program. Employees, members of their immediate family, as well as anyone who resides in the same household as the employee, are eligible and encouraged to use the program when needed.

PROCEDURE FOR USING THE SELF REFERRAL SYSTEM:

1. The employee (or family member) calls the telephone number listed on the card for an appointment. The cost for the initial contact (up to three meetings) is free for all employees and their families. The program is entirely voluntary. The decision to seek help, accept

treatment and follow the recommendations of the diagnosis for a personal problem is the responsibility of the individual employee.

2. Employees seeking assistance will be referred to recognized and, where appropriate, professionally certified counseling, health treatment, and, or rehabilitative services in the area. The professional will be responsible for the diagnosis or treatment of any personal problem.
3. Where applicable, County medical insurance (as governed by policy terms) and available sick time may be used in conjunction with treatment. The employee will be responsible for any cost incurred that is not covered by the employee's insurance. Employees may also request an unpaid leave of absence for up to thirty days (30) in order to seek professional help for their problems.
4. Any effort to seek assistance and any subsequent referral, diagnosis, and treatment will be held in strictest confidence.
5. An employee's job will in no way be jeopardized because he or she seeks assistance for a personal problem.
6. When personal problems are linked to poor job performance, normal disciplinary procedures will be followed. It is hoped that the employee will be motivated to seek help.

SUPERVISORY REFERRAL

Where a supervisor observes that an employee is experiencing a problem that has had an adverse impact on his or her job performance, the supervisor can recommend the employee to avail himself or herself to the EAP. The supervisor should discuss the specific instances of unsatisfactory performance with the employee and inform him or her that if there is a personal problem involved, an EAP is available. Supervisors are not to diagnose suspected problems or discuss the employee's personal behavior other than how it affects job performance. The supervisor may only suggest that the employee seek assistance through direct contact with the EAP Coordinator. An employee's use of the EAP program does not excuse performance issues. Employees may be subject to discipline regardless of whether they choose to participate in the EAP program.

Any employee requesting additional information about the EAP program may contact their supervisor, the County Administrator or any member of the County Administration staff.

County of Kankakee Policy & Procedure

Sick Time & Extended Illness Bank

POLICY

It is the policy of Kankakee County to provide protection for its full time employees against loss of income because of illness. All eligible employees are encouraged to save as much Sick Leave and Extended Illness Days as possible to meet serious illness situations. Sick Leave is not intended for a one day vacation or to be used to extend vacation periods or holidays.

PROCEDURE

Sick Leave and Extended Illness Leaves will be granted to full time employees only. Sick Leave and Extended Illness Time will be granted on January 1 of each year and will be based on the employee's service as of December 31 of the prior year. Employees who have a one, two or five year anniversary during any given year will be eligible for (5) days of additional time on their anniversary date.

After six months of continuous service:	5 Sick Days
After one year of continuous service:	5 Sick Days
After two years of continuous service:	7 Sick Days & 3 Extended Illness Days
After five years of continuous service:	9 Sick Days & 6 Extended Illness Days

EXAMPLE

An employee is hired on March 1, 1998

September 1, 1998	5 Sick Days
March 1, 1999	5 Sick Days
January 1, 2000	5 Sick Days
March 1, 2000	2 additional sick day & 3 Extended Illness Days
January 1, 2001-2003	7 Sick Days & 3 Extended Illness Days
March 1, 2003	2 additional sick day & 3 Extended Illness Days
January 1, 2004	9 Sick Days & 6 Extended Illness Days

SICK TIME POLICY

1. You must have sick time available in your sick bank.
2. On December 31 of every year, all unused sick time will be transferred to the Extended Illness Bank.
3. Sick time may be utilized by employees (a) when they are sufficiently ill so that good judgement would determine it best not to report to work, (b) in the event of an injury or illness to oneself or a member of the employee's immediate family, and (c) for routine medical and dental appointments.
4. All foreseeable Sick Leaves requires approval of the appropriate Department Head.
5. Any absence of three working days or longer requires a physician's statement of release and verification substantiating that they may return to work. In addition, Department Head may request a physician's statement for shorter periods of time.
6. Notice of an employee's desire to return to work after an extended illness must be given to the Department Head no less than twenty-four hours in advance.
7. Department Heads or any authorized authority may direct an employee who appears too ill to leave work to protect the health of other employees. Compliance with such an order will not be charged to the Sick Leave for the first day.
8. An employee obtaining Sick Leave under false pretenses or an appointed Department Head falsely certifying Sick Leave Allowance for absence from work may be subjected to disciplinary action.
9. Upon termination from the County service, accumulated but unused Sick Time benefits will not be paid.

The following guidelines should be followed as it relates to Extended Illness Bank.

1. Any time an employee has a doctor's excuse substantiating the need to be off work for a medical condition, their time may be used from the Extended Illness Bank. With Department Head approval, this may also hold true for any sickness in the immediate family (with a Doctor's excuse). A copy of the Doctor's excuse must also be submitted by the Department Head to the Payroll Department.
2. If an employee is hospitalized, the accumulation in the Extended Illness Bank will be used to continue the employee's regular pay. However, an approved statement from the physician of admittance to a hospital will be necessary for any benefits to be received from the Extended Illness Bank. A copy of this statement must be sent to the Payroll Administrator.
3. If the employee exhausts the Extended Illness Bank, any Sick or Vacation days that have been accrued may be used to extend the employees regular pay.

4. If any employee is eligible for I.M.R.F. disability payments, they may apply after the appropriate waiting periods have been achieved (see I.M.R.F. policy). No individual may receive I.M.R.F. disability payments at the same time he or she will be paid from the Extended Illness Bank retroactively from the first day of illness.
5. If an employee is hospitalized as a result of the illness, he or she will be paid from the Extended Illness Bank retroactively from the first day of illness.
6. Employees undergoing outpatient surgery may be paid from the Extended Illness Bank from the day of the surgery.
7. A maximum of 120 days may be stored in the Extended Illness Bank as of December 31 of each year.
8. While an employee is utilizing time from his or her Extended Illness Bank, employees will continue to accrue Vacation and Sick Time. However, that time may not be used until the employee returns to work on a full-time basis.
9. An employee who terminates service with the County will not be paid for any unused time in their Extended Illness Bank.

If an employee requires ongoing treatment for an injury or illness, the employee may utilize time from their Extended Illness Bank beginning on the fourth day of absence, providing there is proper documentation from the employee's physician.

Use of Sick Leave to Attend to a Family Member

An employee may use personal sick leave or extended illness benefits for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave or extended illness benefits for the employee's own illness or injury. The County limits the use of personal sick leave benefits for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent to an amount that would be accrued during six months at the employee's current rate of entitlement.

Retaliation Prohibited

The County strictly prohibits retaliation against an employee for exercising his or her right to use personal sick leave benefits in accordance with this policy.

County of Kankakee Policy & Procedure

Extended Illness Bank “Excessive Time”

POLICY

Long time County employees who have been prudent in their use of sick time may accumulate more than the 120 days allowed by the Extended Illness Bank. In an effort to reward these employees, for outstanding attendance, employees will be able to trade in extra Extended Illness Days for additional monetary compensation.

PROCEDURE

Once an employee exceeds 120 days in their Extended Illness Bank, the County will pay the employee twenty (20) percent of the value of their unused sick and Extended Illness Bank in excess of 120 days. The maximum payment per year is three (3) days of pay per employee. The Payroll Administrator will issue payment through the employee's second payroll check in January.

County of Kankakee Policy & Procedure

Flexible Spending Accounts

POLICY

The Kankakee County Board offers flexible spending account benefits for Kankakee County employees. The County Board is responsible for administering this benefit and it reserves the right to change any benefit structures. Changes in benefits will be communicated to employees.

Flexible Spending Accounts are a benefit employees can enroll in and pay fewer taxes. Flexible spending accounts are an IRS-approved way to save tax dollars. Employees who establish FSAs are allowed to pay for certain health care and dependent care expenses with money that is taken out of their pay before federal and state taxes, including the Social Security tax.

PROCEDURE

How Flexible Spending Accounts Work. FSAs save money by lowering your taxable income. Money from your paycheck goes into the FSA before taxes are calculated, thereby reducing the income level that is taxed. You pay medical or daycare costs that you would otherwise pay with after-tax earnings, but get reimbursed with pre-tax FSA money.

What Dependent Care Accounts Cover. You can use money in a flexible spending account to pay dependent care expenses for:

- children under 13
- disabled children or spouses
- disabled parents who are legal dependents of yours.

The money must be used to pay for the costs of care in:

- approved daycare centers for the elderly
- nursery schools
- kindergartens
- daycare centers for children
- your home by an individual who is not one of your dependents.

What Medical Expense Accounts Cover. You can use the money you deposit in a medical expense FSA to pay for:

- costs that are not covered by medical, dental, or vision insurance, including deductibles, copayments, treatments not covered by insurance, and charges in excess of reasonable and customary charges
- orthodontic treatments
- hearing care, including hearing aids and special telephones or televisions for the hearing impaired
- prescription medicines and drugs
- psychoanalysis and psychiatric therapy, including inpatient treatment
- chiropractic treatment
- medical equipment
- treatment for drug or alcohol addiction
- transportation to necessary medical care, including ambulance services and mileage to and from appointments plus parking fees.

Enrollment Criteria. Full-time and regular part-time employees are eligible to enroll in a medical expense FSA, a dependent care FSA, or both. But before you enroll, think carefully about how much money you expect to spend in the coming year for covered expenses. Money deposited in an FSA must be used-up by the end of the plan year or it is forfeited. Also, money cannot be transferred between accounts. If you are not sure how much money you will spend, it is better to under-estimate the amount than to over-estimate and end up losing some of the money.

New employees are eligible to enroll in FSAs within 30 days of employment. After that, employees can enroll each November for the following plan year. Because of the tax laws, once employees elect to contribute to an FSA, they must continue to make the same contribution throughout the plan year. The human resource department has information on the limited circumstances where changes will be permitted.

Participation. It's easy to participate in one or both of the flexible spending accounts offered by The County of Kankakee. Just follow these steps:

- Make a conservative estimate of your medical and dependent care expenses for the coming year. The Internal Revenue Service establishes contribution limits for the FSA's, which are subject to change. Excess contributions are forfeited.
- Fill out the FSA enrollment form. The amount you designate will be withheld from your paycheck in equal pre-tax payments.
- Obtain a receipt for any dependent care or health care expenses you have paid or billing statement with expenses incurred that are not subject to co-insurance payments. The receipt should include the date and type of service, provider's name, and the provider's taxpayer ID number for dependent care expenses.
- Submit your receipts/statements with a signed claim form to the Human Resources Department. Your signed claim form along with supporting documentation will be forwarded to the Auditor's office for claim processing. *(Please note that any medical information listed on your receipt and or statement will/may be viewed/audited by staff members who are not a part of the Human Resources Department.)* Your eligible expenses will be reimbursed with pre-tax dollars.
- Submit all claims for the plan year by March 31 of the following year.

County of Kankakee Policy & Procedure

Illinois Municipal Retirement Fund

POLICY

It is the policy of Kankakee County to provide Retirement, Disability and Death Benefits to all full-time employees through Illinois Municipal Retirement Fund (IMRF). In order for a part-time employee to be eligible for IMRF an employee must work in excess of 1,000 hours per year. Any new employee who previously worked for an IMRF employer who employed the 600 hour IMRF ruling is eligible for IMRF if they work 600 hours a year.

NOTE:

This policy is only a general overview of IMRF and does not attempt to explain all of the rules and regulations set forth by IMRF. Anyone who has a question concerning IMRF benefits should see the Payroll Administrator or call IMRF Member Services at 1-800-ASK-IMRF (1-800-275-4673). All decisions concerning IMRF will be made by IMRF and will be final.

PARTICIPATION

All full-time Kankakee County employees are automatically enrolled in IMRF. The cost to employees is 4.5 percent of their gross wage after deductions is made for Flex Spending. The employer's share is adjusted annually by IMRF according to the liability which exists.

Exhibit 5Q

Comparing Tier 1 and Tier 2 – IMRF Regular Plan

	Regular Tier 1 – RG01	Regular Tier 2 – RG03
What makes you eligible?	<ul style="list-style-type: none"> • You are currently participating in Regular IMRF • You were enrolled in IMRF before January 1, 2011. • You previously participated in IMRF as an active member or in a reciprocal system and return to participation. 	<p>You are first enrolled in IMRF's Regular Plan on or after January 1, 2011.</p> <p>But there's an EXCEPTION:</p> <p>You participate in Tier 1 if you have current or previous IMRF or reciprocal retirement system participation and are enrolled in IMRF after January 1, 2011.</p>
How much service do you need to vest?	8 years	10 years
What is your normal retirement age?	60	67
What is your earliest retirement age (pension is reduced)?	55	62
How is your pension reduced?	<ul style="list-style-type: none"> • If you retire between age 55 and 60 with less than 30 years of service credit: your pension is reduced 1/4% for each month under age 60. • If you retire between age 55 and 60 with at least 30 but less than 35 years of service credit, your pension is reduced by lesser of 1/4% for each month <ul style="list-style-type: none"> – Under age 60 or – Of service credit less than 35 years. • If you retire with 35 or more years of service credit and are at least age 55, there is no reduction. 	<ul style="list-style-type: none"> <input type="checkbox"/> If you retire between age 62 and 67 with less than 30 years of service credit: your pension is reduced 1/2% for each month under age 67. <input type="checkbox"/> If you retire between age 62 and 67 with at least 30 but less than 35 years of service credit, your pension is reduced by the lesser of 1/2% for each month <ul style="list-style-type: none"> – Under age 67 or – Of service credit less than 35 years. <input type="checkbox"/> If you retire with 35 or more years of service credit and are at least age 62, there is no reduction.
What is included in your Final Rate of Earnings (FRE)?	<p>Your FRE is the average of the highest 48 months in your last 10 years of service</p> <p>The 125% rule applies: Wages for each of the last three months cannot be more than 25% greater than the highest earnings in any of the first 45 months.</p>	<p>Your FRE is the average of the highest 96 months in your last 10 years of service</p> <p>The 125% rule applies: Wages for each of the last three months cannot be more than 25% greater than the highest earnings in any of the first 93 months.</p>
Final Rate of Earnings Cap	<p>None for members first participating before January 1, 1996.</p> <p>\$275,000 annually (in 2018) for all others.</p>	<p>The cap for 2017 is \$113,644.91; this amount automatically increases annually by the lesser of 3% or by one-half of the increase in the Consumer Price Index (urban) for the preceding year.</p>

What is the amount of your Annual Pension Increase?	3% of the original amount	The lower of 3% or one-half of the increase in the Consumer Price Index (urban) for the preceding year of the original amount. If the CPI decreases or is zero, no increase is paid.
When are you eligible for an Annual Pension Increase?	The first January following your retirement effective date. For the first year the increase is prorated for an effective date other than January 1.	Your first increase is not paid until the later of age 67 or after one year of receiving your pension.
What is the amount of the Surviving Spouse Pension?	50% of the pension you had earned at the date of death.	66-2/3% of the pension you had earned at the date of death.
What is the amount of the Surviving Spouse Pension Annual Increase?	3% of the original amount, which is payable each year on January 1.	The lower of 3% or one-half of the increase in the Consumer Price Index (urban) for the preceding year of the original amount. If the CPI decreases or is zero, no increase is paid. The increase is payable each year on January 1.
How can you qualify for an Early Retirement Incentive?	<ul style="list-style-type: none"> Your employer's governing body must pass an ERI resolution. You must be at least age 50 and have 20 years of service. You can purchase between one month and five years of service. This increases your age and service for retirement calculation purposes. 	<ul style="list-style-type: none"> Your employer's governing body must pass an ERI resolution. You must be at least age 57 and have 20 years of service. You can purchase between one month and five years of service. This increases your age and service for retirement calculation purposes.
What About Voluntary Additional Contributions?	You may contribute up to an additional 10% of your salary.	You may contribute up to an additional 10% of your salary (up to the wage cap).
What is the Lump Sum Death Benefit (active member)?	One year's salary plus any balance in the member's account.	One year's salary (up to the wage cap) plus any balance in the member's account.

What stays the same?	Member contribution rate Pension formula 13th Payment Survivor benefits (except as noted above) Disability Benefits Money Purchase formula
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Comparing Tier 1 and Tier 2 – IMRF SLEP Plan

	SLEP Tier 1 – SL01	SLEP Tier 2 – SL03
What makes you eligible?	<ul style="list-style-type: none"> • You are participating in the IMRF Sheriff's Law Enforcement Personnel (SLEP) plan before January 1, 2011. • You previously participated in SLEP before January 1, 2011 and returned to SLEP participation at any time (either before or after January 1, 2011). 	<p>You are first enrolled in the IMRF Sheriff's Law Enforcement Personnel (SLEP) plan on or after January 1, 2011.</p> <p>Note this Exception! Prior participation in Regular IMRF or in a reciprocal retirement system before January 1, 2011, will NOT make you eligible for SLEP Tier 1.</p>
How much service do you need to vest?	20 years	10 years
What is your normal retirement age?	50	55
What is your earliest retirement age?	N/A	50
Is your SLEP pension reduced?	Your SLEP pension is not subject to reduction	Your SLEP pension is reduced 1/2% for each month under age 55.
What is included in your Final Rate of Earnings (FRE)?	<p>Your FRE is the average of the highest 48 months in your last 10 years of service.</p> <p>125% rule applies: Wages for each of the last three months cannot be more than 25% greater than the highest earnings in any of the first 45 months.</p>	<p>Your FRE is the average of the highest 96 months in your last 10 years of service.</p> <p>125% rule applies: Wages for each of the last three months cannot be more than 25% greater than the highest earnings in any of the first 93 months.</p>
What is your maximum pension payable?	80% of final rate of earnings.	75% of final rate of earnings.
What is your Cap on Reportable Wages?	<p>None for members first participating before January 1, 1996.</p> <p>\$275,000 annually (in 2017) for all others.</p>	<p>The 2017 cap is \$113,644.91; this amount automatically increases annually by the lesser of</p> <ul style="list-style-type: none"> • 3% <p style="text-align: center;">~OR~</p> <ul style="list-style-type: none"> • by one-half of the annual increase in the Consumer Price Index (urban) for the 12 months ending in September of the preceding year <p>If the CPI decreases or is zero, the wage cap is not increased.</p>
What is the Limit on your Reportable Wages ?	None.	Compensation for overtime is not included in reportable wages.

What is the amount of your Annual Pension Increase?	3% of the original amount	The original amount is increased by the lower of <ul style="list-style-type: none"> • 3% • one-half of the annual increase in the Consumer Price Index (urban) for the 12 months ending in September of the preceding year If the CPI decreases or is zero, no increase is paid.
When are you eligible for an Annual Pension Increase?	The first January following your retirement effective date. For the first year the increase is prorated for an effective date other than January 1.	Your increase is not paid until January 1 on or after the later of : <ul style="list-style-type: none"> • age 60 • one year of receiving your pension
What is the amount of the Surviving Spouse Pension?	50% of the pension you had earned at the date of death.	66-2/3% of the pension you had earned at the date of death.
What is the amount of the Surviving Spouse Pension Annual Increase?	3% of the original amount, which is payable each year on January 1.	The original amount is increased by the lower of <ul style="list-style-type: none"> • 3% • one-half of the annual increase in the Consumer Price Index (urban) for the 12 months ending in September of the preceding year If the CPI decreases or is zero, no increase is paid. The increase is payable each year on January 1 on or after the spouse reaches age 60.
How can you qualify for an Early Retirement Incentive?	<ul style="list-style-type: none"> • Your employer's governing body must pass an ERI resolution. • You must be at least age 50 and have 20 years of service. • You can purchase between one month and five years of service. This increases your age and service for retirement calculation purposes. 	<ul style="list-style-type: none"> • Your employer's governing body must pass an ERI resolution. • You must be at least age 50 and have 20 years of service. • You can purchase between one month and five years of service. This increases your age and service for retirement calculation purposes.
What is the Lump Sum Death Benefit (active member)?	One year's salary plus any balance in the member's account.	One year's salary (up to the wage cap) plus any balance in the member's account.
What stays the same?	<p>Member contribution rate (not charged for wages in excess of the wage cap or for overtime wages)</p> <p>Pension formula</p> <p>13th Payment</p>	<p>Disability Benefits (salary used to calculate benefit subject to wage cap)</p> <p>Survivor benefits (except as noted above)</p> <p>Money Purchase formula</p>

County of Kankakee Policy & Procedure

Holiday Pay

POLICY

Kankakee County provides paid holidays to all full-time County employees.

PROCEDURE

In order for an employee to be eligible for holiday pay, the following conditions must be met:

1. The employee must be employed as full-time for 30 consecutive days before becoming eligible for holiday pay.
2. The employee must have worked the last scheduled work day prior to the holiday and the next scheduled work day after the holiday unless one of the following conditions applies:
 - A. Employee has pre-approved (48 hours in advance) time off for those days.
 - B. It is the first occasion of the calendar year that the employee has missed the last scheduled work day prior to the holiday or next scheduled work day of the holiday due to sickness.
3. On the second or subsequent occasion of an absence due to sickness that was not pre-approved on the last scheduled work day prior to the holiday or the next scheduled work day after the holiday, employees will not receive their holiday pay unless the employee provides to the Department Head and the Payroll Administrator a doctor's excuse sustaining the need to be off work.
4. Any employee who is on an attendance program and is not at work the last scheduled work day before the holiday or the next scheduled work day after the holiday, not due to pre-approved time off, will not be paid the holiday unless the employee provides to the Department Head and Payroll Administrator a doctor's excuse substantiating the need to be off work, regardless if this is the first occasion of absenteeism before or after the holiday.
5. Any employee who has given his or her resignation is not eligible for holiday pay while using the remaining vacation or sick time unless the employee will be returning to work after vacation or sick time is used.

County of Kankakee Policy & Procedure

Memorial Policy

Effective 1/11/2022

POLICY

It is the policy of Kankakee County to honor the service of deceased Elected County officials. To that end, memorial bunting will be placed above the main entrance of the Kankakee County Administration building upon the passing of elected officials.

PROCEDURE

It shall be the policy of Kankakee County to place memorial bunting above the main entrance of the Kankakee County Administration building for a period of ten working days as follows:

- For all current elected officials
- For all current and previous county-wide elected officials
- For all current and past County Board Chairmen

A majority of the County board may petition the Chairman to display the bunting for any current or former County employee or elected official.

Memorial flowers for elected officials may not be purchased utilizing County funds in compliance with the Illinois Constitution requiring public funds only be used for public purpose. Whether an elected official utilizes memorial flowers as a method of employee appreciation and/or retention falls under the purview of that elected office and any associated budgetary limitations.

POLICY

The County of Kankakee will provide reasonable unpaid break time each work day to an employee who needs to express breast milk for her infant child. Break time must, if possible, run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose.

County of Kankakee Policy & Procedure

Personal Day

POLICY

The County of Kankakee provides personal day(s) each year for all full-time employees not governed by a Union Contract.

PROCEDURE

On January 1st of each year, all regular full-time employees with less than eight (8) years of service, except for introductory employees (less than six (6) months employment), will be awarded one personal day for the calendar year. New hires shall receive one personal day upon satisfactory completion of their six (6) month introductory period. All regular full-time employees with eight (8) years through fourteen (14) years of service will be awarded two (2) personal days for the calendar year. All regular full-time employees with fifteen (15) or more years of service will receive three (3) personal days for the calendar year.

All personal day requests should be made in advance to the Department Heads. Department Heads have the responsibility to maintain a staff adequate to provide services for their area. They have the authority to limit the number of employees allowed to use leave time in any one day as necessary to provide services.

Personal days will not be carried over from one year to the next and are not payable upon separation from the County. Personal days which are not used by the end of the calendar year are forfeited. Personal days must be used in increments of not less than one hour.

Employees who have forty-five (45) days or more of accrued and unused sick leave/Extended Illness may trade up to three (3) days of sick leave/Extended Illness for three (3) personal days in each year. The personal days may be used as desired by the employee, but must be used during the calendar year obtained.

County of Kankakee Policy & Procedure

Tuition Aid

POLICY

In an effort to encourage employees to attend college classes, the County of Kankakee will reimburse a portion of the cost of Tuition for a job-related class.

PROCEDURE

In order to be eligible for Tuition Aid Reimbursement by Kankakee County the following guidelines must be met:

- A. All classes must be job related to the current position of the employee as determined by the Department Head and the Human Resources Coordinator. Elective classes taken that are not directly related to the employees current position will not be considered for tuition aid. In the event of a conflict, the request will be forwarded to the Personnel Committee for a recommendation.
- B. Only employees who have worked for Kankakee County full time for one year or more are eligible for reimbursement.
- C. All classes must be taken at an accredited college and must be for college credit hours.
- D. Individuals who are applying for reimbursement must have at least a Satisfactory Job Performance Rating.
- E. Tuition Reimbursement will be at the same rate as Kankakee Community College charges for a credit hour or the cost of the tuition, whichever is less. If a job related course is not offered at Kankakee Community College and an eligible employee must enroll at another accredited college, the employee will be reimbursed at the rate for that college or Governors State University, whichever is less.
- F. Kankakee County will reimburse tuition payment only after proof of a grade "C" or higher has been given to the Human Resources Coordinator. If an employee resigns from the County within 18 months of reimbursement, the employee must return 100% of the payment. If an employee resigns from the County between 18 and 36 months after being reimbursed the employee must return 50% of the payment.

- G. All classes must be pre-approved by the individual Department Head and by the Human Resources Coordinator. The request for reimbursement must be received by both prior to the class starting.
- H. Any employee who receives reimbursement for his or her tuition from another source (i.e. Scholarship) is only eligible for the portion of the tuition that was not covered by another outside source.
- I. If due to a lack of qualified outside candidates in a particular field of expertise exists, there may be some merit in paying for classes not for credit (Example: a continuing education class in shorthand). If such a situation exists, the Department Head may request through the Personnel Committee an exception to this policy.
- J. Those employees who are a member of a bargaining unit will be subject to the guidelines according to the labor agreement.
- K. Maximum allowable credit hours per year is 12.

County of Kankakee Policy & Procedure

Vacation

Rev. Effective 1/01/2024

POLICY

The County of Kankakee perceives vacation leave as a benefit for both the employee and the County. Employees are encouraged to utilize their vacation time.

PROCEDURE

Five days of all vacation in each year may be used for any reason of the employee's choosing and the reason need not be provided to the employee's supervisor. To use any of the remaining vacation days (if any) employees should make a request in advance to their Department Heads for approval. Department Heads have the responsibility to maintain a staff adequate to provide services for their areas. They have the authority to determine employees' schedules and to limit the granting of request for vacation days as necessary to fulfill that responsibility.

Part-time, temporary and seasonal employees are granted vacation time at the rate of one hour of leave, up to up to their department's standard work week, not to exceed 40 hours in a 12-month period. Vacation leave is available for use after 90 days of service.

Full time Kankakee County employees will be granted vacation time based on the following schedule:

After three months of continuous service:	5 Days
After 1 year of continuous service:	5 Days
After 2 years of continuous service:	10 Days
After 7 years of continuous service:	15 Days
After 15 years of continuous service:	20 Days
After 21 years of continuous service:	21 Days
After 22 years of continuous service:	22 Days
After 23 years of continuous service:	23 Days
After 24 years of continuous service:	24 Days
After 25 or more years of continuous service:	25 Days

Vacation time will be granted on January 1 of each year, based on the employee's length of service on December 31 of the previous year. If an employee's anniversary during that year entitles them to an additional day or week of vacation that time will be granted to them on their anniversary date, and may be used during the remainder of that calendar year.

EXAMPLE

An employee hired on March 1, 2022

June 1, 1922	5 Days
March 1, 2023	5 days
January 1, 2024	5 days
March 1, 2024	5 additional days
January 1, 2025 - 2029	10 days
March 1, 2029	5 additional days

Vacation time should be used by December 31 of each year. Leave balances in excess of the initial five days accrued will be forfeited. Leave that is rolled over must be used during the subsequent year.

However, if due to the workload in a department, a Department Head requests an employee to postpone one week of vacation during November or December, the employee may use one week of their prior year's vacation in January, February, or March. Another exception to this policy is that employees who receive an additional day or week of vacation in October, November, or December have until March 31 to use that additional day or week. If the above route is taken, the Department Head must send a letter to the County Administrator prior to year-end stating the reasons for the extension of the vacation time.

Employees who did not use their vacation time during the calendar year may deposit their time in their Extended Illness Bank. If this route is taken, the employee must make the request in writing to the County Administrator.

An employee who separates from the County of Kankakee is entitled to full payment for any accrued and unused vacation.

After an employee has used the first five (5) vacation days, further absences on account of sickness, injury or other disability may at the request of the employee and with the approval of the Department Head, be charged to vacation time.

The payroll office shall maintain a record of vacation leave allowance, vacation time taken, and vacation balance for each employee.

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Section III
Leaves of
Absences

County of Kankakee Policy & Procedure

Family and Medical Leave Act

Employees of The County of Kankakee are eligible for family and medical leave if they have at least 12 months of service, have worked at least 1,250 hours within the preceding 12-month period, and work at a worksite where there are at least 50 employees within a 75-mile radius. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for an immediate family member (spouse, child, or parent) with a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty as a member of the National Guard or military reserves.

Military Caregiver Leave. In addition, an employee who is the spouse, parent, child, or next of kin of a current member of the armed forces (including the regular armed forces) who was injured while on active duty may be eligible for up to 26 weeks of FMLA leave in a 12-month period to provide care to the servicemember. An employee that takes up to 12 weeks of FMLA for the reasons listed above may be eligible for up to a total of 26 weeks of leave if additional leave is taken to care for a servicemember. For example, if an employee takes 10 weeks of FMLA leave for the birth of a child, the employee would be eligible for up to 16 additional weeks in a 12-month period to care for an injured servicemember.

SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

LEAVE AVAILABILITY CALCULATION

The County has adopted the “rolling 12-month period” method of calculating available FMLA leave for all types of leave with the exception of leave to care for a seriously ill or injured servicemember. Under the rolling 12-month period, in order to determine the amount of available FMLA leave, the calculation is made each time an employee commences an FMLA leave. From that date, the preceding 12-month period is examined. Any FMLA leave used during that preceding 12 months is deducted from the 12 weeks annual leave granted by the FMLA. The employee is entitled to take no more than the remaining balance of FMLA leave.

For FMLA leave requests made to care for a covered servicemember with a serious injury or illness, the single 12-month period begins on the first day the eligible employee takes FMLA leave.

Notice of Leave. When requesting leave, the employee must:

- Supply sufficient information for The County of Kankakee to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable;
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.

Failure to comply may result in leave being delayed or denied.

Intermittent Leave. When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with The County of Kankakee to arrange reduced work schedules or intermittent leave so as to minimize disruption of business operations.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of business operations.

If leave is to care for or bond with a child after birth, or placement of a child with the employee for adoption or foster care, use of intermittent leave is subject to the Department Head’s approval with consultation of the County Administrator. Leave must

be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and other Certifications. Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined. The County of Kankakee, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, The County of Kankakee may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

Fitness for Duty Certifications. Because The County of Kankakee wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

Maintenance of Benefits. The County of Kankakee will maintain health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse The County of Kankakee for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

Concurrent Leave. Employees must use any accumulated sick leave, vacation time, or paid time off (PTO) to the extent available during FMLA leave unless such leave is covered under workers' compensation, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

Married Couples Who Work for The County of Kankakee. If an employee and his/her spouse both work for The County of Kankakee, they are both eligible for leave.

The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

Return from Leave. Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with The County of Kankakee. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act or Illinois Human Rights Act.

EMPLOYER RESPONSIBILITIES

The County must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the County will provide a reason for the ineligibility.

The County must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the County determines that the leave is not FMLA-protected, the employer must notify the employee.

UNLAWFUL ACTS BY EMPLOYERS

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

WORKING PROHIBITED WHILE ON FMLA

An employee out on FMLA leave may not use that time to engage in work elsewhere, whether as an employee, independent contractor, volunteer or otherwise, unless prior written approval from the County has been obtained. If an employee is taking FMLA leave, it must be because an FMLA-qualifying reason is preventing the employee from

appearing at work for the County. Performing work elsewhere is contradictory to that premise and will create a presumption that the employee fraudulently obtained or continued FMLA leave.

ENFORCEMENT

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersedes any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

REFERENCE TO FMLA NOTICE POSTER

The County has posted in each department, a notice setting forth the relevant provisions of the FMLA. The terms of the notice are incorporated in this policy document as if they were specifically set forth. Each employee is charged with familiarizing him/herself with the contents of the notice concerning all applicable employee rights and obligations under the FMLA.

State and Local Laws. When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

Non-FMLA/Medical Leaves

WORK RELATED INJURIES AND ILLNESSES

Any employee who is off work due to a work related injury or illness and is receiving Temporary Total Disability (TTD) Workers Compensation or are receiving full pay based on Illinois Statutes will be granted a concurrent medical leave of absence under the FMLA Guidelines and the Illinois Industrial Commission Rules.

PERSONAL LEAVE OF ABSENCE

An employee may request one unpaid personal leave of absence in cases of serious need for a period of **up** to 30 calendar days from their Department Head. Only one request per 12 months will be considered. It will be at the discretion of the Department Head as to whether or not to grant the unpaid leave. If a leave is granted, the Department Head must notify the Payroll Department in writing.

POLICY

The County of Kankakee will comply with all applicable federal, state and local laws providing military leave and benefit protections to eligible employees. Please direct any questions or requests for leave to your supervisor and the Administration Department.

YOUR RIGHTS UNDER USERRA

A. THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System.

USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

B. REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

C. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you:

- initial employment;
- reemployment;
- retention in employment;
- promotion; or
- any benefit of employment
- because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

D. HEALTH INSURANCE PROTECTION

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries.

E. ENFORCEMENT

- The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USADOL or visit its Web site at <http://www.dol.gov/vets>.

An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.

- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

RIGHTS UNDER ILLINOIS LAW

The Local Government Employees Benefits Continuation Act (50 ILCS 140/1) generally provides that an employee of a unit of local government who is a member of any reserve component of the U.S. Armed Services or Illinois National Guard who is mobilized to active duty as a result of an order of the President shall for each pay period continue to receive his or her regular compensation that he or she received from the unit of local government plus health insurance minus the amount of base pay for military service for the duration of active military service.

The Military Leave of Absence Act (5 ILCS 325/0.01) generally provides that full time employees that are members of a reserve component of the U.S. Armed Forces or any reserve component of the Illinois State Militia shall be granted leave from his or her

public employment for any period actively spent in military service, including basic training, special or advanced training, annual training and any other training required by the U.S. Armed Forces. During these leaves, the employee's seniority and other benefits shall continue to accrue. During annual training, employees are to receive their regular compensation. During basic training, special or advanced training (for up to 60 days), and for any other training or duty required by the United States Armed Forces, if the employee's daily rate of compensation for the military activities is less than his daily rate of compensation as a public employee, he shall receive the difference from the employer.

The Public Employee Armed Services Rights Act (5 ILCS 330/1) generally provides for the protection of any member of the Illinois National Guard or any member of any branch of the Armed Forces Reserve who is placed on active duty status to insurance coverage and its immediate continuation upon return to public employment, the right to any promotional, employment, contractual or salary benefit, pension rights, or any other right conferred by operation of law or collective bargaining agreement on similarly situated public employees during the period of the employee's active duty.

The Service Member's Employment Tenure Act (330 ILCS 60/1) generally provides for position restoration and seniority preservation under certain conditions for those who leave employment to enter military service.

The Family Military Leave Act (820 ILCS 151/1) generally provides to eligible employees limited periods of family military leave, job restoration benefits and benefit continuation rights.

The Municipal Employee Military Active Duty Act (50 ILCS 120/0.01) generally provides for position restoration without loss of seniority to civil service employees who enlist or have been ordered to military service.

The National Guard Employment Rights Act (20 ILCS 1805/30.1) generally provides that any member of the National Guard whose absence is necessitated by reason of being called to state active duty shall be entitled to certain reemployment rights and benefits under certain conditions.

Employee eligibility under each of the referenced statutes is governed by all relevant statutory provisions.

County of Kankakee Policy & Procedure

School Visitation Leave

POLICY

In accordance with the School Visitation Rights Act, an employee who has worked for the County of Kankakee for at least six (6) consecutive months and works at least a half-time schedule may take up to eight (8) hours off during any school year, and no more than four (4) hours in one day to attend school conferences or classroom activities related to the employee's child, provided that the conference or classroom activity cannot be scheduled during non-working hours.

Before taking leave pursuant to this policy, an employee must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except for sick leave and disability.

Employees who intend to take leave pursuant to this policy are required to provide a written request at least seven (7) days in advance to their supervisor. In emergency circumstances, only twenty-four (24) hours' notice will be required. The employee is required to consult with his or her supervisor to schedule the leave so as not to unduly disrupt operations.

Employees who take leave pursuant to this policy will be given a reasonable opportunity to make up the time off taken on a different day or shift as directed by the employer, but in no circumstances shall such make-up hours be scheduled so that they result in overtime pay to the employee. Employees are not required to make up the time, and if they choose not to do so, shall not be compensated for the time off.

Employees are required to provide verification of the school visit to their supervisor within two (2) working days. Failure to provide verification may result in disciplinary action.

POLICY

Employees are requested to vote before or after work if possible. However, if polls are open only during work hours or you are unable to vote before or after work registered voters may take time to vote during work so long as the time taken does not exceed two hours. Employees must request time off to vote in advance of the election date, and the County of Kankakee reserves the right to specify the time frame during which the employee may be absent to vote.

County of Kankakee Policy & Procedure

Jury Duty & Court Appearances

POLICY

Upon notice to the Department Head, full-time or part-time employees shall be permitted authorized absence from duty for appearance in court, because of jury service and obedience to subpoena or by direction of proper authority.

PROCEDURE

Said absence from duty will be with full pay for each day the employee serves on jury duty or testifies as a witness, other than as a defendant, including necessary travel time. Employees need to bring any checks received for payment for jury service to the Payroll Administrator and the employee will be required to reimburse the County for any payment of time received for service to the courts. Any mileage payments are not payable to the County. The employee will report to work when not required to be in court during regular work hours.

Attendance in court in connection with an employee's official usual duty or in connection with a case in which the County of Kankakee is a party, together with travel time necessarily involved, shall not be considered absence from duty within the meaning of this policy.

Absence from duty will be without pay when an employee appears in private litigation to which the County of Kankakee is not a party.

County of Kankakee Policy & Procedure

VESSA Leave

POLICY

The County will provide up to **twelve (12) weeks of unpaid leave** from work to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is:

- (A) **seeking medical attention** for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- (B) **obtaining services from a victim services organization** for the employee or the employee's family or household member;
- (C) **obtaining psychological or other counseling** for the employee or the employee's family or household member;
- (D) **participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- (E) **seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"Family or household member" means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

PERIOD OF LEAVE: Employee shall be entitled to a total of **twelve (12)** workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.) Leave may be taken intermittently or on a reduced work schedule.

EXISTING LEAVE: The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, pursuant to federal, State or local law, a collective bargaining agreement, or an employment benefits program or plan, in substitution for any period of such leave for an equivalent period of leave.

EMPLOYEE NOTICE REQUIREMENTS: The employee shall provide the County with **at least 48 hours' advance notice** of the employee's intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the County will not take any action against the employee if the employee, **within a reasonable period after the absence** (generally defined herein as 15 days) provides certification as shown under the next section.

EMPLOYEE CERTIFICATION: The County may require the employee to provide certification to the County that:

- (A) the employee or the employee's family or household member is a victim of domestic or sexual violence; and
- (B) the leave is for one of the purposes enumerated in the first paragraph above.

The employee shall provide such certification to the County within a reasonable period after the County requests certification.

An employee may satisfy the above certification requirement by providing to the County a **signed and dated statement** of the employee, and upon obtaining such documents the employee shall provide:

- (A) **documentation** from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- (B) **a police or court record**; or
- (C) other corroborating evidence.

CONFIDENTIALITY: All information provided to the County, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be **retained in the strictest confidence by the County**, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

RESTORATION TO POSITION: In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- (i) to be restored by the County to the position of employment held by the employee when the leave commenced; or
- (ii) to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

LOSS OF BENEFITS: The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. An employee may elect to substitute available paid leave any period of leave under this policy. An employee will not be required to substitute available paid for the leave provided under this policy.

An employee who takes leave under this policy for the intended purpose of the leave shall be entitled upon return from such leave to be restored to the same position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

However, the employee is not entitled to:

- the accrual of any seniority or employment benefits during any period of leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

REPORTING TO THE COUNTY: The County may require an employee on leave under this policy to **report periodically to the County** on the status and intention of the employee to return to work.

MAINTENANCE OF HEALTH BENEFITS: Except as provided under “Loss of Benefits,” during any period that an employee takes leave under this policy, the County shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

FAILURE TO RETURN FROM LEAVE: The County may recover the premium that the County paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

- (i) the employee **fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired; and
- (ii) the employee **fails to return** to work for a reason other than:
 - (I) the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
 - (II) other circumstances beyond the control of the employee.

The County may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the County that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement above by providing to the County:

- a sworn statement of the employee;
- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- a police or court record; or
- other corroborating evidence.

The County will not fail to hire, refuse to hire, discharge, constructively discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

LEAVE AVAILABILITY CALCULATION: The County has adopted a “rolling 12-month period” method of calculating available leave. In order to determine the amount of available leave, the calculation is made each time an employee commences leave. From that date, the preceding 12-month period is examined. Any leave used during that preceding 12 months is deducted from the total amount of leave under this policy. An employee is entitled to take no more than the remaining balance of leave.

REFERENCE TO REQUIRED POSTING: The County has posted in each department, a poster setting forth the relevant provisions of the Victims' Economic Security and Safety Act. The terms of that poster are incorporated in this policy document as if they were specifically set forth. Each employee is charged with familiarizing him/herself with the contents of that poster concerning all applicable employee rights and obligations under the Act.

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Section VI
Employer
Practices

POLICY

Kankakee County understands the need for employees, at times, to have unforeseeable and thereby unplanned absences (i.e. sickness, personal days). However, it is also important for employees to be at work on their scheduled days in order to efficiently operate the various County offices.

Regular and consistent attendance at work is an essential function of every position with the County. Employees are expected to be present and ready to begin work at their work station at the scheduled start of their shift and are expected to diligently perform their work duties through the end of their shift, except during scheduled breaks or lunch periods.

An employee who exhibits unsatisfactory attendance or repeated tardiness may be subject to discipline up to and including termination. Employees are expected to call their supervisors at least one (1) hour prior to the start of their shift (or as soon as possible in case of emergency) if they will be absent or late for work, advising the supervisor of the reason for the absence or late arrival, and (in the case of a late arrival) advising when the employee expects to arrive at work. Failure to properly report an absence or late arrival in accordance with this policy may result in disciplinary action up to and including termination.

County of Kankakee Policy & Procedure

Anti-Harassment

POLICY

Kankakee County is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of County employees by anyone, including any supervisor, co-worker, vendor, client or customer of Kankakee County.

PROCEDURE

Harassment consists of unwelcome conduct that is based on race, gender, national origin, religion, age, disability, veteran status, citizenship status, or other protected group status. Kankakee County will not tolerate harassing conduct that affects tangible job benefits that interfere unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment is a form of harassment and is illegal under Federal and State laws. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment may include, but are not limited to the following: requests for sexual favors, sexual remarks, references, innuendo, jokes, comments or gestures referring to sex or another person's body or sex life, circulating or posting sexual pictures, unwelcome physical contact such as kissing or touching, unwelcome request for dates or sexual relations.

All Kankakee County employees are responsible for helping to assure that we avoid harassment. If you feel you have experienced or witnessed harassment, you are to notify immediately the Department Head, the County Administrator, or the County Board Chairperson. The County forbids retaliation against anyone who has reported harassment.

All sexual harassment complaints will be immediately and thoroughly investigated. Kankakee County's policy is for the County Administrator and the Department Head to jointly investigate all complaints thoroughly and promptly unless one of the above individuals is the accused harasser. If this is the situation, the County Board Chairperson will assist in the investigation instead of the individual accused of being the harasser. To the fullest practical extent, the County will keep complaints and the investigation

confidential. If an investigation confirms that harassment has occurred, the County will take corrective action, including such discipline up to and including termination of employment, as is appropriate. Any victims of sexual harassment will be informed of any action taken in response to the sexual harassment complaint.

If after completion of a County sexual harassment investigation, the employee is not satisfied with the action taken by the County, they may contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC).

These agencies investigate sexual harassment complaints to assure compliance with the Illinois Human Rights Act.

Illinois Department of Human Rights

100 West Randolph Street, Suite 10-100
Chicago, Illinois 60601
(312) 814-6200
(312) 263-1579 (TDD)

*Complaint must be filed within 180 days from the date of harm

Equal Employment Opportunity Commission

500 West Madison, Suite 2800
Chicago, Illinois 60611-2511
(312) 353-2713 / (800) 669-4000
(800) 669-6820 (TTY)

*Complaint must be filed within 300 days from the date of harm

Anti-Bullying Policy

POLICY

The County of Kankakee prohibits bullying in the workplace and will not tolerate it under any circumstances. This policy against bullying applies to all employees, including but not limited to full-time, part-time, contract, temporary, supervisory, and department heads. It also applies to elected and appointed officials, and non-employees with whom The County of Kankakee has a business, service or professional relationship.

This policy applies during working hours, at work-related functions, at on-site and off-site work locations, and during work-related travel. The County of Kankakee prohibits retaliation against anyone who makes a complaint of bullying or who participates in any way in an investigation of bullying. Retaliation in violation of this policy is considered a separate offense, and complaints of retaliation will be promptly investigated and dealt with under this policy.

The following are examples of conduct that violate this policy against bullying. This list is non-exhaustive meaning that conduct not listed here may also constitute bullying. This list is meant to provide some examples of prohibited conduct, including:

- Addressing an individual in an abusive manner
- Exclusion or social isolation
- Personal attacks
- Spreading rumor and innuendo
- Unreasonable criticism
- Setting unreasonable demands
- Sabotage of another's work product
- Public humiliation
- Unwelcome touching
- Any conduct that a reasonable person would find hostile, offensive and unrelated to the employer's legitimate business interests

The County of Kankakee encourages all employees to promptly report any instance of bullying behavior to either your direct supervisor, department head, or the County Administrator. Reports of bullying will be treated seriously and will be investigated in a prompt and impartial manner.

Employees are to refrain from participation in or encouragement of any conduct that could be considered bullying in violation of this policy. Employees are also expected to immediately report any conduct in violation of this policy that they witness or experience regardless of the identity of the alleged offender (e.g. supervisor, co-worker, department head, elected official, appointed official, volunteer, outside contractor, etc.). Employees should encourage anyone who confides that he or she has been the victim of conduct in violation of this policy to report it. Employees, if they feel comfortable doing so, are also encouraged to advise an alleged offender that the conduct in violation of this policy is unwelcome and must stop.

Supervisors are expected to monitor the workplace for signs of bullying, and to take immediate action to stop instances of bullying. Supervisors are also expected to immediately report any conduct in violation of this policy or complaint of conduct in violation of this policy to the department head or County Administrator. Supervisors are also expected to take appropriate action to limit workplace contact between an alleged victim and an alleged offender when a complaint of bullying has been made, pending investigation.

The Department Head or County Administrator will promptly and thoroughly investigate all complaints of bullying and will take appropriate action against any individual who violates this policy, up to and including termination of employment.

Employees who have questions regarding this policy should direct them to their Supervisor, Department Head or the County Administrator.

County of Kankakee Policy & Procedure

Bulletin Boards

POLICY

This policy will outline the use of County Bulletin Boards.

PROCEDURE

Any Bulletin Board that is in a hallway of a County Building may **only** contain information concerning County Business.

County of Kankakee Policy & Procedure

Confidentiality of Records

Effective 05-11-2021

POLICY

The Kankakee County Board recognizes the importance of their employee's rights to privacy as it relates to medical records and other records that contain personal information. This policy establishes confidentiality rules as it relates to employee records and recognizes the County Administrator as the Administrator of the County's health fund and responsible for all employment and insurance files, with the exception of the payroll files which are maintained by the Payroll Administrator.

PROCEDURE

The County maintains the following confidential files for their employees:

Medical Insurance Files
Medical Files

Access to Insurance files and information on individual claims experience are limited to the employee, the County Administrator, the Employee Benefits Coordinator, or any County Administration employee who may be assisting or temporarily performing the duties of the Employee Benefits Coordinator. All Administration employees who have access to Insurance information shall treat all information in the medical insurance files as confidential in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule.

Certain information contained in payroll and general personnel files is confidential and should be treated as such. Without a FOIA request or signed release from the employee, wage information of an individual employee may be given to the following individuals: the employee, the Auditor or their appointee, the Department Head or their appointee, the County Administrator or their appointee, the Payroll Administrator or their appointee, a County Board Member or the outside auditors. All other information contained in the Personnel file may be accessed by the employee or their appointee, the Department Head or their appointee, or the Payroll Administrator or their appointee or the County Administrator or their appointee.

Medical are considered confidential and access will be on a limited need to know in compliance with HIPPA. Access is limited to County Administrator and their appointee. Personnel files may be reviewed by the employee's Department Head or their appointee or any Department Head or County Board Committee that is interviewing a current employee for a position appointed by that Department Head or County Board Committee.

Any requests for medical insurance information that allows the requestor to identify specific individuals shall be denied. The County Administrator will, except in the case of a request by a County Board Member, review the form and based on the information, approve or deny the request. If the request is denied, the requestor may appeal the decision to the County Board Automation-Personnel-Insurance Committee who will review the request and may either deny or approve the request. In the case of a request by a County Board Member, the decision to approve or deny the request shall be made by the Personnel-Automation-Insurance Committee. No other individuals, including County Board Members, shall have access to information from confidential files unless the request form has been completed and approved.

Nothing written in this policy shall prohibit the disclosure of information if within the guidelines of the Freedom of Information Act.

County of Kankakee Policy & Procedure

Disciplinary Procedures

POLICY

It is the purpose of this policy to provide a framework for the proper conduct of County employees while on the job. When an employee fails to follow these rules or disobeys his or her supervisor, that employee is subject to disciplinary action. It is further intended that discipline, where justified, is dealt with in a fair and equitable manner.

PROCEDURE

Employees may be disciplined and/or discharged for unsatisfactory performance or behavior. Following is a non-exhaustive list of conduct that violates County policy and may subject an employee to discipline, up to and including, termination:

- ◆ Repeated absenteeism or tardiness, (see policies on Tardiness and Attendance)
- ◆ Leaving duty prior to the end of the shift
- ◆ Failure to complete duties as assigned
- ◆ Failure to request leave in the authorized manner
- ◆ Abuse of leave
- ◆ Failure to report absence from work in the authorized manner
- ◆ Courtesy or disrespect to a member of the public or a County official or a fellow employee
- ◆ Any safety violation
- ◆ Use of profane or abusive language
- ◆ Gambling on County time or property
- ◆ Failure to perform job responsibilities at an acceptable level
- ◆ Intoxication from alcohol or other substance while on duty
- ◆ Possession of weapons while on duty other than by authorized personnel
- ◆ Failure to follow a specific order by a supervisor
- ◆ Willful destruction or theft of County property and/or public records
- ◆ No Report of absence (see policy on No Report)
- ◆ Fighting on County premises while on County time

- ◆ Willful misrepresentation or concealment of information
- ◆ Unauthorized use of County property or equipment
- ◆ Sleeping on the job
- ◆ Threat of physical violence to any employee
- ◆ Falsifying payroll records
- ◆ Harassment of other employees or members of the public (see policy on harassment)
- ◆ Gross misconduct other than items listed above
- ◆ Violation of any other county policy

While this listing is not all inclusive, it is sufficient to illustrate the types of behavior that may indicate an improper behavior at the job.

The corrective action process may include any or all of the following:

CORRECTIVE ACTION PROCESS

Verbal Counseling: This is typically an informal verbal counseling issued by the employee's supervisor which may be noted in the employee's file.

Written Warning: This is the first formal step in the Corrective Action Process. The written warning will normally identify three (3) areas:

- Specific violation of policy, procedure, or practice.
- Corrective action required to resolve the identified breach of policy, procedure or practice.
- The time frame in which the noted violation must be satisfactorily resolved.

The employee will be requested to sign verification of receipt of the written warning. Should the employee disagree with the basis for the warning, notation may be made by the employee directly on the written warning. The warning will normally be maintained in the employee's file. If satisfactory resolution is not noted in the identified time frame, the next step in the Corrective Action Process may be initiated.

Suspension:

Suspension without pay may be issued for an egregious or persistent violation of policy, procedure, or accepted practice. There may be circumstances where an employee may be suspended even if the employee has not received a prior warning. The length of the suspension will be determined by the severity of the violation.

Dismissal:

Dismissal may also result from an egregious or persistent violation of policy, procedure, or accepted practice. An employee is subject to dismissal even if the employee has not received a prior warning.

All conversations must be documented and must be included in the employee's personnel file.

The level of discipline issued will be based on all relevant factors. The County reserves the right to bypass any level of discipline and proceed to more serious discipline or termination based on the circumstances.

All offenses should be recorded in the Employee's Personnel File.

Personal Appearance

POLICY

While it is the intent of the County of Kankakee that all employees dress for their own comfort during work hours, the professional image of our County is maintained, in part, by the image that our employees present to customers, vendors, and other visitors.

All employees should practice commonsense rules of neatness, good taste, and comfort. These are the factors that employees should take into consideration when determining appropriate dress:

- The nature of their work;
- Safety considerations, such as necessary precautions when working near machinery or hazardous work area (employees will be required to wear proper safety equipment at all times, without exception for any reason);
- The nature of their public contact, if any, and the normal expectations of outside parties with whom they will work;
- The prevailing dress practices of other workers in similar jobs.

On approved casual days, employees may dress in casual clothing, including blue jeans, although dress standards still require a neat, clean appearance. Employees meeting with customers or clients should wear appropriate business attire if required by their Department Head.

For all employees, professional appearance also means that the County expects you to maintain good hygiene and grooming while working.

If employees require a reasonable accommodation regarding their dress for bona fide health and/or religious reasons, they should contact the States Attorney and/or County Administrator to discuss an exception to the personal appearance guidelines. Unless it would constitute an undue hardship or safety hazard, the County of Kankakee will accommodate such requests.

The County of Kankakee reserves the right to determine appropriate dress at all times, and in all circumstances, and may send employees home to change clothes should it be determined their dress is not appropriate for the workplace. Employees will not be compensated for this time away from work.

County of Kankakee Policy & Procedure

Employee Drug Prevention Program

POLICY

Drug Free Work Place

It is the policy of Kankakee County, in compliance with the Drug Free Workplace Act of 1989, that all workplaces under its supervision will be free from drugs and alcohol. All employees will be prohibited from the following:

- ◆ Unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on the premises or while performing work for Kankakee County Offices.
- ◆ Distribution, consumption, possession of or being under the influence of alcohol while on Kankakee County premises or while performing work for the County of Kankakee.

PROCEDURE

In order to make employees aware of dangers of drug and alcohol abuse, the County will:

- ◆ Provide each employee with a copy of the Drug Prevention Program Policy
- ◆ Post a notice of Drug Prevention Program Policy in a place where other information for employees is posted.
- ◆ Make available materials from local, state and national anti-drug and alcohol abuse organizations;
- ◆ Provide each employee with information concerning the Employee Assistance Program.

As a condition of employment, each employee will agree to notify their supervisor of their conviction of any criminal drug statute for a violation occurring on County premises or while performing work for the County no later than five days after such a conviction.

An employee who violates the terms of this policy may be subject to disciplinary action, up to and including termination.

The County will take disciplinary action with respect to an employee conviction of a drug offense in the workplace within thirty days after receiving notice of the conviction.

The County may require an employee who violates the terms of this policy to participate in a drug or alcohol abuse assistance program which has been approved by the County.

County of Kankakee Policy & Procedure

Employee Bonuses

Effective 01-08-2019

POLICY

It is the policy of Kankakee County to be transparent related to the payroll costs of County employees. To that end, employee bonuses are not allowed unless they meet the requirements as outlined below.

PROCEDURE

It shall be the policy of Kankakee County that one-time discretionary compensation, commonly known as a bonus, shall not be paid to any County employee or department head unless such compensation has been passed affirmatively by the Kankakee County Board or such compensation has been expressed and made a part of a collective bargaining agreement signed and adopted by the Kankakee County Board. Department Heads are encouraged to set annual salaries for their staff at market competitive rates which takes the employees education, qualifications and experience into account.

For the purposes of this policy, “one-time discretionary compensation” shall be defined as the payment of money or an equivalent to an employee or group of employees that is based solely on the discretion of the department head and that is outside of the employee’s or group of employees’ usual compensation.

County of Kankakee Policy & Procedure

Grievance Procedure

POLICY

It is the policy of Kankakee County to encourage and promote the prompt and equitable adjustment of employee grievances so that a harmonious and productive work environment is maintained. An employee who has a good faith belief that he or she has been treated unfairly in the workplace can utilize the following grievance policy.

PROCEDURE

This policy does not foreclose any other options that an employee may have to resolve issues that arise in the workplace.

Grievances may be brought by any full-time or part-time employee of Kankakee County. In addition, any group of employees may file a class action grievance to correct an alleged wrong.

It shall be the responsibility of each Department Head to assure that grievances and related correspondence are properly recorded, forwarded to the appropriate persons, and filed within the department. No Department Head or Supervisor will deny any employee the right to take the grievance to the next authorized step in the grievance procedure when it cannot be settled to the satisfaction of the employee(s) at the lower level.

Complainants have the following rights in the grievance process:

- A. To file a written grievance.
- B. To communicate and seek advice from:
 1. A supervisory or management official of higher rank than the employee's immediate supervisor.
 2. Grievance officer designated by the County Board to counsel employees on such matters.
 3. Any other person of the Employee's choice.

C. Whenever possible, all hearings shall be scheduled during normal working hours. All County employees properly appearing before the hearing body shall have such time considered hours of work (though not subject to overtime compensation).

ORAL COMPLAINT

An oral complaint involves the following steps:

1. The employee shall orally discuss the complaint with the immediate supervisor within five working days of the alleged action.
2. The employee's immediate supervisor then has up to five working days to give an oral reply to the complainant. **Every effort should be made to resolve the complaint at this level.**

A WRITTEN (FORMAL) GRIEVANCE PROCEDURE may be initiated where the informal complaint steps have failed to resolve the complaint in a manner satisfactory to the grievant or following any adverse action. Formal Grievances and resolution are normally completed within sixty calendar days after the filing of the formal grievance.

1. A written request for a formal hearing should be filed with the grievance officer within five working days after conclusion Step Two. The request should set forth the nature of the grievance, the facts upon which it is based, the action that the grievant requested, and the basis for appeal.
2. The grievance officer shall notify the County Grievance Committee within five working days after the receipt of the request for formal hearing that such request has been made and that a formal hearing is scheduled. The grievance officer shall serve as the technical advisor to the committee.
3. The County Grievance Committee is appointed by the County Board Chairperson and shall consist of three County Board members, one of whom shall serve as Chairperson on an as needed basis.
4. A committee member may voluntarily disqualify himself from a particular case where the member cannot be impartial, or is unavailable for service.
5. Upon receipt of notification from the grievance officer that a Formal Hearing has been requested, the Chairperson of the County Grievance Committee shall schedule the hearing be held within twenty working days.
6. The Grievance Officer will be responsible for notifying all parties in writing at least five working days prior to the hearing along with a copy of this policy.

GRIEVANCE GUIDELINES

1. Other "interested parties" can apply for notice participation when allowed.
2. Grievants have the right to present testimony, to bring witnesses and records, to be represented, to present oral arguments and question witnesses or parties, and have documents produced.
3. Grievant may withdraw the request for a Formal Hearing in writing any time prior to the start of the hearing.
4. A written request to reschedule the hearing for good cause may be made by the grievant or his representative up until three working days preceding the original hearing date.
5. Both parties may retain attorneys at their own expense. (Notification that legal counsel has been retained **by either party** must be made to the other party at least ten days prior to the hearing date).
6. The grievant may have a representative other than an attorney at his own expense.

Whenever possible, the hearing shall be scheduled during normal working hours.

The Chairperson of the Kankakee County Grievance Committee shall be responsible for the conduct of the hearing. The hearing will be conducted informally in that the technical rules relating to evidence and witnesses will not control. Any relevant evidence will be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objections in a court of law. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but it is not sufficient in itself to support a finding, unless it would be admissible over an objection in a civil action. However, the quantity of evidence required to support a decision on an issue should be sufficiently credible that a court, upon reviewing the decision, would conclude that it is supported by a preponderance of the evidence.

The Chairperson of the County Grievance Committee will ascertain that all three (3) committee members are present and will begin the hearing by summarizing the records and issues and explaining the manner in which the hearing will be conducted, making sure that everyone involved understands the proceedings. This explanation will be adapted to the needs of the specific situation.

The committee will take testimony under oath.

The purpose of the hearing will be to determine, based upon the totality of the circumstances:

1. Whether the request for the hearing was timely made and applicable procedures were followed.

2. Whether the grievant can demonstrate through evidence that they were treated unfairly. The burden of proof falls to the grievant.

The Chairperson of the County Grievance Committee determines the order of presentation at the hearing.

The committee will obtain the maximum amount of information as is reasonable under the circumstances for the record.

The committee may attempt to negotiate a resolution of the issue at any time prior to the conclusion of the hearing.

Those portions of the hearing which fall within a statutory exception to the Open Meetings Act (Ill. Revised Statutes, Chapter 102, and Section 42, as amended) shall not be open to the public.

The parties can present documentary evidence and the grievant can have relevant records or documents kept in the ordinary course of business produced at the hearing.

No power to issue subpoenas exists. County employees shall attend and give what information or evidence they have as part of their employment. Willfully giving false or misleading evidence or refusal to appear may be grounds for discipline up to and including termination.

There will be an opportunity for both the County's representative and the grievant or his/her representative to question any witnesses or parties.

On the date set for the hearing, all parties involved will be expected to be ready to proceed at the hour set and any failure to be prepared to proceed at that time may be deemed by the committee to be an admission by the unprepared party that the party's case is not meritorious and that a decision should be rendered against that party. If the party against whom the decision was thus rendered offers, within ten (10) calendar days of the decision, an explanation satisfactory to the committee, the committee may set aside its decision and reschedule the hearing.

The decision of the County Grievance Committee shall be based on the majority vote and the decision shall be given in writing to the parties within five (5) working days after the hearing. The decision should be written in clear, simple, nontechnical language and will include the following information:

1. a list of the attendees at the hearing.
2. a clear and concise statement of the issues.
3. the findings of facts, based on the entire record as disclosed at the hearing.

4. the opinion and reasons for the decision.
5. the conclusion based on the findings of fact and opinion, indicating the final judgment of the County Grievance Committee on the issues involved and pronouncing the action involved.

The County Grievance Committee shall approve or disapprove an action of a Department Head. It may recommend reinstatement of an employee or may recommend other action to the appropriate County Board Committee, and Department Head.

A record will be made of the proceedings of the Formal Hearing and shall be retained in the office of the County Board.

Criminal Fraud or Abuse.

Grievances involving allegations of criminal fraud and/or abuse will be turned over to the Kankakee County States Attorney's Office for determination of any criminal activity. If any criminal activity is found, grievance procedures under this section will be stayed pending the adjudication in the courts. If criminal activity is not found, procedures described in this section will be followed.

Miscellaneous Provisions.

- A. The Kankakee County Grievance Committee, acting in its discretion, shall hear and may act upon any grievance declared by the committee to be serious and appropriate for committee action, with binding or advisory effect, as it sees fit.
- B. Upon mutual agreement, time limits established may be waived.
- C. The Informal Grievance Procedure shall be private and considered to be internal to the department.
- D. This Article does not apply to:
 1. Issues subject to final administrative review outside County government.
 2. Non-selection for a promotion or merit salary increase from a group of properly ranked and certified candidates.

County of Kankakee Policy & Procedure

Hiring Procedure

POLICY

This policy outlines the guidelines for hiring an employee.

PROCEDURE

Whenever a Department Head has an approved opening, a job notice must be posted in the County Board Office. Initially, postings occur on all bulletin boards throughout the County buildings for a period of five (5) days to identify potential qualified internal candidates. If no qualified internal candidates are identified, the posting is expanded to external means, which may include the County website, newspaper advertisements, professional job boards, social media, among others.

Normally, the job must be posted for a minimum of five working days. In an emergency situation the posting may be posted for a lesser amount of time. If an emergency posting is required, the County Administrator should be notified of the posting and the reasons for the shorter posting.

The posting should include the following information:

- ◆ Approved Job Description
- ◆ Department
- ◆ Rate of Pay
- ◆ General list of benefits and/or a link to Kankakee County's Human Resources Benefits Webpage

Applications will be received at the County Board Office for open positions via USPS, in person or electronically. All applications will be recorded by the Employee Benefits Coordinator and copies will be sent to the appropriate Department Head. The Department Head will be responsible for interviewing, and for making the final hiring decision. All hiring decisions will be based on individual capabilities and merits without regard to race, sex, sexual orientation, gender identity, pregnancy, religion, creed, color, national origin, ancestry, disability, age, veteran's status, military status, order of protection status, arrest record, genetic information, citizenship status, marital status, political affiliation or any other protected classification. Individuals who require a reasonable accommodation to participate in the application process are encouraged to contact the County ADA Coordinator. The County Administrator will be responsible for administering any pre-employment testing and will also be available for preliminary interviewing at the request of the Department Head.

The County prohibits a relative from supervising another relative or having any control over the terms and conditions of a relative's employment. For purposes of this policy, a relative is defined as parents, children, sisters, brothers, grandparents, grandchildren, aunts, uncles, nieces and nephews of either the employee or the employee's spouse. In situations where employees become "relatives" after employment in violation of this policy, one of the employees may be permitted to transfer to an open position for which the employee is deemed qualified by the supervising Department Head. If no such position is available, or the supervising Department Head does not wish to permit the transfer, one of the employees will be subject to termination. Whenever possible a new employee should not be related to any individuals within their new department.

County of Kankakee Policy & Procedure

Inspection of Personnel Records

POLICY

In accordance with the Illinois Personnel Records Review Act, all County personnel and former County employees who have been separated for less than twelve months may review their personnel file up to two times a year.

Personnel files will be maintained on each employee in accordance with the terms of the Personnel Record Review Act. Employees may review their personnel files in accordance with the Personnel Record Review Act.

PROCEDURE

If an employee wishes to review their Personnel Records, they should put their request in writing to the County Administrator and the following procedures will be followed.

1. The County Administrator or their appointee shall provide the employee an opportunity to inspect their records within seven working days.
2. The inspection will take place during normal working hours or at another time mutually agreeable to both parties unless the employee is unable to inspect the records in person. In this case a copy of the records will be mailed to the employee. The employee will reimburse the County at the rate of .15 cents per page to cover for the cost of the copies, except that the first 50 copies will be provided free of charge.
3. The inspection will be conducted under the supervision of the County Administrator or their appointee.
4. The employee may copy material maintained in the employee's records. The first fifty copies are provided free of charge. Any copies in excess of fifty will be paid for at the rate of .15 cents per copy to cover the cost of duplicating.
5. If either the employer or the employee knowingly places false information in the employee's Personnel Record, the employer or the employee may have remedy through legal action to have that information expunged.
6. If an employee is involved in a grievance or proceedings against the County, the employee may designate in writing a representative who has the authority to inspect the Personnel Records under the same rights as the employee.

It is the responsibility of the County Administrator to review the records before releasing the file to a third party. All disciplinary records that are more than four years old will be deleted from the record prior to release, unless the release is ordered in legal action or arbitration. Employee evaluations are exempt from disclosure pursuant to Freedom of Information Act requests.

8. Actual employment tests are exempted from the Records Act, however, results of the testing must be made available to employees.

No Report of Absence

POLICY

All employees must report absences to their Department Heads as soon as possible, usually before the start of the work day.

PROCEDURE

An employee is expected to call in before the start of their normal work day; however, the County of Kankakee understands that this may not be possible in emergency circumstances. Any employee who does not report to work or notify the appropriate Department Head of his or her absence by one hour after the start of the shift will be considered a "No Report." If the Department Head is unavailable, the individual should contact the Department Head's designated contact person to report the absence. If the employee is unable to contact the Department Head or their contact person, the employee may call and report the absence to the County Board Office. Failure to follow these procedures will subject an employee to disciplinary action up to and including termination.

If an employee does not report to work for three (3) consecutive days, the County will consider the job abandoned and the employee will be separated.

County of Kankakee Policy & Procedure

Overtime Pay

POLICY

It is the policy of the County of Kankakee to compensate all non-exempt employees covered under the Fair Labor Standards Act for any time worked in excess of the standard work hour week.

PROCEDURE

With the approval of the appropriate Department Head, non-exempt employees who work in excess of 35 hours will be paid as follows:

1. For any hours in excess of 35 hours up to 40 hours, employees will be compensated at their hourly rate. Employees may be given either pay or compensatory time off for these hours. The decision on what form of compensation used must be mutually agreed upon by the employee and the Department Head.
2. For any hours paid in excess of 40 hours, compensation will be granted at time and one half of the employee's current hourly rate. Once again, the employee and the Department Head must agree on the form of compensation (overtime pay or compensatory time off at the rate of time and one half).
3. For purposes of calculating overtime, a week begins on Sunday and ends on Saturday.

The following rules relate as it applies to compensatory time off:

1. All compensatory time off earned or used must be shown on the payroll records. Any time earned, but not shown on the payroll records, will not be recognized by the County Board.
2. Total accumulation of compensatory time off should not exceed the employee's standard work week at any given time.
3. If an employee separates from the County, the employee will be paid for all unused compensatory time off. Payment for time will be based on the employee's current salary.

Typically, overtime will not be scheduled but will be used when necessary due to unforeseeable circumstances. Any preplanned overtime must be approved by the appropriate Department Head

County of Kankakee Policy & Procedure

Payroll

POLICY

This policy will outline the procedures for handling Kankakee County's bi-weekly payroll.

PROCEDURE

By 12:00 Noon every other Friday, paychecks will be made available to employees for work performed during the two prior weeks. If a Holiday falls on a Friday payday, checks will be available on Thursday.

Pay periods close every other Saturday. Department Heads are responsible for providing the payroll department authorized time sheets by 12:00 p.m. on Monday after the close of the pay period.

The Payroll Administrator, with the properly signed forms, will make payroll deductions for the following:

- Federal Income Tax
- State Income Tax
- FICA
- IMRF
- Credit Union
- Direct Deposit
- United Way
- Optional Life Insurance
- Deferred Compensation
- Medical Premiums
- Flex Spending
- Union Dues
- Dental Insurance
- AFLAC
- Mutual Funds
- Garnishments
- Any other items outlined by the County Board

When starting a new employee on the Kankakee County Payroll, it is requested that all employees begin the first day of a pay period. Monthly orientations will be held for new employees. Please contact the Payroll Administrator for dates.

Any changes in payroll information must be signed by the appropriate Department Head and be turned into the Payroll Administrator prior to the end of the pay period.

County of Kankakee Policy & Procedure

Political Activity Policy

POLICY

The County of Kankakee prohibits employees from engaging in political activity during working time, in any areas where employees are working, or while in a uniform which identifies them as an employee of Kankakee County. The political activity prohibited by this policy shall be defined in accordance with the definition of “prohibited political activity” in the State Officials and Employees Ethics Act (5 ILCS 430/1-5).

The County of Kankakee also prohibits employees from requiring other employees to perform prohibited political activities as part of their job duties, as a condition of employment or during any compensated time off from work.

The County of Kankakee prohibits employees from misappropriating any property or resources owned by Kankakee County for the purposes of political activity.

The County of Kankakee prohibits employees from awarding or promising to award other employees with additional compensation, employment benefits, bonuses, time off, continued employment or any other employment benefit for performing political activity.

The County of Kankakee supports the right of employees to support candidates and causes of their own choosing, to participate in the political process and to engage in political activities while on their own time, so long as these political activities do not pose a conflict of interest with the employee’s duties on behalf of Kankakee County.

Any employees with questions or concerns regarding this policy should contact their supervisor or the County Administrator.

Employees shall report suspected violations of this policy to their supervisor or the County Administrator.

Kankakee County will promptly and thoroughly investigate policy violation complaints, and will take appropriate action against employees who violate this policy.

County of Kankakee Policy & Procedure

Reduction in Work Force

POLICY

Department Heads may reduce the work force in their respective departments by laying off an employee, or group of employees, due to the elimination of a position or positions, shortage of work or funds, or other reasons outside of the employee's control which do not reflect discredit on the work performance of the employee.

PROCEDURE

- ◆ To insure that full time employees are given adequate notice and are treated in a fair and consistent manner the following guidelines will be followed:
- ◆ The order of the terminations will be established by the Department Head on the basis of the needs of the County,
- ◆ Consideration shall be given to all relevant factors, including, but not limited to seniority, past performance, skills and experience necessary to meet the needs of the department.
- ◆ Seasonal part-time, temporary part-time and introductory employees in a class of positions will normally be laid off before other persons in the class are laid off.
- ◆ The affected employees will normally be notified in writing as quickly as possible, and typically not less than fourteen (14) days before the action takes place.
- ◆ Employees laid off under this section may be eligible to receive Unemployment Compensation and will be informed of that fact by the County Board Office.
- ◆ Employees affected by action under this section are eligible for all compensation due in the same manner as an employee resigning under favorable conditions.
- ◆ A copy of the lay-off notice shall be retained in the employee's personnel file.

County of Kankakee Policy & Procedure

Expense/Travel Reimbursement

Rev. 06-10-2025

POLICY

It is the policy of the County of Kankakee to reimburse employees for reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid with County of Kankakee funds must comply with company expenditure policies.

PROCEDURE

Authorization, Reimbursement and Responsibility

Employee travel must be authorized by the appropriate elected official or department head. Employees shall verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the employee must submit an expense reimbursement form and supporting documentation to obtain reimbursement of expenses. A copy of the conference, convention, or event registration form, agenda/schedule of the conference, convention or event, and certificate of completion (if provided) shall be included with the expense reimbursement form.

Employees utilizing a County of Kankakee credit card must abide by the County of Kankakee Credit Card Policy at all times while on official travel. Employees who violate the expense reimbursement or credit card policy shall reimburse the County of Kankakee for any non-approved expenditures within 30 days.

An individual may not approve his or her own travel or reimbursement. The expense reimbursement form must be signed by the elected official or department head who oversees the employee. Only an elected official may sign-off on their own travel or expenditures.

Only in case of emergency or other extraordinary circumstances will expenses in excess of the maximum allowable reimbursement be permitted and only upon approval by the Kankakee County Board after a roll call vote at an open meeting.

Airfare

Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare will not be prepaid prior to travel. Economy tickets must be purchased for domestic or international flights with flight time totaling less than eight consecutive hours excluding layovers. A less-than-first-class ticket (i.e., business class) may be purchased at the elected official or department heads discretion for domestic or international flights with flight time exceeding eight consecutive hours excluding layovers. Airline baggage fees will be reimbursed as long as fee is reasonable for length of employee travel. Airline club membership fees and non-essential airline upgrades are not reimbursable.

Automobile (Personally Owned)

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Employees should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the Internal Revenue Service Publications 463 and 535 mileage rate. An expense reimbursement form is required for reimbursement of all vehicle-related expenses.

Business Expenses

Business expenses, including faxes, photocopies, internet charges, and telephone calls incurred while on travel can be reimbursed. Original itemized receipts are required.

Conference Registration Fees

If the conference fee was not prepaid, the County of Kankakee will reimburse these fees, including business related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card statement or documentation that the amount was paid is required for reimbursement. A copy of the conference agenda and certificate of attendance (if provided) must also be included with the receipts for reimbursement. Registration fees paid directly by the employee will not be reimbursed until successful completion of the conference.

Entertainment activities not in conjunction with the conference will not be reimbursed.

Lodging

The cost of overnight lodging (room rate and tax only) will be reimbursed to the employee only if the authorized travel is 40 miles or more from the employee's primary residence or worksite. The County of Kankakee will reimburse lodging expenses at reasonable, government or standard room rates. When the lodging is at the conference or convention site, the conference rate should be used. Room upgrades, television rentals, and cleaning fees are not reimbursable. Room service is reimbursable within the meal per diem guidelines in this policy. Itemized receipts showing all lodging fees must be provided for reimbursement.

Meals

Per diem meal allowances are reimbursable for in-state travel that is 25 miles or more from the employee's primary residence or worksite. Per diem meal allowances are applicable for all out-of-state travel.

The County of Kankakee per diem rates are based on the U.S. General Services Administration Guidelines (GSA), which vary by city location. Per diem reimbursements are based on departure and return times over the entire 24-hour day and are pro-rated accordingly. Payment of meals is not a per diem, but a reimbursement for actual expenses using the GSA rate to determine the maximum daily reimbursement amount. The GSA per diem rate can be found at the following site or by scanning the QR code below: <https://www.gsa.gov/travel/plan-book/per-diem-rates>



If a "free" meal is included in a conference registration fee or with lodging (breakfast), the per diem allowance for that meal may not be claimed and is not reimbursable. Itemized receipts for all per diem meal expenditures are required.

Miscellaneous Expenses

If international travel requires any immunizations, passport or Visa fees, these items must be approved by the elected official or department head. Original itemized receipts are required. The County of Kankakee will not reimburse for add-ons such as CLEAR, Global Entry, or TSA Pre-Check.

Non-Reimbursable Expenses

Aside from any expenses already included within this policy, the County of Kankakee will not reimburse for the following expenditures: alcohol, child care, pet-sitting/kennel charges, commuting between residence and primary work location, costs incurred by employee's failure to cancel travel reservations in a timely manner, evening or formal wear expenses, haircuts and personal grooming, laundry and dry cleaning, personal entertainment expenses such as but not limited to in-flight internet/movies, headsets, health club facilities, social activities and related incidental costs, travel accident insurance premiums, purchase of travel insurance and any other expenses not directly related to the business travel.

Parking

Original receipts are required for parking fees. The most economical means of parking will only be reimbursed when parking at an airport. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Public Transportation

Original receipts are required for taxi, bus, subway, metro, ferry, ride share services, or any other mode of transportation for each occurrence.

Rail Transportation

The County of Kankakee will reimburse for rail transportation provided that the cost does not exceed the cost of the least expensive airfare option.

Rental Vehicles

The County of Kankakee will pay for approved use of a rental vehicle. The County encourages the use of the most economic vehicle available. In certain circumstances larger vehicles may be rented, with elected official or department head approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Employees must adhere to the rental requirements, and restrictions must be followed. Copies of the original receipts are required.

When vehicle rentals are necessary, the County of Kankakee encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. The County of Kankakee will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied. Employees should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement. Employees are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates. Discretionary vehicle upgrade fees will not be reimbursed.

Telephone Calls

The cost of personal telephone calls are the responsibility of the individual.

Tolls

Original receipts or IPASS transponder statements are required for all toll fees. A rental car receipt with toll fees is acceptable.

Travel for Non-County Employees

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed.

Vacation in Conjunction with Business Travel

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the travel expense form. The County of Kankakee will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

2025 TRAVEL EXPENSE LOG

Name	
Dept	
Trip Dates	Start End
Event	
Location	

Expense Summary	
Vehicle	\$
Lodging	\$
Meals	\$
Registration	\$
Total	\$

Mileage: The mileage reimbursement rate shall be the mileage rate established by the Internal Revenue Service Publications 463 and 535.

A copy of the Registration Form or Agenda must be attached when requesting reimbursement.

Receipts for ALL expenses must accompany this form.

Employee
Signature

Date

Supervisor Authorization

Date

Kankakee County Claim For Payment Form

Date:

Vendor #

Vendor Info:

Department Head

Department Head

Auditor

Department's Notes

Auditor's Office Notes

Form #

County of Kankakee Policy & Procedure

Residency Requirement

POLICY

It is the policy of Kankakee County that all employees reside in the County of Kankakee.

PROCEDURE

All employees hired after the adoption of this policy, must reside in the County of Kankakee within six months after their date of hire. The reason for the six month time frame is to allow the employee time to make suitable housing arrangements and/or to sell or lease their existing home or apartment. Employees may request an additional six month extension based on their inability to find suitable housing or to sell or lease their existing home or apartment. The extension must be approved by the Department Head and a letter sent to the County Administrator.

All existing employees who reside outside of the County of Kankakee will be permanently "grand fathered" into the system as long as they continue to reside in their current residence. However, any employees who currently live in the County of Kankakee must continue to reside in the County.

Residency requirements may be waived for hard to fill technical and professional positions. However at the point of hire, individuals who fulfill the residency requirement and have equal qualifications will be given preference of hire.

Failure to abide by the above policy may result in separation.

County of Kankakee Policy & Procedure

Separations

POLICY

This policy will outline the entitlement and benefits due to an employee who separates from the County of Kankakee.

PROCEDURE

RETIREMENTS

An employee, who meets the eligibility requirements set forth by IMRF and is planning on retiring, should contact the Payroll Administrator at least four (4) months prior to their anticipated retirement date. The Payroll Administrator will prepare the necessary IMRF paperwork, request from IMRF a pension estimate, and brief the employees on how to apply for Social Security Benefits, if applicable.

Any time in an employee's extended illness bank will be applied to their IMRF for pension credits. Upon separation, employees will receive payment for all unused and accrued vacation and compensatory time. Any employee who is eligible for COBRA or Continued Health Insurance may apply for continued medical insurance. The cost for Continued Health Insurance will be based on the cost of the medical insurance to the County. The cost to the employee for COBRA will be 2 percent above the County's cost to cover administration costs. Failure to make payments will result in loss of coverage.

Any insurance that the employee is currently enrolled in may be extended through COBRA. For further information concerning COBRA for insurance, please see the Employee Benefits Coordinator. Employees may also continue their IMRF Optional Life Insurance by having payroll deductions taken for their IMRF Retirement Checks.

Employees may withdraw their IMRF contributions if the following conditions are met:

- ◆ the employee is not transferring to another IMRF employer
- ◆ the employee is not working for another IMRF employer

Employees may choose to leave their contributions in the IMRF fund, transfer funds to an IRA, or withdraw the funds. The separation fund is a refund of the employee's own IMRF contributions. No interest is paid with a separation refund nor are the employer IMRF contributions refunded to the employee. Employees with more than eight (8) years of service are vested in the Fund and are eligible to receive a pension if they do not withdraw the money. An employee withdrawing the money is subject to paying income tax on the money as well as any penalties outlined by the IRS.

SEPARATION OTHER THAN FOR RETIREMENT

“Separation” from employment means permanent separation from employment. It is equivalent to “termination” from employment, where the separated employee has no further employment duties to perform and where the employer-employee relationship has ended. Payments or credits due to the employee for accrued benefits from work performed during the employee-employer relationship will not be construed in any way to extend the relationship beyond the effective separation date.

Any county employee who permanently separates from employment is eligible to receive payment for any accrued but unpaid vacation and compensatory (“comp”) time as carried on the payroll records. All benefits incident to employment terminate with the employee’s effective date of termination. After receiving notification of the effective date of separation from employment, the Payroll Department will calculate a lump-sum payment to the separated employee (or his designee or estate) in an amount equal to all accrued and unused benefits, payable on the next regularly scheduled pay date.

Any employee who is currently enrolled in the County Insurance Plan will be given the opportunity of continuing his insurance coverage through COBRA if he or she meets the COBRA eligibility requirements. The cost of the insurance will be based on the cost to the County plus two percent.

POLICY

In recognition of an employee's service with the County of Kankakee, recognition certificates may be given to any employee who is celebrating a five-year anniversary or who is retiring from the County in good standing.

PROCEDURE

When an employee completes five year increments of years of service with the County or retires in good standing, a certificate of Recognition will be given to the employee. A retiring employee, or an employee completing ten, fifteen, twenty, twenty-five, thirty or thirty-five years of service will have their Certificate of Recognition presented to them at the County Board Meeting.

Certificates are typically signed by the Department Head and the County Board Chairperson.

County of Kankakee Policy & Procedure

Six Day Law

POLICY

In accordance with the One Day of Rest in Seven Act, non-exempt employees will not work in excess of six days in one calendar week.

PROCEDURE

Employees of Kankakee County who are considered non-exempt under the Fair Labor Standards Act will not work more than six days in one calendar week. For purposes of enforcement of this policy, a calendar week begins on Sunday and continues through Saturday.

An exception to this policy may be made in an emergency situation and with the consent of the employee.

POLICY

This policy will outline the guidelines on how to handle time off due to emergency conditions that require the closing or curtailing of operations. Its purpose is to establish the means for releasing employees from work and for determining the appropriate compensation when emergency conditions necessitate the closure of County offices, curtailing of operations, or when conditions of a serious nature prohibit employees from reporting to work. It applies to all County employees. Bargaining unit employees should also consult their respective collective bargaining agreements.

Definitions:

Emergency Conditions: Circumstances which necessitate the closing of a County office or the curtailing of operations.

Conditions of a Serious Nature: Circumstances which may prohibit employees from reporting to work but do not necessitate the closure of offices or curtailing of operations.

PROCEDURE

The County Board Chairperson or designee (with respect to county offices under the supervision of the County Board), or the Chief Circuit Court Judge or designee (with respect to county offices under the supervision of the Circuit Court), or an Elected Department Head or designee (with respect to county offices under their direct supervision), or an Appointed Department Head or designee (with the advice and consent of the County Board Chairperson or designee with respect to county offices under their supervision) may authorize the closing of a county office or the curtailing of operations due to emergency conditions. When a county office is closed or operations are curtailed due to emergency conditions, employees whose work is affected by the declaration of the emergency or who are not required to work shall be granted administrative leave with pay. This is limited to one day's pay, however. If the offices remain closed beyond that first day, employees will be charged time from their available Comp, Sick, Personal, or Vacation time. Employees required to work during the emergency shall be granted their regular pay for the authorized hours that the office was closed plus their regular hourly pay for actual hours worked or compensatory time for such hours worked in accordance with the Fair Labor Standards Act (FSLA) pertaining to overtime.

If conditions of a serious nature exist, but are not sufficient to close offices or curtail operations, employees may be granted leave without pay unless they elect to use vacation leave, personal leave, sick time, or compensatory time to cover their absences.

The provision of this policy shall not apply to employees on sick leave or any other prior approved leave rendering them unavailable for work.

County of Kankakee Policy & Procedure

Tardiness Policy

POLICY

The County of Kankakee understands that at times, due to unforeseeable situations, individuals may at times be late for work. However, it is also important for employees to be on time and **ready to work** at the start of their shift. Regular and consistent attendance at work is an essential function of every position with Kankakee County.

PROCEDURE

The following procedures must be followed as it relates to tardiness. Employees who will be late for work are required to contact their Department Head before the start of their shift to report that they will be late, the reason for the tardiness, and an estimate of the time they will report to work. If emergency circumstances exist, employees are to contact their Department Head to report their late arrival as soon as possible. Department Heads should create a written record of conversation and a copy should be sent to the County Administrator for inclusion in the Personnel files.

Employees who are repeatedly tardy or tardy without an acceptable reason are subject to disciplinary action up to and including termination.

County of Kankakee Policy & Procedure

Violence in the Workplace

POLICY

The County of Kankakee prohibits violence in the workplace. Violent behavior is strictly prohibited on Kankakee County property, or while working at any location on behalf of Kankakee County, in County vehicles or during events sponsored by Kankakee County. This prohibition includes not only actual acts of violence, but also direct or implied threats of violence. Employees who exhibit or threaten violent behavior will be subject to criminal prosecution and disciplinary action up to and including termination. The County of Kankakee takes all reports of violent behavior seriously, and will take appropriate action to investigate complaints and/or report complaints of violent behavior to law enforcement as appropriate.

Any employee who becomes aware of violent behavior or the threat of violent behavior (whether by another employee or by any other person) is directed to inform his or her supervisor immediately. Supervisors are directed to report all reports of violent behavior or threats of violent behavior immediately to the County Administrator who will conduct a prompt and thorough investigation. In the case of an imminent threat and/or emergency situation, employees and supervisors are directed to immediately contact law enforcement.

The following is a non-exhaustive list of violent behavior that is prohibited by this policy:

- Fighting
- Physical restraint or confinement
- Assault
- Horseplay
- Stalking
- Intentionally endangering the safety of another person
- Any other act that a reasonable person would perceive as a violent act

Section V
Safety &
Security

County of Kankakee Policy & Procedure

Safety

POLICY

Kankakee County is committed to providing their employees with a safe working environment.

PROCEDURE

Employees are expected to take appropriate action to ensure safety in the workplace. Employees should report any unsafe working conditions to either their supervisor or Department Safety Committee and must always follow department safety rules. County Safety Committees will work to create policies and procedures that promote safety in the workplace.

WORK INJURIES

If an employee is injured at work, they should immediately report their injury to their supervisor, both verbally and in writing with a completed Incident Report. The Incident Report shall include the following: the date, time, place injury occurred, how the injury occurred, the type of injury, the identity of any witnesses, and whether medical assistance was obtained. The report shall be submitted by the end of the workday. Employees should utilize the local hospital's Occupation Health Services for initial treatment of injuries.

It is the responsibility of the supervisor to complete an Illinois Form 45 and send it to the County Administration along with the employee's Incident Report as soon as possible. County Administration will be responsible for keeping a copy of all records and will forward the original records to the appropriate personnel. All determinations of compensability of an injury or illness will be made by the Worker's Compensation insurance carrier.

Any employee witnessing or receiving a report of an injury to a visitor shall verbally report the injury to the employee's supervisor immediately. The employee may also be required to complete a written Incident Report. Supervisors are required to submit all required information to the County Administration Department.

Eligible Deputies and Corrections Officers who sustain an injury in the line of duty may be eligible for regular compensation for up to one year under the Public Employee Disability Act (PEDA). The County will provide eligible Deputies and Correction Officers with their regular paycheck and the Deputies and Corrections Officers are required to sign their Worker's Compensation checks over to the County. An employee who is employed in any other capacity while collecting PEDDA benefits will forfeit the PEDDA benefits.

Whenever an employee is off work due to a work-related medical condition or illness, it will be the responsibility of the County Administrator or their designee to contact the employee's physician. The physician will be asked to provide for the Department Head a written statement outlining the employee's work restriction limitations due to the work-related injury or illness. The Department Head will be responsible for providing work within the employee's limitations (light duty) if such work is available. If there is no light duty work available in the Department, light duty may be served in another department who may have light duty work available.

PROPERTY/VEHICLE ACCIDENTS

Any accident involving Kankakee County's property or vehicles or involving a privately-owned vehicle being operated for County business shall be reported immediately to the employee's supervisor both verbally and in writing with a completed Incident Report. The Incident Report shall include the following: the date, time, place incident occurred, how the incident occurred, the identity of any witnesses, and the extent and type of damage, if applicable. The report shall be submitted by the end of the workday. Employees are also required to notify law enforcement when appropriate.

Failure to report any workplace or property/vehicle accident may lead to disciplinary action, up to or including termination.

County of Kankakee Policy & Procedure

Emergency Plan

POLICY

This policy will outline the procedure to be followed in case a Fire or if a Tornado Warning is in effect.

DEFINITIONS

Tornado Watch Possibility of one or more tornados in your area. Continue normal activity, but watch for Tornados.

Tornado Warning Tornado has been sighted or detected by radar and may be approaching. Seek shelter immediately.

PROCEDURE

If the **Tornado Warning Siren** is blown, all County offices will be temporarily closed until the warning has been lifted. All employees will be required to report to their designated safe area as outlined below. In addition, anyone in your office area should also be asked if they would like to wait with the department employees in a designated safe area.

It will be the responsibility of that Department Head to assure that all of their employees report to the designated area. No individual should use the elevators to get to their department's safe area.

In the event that there is not enough time to get to the designated area, the employees should stay away from doors, windows and outside walls and protect their heads and get under something sturdy, if at all possible.

DESIGNATED AREAS

COURTHOUSE -	Basement
Circuit Clerk	Lunch Room
Court System	Jury Assembly Room
State's Attorney	Waiting Room outside Public Defender's Office and Hallway Area

COUNTY ADMINISTRATION CENTER -	Basement
First Floor -	Vending Machine Room

Second Floor -	Computer Room
Fourth Floor -	Printing Area
Third, Fifth and Sixth -	Basement

COUNTY JAIL

Administration Offices - Basement

CRIMINAL JUSTICE CENTER

Basement Area and First Floor Storeroom Area

TREASURER'S OFFICE

Tunnel between Treasurer's Office and Administration Center

HEALTH DEPARTMENT

Northeast Hallway, Northwest Hallway and Kitchen Areas

ANIMAL CONTROL

Concrete and Steel Dog Cages

HIGHWAY

Inner Hallways and Machine Shop Area

If an employee is working outside away from the offices, they should get in the ditches.

FIRE SAFETY

In case of fire, leave the area immediately and exit the building. **DO NOT USE ELEVATORS.** Use stairways to get to exit level. Once outside do not reenter the building until your supervisor directs you to do so.

County of Kankakee Policy & Procedure

Identification Badges

Rev. 05/14/2019

POLICY

In order to assure the safety and security of County Employees, members of the general public, contracted vendors, the property of the County of Kankakee and to ensure that only authorized personnel have access to the restricted areas of County facilities; the following policies have been adopted:

PROCEDURE:

- A. All employees** will be issued an employee identification badge to be worn prominently displayed on their person and attached to their lanyard during business hours. The replacement cost for lost badges and lanyards will be \$10.00 and paid for by the employee. Identification badges function as access cards for times or entrances not open to the public. Access points and times are managed by the department head with input and approval from the Maintenance and Administration departments.
- B. New identification badge process**
 - 1. A “head shot” photograph is taken via cell phone in front of a blank white wall within the hiring department of the new employee. E-mail the photograph to the Sheriff’s department IT representative and copy the Maintenance Director on the e-mail. The e-mail will include appropriate access points (buildings or doors) and times for the employee (i.e. 7-5, 24/7).
 - 2. An identification badge is issued by the Sheriff’s department and sent to the department manager.
- C. Off-duty employees:** Employees are not permitted access to non-public areas during their off-duty hours without management approval.
- D. Visitors:** An individual who is visiting a facility for reasons other than general public interest. It is the responsibility of the department head to ensure the visitor remains in the appropriate area for the prescribed reason of the visit.
- E. Contractors, Delivery Personnel**
 - 1. Delivery personnel (i.e., UPS, Federal Express, etc.) will be permitted to make their deliveries to the appropriate reception areas without a badge or pass provided they do not go outside this area.
 - 2. Contractors will be required to be restricted to the area for which they are providing service under the direction of the supervising manager.
- F. Safety:** All employees and non-employees are to comply with all safety rules, regulations, and policies while on company property or in County vehicles.
- G. If employee arrives without their required ID badge**, the department may ask the employee to leave and return with their badge.

County of Kankakee Policy & Procedure

Smoke Free Work Place

POLICY

Medical studies have indicated that tobacco smoke has an injurious effect upon the health of smokers and even upon non-smokers. In an effort to promote a smoke free environment for Kankakee County employees, the County Board has adopted a smoking policy.

PROCEDURE

Smoking is prohibited in all Kankakee County buildings, in County vehicles and within 15 feet of entrances, exits, windows that open and ventilation intakes. This prohibition also applies to the use of electronic cigarettes.

This policy is in accordance with the Smoke Free Illinois Act effective January 1, 2008.

County of Kankakee Policy & Procedure

Use of Computers & the Internet

POLICY

All employees are responsible for maintaining systems security. Employees with access to County computers are responsible for safeguarding their password and should not reveal their password to another individual. If a business need should arise in which it is necessary to obtain access to a specific computer in the absence of the assigned user, appropriate management authorization must be obtained. Passwords should be changed when the employee returns to work.

Even though employees may have their own passwords for accessing County e-mail, voice mail, cell phones, the Internet, laptops and computers issued to them, County computers and the information that is contained on them or received, or transmitted through them is the property of the County of Kankakee.

The County reserves the right to monitor the use of County equipment used by employees and others with prior notice and approval of the Department Head and employees should have no expectation of privacy with regard to any information sent, received or contained on computers, laptops, phones, cell phones, email or voice mail to which they have access.

Employees with access to a County laptop or computer should not:

- Download software without approval from the IT Department. Software that is approved for downloading must be licensed for use to the County of Kankakee;
- Copy software unless authorized by the IT Manager;
- Knowingly introduce a computer malware or any other contaminating or destructive features into the County's computers, such as a virus, worm, Trojan horse, etc.;
- Transmit copyrighted materials in violation of copyright laws;
- Download files from the Internet except for an express business purpose;
- Transmit, forward, or download material that is offensive, abusive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, inflammatory, fraudulent, violates the County's policies or otherwise unlawful;
- Use County e-mail, voice mail, computers, laptops, cell phones or the Internet for any purpose that is illegal or against County policy;

- Transmit or disseminate the County of Kankakee confidential information, proprietary materials, to any outside source without an express business purpose or authorization;
- Send or forward any chain e-mail or spam;
- Gamble and/or participate in fantasy sport leagues;
- Participate in social media, instant messaging, chat rooms, use list servs, and/or news groups, as well as post their e-mail addresses on the Internet when it is not business-related;
- Solicit non-County business or use the County of Kankakee e-mail, voice mail, cell phones, laptops, computers or Internet for personal gain including outside employment, self-employment, and family-owned businesses;
- Forward unsolicited e-mails that violate County policy;
- Download or stream radio, video, or music transmissions of a personal nature from Internet sites;
- Attempt to gain unauthorized access to computer files, electronic communication systems, or information systems;
- Attempt to read, intercept, copy, or delete e-mails between other users;
- Post or transmit any message anonymously or under a false name;

Employees may encounter information on the Internet that relates to the County of Kankakee or services. Should such information be encountered, employees should not respond on behalf of the County, but instead should bring the information to the attention of the Department Head. Management will determine if a response is appropriate to the information.

Brief and occasional personal use of the Internet may be acceptable as long as it is permitted by the Department Head, not excessive or inappropriate and does not occur during scheduled work time, does not violate any of the prohibitions listed above, and does not result in expenses to the County of Kankakee. Management reserves the exclusive right to determine whether any use is inappropriate, excessive, and/or violates this policy.

If management determines that a violation of this policy exists, the employee is subject to disciplinary action, up to and including termination.

This Policy as to Use of Computers and Internet supersedes and replaces the previous policies “Use of County Computers” and the “Internet Code of Conduct.”

POLICY

The County of Kankakee recognizes the growing importance of online social media networks as a communication tool. This policy addresses employees' use of such networks including: personal websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other kind of social media. The County of Kankakee respects the right of employees to use these mediums during their personal time. Use of these mediums during County time or on County equipment, however, is prohibited, with exception of management authorized use for business related purposes.

The County of Kankakee takes no position on employees' decision to participate in the use of social media networks. In general, employees who participate in social media are free to publish personal information without censorship by the County of Kankakee. Employees must avoid, however, posting information that could harm the County of Kankakee using the guidelines set forth below.

If an employee chooses to identify him or herself as a County of Kankakee employee on any social media network, he or she must adhere to the following:

- Employees are required to state in clear terms that the views expressed on any social media network are the employee's alone and that they do not necessarily reflect the views of the County of Kankakee.
- Employees are prohibited from disclosing information on any social media network that is confidential or proprietary to the County of Kankakee or to a third party that has disclosed information to the County. Confidential information is information that is exempt from disclosure under Sections 7 or 7.5 of the Freedom of Information Act, or prohibited from being disclosed under state or federal law. Employees who have questions about whether information is confidential should speak to their Department Head.
- Employees are prohibited from making statements about the County of Kankakee, their coworkers, clients, or customers that could be considered as harassing, threatening, libelous, or defamatory in any way.
- Employees are prohibited from acting as a spokesperson for the County of Kankakee or posting comments as a representative of the County unless they have been expressly authorized to do so by management.
- Employees are prohibited from sharing any communication that engages in personal or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile work environment on the basis of any protected class. Employees are also prohibited from engaging in conduct that would violate County policies.

Employees may be required to disclose to the County of Kankakee at the request of the Department Head whether or not they have a personal web site or web log, but under no circumstances will employees or applicants be required to share their password with the County or “friend” other employees or County representatives.

Employees who participate in social media may still decide to include information about their work at the County of Kankakee as part of their personal profile, as it would relate to a typical social conversation. This may include:

- Work information included in a personal profile, to include County name, job title, and job duties.
- Status updates regarding an employee’s own job promotion.
- Personal participation in the County of Kankakee sponsored events, including volunteer activities.

An employee who is responsible for a social media posting that fails to comply with the guidelines set forth in this policy or that otherwise causes harm to the County of Kankakee may be subject to discipline, up to and including termination. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or proprietary County information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media.

Anything posted on an employee’s Web site or Web log or other Internet content for which the employee is responsible will be subject to all the County of Kankakee policies, rules, regulations, and guidelines. The County of Kankakee is free to view and monitor an employee’s public website or web log at any time without consent or previous approval.

Nothing in this policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. The County has and always will comply fully with the obligations under the Illinois Public Labor Relations Act. Likewise, nothing in this policy should be construed to violate an employee’s rights under the federal or state constitutions. The County has and always will comply with its obligations under federal and state law.

A violation of this policy may subject an employee to discipline, up to and including termination.

POLICY

County of Kankakee adopts this Identity-Protection Policy pursuant to the Identity Protection Act. 5 ILCS 179/1 *et seq.* The Identity Protection Act requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers agencies collect, maintain, and use. It is important to safeguard Social Security numbers (SSNs) against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require local and State government agencies to assess their personal information collection practices, and make necessary changes to those practices to ensure confidentiality.

Social Security Number Protections Pursuant to Law

Whenever an individual is asked to provide this Office with a SSN, the County of Kankakee shall provide that individual with a statement of the purpose or purposes for which the County of Kankakee is collecting and using the Social Security number. The County of Kankakee shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this Policy.

County of Kankakee shall not:

- 1) Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- 2) Print an individual's Social Security number on any card required for the individual to access products or services provided by the person or entity.
- 3) Require an individual to transmit a Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- 4) Print an individual's Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the Social Security number to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the County of Kankakee shall not¹: collect, use, or disclose a Social Security number from an individual, unless:

- i. required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the Social Security number is otherwise necessary for the performance of the County's duties and responsibilities;
- ii. the need and purpose for the Social Security number is documented before collection of the Social Security number; and
- iii. the Social Security number collected is relevant to the documented need and purpose.

- 2) Require an individual to use his or her Social Security number to access an Internet website.
- 3) Use the Social Security number for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

The County of Kankakee shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's Social Security number. The County of Kankakee shall redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

¹ These prohibitions do not apply in the following circumstances:

- (1) The disclosure of Social Security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.
- (2) The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of Social Security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; youth in care as defined in Section 4d of the Children and Family Services Act, and all persons working in or visiting a State or local government agency facility.
- (4) The collection, use, or disclosure of Social Security numbers for internal verification or administrative purposes.
- (5) The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

When collecting Social Security numbers, the County of Kankakee shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. “Redact” means to alter or truncate data so that no more than five sequential digits of a Social Security number are accessible as part of personal information.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

IDENTITY PROTECTION POLICY—STATEMENT OF PURPOSE

What does the County of Kankakee do with your Social Security Number?

Statement of Purpose for Collection of Social Security Numbers

Identity-Protection Policy

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual’s Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the County to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services; and/or
- Other: Disclosure to unions under a collective bargaining agreement

What do we do with your Social Security number?

- We will only use your SSN for the purpose for which it was collected.
- We will not:
 - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
 - Publicly post or publicly display your SSN;
 - Print your SSN on any card required for you to access our services;
 - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
 - Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Questions or Complaints about this Statement of Purpose

Write to the County of Kankakee at:

County of Kankakee
County Administrator\
189 E. Court St, Suite 502
Kankakee, IL 60901

**County of Kankakee
Policy & Procedure**

**Records Retention
Policy**

POLICY

The Illinois Local Records Act prohibits a public entity from destroying public records without first receiving approval from the Local Records Commission. The Local Records Act defines a public record as “any book, paper, map, photograph, born digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.” 50 ILCS 205/2. A public record may take the form of an electronic record, including but not limited to, emails (and/or attachments thereto), text messages or other electronic data. In order to ensure compliance with the Local Records Act, employees are prohibited from altering, destroying or deleting public records unless and until appropriate approval has been received from the Local Records Commission. Any questions with respect to this policy should be directed to the County Administrator.

County of Kankakee Policy & Procedure

Use of County Property

POLICY

It is the policy of Kankakee County that County property is primarily for the use of County business. Department heads may determine that it is necessary to assign County vehicles to employees for bona-fide County business and only when in the best interest of conducting County business.

PROCEDURE

County property and equipment, including, but not limited to, vehicles, office equipment, materials, supplies or tools shall not be used for private or unauthorized purposes. All employees will be responsible for the care and conservation of County property and equipment and should report any accidents, breakdowns or malfunctions of any property or equipment to their supervisor immediately so that the necessary repairs may be made.

Phone Calls - While personal calls are discouraged, County employees are permitted to place and receive personal calls under a general policy of courtesy and common sense. This is a privilege and not a right and may be withdrawn by the Department Head if abused through excessive use or if telephoning causes interference with work duties. Personal phone calls outside of the Kankakee calling area using County phones may only be made with preliminary approval of the Department Head and at the expense of the employee.

Vehicles - While using a County vehicle or a personal vehicle for work purposes, employees must keep in mind they are representatives of the County, and must ensure that their conduct adheres to the rules of safety and courtesy on the road. An employee's actions are a direct reflection on both the department and the County. Therefore, it is of utmost importance that employees follow these rules and policies.

The use of County owned vehicles is a privilege to the employees, and decisions involving this matter will be at the discretion and authorization of each department head, with oversight by the associated committees of the County Board and the County Board at large. Employees are to adhere to the Fleet Safety and usage Policy section of the Risk Management Policy/Procedure Manual while the vehicles are in their possession. Personal use other than commuting to and from work and de minimis usage while performing official business activities is strictly prohibited.

Under no circumstances may an unauthorized person operate the vehicle. Violation of these rules will result in disciplinary action up to and including termination.

In accordance with the current provision and guidelines as defined by the Internal Revenue Service, employees provided with a take-home County vehicle will incur additional taxable income for non-business use (including commuting miles) under one of the following methods: Cents-Per-Mile Rule, Commuting Rule or Lease Value Rule. Employees are required to submit the Take Home Vehicle Log (see Exhibit A) to their respective departmental payroll administrator on a per payroll basis and complete the Reporting Vehicle Fringe Benefits report as documentation of payroll submissions (See Exhibit B). In cases where no mileage report is filed, all mileage incurred on the assigned vehicle is deemed for personal use and added to the employee's income under the appropriate valuation method. All Elected Officials, Department Heads and employees who have assigned County vehicles, whether permanent or temporary, are subject to the provisions of this tax law and are required to adhere to administrative procedures as set forth for compliance. Exceptions to this include:

- Clearly marked policy, fire and public safety vehicles;
- Unmarked vehicles used by law enforcement officers if the use is officially authorized;
- Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds;
- A passenger vehicle with a capacity of at least 20 passengers used for its specific purpose;
- Specially modified pickup trucks or vans that are clearly marked with permanently affixed decals;
- Special Equipment Vehicles manufactured for special application or equipped with tools or devices for specific job application.

Upon separation from the County or transfer to another department, employees will be required to return all County property or equipment in their possession.

**COUNTY OF KANKAKEE
COUNTY OWNED/LEASED VEHICLE
PERSONAL USE POLICY**

EXHIBIT A
TAKE-HOME VEHICLE LOG

Employee Name: _____

Position/Title: _____

Department: _____

Phone/Extension #: _____

Work Hours: Beginning _____ Ending _____

VIN #: _____

Vehicle Fleet Number: _____ Odometer Reading: Beginning _____ Ending _____

Total Number of Trips Made (1)

- (1) Report to payroll for benefit calculation
- (2) Use this column only for Emergency Call Out incidents

Send one copy to Payroll for each pay period.

Employee Signature

Date

Elected Official/Department Head Signature

Date

**COUNTY OF KANKAKEE
COUNTY OWNED/LEASED VEHICLE
PERSONAL USE POLICY**

EXHIBIT B
REPORTING VEHICLE FRINGE BENEFITS

Employee Name

Department

Employee #

All employees commuting between work and home in a normally configured passenger type car or pickup provided by the County in a taxable condition are required to complete this form. Vehicle fringe benefits are required to be reported to Payroll for inclusion in taxable income.

Instructions: Place an X next to the Month and in the appropriate data field for which vehicle fringe benefits are being reported.

Month	Day	To Work	From Work	Day	To Work	From Work
January	1			17		
February	2			18		
March	3			19		
April	4			20		
May	5			21		
June	6			22		
July	7			23		
August	8			24		
September	9			25		
October	10			26		
November	11			27		
December	12			28		
	13			29		
	14			30		
	15			31		
	16					

Total Number of Trips

X

\$1.50

—

Total Taxable Amount

Employee Signature

Supervisor Signature

Date _____

Date

Submit the completed form to Payroll on each payroll date following the commuting trips.



County of Kankakee

Administration Department

Matthew Alexander-Hildebrand 189 East Court Street, Suite 502 • Kankakee, Illinois 60901
Chairman Phone: 815.937.3642 • Fax: 815.937.3918

Employee Acknowledgement Form

Employee Handbook

I, _____, hereby acknowledge that I have received, read and understand The County of Kankakee's Employee Handbook, which provides guidelines on the policies, procedures, and programs affecting my employment with the County. I understand that The County of Kankakee can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in this handbook as circumstances or situations warrant. I also understand that any changes made by The County of Kankakee with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in this handbook. I have familiarized myself with the information in this handbook. Furthermore, I acknowledge that this handbook is not a contract of employment and nothing in the handbook creates an express or implied contract of employment. If I am an at-will employee, I understand that nothing in this handbook changes my at-will status, and my employment can be terminated by me or the County at any time with or without cause or notice. I understand that I should consult my supervisor or a representative of the Human Resource Department if I have any questions about information in this handbook or questions that are not answered in this handbook.

Signature: _____ Date: _____