

City of East Moline Employee Manual



08/10/2020

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this manual to help employees find the answers to many questions that they may have regarding their employment with City of East Moline. Please take the necessary time to read it.

We do not expect this manual to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this manual nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. City of East Moline adheres to the policy of employment at will, which permits the City of East Moline or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No City of East Moline representative other than the Director of Human Resources or the City Administrator may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this manual, such as benefit plan descriptions, are also described in separate City of East Moline documents. These City of East Moline documents are always controlling over any statement made in this manual or by any member of management.

This manual states only general City of East Moline guidelines. The City of East Moline may, at any time, in its sole discretion, modify or vary from anything stated in this manual, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the Director of Human Resources or the City Administrator.

This manual refers at times to Federal or State Law. This includes administrative rulemaking, published legal opinions by a competent court of law, administrative body, or local ordinance. It is not practical nor prudent to individually cite every reference. Generally, employment law can be found by visiting The US Department of Labor, The Internal Revenue Service, Equal Employment Opportunity Commission, Illinois Department of Labor, and the Illinois Human Rights Commission.

This manual is subject to the terms of any applicable collective bargaining agreement.

This manual supersedes all prior manuals or departmental policies or practices.

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Section 1 - Introduction

1-1 Introduction

For employees who are commencing employment with the City of East Moline, on behalf of the City, let us extend a warm and sincere welcome. For the employees who have been with us, thank you for your past and continued service.

We would like to extend our personal best wishes for success and happiness here at the City of East Moline. We understand that it is our employees who the citizens of East Moline rely upon for exceptional services and to generate new opportunities for our community in the years to come.

We encourage you to remember that we serve our citizens through our employment with the city and owe them and our visitors the best we can offer whether it is responding to an emergency or simply answering the phone in a friendly and professional manner.

Sincerely,

Reggie Freeman, Mayor

Doug Maxeiner, City Administrator



Section 2 - Governing Principles of Employment

2-1 Equal Employment Opportunity

The City of East Moline is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Accommodations for Individuals with Disabilities: City of East Moline will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon City of East Moline's business operations. An accommodation is not reasonable if, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the employee's health or safety of the employee or others.

Any applicant or employee who believes they require an accommodation in order to perform the essential functions of the job should contact Director of Human Resources to request such an accommodation. Employees should specify what accommodation they need to perform the job and submit supporting medical documentation explaining the underlying physical or mental disability and the basis for the requested accommodation. City of East Moline then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. City of East Moline will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The employee will be notified of City of East Moline's decision regarding the request within a reasonable period. City of East Moline treats all medical information submitted as part of the accommodation process in a confidential manner.

The City of East Moline will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the City of East Moline's operations. If you wish to request such an accommodation, please speak to Director of Human Resources.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Director of Human Resources. The City of East Moline will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of Director of Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.



The City will rely on the following definitions when evaluating claims for reasonable accommodations:

A reasonable accommodation is any change to the application or hiring process, to the job, to the way the job is done, or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities. Accommodations are considered "reasonable" if they do not create an undue hardship or a direct threat.

An individual meets the Americans with Disabilities Act definition with a "disability" that would qualify them for reasonable accommodations if they have a "physical or mental impairment that substantially limits one or more major life activities (sometimes referred to in the regulations as an "actual disability". If a disability is not obvious to an employer, they can ask for medical documentation from a health care provider to confirm the need for an accommodation. Individuals who solely are "regarded as" having a disability but do not have a disability, are not qualified to receive reasonable accommodations.

In order to be qualified for a position, an applicant or employee must be able to perform essential job functions. Essential functions are job duties that are fundamental to the position, they are the reason the job exists.

ADA National Network Guidance

2-2 Pregnancy Accommodations

In compliance with Illinois law, the City of East Moline will not discriminate against employees because of pregnancy; will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth or related conditions; and will endeavor to provide a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of the City of East Moline business.

Such accommodations include modifications or adjustments to the work environment or circumstances under which the employee's position is customarily performed, including but not limited to more frequent or longer bathroom, water intake, or rest breaks; private non-bathroom space for expressing breast milk and breastfeeding; seating accommodations or acquisition or modification of equipment; assistance with manual labor, light duty, or a temporary transfer to a less strenuous or non-hazardous position; job restructuring or a part-time or modified work schedule; appropriate adjustment or modifications of examinations or training materials; assignment to a vacant position; or providing leave to recover from childbirth or pregnancy.

Employees will not be required to accept an accommodation that they did not request or to which they did not agree, nor will they be forced to take leave if another reasonable accommodation is available.



The employee may be required to provide certification from a health care provider concerning the need for a reasonable accommodation to the same extent such a certification is required for other conditions related to a disability. A certification should include:

- medical justification for the requested accommodation(s);
- a description of the reasonable accommodation(s) medically advisable;
- the date the accommodation(s) became advisable; and
- the probable duration of the reasonable accommodation(s).

The City of East Moline will not deny employment opportunities or take adverse employment action against employees if such decision is based on the City of East Moline's need to make a reasonable accommodation, and the City of East Moline will not retaliate against employees who request an accommodation or otherwise exercise their rights under the Illinois Human Rights Act.

The Illinois Human Rights Act is enforced by the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by contacting the IDHR at any of the offices shown below or by completing the form at <https://www2.illinois.gov/DHR/Pages/default.aspx>.

Chicago Office	Springfield Office
100 W. Randolph St. 10th Floor Intake Unit	535 West Jefferson 1st Floor Intake Unit
Chicago, IL 60601	Springfield, IL 62704
(312) 814-6200	(217) 785-5100

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact Director of Human Resources.

2-3 Non-Harassment

It is the City of East Moline's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five



(5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Director of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. **All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.** In addition, the City of East Moline will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

2-4 Sexual Harassment

It is the City of East Moline's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the City of East Moline. It is to ensure that at the City of East Moline all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact Director of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the City of East Moline will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy



including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

2-5 Discrimination and Sexual Harassment Notice

In compliance with the Illinois Human Rights Act (“Act”), all employees have the right to be free from unlawful discrimination or sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

Reasonable Accommodation

Employees also have the right to reasonable workplace accommodations based on pregnancy and disability. This means employees can ask for reasonable changes to their job if needed because they are pregnant or disabled.

Retaliation

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

Reporting Procedures

Aside from the internal complaint process at City of East Moline, employees may choose to file a charge of discrimination or sexual harassment under the Act with the IDHR. The charge process for violations of the law can be initiated by completing the form at <https://www2.illinois.gov/DHR/Pages/default.aspx> or by contacting the IDHR at IDHR.Intake@illinois.gov, or any of these offices:

Chicago Office
100 W. Randolph St., 10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield Office
535 W. Jefferson Street, 1st Floor
Intake Unit
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Employees also can contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.



2-6 Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect City of East Moline property, and to ensure efficient operations, City of East Moline has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for City of East Moline.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, marijuana, drug paraphernalia or alcohol by an individual anywhere on City of East Moline premises, while on City of East Moline business (whether or not on City of East Moline premises) or while representing City of East Moline, is strictly prohibited. Employees and other individuals who work for City of East Moline also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, or recreational marijuana which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

City of East Moline maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any City of East Moline employee, including themselves.

2-7 Workplace Violence

The City of East Moline is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to City of East Moline and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.



Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in City of East Moline policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any City of East Moline employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto City of East Moline premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the City of East Moline determines, after an appropriate good faith investigation, that someone has violated this policy, the City of East Moline will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.



Section 3 - Pre-employment Policies

3-1 Background Investigations

All offers of employment at the City of East Moline are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees, who are promoted beyond their highest tier background level, as deemed necessary.

The City of East Moline will pre-classify job descriptions based on three tiers and be considered a qualification for employment or promotion.

1. Tier One-Entry Level-Low Risk

1. Reference Checks
2. Past employer verification
3. Third Party (Fair Credit Reporting Act (FCRA) and Illinois Human Rights Act compliant web-based background check services.
4. A "job related and consistent with business necessity" specific background questionnaire
5. Motor Vehicle Records: provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

2. Tier Two-Executive, Administrative, or Operational employees with access to sensitive city data or city finances and assets.

1. Personal and Professional References: calls or visits will be placed to individuals listed as references by the applicant.
2. Educational Verification: confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
3. Neighborhood canvas
4. Prior Employment Verification: confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on all past employers.
5. A "job related and consistent with business necessity" Specific Background Questionnaire.
6. An in-person background interview by trained HR or qualified background investigator.
7. Credit Report

3. Tier Three-Executive, Administrative, Police/Fire or Operational employees with access to highly sensitive or statutorily protected data or investigations.



1. Personal and Professional References: calls or visits will be placed to individuals listed as references by the applicant.
2. Educational Verification: confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
3. Neighborhood canvas
4. Prior Employment Verification: confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on all past employers.
5. A "job related and consistent with business necessity" Specific Background Questionnaire.
6. An in-person background interview by trained HR or qualified background investigator.
7. A polygraph examination
8. A post job-offer psychological evaluation.
9. Credit Report

Final candidates must complete a background check authorization form and return it to Human Resources. **Minors must have parental consent.**

Human Resources will order the background check upon receipt of the signed release form, and either internal HR staff or a qualified background investigator will complete the investigation. A designated HR representative will review all results.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. 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.

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

The City of East Moline reserves the right to modify this policy at any time without notice.

Disposing of Background Information

Equal Employment Opportunity Commission (EEOC)

Any personnel or employment records you make or keep (including all application forms, regardless of whether the applicant was hired, and other records related to hiring) must be preserved for two years after the records were made, or after a personnel action was taken, whichever comes later. If the



applicant or employee files a charge of discrimination, you must maintain the records until the case is concluded.

3-2 Pre-Employment Physicals

All full or part time employees excluding contract or temporary employees will submit to a post job offer pre-employment occupational specific physical.

The Director of Human Resources, Department Heads, and a licensed occupational medical profession will determine the appropriate level of screening.

3-3 Pre-Employment Drug Screens

All employees will submit to a pre-employment drug screen. **Minors must have parental consent.**

3-4 Hiring Policy

The City of East Moline will adhere to all provisions of the respective collective bargaining agreements and provisions outlined by the Board of Fire and Police Commissioners when making hiring decisions related to non-exempt union employees.

The City of East Moline reserves the right to depart from any established protocol or policy when negotiating with exempt employees over terms and conditions of employment provided the Director of Human Resources and the City Administrator agree with the departure. In the event the City is negotiating over terms and conditions of employment related to a new Director of Human Resources or City Administrator, the Mayor will be consulted.

In all cases of a Mayoral appointments, the Mayor will have final determination.



Section 4 - Operational Policies

4-1 Employee Classifications

For purposes of this manual, all employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

Full-Time Employees Non-Union- Employees who regularly work at least 30 hours per week who were not hired on a short-term basis and are not subject to the provisions of a collective bargaining agreement.

Part-Time Employees - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis. Part-Time Employees generally are not eligible for City of East Moline benefits, but are eligible to receive statutory benefits.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis including paid or unpaid internships or pool employees who have less than 1000 paid hours per year. Short-Term Employees generally are not eligible for City of East Moline benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**", or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

4-2 Your Employment Records

In order to obtain their position, employees provided us with personal information, such as address and telephone number. This information is contained in the employee's personnel file.

The employee should keep his or her personnel file up to date by informing their Department Head of any changes. The employee also should inform their Department Head of any specialized training or skills he or she may acquire in the future. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

Department Heads shall see that the official employee file is updated with Human Resources.



4-3 Working Hours and Schedule

The City of East Moline operates 24 hours per day seven days per week and shift schedules and office hours vary by department.

The City of East Moline administrative offices are normally open for business from 8:00 am to 4:30 pm, Monday through Friday. The employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our city, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A Supervisor will provide further details.

4-4 Timekeeping Procedures

Time keeping procedures will be centrally controlled through the Finance Office. All time sheets and leave requests will be submitted to the Finance Office after, approval by the department head.. The method and process for transmittal will be determined by the City Administrator or his designee.

4-5 Overtime

Like most successful employers, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week or (80) hours in a pay period, unless otherwise required by law. Firefighters assigned to fire suppression duties are exempt from this provision.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, refer to the relevant collective bargaining agreement.

4-6 Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties



during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; and (ii) meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near his/her home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

4-7 Safe Harbor Policy for Exempt Employees

It is the City of East Moline's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for the City of East Moline. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:



- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 457(b) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the City of East Moline has decided to close a facility on a scheduled workday;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the Finance Director or any other supervisor in the City of East Moline with whom the employee feels comfortable.

4-8 Your Paycheck

The employee will be paid bi-weekly for all the time worked during the past pay period.



Payroll stubs itemize deductions made from gross earnings. By law, the City of East Moline is required to make deductions for Social Security, (with the exception of sworn Police Department employees) federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of Payroll Clerk immediately so the City of East Moline can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless he or she requests that they be mailed, or authorize in writing another person to accept the check.

4-9 Direct Deposit

City of East Moline strongly encourages employees to use direct deposit. Authorization forms are available from the Finance Office or available through online software.

4-10 Salary Advances

The City of East Moline does not permit advances on paychecks or against accrued paid time off.

4-11 Performance Review

Depending on the employee's position and classification, the City of East Moline endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the City of East Moline encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.



Section 5 - Benefits

5-1 Benefits Overview

In addition to good working conditions and competitive pay, it is the City of East Moline's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs the City of East Moline provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Payroll Clerk. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this manual.

Further, the City of East Moline (including the insurance committee, officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the City of East Moline intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Payroll Clerk.

5-2 Paid Holidays

All employees will be paid for the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Veterans' Day



Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Employees Birthday (may be taken off 30 days before to 30 days after)

When holidays fall or are celebrated on a regular workday, Exempt or nonunion full-time employees will receive one (1) day's pay at their regular straight-time rate. Union employees will follow their collective bargaining agreement.

When holidays fall on a Saturday the holiday will be celebrated on the preceding Friday. When holidays fall on a Sunday the Holiday will be celebrated on the following Monday.

5-3 Paid Vacations

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking your vacation time. Full-time employees accrue paid vacation time as follows:

VACATION PROGRAM

General. The City of East Moline may provide a vacation benefit to regular full-time and regular part-time with benefits employees which allows for an employee's regular, base salary to be paid to the employee while the employee is on vacation leave.

Rate of Vacation Benefit Accrual. The annual vacation benefit that an employee may receive is tied to seniority as shown in the following:

FOP Contract

IAFF Contract

AFSCME Contract

General Exempt Schedule Mirroring AFSCME Contract

Individually Negotiated Exempt Employment offer or contract

Exempt 24 hour fire suppression employees will mirror the IAFF contract.

Vacation Benefit Accrual. An employee accrues (earns) vacation time on a monthly basis. For example, a new employee earning two weeks of vacation time per year, accrues approximately 6.67



hours of vacation time per month. Regardless of when the vacation time is posted to an employee's account, vacation time is accrued on a monthly basis.

Vacation accrual should begin on the employee's first day of employment. The employee's anniversary date, rather than the calendar year, will be used to calculate vacation benefits. When an employee transfers from full-time to part-time status (or vice versa), the vacation time rate of accrual for such employee will be pro-rated on the basis of the number of days of service in each category of such regular employment.

Posting of Vacation Accruals. All vacation accruals may be posted on an annual basis. Employees may have their annual vacation time posted to their account on their first-year anniversary and on each subsequent January 1st. As such, an employee may have vacation time posted to his or her account on January 1st which has not been fully earned. While employees may be allowed to take vacation, time posted to their account which has not been fully earned, vacation time is fully earned only on the anniversary date of the employee.

When Vacation Time Can Be Used. Employees may not use vacation time until it has been posted to the employee's account unless other provisions are explicitly addressed in this section. Once the vacation time has been posted, the employee may be eligible to use the vacation time subject to the approval of vacation requests as explained elsewhere in this policy.

Vacation Time Benefit Upon Separation. When an employee resigns, is terminated or leaves the employment of the City of East Moline for any reason other than retirement, all earned but unused vacation time will be provided to the employee in the form of a cash payment. However, only vacation pay which has been earned will be forwarded to the employee regardless of what has been posted to the employee's account. For example, if an employee has an anniversary date of August 1st, has five weeks of vacation time posted on January 1st and resigns effective March 1st, the employee would receive payment for only what time was actually accrued despite having 5 weeks posted as of January 1st. The calculation of vacation pay would be based on the employee's wage rate at the time of separation. If more vacation time was used than accrued at the time of separation a deduction in wages will be accounted for in the final paycheck.

Vacation Carryover. Exempt employees may carry up to one week of unused vacation time over into the next calendar year. Employees must notify their supervisor by December 15 of each year.

Method of Computing Vacation Pay: Each day of vacation pay shall be based on an eight-hour day multiplied by the employee's base earnings per hour, excluding overtime earnings, on the day the vacation is taken with the exception of Firefighters working a 24-hour shift. (See IAFF contract)

Scheduling Vacation Days: Vacations will be scheduled by the supervisor or department head. Vacations will be taken at such times of the year as will not unduly interfere with the efficient operations of the department.

Vacation time must be taken in accordance with the appropriate collective bargaining agreement or in blocks of time of no less than two-hour increments for exempt employees.



Scheduled Holidays During Vacation Time: Scheduled holidays occurring during an employee's vacation are not counted as vacation time, provided that the employee would have been eligible to take such holiday had such vacation time not been taken at the same time.

Use of Vacation Time While on Disability: A request to receive cash payment for accrued but unused vacation time while an employee is on an extended disability leave must be made in writing to the employee's immediate supervisor and approved by the City Administrator.

5-4 Paid Personal Days

The City of East Moline provides paid personal days to their employees. Personal time is primarily intended to be used as a sick leave benefit for the employee to care for themselves or a family member on a short-term partial day basis and to attend medical appointments. Personal time, however, may be used for any purpose at the discretion of the employee and subject to the conditions of any relevant collective bargaining agreement.

Non-union full-time employees are granted six (6) personal days per year in addition to the non-union sick leave policy.

Union Employees are granted and paid out personal days in accordance with their collective bargaining agreement.

Personal days are "use it or lose it" on a yearly basis subject to any exemptions specified in a collective bargaining agreement.

Personal time usage shall be used in conjunction with any designated FMLA leave.

Personal time may be used in blocks of 30 minutes or more.

5-5 Sick Days Non-Union Employees

Full-time exempt and full-time nonunion employees are eligible to accrue 96 hours each full calendar year and 126 hours for exempt fire suppression employees. Sick days are accrued at a rate of 8 hours per month and may be advanced. Sick days for exempt fire suppression employees will accrue at a rate of 10.5 hours per month.

If an employee will be out of work due to illness, the employee must call in and notify his or her supervisor as early as possible, but at least by the start of the workday. If an employee calls in sick for three (3) or more consecutive days or fire suppression personnel for two consecutive 24 hour shifts, the employee shall be required to provide his or her supervisor with a doctor's note on the day the employee returns to work.



Accrued but unused sick days may be banked from year to year. *Accrued, unused sick time will not be paid out at separation. Upon separation any used but not fully earned sick time will be deducted from the final pay check.*

Sick time may be used in less than full day increments.

Sick time will be deducted first for full day illness or injury before personal or vacation time.

Exempt Employees and Full-Time Non-Union:

Short term disability benefits for disabling conditions which are not expected to result in permanent and total disability are limited to an employees' accrued and banked sick leave balance. An employee is also entitled to applicable FMLA qualifying leave. IMRF short term disability benefits may also be applicable once an IMRF employee stops receiving city compensation.

Exempt Employees and Full-Time Non-Union Employees with greater than five (5) years city seniority will be granted 480 hours sick leave bank at the implementation of this policy. Fire suppression personnel will receive 630 hours sick leave bank upon implementation of this policy. Exempt Employees and Full-Time Non-Union Employees with less than five (5) years will be pro-rated based on an 8-hour day accrued for each full month of employment. Paid sick leave may only be used after six months of employment.

Union Employees:

Union employees are subject to the terms and conditions of their relevant collective bargaining agreement.

Part-Time Employees:

Part-time employees are not entitled to this benefit.

While sick days are intended to cover only an employee's own illnesses, half of an employee's sick days may be used to care for a family member (including the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent) with an illness, injury or medical appointment. Sick days are not the same as personal time and may only be used for illness or injury.

FMLA will run concurrent with any combination of leave used to cover a FMLA qualifying absence.

5-6 Paid Maternity Benefits

Maternity leave and pay shall mirror the sick leave and FMLA benefits as outlined in other sections of this manual or individual collective bargaining agreements.



5-7 Lactation Breaks

City of East Moline provides employees who are nursing with reasonable break time to express breast milk after the birth of a child.

City of East Moline will make reasonable efforts to provide a private location in close proximity to the employee's work area. City of East Moline will not retaliate against employees for exercising their rights under this policy.

5-8 Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their Supervisor. Failure to follow The City of East Moline procedures may affect the ability of the employee to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this manual for more information.

5-9 Jury Duty Leave

The City of East Moline realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of any request to perform jury duty as noted below and provide verification of their service, including fees received for jury duty service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

The City of East Moline is not obligated to compensate employees for time taken off for jury duty. However, exempt employees will be paid their full salary less jury duty fees for any week in which they performed work for the City of East Moline and missed work due to jury service.

Employees summoned for jury duty must deliver a copy of the summons to the City of East Moline within 10 days of the date of issuance of the summons to the employee.



5-10 Witness Leave

An employee called to serve as a witness in a judicial proceeding must notify his/her supervisor as soon as possible.

Employees will not be compensated for time away from work to participate in a court case but may use available vacation and personal time to cover the period of absence.

Employees attending judicial proceedings in response to a subpoena will not be disciplined for their absence.

This provision does not apply to proceedings arising out of an employee's official capacity.

5-11 Bereavement Leave

BEREAVEMENT LEAVE-Exempt Employee

When a death occurs in a full-time employee's immediate family the employee is entitled to paid leave according to the following schedule:

- a. Five (5) days paid leave for the death of a spouse, child, or step-child of a current spouse, parent or legal guardian.
- b. Three (3) days paid leave for the death of a sibling, sibling-in-law, parent-in-law, child-in-law, grandparent or grandparent-in-law, or grand child or grandchild in law of a current spouse.
- c. One (1) days paid leave for the death of aunt, uncle, great grandparent or great grandparent-in-law

Exempt 24 hour Fire Suppression Personnel will follow the same schedule as outlined in the IAFF union contract.

BEREAVEMENT LEAVE-Union Employee

Refer to your individual collective bargaining agreement

5-12 Child Bereavement Leave

An employee who is eligible for leave under the federal Family and Medical Leave Act (FMLA) and who suffers the loss of a child may take up to two (2) weeks of unpaid leave for any or all of the following purposes:

- to attend the funeral or alternative to a funeral,
- to make arrangements necessitated by the death of the employee's child, or
- to grieve the death of the employee's child.



For purposes of this policy, “child” means 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.

Leave under this policy is only available to employees who have not exhausted their FMLA leave entitlement at the time bereavement leave is requested. In the event of the death of more than one child in a 12-month period, an employee may take up to a total of six (6) weeks of bereavement leave during the 12-month period. Bereavement leave must be completed within 60 days of the date on which the employee received notice of the death of his or her child.

An employee requesting leave under this policy generally must provide the City of East Moline with at least 48 hours advance notice of the intention to take bereavement leave, unless providing such notice is not reasonable and practicable under the circumstances.

Employees may elect to use available paid time off while taking leave under this policy.

The City of East Moline may require reasonable documentation in connection with leave taken under this policy.

Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy or supporting the exercise of rights of another under this policy.

5-13 Voting Leave

Employees who are eligible to vote in an election may request up to two hours with pay to vote while polls are open.

Employees must notify the City of East Moline of their intention to vote at least one week prior to Election Day.

If polls are open before or after the employee’s normal work schedule and reasonable time is available for the employee to vote outside of working hours the request will be denied.

5-14 Voluntary Emergency Workers Leave

The City of East Moline will not discharge employees who serve as volunteer emergency workers and are absent from or late to work due to their participation in an emergency situation. Volunteer emergency workers include volunteer firefighters, emergency medical technicians, ambulance drivers or attendants, first responders, members of county municipal emergency services and disaster agencies, and auxiliary policemen or deputies. Employees must make a reasonable effort to notify the City of East Moline that they may be absent from or late to work.

Employees must use accrued time off or take leave without pay when working in this classification.



5-15 Insurance Programs

Full-time employees may participate in the City of East Moline's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

5-16 Long-Term Disability Benefits

Long term disability benefits are defined by an individual employees' participation in their relevant State Pension fund. The City of East Moline recognizes the Downstate Police Pension Fund, Downstate Fireman's Pension Fund and the Illinois Municipal Retirement Fund.

Only qualifying pension fund employees are entitled to this benefit.

5-17 Employee Assistance Program

City of East Moline provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained through Human Resources.

5-18 Travel Policy & Transportation Reimbursement Program

Transportation reimbursement will be made to all employees utilizing a personally owned vehicle for bona fide City business where no city owned vehicle is provided or available. Supervisor approval is required for reimbursement prior to the travel.

Reimbursement will be based on the standard IRS mileage rate published for each calendar year.

Travel Policy

1. To establish a standard procedure for handling payment of funds for city officials/employees who travel on City Business.
2. The City shall provide for travel and related expense incurred by employees/officials in connection with City business in such a manner that the individual will not suffer, nor gain, financially as a result of such travel or expense.



3. P-Cards have been issued to all employees and should be used, when at all possible for allowable travel expenses provided the card holder has read and signed the P-Card user agreement and abides by its content.
4. Each City traveler shall submit expense reports designating all expenses actually incurred and those requiring reimbursement under the established procedure.
5. The individual incurring the expense shall prepare all expense reports.
6. All expense reports and travel requests shall be approved by the Department Head and reviewed by the Finance Department for conformance with policy.

Travel Request

City employees planning to travel more than 60 miles outside of East Moline must submit a travel request to the Department Head.

Travel Expense Reports

City employees shall submit to the department head, a travel expense report on the original Travel Request and Expense form within seven (7) working days upon returning from travel. All appropriate receipts shall be attached including, but not limited to, registration fees, hotel/motel bills, meals and transportation tickets. All expenses must be detailed on the expense report section of the Travel Request Form. After review by the department head, the form will be forwarded to the Finance Department.

Authorized Travel Expenses

1. Inter-City Travel (mode of travel shall be up to the employee and as approved in the travel request.)
2. Air, Train, Bus- The cost of a round trip, coach ticket. A receipt must be provided. All air travel must be booked at the lowest fare to fit the needs of the traveler, with approval of the Department Head.
3. Personal Vehicles- Use of private vehicles will be allowed when a City-owned vehicle is not available, when the traveler is to be accompanied by their children, and upon approval of the Department Head. Reimbursement for mileage allowance will be computed on the basis of the standard allowance accepted by the Department of Internal Revenue, but in no instance will reimbursement exceed the cost of coach airfare. If more than one employee travels in the same vehicle, mileage will be paid only to the owner of the vehicle.
4. City-Owned Vehicles- When travel is in City-owned vehicles, the cost of gasoline will be allowed. Other expenditures related to automobile operations will be allowed when justified. Travelers using City-owned vehicles are expected to leave the City with a full tank of gasoline. Spouses are allowed to accompany City travelers in City owned vehicles with approval of the Department Head.
5. Expenses incurred while at the destination city shall be placed on P-cards when possible. All other expense will be reimbursed on an actual basis only. This includes taxicabs, bus, limousine, parking fees, bridge and toll fees, and transportation to and from air, train, and



bus terminals. Receipts are to be obtain whenever possible. When a rental vehicle is needed, employees are encouraged to rent cars at the lowest fare based on their needs, with the approval of the Department Head and opt for the additional insurance coverage.

6. Intra-City Travel- Expenses incurred while on City business within the City of East Moline and the Quad City Metropolitan Area will be reimbursed on an actual basis when P-Card usage it unavailable. Receipts for all expenses must be detailed and presented to the Department Head promptly.
7. Spouse and Children- The City recognizes that many conferences plan for and encourage spouse and children to accompany the employee/official on the trip. Only spouses may be permitted to ride in a city owned vehicle with approval of the Department Head. The traveler must use their personal vehicle when children are to accompany them and will receive reimbursement as prescribe above for use of a personal vehicle.

Destination City- Eligible Expenses

Lodging. Detailed hotel receipts must be submitted with the expense report. For ease of transportation and safety, lodging should be at the conference hotel or a hotel that is recommended for the conference attendees by the sponsoring entity. Many hotels have government rates, before departure call the hotel to see what documentation you will need to show in order to secure the lower rate. The City will pay the lowest possible rate for lodging that meets the needs of the employee/official only. Any increase in lodging necessary to accommodate accompanying spouses or children shall be paid by the traveler at the time of registration at the hotel/motel. Lodging changes must concur with the scheduled conference or meeting dates with the following exception:

Lodging for one night prior and/or one night after the authorized meeting shall be allowed if the schedule or location is such that it is inconvenient for the traveler to arrive or depart the same day the conference begins or terminates. In such case, supportive documentation will be required. Meal Allowance- Employees and officials on inter-city travel will be allowed \$55.00/day per diem, no one meal shall exceed \$35.00, a meal shall be defined as breakfast, lunch, and/or dinner and shall not be used for snacks, vending machines, etc. No alcoholic beverages will be allowed. Detailed receipts showing meals and drinks purchased shall be obtained whenever possible. Gratuity shall be at the traveler's discretion, may not exceed 20%, and included as part of the total per diem. Travelers will be required to reimburse the City for amounts over the allowed outline above or for un allowed expenses. The per diem covers the City employee or official only. Registration Fees-registration fees for the conference or meeting excluding meals tickets which shall be included as part of the daily meal allowance. Fees for Special Events- Fees for special events directly related to the purpose of the conference or meeting.

Internet Service- Daily fees for internet connection at the traveler's lodging site. Free internet service shall be used whenever possible and feasible.

Unallowable Expenses

1. Travel insurance.



2. Laundry, cleaning, pressing of clothes.
3. Personal grooming (haircut; sauna bath etc.)
4. Expenses for events for personal enjoyment not connected with the conference (golf, theater, sporting events, etc.)
5. Expenses incurred by the traveler's spouse or children.
6. Loss of personal property.
7. Gifts and items for personal use.
8. Alcoholic beverages.
9. Video rentals.

Discounts

Many hotels or motels and automobile rental agencies offer discounts to persons on government business. Employees should inquire about these discounts prior to traveling so they can be prepared to show the proper documentation.

5-19 Retirement Benefits

Retirement Benefits

Sworn Police Officers. Pension benefits for all sworn police officers shall be determined and defined by the Downstate Police Pension Fund as granted by Illinois Revised Statutes.

Firefighters. Pension benefits for all firefighters shall be determined and defined by the Downstate Firemen's Pension Fund as granted by Illinois Revised Statutes.

All Other Qualifying Personnel. All other employees are covered by the Illinois Municipal Retirement Fund ("IMRF"). IMRF is defined by Illinois Revised Statutes but allows certain benefits if authorized by City Council resolution. These authorized benefits are as follows:

1. Receive your payout in bi-weekly 80-hour paychecks after your final day of work until all vacation time has been paid out. With this option, your IMRF retirement date will be later than your separation date from the City. For example, if you retire June 1 with 160 hours of vacation, your City separation date will be June 1 but your IMRF retirement date will be July 1 when the vacation payout has been completed.
2. On final pay date receive lump sum payment for remaining vacation.



Section 6 - Leaves of Absence

6-1 Personal Leave of Absence

If employees are ineligible for any other City of East Moline leave of absence, City of East Moline, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. We will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the City of East Moline in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the City of East Moline will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the City of East Moline will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any City of East Moline-provided Short-Term Disability Leave of Absence.

6-2 Military Leave

The City of East Moline will follow all applicable provisions of Uniformed Services Employment and Reemployment Rights Act (USERRA) 38 U.S.C. 4301-4335/ Illinois Public Act 100-1101.

6-3 Family Military Leave Act

The City of East Moline will grant eligible employees up to 30 days of unpaid family military leave if their spouse or child is called to military service with the State or the United States for more than 30 days. Family military leave must be taken during the time federal or State deployment orders are in effect.



To be eligible, an employee must have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the request for family military leave. An employee may take family military leave only if he/she has exhausted all accrued vacation, personal, compensatory and other leave, except sick and disability leave.

The request for leave must be made at least 14 days in advance if the leave will consist of five or more consecutive workdays. If the leave will consist of less than five days, the request must be made with as much advance notice as is practicable.

Employees that take family military leave may elect to continue benefits at their own expense during the leave.

Employees that take family military leave will be reinstated to the position they held before commencing leave, or to a position with equivalent seniority, status, employee benefits, pay and other terms and conditions of employment.

Employees must provide certification from the proper military authority to verify their eligibility for the family military leave requested.

6-4 Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact Director of Human Resources.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by the City of East Moline for at least 12 months (which need not be consecutive); 2) have been employed by the City of East Moline for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.



A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a 12-month period measured forward from the start date of the employee's first FMLA leave. Leave may be taken for anyone, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single



12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is 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 on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the City of East Moline substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The City of East Moline will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.



G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the City of East Moline telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) City of East Moline's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The City of East Moline may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the City of East Moline's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the City of East Moline and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the City of East Moline of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform their Manager and/or Director of Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave so as to allow the City of East Moline to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the City of East Moline's questions to determine if absences are potentially FMLA-qualifying.



If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the City of East Moline has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the City of East Moline notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the City of East Moline and make a reasonable effort to schedule treatment so as not to unduly disrupt the City of East Moline's operations, subject to the approval of an employee's health care provider. Employees must consult with the City of East Moline prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the City of East Moline and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the City of East Moline may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the City of East Moline may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the City of East Moline of the reason why such leave is medically necessary. In such instances, the City of East Moline and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the City of East Moline's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)



Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the City of East Moline with timely, complete and sufficient medical certifications. Whenever the City of East Moline requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the City of East Moline's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The City of East Moline will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The City of East Moline will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the City of East Moline (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the City of East Moline with authorization allowing it to clarify or authenticate certifications with health care providers, the City of East Moline may deny FMLA leave if certifications are unclear.

Whenever the City of East Moline deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the City of East Moline has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the City of East Moline's expense. If the opinions of the initial and second health care providers differ, the City of East Moline may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the City of East Moline and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the City of East Moline may require employees to provide recertification of medical conditions giving rise to the need for leave. The City of East Moline will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.



3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the City of East Moline with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The City of East Moline may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the City of East Moline may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the City of East Moline may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the City of East Moline may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, City of East Moline will allow employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the City of East Moline notifies employees of other arrangements, whenever employees are receiving pay from the City of East Moline during



FMLA leave, the City of East Moline will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the city upon leave.

IV. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact Director of Human Resources. The City of East Moline is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Director of Human Resources immediately. The City of East Moline will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

V. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the City of East Moline's other leave policies in this manual or contact Director of Human Resources.

6-5 School Visitation Leave

Parents and guardians having custody of schoolchildren from kindergarten through Grade 12 are provided up to eight (8) hours per year of unpaid time off (not to exceed four (4) hours in any single day) to attend school conferences or classroom activities related to the child if the conference or classroom activities cannot be scheduled during nonwork hours. City of East Moline may require proof that the employee attended school conferences or classroom activities related to the child. Employees first must exhaust all accrued paid time off, then they may take unpaid time off for this purpose. However, employees will be given the opportunity to make up any lost work time. Seven (7) days' written notice (except in emergency situations when twenty-four (24) hours' notice is sufficient) must be given to the supervisor or manager before taking any time off for school children. Employees must consult with the City of East Moline to schedule their leave so as not to unduly disrupt operations.



6-6 Leave for Domestic, Sexual and Gender Violence

In accordance with the Illinois Victims' Economic Security and Safety Act, employees who are the victims of domestic or sexual violence, or who have family or household members who are the victims of domestic or sexual violence, may be eligible for up to 12 weeks of **unpaid** leave within any 12-month period, and upon return will be restored to the same or an equivalent position.

Prior to receiving such leave, the City of East Moline may require the employee to substitute any and all annual or vacation leave, personal leave, and sick leave. This substitution of paid leave does not extend the total allowed leave period but runs concurrently with it. Leave for Victims of Domestic or Sexual Violence also runs concurrently with Family and Medical Leave when the reason for the leave qualifies for Family and Medical Leave, such as for a serious health condition. In these situations, the leave does not extend any unpaid time available to the employee under Family and Medical Leave.

Reasons for Leave

Eligible employees may take Leave for Victims of Domestic or Sexual Violence so that they or a member of their family or household may take part in one or more of the following actions:

- seek **medical attention** for or recover from physical or psychological injuries caused by domestic or sexual violence;
- obtain services from a **victim's services** organization;
- obtain **psychological or other counseling**;
- participate in **safety planning**, including temporary or permanent relocation, or other actions to increase their physical safety or economic security; or
- seek **legal assistance** or remedies to ensure their health and safety.

Notice of Need for Leave

Eligible employees must provide the City of East Moline with at least 48 hours advance notice of the need for leave, unless such notice is not practicable.

Certification of the Need for Leave

To request leave, an employee must supply the City of East Moline with a sworn statement from the employee that the employee or a family or household member is a victim of domestic or sexual violence and that leave is necessary for one of the reasons described above.

The employee seeking leave also must provide supporting documentation from one of the following sources:

- a victim's services organization;



- a member of the clergy;
- an attorney;
- a medical professional from which the employee or family or household member has sought assistance;
- a police report or court record; or
- any other corroborating evidence.

Employee Benefits

During an approved leave, the City of East Moline will maintain the employee's health benefits as if the employee continued to be actively employed.

If paid time off is substituted for unpaid leave, the City of East Moline will deduct the employee's portion of the any applicable health plan premium as a regular payroll deduction.

If the employee's leave is unpaid, the employee must make arrangements with Payroll prior to taking leave to pay their portion of any applicable health insurance premiums each month.

If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the City of East Moline for the cost of the health benefit premiums paid by the City of East Moline for maintaining coverage during the unpaid leave period, unless the employee cannot return to work because of continuation, recurrence or onset of domestic or sexual violence or other circumstances beyond the employee's control.

Intermittent and Reduced Schedule Leave

Unpaid leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per work week or workday).

Periodic Reports

During a leave, an employee must provide periodic reports (at least every two weeks) regarding the employee's status and any change in the employee's plans on returning to work.



Section 7 - General Standards of Conduct

7-1 CORRECTIVE ACTION PLAN - DISCHARGE AND DISCIPLINE

An employee may face disciplinary action up to and including termination for good cause: Listed below are examples of reasons for disciplinary action (this list is illustrative only, and is not intended to include all possible reasons for disciplinary action):

1. Misrepresentation of time worked
2. Abandonment of the job (walking off the job or not showing up for work when it leaves citizens unsupervised)
3. Exploitation of citizens or sexual, physical or verbal abuse of citizens.
4. Possession of weapons while on duty, unless required for the position.
5. Possession, consumption or being under the influence of alcohol, cannabis, cannabis derivative or illegally obtained drugs while on duty or on the premises of any City of East Moline Facility in any City of East Moline vehicle; Refer to City of East Moline's Drug Free Workplace Policy
6. Illegal misconduct while on duty
7. Unsafe work conduct endangering self or others, including, but not limited to citizens and co-workers
8. Falsification of application, records or documentation
9. Failure to report citizen or co-worker abuse or neglect
10. Proven act of sexual or other harassing behavior or indecent behavior as outlined in the Sexual Harassment Policy
11. Unauthorized release of confidential information
12. Insubordination - defined as refusal or failure to perform any assigned duty
13. Intentional damage to City of East Moline property
14. Any substantial shortcoming which renders the employee's continuance in his/her position in some way detrimental to the discipline and efficiency of the employer and which the law and sound public policy recognize as good cause for no longer holding the position.

* Note that suspension with pay may be issued while the offense is under investigation.

Section II. A notification of unsatisfactory performance may be issued for, but not limited to the following reasons:

1. Violation of health and safety rules and practices
2. Breach of duty in connection with work reasonably owed an employer; dereliction of duty
3. Unsatisfactory attendance
4. Refusal to follow instructions
5. Inappropriate treatment of citizens



6. Excessive tardiness
7. Failing to show up for scheduled work

The first notification of unsatisfactory performance may be written or verbal. Verbal warnings will be documented in writing by the supervisor.

In a meeting setting, with the Human Resources Coordinator and Direct Supervisor, the employee shall be given a clear statement describing the employee's deficiency, citing specific instances and documentation wherever possible. The employees will have the opportunity to discuss and respond.

An explanation of the required corrective action will be presented to the employee with goals for the minimum expectations required for the position and notice for immediate improvement recommended.

The employee shall be given a fair opportunity and a specified time period to take corrective action.

The employee is furnished with a statement that says failure to meet the minimum expectations outlined in the performance improvement plan will result in further disciplinary action up to and including the employee's termination.

Included in the above statements to the employee will be the acknowledgment for employee to sign understanding the contents of the document.

The second notification of unsatisfactory performance shall be a written warning.

The employee shall receive a clear statement describing the employee's deficiency and will be provided a restatement of the minimum expectations required of the position.

A Performance Improvement Plan will be initiated outlining the performance expectations that must be achieved.

A list of required steps or tasks will be presented to employee to meet for improved performance.

The supervisor may determine a sufficient amount of time for employee to demonstrate consistent acceptable performance.

A scheduled date for formal follow-up will be set to review employee's progress and determine if the minimum expectations were met. A decision can be made whether to continue the performance improvement plan or discontinue the performance improvement plan or proceed to the next step of disciplinary action.

The employee will be provided with a statement which explains that failure to meet the minimum expectations outlined in the performance improvement plan will result in further disciplinary action up to and including the employee's termination.



Included in the above statements to the employee will be the acknowledgment for employee to sign understanding the contents of the document.

A third notification will constitute discharge or suspension.

A clear statement shall be written describing the employee's deficiency and the result of the performance improvement plan, and the disciplinary action taken as a result of the deficiency.

A scheduled date for formal follow-up will be established to review employee's progress and determine if the minimum expectations were met.

Included in the above statement to the employee will be the acknowledgment for employee to sign understanding the contents of the document.

Although City of East Moline will generally use this system of progressive discipline and performance improvement plan for the offenses listed above in Section I. of this section, we may skip any step if appropriate in light of the seriousness of the offense.

The above corrective action procedures will allow employee due process while following the outline in the above steps. The Department Supervisor and Human Resource Coordinator will communicate with employee to establish standards of performance, allow employee to voice viewpoint, provide fair and consistent measures in the corrective action, offer assistance for improvement of performance and respond appropriately to the situation by generating the best possible solution to the problem and continue to evaluate performance process and improvement of employee.

Any Non Union employee may grieve any determination of discipline through the chain of command to the Mayor. Performance Improvement Plans (PIPS) are not discipline and may not be grieved. For the purposes of this section the chain of command will be defined as the Department Head, City Administrator, and Mayor. The Director of Human Resources although not in the chain of command will coordinate with the chain of command and city legal counsel and communicate any final decisions to employees. Discipline that falls under the direction of the Board of Fire and Police Commission will be exempt from this provision.

7-2 Workplace Conduct

City of East Moline endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the City of East Moline's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:



1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing City of East Moline property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of City of East Moline's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of City of East Moline's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on City of East Moline property.
11. Willful or careless destruction or damage to City of East Moline assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of City of East Moline's Harassment or Equal Employment Opportunity Policies.
15. Violation of the Communication and Computer Systems Policy.
16. Unsatisfactory job performance.
17. Any other violation of city policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and City of East Moline reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The City of East Moline will deal with each situation individually and nothing in this manual should be construed as a promise of specific treatment in a given situation. However, City of East Moline will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

7-3 Punctuality and Attendance

Employees are hired to perform important functions at City of East Moline. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and



constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the City of East Moline.

7-4 Use of Communications and Computer Systems

City of East Moline's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other City of East Moline policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the City of East Moline systems.

City of East Moline may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the City of East Moline deems it appropriate to do so. The reasons for which the City of East Moline may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that City of East Moline operations continue appropriately during an employee's absence.

Further, City of East Moline may review Internet usage to ensure that such use with City of East Moline property, or communications sent via the Internet with City of East Moline property, are appropriate. The reasons for which the City of East Moline may review employees' use of the Internet with City of East Moline property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that City of East Moline operations continue appropriately during an employee's absence.

The City of East Moline may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The City of East Moline's policies prohibiting harassment, in their entirety, apply to the use of City of East Moline's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the City of East Moline's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.



Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

7-5 Use of Social Media

City of East Moline respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect City of East Moline interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with City of East Moline equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the City of East Moline and also expresses either a political opinion or an opinion regarding the City of East Moline's actions that could pose an actual or potential conflict of interest with the City of East Moline, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the City of East Moline's position. This is necessary to preserve the City of East Moline's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. City of East Moline policies apply equally to employee social media usage.

City of East Moline encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.



7-6 Personal and Company-Provided Portable Communication Devices

City of East Moline-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the City of East Moline's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a City of East Moline-provided or personal device, employees must comply with applicable City of East Moline guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a City of East Moline-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, City of East Moline information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of City of East Moline information. This is the only way currently possible to ensure that all City of East Moline information is removed from the device at the time of termination. The removal of City of East Moline information is crucial to ensure compliance with the City of East Moline's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a City of East Moline-issued device, the City of East Moline's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on City of East Moline business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving.



Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

7-7 Inspections

City of East Moline reserves the right to require employees while on City of East Moline property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on City of East Moline or client property, and work areas. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the City of East Moline or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

7-8 Tobacco Free Work Environment

1. TOBACCO-FREE WORKPLACE POLICY

No person shall smoke or use any form of tobacco or tobacco substitute (vaping) in the City Hall Building, City Hall Annex, Water Plant, Wastewater Plant, Fire Department Buildings, Engineering and Maintenance Services Garage Building, or any other building owned by the city, or within fifteen feet (15') from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. In addition, no person shall smoke or use any tobacco product or simulated tobacco product in any city vehicle.

7-9 Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

7-10 Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Employees should make it a practice to review it frequently. This will assist employees in keeping up with what is current at City of East Moline. To avoid confusion, employees should not post or remove any material from the bulletin board.



7-11 Confidential City Information

During the course of work, an employee may become aware of confidential information about the City of East Moline's business, including but not limited to information regarding the City of East Moline finances, pricing, services and employee matters, software and computer programs, marketing strategies, suppliers and customers and potential customers. An employee also may become aware of similar confidential information belonging to the City of East Moline's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the City of East Moline or to an unauthorized employee or person, may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

7-12 Conflict of Interest and Business Ethics

It is the City of East Moline's policy that all employees avoid any conflict between their personal interests and those of the City of East Moline. The purpose of this policy is to ensure that the City of East Moline's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the City of East Moline.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the City of East Moline, by any employee who is in a position to directly or indirectly influence either the City of East Moline's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the City of East Moline;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the City of East Moline or which competes with the City of East Moline; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the City of East Moline.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.



It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the City of East Moline.

7-13 Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the City of East Moline's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the City of East Moline is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

7-14 Health and Safety

The health and safety of employees and others on the City of East Moline property are of critical concern to the City of East Moline. The City of East Moline intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the City of East Moline's premises, or in a product, facility, piece of equipment, process or business practice for which the City of East Moline is responsible should be brought to the attention of management immediately.

Periodically, the City of East Moline may issue rules and guidelines governing workplace safety and health. The City of East Moline may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.



Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

7-15 Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

7-16 Publicity/Statements to the Media

All media inquiries regarding the position of the City of East Moline as to any issues must be referred to the Mayor, City Administrator, Police Chief, Fire Chief or their designated PIOs. Only Designated PIO is authorized to make or approve public statements on behalf of the City of East Moline. No employees, unless specifically designated by Designated PIO, are authorized to make those statements on behalf of City of East Moline. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the City of East Moline must first obtain approval from Designated PIO.

This section does not pertain to routine Public Service Announcements (PSA's). Road closures, traffic patterns etc.

7-17 Operation of Vehicles

All employees authorized to drive City of East Moline-owned or leased vehicles or personal vehicles in conducting City of East Moline business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on City of East Moline property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

City of East Moline-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on City of East Moline business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal



digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

7-18 Business Expense Reimbursement

This policy establishes the procedures all employees must follow when they are required to incur business-related expenses on behalf of the City of East Moline.

Employees are expected to use good judgment regarding all expenses incurred while conducting business for the City of East Moline. Expenses must be reasonable in the circumstances, necessary and incidental to the performance of the business involved and for the primary benefit of City of East Moline rather than the employee.

Expense Reporting

Employees must properly substantiate all business expenses submitted for reimbursement in accordance with this policy.

Employees are responsible for properly substantiating all charges incurred on behalf of the City of East Moline. All expense reports should be submitted in a timely manner, no later than 30 calendar days from the date the expense was incurred. Expenses submitted more than 30 calendar days after being incurred may be denied for reimbursement, at the City of East Moline's discretion.

Employees are expected to submit original receipts or other supporting documentation for all business expenses incurred on behalf of the City of East Moline in accordance with this policy. However, if a receipt or other supporting documentation is missing, lost or nonexistent, employees should contact the employee's Supervisor to discuss whether reimbursement may still be available.



Reimbursement

There are limits on the types and amounts of expenses that will be reimbursed, as follows:

1. the City of East Moline will not reimburse employees for any of the following types of expenses: alcohol, stretch limousines, traffic tickets incurred while traveling on business, parking tickets incurred while traveling on business and Hotel Incidentals.
2. the City of East Moline will only reimburse employees for reasonable expenses.
3. the City of East Moline will not reimburse employees for any expenses that are not required or that primarily benefit employees, rather than the City of East Moline. This includes, but is not limited to, expenses employees incur by purchasing smartphones or other electronic devices that the employees own, voice or data plans on such devices, Internet service at employees' residence, other home-office equipment or furniture, and like expenses. Even if items or services such as these are used for business purposes at times, employees are generally not required to purchase them in order to perform their job duties, and they are primarily for the employee's benefit rather than for the City of East Moline's. Accordingly, expenses for items or services of this nature will not be reimbursed by the City of East Moline unless approved and justified in advance of expenditure.
4. any other expenses that, in the City of East Moline's discretion, are unreasonable, extravagant, or not business-related, will not be reimbursed by the City of East Moline.

Expenses that violate any of the four guidelines above will not be reimbursed unless the employee received approval from the employee's Supervisor, in writing, prior to incurring the expense.

The City of East Moline assumes no responsibility to reimburse employees for expenses that are not in compliance with this policy unless the expense was fraudulent and of no fault of the employee.

7-19 Fitness for Duty Evaluations

FITNESS FOR DUTY POLICY - Reason for Policy: The City of East Moline is committed to promoting a safe and healthy environment for its employees, residents, and visitors. Such an environment is possible only when each employee is able to perform his or her job duties in a safe, secure, and effective manner, and remains able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety risk to themselves and to others.

Policy Summary: This policy outlines the responsible parties and necessary actions when an employee's fitness for duty is in question, the steps necessary to assess the employee's physical or mental capabilities, necessary follow-up, and return to work.

Policy Statement: This policy covers only those situations in which an employee is



1. having observable difficulty performing his/her duties in an effective manner that is safe for the employee and/or for his or her co-workers, or
2. posing a serious safety threat to self or others.

The policy prescribes the circumstances under which an employee may be referred to an independent, licensed health care evaluator for a fitness for duty evaluation should either of those situations be present. An employee shall not be allowed to work unless he/she maintains a fitness for duty required for the safe performance of essential job functions, with or without reasonable accommodation. Each employee is required to report to work in an emotional, mental and physical condition (including free of the effects of alcohol and drugs) necessary to perform his or her job in a safe and satisfactory manner.

This policy does not apply to employees with short term, infectious/communicable diseases (e.g., flu, colds). If an employee exhibits symptoms of an infectious/communicable disease, the supervisor may ask the employee to leave the workplace in order to have his/her symptoms evaluated by the employee's own health care provider or by the city's occupational medicine provider.

A fitness for duty evaluation is designed to address behavioral changes in an employee that may pose a potential threat to self or others in the workplace. Application of this policy is not intended as a substitute for the city's policies or procedures related to chronic performance or behavioral problems or as a substitute for discipline.

Supervisors shall continue to address performance or behavioral problems through the performance appraisal process and to implement appropriate corrective or disciplinary action. The city of East Moline is required to comply with federal disability law (primarily the Americans with Disabilities Act of 1990 [ADA]). In general, the ADA prohibits:

1. employers from requiring an employee to submit to a medical examination; and
2. employer inquiries into whether an individual has a disability.

However, the protections afforded to employees by the ADA are not without limits. Federal law permits the City of east Moline to require a medical examination of an employee if the requirement for the examination is job-related, consistent with business necessity, and if the City of East Moline has a reasonable belief that:

1. the employee's ability to perform essential job functions may be impaired by a medical condition; or
2. an employee may pose a direct threat (i.e., significant risk of substantial harm to the health and safety of self or others) due to a medical condition.

Fitness for Duty Requirements: An employee is expected to perform essential job functions in a safe and effective manner, and to discuss with his/her supervisor any circumstances that may impact his/her ability to do so. The City of East Moline may require professional evaluation of an employee's



physical, emotional or mental capacities to determine his or her ability to perform essential job functions. Such evaluations are conducted by an independent, licensed health care professional and are undertaken only after review by the employee's department head and the director of Human Resources. To the extent allowed by law, the City of east Moline shall protect the confidentiality of the evaluation and the results.

Employees who have the responsibility for on-call shifts must meet the fitness for duty standard during the entire on-call period. Non-compliance with a request for a fitness for duty evaluation shall be cause for disciplinary action. The employee's satisfactory work performance is the basis for continued employment. Participation in a treatment or rehabilitation program does not guarantee continued employment and may not necessarily prevent disciplinary action for violation of City of East Moline policies. An employee must comply with all treatment recommendations resulting from a fitness for duty evaluation to be allowed to return to work. A salaried employee referred for an evaluation will be prohibited from appearing for work pending the completion of the evaluation and approval for return to work. During this time, applicable leave policies shall apply. A wage employee (including a temporary employee) referred for an evaluation will be prohibited from working or appearing for work until an evaluation is completed and the employee has been approved to return to work (compensation during this time shall be in accordance with the collective bargaining agreements).

Before initiating an evaluation, the coordinating team (Department Head and Director of Human Resources) shall consult with the employee's immediate supervisor to gain a clear understanding of the behavior/circumstances that have raised questions about the employee's fitness for duty. A member of the coordinating team shall also notify the employee of the opportunity to provide any relevant previous medical or psychological treatment information. The coordinating team shall determine the appropriateness of fitness for duty testing within a reasonable time after notification from the supervisor, usually within three business days. While the employee is prohibited from appearing for work until completion of the FFD evaluation and approval to return to work is provided, the coordinating team shall use its discretion to determine whether to allow the employee to work off-site or to represent the City of East Moline in any work-related capacity.

The results of FFD evaluations performed by qualified, licensed health care professionals shall be presumed to be valid. Results of the evaluation will be received by the City of East Moline's Human Resources director as appropriate. The employee shall be notified of the results of the FFD by the evaluator and/or Director of Human Resources. Only necessary information shall be shared with other members of the City of East Moline Team. A member of the coordinating team will communicate whether the employee may return to work to the employee's supervisor. After an evaluation, information given to the employee's supervisor shall be limited to whether the employee may:

1. return to full duty;
2. not return to full duty, in which case the employee will be referred to Human Resources for a benefits discussion; or
3. return to full duty with reasonable accommodations to meet the evaluator's recommendations.



Return to Work: In conjunction with the employee’s supervisor, the coordinating team shall discuss whether any reasonable and necessary accommodations need to be made. Continued employment shall be contingent upon compliance with recommendations provided by the evaluator, such as periodic testing, participation in professional counseling and treatment programs. During this time, applicable leave policies and health plan benefits shall apply. In consultation with the coordinating team, the supervisor and employee should engage in an interactive process to determine if any reasonable accommodations (e.g., re-assignment of duties for a specific period of time, a flexible work schedule) should be implemented. Failure to comply with the recommendations or agreed upon accommodations may result in disciplinary action up to and including possible termination from employment.

Confidentiality/Privacy of Fitness for Duty Evaluations: Under the Health Insurance Portability and Accountability Act (HIPAA), any document containing medical information about an employee is considered a medical record and is regarded as confidential. Records of fitness for duty evaluations shall be treated as confidential medical records and maintained by the City of East Moline as appropriate. This information may be shared only on a “need to know” basis. Employees may obtain a copy of the medical report from the City of East Moline upon written request.

Responsibilities: An employee is responsible for:

1. Performing his/her job responsibilities in a safe and effective manner, with or without reasonable accommodations during the entire time at work;
2. Notifying the supervisor when not fit for duty;
3. Notifying the supervisor when a coworker is observed acting in a manner that indicates the coworker may not be fit for duty;
4. Informing the upper level manager or calling the City of East Moline Human Resources Director for further guidance, if the supervisor’s behavior is the focus of concern.
5. Providing relevant medical and psychological information when given the opportunity to do so; and
6. Complying with this policy and any authorized request to submit to an evaluation. A supervisor is responsible for:
 1. Observing the attendance, performance, and behavior of the employees under his/her supervision;
 2. Notifying the City of East Moline's Human Resources Director when an employee is exhibiting behavior that suggests he/she may not be fit for duty;
 3. Following this policy’s procedures for completing an initial observation report when presented with circumstances or knowledge that indicate that an employee may not be fit for duty;
 4. Removing and escorting an employee deemed not fit for duty from the worksite unless he/she poses an immediate safety threat in which case the supervisor should call 911; Arranging transportation for the employee from the work site if necessary;
 5. Maintaining the confidentiality of an employee’s medical information; and



6. Implementing any reasonable accommodation deemed necessary. The Coordinating Team, or a member of, is responsible for:
 1. Soliciting information from the supervisor regarding employee behaviors or performance, and from the employee regarding any relevant previous medical or psychological treatment information;
 2. Identifying who will conduct the fitness for duty evaluation;
 3. Receiving the results of the fitness for duty evaluation;
 4. Communicating the results to the employee if not done so by the evaluator;
 5. Maintaining confidentiality except as detailed in the Confidentiality/Privacy section above;
 6. Coordinating payment by the employee's department for the fitness for duty evaluation;
 7. Implementing any recommendations proposed by the FFD evaluation;
 8. Discussing recommendations and subsequent accommodations with the supervisor; and
 9. Communicating with the employee as to their rights, responsibilities and employment status.

7-20 Random Drug Testing CDL

Random drug testing under this provision is outlined in the Collective Bargaining Agreement with the City of East Moline and AFSCME 1234.

7-21 Random Drug Testing Exempt/Police/Fire

Random Testing – Employees covered by this agreement shall be subject to random testing, so long as all public safety members are subject to the same such testing. Random testing will be conducted in a non-discriminatory fashion, using a method by which all members have a statistically equal chance of being selected for testing at a given time. Any such random testing shall be conducted and administered by an outside, certified medical facility under contract with the City of East Moline.

1. During each twelve (12) month period, up to 25% of the average number of employees in the testing pool of all employees within all departments part of the testing pool, defined as all FOP, IAFF, and Exempt employees of the City, may be tested at various times for unannounced alcohol and drug testing. Such testing for alcohol may occur at any time an employee is on duty.
2. The testing dates and names shall be determined by an independent third party engaged in the business of drug testing and employing appropriate techniques for the random selection of testing names and dates.



3. Upon notification by a supervisor of a required test, the employee will proceed immediately to the testing site. Refusal to test will lead to disciplinary action in accordance with this contract.
4. No employee that is off-duty for any reason shall be permitted or required to report for duty for the purpose of submitting to drug testing. Employees will be notified of testing during their regular shift hours only.

Section 8 - Budget/Purchasing/Property

8-1 Purchase Card Policy

Purchasing Card Policy

Overview

The Purchase Card will not replace the normal purchasing procedures established by already existing policy, but it will be used in instances where it is not advantageous or cost effective to use an open house account with various vendors.

Purpose

The City of East Moline Purchasing Card program is used to purchase goods and services that do not require approval in advance of the purchase by the City Council.

- The Purchase Card enables employees to order and receive products directly.
- The Purchase Card gives employees the power and flexibility to purchase supplies and services when the organization needs them.
- The Purchase Card means employees will get faster delivery on low cost items, because there is less paperwork.
- The Purchase Card enables employees on City travel to charge hotel, gas, food and conference registrations without the need to use their own personal Credit Cards.

It is accepted that no policy and procedure statement can cover all eventualities. Exceptional cases will be resolved as circumstances and prudent business practices warrant with overall determination considered by the Finance Director.

Purchasing Card Responsibilities

The difference is a PCard is a corporate liability charge card with certain restrictions and limitations imposed on the cardholder. Card privileges may be rescinded at any time at the discretion of the City Finance Director if policies and/or procedures are not followed. Card usage will be audited by the Department Head and the City Finance Director and the cardholders will be personally liable for any unauthorized use which occurs on their PCards.

PCard Program Administrator:

The Finance Office is responsible for:

- Processing all PCard user requests and issuing PCards to new users



- Setting all PCard limits and business rules according to City of East Moline policies, procedures and guidelines
- Monitoring all PCard activity for compliance with City of East Moline policies and procedures
- Changing or correcting PCard limits and parameters as needed
- Providing notification to the City Administrator of violations of PCard policy and procedures and, when necessary canceling cardholder's PCard
- Contacting the PCard provider to resolve PCard use, charge, credit and other problems

Management Responsibilities

Managers and supervisors are responsible for:

- Requesting PCards for designated employees who will make purchases for goods and/or services.
- Monitoring and approving monthly PCard activity to ensure cards are used in accordance with City of East Moline policies and procedures.
- Setting Departmental PCard limits and business rules according to City of East Moline policies, procedures and guidelines along with Finance Staff.
- Changing or correcting Departmental PCard limits and parameters as needed
- Providing notification to PCard users and the Finance Office of violations of PCard policy and procedures.
- Obtaining the PCard card and sending it to the PCard Administrator upon cardholder's termination of employment, transfer to a different department, or request of the PCard Administrator.
- Reporting of monthly PCard activity with documentation for payment processing to the Finance Office within 5 days of receiving statement.

Cardholder Responsibilities

- Use the PCard as the primary method for making purchases of goods and services that do not require City Council approval.
- Obtaining supervisor approval for all purchases made with the PCard.
- Obtaining detailed Purchase card slips, cash register receipts, packing slips or other appropriate documents to validate each transaction.
- Resolving directly with the vendor any disputes concerning returns, credits or adjustments for transactions made with the PCard.
- Attaching PCard transaction documents (credit card slips, cash register receipt, packing slip, etc.) to an AP batch. The cardholder (or other designated employee) will prepare an accounts payable batch and submit to the Department Head on a weekly/daily basis (as determined by the Department Head)



- Adhering to all other Purchasing Policies.

Authorized and Unauthorized Use

Authorized Uses of the Purchasing Card

- Purchases may be made with the PCard within the established limits and restrictions of each individual PCard.
- All purchases made with the purchasing card must be for the benefit of City of East Moline, within established budgets, and in accordance with the City of East Moline Purchasing Card Policy.

General Unauthorized Uses of the Purchasing Card

- Items equal to or greater than the established maximum limits of each individual PCard.
- Personal items (item for personnel use), even with the intent of reimbursing the City of East Moline after the purchase
- Cash advances
- Gifts and prizes
- Entertainment
- Telephones calls, and calling cards
- Serial purchasing - the card is not to be used to make a series of small dollar purchases in order to bypass Council requiring approval to make a single purchase.

Issuance of PCard

1. Department Head (Manager) signs the PCard Request Form then forwards it to the Finance department for processing.
2. Cards should be received by the Finance department in about 10 to 15 business days.
3. Finance department reviews and makes copies of PCard(s) for records.
4. PCard review and training session setup with cardholder(s).
5. PCard Cardholder Agreement Form signed by cardholder(s).

Card Controls and Limits

Spending Limits of Cardholder levels

- Level A 2,500 or less (Travel and Purchases)
- Level B 500 or less (General purchase items)
- Level C 500 or less (Gas only)



Transaction Flow

1. Cardholder makes purchase from merchant via telephone, mail, fax, internet, or in person.
2. Cardholder retains receipts of PCard purchases.
3. Purchase of goods and/or services credited to PCard Company.
4. PCard monthly statements emailed the Department Head and the Finance Office.
5. Department Head reconciles and records PCard monthly detail purchases transaction as an accounts payable batch.
6. The PCard accounts payable batch is sent to Accounts Payable within 5 days of receiving statement.
7. Accounts Payable reviews and approves PCard accounts payable batches. PCard activity is posted to the general ledger through the normal AP process.
8. ACH payment(s) of the outstanding credit card balance is made by the Finance Office.

Purchase items via telephone, mail, fax, internet, or in person

The cardholder must keep all purchasing card records, including receiving reports, receipts, or other documentation supporting charges against his/her purchasing card. The cardholder is required to attach all such receipts to the PCard accounts payable form and submit to their Department Head weekly. The Department Head should then submit to Accounts Payable after reconciled with the statement. A/P Batch should be submitted within 5 days of receiving the statement.

Shipping

Caution: Cardholders should make prudent selection of shipping options. The cost of shipping heavier packages and/or routine packages via Federal Express or UPS overnight or 2-day express can be very expensive. Such priority handling or expediting of shipments should only be utilized when absolutely necessary. As with all expenditures of public funds, prudence must be demonstrated, and expenses justified.

Returned Purchases

Each cardholder is responsible for any returns of purchases. All returns must be credited to the cardholder's account. Cash refunds are strictly prohibited.

Sales Tax

- The cardholder should remind all vendors of the City of East Moline tax-exempt status. The cardholder must review all receipts for each purchase to ensure sales tax has not been assessed.



- If sales tax has been charged to a purchase, the cardholder should make a note on the PCard accounts payable batch. Finance department staff will contact the vendor for a credit.

Disputed Transaction

1. If a cardholder believes that a charge has been posted incorrectly to his/her account, the cardholder must notify the vendor as soon as possible.
2. The cardholder must also notify Accounts Payable of any disputed charges.
3. A PCard Disputed Charge form must be filled out and sent to Account Payable.
4. If the vendor agrees that an error was made, the purchase will be credited from the account on the next monthly purchasing card memo statement.
5. If the disputed charge remains unresolved by the due date the charge will remain on the account until the dispute is resolved.

Lost/Stolen/Misplace Purchasing Cards

1. Cardholder should notify their Department Head during working hours. If the card is lost/stolen/misplaced during non-working hours the card holder should contact BMO at 888-267-7838 as soon as possible, then notify the Department Head immediately upon returning to work.
2. A Lost/Stolen/Misplace PCard form needs to be completed and sent over to the Finance Office.
3. The Finance Office will cancel the purchasing card and request a new card from BMO.
4. Any fraudulent charges against the lost or stolen purchasing card will be handled in accordance with the City's purchasing policies.

Termination of Employment

1. Upon termination of employment, the cardholder must surrender the card to his/her supervisor. The supervisor will then forward the terminated employee's PCard to the Finance Office.
2. The Finance Office will immediately cancel the purchasing card.

Refunds of Purchase Card Purchases

A refund must be reimbursed to the PCard account charged for the purchase.

Receipts

Include PCard transaction date, vendor name, amounts, and itemized description of item(s) purchased.



Lost receipts

1. A PCard lost receipts form needs to be completed and sent over to Accounts Payable with PCard batches.
2. Repeated loss of receipts may be grounds for discontinuing a cardholder's PCard use.

Internet On-line Statements and transaction information

- The Finance Office works with the Department head to set up access rights for cardholders using the on-line statement website.

For designated PCard personnel, account information may be viewed, and reports generated at <http://www.inetracer.com>.

8-2 Cash Management Policy

1. RECEIPTS (CASH AND CHECKS)

All receipts must be totaled and turned over to the Finance office daily. The details on the face of the Deposit Envelope must be completed, and the depositor must seal the envelope before it is turned over to the Finance office. The amount of each check and the name of the issuer must be recorded on either the face of the Deposit Envelope or on an attached listing which would be sealed inside envelope.

All Deposit Envelopes must be recorded in a pre-numbered Receipt Log. The Receipt Log must

be completed by as follows:

1. any individual who turns a Deposit Envelope over to the Finance Office must record the amount of the deposit and indicate the account to be credited.
2. the Finance Office staff member who accepts and verifies a Deposit Envelope must write a receipt to indicate that the City office has received it & note envelope number on receipt.
3. the Finance Office staff member who deposits the monies from the Deposit Envelopes must note on the Receipt Log the date of deposit to the bank.



After the Deposit Envelope has been received by Finance staff, it must be secured, in a locked vault that has limited access. Department Heads will be responsible for determining

who may have access to their departmental vault(s) and ensuring the vault is locked at business day end. The Deposit Envelopes must be individually verified again on the day of deposit to the City's bank account. The depositor must verify and log if any differences. This report will be

available for review by the Finance Director at all times.

Receipts will be posted to the City's accounts upon depositing. When posting ensure that the unverified amount of the deposit and the actual date of receipt are used (i.e. the date of deposit noted on the receipt duplicate must be identical to that in the Bank Register). This helps to ensure that the City's accounting records and reports will correspond to any independent records that are maintained by account holders, and will assist in the resolution of any differences. Under no circumstances should the finance staff change the amount on the deposit envelope without the signature of the person who has collected and prepared the envelope.

These procedures must be used for all receipts with the exception of checks received for credit to more than one COEM account (multi-account checks). In these instances, the procedures must be modified as follows:

1. Post-Dated Checks

Will not be allowed under any circumstances.

1. Multi-Account Checks

Some checks will be for credit to more than one COEM account

Create a split transaction in your Deposit Envelope crediting the amounts to



the individual accounts.

2. CHECK ADVANCES

The Finance Director, prior to disbursement, must authorize a check advance (a check that is issued in advance of an actual expenditure and, as such, is not yet supported by an invoice).

These advances represent loans from the City. Supporting documents must be presented to the City the day after the event. An example of this might be new vehicle registration with the Secretary of State.

Advances must be followed up by original requesting Department Head to ensure that appropriate supporting documentation (invoices, receipts) is subsequently received to substantiate the amounts disbursed. A log should be kept and monitored to ensure documentation has been received. Any Department Head habitually requesting advance payments or not filing proper documentation in a timely manner will be reported to the Finance Director & City Administrator.

3. LOST OR STOLEN FUNDS

Lost or stolen City Generated Funds shall not be replaced through public (budget) funds.

However, the expense to investigate, prosecute, etc. these activities may be paid through the City's operating budget funds which were collected to assist in normal City operations from the account the monies were lost or stolen.

4. CITY GENERATED FUND PETTY CASH

If a department opts to maintain a petty cash fund, it must be kept separate from any budget petty cash fund. The maximum petty cash maintained by a department must be limited to \$500. The Finance Director has the authority to override this amount if he/she deems necessary.

All Petty Cash Requests must be substantiated by receipts and have Department Head signature. The person who has presented the request for reimbursement must note the city departmental account number (line item) charged and must sign the request upon receiving monies.

A City Generated Fund petty cash account must be set up as a separate fund line item.

Procedures are as follows:



1. The departmental petty cash fund must be established using a Check Requisition Form. A City check for the amount of the petty cash fund must be made payable to the person that is

Department Head. The check can then be cashed at the City's bank branch by this

person. When the check is being posted, the 'memo note' should be: "to establish a petty cash fund".

1. Petty cash must be paid out only upon the presentation of a valid receipt and a completed Petty Cash Request Form signed by the department head and includes the line item that is to be charged. The maximum amount paid out to any individual is limited to \$50.00. In Emergencies only may the amount exceed \$50 however must have the Finance Directors approval and signature.

1. On a timely basis (to be determined by Finance Director), accumulated Petty Cash Request Forms must be posted to the appropriate COEM line items through accounts payable. Receipts effectively represent cash (i.e. if the COEM petty cash fund is established at \$200, the total of both cash and receipts held at any time must total \$200). Receipts must be stored with the petty cash in a secure location (e.g. a locking cash box accessible only by staff designated by Department Heads). This drawer must be reconciled daily with records which verify reconciliations. Department Heads must review these records on a regular basis. If there are any discrepancies, the Department Head must notify the Finance Director.

1. To replenish the petty cash fund, complete a Check Requisition Form in the amount to be replenished. The check must be made payable to "Petty Cash" and the 'memo note' on the check must be "to replenish the petty cash fund". The Department Head can cash the check at the City's bank branch. File the Check Requisition Form (the Petty Cash Request Forms and the original invoices/receipts that substantiate the amount replenished must be attached).



Section 9 - Separation

9-1 References

The City of East Moline will respond to reference requests with the approval of Human Resources. This is to ensure compliance with any negotiated confidential separation agreements. The City of East Moline will provide general information concerning the employee such as date of hire, date of discharge, and positions held.

[Under Illinois law, an employer can give out negative information about a former employee in a job reference \(as long as the information that the employer gives is truthful and related to the employee's job performance\). For example, an Illinois employer may say that an employee was fired by the company because this is a truthful statement and related to the employee's job performance.](#)

Any employee who receives a request to provide reference information on a current or former employee shall contact Human Resources for approval prior to providing the information.

9-2 If You Must Leave Us

Should an employee decide to leave the City of East Moline, we ask that he or she provide a Supervisor with at least (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All City of East Moline, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the City of East Moline's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the City of East Moline, (through payroll deduction, if lawful) for any lost or damaged City of East Moline, property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

9-3 Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources Representative, if possible.

9-4 A Few Closing Words

This manual is intended to give employees a broad summary of things they should know about City of East Moline. The information in this manual is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this manual, City of East Moline, in its sole discretion, may always amend, add to, delete from or modify the provisions of this manual and/or change its interpretation of any provision set forth in this manual. Employees should not hesitate to speak to management if they have any questions about the City of East Moline or its personnel policies and practices.



General Handbook Acknowledgment

This Employee manual is an important document intended to help you become acquainted with City of East Moline. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the City of East Moline's operations may change, the contents of this manual may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee manual.

I have received and read a copy of City of East Moline's Employee manual. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City of East Moline at any time.

I further understand that my employment is terminable at will, either by myself or the City of East Moline, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of City of East Moline other than the Head of Human Resources and/or Director of Human Resources may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the City of East Moline's Employee manual.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.



Receipt of Non-Harassment Policy

It is the City of East Moline's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Director of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. **All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.** In addition, the City of East Moline will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand City of East Moline's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



Receipt of Sexual Harassment Policy

It is the City of East Moline's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the City of East Moline. It is to ensure that at the City of East Moline all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact Director of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the City of East Moline will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand City of East Moline's Sexual Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



City of East Moline P-Card Agreement

Employee's Printed Name: _____

City of East Moline P-Card Agreement Signature Form

CARDHOLDER AGREEMENT

I understand that I am authorized to use the Purchasing Card, to purchase goods and services and the purchase is within the parameters established in the Policies and Procedures.

I agree to purchase goods and services, consistent with the City of East Moline responsibilities, to satisfy legitimate business needs of the City of East Moline. I will not use the Purchase Card for personal use or non-permitted business purposes.

All purchases I make will be in accordance with applicable City of East Moline Purchase Card Policies and Procedures (a copy of which was provided to me).

I understand that my authorization to make such purchases shall automatically cease upon my termination from the City of East Moline employment, or if I should change departments.

I have reviewed and understand the provisions of the attached referenced Policies and Procedures.

I understand that any abuse or incorrect use of the Purchase Card could result in disciplinary action against me up to and including termination of my employment at the City of East Moline, and criminal prosecution.

Signature _____

Print Name _____

PC Card Number (last four digits only) _____

Department _____ Date _____

I have approved the named applicant for a Purchase Card. I agree to review the Monthly Memo Statements for compliance and the established policies and procedures

Department Head Signature _____ Date _____

Print Name _____ Date _____

**Return to Finance Office when completed



CITY OF EAST MOLINE