

Fox River Water Reclamation District

Personnel Policy Handbook



ATTENTION: EMPLOYMENT AT-WILL

YOUR EMPLOYMENT WITH THE DISTRICT IS AT-WILL. THAT MEANS THAT YOUR EMPLOYMENT RELATIONSHIP IS FOR NO DEFINITE OR DETERMINABLE PERIOD OF TIME, AND REGARDLESS OF SALARY, POSITION, OR RATE OF PAY, YOU MAY BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME AT THE OPTION OF THE DISTRICT. NOTHING IN THIS FRWRD PERSONNEL POLICY HANDBOOK IS MEANT TO ALTER THE AT-WILL STATUS OF YOUR EMPLOYMENT RELATIONSHIP IN ANY MANNER.

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Section 1 – Employment Policies

1-1 Introduction & Employment at Will Relationship

The Fox River Water Reclamation District (“FRWRD” or “the District”) has developed this Personnel Policy Handbook (“Handbook”) to provide information about working conditions, key policies, procedures, and benefits affecting employment at FRWRD. No Handbook can cover all situations that might arise. Therefore, in addition to these specific policies, everyone is expected to follow the ordinary rules of common sense and professionalism that are necessary in any business. This Handbook is a summary of our policies, which are presented here only as a matter of information. Each employee is responsible for reading, understanding, and complying with the provisions of this Handbook.

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The information contained in this Handbook applies to all employees of FRWRD. Following the policies described in this Handbook is considered a condition of continued employment. However, nothing in this Handbook alters an employee’s status. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between FRWRD and any of its employees. FRWRD reserves the right to terminate any employee with or without cause at any time.

FRWRD subscribes to the policy of “employment at will.” This means that either you or FRWRD may terminate the employment relationship at any time. These policies will be applied to particular situations as FRWRD deems necessary and appropriate.

FRWRD reserves the right to revise, modify, delete, or add to any and all policies and procedures, work rules, or benefits stated in this Handbook or in any other document, except for the policy of at-will employment. Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No verbal statements or representations can in any way alter the provisions of this Handbook.

1-2 Equal Employment Opportunity Policy

FRWRD provides equal employment opportunities to all employees and applicants for employment without regard to perceived or actual race, color, creed, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job if otherwise qualified with or without reasonable accommodation, association to a person with a disability, genetic information including family medical history, political affiliation, citizenship status, work authorization status, ancestry, marital status, protective order status, U.S. military or veteran status, or unfavorable discharge, sealed or expunged records, arrest record including an arrest not leading to a conviction, a juvenile record, or criminal history information ordered expunged, sealed, or impounded, conviction record unless there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public, or any other quality or characteristic protected by applicable law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, discipline, termination, layoff, recall, transfer, leave of absence, compensation, benefits, formulation and application of Human Resource policies and rules, facility and service accessibility, and training.

Discrimination against any employee, applicant, or third party on any of these perceived or actual protected classes is absolutely prohibited. No supervisor is authorized to make any employment or other decision based on any of these protected classes, in whole or in part, except as may be necessary to fulfill FRWRD's obligations to consider reasonable accommodation to religious beliefs and observances and to disabilities when requested or known.

Any reference to one gender applies to both genders.

Any employee who believes this policy has been violated should report the situation to the employee's supervisor or Human Resources. All such matters will be thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing discrimination and harassment for more detailed information concerning FRWRD's investigative procedures.

1-3 Commitment to Diversity

FRWRD is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in our policies and the way we do business at **FRWRD** and is an important principle of sound business management.

1-4 ADA Guidelines/Reasonable Accommodations

FRWRD supports the Illinois Human Rights Act, the Americans with Disabilities Act (ADA), the Americans with Disabilities Amendments Act (ADAAA), and Title VII of the Civil Rights Act, and will attempt to provide reasonable work-related accommodations for pregnant individuals, qualified individuals with disabilities, and individuals who

request such accommodations for their religious beliefs or practices unless such accommodations would present an undue hardship for FRWRD.

Reasonable accommodations apply to all covered employees and applicants and include but are not limited to accommodations related to hiring practices, job placement, training, pay practices, promotion and demotion policies, access to benefits, facility and service accessibility, and layoff and termination procedures.

As noted above, individuals who may request a reasonable accommodation include:

- A pregnant individual, which includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth;
- A qualified individual with a disability, which includes any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of himself/herself or other individuals in the workplace; and
- An individual who requests reasonable accommodations that will allow the individual to practice the individual's religion.

Contact Human Resources for further clarification regarding FRWRD's policy on reasonable accommodations or to request a reasonable accommodation in the workplace.

Reasonable ADA / ADA/AA Accommodations

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, that individual will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

FRWRD will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to FRWRD. Contact Human Resources with any questions or requests for accommodation.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The Executive Director, or his designee, is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

Reasonable Religious Accommodations

FRWRD respects the religious beliefs and practices of all employees and will make, on request, a reasonable accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the business.

An employee whose religious beliefs or practices conflict with the employee's job, work schedule, or with FRWRD's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a reasonable accommodation must submit a written request for the accommodation to Human Resources. The written request will include the type of religious conflict that exists and the employee's suggested reasonable accommodation.

Human Resources will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on FRWRD's business. A reasonable accommodation may be a change in the employee's job, use of paid leave or leave without pay, an exception to the dress and appearance code that does not affect safety requirements, or for other aspects of employment. Depending on the type of conflict and suggested reasonable accommodation, Human Resources may confer with the employee's supervisor.

Human Resources and the employee will meet to discuss the request and reasonable accommodation, if one can be provided that does not create an undue hardship for the District. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, the employee may appeal by submitting a written statement within five (5) calendar days to Human Resources.

1-5 Non-Discrimination and Anti-Harassment Policy

FRWRD is committed to maintaining a work environment that is free of discrimination and harassment, including sexual harassment. In keeping with this commitment, FRWRD will not tolerate discrimination against or harassment of FRWRD employees by anyone, including any supervisor, co-worker, vendor, customer, contractor, or other regular visitor of FRWRD. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination.

Discrimination

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, retaliation/reprisal, marital status, sexual

orientation, gender identity, pregnancy, military or veteran status, genetic information, parental status, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

Harassment

Harassment refers to any unwelcome or offensive behavior, communication, or conduct that creates a hostile, intimidating, or uncomfortable environment for an individual or a group of individuals in the workplace based on protected characteristics as outlined in Section 1-2 of this Handbook or any other category protected by applicable law. This can include, but is not limited to, verbal, written, or physical actions that are discriminatory, derogatory, or offensive. FRWRD will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes but is not limited to the following based on an individual's protected status: (a) epithets, slurs, negative stereotypes, or intimidating acts (b) written or graphic material circulated or posted within the workplace that shows hostility toward a person; (c) physical contact, gestures, or displays of offensive materials that create an uncomfortable environment; and (d) sending offensive or derogatory emails, messages, or posts through electronic communication channels, or engaging in any form of online bullying or discrimination.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to an employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks, or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or

5. Suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

Investigation Procedure

All FRWRD employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. Employees who believe they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a written, verbal, or email complaint to their supervisor, any other supervisor, Human Resources, the Executive Director, or the District's Attorney. If a supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to Human Resources.

Human Resources shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, the individual may submit in writing an appeal to the Executive Director, or his designee, who will review the investigation report and make a final decision. At the Executive Director's, or his designee's, option, he may conduct further investigation, if necessary. In the event that the Executive Director is the accused harasser/discriminator, the Board will review the investigation report and make a final decision.

Complaints against Human Resources should be brought to the Executive Director or his designee, and the District's Attorney. Complaints against the Executive Director should be brought to Human Resources and the District's Attorney. Complaints by or against an elected or appointed official shall be submitted to the Executive Director and the District's Attorney. Depending on who the complaint is against, the District's Attorney, in consultation with Human Resources, the Executive Director, or elected or appointed officials, will ensure that an independent review is conducted with respect to such allegations.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with FRWRD's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including termination. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of termination.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and FRWRD policy. Any employee who retaliates against another for exercising rights under this policy shall be subject to discipline, up to and including termination.

Resolution outside FRWRD

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 300 days of an alleged incident unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Contact Information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001

1-6 Drug-Free and Alcohol-Free Workplace

Work Rules

Whenever employees are working, operating FRWRD vehicles, or present on FRWRD premises, they are prohibited from:

- using, possessing, buying, selling, manufacturing, or dispensing illegal drugs
- being under the influence of alcohol, cannabis, or illegal drugs or having the presence in one's system of a detectable amount of an illegal drug
- possessing or consuming alcohol
- using, possessing, buying, or selling cannabis

This policy does not prohibit employees from the lawful use and possession of prescribed medications where such use and possession are legal under applicable federal and states laws. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclosing any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

Employee Assistance

FRWRD will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this or other FRWRD policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and may be required to take and pass follow-up tests.

Required Testing

1. Pre-Employment: All applicants must pass a drug test before beginning employment or receiving an unconditional offer of employment.
2. Reasonable Suspicion: Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of unlawful drugs, cannabis, or alcohol or any other illegal substance while they are working, on FRWRD premises, or operating FRWRD vehicles. "Reasonable suspicion" will be based on objective factors or other conduct or facts that indicate the employee is under the influence of unlawful drugs, cannabis, alcohol, or any other illegal substance. Such objective factors include but are not limited to:
 - Odors: smell of alcohol, cannabis, body odor or urine.
 - Movements: unsteady, fidgety, dizzy.
 - Eyes: dilated, constricted or watery eyes, or involuntary eye movements.
 - Face: flushed, sweating, confused or blank look.
 - Speech: slurred, slow, distracted mid-thought, inability to verbalize thoughts.
 - Emotions: argumentative, agitated, irritable, drowsy.
 - Actions: yawning, twitching.
 - Inactions: sleeping, unconscious, no reaction to questions.
3. Post-Accident: Employees are subject to testing when they cause or contribute to accidents, which seriously damage a vehicle or FRWRD machinery or equipment or result in an injury requiring emergency medical treatment away from the scene of the accident. Employees will be tested under these circumstances when a

member of management has a reasonable belief that the use of drugs/alcohol/cannabis contributed to the accident/injury.

4. Return to Duty and Follow-Up: Employees who have tested positive or violated this Policy, and who are not terminated or are reinstated, are subject to testing prior to being returned to duty. Follow-up testing at times and frequencies determined by FRWRD may also be required for up to three (3) years. Terms of this testing requirement will be provided to the employee in a written agreement prior to the employee's return to duty.

Collection and Testing Procedures

Employees subject to alcohol testing shall be sent or driven to a FRWRD-designated clinic and directed to provide breath specimens per clinic policy. Specimens shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee.

Applicants and employees subject to drug testing shall be sent or driven to a FRWRD-designated clinic and directed to provide urine specimens. Applicants and employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens shall be tested in accordance with applicable laws and FRWRD policy. There shall be a chain of custody from the time specimens are collected through testing and storage.

The laboratory shall transmit positive drug test results to a doctor called a medical review office ("MRO"), retained by FRWRD, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances as defined under both federal and state law. A medical marijuana or cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion or post-accident test. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

Consequences

1. Applicants who refuse to cooperate in or fail to pass a drug test will not be hired.
2. Employees who refuse to cooperate in required tests, test positive for illegal drugs or use, possess, buy, sell, manufacture, or dispense illegal drugs in violation of this policy will be terminated.
3. Unless aggravating circumstances are present, the first time employees test positive for alcohol or cannabis or possess, consume, or are under the influence of alcohol or cannabis as determined by the MRO, they will be suspended and referred to the EAP. Continued employment and/or reinstatement will be conditioned on cooperation with the EAP, successful completion of any prescribed treatment, passing follow-up tests, and other appropriate conditions.

4. Employees who test positive for alcohol or cannabis more than once or otherwise violate this policy's alcohol or cannabis rules more than once will be terminated.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among supervisors on a need-to-know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Definitions

- **"FRWRD Premises"** includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased, or managed by the District.
- **"Illegal Drugs"** means substances whose use or possession is controlled by and/or illegal under federal or state law or which are not being used or possessed under the supervision of a licensed health care professional. This definition specifically includes, "medical marijuana," "medical cannabis" and "cannabis" when the employee is on FRWRD premises working or driving a FRWRD vehicle.
- **"Refuse to Cooperate"** means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.
- **"Under the Influence of Alcohol"** means an alcohol concentration of .04 or more, or actions, appearance, speech, or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- **"Under the Influence of Drugs"** means a confirmed positive test result for illegal drug use or cannabis following a reasonable suspicion test or actions, appearance, speech, or bodily odors, which reasonably cause a supervisor to conclude that an employee is impaired because of illegal drug use.

Notification of Drug Conviction

All employees are required to notify a member of management if they have been convicted of a criminal drug offense occurring in the workplace. Such notification must take place within five (5) working days after the conviction.

Commercial Vehicle Drivers

In addition to the provisions contained in this policy, employees working as drivers of commercial motor vehicles will also be required to comply with any testing mandated by the U.S. Department of Transportation, including random testing, as outlined in FRWRD's DOT Driver Testing Policy. Copies of FRWRD'S DOT Driver Testing Policy will be distributed to such employees at the commencement of their employment and

periodically thereafter at FRWRD'S discretion. Employees subject to the policy will be required to sign a written acknowledgement that they have received and understand the requirements of the policy.

Miscellaneous

This policy is not a contract of employment and may be modified by FRWRD at its sole discretion. To the extent non-employees, who are present on FRWRD premises, engage or appear to have engaged in conduct that would violate this policy if engaged in by an employee, such non-employees will be barred from FRWRD premises.

1-7 Smoke-Free Environment

Fox River Water Reclamation District is dedicated to providing a healthy work environment for all its employees. Thus, FRWRD prohibits smoking throughout its workplace.

No smoking of any kind will be permitted in FRWRD facilities, FRWRD vehicles, or within 15 feet of any FRWRD entrance, exit, window that opens, or ventilation intake that serves an enclosed area where smoking is prohibited. This policy specifically applies to the use of e-cigarettes, vaporizers, and other electronic smoking devices.

Smoking is only allowed during authorized break times and in authorized areas. Employees must dispose of all smoking litter in designated containers. No litter is to be thrown on the ground.

This policy applies to all employees, trustees, consultants, clients, salespersons, contractors, and visitors.

All employees share in the responsibility for adhering to the enforcement of this policy. Employees who violate this policy will be subject to the same disciplinary actions that accompany infraction of other FRWRD rules, including written warning, suspension, and possible termination.

Employees should contact their healthcare provider to obtain information about smoking cessation programs.

Section–2 - Employment Practices

2-1 Classification of Employment

It is the intent of FRWRD to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the employee and FRWRD.

Each employee is designated as either NON-EXEMPT or EXEMPT according to federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay and are subject to specific provisions of federal and state wage and hour laws. EXEMPT employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

Regular Full-time Employees are those who are not in a temporary or part-time status and who are regularly scheduled to work a minimum of 40 hours or more per week. Generally, employees in this classification are entitled to the benefits as described in this Handbook, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time Employees are those who are not in a temporary or full-time status and who are regularly scheduled to work less than 40 hours per week. They may be eligible for some of FRWRD's benefits, in addition to those required by law, subject to the terms, conditions, and limitations of each individual benefit program.

Temporary Employees are those who work over a designated, predetermined period of time, usually not to exceed six months or 600 hours. Temporary employees are not eligible for any of FRWRD's benefits, except those required by law.

2-2 Introductory Period

All regular full-time employees and regular part-time employees hired by FRWRD will be in an introductory period until the completion of ninety (90) days of employment. This is simply an administrative designation. The introductory period does not alter any employee's status as an at-will employee. Employees may be terminated without notice at any time during or after the introductory period.

This period provides an employee with the opportunity to evaluate the job and working conditions with the District. During this time, FRWRD also has an opportunity to assess the employee with regard to work performance, skills, attendance, punctuality, and other factors relating to the employee's employment. The direct supervisor, with the approval of the Executive Director, or his designee, may extend the introductory period an additional ninety (90) days. An employee's introductory status may affect eligibility for some benefits. Please see Human Resources for more information.

2-3 Anniversary Date

The first day an employee reports to work as a *regular full-time* or *regular part-time employee* is the employee's "official" anniversary date. The anniversary date is used to compute various conditions and benefits described in the Handbook.

2-4 Benefits for New Employees

Holiday pay benefits are granted to all new regular full-time employees and qualifying regular part-time employees during the introductory period. All new regular full-time employees and qualifying regular part-time employees will be eligible for group insurance coverage on their thirty-first day of employment pursuant to the requirements of the applicable medical plan. Participation in Illinois Municipal Retirement Fund (IMRF) as required by Illinois state statutes will be effective immediately. Vacation, personal time, paid leave for all, and sick time may be taken after the completion of ninety (90) days of employment.

2-5 Job Descriptions

Job descriptions are prepared and maintained by the Executive Director, or his designee, for each position at the District and are approved by the Board of Trustees. Job descriptions are used as guidelines for normal work assignments and are subject to amendment by the Executive Director, or his designee, at sole discretion; however, the District reserves the discretion to assign any other work it deems appropriate when no work is available for the employee in the employee's specific job description, in cases of emergencies or in other cases that may be considered in the best interests of the District. Management may make such alternate assignments to any duties for which the employee is qualified. Employees will not experience an increase or reduction in wages for alternate assignments unless informed of the change in pay in writing in advance of the work being done.

District management makes work assignments based on the best interests of the District. An employee shall perform work considered appropriate to the employee's skills and training as assigned by District management. In cases of emergency, assigned work may include any work deemed by management to be in the best interest of the District.

2-6 Rates of Pay

Subject to review by the Board of Trustees, the Executive Director, or his designee, shall establish rates of pay for the employees of the District, either individually or for groups of employees, or for all employees, and shall establish pay ranges for all jobs or employee classifications at the District.

2-7 Outside Employment

FRWRD does not wish to make any unwarranted effort to control the personal matters of employees, nor would it attempt to regulate what use they make of their time outside of regular employment. However, all employees must recognize that their primary work responsibility is to FRWRD. Therefore, outside employment must not interfere with their job performance; affect attendance; prevent them from working overtime or responding to emergency calls if required in the employee's position; involve the use of FRWRD's

equipment, tools, or other resources; or otherwise place the employee in a position of conflict of interest with District employment. Failure to comply with the conditions stated above may subject an employee to discipline up to and including termination.

2-8 Work Week

The standard work week shall be Sunday 12:00am through Saturday 11:59pm. The standard work schedule for regular full-time employees will be forty (40) hours per week, typically consisting of five (5) eight (8) hour shifts with a one half (½) hour for lunch each shift. However, the Executive Director, or his designee, and the senior manager will determine the actual hours that an employee will work.

Employees are typically assigned to a schedule of work appropriate with the requirements of the assigned job. FRWRD may change employees' work hours to ensure smooth and continuous operations. Should it be necessary to establish a different weekly work schedule, notice of such change will be given to the affected employees as far in advance as is reasonably practicable.

Employees shall report promptly at the designated starting time and be able to devote their entire efforts during working hours to the assigned duties.

2-9 Meal and Rest Breaks

- a. Employees may have a one-half (½) hour paid meal and, when possible, two paid rest periods, with a maximum of 15 minutes each. Meal and rest breaks may vary by department. Times and locations for meal/break periods are determined at the discretion of the Supervisor so that the normal work operations of the department remain uninterrupted. Non-exempt employees working a shift of 7 ½ hours or longer must begin their meal break within the first five hours of their shift. Employees working more than 7 ½ continuous hours and will receive an additional 20-minute unpaid break for each additional 4 ½ hours worked.
- b. Offices and departments that maintain services during meal periods shall allow employees a 30-minute meal period away from their designated work area.
- c. Rest break periods may not be used to extend the meal period, nor may they be omitted in order to cover an employee's late arrival/early departure.
- d. Employees have the responsibility to promptly observe their break schedules and return to their assigned work site at the conclusion of the allotted meal or break period.

Non-exempt employees will be given at least twenty-four consecutive hours of rest in any consecutive seven-day period.

2-10 Overtime Pay

Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible. Employees are expected to work overtime if additional work effort is required. Non-exempt employees must have authorization from their senior manager prior to working

overtime. Working unauthorized overtime is prohibited and may be disciplined, up to and including termination.

Overtime is paid only after a non-exempt employee has worked more than forty (40) hours during the work week, which is measured from Sunday to Saturday. Sick time and any other paid or unpaid leave of absence do not count as hours worked for purposes of overtime. All overtime is paid at one and one-half the employee's regular hourly rate.

2-11 Pay for Working Holidays

Non-exempt employees required to work on an observed holiday listed on the annual FRWRD Holiday Schedule in Section 4-7 due to vacations, emergency, or other reason, who are not otherwise normally scheduled to work on that day, will be paid one and one-half (1 ½) times their normal hourly rate of pay, in addition to holiday pay they receive pursuant to FRWRD's holiday pay policy. For example, if a regular full-time non-exempt employee who normally works Tuesday through Saturday is required to work a holiday that is on a Monday, that employee would receive one and one-half (1 ½) times their assigned rate of pay for working that Monday, plus eight (8) hours of holiday pay. No compensatory day off will be due the employee.

Non-exempt employees who are required to work a holiday that falls on a day that they are regularly scheduled to work will be paid their normal hourly rate of pay and may take an alternative paid holiday within 30 days of the scheduled holiday. For example, if a regular full-time non-exempt employee who normally works Monday through Friday is required to work a holiday that is on a Monday, that employee would receive their assigned rate of pay for working that Monday and be allowed to take a paid day off within 30 days of that holiday.

2-12 Daylight Saving Time

Payment for Daylight Saving Time conversion is for actual time worked. In changing from Central Standard Time to Daylight Saving time, hourly employees working only seven (7) hours because of the change are paid for actual time worked, or seven (7) hours. Likewise, in returning from Daylight Saving Time to Central Standard Time, hourly employees required to work a nine (9) hour shift are paid for nine (9) hours of work, receiving overtime that workweek if they work more than forty hours. Work schedules during the workweek are not to be altered because of this time change.

2-13 Reporting and Call-in pay

When responding to a call-in, non-exempt employees not regularly scheduled to work shall receive a minimum of two hours pay. Should they work more than two hours, they will be paid their regular rate of pay for all hours actually worked. Applicable overtime rates will apply to actual hours worked over forty in the workweek.

2-14 Attendance and Punctuality

Employees should report to work on time, work their scheduled shift hours, and maintain good attendance. Attendance problems disrupt operations, lower productivity, and create a burden on other employees. All employees of FRWRD are expected to assume responsibility for their attendance and promptness.

Rules Concerning Attendance and Punctuality

- Inform FRWRD in advance when possible. When an employee knows in advance that an absence from work cannot be avoided, the employee must make arrangements in advance with the employee's supervisor.
- In the event an employee is unable to report to work due to illness or other emergency, the employee must provide proper notice to the employee's senior manager or immediate supervisor no less than 15 minutes **before** the employees' starting time. Employees working a night shift must provide notice to the operator on duty. "Proper notice" means that you contact FRWRD at a pre-designated number, voice mail, text, or email. It is not sufficient to call in and leave a message in the general voice mailbox. An employee reporting an absence must identify the reason for the absence and expected return to work date so that appropriate arrangements can be made to cover the employee's assigned duties.
- An employee must personally contact FRWRD on a daily basis during all absences, except those arranged in advance with FRWRD.
- When someone other than the employee makes the required notification, the employee will be solely responsible for that notification being made.
- If an employee becomes ill during their work shift, they must notify their senior manager or designated supervisor before leaving the District facilities.
- In instances of absence due to an employee's health, FRWRD reserves the right to require the employee to obtain a doctor's note justifying the absence. Ordinarily any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, FRWRD may delay its decision as to an employee's physical fitness to return to work until a doctor's report is submitted.
- An absence may be considered an unexcused absence if an employee fails to report an absence as specified above and may result in the loss of any benefits payable under District policy for such absence, as well as disciplinary action.
- An employee who anticipates being tardy should call in to report the tardiness as soon as possible. Employees may be subject to disciplinary action up to and including termination for excessive tardiness.

2-15 Failure to Report to Work

Failure to report an absence/no show for three (3) consecutive workdays shall be understood by FRWRD to be a voluntary resignation from the employee's position at the District, effective the third workday.

2-16 Employee Application and Background Check

FRWRD relies upon the accuracy of information contained in the employment application, employee resume and other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of

this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Prior to making an offer of employment, FRWRD may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, driving record, criminal background check and credit check.

Final candidates must complete a background check authorization form and return it to Human Resources. Human Resources will order the background check upon receipt of the signed release form, and either Human Resources or an employment screening service will conduct the checks. Human Resources will review all results.

Human Resources will notify the hiring supervisor regarding the results of the check. In instances where negative or incomplete information is obtained, the Executive Director, or his designee, and Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired.

FRWRD will consider criminal convictions as disqualifying a candidate if they bear a "substantial relationship" to the job at issue or presents an unreasonable risk to property or the safety of others. In making this determination, FRWRD will consider: (1) the length of time since the conviction; (2) the number of convictions on the individual's record; (3) the nature and severity of the conviction and its relationship to the safety and security of others; (4) the facts or circumstances surrounding the conviction; (5) the age of the individual at the time of the conviction; and (6) evidence of rehabilitation efforts. "Substantial relationship" means a consideration of whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position.

If, after undertaking this evaluation, FRWRD makes a preliminary decision that the individual's conviction record is disqualifying, FRWRD will provide a written notice that contains: (1) the disqualifying conviction(s) and FRWRD's reasoning for the disqualification; (2) a copy of the conviction history report, if any; and (3) an explanation of the applicant or employee's right to respond before FRWRD's decision becomes final, including the right to submit evidence challenging the accuracy of the conviction record(s) or evidence of mitigation, such as rehabilitation. FRWRD will wait five business days before making a final decision to allow the individual an opportunity to respond to the notice and submit information for FRWRD's consideration.

If FRWRD decides to move forward with disqualifying the candidate, it will provide the individual a final written notice, which will identify again the conviction at issue, explain the basis for the decision even if it has not changed from the preliminary notice, advise of any existing internal procedures for requesting reconsideration, and advise the individual of the right to file a charge of discrimination with the Illinois Department of Human Rights.

If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service, if applicable. Background check information will be

maintained in a file separate from employees' personnel files for a minimum of five years.

FRWRD reserves the right to modify this policy at any time without notice.

2-17 Immigration Reform Act (IRCA)

In conformance with the Immigration Reform Act of 1986, employee eligibility will be verified for all employees upon hire by examining original documents which establish identity and employment eligibility according to the "I-9 List of Acceptable Documents." FRWRD is committed to:

- Employing only those who are authorized to work in the US.
- Not discriminating on the basis of national origin or citizenship in hiring, recruiting, or terminating employees.

2-18 Pregnancy Accommodation (IHRA)

Under the Illinois Human Rights Act, FRWRD will not:

- Refuse to hire, to segregate, or to act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment, fringe benefits on the basis of pregnancy;
- Fail to reasonably accommodate a pregnant employee unless the accommodation will impose an undue hardship;
- Deny employment opportunities or benefits to or take adverse action against an otherwise qualified job applicant or employee if the denial or adverse action is based on the need of the employer to make reasonable accommodations to a pregnant employee;
- Require a pregnant employee to accept an accommodation which the employee did not request and the employee chooses to decline;
- Require an employee to take leave under any leave law or policy of the employer if another reasonable accommodation can be provided to the employee;
- Fail to reinstate the pregnant employee to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other applicable service credits upon her signifying her intent to return or when her need for reasonable accommodation ceases unless the employer can demonstrate that the accommodation of reinstating the employee will impose an undue hardship on the ordinary operations of the employer;
- Retaliate against an employee because the employee requested or was provided a reasonable accommodation.

Request for Reasonable Accommodation

Employees must make a request to a supervisor in order to receive a reasonable accommodation. FRWRD will grant an accommodation unless the accommodation would impose an undue hardship on the ordinary operation of business at FRWRD. This policy covers all employees and job applicants who are pregnant, have recently given birth, or have a medical or common condition related to pregnancy or childbirth.

An accommodation would impose an undue hardship on the ordinary operation of the business if granting the accommodation would be prohibitively expensive or disruptive when considered in light of the following factors:

- The nature and cost of the accommodation needed;
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed by the District, the effect on expenses and resources, or the impact otherwise of the accommodation upon the operation of the facility;
- The overall financial resources of FRWRD with respect to the number of its employees, and the number, type, and location of its facilities; and
- The type of operation or operations of FRWRD, including the composition, structure, and functions of the workforce of FRWRD.

A reasonable accommodation is a reasonable modification or adjustment to the job application process or work environment, or to the manner or circumstances under which the position desired or held is customarily performed, that enable an applicant or employee affected by pregnancy to be considered for the position or to perform the essential functions of that position. Examples include:

- More frequent or longer bathroom breaks;
- Breaks for increased water intake;
- Breaks for periodic rests;
- Private non-bathroom space for expressing breast milk and breastfeeding;
- Seating;
- Assistance with manual labor;
- Light duty;
- Temporary transfer to a less strenuous or hazardous position;
- The provision of an accessible worksite;
- Acquisition or modification of equipment;
- Job restructuring;
- A part-time or modified work schedule;

- Appropriate adjustment or modifications of examinations, training materials, or policies;
- Reassignment to a vacant position;
- Time off to recover from pregnancy; and
- Leave necessitated by pregnancy.

FRWRD and the employee must engage in a timely, good faith, and meaningful exchange to determine effective reasonable accommodation. FRWRD is not required to create additional employment that it would not otherwise have created unless FRWRD does so or would do so for other classes of employees who need accommodation. FRWRD is not required to discharge any employee, transfer any employee with more seniority, or promote any employee who is not qualified to perform the job, unless FRWRD does so or would do so to accommodate other classes of employees who need it.

Medical Documentation

In response to a request for an accommodation, FRWRD may ask that the employee provide job-related documentation from the employee’s healthcare provider limited to information concerning:

- The need or medical justification for the requested accommodation;
- A description of the reasonable accommodation medically advisable;
- The date the reasonable accommodation became medically advisable; and
- The probable duration of the reasonable accommodation.

If FRWRD requests this documentation, an employee requesting the accommodation must submit to the District the documentation requested. Nothing in this policy prohibits FRWRD from requesting documentation from the employee’s healthcare provider to determine compliance with other laws.

For more information on pregnancy-related rights, visit www.illinois.gov/dhr.

2-19 Nursing Mothers in the Workplace Act

In accordance with the Patient Protection and Affordable Care Act (PPACA) and the Illinois Nursing Mothers in the Workplace Act, for up to one year after the child’s birth, nursing mothers are entitled to take a “reasonable unpaid break time” each day to express milk in a private location, other than a bathroom stall, in close proximity to the work area. Break time may run concurrently with any break time already provided to the employee. FRWRD will not reduce an employee's compensation for time used for the purpose of expressing milk or nursing a baby.

FRWRD will provide reasonable break time as needed by the employee unless to do so would create an undue hardship on the ordinary operation of the business if granting the

accommodation would be prohibitively expensive or disruptive when considered in light of the following factors:

- The nature and cost of the accommodation needed;
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed by FRWRD, the effect on expenses and resources, or the impact otherwise of the accommodation upon the operation of the facility;
- The overall financial resources of FRWRD with respect to the number of its employees, and the number, type, and location of its facilities; and
- The type of operation or operations of FRWRD, including the composition, structure, and functions of the workforce of FRWRD.

2-20 Remote Work Policy

Remote work is an arrangement that allows employees to work at home or at some other off-site location for part of their regularly scheduled work hours, subject to the approval of the Executive Director, or his designee. Although not all jobs or positions can be performed satisfactorily from other locations, FRWRD recognizes that, in some cases, remote work arrangements can provide a mutually beneficial option for both FRWRD and a given employee for a period of time.

Remote work is not an entitlement or a District-wide benefit. A remote work arrangement in no way changes the terms and conditions of employment with FRWRD. While gentle reminders may be all that is necessary in some circumstances, egregious or continued violations of these expectations or other District policies may result in disciplinary action up to and including termination.

Remote work arrangements are approved by the Executive Director, or his designee, on a case-by-case basis.

Remote work might not be feasible within some departments or for certain positions within a department. The executive Director, or his designee, has the right to deny, cancel, or suspend employee remote work privileges at any time, for any reason or for no reason.

Remote work can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office. However, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations off- site as they do when working on FRWRD's premises.
- Employees must be available to their managers and co-workers by phone and e-mail during regular work hours.
- Consumption of alcohol during work hours while remote working is never acceptable.

- Employees must be available to attend scheduled meetings and participate in other required office activities off-site as needed.

Consistent with FRWRD's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary FRWRD and FRWRD client information accessible while working off-site. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Employees are expected to maintain their off-site workspace in a safe manner and free from safety hazards. Injuries sustained by an employee while working off-site and in conjunction with regular work duties may be covered by FRWRD's workers' compensation policy. Remote work employees are responsible for notifying Human Resources of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her off-site workspace.

During virtual meetings:

- While distractions are often unavoidable, try to keep them to a minimum. No music or television in the background during meetings.
- Keep yourself muted during video or audio conferencing unless you are speaking.
- Turning on video is encouraged but not required.
- Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host.
- Smoking or vaping is not permitted during a video conference.
- Casual dress is acceptable, however, use discretion. No sleeveless tops, pajamas or other apparel that would not be appropriate to wear outside of your home.
- Avoid multi-tasking. Give your full attention to the meeting as if you were face to face.

Remote work is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective remote work employees are encouraged to discuss expectations of remote work with family members prior to entering any remote work arrangement.

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using FRWRD's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of remote work privileges and may subject the employee to disciplinary action up to and including termination.

Section 3 - Pay Policies

3-1 Timekeeping Records

Electronic time reporting is the method of recording the number of hours worked for the computation of all non-exempt, hourly employees. Employees should accurately record their hours worked. All non-exempt employees are required to complete their electronic timecard record before the conclusion of their normally scheduled workday.

Employees must complete their own timecard records and are prohibited from requesting another employee enter their time. Employees who falsify timecard records or fail to accurately and/or timely complete these records may be subject to disciplinary action up to and including termination.

It is all employees' responsibility to complete their timecard record, indicating vacation, holidays, personal or sick time. Planned time off requests are submitted through the electronic time-off request system.

3-2 Direct Deposit of Pay

Employees may elect to have their pay directly deposited in a financial institution account. The Direct Deposit form should be completed and returned to Human Resources. It may take 15-30 days before your financial institution certifies your direct deposit authorization. Until that time, you will continue to receive live checks. Employees can self-print paycheck vouchers via access to the self-service payroll system.

3-3 Pay Periods and Paychecks

Employees are paid bi-weekly, every other Thursday, typically equaling twenty-six (26) pay periods per year. Paychecks will provide compensation for the two previous "work weeks".

Paychecks are direct deposited or distributed on the preceding business day when a pay date falls on a holiday.

If an employee misplaces a paycheck, Human Resources should be contacted for a replacement.

3-4 Mandatory Payroll Deductions

Deductions required by law, including federal and state taxes, and contributions to Medicare, Social Security, and IMRF, are itemized on an employee's payroll voucher. The amount of the deduction will be contingent on your earnings and on the information furnished on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please submit an updated W-4 form. The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

The District will also administer any other mandatory deductions from your paycheck, such as court-ordered garnishments, as required by law.

3-5 Voluntary Payroll Deductions

457 Retirement Plan

The District offers employees the opportunity to participate in a voluntary deferred income retirement savings plan, referred to as a “457 Plan.”

Participation is voluntary, and the District shall have no liability for any investment losses suffered by employees for any reason. The District will deduct and transfer pre-tax funds to the third-party plan administrator from employees’ paychecks as directed by employees. Employees shall bear the sole responsibility of determining their bi-weekly deduction and in verifying that the District is processing these deductions in accordance with their wishes. Applicable IRS restrictions will apply. Human Resources can supply employees with program information upon request. The Executive Director is the designated official responsible for the 457 Plan.

Optional Life Insurance Coverage

The District offers employees the option to purchase additional group decreasing term life insurance through the IMRF-endorsed National Conference on Public Employee Retirement Systems (NCPERS). This program is not a part of the group insurance program established by FRWRD. Acceptance of such offer of optional coverage shall be at the discretion of the employee and paid for solely by the employee through payroll deductions. Applicable open enrollment periods apply.

Upon written authorization of the employee, automatic payroll deductions will occur for other voluntary programs approved by the FRWRD Board of Trustees.

3-6 Safe Harbor Policy

It is the policy and practice of FRWRD to accurately compensate employees and to do so in compliance with all applicable state and federal laws.

Employees who believe their paycheck contains an error in pay or that their pay has been improperly deducted should report such issues immediately to Human Resources. The complaint will be promptly investigated, and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Executive Director, or his designee.

It is the policy of FRWRD not to take any improper pay deductions that would be in violation of applicable state law or local ordinance.

Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to Human Resources.

Section 4 - Employee Benefits

4-1 Group Insurance for Employees

FRWRD offers medical, vision, dental and life insurance benefits to regular full-time and qualifying regular part-time employees. Information regarding these benefits is available in the summary plan descriptions (“SPD”) and the insurance handbook, which explain coverage of employee’s health insurance, life insurance, and other benefits in greater detail. Additional information is available from Human Resources. The actual plan documents are the final authority in all matters relating to benefits described in this Handbook or in the SPD, insurance handbook or other information, and will govern in the event of any conflict. Additionally, FRWRD reserves the right to change or eliminate any benefits at any time without notice in accordance with applicable law.

4-2 Illinois Municipal Retirement Fund (IMRF)

FRWRD is required to enroll all employees into IMRF if they are expected to work 600 or more hours in a 12-month period. Participation and contributions are mandatory for employees who meet the 600-hour requirement. Employee contributions are 4.5% of their gross annual wages. Benefits information regarding IMRF is available through IMRF publications or online.

4-3 Sick Leave

All regular full-time and regular part-time employees of FRWRD shall be provided sick leave with pay. Sick leave will accrue for regular full-time employees at the rate of 3.69 hours per pay period, equating to 12 sick days per year. Sick leave is cumulative to a maximum of two hundred and forty days. Paid sick leave may be taken after the completion of 90 days of service.

Regular part-time employees are provided prorated sick leave at a rate proportionate to the number of hours normally worked, as compared to a 40 hour per week schedule. For example, a regular part-time employee who is regularly scheduled to work 20 hours per week will accrue sick time at half the rate of a regular full-time employee.

Sick leave may be taken in 30-minute increments, with a 60-minute minimum. Sick leave is intended as wage protection for an employee in the event of illness or injury. It is not a “personal leave” or free day”. Sick leave cannot be used to extend holidays or vacations.

Employees shall be eligible to receive sick leave with pay, for the illness, injury, or medical appointment of the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. However, an employee may only use up to half of the yearly accrual per year for the illness, injury, or medical appointment of a family member. Thus, a regular full-time employee may use up to a maximum of six days per year for such purposes. The remaining days must be reserved for the employee’s illness, injury, or medical appointment.

Employees who are requesting paid sick leave shall notify or cause notification to be made to their senior manager, within fifteen minutes of their specified start time each day the employee is unable to work due to illness. In the event of an extended sick

leave, an employee will be advised by FRWRD if the employee is not required to call in on a daily basis.

Sick days will stop accruing when the maximum of 240 days is reached.

Employees who have accrued two hundred twenty-five days (225) or more of sick time may exchange a maximum of 15 sick days on a 3 to 1 basis as a means of increasing personal days off per calendar year. The exchange will only be processed twice a year. Requests for exchange must be submitted to Human Resources no later than two weeks prior to January 1 and July 1.

4-4 Sick Leave Release

An employee who is sick or disabled for more than three (3) consecutive workdays may be required to secure and submit a physician's release certifying that they are fit to return to work. This release may be submitted to the employee's Supervisor or Human Resources before the employee will be permitted to return to work.

An employee, who is caring for a covered family member for more than three (3) consecutive workdays, may be required to submit verification from their health care provider certifying an absence of three or more days from work was necessary due to the family member's illness or disability.

4-5 Extended Sick Leave/IMRF Disability

Illinois Municipal Retirement Fund (IMRF) participating employees may also be eligible for disability benefits if they have an extended illness or non-work-related injury, which prevents the performance of job duties. Pregnancy is included as a disability claim and should be filed with IMRF in the same manner as other disability claims. The final determination as to your disability eligibility is made by IMRF.

4-6 Accumulated Sick Time upon Separation from Employment

An employee who separates employment from FRWRD for other than retirement purposes shall forfeit all accumulated sick leave. Employees are not entitled to and shall not receive any pay in lieu of accumulated sick leave. See Section 7-5 for more information regarding sick pay at retirement.

4-7 Holiday Schedule/Holiday Pay Eligibility

The District generally recognizes the following paid holidays each year:

New Year's Day	Martin Luther King Day
President's Day	Memorial Day
Juneteenth	Independence Day (July 4)
Labor Day	Veterans Day
Thanksgiving	Day after Thanksgiving
Christmas Eve	Christmas Day

Holidays occurring on a Saturday will generally be observed on the preceding Friday; holidays occurring on Sunday will generally be observed the following Monday.

To qualify for holiday pay, employees must be eligible for pay for their scheduled workday immediately preceding the observed holiday and their first full scheduled workday immediately following the observed holiday. An employee on an authorized paid leave, such as authorized paid sick leave or pre-approved vacation, or on a job-protected, unpaid leave, such as FMLA, remains eligible for holiday pay during the period of such absence. However, an employee does not earn holiday pay while on unauthorized leave or on a non-job-protected, unpaid leave.

Regular part-time employees are entitled to holiday pay proportionate to the number of hours typically worked on that day.

When a holiday occurs during an employee’s scheduled vacation period, the employee will be paid holiday pay in lieu of vacation pay for the holiday.

Employees who are required to work holidays will typically work one of the following shifts as assigned: 7 A.M. - 3 P.M., 3 P.M. - 11 P.M., or 11 P.M. - 7 A.M. night shift.

Due to the 24-hour operation of the District facilities, many employees must observe the actual holiday on an alternate day. This date must be requested in advance and approved by the senior manager to assure the normal work operations of that department are not unduly interrupted. Alternate holidays must be taken within thirty (30) days, either before or after, of the actual holiday, . Extensions or advances will not be approved by the senior manager except in cases of coverage shortages due to vacations, etc.

4-8 Vacation

All regular full-time and eligible regular part-time employees shall be entitled to vacation time, which accrues every pay period. Paid vacation may be taken after the completion of 90 days of employment. Regular full-time employees shall accrue vacation leave as follows:

Total Length of Service	Annual Vacation Leave	Amount Accrued Per Pay Period
Less than 5 years of service	1 week	1.54 hrs
After completion of 5 years of service but less than 10 years	2 weeks	3.07 hrs
10 years or more of service	3 weeks	4.61 hrs

Regular part-time employees are provided prorated vacation leave at a rate proportionate to the number of hours regularly scheduled to work (e.g., an employee regularly scheduled to work 30 hours per week will accrue vacation at ¾ the rates listed above).

The senior manager shall determine the period which vacation may be taken and the maximum number of employees who may be on vacation leave at one time. Employees shall be entitled to schedule vacation leave up to the total of vacation time accrued.

Vacation requests should be submitted and approved no less than one working week prior to your anticipated time off.

Generally, vacations requests will be considered in the order in which they are requested. In other words, if two employees request the same week off and only one request may be granted, the employee who requested it earlier will receive the time off. If both employees request the same time period off at the same time, typically the employee with greater seniority shall have preference.

Vacation may be taken in 30-minute increments, with a 60-minute minimum and cannot be used to cover late arrivals to work. Employees are expected to use their accrued vacation. Employee vacation accrual cannot exceed a maximum of five (5) days (40 hours for regular full-time employees) above the annual accrual rate. Once an employee reaches the maximum, vacation time will no longer accrue until some of the accrued time is used.

4-9 Vacation Accrual While on Leave

An employee on an authorized paid leave (e.g., authorized paid sick leave) continues to earn vacation leave during the period of such absence. However, an employee does not earn vacation leave while on an unauthorized leave or on an unpaid leave longer than two weeks.

4-10 Vacation Payment

Payroll checks during vacation are issued on the normal payroll date.

During employment, no salary or wage payment shall be made in lieu of vacation time not taken.

4-11 Accrued Vacation upon Resignation or Termination

Upon resignation or termination from FRWRD, the employee shall be paid for all vacation leave accrued but unused to the date of separation. Vacation payment will be made on the next regularly scheduled pay date.

4-12 Personal Time

Regular full-time employees are provided personal time at the beginning of each calendar year based on length of service as of January 1, pursuant to the following schedule:

Less than 6 years of service	16 hours per year
At least 6 years of service	24 hours per year

Regular part-time employees are provided prorated personal time at a rate proportionate to the number of hours normally worked (e.g., an employee regularly scheduled to work 30 hours per week will receive 3/4 the personal time identified above).

No personal time with pay is granted during the introductory period. 8 hours is awarded after six months of employment.

Any time off chargeable to personal time shall be scheduled with the approval of the senior manager or Human Resources. Personal time should be requested twenty-four hours in advance except in cases deemed to be an emergency. If such an emergency should arise, Human Resources, a senior manager, or Executive Director, or his designee, may make immediate approval for use of personal time. Personal time is not to be used to cover periods of tardiness or late arrival to work. Personal time must be taken in a minimum of one-half (1/2) hour increments.

Personal time cannot be carried over into the succeeding calendar year. Personal time must be used by the last day of the pay period paid in the calendar year. No salary or wage payment shall be made in lieu of personal time not taken.

Unused personal time is not paid out upon separation of employment.

4-13 Paid Leave for All Workers Act Policy (PLAWA)

Under this policy and the Illinois Paid Leave for All Workers Act (820 ILCS 192/) (“PLAWA”), all employees are eligible for PLAWA leave pursuant to the terms and conditions herein.

Reasons for Leave

Employees may take PLAWA leave for any reason and will not be required to provide the District with a reason for taking PLAWA leave. An employee may choose whether to use PLAWA leave under this provision prior to using any other paid time off provided by the District.

Non-Full-Time Employees

Beginning January 1, 2024, all employees who are not full-time employees will begin accruing PLAWA leave. Non-full-time employees hired after January 1, 2024, will begin accruing PLAWA leave on their first day of employment. Non-full-time employees will accrue PLAWA leave at a rate of one (1) hour for every forty (40) hours worked up to forty (40) hours of PLAWA leave every calendar year. Any unused and accrued PLAWA leave at the end of the calendar year will carry over to the next calendar year.

Full-Time Employees

Beginning January 1, 2024, all current full-time employees will receive forty (40) hours of accrued PLAWA leave. Full-time employees hired after January 1, 2024, will receive a pro rata number of hours of PLAWA leave on their first day of employment up to forty (40) hours of accrued PLAWA leave based on the first day of employment. Full-time employees will receive 40 hours of accrued PLAWA leave every year on January 1 and must use their accrued PLAWA leave prior to the expiration of the calendar year or forfeit the remaining PLAWA leave.

Requesting PLAWA

Employees can request accrued PLAW from their supervisor. Requests can be verbal or in writing, which may include text messages or other electronic communication. Requests must be given no less than seven (7) days in advance. When the need for PLAW is unforeseeable, the employee must notify their manager as soon as is practicable. When an employee takes PLAWA leave, the employee will not be required to look for or find a replacement worker to cover the hours during which the employee takes PLAWA leave.

Using PLAWA

Employees hired on or before January 1, 2024, will be able to use accrued PLAWA leave beginning March 31, 2024. Employees hired after January 1, 2024, can begin using accrued PLAWA leave after 90 days of service. All employees can use a maximum of forty (40) hours of accrued PLAWA leave every calendar year. PLAWA leave can only be taken on days an employee is scheduled to work. Hourly employees can take PLAWA leave in two-hour increments sufficient to cover the employees' scheduled work hours missed. Salaried employees can take PLAWA leave in two-hour increments up to a maximum of eight (8) hours of PLAWA leave per workday. Employees will be paid their regular rate of pay for any PLAWA leave used. The Township will maintain health insurance coverage during any period an employee uses paid leave.

Upon separation of employment, accrued and unused PLAWA leave is not paid out. Separated employees who return to the District within twelve (12) months will have their previously accrued paid leave balance restored.

Employee Rights

FRWRD will not interfere with, deny, or change an employee's workdays or hours to avoid providing eligible PLAWA leave to an employee. The District will not threaten to take or to take any adverse action against an employee because the employee (1) exercises rights or attempts to exercise rights under this policy or the Illinois PLAWA, (2) opposes practices which the employee believes to be in violation of this policy or the Illinois PLAWA, or (3) supports the exercise of rights of another under this policy or the Illinois PLAWA. FRWRD will not consider the use of PLAWA leave by an employee as a negative factor in any employment action that involves evaluating, promoting, disciplining, or counting PLAWA leave as an attendance issue.

For more information on the Paid Leave for All Workers Act or to file a complaint, contact the Illinois Department of Labor at:

524 South 2nd St, Suite 400, Springfield, IL 62701 Springfield 217-782-6206

160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 Chicago 312-793-2800
Marion 618-993-7090

Questions regarding this policy should be directed to Human Resources, the Executive Director, or his designee.

4-14 IL Family Bereavement Leave Act (FBLA)

An employee who has been employed by FRWRD for at least 12 months and worked at least 1,250 hours in the last 12 months may be entitled to take two weeks off for the death of the employee's family member. The first three (3) workdays missed will be paid with the remaining days unpaid. An employee may substitute accrued vacation, personal, or paid leave for any unpaid time off under this provision.

Upon request, eligible employees may be allowed a maximum of two weeks (10 workdays) of unpaid bereavement leave in connection with the death of an employee's qualified family member. Covered family members include: children, stepchildren, spouses, domestic partners, siblings, parents, mothers-in-law or fathers-in-law, grandchildren, grandparents, or stepparents. "Children" includes an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. "Domestic partner", used with respect to an unmarried employee, includes 1) 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; or 2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described in paragraph (1) to or in such a relationship with any other person, and who is designated with the District by such employee as that employee's domestic partner. Leave may include attending the funeral of a covered family member, making arrangements necessitated by the death of a covered family member, or grieving the death of a covered family member.

In addition, the "Support Through Loss Act" (STLA) allows employees to use unpaid leave for the loss of a pregnancy, a miscarriage, an unsuccessful round of intrauterine insemination or other assisted reproductive procedure, a failed or non-finalized adoption match, a failed surrogacy agreement, a diagnosis affecting fertility, or a stillbirth. "Assisted reproduction" means a method of achieving a pregnancy through an artificial insemination or an embryo transfer and includes gamete and embryo donation. "Assisted reproduction" does not include any pregnancy achieved through sexual intercourse. Employees can also utilize this time off to support a spouse or partner experiencing one of these losses.

An employee must provide at least 48 hours' notice of their intention to take leave under the FBLA, unless it is not reasonable and practicable. Leave under the FBLA must be completed within sixty (60) days after the date on which the employee receives notice of the death of the family member or the date on which the STLA qualifying event occurs

FRWRD may require reasonable documentation. Documentation may include 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 leave resulting from a covered STLA event, reasonable documentation shall include a form, to be provided by the Illinois Department of Labor, to be filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for a covered event, or documentation from the adoption or surrogacy organization that the employee worked with related to a covered event, certifying that the employee or the employee's spouse or domestic partner has experienced a covered event. FRWRD may not require that the employee identify which category of event the leave pertains to as a condition of

exercising rights under the Illinois FBLA. If applying for IL Family Bereavement Leave for a condition that also qualifies for FMLA leave, the leave time will run concurrently with FMLA leave. Once an employee has exhausted their 12 weeks of FMLA they are not entitled to an extension of leave or to additional bereavement leave.

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.

An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan may elect to substitute any period of such leave for an equivalent period of leave provided under this policy. Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

FRWRD will not take any adverse action against an employee because the employee (1) exercises rights or attempts to exercise rights under the Illinois FBLA, (2) opposes practices which such employee believes to be in violation of the Illinois FBLA, or (3) supports the exercise of rights of another under the Illinois FBLA. Exercising rights under the Illinois FBLA includes:

- filing an action or instituting or causing to be instituted any proceeding under or related to the Illinois FBLA;
- providing or agreeing to provide any information in connection with any inquiry or proceeding relating to any right provided under the Illinois FBLA; or
- testifying to or agreeing to testify in any inquiry or proceeding relating to any right provided under the Illinois FBLA.

4-15 Civic Duty/Witness Leave

All regular full-time employees and regular part-time employees shall receive full pay for time not worked while testifying as a witness on behalf of the District or testifying pursuant to a subpoena regarding matters related to their employment with the FRWRD or while serving on jury duty for the term of the jury service not to exceed 60 days. After 60 days, time taken pursuant to this policy will be unpaid. Employees may use accrued and unused paid vacation, personal, and paid leave for all to cover unpaid days under this policy. Employees shall show Human Resources a copy of any compensation received by the courts. Employee gross pay will be reduced by the amount of court compensation paid. Failure to submit a copy of the compensation to Human Resources on a timely basis may result in delayed jury pay.

Employees shall provide a copy of the summons or subpoena to Human Resources upon receipt so that proper arrangements for the employee's absence may be made. Failure to notify their senior manager in a timely manner may result in the employee not being compensated for such civic duty.

Employees serving on jury duty or as a witness on behalf of the District will continue to accrue vacation, sick leave, and other similar benefits.

4-16 Time off for Voting

Employees entitled to vote have a right to be absent from work for a period of up to two hours between the opening and closing of polls provided the employee's working hours begin less than two (2) hours after the opening of the polls and end less than two (2) hours before the closing of the polls.

In most cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, employees must notify their supervisor before Election Day to discuss scheduling accommodation. Time away from scheduled work to vote will be paid. Requests made on Election Day may be denied.

4-17 Employee Blood Donation Leave Act

An employee who has been employed by FRWRD for at least 6 months may receive up to one (1) paid hour to donate blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, or the American Association of Blood Banks.

The employee must submit to FRWRD with the request for leave the medical documentation of the appointment to donate before donating or attempting to donate blood. After donating, the employee must provide a written statement from the blood bank confirming that the employee kept the appointment. Employees must receive their supervisor's approval prior to taking leave to donate blood.

4-18 Disaster Service Leave

Any employee, except those in temporary status, who is a certified disaster service volunteer of the American Red Cross or volunteers for assignment to the Illinois Emergency Management Agency in accordance with the Illinois Emergency Management Agency Act [20 ILCS 3305] or the Emergency Management Assistance Compact Act [45 ILCS 151] may be granted leave with pay for up to 20 working days in any 12-month period for disasters within the United States or its territories. The leave may be granted upon request of the American Red Cross or the Illinois Emergency Management Agency for employees to participate in specialized disaster relief services for the American Red Cross or for the Illinois Emergency Management Agency. Leaves under this Section are subject to approval of the FRWRD Executive Director, or his designee, considering operating needs.

Disasters must be either:

1. disasters designated at a Level III and above in the American National Red Cross Regulations and Procedures; or
2. any disaster declared by proclamation of the Governor under Section 7 of the Illinois Disaster Service Volunteer Leave Act [5 ILCS 335/2].

The American Red Cross and the Illinois Emergency Management Agency shall coordinate requests for services outside of Illinois through the Illinois State Emergency Operations Center.

4-19 Uniformed Services Employment & Reemployment Rights Act (USERRA)

FRWRD is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is FRWRD's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised rights under applicable law or this policy. An employee who feels discriminated against in violation of this policy should promptly get in touch with the Human Resources department.

Eligibility

Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

Procedures for Military Leave

Unless military necessity prevents it, or is otherwise impossible or unreasonable, employees should provide their supervisor with notice of the need for leave as far in advance as is reasonable under the circumstances.

To request a temporary or extended military leave of absence, the employee should generally request a leave of absence from Human Resources. Written notice is preferred, but not required under the law or this policy.

Human Resources will review the request for leave of absence and process the leave of absence accordingly. In the event of verbal notice by the employee, Human Resources will submit the military leave request on the employee's behalf.

When the employee intends to return to work, the individual must submit an application for reemployment to Human Resources within the application period set forth below. If the employee does not intend to return to work, the individual should notify Human Resources as soon as practicable.

Reemployment

Upon an employee's prompt application for reemployment, (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

- Less than 91 days of military service – reinstated to a position that the employee would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by FRWRD, in the position in which the employee had been employed prior to military service.

- More than 90 days and less than 5 years of military service – reinstated to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or, if proved not qualified after reasonable efforts by FRWRD, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
- Employee with a service-connected disability - if after reasonable accommodation efforts by FRWRD, an employee with a service-connected disability is not qualified for employment in the position the individual would have attained or in the position that the individual left, the employee will be employed in another position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by FRWRD; or, if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment to Human Resources according to the following schedule:

- If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service) - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
- If service is for 31 days or more but less than 181 days - the employee must submit an application for reemployment no later than 14 days following the completion of service.
- If service is over 180 days - the employee must submit an application for reemployment no later than 90 days following the completion of service.
- If the employee is hospitalized or convalescing from a service-connected injury - the employee must submit an application for reemployment no later than two years following completion of service.

Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- FRWRD's circumstances have so changed as to make reemployment impossible or unreasonable.
- Reemployment would pose an undue hardship upon FRWRD.

- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

General Benefits Upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. Additionally, upon reemployment, a covered employee will not be discharged except for cause for up to one year following reemployment.

Documentation

The supervisor will, upon the employee's reapplication for employment, request that the employee provide FRWRD with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service, if applicable.

4-20 Illinois Family Military Leave Act

Employees who have worked at least 12 months and at least 1,250 hours in the twelve months preceding the leave and who are spouses, parents, child, or grandparents of persons called by order of the Governor or President to state or federal military services lasting longer than 30 days are entitled to an unpaid leave of up to 30 days. If the leave will last five or more consecutive workdays, an employee shall give at least 14 days' notice prior to the date the leave will commence or as much notice as is practicable if the leave is for less than five consecutive days. If an employee also uses "qualifying exigency" leave under the FMLA, the amount of leave available under the Illinois law will be reduced by the number of days the employee takes under the FMLA.

The employee is not entitled to leave under this law unless all accrued vacation and personal time has been exhausted. This leave does not run concurrently with any other paid leave program. Employees will be allowed to maintain benefits at the employee's expense for the duration of the leave.

FRWRD will not:

- interfere with, restrain, or deny the exercise or the attempt to exercise any right provided under the Illinois Family Military Leave Act;
- discharge, fine, suspend, expel, discipline or in any other manner discriminate against any employee that exercises any right provided under the Illinois Family Military Leave Act; or
- discharge, fine, suspend, expel, discipline or in any other manner discriminate against any employee for opposing any practice made unlawful by the Illinois Family Military Leave Act.

4-21 School Visitation Rights Act

An employee who has been employed by FRWRD for at least 6 consecutive months may receive up to eight (8) hours of unpaid leave per school year to attend school conferences, behavioral meetings or academic meetings related to the employee's minor child if the activities cannot be scheduled during nonworking hours. Leave is limited to no more than four (4) hours per day.

The employee shall provide a written request for leave at least 7 days in advance. In emergency situations, 24 hours' notice is requested.

School visitation leave is unpaid. No unpaid leave may be taken unless the employee has exhausted all vacation and personal time. Sick leave and disability leave may not be applied to school visitation leave.

An employee who takes or seeks to take school visitation time has the opportunity to make up the time taken on a different day or shift as set by the employer but cannot be required to make up the time taken. If an employee does not make up the time taken, the employee will not be paid for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. FRWRD will make a good faith effort to permit an employee to make up the time taken under this policy. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time that would require the payment of wages on an overtime basis.

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide documentation of the school visitation. The parent or guardian shall submit such verification to Human Resources. An employee's failure or inability to submit the verification statement from the school to FRWRD within two (2) working days of the school visitation may subject the employee to disciplinary procedures.

4-22 Victims' Economic Security and Safety Act (VESSA)

FRWRD will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic violence, sexual violence, or another crime of violence, or who has a family or household member who is a victim of such violence for any one or more of the following reasons:

1. experiencing an incident of domestic violence, sexual violence, or gender violence,
2. is recovering from the violence;
3. is seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling, safety planning, or other assistance;
4. temporarily or permanently relocating;

5. to take other actions to increase the safety of the victim from future domestic, sexual, or gender violence, or to ensure economic security; or
6. is a victim of any “crime of violence.”

Definitions

1. **"12-Month Period"** - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
2. **"Family or Household Member"** – includes spouses, parents, a party to a civil union, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, or any other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee.
3. **"Parent"** - means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
4. **"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.
5. **"Domestic or Sexual Violence"** - means domestic violence, sexual assault, or stalking.
6. **"Crime of Violence"** - any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961 (homicide, sex offenses, bodily harm, harassing and obscene communications, terrorism, and armed violence).

Substitution of Paid Leave

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of Victims' Economic Security and Safety Act leave. Such substitution will not extend the employee's total allotment of time off under this Act.

When the employee's need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), this leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

Notice Requirement

An employee is required to give 48 hours' notice to FRWRD in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification

For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The employee as soon as reasonably possible, but in most cases, must provide the certification within 15 days after requested.

The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects.
- A police or court record; or
- Other corroborating evidence.

Such documentation must be provided if the employee has possession of such a document. The employee can choose which document to submit. FRWRD will not request or require more than one document to be submitted during the same 12-month period leave is requested or taken if the leave is related to the same incident(s) of violence or the same perpetrator(s) of the violence. Similarly, if an employee is unable to return to work for a reason related to the need for leave, FRWRD may request certification from the employee and the employee can choose which document to submit.

All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Effect on Benefits

During an approved VESSA leave, FRWRD will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, FRWRD will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may

be required to reimburse FRWRD for the cost of the premiums paid by FRWRD for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond your control.

Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work.

Employees failing to provide the return-to-work medical certification will not be permitted to resume work until it is provided.

FRWRD will not discriminate, retaliate, or otherwise treat an employee or job applicant unfavorably if the individual involved:

- Is or is perceived to be a victim of domestic, sexual, gender violence, or any other crime of violence;
- Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court or administrative proceeding relating to domestic, sexual, or gender violence;
- Requested or took VESSA leave for any reason;
- Requested an accommodation, regardless of whether the accommodation was granted;
- The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic, sexual, or gender violence against the individual or the individual's family or household member; or
- Exercised any other rights under VESSA.

Reasonable Accommodations

FRWRD supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for FRWRD.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or having a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.

4-23 FMLA (Family & Medical Leave Act)

Basic Leave Entitlement

An employee may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon

return provided that the employee has worked for FRWRD for at least 12 months AND worked at least 1,250 hours in the last 12 months AND at least 50 employees are employed by FRWRD within 75 miles of the employee's work location. The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

The 12-month period in which the 12-week leave entitlement occurs shall be a rolling 12-month period measured backward from the date an employee uses any leave under FMLA. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons:

1. Birth and/or care of a newborn child of the employee;
2. Placement of a child into the employee's family by adoption or by a foster care arrangement;
3. In order to care for the employee's spouse, child or parent who has a serious health condition; or
4. A serious health condition, which renders the employee unable to perform one or more of the essential functions of the employee's position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. Spouses employed by FRWRD who

request leave because of reasons one or two or to care for the employee's parent (but not a parent "in-law") with a serious health condition may only take a combined aggregate total of 12 weeks of leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter, or parent. Qualifying exigencies may include: (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12-month period if the employee is the spouse, son,

daughter, parent, or next of kin of the covered service member. *This single 12-month period begins with the first day the employee takes the leave.* A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

The next of kin of a covered service member is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as the nearest blood relative for purposes of military caregiver leave under the FMLA.

Improper Use of Leave

An employee may not be granted a FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave or take FMLA leave, the employee may be subject to disciplinary action up to and including termination.

Notice of Leave

If the FMLA leave is foreseeable, the employee must give FRWRD at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify FRWRD as soon as practicable and, absent unusual circumstances, in accordance with FRWRD's normal leave procedures as detailed in the Attendance and Punctuality Policy and the General Leave of Absence Policy.

Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. FRWRD, at its expense, may require an examination by a second health care provider designated by FRWRD, if it reasonably doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, FRWRD, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. FRWRD may also require medical recertification periodically during the leave, and employees may be required to present

a fitness-for-duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active-duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active-duty service). FRWRD may also request additional information pertaining to the leave.

Certification for Service Member Family Leave

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, FRWRD may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, FRWRD may also request additional information pertaining to the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, FRWRD may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, FRWRD may request additional information pertaining to the leave.

Substitution of Paid Leave

FMLA leave is unpaid leave. If an employee requests leave for any FMLA-covered reason, the employee will be required to exhaust all available vacation time, and, when

leave is taken due to a serious health condition, all available sick days. The exhaustion of this paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, an employee must comply with the requirements of the applicable paid leave policy.

Benefits during Leave

During an approved FMLA leave, FRWRD will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay the employee's share of the premium. Failure of the employee to pay the employee's share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse FRWRD for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave, the employee will not accrue employment benefits, such as vacation pay and sick pay, etc. Also, during the unpaid portions of FMLA leave, the employee will not receive pay for holidays. Employment benefits accrued by the employee up to the day on which the unpaid FMLA leave begins will not be lost.

Intermittent Leave/Reduced Schedule Leave

In the case of unpaid leaves for serious health conditions, to care for a service member with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt FRWRD's operations. Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, FRWRD may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. If leave is unpaid, FRWRD will reduce the employee's pay based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

For the birth, adoption or foster care of a child, FRWRD and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to the employee's job or an equivalent position without loss of benefits or pay. An employee who took leave because of the employee's own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness for duty release by a doctor prior to being restored to employment. An employee who fails to provide the release will not be permitted to resume work until it is provided.

4-24 Parental Leave

Any eligible employee may take up to four (4) weeks of paid leave following the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care ("Parental Leave") to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. Parental Leave shall run concurrently with FMLA Leave and/or any other unpaid leaves for which the employee is eligible.

Eligibility

To be eligible for Parental Leave, an employee must have worked for the District as a fulltime, regular employee (as defined herein), for a period of at least twelve (12) consecutive months immediately preceding the date of leave. In addition, the employee must meet one (1) of the following criteria:

- Have given birth to a child;

- Be the spouse or committed partner of a person who has given birth to a child; or
- Have adopted or been placed with a foster child under eighteen (18) years of age (other than the child of a spouse).

Leave Provisions

Parental Leave shall be available for a period of twelve (12) months immediately following the birth, adoption, or placement of a child. Any unused Parental Leave will be forfeited at the end of the twelve (12) month period. The fact that multiple births, adoptions, or placements occur within the twelve (12) month period shall not increase the length of Parental Leave. Parental Leave shall be compensated at one hundred percent (100%) of the eligible employee's regular weekly pay. Health insurance and other applicable benefits will continue to be provided to eligible employees during Parental Leave. An eligible employee shall not be paid for any unused Parental Leave upon termination of or other separation from employment.

After Parental Leave has concluded, subsequent leave shall be covered under appropriate District policies, including, but not limited to, FMLA Leave. The balance of FMLA Leave beyond the four (4) weeks of Parental Leave for eligible employees shall be in accordance with Section 4-24 of the Employee Handbook. Employees who are not eligible for Parental Leave may nevertheless be eligible for other leaves and/or benefits provided under this Employee Handbook or as otherwise required by law, including, but not limited to FMLA Leave, Disability Leave, and/or reasonable accommodations under the Americans with Disabilities Act. Nothing herein shall be construed as a limitation or denial of any benefits that an employee would otherwise be eligible for under this Employee Handbook or applicable law.

An eligible employee's right to reinstatement following Parental Leave and/or other subsequent leave shall be as provided in this Employee Handbook and in accordance with applicable federal and state laws and regulations, including, but not limited to, the Pregnancy Discrimination Act.

Notice & Requests

An eligible employee shall notify the employee's supervisor of the need for Parental Leave, including the estimated timing and duration of Parental Leave, and submit a completed Parental Leave Request Form to the Executive Director, or his designee, at least thirty (30) days in advance of the need for Parental Leave. If the need for Parental Leave is not foreseeable, an eligible employee shall notify the employee's supervisor of the need for Parental Leave and submit a completed Parental Leave Request to the Executive Director, or his designee, as soon as practicable. The District may require an employee to provide additional information and/or documents to confirm the employee's eligibility for Parental Leave.

4-25 Unpaid General Leave of Absence

After completion of their introductory period, employees who, for personal or other reasons, wish to request time off, but do not qualify for a leave under another of FRWRD's policies, may request a general leave of absence. This leave of absence is typically granted for a maximum of up to 30 calendar days.

You must apply in writing for this leave of absence and submit your request to your supervisor. Your request should include the reason for the leave, the date on which you wish the leave to begin, the date on which you will return to active employment with

FRWRD and any documentation supporting your need for leave. If the reason for the leave of absence is reasonably foreseeable, you should request the leave at least 30 days in advance.

Unpaid general leaves of absence may be granted or denied at the discretion of the Executive Director, or his designee, based on the facts of each individual case, except as required by applicable law. Vacation and sick time do not accrue while an employee is on an unpaid general leave of absence of two weeks or more. While FRWRD will make every effort to reinstate the employee to the employee's previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed upon is normally regarded as a voluntary resignation. Requests for an extension of a general leave of absence should be submitted in writing to Human Resources prior to the agreed upon return date.

4-26 Civil Air Patrol Leave

An unpaid leave of absence shall be granted to an eligible employee who is a member of the civilian auxiliary of the United States Air Force (Civil Air Patrol) who is performing a civil air patrol mission. To be eligible for Civil Air Patrol Leave, employees must have been employed for at least 12 months and worked for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of this leave. An employee requesting this leave is not required to have exhausted any other leave granted to the employee.

The employee shall give at least 14 days' notice of the intended date upon which the civil air patrol leave will commence, if leave will consist of 5 or more consecutive workdays. When able, the employee shall consult with the supervisor to schedule the leave so as to not unduly disrupt the operations of FRWRD. Employees taking Civil Air Patrol Leave for less than 5 consecutive days shall give the supervisor advanced notice as is practical. The employee must provide certification from the proper Civil Air Patrol authority to verify the employee's eligibility for the civil air patrol leave requested.

Civil Air Patrol Leave allows for up to 15 days of unpaid leave to an employee performing a Civil Air Patrol mission. The employee may elect to substitute available paid vacation and personal days while on a Civil Air Patrol leave. Benefits shall be continued by FRWRD as mandated by State and Federal legislation. An employee returning from Civil Air Patrol Leave will be restored to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.

4-27 Abuse of Leave Policies

An employee who abuses a District leave policy for collecting time off benefits (i.e., sick leave, bereavement leave, time off for voting, blood donor act, etc.) or fraudulently takes leave under any of these leave policies shall be subject to discipline up to and including termination.

4-28 Professional Conferences

An employee desiring to attend professional conferences must request approval from the employee's supervisor prior to the professional conference. The request should be in writing and should include the schedule, registration information and costs.

At the direction of the senior manager or Executive Director, or his designee, employees may be directed to attend in-service courses, workshops, and seminars. Mandatory training occurring outside of a non-exempt employee's work schedule will be paid at the employee's regular hourly rate. Compensable work time will be determined prior to attendance at any of the above by the senior manager and Human Resources.

Employees attending in-service training courses or other conferences may be eligible to use District vehicles when available and approved by the Operations Manager and Executive Director, or his designee.

Employee transportation will be pooled to minimize the number of District vehicles used. Travel by private automobile or public transportation will be held to a minimum and must be authorized by the Executive Director, or his designee.

4-29 Professional Membership Dues

Employees are encouraged to join professional organizations related to their job duties and to take an active part in the activities of these organizations. Upon approval by the Executive Director, or his designee, the District may pay membership dues.

The District may also pay costs for participation in the activities of these organizations, including travel, lodging and meal expenses, to the extent that participation is pre-approved and that funds are available. Travel out of state will be limited to essential meetings deemed necessary by the Executive Director, or his designee, and consistent with Section 5-30.

4-30 IEPA Certification

Treatment Plant Operators are encouraged to obtain and upgrade their IEPA Certification classification. An employee may request information on obtaining a certification after satisfactorily completing the introductory period required of new employees. FRWRD schedules testing and pays all fees associated with taking the examination, up to three (3) times per level of examination. Employees taking the same level of examination after three (3) attempts will be required to pay all fees associated with taking the examination and will be required to use vacation or personal leave.

4-31 CPR/First Aid Training - Immunizations

FRWRD may provide and/or reimburse employees for CPR/First Aid training and beneficial immunizations such as hepatitis, tetanus, etc. See the HR Department for more information.

Section 5 - Other Employee Matters

5-1 Personnel Records Review Act

FRWRD maintains central personnel files for all employees. Such files may include any personnel documents which are, have been or are intended to be used in determining the employees' qualifications or eligibility for employment, promotion, transfer, additional compensation, discharge or other disciplinary action, or other work-related matters. Personnel records are considered confidential and the property of FRWRD.

1. Employee Requests/Inspection of Files

An employee or former employee who has terminated service within the preceding year may, upon request, inspect the individual's own personnel file. Requests must be in writing and sent to Human Resources. Inspection of personnel records shall occur on company premises, during normal working hours, at a time mutually acceptable to the employee and FRWRD. All requests will be honored within seven (7) business days of the request. If FRWRD can reasonably show that such a deadline cannot be met, FRWRD shall have an additional seven (7) business days to comply. Such requests shall be limited to twice annually at reasonable intervals.

Access to files shall be allowed only in the presence of an authorized office employee. Under no circumstance shall an individual have the right to remove the file from the office. After viewing, an employee may obtain copies of the information or documents in the personnel records at their own cost. Upon written request, employees have an unqualified right to examine all written materials which are considered in:

- determining that individual's qualifications for employment,
- making recommendations regarding appointment or non-reappointment, promotion, tenure,
- performance-evaluated salary recommendations, or
- discharge or other disciplinary action.

Documents exempt from examination include:

- letters of reference,
- portions of test documents,
- materials used for management planning,
- medical records,
- records relevant to pending litigation,
- information of a personal nature about a person other than the employee inspecting a file,

- any records alleging criminal activity.

Employees shall be notified at the earliest possible time if their personnel files are subpoenaed in accordance with the law.

2. Disputed Records

If an employee disagrees with any information contained in the personnel file, removal or correction of that information may be mutually agreed upon by the employee and FRWRD. If an agreement cannot be reached, the employee may submit a written statement explaining their position to Human Resources, which will be attached to the disputed portion of the personnel record. This attachment does not imply FRWRD's consent or agreement with the counter-statement. The employee's statement must be included whenever the disputed portion is released to a third party.

3. Third Party Requests

Requests for personnel file information from other than the employee will be handled pursuant to applicable law. Any information not mandated for release by law will be released only with the written consent of the employee.

5-2 Change of Personal Data

An employee must notify the employee's senior manager and Human Resources if there is a change in the employee's name, address, telephone number, marital status*, and number and names of dependents* at any time during the employee's employment.

It is important for the District to maintain current and correct information for insurance purposes or in event an emergency. FRWRD cannot be held responsible for situations resulting from employees withholding correct and accurate information.

** Such information need only be disclosed if pertinent to a benefit received.*

5-3 Requests for Employment Verification/Credit Information

The District will provide verification of employment to financial institutions only if the District receives written authorization signed by the employee, which specifies the information sought.

5-4 Employee Contact Information

Due to the twenty-four (24) hour operation of FRWRD, all employees shall provide to FRWRD a means by which they can be reached via telephone in the event the employee needs to be located for "call back" or emergency work if the need arises. Employees must provide a telephone number to Human Resources and ensure that the number remains up to date.

5-5 Cellular Phone Usage

FRWRD may decide that an employee could better serve the public by means of a District-issued cell phone. Employees in possession of a FRWRD cell phone are

expected to protect the equipment from loss, damage, or theft. If loss, damage, or theft occurs, the employee must notify the employee's immediate supervisor as soon as reasonably possible. FRWRD-issued cellular phones remain the property of FRWRD and must be returned upon resignation or termination of employment, or at any time, the job-related need for a cell phone is no longer required.

FRWRD encourages and promotes cell phone safety for employees who drive for District business, regardless of whether the phone is issued by FRWRD. Thus, employees driving for FRWRD business are expected to refrain from using their phone while driving. If this is not feasible, the use of hands-free equipment is required by Illinois law and FRWRD policy. Furthermore, the following guidelines should be observed:

- Phone calls should still be kept at a minimum.
- Give driving your full attention. Under no circumstances should employees place themselves or others at risk to fulfill business needs.
- Place calls while stopped or have someone place the call for you.
- Avoid intense, emotional, or complicated conversations.
- Assess traffic conditions before making a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
- Ensure that the phone is within easy reach.
- Use memory dial to minimize dialing time.
- Do not take notes or look up phone numbers while driving.
- Do not compose, send, or read electronic messages while operating a motor vehicle.

Employees who are charged with traffic violations resulting from the use of their phone while driving shall be solely responsible to the extent allowed under the law for all liabilities that result from such actions.

FRWRD will not assume any responsibility or cost if an employee's personal cell phone is lost or damaged while the employee is on duty.

5-6 Telephone Usage in General

Employees are expected to exercise discretion in receiving or placing personal calls during work hours, regardless of phone used. Phone use can interfere with employee productivity and be distracting to others. Employees are encouraged to limit personal phone calls and to make any personal calls on non-work time and away from public viewing when possible. Employees should inform friends and family members of this policy. Flexibility shall be provided in circumstances demanding immediate attention.

Good telephone habits are important. They show friendliness, helpfulness, and consideration. Employees must answer all calls promptly and must politely identify the employee's name and FRWRD.

Employee cell and/or home telephone numbers, home addresses, spouse and children names are considered private information. This information is not to be provided to customers or other parties calling into FRWRD without the employee's express consent.

When answering telephones at FRWRD, do not provide any private information about any employee to customers or outside parties. The standard practice should be to take a message and forward the message on to the FRWRD employee. Any questions concerning this policy should be directed to Human Resources, the Executive Director, or his designee.

5-7 Computer Equipment and Telecommunications System

FRWRD maintains for the benefit of its employees and their authorized agents, an extensive system of computer and telecommunications resources, which include, but are not limited to, cellular phones, host computers, file servers, application servers, mail servers, fax servers, communications servers, workstations, standalone-computers, laptops, software, and internal or external computer and communication network (including internet, and email systems) that are accessed directly or indirectly from the FRWRD's computer facilities (collectively, "information systems"). All such information systems, and all communications and stored information transmitted, received, or contained in FRWRD's information systems are FRWRD property and are to be used primarily for job-related purposes during working time.

FRWRD employees, officials, their agents, and all other authorized users are expected to use FRWRD's information systems in an efficient, effective, ethical, and lawful manner for legitimate and authorized FRWRD business. Users should not have an expectation of privacy in anything they create, store, send, or receive on FRWRD information systems. The term "user" refers to all employees, officials, independent contractors, and other persons or entities authorized to access or use FRWRD's information systems.

FRWRD has the right to monitor any and all aspects of its information systems, including, but not limited to, monitoring sites visited by users on the Internet, reviewing material downloaded or uploaded by employees, and reviewing email sent and received by users. Furthermore, the District, in its discretion as owner of the information systems, reserves and may exercise the right to access, retrieve, and delete any matter stored in, created, received, or sent over such systems, for any reason and without the permission of the employee.

In order to maintain network and information security, the sharing or misuse of passwords is prohibited. Employees are responsible for protecting the confidentiality of their password(s). Passwords should not be written down or left in places that they are accessible to others.

Employees are prohibited from accessing files or retrieving any stored communication without prior authorization. No employee may use a password unknown to FRWRD. Employees may be required to disclose passwords or codes to FRWRD to allow access to the systems.

The use of personal passwords, assigned to or selected by the employee, is not grounds for an employee to claim privacy rights in the information systems or any data or content stored therein. FRWRD reserves the right to override personal passwords.

Unauthorized disclosure of privileged or confidential information to external parties, unauthorized individuals within the District, or through inappropriate channels, such as social media, is strictly prohibited.

Employees are encouraged to communicate and share privileged or confidential information only within the authorized communication channels and platforms established by FRWRD.

Employees who become aware of any unauthorized disclosure of privileged or confidential information are obligated to report it to the Executive Director, or his designee. Whistleblower protection will be provided to those who report such incidents in good faith.

Employees must respect all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including FRWRD's own copyrights, trademarks, and brands.

Employees should be aware that deletion of any email message or file does not actually eliminate the message or file from the system. All email and other messages are stored on a back-up system in the normal course of data management.

The District's conduct policies, including the policy against sexual or other harassment, apply fully to the use of FRWRD's information systems, and any violation of those policies is grounds for discipline. Therefore, no messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, sexual orientation, age, national origin, disability of any other classification protected by applicable law. Likewise, employees are prohibited from using FRWRD's information systems to access or store sexually oriented messages, images, or other type of files.

5-8 Hardware and Software Standards

All computer software and hardware purchases must meet District standards and quality requirements and must be compatible with other District computer equipment and software. Computer software and equipment purchases are prohibited without the prior approval of the Executive Director, or his designee.

Computer users should contact the District's I&C Specialist for technical support.

5-9 Employee-Owned Hardware and Software

The District prohibits the use of employee-owned computer hardware and software inside a District facility without supervisory preapproval, and its IT personnel are not required to provide support for such products. Where required for a particular job, the senior manager shall follow established procedures to obtain/provide the necessary equipment or software for District uses.

Installation of non-approved software and/or making changes to District computer hardware, software or system configuration is prohibited without prior approval from the Executive Director or his designee. Further, such software or files should not be stored on District computers or disk storage shared with others electronically. If such files are found in the course of routine computer assistance or audits, the District reserves the right to remove program or data files that violate this policy.

5-10 Remote Access

Employees may periodically need to conduct District business from home or remote business locations. Remote connectivity to District computer systems can be provided for business purposes.

Only the account's "owner" may remote access the account. Employees are expected to maintain security of their account and should not endanger District systems and/or data by providing access to unauthorized individuals.

5-11 Email

Employees should be courteous to other users of the information systems and conduct themselves in a professional manner towards co-workers, business partners, or members of the public. Emails are sometimes unintentionally misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email and other electronic communications with no less care, judgment, and responsibility than they would use for letters or internal memorandum written on District letterhead.

Employees who create an FRWRD profile/email account on their personal devices without permission (or who refuse to delete their FRWRD profile/email account on their personal devices when asked to do so) will automatically have their devices reset to factory default by FRWRD. This setting will delete all FRWRD information from their devices but will also delete any and all personal information (including, but not limited to, apps, contacts, pictures, videos, etc.) as well.

5-12 Internet Access

Users may be granted access to the Internet to assist them in performing their jobs. This access is provided for use in carrying out the District's business and should not be used for non-professional, illegal, or unethical purposes.

The District may choose to block access to sites that it believes have no business value; failure to block access to a site is not to be construed as implied endorsement of that site.

5-13 Social Media

Social media is defined as: blogs, other types of self-published online journals, and collaborative Web-based discussion forums including, but not limited to, LinkedIn, Facebook, Instagram, Pinterest, TikTok, and X (formerly Twitter).

General Rules and Guidelines:

The following rules and guidelines apply to the use of social media, whether such use is for FRWRD on District time or for personal use during non-working time. Using FRWRD equipment to access social media sites is also governed by the information systems-related policies above. Employees should also refer to those policies before accessing such sites via FRWRD's equipment. These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential FRWRD matters through the use of social media, such as FRWRD's trade secrets, strategic business plans, confidential FRWRD financial information, business contracts, and other proprietary and nonpublic FRWRD information.
2. Employees cannot use social media to harass, threaten, bully, or discriminate against co-workers, supervisors, customers, vendors or suppliers, any organizations associated or doing business with FRWRD, or any members of the public, including website visitors who post comments. FRWRD's anti-harassment and EEO policies apply to use of social media.
3. Employees should respect all copyright and other intellectual property laws. For the District's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including FRWRD's own copyrights, trademarks, and brands.
4. Do not use District email addresses to register on social networks, blogs, or other online tools utilized for personal use.
5. Do not create a link from your blog, website, or other social media site to a District website without identifying yourself as a District employee.
6. This policy is not designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, any other Section 7 rights under the National Labor Relations Act, or any rights under the Illinois Labor Relations Act. Employees have the right to engage in or refrain from such activities.

FRWRD-Sponsored Social Media

FRWRD-sponsored social media is used to convey information about FRWRD's facilities and services; advise the public about upcoming events; obtain public feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; and issue or respond to breaking news or respond to negative publicity.

All such FRWRD-related social media is subject to the following rules and guidelines, in addition to the rules and guidelines set forth above:

1. Only employees designated and authorized by FRWRD can prepare content for or delete, edit, or otherwise modify content on FRWRD-sponsored social media. FRWRD-sponsored social media accounts are owned by FRWRD. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in

them. Employees who create or are provided access to FRWRD-sponsored social media accounts must provide FRWRD with all passwords and/or log-in information to such accounts immediately upon FRWRD's request and must transfer "manager" or "owner" status (as defined by the particular social media site) upon FRWRD's request.

2. Designated employees are responsible for ensuring that FRWRD-sponsored social media conforms to all applicable FRWRD rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates FRWRD's EEO and/or anti-harassment policies.
3. Employees who want to post comments in response to FRWRD-sponsored content must identify themselves as employees.

Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to employee use of social media on the employee's personal time.

1. Employees who utilize social media and choose to identify themselves as employees of FRWRD may not represent themselves as spokespeople for the District. Accordingly, employees are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of FRWRD or of any person or organization affiliated or doing business with FRWRD.
2. Employees may not advertise or sell FRWRD products or services through social media.

FRWRD Monitoring

FRWRD reserves the right to monitor employees' public use of social media, including but not limited to statements or comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using FRWRD equipment and facilities for any purpose, including the use of social media. FRWRD reserves the right to monitor, review, and block content that violates FRWRD's rules and guidelines.

Violations

FRWRD will investigate and respond to all reports of violations of FRWRD's rules, guidelines, or policies. Employees are urged to report any violations of this policy to Human Resources. A violation of this policy may result in discipline up to and including termination of employment.

5-14 Appearance Standards

FRWRD adheres to the philosophy that its employees are representatives of the organization and, as such have a responsibility to project a professional appearance in a business setting. Reasonable dress standards, grooming and personal cleanliness contribute to the morale of all employees and affect the District's image. Each FRWRD employee is therefore expected to dress appropriately according to the requirements of the employee's position in order to promote a safe working environment and to project a professional image to the public, as well as fellow workers.

The wearing of shorts, skirts or tennis shoes is not permitted for any employees exposed to heavy or mechanical equipment.

Non-uniformed Employees: FRWRD utilizes a business casual standard for all non-uniformed employees. FRWRD defines business casual attire using the following guidelines:

- All clothing should be clean, pressed and wrinkle free, and not excessively worn or faded. Men's shirts must be tucked in, and trousers should be worn with a belt.
- Dress slacks, trousers, cotton, or khaki-type slacks, (skorts, culottes and capris pants that are part of a professionally styled outfit are generally considered acceptable) can be worn. Jeans that provide a proper fit and are clean and neat with no holes and finished tailored hems (not torn, frayed, or excessively faded) are also acceptable. All pants or skirts are to be worn at an appropriate waist or hip level; any clothing that allows underwear to show is strictly prohibited.
- Collared shirts/blouses, knit tops/shirts, polo-style shirts, sweaters, casual dresses, skirts and sleeveless blouses and sweaters are acceptable. Tank tops or spaghetti strap tops must have an overshirt or be worn with a jacket.
- Loafers, casual shoes, dress shoes/boots, flats, heels, pumps, and career/dress sandals are acceptable.

While work at FRWRD facilities may provide the opportunity for attire that is more casual, there may be times when job functions, such as business meetings, dictate wearing business attire. Jackets, blazers, sweaters, and ties are recommended to be available for unplanned meetings, etc.

Unacceptable Clothing/Accessories:

- Clothing that is wrinkled, torn, frayed, or dirty.
- Excessively worn, faded, frayed, or bleached jeans.
- Overalls.
- Sweatpants, warm-up or jogging suits and pants, or spandex or other form-fitting pants.
- Excessively short skirts/dresses.

- Muscle shirts, T-shirts, or clothes with graphics or lettering larger than one inch. This restriction shall not be considered to apply to shirts with FRWRD logos or those of work-related professional or training organizations of which the employee is a member.
- Revealing clothing (visible midriff, see through clothing, crop tops or low-cut tops that expose excessive cleavage).
- Flip flops, pool shoes, sport sandals or crocs.
- Shoes that are heavily worn, damaged or dirty.

Neither of the above lists is intended to be all inclusive. Rather, these items should help set general parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed.

Employees are also prohibited from wearing or maintaining in their workspace any type of strong-smelling substance, including but not limited to, perfumes, after shaves, colognes, potpourri, or other such substances. Employees are expected to maintain appropriate hygiene standards while at work or performing FRWRD work.

Employees in violation of this policy may be sent home (without pay) and instructed to return in clothing that is more appropriate. Additional disciplinary action may be taken for repeated violations.

Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the FRWRD's necessity to present a professional appearance to the public.

5-15 Work Uniforms

The District will pay the cost of renting and cleaning of work clothes in quantities and type for those employees as determined to be appropriate by District management.

Employees in the Operations and Maintenance Departments are required to wear a standardized uniform while on the job as a means of visual identification to the public. FRWRD shall provide said uniforms upon appointment, and replacement uniforms will be provided as needed as determined by the senior manager. Other work clothing, which may include hats with District logo, lab coats, foul weather gear, ear plugs, hard hats, work gloves, safety glasses and other safety gear, are provided as needed. Employees are expected to provide reasonable care and maintenance of the clothing and work gear and may be charged for the loss or damage of these items when due to neglect or carelessness.

Employees may be required to purchase steel-toed safety boots or shoes. Reimbursement allowance is given to the employee after satisfactory completion of the introductory period. In addition, an annual allowance may be provided for the purchase of replacement shoes or boots. Employees should contact their supervisor or Human Resources for information regarding the allowance.

All employees who are provided with uniforms or work clothing as set forth above are required to wear these uniforms and work clothing, unless this requirement is expressly

waived by the senior manager. Clean uniforms should be worn daily. All shirts are to be tucked in, and trousers should be worn with a belt. If a typically uniformed employee is permitted by their senior manager to wear non-uniform attire when performing job tasks, the employee shall follow the standards established for non-uniformed employees.

Upon termination, employees are required to return all rented uniforms and work clothing in reasonable condition. **Employees will be responsible for the cost of all missing, damaged, and non-returned items.**

5-16 Customer/Public Relations

Customers are the District's most valuable assets. Every employee represents the District to our customers and the public. The way we do our jobs presents an image of the entire District. Customers judge the District by how they are treated with each employee contact. Therefore, our first business priority is to assist any customer or potential customer.

All personal contact with the public, including phone contact and written communication is a reflection of not only you but also of the professionalism of District staff. All contact with the public should be courteous, friendly, and helpful, regardless of their status as a customer, vendor, or representative of another agency.

5-17 Visitors

To provide for the safety and security of employees and the District facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbance.

For safety and security reasons, family and friends of employees are discouraged from visiting, except for prearranged tours to give the employees an opportunity to educate family and friends about the nature of the employee's work. Employees are responsible for the conduct and safety of their visitors; all visitors must adhere to FRWRD safety rules and regulations.

If an unauthorized individual is observed on District premises, employees should immediately notify their supervisor, or if necessary, direct the individual to the Administrative offices. If an unauthorized visitor refuses to leave the property, staff should contact the appropriate police authority to have the individual escorted from the premises.

5-18 Workplace Security and Inspections

In order to: 1) safeguard the property of employees and FRWRD; 2) help prevent the possession, sale, and use of illegal drugs on FRWRD's premises and keep with the spirit and intent of FRWRD's substance abuse policy; and 3) help prevent the possession of unauthorized weapons on FRWRD's premises, FRWRD reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from FRWRD's property. In addition, FRWRD reserves the right to search any employee's office, desk, files, locker, or any

other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of FRWRD and are issued for the use of employees only during their employment with FRWRD. Inspections may be conducted at any time at the discretion of FRWRD.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection will be subject to disciplinary action, up to and including termination. The right to search is also applicable to FRWRD's information systems.

5-19 Workplace Monitoring

Workplace monitoring may be conducted by FRWRD to ensure quality control, employee safety, security, and customer satisfaction.

FRWRD may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, detect theft, and misconduct, and discourage or prevent discriminatory acts of harassment and workplace violence.

As the District is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

5-20 District Equipment/Property

In the course of employment, an employee may be issued FRWRD equipment, or property such as keys, tools, flashlights and the like. No employee shall use the District's property, including without limitation, its facilities, vehicles, equipment, tools, supplies, for any non-work-related purposes.

Breakdown or malfunctioning of any FRWRD equipment shall be promptly reported to the senior manager. Disposal or destruction of deteriorated items must be first approved by the senior manager. All such actions are to be communicated to the Finance Manager so as to enable the District to maintain accurate inventory and appraisal records. The District expressly prohibits the use or removal of scrap material by employees for personal use or profit.

Theft of FRWRD property may subject an employee to disciplinary action up to and including termination.

Upon termination of employment, all District equipment and keys must be returned to the District office or the employee's senior manager. Employees will be responsible for any lost or damaged items.

5-21 Identification Cards

All regular full-time and regular part-time employees and any other employee designated by the Executive Director, or his designee, will be issued an identification card upon completion of the introductory period or as soon thereafter as may be scheduled. This card must be in the employee's possession at all times during work

hours. Upon termination of employment, the card must be returned to the District Office or the Employee's Supervisor.

5-22 Bulletin Boards

FRWRD's bulletin boards are used to communicate official government information on equal employment opportunity, wage and hour, health and safety, and other issues. They are also used to communicate information regarding FRWRD policy and its business and announcements, including but not limited to job postings, safety rules, health items, benefit programs and notices regarding special events.

Employees are responsible for checking bulletin boards on a regular basis, so they are aware of new materials.

Employees may not post, tape, tack, or affix in any way any form of literature, printed or written materials, photographs, or notices of any kind on FRWRD bulletin boards or their glass coverings, on the walls, or anywhere else on FRWRD property. FRWRD's bulletin boards may not be used by employees or outside parties for the posting of commercial notes and advertisements, announcements and witticisms, sales of personal property, or any other matters. Violation of this policy will be grounds for disciplinary action, up to and including termination.

5-23 Housekeeping/Eating Areas

Employees are expected to cooperate in meeting FRWRD's objective to make FRWRD a pleasant working environment. Please be considerate of others by keeping all work areas and designated eating areas neat and clean. All employees are required to clean and store away their own dishes and place litter in receptacles before leaving eating areas.

FRWRD endeavors to provide adequate eating areas, separated from the employee's normal areas of work. Employees are urged to use the designated eating areas for lunch and breaks while consuming food and drink. Only those employees whose workstation is out of the public view may observe their lunch and/or breaks at their respective work area.

5-24 Recycling

The District supports environmental awareness by encouraging recycling and waste management in its business practice and operating procedures. This support includes a commitment to the purchase, use and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Whenever possible, employees of the District are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the market for recyclable materials.

If you have questions, new ideas, or suggestions for the recycling program, contact the Operations or Maintenance Superintendent.

5-25 Gifts

No Employee, and no spouse or immediate family member living with an employee shall intentionally solicit or accept any gift from a prohibited source. For purposes of this policy, the following definitions apply:

1. Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an FRWRD officer or employee.
2. Prohibited source means any person or entity who: (1) is seeking official action by an FRWRD officer or employee, or by the officer or another employee directing that employee; (2) does business or seeks to do business with the officer or an employee, or with the officer or another employee directing that employee; (3) conducts activities regulated by the officer or an employee, or by the officer or another employee directing that employee; or (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

Employees are permitted to accept the following:

- Food or refreshments not exceeding \$75 per person in value on a single calendar day provided that the food or refreshments are consumed on the premises on which they are purchased or prepared or catered;
- Any item(s) from a prohibited source during any calendar year having a cumulative value of less than \$100;
- Gifts from “relatives” as that term is defined in FRWRD Ord. No 731;
- And other exceptions set forth in Section 10-2 of FRWRD Ord. No 731.

This policy is not violated if the recipient of a gift under this policy promptly takes reasonable action to return a gift from a prohibited source to the source or gives the gift or its monetary value to an appropriate charity that is exempt from taxation under Section 501(c)(3) charity under the Internal Revenue Code.

In the event an employee is uncertain whether any situation involves the solicitation or acceptance of a gift from a prohibited source in violation of this policy, the employee should consult FRWRD Ordinance No 731 or discuss the situation with the Executive Director, or his designee,.

5-26 Political Activities

No employee shall intentionally perform any prohibited political activity during any compensated time (other than vacation or personal time off), or intentionally use any property or resources at FRWRD in connection with any prohibited political activity. Officers and employees of FRWRD may not intentionally require an employee to perform any prohibited political activity as part of that employee’s duties, as a condition of employment or during any compensated time off. No employee shall be required at any time to participate in any prohibited political activity in consideration for that

employee being awarded additional compensation or any benefit nor be awarded additional compensation or benefit in consideration for the employee's participation in any prohibited political activity. Nothing in this policy prohibits an employee from activities that are permissible for an employee to engage in as part of the employee's official duties, or activities that are undertaken by an employee on a voluntary basis, which are not prohibited by this policy.

For purposes of this policy, the following definitions apply:

1. Compensated time means any time worked by or credited to that employee that counts toward any minimum work time requirement imposed as a condition of the employee's employment. It does not include designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence.
2. "Prohibited political activity" means:
 - a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes for or against any referendum question.
 - e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - f) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
 - g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
 - h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
 - i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
 - j) Preparing or reviewing response to candidate questionnaires.

- k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- l) Campaigning for any elective office or for or against any referendum question.
- m) Managing or working on a campaign for elective office or for or against any referendum question.
- n) Serving as a delegate, alternate, or proxy to a political party convention.
- o) Participating in any recount or challenge to the outcome of any election.

In the event an employee is uncertain whether any situation involves political activities during compensated time in violation of this policy, the employee should consult FRWRD Ordinance No. 731 or discuss the situation with the Executive Director, or his designee,.

Employees who violate this policy may be subject to disciplinary action up to and including termination. Employees may also be subject to criminal and monetary penalties as set forth in Section 25-1 of FRWRD Ordinance No 731.

5-27 District Representation

No employees shall:

1. Give any written, verbal or signed statement on behalf of FRWRD at any time regarding District Policies; or
2. Arrange any tours of FRWRD property, or make any speaking engagements on behalf of FRWRD, unless approved by the Executive Director, or his designee,.

Any violations of this policy without the express written permission of the Executive Director, or his designee, may be grounds for appropriate disciplinary action, up to and including termination.

5-28 No Solicitation/No Distribution

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch or other breaks) may not solicit or distribute literature or printed material of any kind to employees who are on working time.

Non-employees are likewise prohibited from distributing material or soliciting employees on FRWRD's premises at any time.

5-29 Educational Guidelines/Tuition Reimbursement Program

All regular full-time and regular part-time employees that 1) are in good standing; 2) have successfully completed the introductory period; and 3) are not in a probationary

status may be eligible to seek tuition reimbursement to improve their job skills and abilities as pertinent to their District position.

All tuition reimbursement is subject to preapproval of the Executive Director, or his designee, and as long as budget funds are available.

Application to participate in the program shall be made no less than two weeks before the start of the course. An employee who wishes to participate in the program must fill out a Tuition Reimbursement Application and submit it to the employee's supervisor for preliminary approval and to the Executive Director, or his designee, for final approval.

If an employee's request is approved, the total amount of approved reimbursement will be indicated on the form and communicated to the employee.

Upon completion of the course(s), the employee will submit the original, approved Tuition Reimbursement Application, along with an official grade notice; paid itemized receipt for tuition fees and book costs from the school showing satisfactory (grade of "C" or better). If a specific grade is not issued, then proof of satisfactory completion must be submitted.

Course(s) will be approved based upon how the course(s) relates to the employee's job. The basic premise for course approval is the effect taking such a course will have on the employee in enhancing or upgrading the employee's job performance or increasing the employee's promotional opportunities.

The following types of training may be eligible to receive tuition reimbursement:

- Courses designed to increase one's skill or trade;
- Undergraduate or graduate courses taken at an accredited state or private college or university creditable towards an approved degree program related to the employee's current or potential future job;
- Courses towards certification through continuing education units (C.E.U.'s);
- Continuing education courses in an employee's job-related field;
- College Level Examination Programs (CLEP); and
- Licensing classes, exams or other appropriate courses in a field connected to the line of work of the employee.

Individual non-degree courses will be approved on a case-by-case basis as to their relevance to the enhancement of an employee's position. Courses approved under the program will be paid on a reimbursable basis.

Employees shall not attend education courses during working hours unless such attendance is approved by the Executive Director, or his designee. Online studies should only occur during scheduled breaks. Employees will not be paid for hours in which they attend courses covered by this policy.

The annual individual cap for educational reimbursement may not exceed 10% of an employee's established gross annual wages (up to a maximum of the prevailing IRS maximum for the calendar year).

No employee will receive tuition reimbursement if the cost for taking the course is already covered by or paid for by another tuition assistance or scholarship grant source.

If FRWRD terminates an employee for cause prior to completion of the educational course or if the course was not previously approved by FRWRD, then no tuition reimbursement will be made to the employee from FRWRD.

In addition, employees voluntarily separating from service within three months of receipt of a tuition reimbursement payment for a class voluntarily taken shall repay FRWRD the entirety of the tuition reimbursement.

This program does not cover other types of training such as conferences, conventions, workshops, or seminars which are covered by a separate program and/or budget account or any training that is required by FRWRD as a condition of employment.

5-30 Business Travel Expenses

In an effort to advance the training and professionalism of its staff, FRWRD may authorize attendance at certain job-related seminars or conferences requiring employees to travel beyond their offices or locations of normal work activities.

Employees should submit a Travel Request form prior to travel for approval. All travel must be approved in advance by the Executive Director, or his designee. Upon approval, each employee is responsible for making the employee's own travel arrangements. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing the business travel objectives will be reimbursed subject to the provisions listed below:

Registration Fees: The District will issue a Purchase Order or pay registration expenses directly to the host association or organization whenever possible. Preapproved registration fees charged for conventions, seminars, meetings, etc. are reimbursable expenses when employees attend in their capacity as District employees.

Transportation: Whenever possible, employees shall use District-owned vehicles for transportation. Employees must receive the Operations Manager's pre-authorization for any trips with a District vehicle outside of a two-hundred fifty (250) mile radius and/or outside the State of Illinois. Transportation will be pooled to minimize the number of District vehicles used. Travel by family members/companions and/or guests in District vehicles must have prior approval by the Executive Director, or his designee.

Use of a personal vehicle when authorized for District business shall be reimbursed at a rate per mile as provided by the Internal Revenue Service. Rental vehicles may be used when determined to be operationally and economically advantageous.

When an employee wishes to take vacation time in conjunction with work-related travel, and requests to use a personal or rental vehicle, reimbursement will be limited to the actual miles traveled on District business at the established reimbursement rate, or the

District's cost for coach airfare, plus reasonable and documented parking charges at the destination.

Airfare or train fare is limited to "coach" or "economy" class or the lowest available fare.

Taxi or rental cars will be reimbursed for travel between hotel and conference only if the distance exceeds ½ or .50 mile and a shuttle service is not provided.

Lodging: When attending training sessions or conferences, the designated or sponsor hotel is typically an acceptable choice. When such is not available or exceeds \$200.00 per night, it is expected that a moderately priced hotel will be chosen. If the attendee desires to have accommodations other than those reserved for the event, they will be responsible for any charges in excess of the applicable conference rate. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned business, complete training, or attend a conference (example: a conference opens at 8:00 A.M. Monday and closes Wednesday at 12:00 P.M. only those lodging expenses Sunday night through Tuesday night will be paid; an additional day of lodging will be allowed for conferences that end after 12:00 P.M.). If an employee chooses to arrive earlier or stay later, the additional lodging and other related expenses are the employee's responsibility and separate bills should be requested. Lodging costs may be paid when an extra night is included to take advantage of lower airfare when the total of the airfare with the extra lodging is less than the airfare without the extra night of lodging.

If an employee's family member, companion and/or guest shares the lodging, reimbursement shall be limited to a reasonable single occupancy rate, based on rooms and the rate available. Any expenses attributable to additional family members, companions, or guests, such as cribs, rollaway beds etc. are at the employee's expense.

Sharing of rooms is not required when more than one employee travels to the same destination.

No lodging expenses shall be reimbursed for meetings or training sessions or one-day trips to a nearby locale (within 50 miles of FRWRD) unless it can be demonstrated that it is impractical for an employee to commute due to late evening or early morning sessions.

Meals: Meal allowance reimbursements will be based on the Internal Revenue Service current guidelines for the standard meal allowance to the location traveled. The standard meal allowance is reviewed and published annually by the IRS. Tips and gratuities related to meals are included in the per diem rate. Gratuities exceeding 15% will be charged to the employee. Reimbursements shall be made only to the extent of actual expenses for that day, not to exceed the standard meal allowance. Where conference registration fees include one or more meals, the per diem allowance will be reduced by the appropriate amount.

Meal allowances for the day of departure and day of return will be prorated based upon the number of meals required away from home. Breakfast is twenty (20%) percent, lunch thirty-five (35%), dinner forty-five (45%). Similarly, when an employee is not required to be away overnight, but the travel begins before 6:00 A.M. and extends beyond 5:00 P.M. reimbursements for meals will be based on the prorated amounts.

Reasonable expenses for District-related business meals shall be reimbursed when the purpose of such meals is to facilitate District business. It may also be appropriate to accept an invitation of another official (not employed by the FRWRD) or vendor when it may facilitate District business. Discretion should be exercised, as to the reasonableness and relation to District business.

Miscellaneous Expenses: FRWRD will reimburse reasonable expenses for tolls, hotel parking fees, airport parking fees, shuttle or airport bus services, and subway or other public transportation costs. FRWRD will reimburse reasonable limousine or taxi fares only when there is no less expensive alternative. Telephone expenses are reimbursable only when incurred for District business.

Non-reimbursable expenses: The following specific expenses are considered personal and non-essential and will be charged to the employee: flight/trip insurance; laundry/dry cleaning, personal care items, purchases from in-room mini bars, room service, in room movies/video, valet services, incidental expenses for family members, companions and/or guests, side trips, entertainment or alcoholic beverages.

In all cases, receipts will be required to substantiate reimbursement. A detailed Travel Expense Report of monies spent shall be submitted to the Executive Director, or his designee, for review and approval within thirty (30) days of incurring the charge.

In any situation where extraordinary travel expenses are incurred or where this policy does not address a specific situation or places a hardship on an employee if enforced, the Executive Director, or his designee, may authorize an exception. Expenses that exceed the maximum allowed under the regulations may only be approved by roll call vote at an open meeting of the governing board.

Payment for Travel Time: Non-exempt employees selected to attend out-of-town conferences or seminars should consult with the Human Resources Department to determine which time will be considered compensable as "hours worked."

Work Schedule: An employee's normal workweek may be temporarily changed to an alternate schedule to accommodate for travel time and conference attendance.

Section 6 - Safety and Security

6-1 Workplace Violence Prevention

FRWRD has a zero-tolerance policy towards violence in the workplace.

Workplace violence includes, but is not limited to harassment, threats, physical intimidation, physical attack, or property damage. It is the policy of FRWRD to expressly prohibit any acts or threats of violence by a FRWRD employee against any other employee in or about the District facilities or elsewhere at any time.

FRWRD also will not condone any acts or threats of violence either against or from vendors, contractors, sub-contractors, consultants, or other visitors on District property at any time or while they are engaged in business with or on behalf of FRWRD, on or off the District premises or elsewhere at any time.

Threats of violence, whether verbal or by action, shall be treated seriously and will not be tolerated. Such threats constitute misconduct and shall be cause for disciplinary action, including immediate termination.

To ensure that FRWRD's objectives in this regard are attained, it is the commitment of FRWRD:

1. To provide a safe and healthful work environment.
2. To take prompt remedial action up to and including immediate termination, against any employee who engages in threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening gestures or language, including via email.
3. To take appropriate action when dealing with former employees, vendors, consultants, or other visitors to FRWRD facilities who engage in such behavior. This action may include notifying the appropriate law enforcement agency.
4. To prohibit employees, former employees, vendors, consultants, and other visitors from bringing firearms or other weapons onto District property, in accordance with the Illinois Firearm Concealed Carry Act.
5. To establish security measures to ensure that FRWRD facilities are safe and secure to the extent possible and to properly handle access to FRWRD facilities by the public.

Employees who become aware of any threat or act of physical violence, intimidation, or inappropriate behavior, whether by an employee or non-employee, are obliged to immediately report such action to their immediate supervisor, Human Resources, the Executive Director, or his designee,. Employee reports will be held in confidence to the extent possible. FRWRD will not condone any form of retaliation against an employee for making a good faith report under this policy.

Any employee who applies or obtains a protective or restraining order which lists FRWRD premises as being protected areas should inform Human Resources and provide FRWRD with a copy of the order.

6-2 Weapons

Possession of weapons of any kind on District premises or while on duty is strictly prohibited. For purposes of this Handbook, “weapons” include, but are not limited to: knives (other than tools or pocket tool-type knives), firearms, explosives, and martial arts instruments. Legal personal protective spray is permitted. However, an employee who uses spray to harm another person, other than for self-protection in a situation of obvious danger, may face disciplinary action, up to and including termination.

The District prohibits all persons who enter District property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind, regardless of whether the person is licensed to carry the weapon or not.

6-3 Safety Regulations/Safety Equipment

All employees of the District will observe proper safety regulations as established by the Executive Director, or his designee. Employees assigned safety equipment, safety glasses, and work clothes shall wear or use such items at all times, as prescribed in the District Safety Manual. Failure or refusal to observe safety regulations or use safety equipment (i.e., hard hat, safety glasses, earplugs, air masks, etc.) will result in disciplinary action, which may include suspension without pay or immediate dismissal.

Any safety equipment purchased by an employee for personal use must be inspected and approved by the District Management.

6-4 Earphone Devices/Headphones

Except as approved by the Executive Director, or his designee, or during break and lunch periods, employees shall not use earphone devices during work hours due to safety concerns and to ensure effective communication.

6-5 Hazardous Working Conditions

An employee who observes a working condition which is considered hazardous or unsafe must report the condition to the employee’s immediate supervisor. If corrective action is not taken within a reasonable period, the employee must report the condition observed to the Executive Director or his designee. FRWRD will not take reprisals against an employee who comes forth with a safety recommendation or refuses to operate any equipment or work in an area the employee reasonably feels is unsafe.

6-6 Work-Related Accidents/Incidents

All accidents/incidents, especially those that result in injury, must be reported immediately to the nearest available supervisor, regardless of how insignificant they may appear. Such reports are necessary to comply with federal and state laws and initiate insurance and workers’ compensation procedures. If an accident/incident results in injury, as soon as practicable (typically within the first day), the employee should complete FRWRD’s “Report of Injury” form. The form should include a clear description of the incident that caused the injury or illness, the nature of the injury and the names of any witnesses present at the time the incident occurred. The employee must sign the form and submit it to the employee’s senior manager. Failure to immediately report an accident/incident may result in discipline, up to and including termination.

Upon notification of an on-the-job injury or illness, the supervisor shall:

- Make certain the employee seeks and receives proper medical attention. If employer services are not available, coordinate transport to a local medical facility with Security. In case of emergency, follow the standard procedures established at each worksite.
- Investigate and document the nature of the incident, including any witnesses. Apparent unsafe conditions should be reported to Security and the offices.
- Review the "Report of Injury" report submitted by the injured individual, and then submit the document to Human Resources.
- If the injured individual cannot complete the report, please review, update, and send a copy of the report to Human Resources.
- If the employee is not able to complete the standard workday, the timecard should be marked to indicate the employee worked the full shift. However, the supervisor should make a note of the time the employee actually did not work for record purposes.
- Work with the employee, Human Resources, any third-party administrator and medical personnel in a good-faith effort to return the employee to work. In some cases, a job may be temporarily re-structured to accommodate the recovering employee.
- Make certain the employee secures the appropriate medical release(s) to return to work.

6-7 Workers' Compensation

FRWRD carries Workers' Compensation insurance that by law provides for employees experiencing occupational disabilities through accidents or illness arising out of and in the course of employment. Such coverage may include medical bills, lost time, and disability. Eligibility for lost time payments begins only after the third (3rd) day of the injury. Employees may use accrued sick time if available to cover the first three days.

As FRWRD does not wish that employees suffer undue hardship for work-related illness or disability, employees who have accumulated sick leave may use sick leave while out due to a work-related injury or illness to pay the difference between the employee's regular pay and the workers' compensation payments, less normal deductions, provided the employee desires to use accumulated sick leave in this manner.

FRWRD will continue to pay the employer's share of the costs of insurance benefits for the duration of absence up to two years. The employee will be billed for the employee's portion of the applicable premiums. No employee will accumulate additional vacation or sick leave, nor will any employee be entitled to holiday pay for any holiday occurring while off from work.

A Workers' Compensation Leave of Absence is a FMLA and a General Leave running concurrently. Any time off will be charged against the 12-week FMLA allotment. Please consult the FMLA policy for all the details.

Returning to Work

FRWRD strives to assist employees to return to work at the earliest possible date following an injury or illness. A return-to-work program has several benefits for both the employer and employees by minimizing time lost from work.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be directed to Human Resources (HR).

The policy applies to regular full- and part-time employees who are on leave as a result of injury or illness and who are receiving workers' compensation benefits.

FRWRD defines "transitional work" as temporary, modified work assignments within the worker's physical abilities, knowledge and skills.

When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. FRWRD cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

In the event an employee refuses transitional work (outside the employee's FMLA benefits period) and the employee satisfies the restrictions and ability to perform the transitional position, FRWRD is not obligated to provide an alternative position. In such cases, FRWRD will notify the insurance carrier of the employee's refusal of the transitional work.

To obtain a transitional assignment the employee must request a return-to-work form and a job description form from HR and provide them to the employee's health care provider for completion.

If the health care provider releases the employee to return to work on modified duty and has completed the return-to-work and job description forms, the employee should return the forms to HR within 24 hours or as soon as practicable. The employee cannot return to work without the release from a health care provider.

HR will review the return-to-work form and determine a transitional position for the employee if appropriate and transitional work falls within business needs. A transitional position job description, including physical requirements, will be prepared for review and approval by the employee's health care provider.

Transitional positions are developed based on the physical capability of the worker, the business needs of the company and the availability of transitional work. FRWRD will determine appropriate work hours, shifts, duration and locations of all work assignments. FRWRD reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

It is the responsibility of the employee to provide HR with a current telephone number and address, so the employee may be contacted. The employee must notify HR immediately of any and all changes in medical conditions.

It is the responsibility of the employee and the employee's supervisor to notify HR immediately of any work-related injuries, if the employee misses time from transitional work or of any changes to transitional work assignments. HR will communicate with the insurance carrier or health care provider as necessary.

Upon completion of the return-to-work form and the health care provider's approval of the transitional position, written notice will be prepared by the employer and mailed to the employee's last known address noting the start date, hours, wage, duration and location of the transitional work assignment. The employee will be asked to sign the notice indicating the employee's acceptance or refusal of the transitional work job offer and to return the notice to HR. Copies of the job description, work releases and the offer of a transitional position will be forwarded to the insurance carrier.

Any employee returning to a transitional position must not exceed the duties of the position or go beyond the restrictions indicated by the health care provider. If any medical restrictions change, the employee must immediately notify the employee's supervisor and provide the supervisor a copy of the new medical release.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the health care provider.

6-8 Employee Driver's License

Any employee whose work assignment requires the driving of District vehicles, including rented and leased vehicles, must maintain and possess a valid Illinois driver's license appropriate for the type of vehicle being operated, such as a CDL for a commercial motor vehicle. Employees driving District vehicles must follow all Federal, State, and local laws on traffic and exhibit courtesy on the road.

CDL drivers must comply with all applicable Department of Transportation (D.O.T.) regulations, including successful completion of medical evaluations and random drug and alcohol testing. In addition, CDL drivers are subject to a pre-employment and annual query as required by the Federal Motor Carrier Safety Administration (FMCSA)

All employees utilizing District vehicles must immediately report to the Operations Superintendent, Maintenance Superintendent or Human Resources any change in their driving privileges including, but not limited to, the expiration, suspension, or revocation of their licenses. Failure to do so and failure to hold a valid driver's license when operating a District vehicle will result in disciplinary action, up to and including immediate termination.

The District reserves the right to periodically query the Illinois Secretary of State's office or the State Bureau of Motor Vehicles to verify that employees required to operate District vehicles have a valid driver's license. Violations of any traffic law by a District employee when operating a District vehicle are subject to review by the District for disciplinary action in addition to normal law enforcement procedures.

6-9 District Vehicles

The purpose of this policy is to ensure the safety of those individuals who drive District vehicles and to provide guidance on the proper use of District vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to

you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, FRWRD endorses all applicable state motor vehicle regulations relating to driver responsibility. FRWRD expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

The primary purpose of all vehicles purchased by FRWRD is to conduct District business. When driving a District vehicle, employees must keep in mind that they are representatives of the District, and their mature judgment and conduct in adhering to the rules of safety and courtesy of the road reflect on the entire organization.

District Business – Whenever possible, employees shall use District-owned vehicles for transportation when conducting District business, unless the use of a private vehicle is authorized by the Executive Director, or his designee, Operations Superintendent or Maintenance Superintendent, consistent to Section 6-11. District vehicles may be used when attending professional and/or governmental association meetings and other meetings that directly benefit the FRWRD.

Assigned Vehicles – Vehicles may be assigned and used in conducting District business. Vehicles may be assigned for standby or call duties; special job-related trips, meetings, and conferences in and out of the District's service area; and, with the Executive Directors' approval, for round-the-clock use by an employee when it is in the District's best interest. Any driving and/or parking violations received while in possession of a District-assigned vehicle shall be the sole responsibility of the employee. In no event shall a non-employee of the FRWRD operate a District vehicle. No unauthorized individuals are allowed to ride in company vehicles.

District vehicles may only be taken home overnight with prior approval from the Operations Superintendent, Maintenance Superintendent or Executive Director.

Employees shall be responsible for the proper care and use of District vehicles.

1. Smoking is prohibited in all District vehicles.
2. If, while operating a District vehicle, an employee is involved in an accident/incident, regardless of if the accident/incident occurs on or off District property, it should immediately be reported to their supervisor, who shall immediately report to Executive Director or his designee, even if there is no damage to the vehicle.
3. In the event of an accident/incident on the public roadways, the employee shall immediately contact the appropriate police department and request a police report for submission to the District's property casualty insurance provider. The employee must also complete a vehicle accident/incident report and submit it to Human Resources. The report shall include a complete description of the accident/incident; the names and addresses of the drivers and owners of other vehicles involved, any pedestrians involved, and any other witnesses; the specific location of the accident/incident; the employee's driver's license number; and information regarding any violations the employee was charged with in connection with the accident/incident. An accident report as required by Illinois State law shall be completed by the employee within the legally required time

period. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.

4. If an employee is injured in a traffic accident/incident, immediate medical attention should be obtained if needed.
5. If a District vehicle is not drivable as a result of an accident/incident, towing arrangements will be made by FRWRD.
6. All breakdowns or malfunctions shall be reported immediately so that necessary repairs may be made.
7. An employee who is assigned the regular use of a District vehicle shall cause the vehicle to be made available for use of other personnel when the employee is on vacation, extended sick or disability leave or other extended absence.
8. Vehicles should be kept neat inside and outside. Vehicle windows shall be closed, and doors locked when not in use.
9. Drivers must report all ticket violations received during the operation of a District vehicle within 72 hours to their supervisor.

6-10 Vehicle Operation

Employees who are required to operate a District vehicle in the course of their employment shall practice defensive driving at all times. The first and foremost goal of each District driver needs to be arriving at the destination safely. Distracted driving reduces the chances of meeting this goal and endangers employees and the public. Any activity that interferes from the primary focus of the driver could be considered distracted driving. This includes, but is not limited to, texting, answering, and receiving phone calls by hand, using handheld devices (cell phones, MP3 players, laptops, pagers, GPS devices, etc.) personal grooming, excessive attention to other vehicle drivers or passengers, or emotional reactions to other driver or the public (such as road rage, pedestrian rage, etc.). No driver shall operate a District vehicle when the driver's ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.

If an employee who is involved in an accident/incident with a District vehicle is determined by District management to have been engaging in negligent or unsafe driving, the employee may be subject to disciplinary action, up to and including termination. Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation purposes.

The disciplinary step will be determined based on the severity of the accident/incident, the degree of negligence, and other previous violations.

All passengers in or drivers of District vehicles shall wear seat belts whenever such vehicles are driven. Employees who use their personal vehicles during the course of their work shall also comply with this requirement.

Defensive Driving Guidelines

- Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
- Radar Detectors are strictly prohibited in District vehicles. Drivers are to drive at the speed of traffic but never to exceed the posted speed limit.
- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but, when necessary, keep the distance traveled to a minimum and be particularly careful.

**Check behind your vehicle before backing.*

**Back to the driver's side. Do not back around a corner or into an area of no visibility.*

6-11 Use of Personal Vehicles

If an employee uses the employee's own car on official FRWRD business, the District will reimburse the employee at the IRS prevailing rate per mile. Employees must receive prior approval from the Operations Superintendent, Maintenance Superintendent or Executive Director when utilizing a personal vehicle for District business for which reimbursement will be requested. Any employee falsifying mileage driven in order to

receive extra compensation will be subject to disciplinary action up to and including termination.

Accidents in personal vehicles while on company business **MUST** follow these same accident procedures. Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

Drivers must report all ticket violations received while driving a personal vehicle on company business within 72 hours to their supervisor.

Section 7 - Employee Relations

7-1 Discipline Procedures

FRWRD expects its employees to exercise mature judgment and common sense in their employment, to give conscientious attention to their duties, to maintain a high level of efficiency, and to conduct themselves in a manner that reflects upon themselves and thus on the District a reputation of honesty and integrity. In general, any action or behavior that adversely affects job performance or the operations of the District may be cause for disciplinary action, up to and including termination.

The performance standards listed below, and others which may be established from time to time, are not all-inclusive. Rather, they are published to provide a general understanding of what FRWRD considers to be unacceptable conduct. These performance standards are merely examples of the types of misconduct for which employees may be disciplined or dismissed. Unacceptable conduct not specifically listed may, nonetheless, result in disciplinary action, up to and including discharge. If an employee needs clarification of a specific issue related to these standards, she/he should seek clarification from the senior manager Human Resources. Violations of any of the following performance standards will lead to disciplinary action which, based on the circumstances of the individual case, could result in corrective action up to & including immediate discharge.

FRWRD reserves the right to determine what type of disciplinary action, including warning, suspension or termination, may result from any violation of the performance standards, including but not limited to the following:

1. Failure or refusal to follow the reasonable written or verbal instructions of a supervisor, senior manager, or Management.
2. Demonstrating insubordination, including:
 - Refusal to do an assigned job.
 - Refusal to work overtime or holiday shifts when requested.
 - Disrespectful response to a supervisor's directive.
 - Deliberate delay in carrying out an assignment.
3. Neglecting job duties and responsibilities.
4. Theft, destruction, or damage of FRWRD property, equipment, materials, or supplies.
5. Engaging in unauthorized personal business during work hours.
6. Falsifying, altering, or making material omissions in any way to an employment application, time sheet, expense report, personnel record, or other documents or records of FRWRD.

7. Unprofessional, discourteous, or rude behavior, including rolling of the eyes, in dealing with employees of the FRWRD, the general public, or other third parties.
8. Failure to give proper notice when unable to report for or continue work as scheduled.
9. Unexcused or excessive absenteeism or tardiness.
10. Abuse of sick leave privileges.
11. Inadequate or poor job performance.
12. Unauthorized use of FRWRD vehicles, property, or equipment, including telephones, copy machines and mail service.
13. Possession, distribution or use of weapons or explosives on the premises of FRWRD, which has prohibited the possession of weapons on its premises in accordance with the Illinois Firearm Concealed Carry Act.
14. Fighting or other disorderly conduct.
15. Threatening, intimidating, coercing, or using abusive or vulgar language towards other employees or customers.
16. Interfering with the performance of other employees.
17. Failure or refusal to cooperate with FRWRD audits or investigations.
18. Violation of FRWRD's Harassment, Discrimination, and other policies contained in the Handbook or as may be subsequently developed and distributed.
19. Possessing, distributing, or being under the influence of an illegal controlled substance or being impaired by a controlled substance, cannabis, or alcohol at work, on District premises, or while engaged in District business.
20. Destruction of property belonging to FRWRD, customers, guests, vendors, or employees, or any action that places FRWRD or other's assets at risk.
21. Unauthorized disclosure of FRWRD confidential information, including payroll and customer information.
22. Failure to report injuries or damage to or an accident involving company equipment.
23. Violating any safety rule.
24. Engaging in horseplay which results in personal injury or equipment damage.
25. Concealing defective work.
26. Violations of applicable local, state, or federal law.

27. Any behavior that results in an employee not performing the employee's job, including sleeping on the job.
28. Violating FRWRD policies, rules, regulations, or practices.
29. Engaging in such other practices as FRWRD determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of FRWRD, its employees, or its customers.

Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of FRWRD, based on violations either of the above or of any other of FRWRD's policies, rules or regulations, an employee may be subject to disciplinary actions as follows. FRWRD is not required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate termination, especially during the early stages of employment, depending upon the severity of the incident. The progressive disciplinary steps and FRWRD's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

1. Documented Verbal Warning – The supervisor will give an verbal warning and explanation to the employee of the unacceptable conduct, why the episode must not be repeated, and what the supervisor expects moving forward. The supervisor will then make a short-written record of their conversation. The supervisor and the employee will both initial the written record, and both will retain a copy of it. A copy will be forwarded to the senior manager.
2. Written Warning – If the employee continues to have difficulties in the same area, or if the violation infraction warrants, the senior manager will prepare an "Employee Disciplinary Report" which contains a statement as to the date and nature of the infraction, and any other pertinent date including corrective measures to be taken.
3. Suspension – The senior manager, with approval of the Executive Director, may use suspension as a disciplinary action. Suspension may be with or without pay at FRWRD's sole discretion. Prior to suspension, the senior manager will inform the employee verbally and in writing, allowing the employee to give his side of the story. However, if the presence of the employee poses a continuing threat or disruption to the department, the senior manager may order the suspension without notice. The senior manager shall, within twenty-four (24) hours of such action, prepare a written memorandum stating the grounds for such action, and submit it to the Executive Director and the suspended employee.
4. Termination

7-2 OPEN DOOR COMMUNICATION/PROBLEM SOLVING

The District operates an "Open Door" policy, which encourages maximum communication between employees and all levels of management.

The following steps should be utilized, if an employee has a complaint, problem or situation that needs to be addressed.

STEP ONE:

The employee should informally discuss the situation with the employee's Supervisor or senior manager as soon as possible. The employee should give the Supervisor or senior manager an opportunity to investigate and then communicate findings back to the employee.

STEP TWO:

If the employee is not satisfied with the Department Head's response or feels the problem is not resolved, the employee can present the problem in writing or by email, as soon as possible to Human Resources. The employee should give Human Resources an opportunity to review the situation and get back to the employee in writing.

STEP THREE:

If the employee is not satisfied with the response from Human Resources or feels the problem is not resolved, the employee can present the problem in writing or by email, as soon as possible, to the Executive Director. The employee should give the Executive Director an opportunity to review the situation and get back to the employee in writing.

STEP FOUR:

If the employee is still not satisfied that the problem is resolved, the employee can present the problem to the Board of Trustees. As before, this should be done in writing as soon as possible. The Board will consider the situation and make a decision which will be final.

7-3 Resignation or Retirement

To voluntarily resign in good standing, an employee should give at least a ten (10) working days' written notice of retirement or voluntary resignation to the employee's supervisor. Due to the 24-hour operation of the plants, any additional advance notice is appreciated. Employees should see Human Resources to sign the necessary documents regarding:

- Refund or transfer of IMRF contributions;
- Group insurance conversion benefits
- Employment history and credit checks

Identification cards, safety equipment, keys, uniforms, and any other company issued property must be returned to FRWRD.

All final paychecks will include wages through the last workday and payment for any unused and accrued vacation. No compensation is given for unused sick leave or personal leave, except that eligible employees may be able to apply unused sick leave as a service credit for retirement purposes. Contact IMRF for more information.

7-4 Sick Pay at Retirement

Retiring employees may qualify for additional pension service credit under the Illinois Municipal Retirement Fund (IMRF) for unused and unpaid sick time. No compensation is given for unused sick leave.

7-5 Exit Interviews

Upon separation, whether initiated by the employee or the District, the District may conduct an exit interview. Separating employees have the right to decline to participate in the interview.

7-6 Post-Employment Inquiries

FRWRD does not respond to verbal requests for references. In the event your employment with the District is terminated, either voluntarily or involuntarily, Human Resources will provide only dates of employment, most recent rate of pay, and position held.

7-7 Whistleblower Compliance

A whistleblower as defined by this policy is an employee of FRWRD who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state, or local laws or financial wrongdoing, including but not limited to theft or embezzlement.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact Human Resources or the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. FRWRD will not retaliate against a whistleblower. FRWRD prohibits any form of retaliation against whistleblowers, including, but not limited to, retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm.

A whistleblower who suspects retaliation must immediately reach out to Human Resources or the Executive Director. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly investigated, and corrective action will be taken as necessary.

