

Attached is the agenda packet for the December 18, 2023 Board Meeting. For those of you with Drop Box, the file will be placed in the Drop Box Folder.

**The Village Board meeting will begin at 7:00 PM. All discussions and business will occur at the Village Board meeting. After consideration of the meeting minutes and accounts payable, the meeting will proceed to new and old business.**

Please contact the Mayor if you have any questions or if you wish to attend the meeting electronically.

James McDonald, Mayor  
Mary Konrad, Clerk  
Christine McKinley, Treasurer



Trustees:  
Allena Barbato  
Scott Bartlett  
Glenn McCollum  
Jeff Nielsen  
Tom O'Reilly  
Doug Savell

**AGENDA**  
**VILLAGE OF LAKE VILLA**  
**BOARD OF TRUSTEES**  
**December 18, 2023**  
**7:00 pm**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comment
4. Approval of the Minutes of December 4, 2023 Board Meeting
5. Accounts Payable – December 16, 2023
6. Mayor
7. Staff Reports
8. New Business
  - a. Ordinance 2023-12-03: An Ordinance Amending the Employee Handbook
  - b. Ordinance 2023-12-04: An Ordinance Approving the Tax Levy
9. Old Business
10. Executive Session
11. Adjournment



**DATE:** December 13, 2023

**TO:** Village Board of Trustees

**FROM:** Michael Strong  
Village Administrator

**RE:** Agenda Transmittal

**New Business**

**a. Ordinance 2023-12-03: An Ordinance Amending the Employee Handbook**

Staff Contact(s): Michael Strong, Village Administrator

The Village Board will discuss and consider approval of an ordinance amending the Employee Handbook. The draft edits are included as an attachment. With Village Health Insurance changing from a composite rate to an age-rated billing system, the existing formula for employee health insurance opt-out would result in an administratively burdensome process. The rather than opt-out rates changing on a yearly basis, the new opt-out benefit will result in a flat \$90 to be distributed over the course of 24 pay periods. Under the existing program, this rate was calculated using a formula that read, (total premium\*.25\*12/26).

Additionally, section 7.2 of the employee handbook, regarding Bereavement Leave will be updated to reflect and comply with the Illinois Family Bereavement Leave Act.

Each of these changes are highlighted in Employee Handbook Update included in the packet. An updated version of the Handbook with the proposed changes has also been attached.

Suggested Motion: *Motion to approve Ordinance 2023-12-03 Amending the Employee Handbook*

**b. Ordinance 2023-12-04: An Ordinance Approving the Tax Levy (Final Reading)**

Staff Contact: Chritine McKinley, Finance Director

Village Staff requests approving the final reading of an Ordinance establishing the 2023 property tax levy. The annual tax levy must be filed with the County Clerk by the last Tuesday in December. Real estate taxes are a significant portion of the Village's total revenue each year, accounting for over 25% of the General Fund revenue.

On November 20, 2023, the Village Board proposed to increase the tax levy for 2022 by 3.5% along with new growth/construction (.2063). A summary of the proposed levy is as follows:

<b>Fund</b>	<b>Proposed</b>			
	<b>2023 Levy</b>	<b>2022 Extension</b>	<b>\$ Change</b>	<b>% Change</b>
General Corporate	470,552	458,556	11,996	
Total Police Protection	500,335	482,454	17,881	
Total Street & Bridge	165,028	118,001	47,027	
IMRF Municipal Retirement	57,554	55,497	2,057	
Social Security	185,648	179,013	6,635	
Liability Insurance	171,310	170,009	1,301	
Audit	-	-	-	
Police Pension	833,421	835,123	(1,702)	
Unemployment Insurance	-	-	-	
PTAB/CE Recapture	-	-	-	
<b>Grand Total Levy</b>	<b>2,383,848</b>	<b>2,298,653</b>	<b>85,195</b>	<b>3.7063%</b>

An additional \$10,000 was added to street & bridge from the December 4<sup>th</sup> proposal as directed by the Village Board. \$5,000 was removed from general corporate and another \$5,000 from liability insurance to do so.

The proposed tax levy for 2022 reflects a 3.7063% increase over the 2022 tax levy extension for the Village. However, accounting for the anticipated increase in Equalized Assessed Valuation for the Village, the Village's tax rate is anticipated to decrease by 3.15% compared to 2022.

**Suggested Motion:** *Motion to approve Ordinance 2023-12-04 Adopting the 2023 Tax Levy Ordinance*

**VILLAGE OF LAKE VILLA  
VILLAGE BOARD  
REGULAR MEETING  
December 4<sup>th</sup>, 2023**

***Call to Order:*** Mayor McDonald called the meeting to order at 7:00 pm.

***Present:*** Mayor McDonald, Village Clerk Konrad, Trustees: Barbato, O'Reilly, Bartlett, Savell and McCollum, Police Chief Rochelle Tisinai, Village Administrator Mike Strong, , Public Works Supervisor Ryan Horton and Jim Bowles, and Christine McKinley. Trustee Nielsen was absent.

**ROLL CALL VOTE WAS:**

**AYES: 5 (Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 1 (Nielsen)**

**ABSTAIN: 0**

**MOTION CARRIED**

***Public Comment:*** A question was presented as to whose responsibility it was to clear sidewalks on Cedar Avenue as winter approaches. The Village is responsible for all public and common areas while sidewalks in front of businesses is the responsibility of the business.

***Mayor:*** The Holiday Parade was a success and a big thank you to Public Works and our Police Department in their efforts.

The Village welcomed two new Police Officers, Michael Morales and Ruslan Khamdulaev. Both come to the Village with law enforcement experience and are a welcomed addition to the department.

The Christmas Party will be held on December 20<sup>th</sup>, 6-9pm. Details to follow.

***Minutes:*** It was moved by Trustee Savell and seconded by Trustee O'Reilly to approve the November 6<sup>th</sup>, 2023 Village Board Meeting Minutes.

**ROLL CALL VOTE WAS:**

**AYES: 5 (Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 1 (Nielsen)**

**ABSTAIN: 0**

**MOTION CARRIED**

It was moved by Trustee Savell and seconded by Trustee O'Reilly to approve the November 20<sup>th</sup>, 2023 Village Board Meeting Minutes.

**ROLL CALL VOTE WAS:**

**AYES: 4 (O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 1 (Nielsen)**

**ABSTAIN: 1 (Barbato)**

**MOTION CARRIED**

**Staff reports:** The Chief of Police announced that ‘Shop-With-A-Cop’ will be held on December 19<sup>th</sup>.

The Village Administrator advised there will be a Zoning Board of Appeals will be held on December 12<sup>th</sup> at 7pm at the Village Hall.

**New Business**      **Approval: 2024 Village Board Meeting Dates**

The Village Board conferred on the approval of the 2024 Village Board schedule of meetings.

Dates to note of are:

- January 1<sup>st</sup> - Removed in observance of New Year’s Day
- July 1<sup>st</sup> - Removed in observance 4<sup>th</sup> of July holiday
- January 15<sup>th</sup> is moved to Tuesday, January 16<sup>th</sup> in observance of Martin Luther King holiday.
- February 19<sup>th</sup> is moved to Tuesday, February 20<sup>th</sup> in observance of Presidents Day
- September 2<sup>nd</sup> is moved to Tuesday, September 3<sup>rd</sup> in observance of Labor Day

The following dates are designated as Committee Meeting Dates

- January 8<sup>th</sup>
- February 12<sup>th</sup>
- March 11<sup>th</sup>
- July 8<sup>th</sup>

Staff anticipates that budget workshops will begin February 12<sup>th</sup> and conclude on March 11<sup>th</sup>.

It was moved by Trustee Barbato and seconded by Trustee Savell to approve calendar year 2024 Board of Trustees Meetings dates.

**ROLL CALL VOTE WAS:**

**AYES: 5 (Barbato, O’Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 1 (Nielsen)**

**ABSTAIN: 0**

**MOTION CARRIED**

**Ordinance 2023-12-01: Ordinance Amending the Village Code Relative to Administrative Adjudication**

The Village Board conferred on Ordinance amending the Village Code relative to the Village’s Administrative Adjudication System as outlined in Title 1, Chapter 14 of the Village Code. In accordance Public Act 103-0260, going into effect January 1<sup>st</sup>, 2024, expanding the authority of non-home rule municipalities to adopt administrative adjudication hearing systems under Division 2.1 of the Illinois Municipal Code. Adoption of Division 2.1 presents several advantages including:

- Ability to adjudicate any ordinance violation, other than traffic violations involving movement of traffic or motor vehicles
- Allows for increasing the maximum fine up to \$50,000 per violation
- Decreases notice of hearing requirements from 30 days to 15 days
- Removes limits on continuances

It was moved by Trustee Bartlett and seconded by Trustee O’Reilly to approve Ordinance 2023-12-01 Adopting Amendments to the Village Code Relative to the Village’s Administrative Adjudication Hearing System.

**ROLL CALL VOTE WAS:**

**AYES: 5 (Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 1 (Nielsen)**

**ABSTAIN: 0**

**MOTION CARRIED**

**Ordinance 2023-12-02: An Ordinance Approving a Redevelopment Agreement by and between the Village of Lake Villa and Ted Nielsen 1969 Enterprises LLC. (0 Park Avenue)**

The Village Board conferred on the approval of an Ordinance approving a Tax Increment Financing ("TIF") incentive in an amount not to exceed \$392,000 for the purchase and redevelopment of a portion of the property located at 0 Park Avenue in the Park Place Business Center. The Project includes:

- acquisition of property
- construction of new infrastructure including utility extensions
- remediation of environmental issues
- site preparation to construct an approximately 10,000 sq ft commercial structure.

The Village Board adopted Resolution 2023-06-01 which declared the Village's intention to authorize the reimbursement of eligible redevelopment project expenses for this Project using TIF funds from the Village's Downtown TIF Fund. The Ordinance, and accompanying Redevelopment Agreement, lays out various terms relative to the Project. Based on anticipated costs the developer will incur leading up to the occupancy of the new building, Village Staff recommended that a total of \$125,000 of the incentive reimbursement be paid out once construction commences on the new structure, with the balance being paid out through an equal share of subsequent future incremental taxes that are generated on the parcel between the Village and Developer. The Village's total incentive reimbursement amount represents 25% of the estimated total project cost for the infrastructure improvements on the property.

It was moved by Trustee Savell and seconded by Trustee McCollum to approve Ordinance 2023-12-02 approving the Redevelopment Agreement by and between the Village of Lake Villa and Ted Nielsen 1969 Enterprises LLC for the Property Located at 0 Park Avenue.

**ROLL CALL VOTE WAS:**

**AYES: 5 (Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 1 (Nielsen)**

**ABSTAIN: 0**

**MOTION CARRIED**

**Adjournment:** It was moved by Trustee Savell and seconded by Trustee Barbato to adjourn at 8:11 pm

**ROLL CALL VOTE WAS:**

**AYES: 5 (Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 1 (Nielsen)**

**ABSTAIN: 0**

**MOTION CARRIED**

*APPROVED BY ME THIS \_\_\_\_\_ December, 2023*

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*JAMES MCDONALD, MAYOR*

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*MARY KONRAD, CLERK*



VILLAGE OF LAKE VILLA Treasurer's Report  
EXP CHECK RUN DATES 12/05/2023 - 12/18/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Fund	Department	Line Item	Item Description	Amount	Account Number	Budget	Total	Over YTD Budget
<b>AFLAC</b>								
GENERAL FUND		AFLAC	AFLAC	2,479.97	01-00-10-2110	0.00	(40,888.96)	
			<b>Vendor Total:</b>	<b>2,479.97</b>				
<b>AMAZON CAPITAL SERVICES</b>								
GENERAL FUND	BUILDINGS & GROUNDS	SUPPLIES-BUILDING	BATTERIES FOR VILLAGE I	16.98	01-46-40-4910	16,000.00	6,676.29	
			<b>Vendor Total:</b>	<b>16.98</b>				
<b>AMERICAN GASES CORP</b>								
GENERAL FUND	BUILDINGS & GROUNDS	SUPPLIES-BUILDING	OXYGEN/ ACETYLENE	28.68	01-46-40-4910	16,000.00	6,676.29	
			<b>Vendor Total:</b>	<b>28.68</b>				
<b>AMERICAN LEGAL PUBLISHING</b>								
GENERAL FUND	ADMINISTRATIVE	CODIFICATION	ANNUAL WEB HOSTING FEE	500.00	01-10-20-4391	4,500.00	567.65	
			<b>Vendor Total:</b>	<b>500.00</b>				
<b>ANTHONY CALIENDO</b>								
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	186.60	01-00-10-2110	0.00	(40,888.96)	
			<b>Vendor Total:</b>	<b>186.60</b>				
<b>ARS CAPITAL REAL ESTATE, LLC</b>								
DOWNTOWN TIF FUND		TIF ELIGIBLE PROJECT	E/TIF PAYMENT FOR ENCORE	70,125.00	M 98-00-00-4801	71,000.00	70,125.00	OVER
			<b>Vendor Total:</b>	<b>70,125.00</b>				
<b>AUSTIN DEMSKI</b>								
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	27.04	01-00-10-2110	0.00	(40,888.96)	
			<b>Vendor Total:</b>	<b>27.04</b>				
<b>BAXTER &amp; WOODMAN</b>								
GENERAL FUND	ADMINISTRATIVE	MANAGED GIS SERVICES-	GIS CONSULTING SERVICE:	298.25	01-10-20-5216	6,000.00	3,270.25	
WATER & SEWER	WATER	MANAGED GIS SERVICES-	GIS CONSULTING SERVICE:	596.50	60-42-20-5216	12,000.00	3,382.00	
WATER & SEWER	SEWER	MANAGED GIS SERVICES-	GIS CONSULTING SERVICE:	596.50	60-43-20-5216	12,000.00	1,802.75	
			<b>Vendor Total:</b>	<b>1,491.25</b>				
<b>BENNY'S SERVICE CENTER, INC.</b>								
GENERAL FUND	FLEET	CONTRACT VEHICLE MAINT	SAFETY INSPECTIONS	359.25	01-30-20-4230	30,000.00	7,775.14	
WATER & SEWER	WATER	CONTRACT VEHICLE MAINT	SAFETY INSPECTIONS	59.88	60-42-20-4230	5,000.00	1,250.98	
WATER & SEWER	SEWER	CONTRACT VEHICLE MAINT	SAFETY INSPECTIONS	59.87	60-43-20-4230	5,000.00	1,310.32	
			<b>Vendor Total:</b>	<b>479.00</b>				
<b>BOTTS WELDING &amp; TRK SERVICE INC.</b>								
GENERAL FUND	FLEET	CONTRACT VEHICLE MAINT	TRUCK # 7	1,489.30	01-30-20-4230	30,000.00	7,775.14	
WATER & SEWER	SEWER	CONTRACT VEHICLE MAINT	TRUCK # 7	248.22	60-43-20-4230	5,000.00	1,310.32	
WATER & SEWER	WATER	CONTRACT VEHICLE MAINT	TRUCK # 7	248.22	60-42-20-4230	5,000.00	1,250.98	
			<b>Vendor Total:</b>	<b>1,985.74</b>				
<b>BRIAN PETERSEN</b>								
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	119.02	01-00-10-2110	0.00	(40,888.96)	
			<b>Vendor Total:</b>	<b>119.02</b>				
<b>C.O.P.S. TESTING SERVICE, INC.</b>								
GENERAL FUND	POLICE	PHYSICALS/TESTING	PRE- EMPLOYMENT PSYCHO:	1,250.00	01-20-60-4570	6,060.00	2,013.00	
			<b>Vendor Total:</b>	<b>1,250.00</b>				
<b>CARDMEMBER SERVICE</b>								
GENERAL FUND	POLICE	MISCELLANEOUS	JEWEL	81.85	01-20-60-5190	8,000.00	2,663.07	
GENERAL FUND	ADMINISTRATIVE	SOFTWARE LICENSES	DROPBOX	9.99	01-10-60-5213	25,000.00	12,943.64	
WATER & SEWER	WATER	SOFTWARE LICENSES	DROPBOX	5.00	60-42-60-5213	12,500.00	3,679.78	
WATER & SEWER	SEWER	SOFTWARE LICENSES	DROPBOX	5.00	60-43-60-5213	12,500.00	3,679.79	
SPECIAL EVENTS FUND		OTHER EVENT EXPENSES	HOLIDAY PARADE CANDY	383.51	81-00-00-4366	10,000.00	2,287.32	
GENERAL FUND	BUILDINGS & GROUNDS	SUPPLIES-BUILDING	BATTERIES- EMERGENCY L	66.69	01-46-40-4910	16,000.00	6,676.29	
GENERAL FUND	BUILDINGS & GROUNDS	SUPPLIES-BUILDING	BATTERIES	28.85	01-46-40-4910	16,000.00	6,676.29	
GENERAL FUND	ADMINISTRATIVE	TRAINING/TRAVEL	TRAVEL/ TRAINING- LUNC	27.91	01-10-60-4530	8,750.00	6,517.64	
GENERAL FUND	FLEET	TRAINING/TRAVEL	APWA TRAINING	150.00	01-30-60-4530	500.00	105.00	
GENERAL FUND	POLICE	TRAINING/TRAVEL	LAKE COUNTY CHIEFS	28.00	01-20-60-4530	19,500.00	5,656.95	
GENERAL FUND	POLICE	RANGE & SUPPLIES	C & H PRECISION WEAPON	146.23	01-20-60-4560	16,500.00	11,297.02	
			<b>Vendor Total:</b>	<b>933.03</b>				
<b>CASH</b>								
GENERAL FUND	POLICE	MISCELLANEOUS	KEYME LOCKSMITH	10.77	01-20-60-5190	8,000.00	2,663.07	
GENERAL FUND	POLICE	MEMBERSHIPS	2023 NEW LERMI MEMBER ;	40.00	01-20-60-4531	14,500.00	12,308.80	

VILLAGE OF LAKE VILLA Treasurer's Report  
EXP CHECK RUN DATES 12/05/2023 - 12/18/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Fund	Department	Line Item	Item Description	Amount	Account Number	Budget	Total	Over YTD Budget
GENERAL FUND	POLICE	MISCELLANEOUS	UNIVERCELL WIRELESS- S	50.00	01-20-60-5190	8,000.00	2,663.07	
GENERAL FUND	POLICE	MISCELLANEOUS	USPS POSTAGE	8.56	01-20-60-5190	8,000.00	2,663.07	
GENERAL FUND	POLICE	MISCELLANEOUS	PRISONER MEAL	8.95	01-20-60-5190	8,000.00	2,663.07	
WATER & SEWER	SEWER	OFFICE SUPPLIES	26 PKT EXPANDING FILE	5.15	60-43-60-4810	5,800.00	3,234.51	
WATER & SEWER	WATER	OFFICE SUPPLIES	26 PKT EXPANDING FILE	5.15	60-42-60-4810	5,800.00	3,234.48	
GENERAL FUND	ADMINISTRATIVE	OFFICE SUPPLIES	26 PKT EXPANDING FILE	12.03	01-10-60-4810	7,350.00	4,091.27	
GENERAL FUND	POLICE	OFFICE SUPPLIES	26 PKT EXPANDING FILE	12.03	01-20-60-4810	12,000.00	3,346.24	
GENERAL FUND	POLICE	MISCELLANEOUS	CARABINERS FOR SQUADS	6.39	01-20-60-5190	8,000.00	2,663.07	
GENERAL FUND	POLICE	MISCELLANEOUS	APD/LCSO FOR MULTI PER	19.34	01-20-60-5190	8,000.00	2,663.07	
GENERAL FUND	POLICE	MISCELLANEOUS	BRASS KEYRAFTER	7.75	01-20-60-5190	8,000.00	2,663.07	
GENERAL FUND	POLICE	MISCELLANEOUS	K-CUPS	54.86	01-20-60-5190	8,000.00	2,663.07	
GENERAL FUND	POLICE	MISCELLANEOUS	WALGREENS- FIRST AID	22.92	01-20-60-5190	8,000.00	2,663.07	
<b>Vendor Total:</b>				<b>263.90</b>				
<b>CENTRAL LAKE COUNTY JAWA</b>								
WATER & SEWER	WATER	CLC-JAWA	NOVEMBER 2023	28,148.40	60-42-20-4351	334,194.00	235,418.28	
WATER & SEWER	WATER	CLC JAWA CONNECTION FEI	NOVEMBER 2023	19,575.00	60-42-20-4352	234,900.00	137,025.00	
<b>Vendor Total:</b>				<b>47,723.40</b>				
<b>CES</b>								
GENERAL FUND	STREETS	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- JIM	107.99	01-41-60-4170	3,000.00	1,261.69	
WATER & SEWER	WATER	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- JIM	54.00	60-42-60-4170	1,500.00	646.32	
WATER & SEWER	SEWER	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- JIM	54.00	60-43-60-4170	1,500.00	646.39	
GENERAL FUND	BUILDINGS & GROUNDS	MAINTENANCE-BUILDING	LEHMANN MANSION	13.29	01-46-40-4210	14,000.00	7,560.41	
GENERAL FUND	BUILDINGS & GROUNDS	MAINTENANCE-BUILDING	LEHMANN MANSION	17.07	01-46-40-4210	14,000.00	7,560.41	
<b>Vendor Total:</b>				<b>246.35</b>				
<b>CHRISTOPHER PRYDE</b>								
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	288.30	01-00-10-2110	0.00	(40,888.96)	
<b>Vendor Total:</b>				<b>288.30</b>				
<b>COLLEGE OF LAKE COUNTY</b>								
PARK AVE TIF		TAXING DISTRICT SURPLU	PARK AVE TIF PAYMENT	559.72	M 89-00-00-4802	0.00	34,317.34	OVER
<b>Vendor Total:</b>				<b>559.72</b>				
<b>COMCAST CABLE</b>								
GENERAL FUND	BUILDINGS & GROUNDS	TELEPHONE	65 CEDAR AVE OFC	283.98	01-46-60-4420	18,000.00	9,755.06	
WATER & SEWER	WATER	TELEPHONE	65 CEDAR AVE OFC	47.33	60-42-60-4420	3,000.00	1,403.00	
WATER & SEWER	SEWER	TELEPHONE	65 CEDAR AVE OFC	47.33	60-43-60-4420	3,000.00	1,403.03	
<b>Vendor Total:</b>				<b>378.64</b>				
<b>CONSERV FS, INC.</b>								
GENERAL FUND	FLEET	AUTOMOTIVE FUEL/OIL	771.5 GAL UNLEADED	1,757.28	01-30-60-4820	82,500.00	43,337.05	
WATER & SEWER	WATER	AUTOMOTIVE FUEL/OIL	771.5 GAL UNLEADED	292.88	60-42-60-4820	13,750.00	7,320.66	
WATER & SEWER	SEWER	AUTOMOTIVE FUEL/OIL	771.5 GAL UNLEADED	292.88	60-43-60-4820	13,750.00	7,320.67	
GENERAL FUND	FLEET	AUTOMOTIVE FUEL/OIL	516.6 GAL UNL. DIESEL	1,264.64	01-30-60-4820	82,500.00	43,337.05	
WATER & SEWER	WATER	AUTOMOTIVE FUEL/OIL	516.6 GAL UNL. DIESEL	210.77	60-42-60-4820	13,750.00	7,320.66	
WATER & SEWER	SEWER	AUTOMOTIVE FUEL/OIL	516.6 GAL UNL. DIESEL	210.77	60-43-60-4820	13,750.00	7,320.67	
GENERAL FUND	FLEET	AUTOMOTIVE FUEL/OIL	415.5 GAL UNL	871.00	01-30-60-4820	82,500.00	43,337.05	
WATER & SEWER	WATER	AUTOMOTIVE FUEL/OIL	415.5 GAL UNL	145.17	60-42-60-4820	13,750.00	7,320.66	
WATER & SEWER	SEWER	AUTOMOTIVE FUEL/OIL	415.5 GAL UNL	145.16	60-43-60-4820	13,750.00	7,320.67	
<b>Vendor Total:</b>				<b>5,190.55</b>				
<b>COREY WESTMAN</b>								
GENERAL FUND	ADMINISTRATIVE	TRAINING/TRAVEL	MILEAGE REIMBURSEMENT	18.34	01-10-60-4530	8,750.00	6,517.64	
<b>Vendor Total:</b>				<b>18.34</b>				
<b>CREEVY REAL ESTATE, LLC.</b>								
PARK AVE TIF		TIF ELIGIBLE PROJECT E	2022 TIF PAYMENT	21,002.17	M 89-00-00-4801	10,000.00	21,002.17	OVER
<b>Vendor Total:</b>				<b>21,002.17</b>				
<b>DEBBIE EFFINGER</b>								
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	503.50	01-00-10-2110	0.00	(40,888.96)	
<b>Vendor Total:</b>				<b>503.50</b>				
<b>DEKIND COMPUTER CONSULTANTS</b>								
GENERAL FUND	ADMINISTRATIVE	IT SUPPORT -75% (MONTH	5.75 OT FOR NOVEMBER 20	366.56	01-10-20-5215	9,000.00	5,889.36	
WATER & SEWER	WATER	IT SUPPORT -12.5%	5.75 OT FOR NOVEMBER 20	61.09	60-42-20-5215	1,500.00	981.57	

VILLAGE OF LAKE VILLA Treasurer's Report  
EXP CHECK RUN DATES 12/05/2023 - 12/18/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Fund	Department	Line Item	Item Description	Amount	Account Number	Budget	Total	Over YTD Budget
WATER & SEWER	SEWER	IT SUPPORT -12.5%	5.75 OT FOR NOVEMBER 21	61.10	60-43-20-5215	1,500.00	981.57	
GENERAL FUND	ADMINISTRATIVE	IT SUPPORT -75% (MONTHLY SERVICE-	JANUARY	600.00	01-10-20-5215	9,000.00	5,889.36	
WATER & SEWER	WATER	IT SUPPORT -12.5%	MONTHLY SERVICE- JANUARY	100.00	60-42-20-5215	1,500.00	981.57	
WATER & SEWER	SEWER	IT SUPPORT -12.5%	MONTHLY SERVICE- JANUARY	100.00	60-43-20-5215	1,500.00	981.57	
GENERAL CAPITAL FUND		INFORMATION TECHNOLOGY-MONTHLY SERVICE-	JANUARY	1,242.00	90-00-00-8150	40,000.00	26,860.08	
<b>DONNA ROSENBERG</b>				<b>Vendor Total:</b>				
GENERAL FUND	POLICE	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- DONN	49.64	01-20-60-4170	28,000.00	24,832.40	
<b>ENTERPRISE FM TRUST</b>				<b>Vendor Total:</b>				
GENERAL FUND	FLEET	VEHICLE LEASES	VEHICLE LEASES/ POLICE-	4,642.10	01-30-60-4932	90,000.00	47,600.21	
GENERAL FUND	FLEET	VEHICLE LEASES	VEHICLE LEASES/ PUBLIC	6,043.88	01-30-60-4932	90,000.00	47,600.21	
<b>ERIK LINDBERG</b>				<b>Vendor Total:</b>				
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	386.72	01-00-10-2110	0.00	(40,888.96)	
<b>FACTORY MOTOR PARTS CO.</b>				<b>Vendor Total:</b>				
GENERAL FUND	FLEET	VEHICLE SUPPLIES	SQUAD #280	138.20	01-30-60-4930	52,500.00	21,360.40	
WATER & SEWER	SEWER	VEHICLE SUPPLIES	SQUAD #280	23.03	60-43-60-4930	8,750.00	3,623.95	
WATER & SEWER	WATER	VEHICLE SUPPLIES	SQUAD #280	23.03	60-42-60-4930	8,750.00	3,623.74	
GENERAL FUND	FLEET	VEHICLE SUPPLIES	CREDIT FOR MED/ LARGE 1	(57.00)	01-30-60-4930	52,500.00	21,360.40	
WATER & SEWER	SEWER	VEHICLE SUPPLIES	CREDIT FOR MED/ LARGE 1	(9.50)	60-43-60-4930	8,750.00	3,623.95	
WATER & SEWER	WATER	VEHICLE SUPPLIES	CREDIT FOR MED/ LARGE 1	(9.50)	60-42-60-4930	8,750.00	3,623.74	
GENERAL FUND	FLEET	VEHICLE SUPPLIES	SQUAD # 271	103.00	01-30-60-4930	52,500.00	21,360.40	
WATER & SEWER	SEWER	VEHICLE SUPPLIES	SQUAD # 271	17.17	60-43-60-4930	8,750.00	3,623.95	
WATER & SEWER	WATER	VEHICLE SUPPLIES	SQUAD # 271	17.17	60-42-60-4930	8,750.00	3,623.74	
GENERAL FUND	FLEET	VEHICLE SUPPLIES	DIESEL EXHAUST	51.34	01-30-60-4930	52,500.00	21,360.40	
WATER & SEWER	SEWER	VEHICLE SUPPLIES	DIESEL EXHAUST	8.56	60-43-60-4930	8,750.00	3,623.95	
WATER & SEWER	WATER	VEHICLE SUPPLIES	DIESEL EXHAUST	8.56	60-42-60-4930	8,750.00	3,623.74	
GENERAL FUND	FLEET	VEHICLE SUPPLIES	50-55 GAL RED DRUM ANT	862.19	01-30-60-4930	52,500.00	21,360.40	
WATER & SEWER	SEWER	VEHICLE SUPPLIES	50-55 GAL RED DRUM ANT	143.70	60-43-60-4930	8,750.00	3,623.95	
WATER & SEWER	WATER	VEHICLE SUPPLIES	50-55 GAL RED DRUM ANT	143.70	60-42-60-4930	8,750.00	3,623.74	
<b>FIRE PROTECTION DISTRICT</b>				<b>Vendor Total:</b>				
PARK AVE TIF		TAXING DISTRICT SURPLUS	PARK AVE TIF PAYMENT	1,418.66	M 89-00-00-4802	0.00	34,317.34	OVER
<b>FOX RECOVERY &amp; TOWING</b>				<b>Vendor Total:</b>				
GENERAL FUND	FLEET	CONTRACT VEHICLE MAINT	TOW- MOVE SEMI TRAILER	150.00	01-30-20-4230	30,000.00	7,775.14	
WATER & SEWER	SEWER	CONTRACT VEHICLE MAINT	TOW- MOVE SEMI TRAILER	25.00	60-43-20-4230	5,000.00	1,310.32	
WATER & SEWER	WATER	CONTRACT VEHICLE MAINT	TOW- MOVE SEMI TRAILER	25.00	60-42-20-4230	5,000.00	1,250.98	
<b>GALL'S, LLC</b>				<b>Vendor Total:</b>				
GENERAL FUND	POLICE	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- JOH	97.48	01-20-60-4170	28,000.00	24,832.40	
GENERAL FUND	POLICE	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- THO	41.99	01-20-60-4170	28,000.00	24,832.40	
<b>GEWALT HAMILTON ASSOCIATES, INC.</b>				<b>Vendor Total:</b>				
GENERAL CAPITAL FUND		DESIGN ENG. SIDEWALK: (LAKE VILLA-	GRAND AVE 1	2,856.00	90-00-00-8125	135,000.00	23,922.50	
<b>GLEN HEITMAN</b>				<b>Vendor Total:</b>				
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	35.58	01-00-10-2110	0.00	(40,888.96)	
<b>GREGORY REGNIER</b>				<b>Vendor Total:</b>				
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	133.12	01-00-10-2110	0.00	(40,888.96)	
<b>HERMAN BROTHERS</b>				<b>Vendor Total:</b>				
GENERAL CAPITAL FUND		FLEET VEHICLES	2023 WESTERN SNOWPLOW 1	6,703.80	90-00-00-8149	310,000.00	86,849.40	
<b>HOME DEPOT CREDIT SERVICES</b>				<b>Vendor Total:</b>				

VILLAGE OF LAKE VILLA Treasurer's Report  
EXP CHECK RUN DATES 12/05/2023 - 12/18/2023  
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BOTH OPEN AND PAID

Fund	Department	Line Item	Item Description	Amount	Account Number	Budget	Total	Over YTD Budget
GENERAL FUND	POLICE	MISCELLANEOUS	CABLE TIES	37.56	01-20-60-5190	8,000.00	2,663.07	
			<b>Vendor Total:</b>	<b>37.56</b>				
<b>ICOPS</b>								
GENERAL FUND		UNION DUES PAYABLE	PAY PERIOD 11/25-12/08	253.00	01-00-10-2190	0.00	(3,640.00)	
			<b>Vendor Total:</b>	<b>253.00</b>				
<b>IL PUBLIC WORKS MUTUAL AID NETWORK</b>								
GENERAL FUND	STREETS	MEMBERSHIPS	MEMBERSHIP -01/01/2024	100.00	01-41-60-4531	835.00	100.00	
			<b>Vendor Total:</b>	<b>100.00</b>				
<b>ILLR CHAMBER OF COMMERCE</b>								
GENERAL FUND	ADMINISTRATIVE	MISCELLANEOUS EXPENSES	ANNUAL MAYOR'S LUNCHEON	80.00	01-10-60-5190	8,000.00	7,605.48	
			<b>Vendor Total:</b>	<b>80.00</b>				
<b>IYONNA WRIGHT</b>								
DEVELOPER ESCROWS		POLICE DEPT. DONATION	LAKE VILLA POLICE DEPT	150.00	03-00-30-2346	0.00	5,251.10	OVER
			<b>Vendor Total:</b>	<b>150.00</b>				
<b>JACLYNN DREHOBL</b>								
GENERAL FUND	POLICE	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- JACI	52.50	01-20-60-4170	28,000.00	24,832.40	
			<b>Vendor Total:</b>	<b>52.50</b>				
<b>JACOB LITZ</b>								
GENERAL FUND	ADMINISTRATIVE	TRAINING/TRAVEL	MILEAGE REIMBURSEMENT	15.72	01-10-60-4530	8,750.00	6,517.64	
			<b>Vendor Total:</b>	<b>15.72</b>				
<b>JAMES DECARO</b>								
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	67.32	01-00-10-2110	0.00	(40,888.96)	
			<b>Vendor Total:</b>	<b>67.32</b>				
<b>JAMES P. BATEMAN, LTD.</b>								
GENERAL FUND	ADMINISTRATIVE	LEGAL FEES	GENERAL MATTERS	11,826.25	01-10-20-4330	90,000.00	84,634.90	OVER
GENERAL FUND	ADMINISTRATIVE	LEGAL FEES	POLICE COMMISSION MATTER	855.00	01-10-20-4330	90,000.00	84,634.90	
WATER & SEWER	WATER	LEGAL FEES	SEWER AND WATER MATTER	275.22	60-42-20-4330	5,000.00	282.34	
WATER & SEWER	SEWER	LEGAL FEES	SEWER AND WATER MATTER	275.23	60-43-20-4330	5,000.00	282.36	
GENERAL FUND	ADMINISTRATIVE	LEGAL FEES	LAKE VILLA TOWNSHIP FA	139.80	01-10-20-4330	90,000.00	84,634.90	
DEVELOPER ESCROWS		REDWOOD ESCROW	REDWOOD MATTERS	2,018.60	03-00-30-2361	0.00	(26,738.55)	
DEVELOPER ESCROWS		DUNKIN DONUTS ESCROW	LAKE TOWER CROSSING MA	235.40	03-00-30-2362	0.00	1,109.20	OVER
			<b>Vendor Total:</b>	<b>15,625.50</b>				
<b>JIM BOWLES</b>								
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	68.78	01-00-10-2110	0.00	(40,888.96)	
			<b>Vendor Total:</b>	<b>68.78</b>				
<b>JOHN WILLER</b>								
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	86.60	01-00-10-2110	0.00	(40,888.96)	
			<b>Vendor Total:</b>	<b>86.60</b>				
<b>JON M. TACK, P.E.</b>								
DEVELOPER ESCROWS		REDWOOD ESCROW	NOVEMBER 2023/ REDWOOD	250.00	03-00-30-2361	0.00	(26,738.55)	
GENERAL FUND	ADMINISTRATIVE	BUILDING INSPECTORS	NOVEMBER 2023/ REDWOOD	91.00	01-10-20-4392	65,000.00	34,634.39	
			<b>Vendor Total:</b>	<b>341.00</b>				
<b>KIESLER'S POLICE SUPPLY, INC.</b>								
GENERAL FUND	POLICE	RANGE & SUPPLIES	RANGE & SUPPLIES	955.00	01-20-60-4560	16,500.00	11,297.02	
			<b>Vendor Total:</b>	<b>955.00</b>				
<b>KURTIS KREY</b>								
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	31.06	01-00-10-2110	0.00	(40,888.96)	
			<b>Vendor Total:</b>	<b>31.06</b>				
<b>LAKE COUNTY</b>								
PARK AVE TIF		TAXING DISTRICT SURPLUS	PARK AVE TIF PAYMENT	1,114.00	M 89-00-00-4802	0.00	34,317.34	OVER
			<b>Vendor Total:</b>	<b>1,114.00</b>				
<b>LAKE COUNTY FOREST PRESERVE</b>								
PARK AVE TIF		TAXING DISTRICT SURPLUS	PARK AVE TIF PAYMENT	327.80	M 89-00-00-4802	0.00	34,317.34	OVER
			<b>Vendor Total:</b>	<b>327.80</b>				
<b>LAKE COUNTY HOSE &amp; EQUIPMENT</b>								
GENERAL FUND	FLEET	VEHICLE SUPPLIES	SUPPLIES FOR BACKHOE	529.01	01-30-60-4930	52,500.00	21,360.40	
WATER & SEWER	WATER	VEHICLE SUPPLIES	SUPPLIES FOR BACKHOE	88.17	60-42-60-4930	8,750.00	3,623.74	
WATER & SEWER	SEWER	VEHICLE SUPPLIES	SUPPLIES FOR BACKHOE	88.17	60-43-60-4930	8,750.00	3,623.95	

VILLAGE OF LAKE VILLA Treasurer's Report  
EXP CHECK RUN DATES 12/05/2023 - 12/18/2023  
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Fund	Department	Line Item	Item Description	Amount	Account Number	Budget	Total	Over YTD Budget
<b>LAKE COUNTY RECORDER OF DEEDS</b>				<b>Vendor Total:</b>				
GENERAL FUND	ADMINISTRATIVE	MISCELLANEOUS EXPENSES	ORDINANCE-REDWOOD/ LIEI	705.35	01-10-60-5190	8,000.00	7,605.48	
<b>LAKE COUNTY TREASURER</b>				<b>Vendor Total:</b>				
GENERAL FUND	ADMINISTRATIVE	BUILDING INSPECTORS	NOVEMBER 2023- BUILDING	100.00	01-10-20-4392	65,000.00	34,634.39	
<b>LAKE VILLA INVESTMENT GROUP LLC</b>				<b>Vendor Total:</b>				
DOWNTOWN TIF FUND		89 CEDAR AVE	2022 TIF PAYMENT	4,775.29	M 98-00-98-9503	3,500.00	3,757.65	OVER
<b>LAKE VILLA LIBRARY</b>				<b>Vendor Total:</b>				
PARK AVE TIF		TAXING DISTRICT SURPLUS	PARK AVE TIF PAYMENT	3,757.65	M 89-00-00-4802	0.00	34,317.34	OVER
<b>LAKE VILLA POLICE PENSION FUND</b>				<b>Vendor Total:</b>				
GENERAL FUND	POLICE	POLICE PENSION PAYABLE	PAY PERIOD 11/25-12/08	892.06	01-20-10-2150	0.00	101,188.20	
<b>LAKE VILLA TOWNSHIP</b>				<b>Vendor Total:</b>				
PARK AVE TIF		TAXING DISTRICT SURPLUS	PARK AVE TIF PAYMENT	316.23	M 89-00-00-4802	0.00	34,317.34	OVER
<b>LAKELAND/LARSEN</b>				<b>Vendor Total:</b>				
MANSION FUND		PREVENTATIVE MAINTENANCE	MONTHLY ELEVATOR MAINT	202.38	08-00-00-4212	16,000.00	12,736.03	
<b>LAKESIDE INTERNATIONAL TRUCKS</b>				<b>Vendor Total:</b>				
GENERAL FUND	FLEET	VEHICLE SUPPLIES	TRUCK #5	46.11	01-30-60-4930	52,500.00	21,360.40	
WATER & SEWER	WATER	VEHICLE SUPPLIES	TRUCK #5	7.68	60-42-60-4930	8,750.00	3,623.74	
WATER & SEWER	SEWER	VEHICLE SUPPLIES	TRUCK #5	7.69	60-43-60-4930	8,750.00	3,623.95	
<b>LAUTERBACH &amp; AMEN, LLP</b>				<b>Vendor Total:</b>				
GENERAL FUND	ADMINISTRATIVE	FINANCIAL MANAGEMENT	C(NOVEMBER 2023- FINANCIAL	2,720.00	01-10-20-4311	35,000.00	23,040.00	
WATER & SEWER	WATER	FINANCIAL MANAGEMENT	C(NOVEMBER 2023- FINANCIAL	1,360.00	60-42-20-4311	17,500.00	11,520.00	
WATER & SEWER	SEWER	FINANCIAL MANAGEMENT	C(NOVEMBER 2023- FINANCIAL	1,360.00	60-43-20-4311	17,500.00	11,520.00	
<b>LOGAN DREYER</b>				<b>Vendor Total:</b>				
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	66.60	01-00-10-2110	0.00	(40,888.96)	
<b>LORI HEITMAN</b>				<b>Vendor Total:</b>				
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	17.08	01-00-10-2110	0.00	(40,888.96)	
<b>MAGEE HARTMAN, P.C.</b>				<b>Vendor Total:</b>				
GENERAL FUND	POLICE	LEGAL FEES/COURT	NOVEMBER 2023	2,319.00	01-20-20-4330	37,000.00	20,507.00	
<b>MARK MARTINO</b>				<b>Vendor Total:</b>				
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	148.42	01-00-10-2110	0.00	(40,888.96)	
<b>MENARDS - ANTIOCH</b>				<b>Vendor Total:</b>				
WATER & SEWER	WATER	MAINTENANCE-WATER SYST	LIFT STATION	6.99	60-42-40-4250	60,000.00	29,135.76	
GENERAL FUND	STREETS	SUPPLIES	SALT	8.11	01-41-40-4940	15,000.00	4,734.34	
WATER & SEWER	WATER	MAINTENANCE-WATER SYST	CENTRAL LIFT	55.92	60-42-40-4250	60,000.00	29,135.76	
WATER & SEWER	SEWER	MAINTENANCE-SEWER SYST	CENTRAL LIFT	55.92	60-43-40-4250	25,000.00	18,383.98	
GENERAL FUND	BUILDINGS & GROUNDS	SUPPLIES-PARKS	PARK SUPPLIES	74.68	01-46-40-4911	20,000.00	17,247.15	
GENERAL FUND	BUILDINGS & GROUNDS	SHOP SUPPLIES	SHOP SUPPLIES	52.61	01-46-40-4910	16,000.00	6,676.29	
WATER & SEWER	WATER	SUPPLIES - WATER	BOOSTER	49.85	60-42-40-4950	35,000.00	16,452.38	
<b>MENARDS-FOX LAKE</b>				<b>Vendor Total:</b>				
METRA FUND		MAINTENANCE-BUILDING	METRA SUPPLIES	19.35	02-00-30-4210	4,000.00	567.82	
<b>MICHAEL JANIK</b>				<b>Vendor Total:</b>				
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	23.28	01-00-10-2110	0.00	(40,888.96)	

VILLAGE OF LAKE VILLA Treasurer's Report  
EXP CHECK RUN DATES 12/05/2023 - 12/18/2023  
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<b>MICHAEL STOINSKI</b>				<b>Vendor Total:</b>				
SPECIAL EVENTS FUND		OTHER EVENT EXPENSES	MUSIC FOR HOLIDAY PART'	350.00	81-00-00-4366	10,000.00	2,287.32	
<b>MIKE GERATY</b>				<b>Vendor Total:</b>				
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	405.29	01-00-10-2110	0.00	(40,888.96)	
<b>NACO RETIREMENT SOLUTIONS</b>				<b>Vendor Total:</b>				
GENERAL FUND		DEFERRED COMP PAYABLE	PAY PERIOD 11/25-12/08,	3,050.38	01-00-10-2120	0.00	(46,255.32)	
<b>NICOR GAS</b>				<b>Vendor Total:</b>				
WATER & SEWER	SEWER	NATURAL GAS	ES OAK KNOLL RD -END OI	165.77	60-43-40-4610	13,000.00	7,111.47	
WATER & SEWER	SEWER	NATURAL GAS	725 E GRAND AVE # 4	166.88	60-43-40-4610	13,000.00	7,111.47	
<b>NORLAND HOLDINGS, LLC.</b>				<b>Vendor Total:</b>				
DOWNTOWN TIF FUND		NORLAND 1ST REDEVELOPMI	2022 TIF PAYMENT	8,995.22	M 98-00-98-4501	9,000.00	13,492.83	OVER
<b>NORTHSHORE TRUCK &amp; EQUIPMENT</b>				<b>Vendor Total:</b>				
GENERAL FUND	FLEET	CONTRACT VEHICLE MAINT	1/2 X 10 IN FORGED ROD	18.64	01-30-20-4230	30,000.00	7,775.14	
WATER & SEWER	SEWER	CONTRACT VEHICLE MAINT	1/2 X 10 IN FORGED ROD	3.11	60-43-20-4230	5,000.00	1,310.32	
WATER & SEWER	WATER	CONTRACT VEHICLE MAINT	1/2 X 10 IN FORGED ROD	3.11	60-42-20-4230	5,000.00	1,250.98	
<b>PADDOCK PUBLICATIONS, INC.</b>				<b>Vendor Total:</b>				
GENERAL FUND	ADMINISTRATIVE	MISCELLANEOUS EXPENSES	PUBLIC HEARING- 766 FR	207.00	01-10-60-5190	8,000.00	7,605.48	
<b>PITNEY BOWES BANK IN PURCHASE POWER</b>				<b>Vendor Total:</b>				
GENERAL FUND	ADMINISTRATIVE	OFFICE SUPPLIES	POSTAGE	299.92	01-10-60-4810	7,350.00	4,091.27	
GENERAL FUND	POLICE	OFFICE SUPPLIES	POSTAGE	299.92	01-20-60-4810	12,000.00	3,346.24	
WATER & SEWER	WATER	OFFICE SUPPLIES	POSTAGE	128.54	60-42-60-4810	5,800.00	3,234.48	
WATER & SEWER	SEWER	OFFICE SUPPLIES	POSTAGE	128.52	60-43-60-4810	5,800.00	3,234.51	
<b>PR COMMUNICATIONS</b>				<b>Vendor Total:</b>				
GENERAL FUND	FLEET	CONTRACT VEHICLE MAINT	TRUCK #17 / TRUCK #23	258.20	01-30-20-4230	30,000.00	7,775.14	
WATER & SEWER	SEWER	CONTRACT VEHICLE MAINT	TRUCK #17 / TRUCK #23	43.09	60-43-20-4230	5,000.00	1,310.32	
WATER & SEWER	WATER	CONTRACT VEHICLE MAINT	TRUCK #17 / TRUCK #23	43.09	60-42-20-4230	5,000.00	1,250.98	
<b>REINDERS INC.</b>				<b>Vendor Total:</b>				
GENERAL FUND	BUILDINGS & GROUNDS	SUPPLIES-PARKS	STRING LIGHTS	434.50	01-46-40-4911	20,000.00	17,247.15	
<b>ROCHELLE TISINAI</b>				<b>Vendor Total:</b>				
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	558.30	01-00-10-2110	0.00	(40,888.96)	
<b>ROGAN SHOES, INC.</b>				<b>Vendor Total:</b>				
GENERAL FUND	STREETS	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- CHR	98.64	01-41-60-4170	3,000.00	1,261.69	
WATER & SEWER	WATER	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- CHR	49.32	60-42-60-4170	1,500.00	646.32	
WATER & SEWER	SEWER	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- CHR	49.33	60-43-60-4170	1,500.00	646.39	
<b>ROGER SCHROEDER</b>				<b>Vendor Total:</b>				
GENERAL FUND		AFLAC	2015-2023 AFLAC CORREC'	208.40	01-00-10-2110	0.00	(40,888.96)	
<b>RYAN HORTON</b>				<b>Vendor Total:</b>				
GENERAL FUND	STREETS	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE REIM	50.00	01-41-60-4170	3,000.00	1,261.69	
WATER & SEWER	WATER	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE REIM	25.00	60-42-60-4170	1,500.00	646.32	
WATER & SEWER	SEWER	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE REIM	25.00	60-43-60-4170	1,500.00	646.39	
<b>SCHOOL DISTRICT #127</b>				<b>Vendor Total:</b>				
PARK AVE TIF		TAXING DISTRICT SURPLU	PARK AVE TIF PAYMENT	6,373.74	M 89-00-00-4802	0.00	34,317.34	OVER
				<b>Vendor Total:</b>				

VILLAGE OF LAKE VILLA Treasurer's Report  
EXP CHECK RUN DATES 12/05/2023 - 12/18/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
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Fund	Department	Line Item	Item Description	Amount	Account Number	Budget	Total	Over YTD Budget
<b>SCHOOL DISTRICT #41</b>								
PARK AVE TIF		TAXING DISTRICT SURPLUS	PARK AVE TIF PAYMENT	7,326.17	M 89-00-00-4802	0.00	34,317.34	OVER
			<b>Vendor Total:</b>	<b>7,326.17</b>				
<b>SONDAY SERVICES</b>								
WATER & SEWER	SEWER	MAINTENANCE-SEWER SYSTE	SEWER LIFT STATION CLEANING	2,112.50	60-43-40-4250	25,000.00	18,383.98	
			<b>Vendor Total:</b>	<b>2,112.50</b>				
<b>SPOT-LESS</b>								
GENERAL FUND	BUILDINGS & GROUNDS	CLEANING SERVICE	POLICE CLEANING- SEPTEMBER	585.00	01-46-60-4360	8,000.00	3,770.00	
GENERAL FUND	BUILDINGS & GROUNDS	CLEANING SERVICE	VILLAGE HALL CLEANING-	1,300.00	01-46-60-4360	8,000.00	3,770.00	
			<b>Vendor Total:</b>	<b>1,885.00</b>				
<b>STREICHER'S</b>								
GENERAL FUND	POLICE	UNIFORM ALLOWANCE	UNIFORM ALLOWANCE- HOL	290.00	01-20-60-4170	28,000.00	24,832.40	
			<b>Vendor Total:</b>	<b>290.00</b>				
<b>THOMAS AND DIANE TIMM</b>								
DOWNTOWN TIF FUND		NORLAND 1ST REDEVELOPM	2022 TIF PAYMENT	4,497.61	M 98-00-98-4501	9,000.00	13,492.83	OVER
			<b>Vendor Total:</b>	<b>4,497.61</b>				
<b>TRANSUNION</b>								
GENERAL FUND	POLICE	MEMBERSHIPS	NOVEMBER 2023	75.40	01-20-60-4531	14,500.00	12,308.80	
			<b>Vendor Total:</b>	<b>75.40</b>				
<b>VISTA MEDICAL CENTER WEST</b>								
GENERAL FUND	ADMINISTRATIVE	MISCELLANEOUS EXPENSES	NEW EMPLOYMENT PHYSICA	220.00	01-10-60-5190	8,000.00	7,605.48	
			<b>Vendor Total:</b>	<b>220.00</b>				
<b>WAREHOUSE DIRECT</b>								
WATER & SEWER	SEWER	OFFICE SUPPLIES	OFFICE SUPPLIES- URGEN	3.03	60-43-60-4810	5,800.00	3,234.51	
WATER & SEWER	WATER	OFFICE SUPPLIES	OFFICE SUPPLIES- URGEN	3.03	60-42-60-4810	5,800.00	3,234.48	
GENERAL FUND	ADMINISTRATIVE	OFFICE SUPPLIES	OFFICE SUPPLIES- URGEN	7.06	01-10-60-4810	7,350.00	4,091.27	
GENERAL FUND	POLICE	OFFICE SUPPLIES	OFFICE SUPPLIES- URGEN	7.06	01-20-60-4810	12,000.00	3,346.24	
WATER & SEWER	SEWER	OFFICE SUPPLIES	OFFICE SUPPLIES- STATI	18.19	60-43-60-4810	5,800.00	3,234.51	
WATER & SEWER	WATER	OFFICE SUPPLIES	OFFICE SUPPLIES- STATI	18.19	60-42-60-4810	5,800.00	3,234.48	
GENERAL FUND	ADMINISTRATIVE	OFFICE SUPPLIES	OFFICE SUPPLIES- STATI	42.45	01-10-60-4810	7,350.00	4,091.27	
GENERAL FUND	POLICE	OFFICE SUPPLIES	OFFICE SUPPLIES- STATI	42.45	01-20-60-4810	12,000.00	3,346.24	
WATER & SEWER	SEWER	OFFICE SUPPLIES	OFFICE SUPPLIES- ENVEL	9.17	60-43-60-4810	5,800.00	3,234.51	
WATER & SEWER	WATER	OFFICE SUPPLIES	OFFICE SUPPLIES- ENVEL	9.17	60-42-60-4810	5,800.00	3,234.48	
GENERAL FUND	ADMINISTRATIVE	OFFICE SUPPLIES	OFFICE SUPPLIES- ENVEL	21.41	01-10-60-4810	7,350.00	4,091.27	
GENERAL FUND	POLICE	OFFICE SUPPLIES	OFFICE SUPPLIES- ENVEL	21.41	01-20-60-4810	12,000.00	3,346.24	
WATER & SEWER	SEWER	OFFICE SUPPLIES	OFFICE SUPPLIES- USB D	20.60	60-43-60-4810	5,800.00	3,234.51	
WATER & SEWER	WATER	OFFICE SUPPLIES	OFFICE SUPPLIES- USB D	20.60	60-42-60-4810	5,800.00	3,234.48	
GENERAL FUND	ADMINISTRATIVE	OFFICE SUPPLIES	OFFICE SUPPLIES- USB D	48.06	01-10-60-4810	7,350.00	4,091.27	
GENERAL FUND	POLICE	OFFICE SUPPLIES	OFFICE SUPPLIES- USB D	48.05	01-20-60-4810	12,000.00	3,346.24	
WATER & SEWER	SEWER	OFFICE SUPPLIES	OFFICE SUPPLIES- FILE :	27.60	60-43-60-4810	5,800.00	3,234.51	
WATER & SEWER	WATER	OFFICE SUPPLIES	OFFICE SUPPLIES- FILE :	27.60	60-42-60-4810	5,800.00	3,234.48	
GENERAL FUND	ADMINISTRATIVE	OFFICE SUPPLIES	OFFICE SUPPLIES- FILE :	64.39	01-10-60-4810	7,350.00	4,091.27	
GENERAL FUND	POLICE	OFFICE SUPPLIES	OFFICE SUPPLIES- FILE :	64.39	01-20-60-4810	12,000.00	3,346.24	
			<b>Vendor Total:</b>	<b>523.91</b>				
<b>WASTE MANAGEMENT OF ILLINOIS</b>								
GARBAGE FUND		REFUSE PICKUP	REFUSE PICKUP	57,398.32	68-00-20-4470	644,741.00	392,884.80	
			<b>Vendor Total:</b>	<b>57,398.32</b>				
			<b>Grand Total:</b>	<b>323,263.79</b>				

12/13/2023 02:36 PM

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## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: AFLAC AFLAC		
BANK CODE: 40208		
116053	AFLAC	2,479.97
TOTAL BANK CODE: 40208		2,479.97
TOTAL VENDOR AFLAC AFLAC		2,479.97
VENDOR CODE: AMA AMAZON CAPITAL SERVICES		
BANK CODE: 40208		
14QK-LM93-CT4F	BATTERIES FOR VILLAGE HALL/PD	16.98
TOTAL BANK CODE: 40208		16.98
TOTAL VENDOR AMA AMAZON CAPITAL SERVICES		16.98
VENDOR CODE: AMEGAS AMERICAN GASES CORP		
BANK CODE: 40208		
199551	OXYGEN/ ACETYLENE	28.68
TOTAL BANK CODE: 40208		28.68
TOTAL VENDOR AMEGAS AMERICAN GASES CORP		28.68
VENDOR CODE: AMELEG AMERICAN LEGAL PUBLISHING		
BANK CODE: 40208		
29924	ANNUAL WEB HOSTING FEE 01/01/2024- 01/01	500.00
TOTAL BANK CODE: 40208		500.00
TOTAL VENDOR AMELEG AMERICAN LEGAL PUBLISHING		500.00
VENDOR CODE: ANTCAL ANTHONY CALIENDO		
BANK CODE: 40208		
12122023	2015-2023 AFLAC CORRECTIONS	186.60
TOTAL BANK CODE: 40208		186.60
TOTAL VENDOR ANTCAL ANTHONY CALIENDO		186.60
VENDOR CODE: ARS ARS CAPITAL REAL ESTATE, LLC		
BANK CODE: 40208		
12112023-ARS	TIF PAYMENT FOR ENCORE PACKAGING	70,125.00
TOTAL BANK CODE: 40208		70,125.00
TOTAL VENDOR ARS ARS CAPITAL REAL ESTATE, LLC		70,125.00
VENDOR CODE: AUSDEM AUSTIN DEMSKI		
BANK CODE: 40208		
12132023	2015-2023 AFLAC CORRECTIONS	27.04
TOTAL BANK CODE: 40208		27.04



12/13/2023 02:36 PM

User: CDENZEL

DB: Lake Villa

## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: AUSDEM AUSTIN DEMSKI		
TOTAL VENDOR AUSDEM AUSTIN DEMSKI		27.04
VENDOR CODE: BAXWOO BAXTER & WOODMAN		
BANK CODE: 40208		
0253056	GIS CONSULTING SERVICES	1,491.25
TOTAL BANK CODE: 40208		1,491.25
TOTAL VENDOR BAXWOO BAXTER & WOODMAN		1,491.25
VENDOR CODE: BENSER BENNY'S SERVICE CENTER, INC.		
BANK CODE: 40208		
5206	SAFETY INSPECTIONS	479.00
TOTAL BANK CODE: 40208		479.00
TOTAL VENDOR BENSER BENNY'S SERVICE CENTER, INC.		479.00
VENDOR CODE: BOTWEL BOTTS WELDING & TRK SERVICE INC.		
BANK CODE: 40208		
697621	TRUCK # 7	1,985.74
TOTAL BANK CODE: 40208		1,985.74
TOTAL VENDOR BOTWEL BOTTS WELDING & TRK SERVICE INC		1,985.74
VENDOR CODE: BRIPET BRIAN PETERSEN		
BANK CODE: 40208		
12122023	2015-2023 AFLAC CORRECTIONS	119.02
TOTAL BANK CODE: 40208		119.02
TOTAL VENDOR BRIPET BRIAN PETERSEN		119.02
VENDOR CODE: C.O.P.S. C.O.P.S. TESTING SERVICE, INC.		
BANK CODE: 40208		
108629	PRE- EMPLOYMENT PSYCHOLOGICALS/ POLYGRAP	1,250.00
TOTAL BANK CODE: 40208		1,250.00
TOTAL VENDOR C.O.P.S. C.O.P.S. TESTING SERVICE, INC		1,250.00
VENDOR CODE: CARSER CARDMEMBER SERVICE		
BANK CODE: 40208		
2596	JEWEL	81.85
5053	DROPBOX	19.99
1754	HOLIDAY PARADE CANDY	383.51
8286	BATTERIES- EMERGENCY LIGHTING	66.69
8070	BATTERIES	28.85
7229	TRAVEL/ TRAINING- LUNCH	27.91
7038	APWA TRAINING	150.00
0477	LAKE COUNTY CHIEFS	28.00
2615	C & H PRECISION WEAPON	146.23

12/13/2023 02:36 PM

User: CDENZEL

DB: Lake Villa

## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 3/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: CARSER CARDMEMBER SERVICE		
BANK CODE: 40208		
TOTAL BANK CODE: 40208		933.03
TOTAL VENDOR CARSER CARDMEMBER SERVICE		933.03
VENDOR CODE: CASH CASH		
BANK CODE: 40208		
12132023	KEYME LOCKSMITH	10.77
12132023	2023 NEW LERMI MEMBER APPLICATION- MEMBE	40.00
12132023	UNIVERCELL WIRELESS- SQUAD # 2	50.00
12132023	USPS POSTAGE	8.56
12132023	PRISONER MEAL	8.95
12132023	26 PKT EXPANDING FILE FOLDERS	34.36
12132023	CARABINERS FOR SQUADS	6.39
12132023	APD/LCSO FOR MULTI PERSON ARREST	19.34
12132023	BRASS KEYKRAFTER	7.75
12132023	K-CUPS	54.86
12132023	WALGREENS- FIRST AID	22.92
TOTAL BANK CODE: 40208		263.90
TOTAL VENDOR CASH CASH		263.90
VENDOR CODE: CENLCJAWA CENTRAL LAKE COUNTY JAWA		
BANK CODE: 40208		
12042023	NOVEMBER 2023	47,723.40
TOTAL BANK CODE: 40208		47,723.40
TOTAL VENDOR CENLCJAWA CENTRAL LAKE COUNTY JAWA		47,723.40
VENDOR CODE: CES CES		
BANK CODE: 40208		
12042023	UNIFORM ALLOWANCE- JIM BOWLES	215.99
LKV/101813	LEHMANN MANSION	13.29
LKV/101822	LEHMANN MANSION	17.07
TOTAL BANK CODE: 40208		246.35
TOTAL VENDOR CES CES		246.35
VENDOR CODE: COLLAKE COLLEGE OF LAKE COUNTY		
BANK CODE: 40208		
12112023-CLC	PARK AVE TIF PAYMENT	559.72
TOTAL BANK CODE: 40208		559.72
TOTAL VENDOR COLLAKE COLLEGE OF LAKE COUNTY		559.72
VENDOR CODE: COMCAB COMCAST CABLE		
BANK CODE: 40208		
12122023	65 CEDAR AVE OFC	378.64
TOTAL BANK CODE: 40208		378.64

12/13/2023 02:36 PM

User: CDENZEL

DB: Lake Villa

## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 4/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: COMCAB COMCAST CABLE		
	TOTAL VENDOR COMCAB COMCAST CABLE	378.64
VENDOR CODE: CONFS CONSERV FS, INC.		
BANK CODE: 40208		
102028146	771.5 GAL UNLEADED	2,343.04
102028233	516.6 GAL UNL. DIESEL	1,686.18
102028234	415.5 GAL UNL	1,161.33
	TOTAL BANK CODE: 40208	5,190.55
	TOTAL VENDOR CONFS CONSERV FS, INC.	5,190.55
VENDOR CODE: CORWES COREY WESTMAN		
BANK CODE: 40208		
12122023	MILEAGE REIMBURSEMENT	18.34
	TOTAL BANK CODE: 40208	18.34
	TOTAL VENDOR CORWES COREY WESTMAN	18.34
VENDOR CODE: CREREAL CREEVY REAL ESTATE, LLC.		
BANK CODE: 40208		
12112023-CREEVY	2022 TIF PAYMENT	21,002.17
	TOTAL BANK CODE: 40208	21,002.17
	TOTAL VENDOR CREREAL CREEVY REAL ESTATE, LLC.	21,002.17
VENDOR CODE: DEBEFF DEBBIE EFFINGER		
BANK CODE: 40208		
12122023	2015-2023 AFLAC CORRECTIONS	503.50
	TOTAL BANK CODE: 40208	503.50
	TOTAL VENDOR DEBEFF DEBBIE EFFINGER	503.50
VENDOR CODE: DEJA JAMES DECARO		
BANK CODE: 40208		
12112023	2015-2023 AFLAC CORRECTIONS	67.32
	TOTAL BANK CODE: 40208	67.32
	TOTAL VENDOR DEJA JAMES DECARO	67.32
VENDOR CODE: DEKCOM DEKIND COMPUTER CONSULTANTS		
BANK CODE: 40208		
37618	5.75 OT FOR NOVEMBER 2023	488.75
37536	MONTHLY SERVICE- JANUARY 2024/ OFFICE 36	2,042.00
	TOTAL BANK CODE: 40208	2,530.75
	TOTAL VENDOR DEKCOM DEKIND COMPUTER CONSULTANTS	2,530.75

12/13/2023 02:36 PM

User: CDENZEL

DB: Lake Villa

## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 5/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: ENT ENTERPRISE FM TRUST		
BANK CODE: 40208		
627337-110423	VEHICLE LEASES/ POLICE- DECEMBER 2023	4,642.10
627337-120623	VEHICLE LEASES/ PUBLIC WORKS- DECEMBER 2	6,043.88
TOTAL BANK CODE: 40208		10,685.98
TOTAL VENDOR ENT ENTERPRISE FM TRUST		10,685.98
VENDOR CODE: ERILIN ERIK LINDBERG		
BANK CODE: 40208		
12122023	2015-2023 AFLAC CORRECTIONS	386.72
TOTAL BANK CODE: 40208		386.72
TOTAL VENDOR ERILIN ERIK LINDBERG		386.72
VENDOR CODE: FACMOTPAR FACTORY MOTOR PARTS CO.		
BANK CODE: 40208		
162-163158	SQUAD #280	184.26
162-163211	CREDIT FOR MED/ LARGE BATTERY	(76.00)
50-4934916	SQUAD # 271	137.34
162-163678	DIESEL EXHAUST	68.46
50-4957988	50-55 GAL RED DRUM ANTIFREEZE/ 55 GAL MU	1,149.59
TOTAL BANK CODE: 40208		1,463.65
TOTAL VENDOR FACMOTPAR FACTORY MOTOR PARTS CO.		1,463.65
VENDOR CODE: FIRPRODIS FIRE PROTECTION DISTRICT		
BANK CODE: 40208		
12112023-FPD	PARK AVE TIF PAYMENT	1,418.66
TOTAL BANK CODE: 40208		1,418.66
TOTAL VENDOR FIRPRODIS FIRE PROTECTION DISTRICT		1,418.66
VENDOR CODE: FOXREC FOX RECOVERY & TOWING		
BANK CODE: 40208		
8682	TOW- MOVE SEMI TRAILER	200.00
TOTAL BANK CODE: 40208		200.00
TOTAL VENDOR FOXREC FOX RECOVERY & TOWING		200.00
VENDOR CODE: GALL'S GALL'S, LLC		
BANK CODE: 40208		
026246306	UNIFORM ALLOWANCE- JOHN BAGHDASARIAN	97.48
026227048	UNIFORM ALLOWANCE- THOMAS DVORAK	41.99
TOTAL BANK CODE: 40208		139.47
TOTAL VENDOR GALL'S GALL'S, LLC		139.47
VENDOR CODE: GEWHAM GEWALT HAMILTON ASSOCIATES, INC.		

12/13/2023 02:36 PM

User: CDENZEL

DB: Lake Villa

## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: GEWHAM GEWALT HAMILTON ASSOCIATES, INC.		
BANK CODE: 40208		
5875.100-5	LAKE VILLA- GRAND AVE SW PH 1	2,856.00
TOTAL BANK CODE: 40208		2,856.00
TOTAL VENDOR GEWHAM GEWALT HAMILTON ASSOCIATES, INC		2,856.00
VENDOR CODE: GLEHEI GLEN HEITMAN		
BANK CODE: 40208		
12122023	2015-2023 AFLAC CORRECTIONS	35.58
TOTAL BANK CODE: 40208		35.58
TOTAL VENDOR GLEHEI GLEN HEITMAN		35.58
VENDOR CODE: GREREG GREGORY REGNIER		
BANK CODE: 40208		
12122023	2015-2023 AFLAC CORRECTIONS	133.12
TOTAL BANK CODE: 40208		133.12
TOTAL VENDOR GREREG GREGORY REGNIER		133.12
VENDOR CODE: HERBRO HERMAN BROTHERS		
BANK CODE: 40208		
21660	2023 WESTERN SNOWPLOW FOR TRUCK #23	6,703.80
TOTAL BANK CODE: 40208		6,703.80
TOTAL VENDOR HERBRO HERMAN BROTHERS		6,703.80
VENDOR CODE: HOMDEP HOME DEPOT CREDIT SERVICES		
BANK CODE: 40208		
8611578	CABLE TIES	37.56
TOTAL BANK CODE: 40208		37.56
TOTAL VENDOR HOMDEP HOME DEPOT CREDIT SERVICES		37.56
VENDOR CODE: HORY RYAN HORTON		
BANK CODE: 40208		
12132023	UNIFORM ALLOWANCE REIMBURESEMENT	100.00
TOTAL BANK CODE: 40208		100.00
TOTAL VENDOR HORY RYAN HORTON		100.00
VENDOR CODE: ICOPS ICOPS		
BANK CODE: 40208		
ICOPS 12142023	PAY PERIOD 11/25-12/08/23	253.00
TOTAL BANK CODE: 40208		253.00

12/13/2023 02:36 PM

User: CDENZEL

DB: Lake Villa

## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 7/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: ICOPS ICOPS		
TOTAL VENDOR ICOPS ICOPS		253.00
VENDOR CODE: ILLR ILLR CHAMBER OF COMMERCE		
BANK CODE: 40208		
12112023	ANNUAL MAYOR'S LUNCHEON	80.00
TOTAL BANK CODE: 40208		80.00
TOTAL VENDOR ILLR ILLR CHAMBER OF COMMERCE		80.00
VENDOR CODE: IPWMAN IL PUBLIC WORKS MUTUAL AID NETWORK		
BANK CODE: 40208		
2102	MEMBERSHIP -01/01/2024- 012/31/2024	100.00
TOTAL BANK CODE: 40208		100.00
TOTAL VENDOR IPWMAN IL PUBLIC WORKS MUTUAL AID NETV		100.00
VENDOR CODE: IYOWRI IYONNA WRIGHT		
BANK CODE: 40208		
12122023	LAKE VILLA POLICE DEPARTMENT DONATION	150.00
TOTAL BANK CODE: 40208		150.00
TOTAL VENDOR IYOWRI IYONNA WRIGHT		150.00
VENDOR CODE: JACDRE JACLYNN DREHOBL		
BANK CODE: 40208		
12122023	UNIFORM ALLOWANCE- JACKLYNN DREHOBL	52.50
TOTAL BANK CODE: 40208		52.50
TOTAL VENDOR JACDRE JACLYNN DREHOBL		52.50
VENDOR CODE: JAKLIT JACOB LITZ		
BANK CODE: 40208		
12122023	MILEAGE REIMBURSEMENT	15.72
TOTAL BANK CODE: 40208		15.72
TOTAL VENDOR JAKLIT JACOB LITZ		15.72
VENDOR CODE: JAMBAT JAMES P. BATEMAN, LTD.		
BANK CODE: 40208		
12112023-GENERAL	GENERAL MATTERS	11,826.25
12112023-POLICE	POLICE COMMISSION MATTERS	855.00
12112023-SEWER	SEWER AND WATER MATTERS	550.45
12112023-LV TOWNSH	LAKE VILLA TOWNSHIP FAIRFIELD PARK MATTE	139.80
12122023-REDWOOD	REDWOOD MATTERS	2,018.60
12122023-DUNKIN	LAKE TOWER CROSSING MATTERS/ DUNKIN	235.40
TOTAL BANK CODE: 40208		15,625.50
TOTAL VENDOR JAMBAT JAMES P. BATEMAN, LTD.		15,625.50

12/13/2023 02:36 PM

User: CDENZEL

DB: Lake Villa

## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 8/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: JAMI MICHAEL JANIK		
BANK CODE: 40208		
12132023	2015-2023 AFLAC CORRECTIONS	23.28
TOTAL BANK CODE: 40208		23.28
TOTAL VENDOR JAMI MICHAEL JANIK		23.28
VENDOR CODE: JIM BOWLES JIM BOWLES		
BANK CODE: 40208		
12122023	2015-2023 AFLAC CORRECTIONS	68.78
TOTAL BANK CODE: 40208		68.78
TOTAL VENDOR JIM BOWLES JIM BOWLES		68.78
VENDOR CODE: JONTAC JON M. TACK, P.E.		
BANK CODE: 40208		
12122023	NOVEMBER 2023/ REDWOOD- SMC WETLAND REVI	341.00
TOTAL BANK CODE: 40208		341.00
TOTAL VENDOR JONTAC JON M. TACK, P.E.		341.00
VENDOR CODE: JWILLER JOHN WILLER		
BANK CODE: 40208		
12122023	2015-2023 AFLAC CORRECTIONS	86.60
TOTAL BANK CODE: 40208		86.60
TOTAL VENDOR JWILLER JOHN WILLER		86.60
VENDOR CODE: KIEPOL KIESLER'S POLICE SUPPLY, INC.		
BANK CODE: 40208		
IN227794	RANGE & SUPPLIES	955.00
TOTAL BANK CODE: 40208		955.00
TOTAL VENDOR KIEPOL KIESLER'S POLICE SUPPLY, INC.		955.00
VENDOR CODE: KURKRE KURTIS KREY		
BANK CODE: 40208		
12132023	2015-2023 AFLAC CORRECTIONS	31.06
TOTAL BANK CODE: 40208		31.06
TOTAL VENDOR KURKRE KURTIS KREY		31.06
VENDOR CODE: LAKCOU LAKE COUNTY		
BANK CODE: 40208		
12112023-LAKE COUN	PARK AVE TIF PAYMENT	1,114.00
TOTAL BANK CODE: 40208		1,114.00

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User: CDENZEL

DB: Lake Villa

## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

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BOTH OPEN AND PAID

Page: 9/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
<hr/>		
VENDOR CODE: LAKCOU LAKE COUNTY		
TOTAL VENDOR LAKCOU LAKE COUNTY		1,114.00
VENDOR CODE: LAKINT LAKESIDE INTERNATIONAL TRUCKS		
BANK CODE: 40208		
2323217P	TRUCK #5	61.48
TOTAL BANK CODE: 40208		61.48
TOTAL VENDOR LAKINT LAKESIDE INTERNATIONAL TRUCKS		61.48
VENDOR CODE: LAKLAR LAKELAND/LARSEN		
BANK CODE: 40208		
101053	MONTHLY ELEVATOR MAINTENANCE	202.38
TOTAL BANK CODE: 40208		202.38
TOTAL VENDOR LAKLAR LAKELAND/LARSEN		202.38
VENDOR CODE: LAKVILINV LAKE VILLA INVESTMENT GROUP LLC		
BANK CODE: 40208		
12112023-LAKE VILL/2022 TIF PAYMENT		3,757.65
TOTAL BANK CODE: 40208		3,757.65
TOTAL VENDOR LAKVILINV LAKE VILLA INVESTMENT GROUP		3,757.65
VENDOR CODE: LAUAME LAUTERBACH & AMEN, LLP		
BANK CODE: 40208		
85164	NOVEMBER 2023- FINANCIAL SERVICES	5,440.00
TOTAL BANK CODE: 40208		5,440.00
TOTAL VENDOR LAUAME LAUTERBACH & AMEN, LLP		5,440.00
VENDOR CODE: LCFOR LAKE COUNTY FOREST PRESERVE		
BANK CODE: 40208		
12112023-FOREST PRIPARK AVE TIF PAYMENT		327.80
TOTAL BANK CODE: 40208		327.80
TOTAL VENDOR LCFOR LAKE COUNTY FOREST PRESERVE		327.80
VENDOR CODE: LCHOSE LAKE COUNTY HOSE & EQUIPMENT		
BANK CODE: 40208		
203712	SUPPLIES FOR BACKHOE	705.35
TOTAL BANK CODE: 40208		705.35
TOTAL VENDOR LCHOSE LAKE COUNTY HOSE & EQUIPMENT		705.35
VENDOR CODE: LCREC LAKE COUNTY RECORDER OF DEEDS		
BANK CODE: 40208		
12112023	ORDINANCE-REDWOOD/ LIEN -WEINER	100.00



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## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 10/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: LCREC LAKE COUNTY RECORDER OF DEEDS		
BANK CODE: 40208		
TOTAL BANK CODE: 40208		100.00
TOTAL VENDOR LCREC LAKE COUNTY RECORDER OF DEEDS		100.00
VENDOR CODE: LCTREAS LAKE COUNTY TREASURER		
BANK CODE: 40208		
280208471 NOVEMBER 2023- BUILDING SERVICES		4,775.29
TOTAL BANK CODE: 40208		4,775.29
TOTAL VENDOR LCTREAS LAKE COUNTY TREASURER		4,775.29
VENDOR CODE: LOGDRE LOGAN DREYER		
BANK CODE: 40208		
12122023 2015-2023 AFLAC CORRECTIONS		66.60
TOTAL BANK CODE: 40208		66.60
TOTAL VENDOR LOGDRE LOGAN DREYER		66.60
VENDOR CODE: LORHEI LORI HEITMAN		
BANK CODE: 40208		
12122023 2015-2023 AFLAC CORRECTIONS		17.08
TOTAL BANK CODE: 40208		17.08
TOTAL VENDOR LORHEI LORI HEITMAN		17.08
VENDOR CODE: LVLIB LAKE VILLA LIBRARY		
BANK CODE: 40208		
12112023-LIBRARY PARK AVE TIF PAYMENT		892.06
TOTAL BANK CODE: 40208		892.06
TOTAL VENDOR LVLIB LAKE VILLA LIBRARY		892.06
VENDOR CODE: LVPOL LAKE VILLA POLICE PENSION FUND		
BANK CODE: 40208		
LVPOL 12142023 PAY PERIOD 11/25-12/08/23		5,641.33
TOTAL BANK CODE: 40208		5,641.33
TOTAL VENDOR LVPOL LAKE VILLA POLICE PENSION FUND		5,641.33
VENDOR CODE: LVTOWN LAKE VILLA TOWNSHIP		
BANK CODE: 40208		
12112023-LV TOWNSHIP PARK AVE TIF PAYMENT		316.23
TOTAL BANK CODE: 40208		316.23
TOTAL VENDOR LVTOWN LAKE VILLA TOWNSHIP		316.23

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EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 11/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: MAGHAR MAGEE HARTMAN, P.C.		
BANK CODE: 40208		
12042023	NOVEMBER 2023	2,319.00
TOTAL BANK CODE: 40208		2,319.00
TOTAL VENDOR MAGHAR MAGEE HARTMAN, P.C.		2,319.00
VENDOR CODE: MAMA MARK MARTINO		
BANK CODE: 40208		
12132023	2015-2023 AFLAC CORRECTIONS	148.42
TOTAL BANK CODE: 40208		148.42
TOTAL VENDOR MAMA MARK MARTINO		148.42
VENDOR CODE: MENANT MENARDS - ANTIOCH		
BANK CODE: 40208		
38848	LIFT STATION	6.99
38850	SALT	8.11
38881	CENTRAL LIFT	111.84
38851	PARK SUPPLIES	74.68
38775	SHOP SUPPLIES	52.61
38397	BOOSTER	49.85
TOTAL BANK CODE: 40208		304.08
TOTAL VENDOR MENANT MENARDS - ANTIOCH		304.08
VENDOR CODE: MENFOX MENARDS-FOX LAKE		
BANK CODE: 40208		
60065	METRA SUPPLIES	19.35
TOTAL BANK CODE: 40208		19.35
TOTAL VENDOR MENFOX MENARDS-FOX LAKE		19.35
VENDOR CODE: MICSTOI MICHAEL STOINSKI		
BANK CODE: 40208		
12132023	MUSIC FOR HOLIDAY PARTY	350.00
TOTAL BANK CODE: 40208		350.00
TOTAL VENDOR MICSTOI MICHAEL STOINSKI		350.00
VENDOR CODE: MIKGER MIKE GERATY		
BANK CODE: 40208		
12132023	2015-2023 AFLAC CORRECTIONS	405.29
TOTAL BANK CODE: 40208		405.29
TOTAL VENDOR MIKGER MIKE GERATY		405.29
VENDOR CODE: NACO NACO RETIREMENT SOLUTIONS		
BANK CODE: 40208		

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## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 12/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: NACO NACO RETIREMENT SOLUTIONS		
BANK CODE: 40208		
NACO 12142023	PAY PERIOD 11/25-12/08/2023	3,050.38
TOTAL BANK CODE: 40208		3,050.38
TOTAL VENDOR NACO NACO RETIREMENT SOLUTIONS		3,050.38
VENDOR CODE: NICOR NICOR GAS		
BANK CODE: 40208		
12132023-3262	ES OAK KNOLL RD -END OF RD	165.77
12042023-1087	725 E GRAND AVE # 4	166.88
TOTAL BANK CODE: 40208		332.65
TOTAL VENDOR NICOR NICOR GAS		332.65
VENDOR CODE: NORHOL NORLAND HOLDINGS, LLC.		
BANK CODE: 40208		
12112023-NORLAND	2022 TIF PAYMENT	8,995.22
TOTAL BANK CODE: 40208		8,995.22
TOTAL VENDOR NORHOL NORLAND HOLDINGS, LLC.		8,995.22
VENDOR CODE: NORTTRU NORTSHORE TRUCK & EQUIPMENT		
BANK CODE: 40208		
33401	1/2 X 10 IN FORGED ROD END MACHINED/ ADJ	24.86
TOTAL BANK CODE: 40208		24.86
TOTAL VENDOR NORTTRU NORTSHORE TRUCK & EQUIPMENT		24.86
VENDOR CODE: PADPUB PADDOCK PUBLICATIONS, INC.		
BANK CODE: 40208		
271747	PUBLIC HEARING- 766 FRONTAGE	207.00
TOTAL BANK CODE: 40208		207.00
TOTAL VENDOR PADPUB PADDOCK PUBLICATIONS, INC.		207.00
VENDOR CODE: PITBOWES PITNEY BOWES BANK IN PURCHASE POWER		
BANK CODE: 40208		
12042023	POSTAGE	856.90
TOTAL BANK CODE: 40208		856.90
TOTAL VENDOR PITBOWES PITNEY BOWES BANK IN PURCHASE		856.90
VENDOR CODE: PRCH CHRISTOPHER PRYDE		
BANK CODE: 40208		
12132023	2015-2023 AFLAC CORRECTIONS	288.30
TOTAL BANK CODE: 40208		288.30

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EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 13/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: PRCH CHRISTOPHER PRYDE		
	TOTAL VENDOR PRCH CHRISTOPHER PRYDE	288.30
VENDOR CODE: PRCOM PR COMMUNICATIONS		
BANK CODE: 40208		
23010	TRUCK #17 / TRUCK #23	344.38
	TOTAL BANK CODE: 40208	344.38
	TOTAL VENDOR PRCOM PR COMMUNICATIONS	344.38
VENDOR CODE: REIINC REINDERS INC.		
BANK CODE: 40208		
2944766-00	STRING LIGHTS	434.50
	TOTAL BANK CODE: 40208	434.50
	TOTAL VENDOR REIINC REINDERS INC.	434.50
VENDOR CODE: RODO DONNA ROSENBERG		
BANK CODE: 40208		
12122023	UNIFORM ALLOWANCE- DONNA ROSENBURG	49.64
	TOTAL BANK CODE: 40208	49.64
	TOTAL VENDOR RODO DONNA ROSENBERG	49.64
VENDOR CODE: ROGSHO ROGAN SHOES, INC.		
BANK CODE: 40208		
288034	UNIFORM ALLOWANCE- CHRIS WILLIAMS	197.29
	TOTAL BANK CODE: 40208	197.29
	TOTAL VENDOR ROGSHO ROGAN SHOES, INC.	197.29
VENDOR CODE: SCHDIS127 SCHOOL DISTRICT #127		
BANK CODE: 40208		
12112023	PARK AVE TIF PAYMENT	6,373.74
	TOTAL BANK CODE: 40208	6,373.74
	TOTAL VENDOR SCHDIS127 SCHOOL DISTRICT #127	6,373.74
VENDOR CODE: SCHDIS41 SCHOOL DISTRICT #41		
BANK CODE: 40208		
12112023-DISTRICT 4	PARK AVE TIF PAYMENT	7,326.17
	TOTAL BANK CODE: 40208	7,326.17
	TOTAL VENDOR SCHDIS41 SCHOOL DISTRICT #41	7,326.17
VENDOR CODE: SCRO ROGER SCHROEDER		
BANK CODE: 40208		
12132023	2015-2023 AFLAC CORRECTIONS	208.40

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## CUSTOM INVOICE REPORT FOR VILLAGE OF LAKE VILLA

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 14/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: SCRO ROGER SCHROEDER		
BANK CODE: 40208		
TOTAL BANK CODE: 40208		208.40
TOTAL VENDOR SCRO ROGER SCHROEDER		
		208.40
VENDOR CODE: SONSER SONDAY SERVICES		
BANK CODE: 40208		
12122023	SEWER LIFT STATION CLEANING	2,112.50
TOTAL BANK CODE: 40208		2,112.50
TOTAL VENDOR SONSER SONDAY SERVICES		
		2,112.50
VENDOR CODE: SPOTLESS SPOT-LESS		
BANK CODE: 40208		
7734	POLICE CLEANING- SEPTEMBER/ OCTOBER/ NOV	585.00
7735	VILLAGE HALL CLEANING- SEPTEMBER/ OCTOBE	1,300.00
TOTAL BANK CODE: 40208		1,885.00
TOTAL VENDOR SPOTLESS SPOT-LESS		
		1,885.00
VENDOR CODE: STREICH STREICHER'S		
BANK CODE: 40208		
11667109	UNIFORM ALLOWANCE- HOLSTERS	290.00
TOTAL BANK CODE: 40208		290.00
TOTAL VENDOR STREICH STREICHER'S		
		290.00
VENDOR CODE: TIMMS THOMAS AND DIANE TIMM		
BANK CODE: 40208		
12112023-TIMM	2022 TIF PAYMENT	4,497.61
TOTAL BANK CODE: 40208		4,497.61
TOTAL VENDOR TIMMS THOMAS AND DIANE TIMM		
		4,497.61
VENDOR CODE: TIRO ROCHELLE TISINAI		
BANK CODE: 40208		
12122023	2015-2023 AFLAC CORRECTIONS	558.30
TOTAL BANK CODE: 40208		558.30
TOTAL VENDOR TIRO ROCHELLE TISINAI		
		558.30
VENDOR CODE: TRANSUNION TRANSUNION		
BANK CODE: 40208		
484442-202311-1	NOVEMBER 2023	75.40
TOTAL BANK CODE: 40208		75.40

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EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 15/15

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: TRANSUNION TRANSUNION		
	TOTAL VENDOR TRANSUNION TRANSUNION	75.40
VENDOR CODE: VISMED VISTA MEDICAL CENTER WEST		
BANK CODE: 40208		
00047201-00	NEW EMPLOYMENT PHYSICAL- MICHAEL MORALES	220.00
	TOTAL BANK CODE: 40208	220.00
	TOTAL VENDOR VISMED VISTA MEDICAL CENTER WEST	220.00
VENDOR CODE: WARDIR WAREHOUSE DIRECT		
BANK CODE: 40208		
5614663-0	OFFICE SUPPLIES- URGENT STAMP/ LETTER TR	20.18
5622141-0	OFFICE SUPPLIES- STATIONARY CERTIFICATE	121.28
5622547-0	OFFICE SUPPLIES- ENVELOPES	61.16
5630018-0	OFFICE SUPPLIES- USB DRIVE/ LABEL. NOTEB	137.31
5630698-0	OFFICE SUPPLIES- FILE STOR	183.98
	TOTAL BANK CODE: 40208	523.91
	TOTAL VENDOR WARDIR WAREHOUSE DIRECT	523.91
VENDOR CODE: WASTEMANAG WASTE MANAGEMENT OF ILLINOIS		
BANK CODE: 40208		
7253198-2013-2	REFUSE PICKUP	57,398.32
	TOTAL BANK CODE: 40208	57,398.32
	TOTAL VENDOR WASTEMANAG WASTE MANAGEMENT OF ILLINOI	57,398.32
GRAND TOTAL:		323,263.79

12/07/23  
12/13/23

VILLAGE OF LAKE VILLA

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ORDINANCE NO. 2023-12-03

AN ORDINANCE AMENDING THE  
VILLAGE OF LAKE VILLA VILLAGE CODE

(RE: Section 1-6B-1, "Employee Handbook", of Title 1)

---

ADOPTED BY THE

CORPORATE AUTHORITIES

OF THE VILLAGE OF LAKE VILLA

THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023

---

Published in pamphlet form by the Corporate Authorities of the Village of Lake Villa, Lake County, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2023.

AN ORDINANCE AMENDING  
THE VILLAGE OF LAKE VILLA VILLAGE CODE

(RE: Section 1-6B-1, “Employee Handbook”, of Title 1)

WHEREAS, the Corporate Authorities of the Village of Lake Villa (“the Village”) have already adopted, and have from time to time amended, the Village’s Employee Handbook which contains many of the written policies of the Village, and

WHEREAS, the Corporate Authorities of the Village have determined that it is in the best interests of the Village and its residents that Section 1-6B-1, “Employee Handbook”, of Title 1 of the Village of Lake Villa Village Code be amended, as hereinafter set forth:

NOW THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lake Villa, Lake County, Illinois, as follows:

SECTION 1: The Corporate Authorities of the Village hereby find that the recitals hereinabove set forth are true and correct and are incorporated into the text of this Ordinance as its findings of fact to the same extent as if such recitals had been set forth herein in their entirety.

SECTION 2: The amended Employee Handbook of the Village of Lake Villa dated December 18, 2023 is hereby adopted and ratified by the Corporate Authorities of the Village.

SECTION 3: Section 1-6B-1, “Employee Handbook”, of Title 1 of the Village of Lake Villa Village Code, as amended, is hereby further amended to read as follows:

“1-6B-1: EMPLOYEE HANDBOOK: The Employee Handbook of the Village of Lake Villa, consisting of the Village of Lake Villa Personnel Policy, in its form dated ~~May 1, 2023~~December 18, 2023, is hereby approved, adopted, and incorporated by reference as if set out herein in its entirety, effective on said date. A copy of said Employee Handbook is on file in the Office of the Village Clerk for public reference and inspection. This Employee Handbook replaces and supersedes any personnel policy manual previously approved by the Village.”

SECTION 4: All parts of the Village of Lake Villa Village Code in conflict with the terms or provisions of this Ordinance be and the same are hereby amended or repealed to the extent of such



conflict, and said Village Code and all other existing ordinances shall otherwise remain in full force and effect.

SECTION 5: If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance or any part thereof is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance, or any part thereof. The Corporate Authorities hereby declare that they would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 6: This Ordinance shall not affect any prosecution pending or any penalty, punishment, forfeiture incurred, cause of action, or rights, powers, or remedies accrued under any ordinance in effect immediately prior to the effective date hereof.

SECTION 7: This Ordinance shall be published in pamphlet form and shall be in full force and effect from and after its passage, approval, and publication as provided by law.

SECTION 8: The Village Clerk is directed to immediately publish this Ordinance in pamphlet form.

Passed on \_\_\_\_\_, 2023, by the Corporate Authorities of the Village of Lake Villa, Lake County, Illinois on a roll call vote as follows:

AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
RECUSE: \_\_\_\_\_

Approved by the Mayor on \_\_\_\_\_, 2023

James McDonald, Mayor  
Village of Lake Villa

ATTEST:

---

Mary Konrad, Village Clerk  
Village of Lake Villa

[SEAL]

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

# EMPLOYEE HANDBOOK

Village of Lake Villa Personnel Policy Manual



REVISED ~~DECEMBER~~<sup>MAY</sup> 18<sup>1</sup>, 2023



**TABLE OF CONTENTS**

ARTICLE I	INTRODUCTION AND GENERAL PROVISIONS	2
ARTICLE II	RECRUITMENT & HIRING	20
ARTICLE III	EMPLOYEE CONDUCT	23
ARTICLE IV	EMPLOYEE DISCIPLINE	43
ARTICLE V	EMPLOYEE BENEFITS	45
ARTICLE VI	HOLIDAYS, PERSONAL DAYS, VACATION DAYS, PAID TIME OFF	55
ARTICLE VII	LEAVES OF ABSENCE	59
ARTICLE VIII	HOURS OF WORK AND OVERTIME	<del>69</del> 8
ARTICLE IX	EMPLOYEE SAFETY	<del>74</del> 3
ARTICLE X	EMPLOYEE EXIT PROCESS	<del>80</del> 79
ARTICLE XI	MISCELLANEOUS POLICIES	<del>82</del> 1
ACKNOWLEDGMENTS, FORMS & PERSONNEL ACTION REPORT		<del>86</del> 5



## **ARTICLE I. INTRODUCTION AND GENERAL PROVISIONS**

### **Section 1.1 Application and Scope of the Personnel Manual**

The following is the Village of Lake Villa Personnel Policy Manual (hereinafter referred to as the "Manual", "Personnel Policy Manual" and/or the "Employee Handbook"). This Manual is designed to give employees a brief description and general information concerning the employment policies of the Village of Lake Villa ("Village") and to assist employees in performing their duties and responsibilities. This Manual is not a contract and does not cover every aspect of Village operations. Rather, the purpose of this Manual is to enable employees to gain a better understanding of their role as a member of the Village staff and to provide general guidelines and procedures in relation to their employment.

Clarification and interpretation of the Personnel Policy Manual shall be made by the Village Administrator subject to the advice and consent of the Mayor, the Village Board and/or the Village Attorney. The Village reserves the right to revise this Manual at its own discretion at any time, with or without advance notice to employees.

All Village employees, including sworn police officers, are and shall be required to comply with the provisions of this Manual, except where the provisions of this Manual conflict with any executed and effective collective bargaining agreement or any executed and effective employment agreement with such an employee, in which event, the provisions of said collective bargaining agreement or employment agreement shall govern and control to the extent of that specific conflict. However, it is also recognized that all sworn employees of the Police Department, with the exception of the Police Chief, are under the jurisdiction of the Lake Villa Police Commission ("the Police Commission"). Therefore, where any provision herein conflicts with Police Commission Rules and Regulations, the Police Commission Rules and Regulations shall control to the extent of that specific conflict.

Section 1.5, "Equal Employment Opportunity", and Section 1.6, "Village Policy Against Harassment", apply to both Village employees and elected and appointed officers and officials of the Village ("Village officers").

### **Section 1.2 Precedence of Collective Bargaining Agreement and Employment Contracts**

Where any provision in this Manual conflicts with a valid collective bargaining agreement between the Village and a recognized bargaining unit or a written employment contract approved by the Corporate Authorities of the Village (the "Corporate Authorities") and executed by the Mayor and the employee, the collective bargaining agreement or contract shall take precedence over this Manual to the extent of that specific conflict. For example, if a collective bargaining agreement provides for holidays, vacations, or other paid time off, the provisions of the collective bargaining agreement and not this Manual will govern the provisions of such paid time off.



### **Section 1.3 At Will Employment**

Employees of the Village are “at will” employees, except for employees who are subject to a written employment agreement executed by the Mayor which provides otherwise, and except where a collective bargaining agreement provides otherwise, and except for employees under the jurisdiction of the Police Commission Rules and Regulations.

An “at will” employee means that the Village and its employees are not and shall not be bound to an employment contract or a commitment to employment for a definite period of time. Either party can terminate the employment relationship at any time and for any reason. Neither the policies set forth in this Manual, nor any other policy, procedure nor practice of the Village shall constitute or be interpreted as a contract of employment.

The Village reserves the right to change, add, delete or modify its employment policies from time to time in its sole discretion, with or without prior notice.

### **Section 1.4 Gender and Singular/Plural**

Whenever the male pronoun is used in this Manual, it is intended to refer to all employees, male or female. Words used in the singular also apply to the plural, and vice versa.

### **Section 1.5 Equal Employment Opportunity**

Policies and procedures shall be administered without discrimination against anyone on the basis of race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or any other legally protected status. It is the Village’s policy to comply fully with all federal and state laws which ban discrimination in the employer-employee relationship.

All recruitment, selection, placement and training decisions made by the Village will be based upon the job-related qualifications and abilities of the candidates.

All applicants or employees who apply for a position, promotion or transfer will be given equal consideration. The placement of the candidate will be assessed upon the basis of his or her ability, qualifications, past performance, and other legitimate, non-discriminatory reasons.

All policies, procedures and practices of the Village, including compensation, benefits, discipline and termination will be administered and conducted without regard to any employee’s race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status.

All staff shall take the necessary steps to ensure that every employee’s work environment is free of unlawful discrimination or harassment based on race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status.



Any employee having an equal employment opportunity question, problem or complaint should communicate his or her concern to the EEOC Officers.

EEOC Officers	
(847) 356-6100	Michael Strong, Village Administrator
(847) 356-6100	Assistant to the Village Administrator

Employees filing complaints alleging discrimination may be informed of agencies external to the Village that have jurisdiction in equal opportunity complaint matters. These agencies are: The Illinois Department of Human Rights, the Equal Employment Opportunity Commission, and the Illinois Human Rights Commission.

Without any limitation on the foregoing, the Village also does not discriminate against applicants, prospective employees or current employees employed in or seeking to be employed in non-safety-sensitive positions for the use of lawful products, as the term is defined by the Illinois Cannabis Regulation and Tax Act (410 ILCS 705/1-1, et seq.)(Pub. Act 101-0027 (eff. June 25, 2019), off of Village premises and when an employee is not working and not on-call.

#### **Section 1.6 Policy Against Harassment and Policy Against Sexual Harassment**

The Village is committed to maintaining an environment free from discrimination, harassment and sexual harassment. In keeping with this commitment, the Village will not tolerate, and in fact, prohibits, any form of harassment and/or sexual harassment that violates this policy. This Policy Against Harassment and Policy Against Sexual Harassment as set forth in this Employee Handbook prohibits harassment and/or sexual harassment by any Village official(s), officer(s) or Village employee(s).

Annually, all Village official(s), officer(s), and employee(s) of the Village shall be required to complete a harassment and sexual harassment training program approved by the Village Administrator or his or her designee. Upon completion of said training, the employee shall provide the certificate of completion to their supervisor who shall place the certificate in the employee's file and track the employees who have completed this training. Village official(s) and/or officer(s) shall provide the certificate of completion to the Village Administrator or his or her designee.

##### Policy Prohibiting Harassment

The Village of Lake Villa is committed to maintaining an environment free from discrimination and harassment. In keeping with this commitment, the Village will not tolerate any form of harassment that violates this Village Policy Against Harassment. This Policy Against Harassment as set forth in this Personnel Policy Manual prohibits harassment by or against any Village employee, whether or not such Village employee is a public officer or public official of the Village.

##### Prohibited Conduct

This policy prohibits harassment or other workplace discrimination based on a person's protected status under state and federal law. This includes conduct, whether verbal, physical, or visual, that



denigrates or shows hostility or aversion toward an individual based upon that person's race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status. The Village will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

1. Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; and/or
2. Written or graphic material circulated, available on the Village's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status;

The Village discourages any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

#### Responsibilities of Employee

Everyone at the Village can help assure that this workplace is free from prohibited discrimination or harassment. Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees must inform others in the workplace whenever another person's conduct is unwelcome, offensive, inappropriate, or in poor taste. In addition, employees must come forward with complaints about alleged problems or violations of this policy as soon as possible. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also required to report such conduct. No employee or elected/appointed official is exempt from the requirements of this policy.

#### Procedure for Reporting an Allegation of Harassment

If an employee or other person covered by this policy experiences or witnesses any conduct that he or she believes is inconsistent with this policy, the Village expects the person to promptly notify the Village Administrator, an employee's supervisor, or department head. This may be done in writing or orally. Any supervisor or department director who receives a complaint or observes conduct which may violate this policy, must immediately report the complaint or observation to the Village Administrator, the Village's EEOC officer(s) and/or any member of the Village Board. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.





### Village Response to Complaints of Harassment

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Persons who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Village will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Village might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Village cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Village will take corrective action, including discipline up to and including termination, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not an employee of the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

Employees are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation. The Village's policy provides for immediate notice of problems to the individuals listed above, so that the Village may address and resolve any problems without waiting for legal proceedings to run their course. However, employees may also file a charge of discrimination and/or harassment in writing with the Illinois Department of Human Rights within 300 days of the alleged incident of discrimination and/or harassment, unless it is a continuing offense. The Department of Human Rights can be contacted at:

Illinois Department of Human Rights  
100 W. Randolph St., Suite 10-100  
Chicago, IL 60601  
(312) 814-6200

The Illinois Human Rights Commission can be contacted at:

Illinois Human Rights Commission  
100 W. Randolph St., Suite 5-100  
Chicago, IL 60601  
(312) 814-6269

### Policy Against Retaliation

The Village prohibits that any person treat any employee or former employee or applicant or other person adversely for reporting harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation, or for filing an administrative



claim with the EEOC or a state governmental agency. All persons who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures provided for in this section.

No Village employee or Village officer shall take any retaliatory action against any Village employee due to a Village employee's:

1. Disclosure or threatened disclosure of any violation of this Policy;
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this Policy; or
3. Assistance or participation in a proceeding to enforce the provisions of this Policy.

For the purposes of this Policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any Village employee that is taken in retaliation for a Village employee's involvement in protected activity pursuant to this Policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation;
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee; or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable



cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b))

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge which is due within 300 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

#### Confidentiality

In investigating allegations of harassment and in imposing any discipline, the Village will attempt to preserve confidentiality to the extent that the needs of the situation and the law permit.

#### Transparency

The Village complies with Illinois Workplace Transparency Act when and to the extent applicable.

#### Consequences of Knowingly Making a False Report of Harassment

A person who is subject to this Personnel Policy Manual shall not knowingly make a false report of a violation of this policy to any Village officer or employee or to any law enforcement official and making such a false report shall also constitute a violation of this policy.

#### Consequences of a Violation of this Policy Against Harassment

A person who is subject to this Personnel Policy Manual who commits a violation of the Policy Against Harassment shall be subject to Article IV, "Employee Discipline", of this Manual, including but not limited to discipline and/or termination.

#### Policy Prohibiting Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is the policy of the Village to prohibit harassment of any person by any Village official, Village agent, Village employee, Village department or Village office on the basis of sex or gender. All Village officials, Village agents, Village employees and Village departments or Village offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.



### Definition of Sexual Harassment

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, as it may be amended from time to time and which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

Conduct which may constitute sexual harassment includes, but is not limited to:

1. Verbal Harassment: sexual innuendos, suggestive comments, insults, humor, jokes about: sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates; or, statements of a sexual nature about other employees, even outside of their presence.
2. Non-verbal Harassment: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking" or "kissing" noises.
3. Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
4. Physical Harassment: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
5. Textual/Electronic Harassment: "sexting" (electronically sending messages with sexual content, including pictures or video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (email/text/picture/video messages, intranet/online postings, blogs, instant messages and posts on social network websites, like Facebook and Twitter).

Other examples of conduct which may constitute sexual harassment include, but are not limited to:

1. Physical assaults of a sexual nature included but not limited to rape or sexual battery;
2. Unwanted sexual propositions or advances;



3. Intentional physical conduct which is sexual in nature such as touching, hugging, kissing, pinching, patting, grabbing, or intentionally brushing the body;
4. Insulting or suggestive sounds (for example, whistling, "catcalls", sexual innuendoes, or suggestive body gestures, etc.);
5. Inappropriate references or comments about a person's body or body parts;
6. Sexually oriented jokes which degrade men or women;
7. Cartoons, pinups, calendars, pictures, slogans, etc. of naked men or women or of a sexual nature;
8. Repeated flirtations or sexual comments;
9. Turning work discussions into sexual topics;
10. Repeating insults against men or women;
11. Comments or behavior which promises benefits for sexual favors;
12. Pressuring a subordinate to go out on a date;
13. Denying a qualified individual job opportunity because of an unqualified individual's voluntary or coerced submission to sexual conduct with a superior;
14. Requiring an individual to submit to unwelcome sexual conduct in order to receive an employment opportunity;
15. Unwanted sexual advances, propositions or other sexual comments including but not limited to sexually oriented gestures, noises, remarks, innuendo, jokes, or comments or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to a person for submitting to sexual conduct; and/or
16. Sexual or discriminatory displays, publications, or communications anywhere in the Village work place by Village employees or others including but not limited to pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are suggestive, demeaning, or pornographic and also, including but not limited to, any display, publications(s) or communications(s) made through the use of a computer, cell phone, personal digital assistant ("PDA"), or similar electronic device(s).

The Village prohibits any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation. The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on



individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

#### Procedure for Reporting an Allegation of Sexual Harassment

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including, but not limited to, the following:

1. Electronic/Direct Communication: If there is sexual harassment behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
2. Contact with Supervisory Personnel: At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, the Village Administrator or the Mayor.
  - (a) The employee experiencing what she/he believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the Village will not be presumed to have knowledge of the harassment.
3. Resolution Outside the Village: The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the Village. However, all Village employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must also be filed within 300 days.
4. Allegations of Sexual Harassment made against an elected official of the Village by another elected official of the Village: In addition to the methods of reporting included above, an elected official may request an independent review of a complaint of sexual harassment by another elected official. The request shall be the Village Administrator or the Mayor. The official receiving the request shall



take immediate action in keeping with the procurement process of the Village to retain a qualified individual or entity for the independent review of the allegations of sexual harassment in violation of this policy. The outcome of the independent review shall be reported to the Mayor and Village Board.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the location), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the Village. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

#### Prohibitions on Retaliation for Reporting Sexual Harassment

No Village official, Village agent, Village employee, Village department or Village office shall take any retaliatory action against any Village employee or official due to a Village employee's or official's

1. Disclosure or threatened disclosure of any violation of this policy; or
2. Providing information related to an investigation or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy; or
3. Assistance with or participation in a proceeding to enforce the provisions of this policy.

For purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer or change in the terms or conditions of employment of any Village employee that is taken in retaliation for a Village employee's or official's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action, and this policy prohibits retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of any officer, member, agent, department or other employee that the employee reasonably believes is in violation of a law, rule or regulation; or



2. Provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation of a law, rule or regulation by any officer, member, agency or other employee; or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act or this policy.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, before a legislative commission or committee or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire to retaliate against a person because she/he has opposed that which she/he reasonably and in good faith believes to be sexual harassment in employment, because she/he has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge within 300 days of the alleged retaliation.

#### Confidentiality

In investigating allegations of sexual harassment and in imposing any discipline, the Village will attempt to preserve confidentiality to the extent that the needs of the situation and the law permit.

#### Transparency

The Village complies with Illinois Workplace Transparency Act when and to the extent applicable.

#### Consequences of a Violation of the Policy Against Sexual Harassment:

In addition to any and all other discipline that may be applicable pursuant to Village policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements, any person who violates the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to any applicable fines and penalties established pursuant to state law or federal law and applicable disciplinary actions up to and including termination by the Village and any person who violates this policy may also be subject to disciplinary action up to and including termination by the Village. Each violation may constitute a separate offense. Any discipline imposed by the Village shall be separate and distinct from any penalty imposed by a court of law or a state or federal agency.





#### Consequences for Knowingly Making a False Report of Sexual Harassment:

A false report is a report of sexual harassment made by an accuser to accomplish an outcome other than stopping sexual harassment or stopping retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to disciplinary action up to and including termination pursuant to applicable Village policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to the Illinois State Police, a State's Attorney, the Attorney General or any other law enforcement official is guilty of a Class A misdemeanor.

#### Training on Policy Against Harassment and Policy Against Sexual Harassment

In accordance with the requirements of the State Officials and Employees Ethics Act, the Illinois Workplace Transparency Act, and the Illinois Human Rights Act, the Village will annually conduct training for Village officer(s), official(s) and Village employees on the Village's Policy Against Harassment and Policy Against Sexual Harassment. All Village officer(s), official(s) and Village employees shall be required to attend such training on at least an annual basis. Any new officer, official or employee filling a vacancy in office or employment shall complete such training within thirty (30) days of taking office or beginning employment with the Village.

### **Section 1.7 Americans with Disabilities Act (ADA)**

It is the policy of the Village to comply with all provisions of the Americans with Disabilities Act ("ADA"). The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of his or her physical or mental disability. The Village also will make reasonable accommodation wherever necessary for all employees or applicants with disabilities provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

The Village will periodically review policies and communications to assure compliance with the ADA, and will keep abreast of all developments in the regulations governing the hiring and employing of persons with disabilities.

Applicants and employees are assured that all information regarding a disability will be kept confidential except that (1) where necessary, appropriate supervisory personnel will be informed of any restrictions on work assignments and/or reasonable accommodations that must be provided; (2) safety personnel will be informed of any emergency treatments or first aid that a person with a disability may require; and (3) government officials investigating compliance with



federal, state or local laws may be informed of a person with a disability and any accommodation that is being provided.

Any employee who believes that he or she has been discriminated against due to a physical or mental disability should immediately report the problem or incident to the Village's ADA Coordinator who are the EEOC Officers. All complaints of discrimination due to a disability shall be investigated immediately.

## **Section 1.8 Technology Resources Policy**

### Introduction

The Village provides various information technology resources to its Village officers and Village employees (and other authorized persons) to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. As means develop to transmit more data in less time and with less formality, users must put more effort to maintaining the accuracy, security and control of data. Each user must ensure that use of Village information technology resources is appropriate and professional. This is especially true because electronic communications tend to be more immediate and informal than written communications and because passwords and deletion functions create the illusion of privacy and control. Relatedly, although the Internet can be a valuable information resource for legitimate business, research and information sharing, it also presents a significant opportunity for abuse, lost productivity and potential liability for Village officers and Village employees.

In light of these concerns, the Village has developed this policy, which establishes the parameters for proper use of information technology resources. The information technology resources are to be used for legitimate corporate purposes and in compliance with all Village policies and procedures. Village officers, Village employees, and other authorized persons who do not comply with this policy are subject to the revocation of their access to Village information technology resources and disciplinary action up to and including termination.

### Proper Use

Other than occasional personal use of voice-mail, e-mail and Internet access, Village-provided technology resources may be used only for legitimate business-related communications. Occasional personal use means infrequent, incidental use that is professional and does not interfere with Village business, the performance of the user's duties or the availability of technology resources. To the extent possible such use shall be restricted to meal periods. All use of Village technology resources -- including all personal use -- is subject to this policy.

Employees shall not stream or watch television, movies or videos on Village owned devices at any time unless such videos directly relate to Village business. Nor shall employees stream or watch television, movies or videos on personal devices during work hours and/or on Village property, unless such videos directly relate to Village business.



Employees shall not view pornographic images, nude and/or semi-nude images or videos on Village owned devices at any time. Nor shall employees view such images on their personal devices during work hours or on Village property.

#### Data Ownership

All data created, entered, received, stored, accessed, viewed or transmitted via Village technology resources are Village property. The Village has a perpetual, royalty-free, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, distribute and incorporate all such data. Business-related data may neither be used for any purpose unrelated to Village business nor sold, transmitted, conveyed or communicated in any way to anyone outside of the Village without the Village's express authorization.

#### No Privacy

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

#### Monitoring

As with all other Village property, the Village will search, monitor, inspect, intercept, review, access and/or disclose all Village technology resources and all data created, entered, received, stored, viewed, accessed or transmitted via those resources for any reason, at any time, and without further advance notice by persons designated by or acting at the direction of the Village, or as may be required by law or as necessary for, or incidental to, auditing, security and investigative activities, and to ensure effective technology resource administration and policy compliance. For example, authorized persons will inspect the Village's technology resources to investigate theft, damage to property, attempted damage to property, the unauthorized disclosure of client confidences, attorney work product and proprietary information, misuse, and to assess Internet use. The Village will attempt to ensure that monitoring and inspections are conducted professionally. In this regard, no employee may monitor or intercept any data without the authorization of the Mayor and/or the Village Board.

#### Notice of Audio and Video Recording

This handbook and policy shall serve as notice that the Village may electronically surveille, monitor and/or record through motion picture, videotape, audio recording, visual recording, digital recording, data recording or other similar means both the interior and exterior of the Village Hall, as well as any and all of the Village's technology resources, electronic computers and/or devices utilized by Village employees for any reason, at any time, and without further advance notice.

#### Harassment

Users are absolutely forbidden from using the Village's technology resources in any way that may be construed to violate Section 1.6 of this Manual, the Village's Policy Against Harassment. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or



religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law. Users are required to take all reasonable steps to avoid and eliminate receipt from known sources of all potentially offensive material.

#### Unlawful Use

Village technology resources may not be used to intentionally or unintentionally violate the provisions of Chapter 12, "Identity Theft Policy", of Title 1 of the Village Code, as amended from time to time, and/or any local, state, federal or international civil or criminal law. Users may not upload, post, e-mail or otherwise transmit any data that is threatening, malicious, tortious, defamatory, libelous, obscene, or invasive of another's privacy. In addition, Village technology resources may not be used to job-search outside of the Village or run or solicit outside business ventures.

#### Prohibited Software

Software purchased and licensed for personal use may not be installed on Village computers. The Village periodically may, at any time, conduct an audit or interrogation of computers for installed software and related printed material that is not included on a then-current inventory of Village-authorized software. All unauthorized software will be removed and destroyed.

#### Proprietary Rights and Licensed Software

Village technology resources may not be used to violate proprietary rights, including copyright, trademark, trade secrets, right of publicity or any other intellectual property rights. For example, unless consistent with all applicable licenses, users may not post or download any data (including software) protected by copyright or patent law. Likewise, users may load only licensed software from the Internet or other source onto a Village-provided workstation or laptop, provided that use of the software is consistent with the license and the original software license remains at the Village office so that the Village may conduct accurate audits (and respond to external audits). All software must be approved by the Village Administrator and/or the Mayor prior to downloading.

Employees may not interfere with, misuse, damage, attempt to damage, delete, appropriate, or otherwise improperly use any property of the Village, including, but not limited to, software owned, licensed, utilized and/or operated by the Village.

#### Confidential Information and use of Intellectual Property

Users may not leak, place, post, transmit or otherwise disclose confidential, sensitive and/or proprietary Village information to anyone outside of the Village by any means, at any time or for any reason.



#### Passwords and Security

All passwords and security used in connection with Village technology resources, including voice mail access codes, are Village property and must be made available to the Village. Users must understand that their use of passwords will not preclude access, monitoring, inspection, review, or disclosure by authorized Village personnel. The Village also may unilaterally assign and/or change passwords and personal codes. The security of Village's technology resources is every user's responsibility. Employees shall not share passwords or grant access to any Village document or program with an unauthorized employee or anyone else.

#### Viruses

Users may not upload, post, e-mail or otherwise transmit any material that contains, or may reasonably be anticipated to contain, software viruses or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware or telecommunications equipment.

#### Misrepresentation of Identity and/or Data

Users are prohibited from accessing other users' files or communications without any legitimate Village business purpose. Unauthorized access of e-mail, data, and use and/or disclosure of other users' passwords are strictly prohibited.

#### General Matters

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

#### Annual Cybersecurity Training

Beginning January 1, 2023, every Village employee must complete an annual cybersecurity training program, which at a minimum, must address the following: (1) detecting phishing scams; (2) preventing spyware infections and identify theft; and (3) preventing and responding to data breaches.

#### Termination of Access at Separation

Before each user's last day of employment with the Village, he or she shall return to the Village or otherwise surrender possession of all Village technology resources (including computers, software programs, computer peripherals, electronically stored data (including all client confidences and/or attorney work product), data storage devices, keys, and written passwords) in his or her possession, custody or control. Upon separation of employment, the Village will terminate user access to Village technology resources.



#### Employee Guidance for Participating in Social Media

The Village understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders and citizens. Social networks are online communities of people or organizations that share interests and/or activities and use a wide variety of Internet technology to make interactions. The social media referenced in this policy includes blogs, social networking sites like Facebook, Instagram, Twitter, and other similar sites.

Employees that choose to participate in social networks shall not represent themselves as employees of the Village within conversations on social networking sites nor shall they behave in a manner that reflects badly upon the Village. Employees are permitted to represent themselves as employees of the Village while participating in professional social networking sites like LinkedIn.

At any time without consent or prior approval and subject to and in accordance with the Illinois Right to Privacy in the Workplace Act, the Village is free to and may view and/or monitor an employee's social media activities and/or any activities that an employee may post or manage that could become viewable to the general public via electronic means.



## **ARTICLE II. RECRUITMENT & HIRING**

It is the Village's policy to recruit, hire, promote, transfer, or demote in compliance with any and all federal, state, and local laws relating to employment decisions. If an employee believes that the Village's decision with regard to any of these matters is improper, the employee must alert the EEOC Officer, who will investigate such complaints.

Generally, wages and compensation shall be determined by the Village Administrator or his or her designee in accordance with the Salary Classification System, budget and Pay Plan Policy adopted and amended from time to time by the Corporate Authorities.

### **Section 2.1 Recruitment & Hiring**

The Village Administrator shall have the authority to replace any vacant full or part time positions, provided the wages and compensation are within that position's current Pay Plan, and the funds are reasonably within the Village's budget as appropriated for that given fiscal year. The Village Administrator or his or her designee shall post all position vacancies, prior to being filled. Where possible, positions shall be advertised with a professional organization related to the position. All positions shall be advertised on the Village's website.

Positions falling under the jurisdiction of the Police Commission shall be filled under the rules and regulations of the Police Commission. Appointed positions, such as Village Administrator, Superintendent of Public Works and Chief of Police shall be filled under direction of the Mayor and Village Board. The Mayor will appoint such positions with the advice and consent of the Village Board.

#### **Pre-Employment Screening**

As a condition of employment, all persons who are conditionally hired for full-time employment must pass a physical examination given by a doctor authorized by the Village to confirm that he or she is able to perform the essential functions of the job, either with or without a reasonable accommodation, and may also be required to submit to testing for drugs as set forth below, and the results of said physical examination and testing shall be disclosed to the Village Administrator for final approval or denial. An employee must receive a physician's report which is acceptable, stating that they are able to perform the essential functions of the job, either with or without a reasonable accommodation before an employee is eligible to receive any of the benefits listed in this Manual and/or otherwise offered by the Village.

Before the hiring of an applicant (at any level), reference checks, including criminal history and general background, may be conducted. A more extensive background check may also be conducted depending on the position.

Conviction of a violation of the law is not an automatic bar to employment. Each case is considered on its own merits. Employees and applicants for employment are not obligated to disclose expunged juvenile records of arrests or adjudication(s), nor are applicants for employment required to disclose sealed or expunged records of arrest or conviction when the



applicant was considered an adult unless applying for a position with the Village of Lake Villa Police Department.

Notwithstanding anything contained in this Employee Handbook to the contrary, the Village complies with the Illinois Right to Privacy in the Workplace Act when and to the extent applicable and as such Act may be amended from time to time.

The Village will comply with the provisions of the Employee Credit Privacy Act, where applicable.

#### Anti-Nepotism

An employee candidate shall not be hired if an immediate relative (i.e. Sibling, Parent, Child, Cousin, Spouse, Grandparent, Grandchild, Aunt or Uncle or Niece or Nephew) would be responsible for the supervision or oversight of this candidate if they were to become an employee.

This policy does not apply to employees who have been hired before the time the policy was adopted.

### **Section 2.2 Post-Offer and Promotional Drug Testing**

Employees may be required to submit to drug testing as a condition of initial employment, consideration for a promotion within the Village, or during a change in job assignment without the requirement of reasonable suspicion.

Post-offer testing will be performed only on applicants who have received a conditional offer of employment from the Village. Failure to pass a drug screen will, however, result in the withdrawal of the employment offer and may result in termination of employment with the Village.

The Village complies with the Illinois Cannabis Regulation and Tax Act, when and to the extent applicable to the Village's employment process, as such Act may be amended from time to time, subject to the Village's Drug-Free workplace policy.

### **Section 2.3 Probationary Period**

All newly hired, transferred or promoted employees shall be employed on a probationary basis. The probationary period shall be up to twelve (12) months.

The probationary period is a time for both the employee and his or her supervisor to get acquainted with and evaluate the employee's new role within the Village. All supervisors are encouraged to complete at least one interim performance evaluation before the end of the probationary period. The probationary period in no way alters an employee's at will status.

Prior to completion of the probationary period, the department head shall make every effort to evaluate the employee. The following factors may be included in this evaluation:

1. Job performance





2. Work attendance
3. Employee attitude and ability to work with fellow employees
4. Ability to accept responsibility
5. Compliance with established safety standards for the job in question
6. Any other pertinent characteristics determined by the department head and Village Administrator

Based upon these criteria the department head and Village Administrator will evaluate the employee at the end of the probationary period and:

1. If the performance has been satisfactory, assign the employee to non-probationary status.
2. If the performance has been unsatisfactory, dismiss the employee from employment.
3. If there is reason to believe that an employee may develop the ability to perform satisfactorily, the probationary period may be extended for a period not to exceed six (6) months for the department head and Village Administrator to make a further evaluation and for a decision to take place.



### **ARTICLE III. EMPLOYEE CONDUCT**

Employees must exercise the utmost courtesy and discretion regarding all matters of Village business. Employees shall refrain from any action and avoid any public pronouncement that might reflect adversely upon the Village. Employees are expected to act as a representative of the Village at all times during the course of their employment. This means treating all citizens, customers, vendors, suppliers and other service providers courteously, professionally and respectfully on the phone, on the road, on the computer or in person. Employees are also expected to treat each other in the same manner. Any employee who is found to be in violation of Village policy may be subject to disciplinary action up to and including termination.

Employees may only do work which is of direct benefit to the Village while on duty or on Village business. No employee shall use Village-owned vehicles, equipment, materials or other property for private use, or as part of secondary employment.

#### Guidelines for Determining Unacceptable Employee Conduct

In addition to other guidelines outlined in this manual, administrative procedures, and relevant rules of the various departments, the Village has established certain minimum standards of conduct. Some of the work rules, which employees should be familiar with, are listed below.

Violations of such rules will subject an employee to disciplinary action, ranging from an oral reprimand to a recommendation of immediate termination of employment, as deemed appropriate by the department head, Village Administrator, the Mayor and/or the Village Board. The illustrations of offenses listed are by way of example and are not intended to be all-inclusive; rather, the illustrations provide a general guide for determining unacceptable behavior. These rules do not limit the right of the Village to discipline or terminate an employee for any other reason with or without cause. The Village may revise or change these rules as it deems necessary without prior notice.

1. Engaging in fighting, horseplay or reckless conduct on Village premises or while on Village business.
2. Physically abusing, intimidating, offending, or coercing through verbal threats any resident, citizen, municipal official, fellow employee or member of the general public.
3. Using vile, intemperate, offensive or abusive language, or acting in a disrespectful manner to any resident, citizen, municipal official, fellow employee or any member of the general public.
4. Using epithets, slurs, discriminatory language and/or negative stereotyping based upon a person's protected status.
5. Falsifying or alteration of time-sheets, personnel records, employment applications, attendance, or any other Village records or documents.
6. Providing false information or information the employee should have known to be false to a department head, Village Administrator, member of the Corporate Authorities, or any other Village representative.
7. Refusing to cooperate with the Village during an investigation of a Village or employment-related incident.



8. Removing from Village premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any Village vehicle, equipment, supplies, tool, material or property, or the vehicle, equipment, supplies, tools or property of a resident, business, Village official or fellow employee.
9. Destroying, damaging, defacing, abusing, wasting or misusing Village property, equipment, software, supplies or materials, or the property, equipment, supplies or materials of a resident, citizen, Village official or fellow employee.
10. Creating or contributing to an unsafe condition on Village premises or failing to adhere to safe operating practices.
11. Insubordination or refusal of a direct work order or assignment or other breach of conduct.
12. Failing to report to work at any time when so directed, including during emergencies.
13. Leaving the assigned place of work during work hours when not authorized to do so.
14. Violating the Village's Alcohol and Substance Abuse Policy and Drug-Free Workplace Policy.
15. Revealing confidential Village information without proper authorization.
16. Being absent without proper notification to the Village. Excessive, unreported or unexcused absences from work. Abuse of sick leave privileges.
17. Unauthorized possession of a weapon of any kind on Village premises or while on Village business. This rule does not apply to sworn officers carrying weapons pursuant to Police Department policy.
18. Violating the Equal Employment Opportunity, Harassment, Sexual Harassment, or Americans with Disabilities Act policies.
19. Sleeping, loitering or loafing on duty.
20. Incompetent, inefficient, negligent or unsatisfactory performance of assigned work.
21. Disruptive attitude or abusive language, which is detrimental to the service, programs and operation of the Village.
22. Excessive tardiness or early departures from work.
23. Allowing the political affiliation of the employee or of a resident or member of the general public to affect or in any other way influence whether a resident or member of the general public receives Village services or in any other way influence the type or quality of Village services available or provided to that resident or member of the general public.
24. Violating the Village smoking policy.
25. Any act which endangers the safety, health or well-being of an employee or citizen, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or discredit the Village.
26. Violating any of the provisions of the Village's ethics standards.
27. Other violations of Village policies and procedures.

### **Section 3.1 Violence in the Workplace**

The Village does not tolerate workplace violence, or the threat of violence, by any of its employees, residents, customers or general public, and/or anyone who conducts business with the Village. It is the intent of the Village to provide a workplace (which includes Village property



and all other locations where a Village employee is properly performing duties) that is free from intimidation, threats or violent acts.

Workplace violence includes, but is not limited to, harassment, threats, physical attack or property damage. A threat is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, restraining, or throwing objects. Property damage is intentional damage to property which includes property owned by the Village, employees or others.

#### Prevention of Workplace Violence

The Village subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

#### Reporting Threats – Internal and External

All Village employees are responsible for notifying their supervisor or the EEOC Officer of any threats which they have witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed that they regard as threatening or violent, when that behavior is job related or might be carried out on a Village controlled site, or is connected to Village employment. Employees are responsible for making this report whether the incident is committed by another employee or an external individual such as a customer, vendor or citizen. The department head should immediately inform the Village Administrator of all reported incidents or threats of incidents of workplace violence. Any employee who acts in good faith by reporting actual or potential violent behavior will not be subject to any form of retaliation or harassment.

#### Identifying Dangerous Situations

Employees are expected to inform their supervisor or department head if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

1. Bringing weapons to the workplace (other than sworn law enforcement personnel).
2. Displaying overt signs of extreme stress, resentment, hostility or anger.
3. Exhibiting threatening body language.
4. Making threatening, hostile or inappropriate remarks.
5. Sudden or significant deterioration of performance.
6. Displaying irrational or inappropriate behavior.



### Prohibited Actions and Sanctions

It is a violation of this policy to engage in any act of workplace violence. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Village property or arising out of their employment with the Village shall be removed from the premises (or work locations if not on-site) as quickly as safety permits, and shall remain off Village premises pending the outcome of an investigation. Any employee who has been determined to be in violation of this policy may be subject to disciplinary action up to and including termination of employment and, depending upon the nature of the employee's prohibited conduct, may be subject to criminal sanctions. Any other person who has been determined to be in violation of this policy will be subject to suspension and/or termination of any business relationship and/or criminal prosecution.

### **Section 3.2 Weapons and Concealed Carry Policy**

The Village strives to maintain a safe workplace environment for its employees and visitors and therefore it is the policy of the Village that the possession of weapons and/or concealed carry by Village employees is prohibited at all times while on or in Village property or while engaged in work for or business with the Village, as provided in this section.

#### Concealed Carry Prohibited

All property controlled by the Village is a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carry in or on any property controlled by the Village is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this policy.

#### Weapons Prohibited

Except as specifically provided herein, no Village employee may wear, carry, store, transport, or otherwise possess a weapon at any time while on or in Village property, whether on duty or off duty, or while performing any duties for on behalf of the Village, whether on, in or off Village property.

Except as specifically provided herein, no Village employee may use a privately owned vehicle for Village business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

Village property for the purposes of this section means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the Village. Village property also includes every Village-owned or leased vehicle.

#### Inspections

Village representatives may inspect or search any workplace area or any Village property at any time for the presence of a weapon.



#### Violations

Any violation of this policy by a Village employee will subject the employee to severe discipline, up to and including termination and/or arrest.

#### Exceptions

Police Officers and Other Designated Personnel: Sworn Village police officers and other Village employees who have been specifically designated may possess their work-authorized weapons and/or their personal weapons. Sworn police officers or similar law enforcement officers from other departments or agencies may possess their work-authorized weapons while engaged in official duties.

Any Village employee who sees or perceives a violation of this policy must report that violation to his or her supervisor or the Village Administrator, or, in the event of an emergency, to the Police Department. No Village employee should take any action that will risk his or her safety or the safety of others.

### **Section 3.3 Employee Personal Appearance; Uniforms**

#### Employee Personal Appearance

All employees are required to attire themselves in a fashion that will reflect a positive image and inspire confidence and trust by citizens receiving Village services. Uniforms shall be required as and where specified. Standards for casual or business attire for non-uniform employees shall be established by the Village Administrator. The Village Administrator, in consultant with the department heads, may set and enforce standards related to uniforms and appearance which are related to appropriate departmental operations and employee safety.

#### Uniforms

Uniforms for maintenance employees shall be furnished by the Village in a manner determined by the Village Administrator, provided the cost is within the approved budget.

### **Section 3.4 Use of Telephone and Personal Cell Phones During Work Hours**

The Village recognizes that the use of Village-owned and employee-owned cell phones is a common workplace practice. This policy is meant to guide the use of cell-phones by employees while at work.

#### Personal Use

Personal use of a cell phone or other mobile devices shall be limited to designated breaks and shall not interfere with work.



The Village will provide configuration information for employees who choose to access their Village e-mail, calendar, and contacts via their personal cell phone. Employees must be aware that in providing such access, the Village reserves the right to monitor, access, retrieve and delete any information stored in or created on an employee's personal cell phone and any information accessed, received by, viewed or transmitted via the Village's networks. Upon resignation or termination of employment, or at any time upon request, the employee may be required to produce a personal cell phone for return or inspection or otherwise to provide the Village with access to the device.

#### Use While Operating Vehicles and Equipment

Operators and drivers are required to follow all local, state and federal laws regarding the use of cellphones while operating equipment or vehicles. Employees are prohibited from using a cell phone or mobile device while operating equipment, such as, but not limited to, any chainsaw, backhoe, front-end loader, chipper, etc.

#### Work Related Cell-Phone Compensation

The Village Administrator and/or the Mayor may approve reimbursement for or may approve a Village-issued cell phone for employees who use of a cell phone is required for official Village business, provided funds were appropriated in the approved budget. A reimbursement would be in lieu the Village-issuing a cell phone to that employee.

### **Section 3.5    Mandatory Notifications**

Employees are required to notify the Village of any change in their dependent status within thirty (30) days of the change in dependent status, if the employee wishes to change their dependent coverage. The Village may deny benefits to a new dependent if the employee does not notify them within thirty (30) days of a change in dependent status.

Employees whose position involves driving of their own vehicle, or any Village vehicle, must notify their department head within twenty-four (24) hours of any loss of driving privileges. Employees whose position involves driving their own vehicle shall keep the minimum insurance in effect while they are driving as required by Illinois law.

Employees must notify the Village of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. A criminal conviction is not automatic cause for termination, but rather, the Village Administrator with the advice and consent of the Mayor and/or the Village Board will consider any such conviction on its own merits on a case-by-case basis to determine if the nature of the conviction and the employee's job poses an unreasonable risk to co-workers or the public, necessitating termination.

### **Section 3.6    Outside Employment**

Employees may engage in outside work or hold other jobs except when activities, conduct and outside employment away from the job competes or conflicts with, or compromises the Village's



interest, or adversely affect job performance and the ability to fulfill all responsibilities to the Village, including employees' response to emergency calls. Outside employment shall not involve employees' appearance in Village uniform or the use of Village equipment.

### **Section 3.7 Solicitation and Distribution**

Solicitation and distribution of any material by non-employees on Village property is strictly prohibited. "Solicitation" includes any oral or written communications made by an employee or group of employees to another employee or group of employees which encourages, advocates, demands or requests a contribution of money, time, effort or personal involvement or membership in any fund (charitable or otherwise), collection, athletic team, social, fraternal, religious, civic, or labor organization or type, or the purchase of merchandise, raffle, lottery or the like.

### **Section 3.8 Political Activities and Gift Ban Prohibitions**

All Village employees are subject to all local ethics regulations, including but not limited to Chapter 9, "Ethical Conduct", of Title 1, "Administrative Regulations", of the Lake Villa Village Code.

### **Section 3.9 Statement of Economic Interest**

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

### **Section 3.10 Alcohol and Substance Abuse Policy and Drug-Free Workplace Policy**

It is the Village of Lake Villa's desire to provide and ensure that all employees work efficiently in a safe environment. Adherence to the terms of this policy shall be a condition of employment. This policy applies to all employees. Employees may be subject to additional, other restrictions and/or conditions of employment if they are covered under the Village's Drug and Alcohol Policy for Commercial Drivers as amended from time to time, are sworn law enforcement, and/or subject to a collective bargaining agreement. Such employees covered under such policy will receive the policy and be trained accordingly.

### **Definitions**

For the purposes of this Section 3.11, the following definitions apply:

"ADULT-USE CANNABIS" means cannabis which is sold, purchased, possessed and/or used in compliance with the Illinois Cannabis Regulation and Tax Act.

"CANNABIS" is defined as marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies,





such as indicia, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, “cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination. “Cannabis” does not include industrial hemp as defined and authorized under the Industrial Hemp Act. “Cannabis” also means concentrate and cannabis-infused products.

“CONTROLLED SUBSTANCE” is defined as a substance or drug that is

1. Listed in the Illinois Controlled Substances Act;
2. Listed in the Illinois Cannabis Control Act;
3. Which is not legally obtainable;
4. Which is being used in a manner different from that legally prescribed;
5. Which is legally obtainable but has not been legally obtained;
6. Which may not be listed in the Controlled Substances Act or the Cannabis Control Act but which have adverse effects on perception, judgment, memory, or coordination; and/or
7. A non-exhaustive list of applicable drugs including, but not limited to, the following:

Amphetamines	MDA
Barbiturates	Meperidine
Cannabis	Mescaline
Chloral Hydrate	Methaqualone
Cocaine	Morphine
Codeine	Opium
Glutethimide	PCP
Hash	Phenmetrazine
Hash Oil	Psilocybin-psilocin
Heroin	Steroids
LSD	Tranquilizer

“CONVICTION” is defined as a finding of guilt (including pleas of no contest and/or orders of supervision) or imposition of a sentence, or both, by any judicial or administrative adjudicative body charged with the responsibility of determining violations of the federal or state criminal drug statutes or local ordinance.

“DRUG” means and includes but is not limited to (i) any controlled substance, (2) any cannabis, (3) any illegal substance, (4) and/or unless the context clearly indicates to the contrary, any prescribed or over-the-counter medication.



“IMPAIRED” OR “IMPAIRED BY CANNABIS” means an employee manifests specific, articulable symptoms while working that decrease or lessen the employee’s performance of the duties or tasks of the employee’s job position, including symptoms of the employee’s speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

“LAWFUL PRODUCT” is defined as any product or substance, the possession or sale of which is not prohibited by Illinois law, including but not limited to cannabis as provided in the Illinois Compassionate Use of Medical Cannabis Program Act and the Illinois Cannabis Regulation and Tax Act.

“MEDICAL CANNABIS” means cannabis which is sold, purchased, possessed and/or used in compliance with the Illinois Compassionate Use of Medical Cannabis Program Act.

“NON-SAFETY-SENSITIVE POSITION” means any Village employee position which is not identified as a safety-sensitive position.

“OFF CALL” or “OFF DUTY” means the employee is not on duty or on call, is not scheduled to work with at least 24 hours’ notice by the Village to be on standby, is not on Village premises or in another previously designated location by the Village or his or her supervisor and/or is not otherwise performing any work-related task.

“ON CALL” or “ON DUTY” means the employee is scheduled with at least 24 hours’ notice by the Village to be on standby, on duty or otherwise responsible for performing tasks related to his or her employment either on the Village’s premises or other previously designated location by the Village or his or her supervisor to perform a work-related task.

“REASONABLE SUSPICION OF IMPAIRMENT” means that the Village and/or its agents, officers, officials and/or employees have observed and in good faith can describe specific, articulable symptoms of an employee while working that decrease or lessen his or her performance of the duties or tasks of the employee’s job position, including symptoms of the employee’s speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, or detection of a prohibited substance in the area where an employee has/had been working.



“SAFETY-SENSITIVE POSITION” means any Village employee position which is so identified within the position’s written job description and/or which is fraught with such risks of injury to others that even a momentary lapse of attention can have disastrous consequences. Safety-sensitive positions include, but are not limited to, any Department of Public Works position, any position within the Police Department, any position within the Fire Department, and any employee position in any department of the Village if an employee in such position may drive, operate, access and/or use a Village-owned vehicle.

“UNDER THE INFLUENCE” OR “UNDER THE INFLUENCE OF CANNABIS” means an employee manifests specific, articulable symptoms while working that decrease or lessen the employee’s performance of the duties or tasks of the employee’s job position, including symptoms of the employee’s speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

“VILLAGE PREMISES” means all Village real property, Village sites, Village work areas, Village buildings, Village parking areas, any and all property owned or leased by the Village, or any and all vehicles owned, operated, leased, or under the control of the Village. Privately-owned vehicles parked or operated on property owned, leased or under the control of the Village are also included in this definition.

#### Drug-Free Workplace

The Village subscribes to and acts in compliance with the Federal Drug-Free Workplace Act of 1988 and corresponding laws of the State of Illinois. The unlawful manufacturing, distributing, dispensing, possessing, or using of controlled substances, cannabis and other abused drugs/substances that can affect the individual’s performance on the job is strictly prohibited. This prohibition applies to any Village facilities, on Village property, in any Village owned or leased vehicle or at any location that employees are working or conducting Village business. The Village considers drug abuse or the misuse of drugs as a potential health, safety and security problem. Employees shall not report to work under the influence of controlled substances. Further, employees are required by this law to notify the Village within five (5) days of any conviction, guilty plea or imposition of a sentence for a drug crime that occurred in the Village’s workplace. Compliance with the Drug-Free Workplace Act of 1988 is a condition of continued employment for those employees whose positions with the Village are funded, in part, or in total through a grant. Grant employees found in violation of the provisions of the Act shall be required to satisfactorily participate in drug rehabilitation and may be disciplined up to and including termination.



### Requirements and Prohibitions

The consumption, manufacture, distribution, dispensing, possession, smoking, storage or use of any controlled substance, the use of any drug, and/or the use of any lawful product that may mentally or physically impair a person, including but not limited to medical cannabis or adult-use cannabis, is prohibited at any time, except in accordance with duty requirements. The consumption of alcohol at any time during the work day (except when drinking intoxicating beverages is required in accordance with duty requirements) is prohibited. Any and all such use by a Village employee while on Village premises, while performing work (including but not limited to driving) for the Village, and/or while on-call for the Village is prohibited.

Village of Lake Villa employees must report for work in an appropriate mental and physical condition to perform their job and remain in that condition the entire time on duty. No employee shall be on duty while under the influence of alcohol or drugs, or a combination thereof. Being impaired by or under the influence of any controlled substance or lawful product while on the Village premises, while performing work (including but not limited to driving) for the Village, and/or while on-call for the Village is prohibited. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

In addition, all Village property and Village workplaces are subject to inspection, including, but not limited to, Village lockers assigned to employees and Village vehicles used by its employees. There shall be no expectation of privacy for employees who use Village premises or equipment, including but not limited to, Village lockers, desks, or vehicles. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

The legal use of prescribed or commercially available over-the-counter medication is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees using a prescribed medication or an over-the-counter medication that may impair the performance of their job duties must immediately inform their supervisor of such use.

Employees shall be required to notify the Village Administrator of any plea of "guilty", plea of "no contest" or plea of "nolo contendere" by the employee or any stipulation or finding of guilt entered against the employee relative to any criminal drug conviction for a violation occurring at the workplace or relative to any charge of driving under the influence of alcohol, driving under the influence of cannabis, driving under the influence of drugs, or driving under the influence of a combination thereof, while on Village business or during work hours no later than five days after the conviction.

Employees who are required to obtain and maintain a Commercial Driver's License to perform their Village duties are also covered under the Village of Lake Villa Drug-Alcohol Policy for Commercial Drivers, as may be amended from time to time.



#### Policy Violations

Violations of the Village's Alcohol and Substance Abuse Policy and Drug-Free Workplace Policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

Compliance with the Village's Alcohol and Substance Abuse and Drug-Free Workplace Policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign a required document, submit to any test, or follow any prescribed course of substance abuse treatment will be grounds for discipline, including termination. The Village also reserves the unilateral right to modify, alter, amend, change, discontinue, suspend, cancel or terminate this policy at any time.

#### Safety-Sensitive Positions

The Village of Lake Villa prohibits all employees in safety-sensitive positions, including but not limited to its sworn law enforcement officers, other public safety personnel, public works employees and any employee working in any department of the Village who may drive, operate, access and/or use a Village-owned vehicle from the use, possession, manufacture, distribution or sale of drugs while on duty or off duty. This includes both the legal and illegal use of cannabis, the use of medical cannabis and/or the use of recreational adult use cannabis. The Village may discipline any employee working in safety-sensitive position who uses, possesses, manufactures, distributes or sells drugs, including but not limited to, cannabis while on duty or off duty and failure to comply with this policy will result in disciplinary action up to and including termination of employment.

#### Reasonable Suspicion of Impairment:

If the Village has reasonable suspicion to believe an employee is impaired by or under the influence of alcohol or drugs, or a combination thereof during the course of the employee's work day, the Village has the right to require the employee to submit to alcohol or drug testing at a facility and in a manner approved by the Village. Any employee who refuses to take an alcohol and/or drug test shall be subject to disciplinary action, up to and including termination of employment. Any employee who takes an alcohol and/or drug test and fails to pass said test will be subject to disciplinary action up to and including termination of employment.

If an employee declines the test, it will be treated as a positive test and the employee will be subject to discipline up to and including termination. When an employee is ordered to submit to a drug and/or alcohol test as a result of a supervisor's reasonable suspicion, the employee will not be allowed to return to work pending the results of the drug and/or alcohol test.

For the purposes of this policy, reasonable suspicion means a good faith belief based on objective facts sufficient to lead a reasonable prudent person to find that an employee is using, or has used, drugs or alcohol in violation of this policy. Such a suspicion shall be drawn by the Village and/or any of its agents, officers, officials and/or employees from specific, objective facts and reasonable inferences drawn from those facts in light of experience.



Some factors which may be considered in determining whether a finding of reasonable suspicion is appropriate may include, but are not limited to, any of the following, alone or in combination:

1. Observable phenomena, such as direct observation of drug or alcohol use, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;
2. Abnormal conduct or erratic behavior;
3. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
4. Slurred speech or unsteady walking or movement;
5. Illegal possession of drugs or controlled substances or an arrest for violation of a drug statute; and/or
6. Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated.

A Village employee shall be considered impaired by cannabis, under the influence of cannabis and/or impaired by or under the influence of a controlled substance and may be required by the Village to undergo drug testing at a facility and in a manner approved by the Village, if the Village and/or any of its agents, officers, officials and/or employees have observed and in good faith can describe specific, articulable symptoms of an employee while working that decrease or lessen his or her performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, or detection of a prohibited substance in the area where an employee has/had been working.

#### Drug Testing

The Village may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have public safety responsibilities to be screened or tested on a random basis, or may require an employee to be screened or tested following a workplace accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing may require an analysis of the employee's breath, urine, and/or blood or similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstances of use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test shall result in disciplinary action, up to and including termination.

All Village employees working in safety-sensitive positions are prohibited from the off-premises and off-duty drug use, including but not limited to medical and/or adult cannabis use, and may be required to undergo random drug testing at a facility and in a manner approved by the Village



at any time during employment, with or without reasonable suspicion.

All Village employees, whether working in a safety-sensitive position or in a non-safety-sensitive position, may be required to undergo drug testing, if there exists reasonable suspicion of impairment from cannabis, any other lawful product and/or a controlled substance.

Any employee who refuses to take an alcohol and/or drug test shall be subject to disciplinary action, up to and including termination of employment. Any employee who takes an alcohol and/or drug test and fails to pass said test will be subject to disciplinary action up to and including termination of employment.

Any of the following methods either alone or in combination may be utilized to test an employee for the presence of drugs and/or alcohol:

1. Urine testing;
2. Evidentiary breath testing device (Breathalyzer);
3. Blood testing;
4. Hair follicle testing; or
5. Saliva testing.

Breath testing may be performed by any Breath Alcohol Operator licensed through the Illinois State Police using any of the Village's certified evidentiary breath testing devices, including but not limited to certified Breathalyzer machines and/or portable or preliminary breath testing (PBT) devices.

The Village of Lake Villa shall use only licensed clinical laboratories for drug testing. Such laboratories shall be responsible for maintaining a proper chain of custody of any samples. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstances of use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test shall result in disciplinary action, up to and including termination.

Cutoff levels for all drug and drug metabolite testing shall be consistent with the guidelines established by the U.S. Department of Health and Human Services (HHS). An employee shall be deemed to be under the influence of alcohol if the applicable blood or breath alcohol test demonstrates a level of .02 or greater.

The Village will, to the extent required by law, protect the confidentiality of all drug and alcohol test results. Records reflecting positive drug and/or alcohol tests will be kept in the employee's file and will be kept confidential in accordance with and subject to applicable law. Information regarding drug and/or alcohol tests and an employee's participation in a substance abuse rehabilitation program may be disclosed to supervisors only if such information relates to the employee's ability to perform his or her work duties or the employee's need for a reasonable accommodation under the Americans with Disabilities Act of 1990 or other applicable law.



For employees in safety sensitive positions, the following records shall be maintained for a minimum of five years: (i) records of annual management information system reports; (ii) records regarding employee evaluations and referrals to substance abuse professionals; (iii) records relating to follow-up tests and follow-up schedules; (iv) records relating to refusals to submit to drug and/or alcohol tests; (v) records of alcohol test results indicating an alcohol concentration of .02 or greater; (vi) verified positive drug test results; and (vii) breath testing device calibration documentation.

#### Post-Accident Testing

An accident for purposes of this section may involve any type of motorized vehicle and/or equipment including, but not limited to, a car, truck, plow, ATV, 4-wheeler, lawn mower, skid steer or any other similar type or manner of vehicle and/or equipment.

The Village will require post-accident urine, drug and breath alcohol testing of employees as provided for in this policy and/or as required under 49 CFR Section 382.303 and 49 CFR Part 40.

Post-accident urine drug and breath alcohol testing may be required of those employees who are involved in a reportable accident anytime during the course of work hours or while operating a Village vehicle or Village equipment if: (a) the employee receives a citation as a driver for a moving traffic violation arising from the accident; (b) the accident results in any fatality or in any bodily injury to any person (including an employee) who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (c) there is reasonable suspicion.

A post-accident urine drug test to detect the presence of drugs shall be conducted as soon as possible but not later than thirty-two (32) hours after the reportable or fatal accident. If the test is not administered, the Village shall prepare and maintain on file a record stating the reasons the test was not promptly completed.

A post-accident breath alcohol test shall be conducted within 2 hours of the report of the accident. If not conducted within two (2) hours, a record shall be prepared and retained stating why. If within eight (8) hours an alcohol test is still not conducted, all attempts shall cease and a complete record made of why it was not accomplished. In addition, the driver shall not consume any alcohol for at least eight (8) hours following an accident or until a breath alcohol test has been accomplished.

An employee who is seriously injured and cannot provide a urine specimen or breath alcohol test at the time of the accident shall provide the necessary authorization for obtaining medical records and reports that would indicate if a controlled substance or alcohol was in the employee's system at the time of the accident and the level present.

Failure of the employee to be readily available or refusal to give a urine sample or breath alcohol test when the employee has been involved in an accident covered under this policy, except for





an employee who meets the above referenced conditions, shall be considered a refusal to take a test and a positive test result will be assumed.

#### Substance Abuse Prevention on Public Works Project Act

No employee may use, possess, distribute, deliver, or be under the influence of a drug, or use or be under the influence of alcohol, while performing work on a public works project. An employee is considered to be under the influence of alcohol for purposes of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1, et seq.) if the alcohol concentration in his or her blood or breath at the time alleged as shown by analysis of the employee's blood or breath is at or above 0.02, and said Act requires that such testing include a minimum requirement of a 9-panel urine drug test plus a test for alcohol. Testing an employee's blood may only be used for post-accident testing; however, blood testing is not mandatory for the employer where a urine test is sufficient.

Employees performing the work on a public works project shall submit to pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing. Testing of an employee before commencing work on a public works project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.

An employee who violates the Substance Abuse Prevention on Public Works Project Act, who tests positive for the presence of a drug in his or her system, or who refuses to submit to drug or alcohol testing as required under the program, or where a supervisor or the Village Administrator has "reasonable suspicion" to believe an employee is under the influence of alcohol or drugs, shall be notified that he or she is not permitted to work on a public works project until the employee provides evidence of compliance with the following conditions specified in subdivision (2)(A) and (2)(B) of Section 20 of the Act:

1. The employee has tested negative for the presence of drugs in his or her system and is not under the influence of alcohol; and
2. The employee has been approved to commence or return to work on the public works project in accordance with this Manual.

#### Medical Cannabis

The Village recognizes the Illinois Compassionate Use of Medical Cannabis Program Act and is committed to abide by the provisions of this Act when and to the extent applicable, as it may be amended from time to time. The Act does not prohibit the Village from disciplining Village employees who exhibit symptoms of impairment from cannabis or discipline Village employees who use or possess medical cannabis while on call, on duty, on Village premises and/or during work hours and the Village reserves the right to do so.



### Adult Use Cannabis

The Village recognizes the Illinois Cannabis Regulation and Tax Act and is committed to abide by the provisions of this Act when and to the extent applicable, as it may be amended from time to time. The Act does not limit or prevent the Village from disciplining Village employees or terminating employment of any Village employees who are impaired by cannabis, under the influence of cannabis, and/or who in good faith has been observed to exhibit specific, articulable symptoms of impairment from cannabis on Village premises, while performing the employee's job duties or while on call and the Village reserves the right to do so.

Nor does the Act limit or prevent the Village from disciplining Village employees who use or possess cannabis while on Village premises, during work hours, while performing work for the Village, while on call for the Village, and/or for violating the Village's employment policies or workplace drug policies and the Village reserves the right to do so.

### Substance Abuse Policy

Compliance with the Village's substance abuse policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign a required document, submit to any test, or follow any prescribed course of substance abuse treatment will be grounds for discipline, including termination. The Village also reserves the unilateral right to modify, alter, amend, change, discontinue, suspend, cancel or terminate this policy at any time.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Village Administrator. Employees with drug or alcohol problems shall be responsible to seek and successfully complete treatment either through the Employee Assistance Program (EAP) or an alternate form of treatment.

Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be subject to discipline, discharge, or discrimination based solely on such voluntary treatment if the treatment is sought prior to:

1. The employee testing positive for drugs and/or alcohol;
2. The employee being notified of an upcoming drug and/or alcohol test;
3. The occurrence of an event that gives rise to reasonable suspicion that the employee is under the influence of drugs and/or alcohol;
4. Any return to duty or related follow-up testing for drugs and/or alcohol; and/or
5. The occurrence of an accident which requires the employee to submit to drug and/or alcohol testing.

Employees who seek voluntarily treatment for drug and/or alcohol abuse shall continue to be subject to appropriate disciplinary action up to and including termination for substandard job performance, unexcused absences, abuse of drugs and/or alcohol, or any other violations of this manual, whether such violations are directly or indirectly related to the employee's use of drugs and/or alcohol.



Furthermore, employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be excused from required drug and/or alcohol testing in accordance with this policy even when voluntary treatment was sought prior to the testing in question. No employee shall be permitted to use voluntary treatment for drug and/or alcohol abuse to avoid otherwise legitimate disciplinary action for failure to comply with this policy or other provisions of the manual.

Employees may request a medical leave of absence to obtain treatment for drug and/or alcohol abuse in accordance with the Family and Medical Leave Act of 1993 and other applicable law. Such leave requests shall be treated in the same manner as any other request for leave pursuant to this policy.

The Village of Lake Villa may also grant reasonable accommodations for employees being treated for drug and/or alcohol abuse so long as those employees are participating in a treatment program and are not currently abusing drugs and/or alcohol. The Village of Lake Villa will not retaliate or discriminate against any employee for requesting leave or a reasonable accommodation to obtain treatment for drug and/or alcohol abuse.

#### Disciplinary and Other Employer Action

Any employee testing positive for drug usage, blood alcohol levels greater than .02, engaging in any other prohibited conduct concerning drugs or alcohol, or otherwise violating this policy shall be subject to disciplinary action up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

- A. The Village shall apply all aspects of this drug-free workplace policy in a non-discriminatory manner.
- B. Where an employee is subject to discipline due to the Village's determination that the employee is impaired while at the workplace by the use of cannabis, the Village will offer the employee the opportunity to respond to such a determination by the Village.
- C. A registered qualifying user of medical cannabis under the Compassionate Use of Medical Cannabis Program Act will first be given a reasonable opportunity to contest the basis of suspected impairment by cannabis before being subject to discipline based on the Village's good faith belief or reasonable suspicion of impairment.
- D. A user of adult use cannabis under the Cannabis Regulation and Tax Act will also first be given a reasonable opportunity to contest the basis of the suspected impairment by cannabis before being subject to discipline based on the Village's good faith belief or reasonable suspicion of impairment.
- E. The Village shall take disciplinary action with respect to a Village employee found guilty or convicted of a misdemeanor drug offense or felony drug offense in the workplace or elsewhere within thirty (30) days after receiving notice of such a conviction. Conviction of a violation of the law does not necessarily automatically result in termination. Each case is considered on its own merits.



- F. The Village also may require a Village employee who violates this policy to participate satisfactorily in an employee assistance program, or a substance abuse assistance or rehabilitation program which is to be paid in full by the Village employee.
- G. Any employee who has violated this policy and/or has tested positive on a drug or alcohol test and is subsequently permitted to return to work, must pass a drug and/or alcohol test in accordance with this policy prior to returning to duty.
- H. An employee in a safety-sensitive position who is referred for assistance related to alcohol and/or drug abuse is subject to unannounced follow-up testing for a period not to exceed 60 months as directed by a substance abuse professional and/or the Village. The number and frequency of follow-up tests will be determined by the substance abuse professional and/or the Village but will not be less than six tests in the first 12 months following the employee's return to duty.
- I. The Village will, to the extent required and permitted by law, protect the confidentiality of all drug and alcohol test results.
- J. The Village of Lake Villa complies with all Federal, State, and local laws and regulations concerning violations of drug and alcohol use in the workplace. The Village will comply with the applicable requirements of the Drug-Free Workplace Act of 1988, the Americans with Disabilities Act, the Family and Medical Leave Act, the Illinois Compassionate Use of Medical Cannabis Program Act, and the Illinois Cannabis Regulation and Tax Act.

#### Consent to Policy

As a condition of his or her employment, each Village employee shall agree in writing to abide by the terms contained in this policy and agree to notify the Village Administrator or his or her designee of any criminal drug statute conviction or drug-related ordinance violation conviction of said Village employee for a violation occurring in the workplace or elsewhere no later than five (5) days after such conviction.

#### Exceptions to Policy for Village Social Events

Non-safety-sensitive employees and those safety-sensitive employees who are not on-call, on duty and/or driving Village-owned vehicles and/or equipment and who are at least 21 years of age are permitted to consume alcohol on Village Property during Village-sponsored social or community events and/or at any social or community events in which the Village participates and such consumption shall not constitute a violation of this policy.



### **Section 3.11 Smoking**

The provisions of the Smoke-Free Illinois Act (410 ILCS 82, et seq.), as amended from time to time, shall be applicable to public places, places of employment, and vehicles owned by or otherwise under the control of the Village.

Employees shall be prohibited from smoking while in Village-owned vehicles, in Village-owned facilities and/or on Village-owned grounds at all times.



#### **ARTICLE IV. EMPLOYEE DISCIPLINE**

The general objective of discipline is to improve the behavior of an employee, rather than to punish the employee. The degree of severity of a disciplinary action must depend on the individual employee, the nature of the problem, the employee's past performance, length of employment, and any extenuating circumstances. Disciplinary action will never be taken on account of political considerations, personal bias or prejudice.

It is the responsibility of every employee to attempt to correct any fault or deficiency in job performance when called to his or her attention, and to make every effort to avoid conflict with the personnel policies of the Village.

It is the responsibility of every supervisor and department head to discuss improper or inadequate performance with the employee in order to correct the deficiencies. The Mayor, the Village Administrator, his or her designee(s) and/or a department head may choose to but is not required to implement a plan of improvement setting forth specific written steps, benchmarks and goals for an employee to improve his or her job performance. If an employee is placed on a Plan of Improvement and fails to take any and all necessary steps to improve his or her job performance within the time frames set forth in the Plan of Improvement then such employee may be subject to additional discipline, up to and including discharge. The terms "discharge", "dismissal" and/or "termination" as used in the Employee Handbook have the same meaning and are used interchangeably. Unless otherwise set forth in a written contract of employment, employees of the Village of Lake Villa are at will and can be discharged at any time with or without cause at the sole discretion of the Village. Discipline may include, but is not limited to the following:

1. Reprimand – given orally or in writing;
2. Suspension;
3. Demotion; and/or
4. Discharge.

While the above forms of discipline are generally considered progressive and are listed in order of increasing severity, the Village may in its sole discretion skip any level or step of discipline and any employee may be discharged even for a first offense.

The department head shall consult with and notify the Village Administrator of any recommendations for any disciplinary action including, but not limited to, reprimand, suspension, demotion or discharge of an employee. When discharge of an employee is recommended by a department head and/or the Village Administrator, the Village Administrator shall only discharge an employee with the advice and consent of the Mayor and Village Board.

Written notice by the Village to an employee is not required prior to discharge of an employee, nor is any written notice required prior to a suggestion by the Mayor and/or Village Board that an employee resign, unless otherwise set forth in a written contract of employment or collective bargaining agreement.



Notwithstanding any provisions of this Manual, discipline of exempt salaried employees shall be in accordance with the Fair Labor Standards Act.

Personnel Action Report

Any personnel action taken by the Village, including but not limited to disciplinary action, may but is not required to be documented in a Personnel Action Report by the Mayor, by the Village Administrator and/or by his or her designee(s), attached hereto as a form, which form may be amended from time to time, with or without notice.



## **ARTICLE V. EMPLOYEE BENEFITS**

The Village provides for employee benefits as described below. The Village reserves the right to change employee benefits. Nothing in this Manual constitutes a promise that the benefits will not be changed or terminated.

Benefits such as insurance (health, dental and life), paid sick leave, paid vacation leave, paid holidays, compensatory time and funeral leave, are available to permanent full-time employees who are scheduled to work and work at least forty (40) per week in accordance with the policies set forth in this Manual. Paid personal leave days are available to all employees.

The description of the benefits contained herein is for employees' information. To the extent that anything in this Manual contradicts information contained in the applicable statutes, employee benefit plans or summary plan descriptions applicable to these benefits, those applicable statutes, employee benefit plans and/or summary plan description documents are controlling. An employee may receive a copy of the plan or the summary plan description by requesting such information from the Personnel Officer.

### **Section 5.1 Health Benefits**

All regular, full-time employees may participate in the comprehensive group health insurance plans provided by the Village.

Health insurance plans and applicable Village and employee contributions may be amended from time to time by the Corporate Authorities of the Village. Details of the plans approved by the Corporate Authorities will be made available upon request.

#### Eligibility

Health and life insurance shall be paid by the Village for full-time employees after thirty (30) days of employment or per policy requirement. Dependent coverage is available and is subject to the eligibility requirement of the carrier. Part-time and temporary seasonal employees are not eligible for health insurance coverage.

The Village intends to comply with the Patient Protection and Affordable Care Act ("ACA") when, if, and to the extent the ACA is or becomes applicable to the Village.

#### Designation of the Village's Basic Plan for Public Safety Employee Benefits Act Purposes

Under the Public Safety Employee Benefits Act ("PSEBA"), a public employer may be required to pay the entire premium amount for "basic" health insurance coverage for persons who qualify as recipients under PSEBA. Section 10(a) of PSEBA states that the term "health insurance plan" does not include supplemental benefits that are not part of the basic group health insurance plan. Pursuant to such provision, the Village hereby designates its basic HMO group health insurance plan, as it may be amended from time to time, as the Village's "basic" group health insurance plan for this purpose. A PSEBA recipient is only entitled to receive, and the Village is only required to pay the premium on behalf of the PSEBA recipient for the "basic" group health





insurance plan then offered by the Village. The Village's health insurance provider(s) may change from time to time, and the Village has the authority to switch PSEBA recipients to the Village's current "basic" health insurance plan once a person is determined to be eligible for benefits under PSEBA.

## **Section 5.2 Continuation of Benefits for Retired Personnel**

It is the policy of the Village to comply with all provisions of the Consolidated Omnibus Reconciliation Act, enacted by the Federal Government on April 7, 1986, the Public Health Service Act and the Illinois Continuation of Coverage Act ("Mini-Cobra") to the extent such laws are applicable, if at all. Under COBRA and Mini-Cobra, when and to the extent applicable, employees or their dependents covered by a group health insurance plan are entitled to certain rights for an extension of health insurance coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. For further details, contact the Village Administrator or his or her designee.

Retirees of the Village who have eight (8) years or more of creditable service (Tier 1) or 10 years or more of creditable service (Tier 2) under the Illinois Municipal Retirement Fund (IMRF) and be eligible to immediately receive a pension or have 20 years or more of creditable service under the Police pension program may be extended access to Village-sponsored benefits including group health and dental insurance programs.

Eligible retirees must accept or reject the Plan at the time of retirement and may not join at a later date. Retirees must inform the Village in writing of their intent to continue on the Village's Plan at least two (2) weeks or fourteen (14) days prior to the Employee's retirement date. The Plan will be extended to the retiree and only to those dependents covered prior to the time of retirement of the Village employee. The retiree will be responsible for paying the entire premium as established by the Village's insurance carrier, and the Village will have authority to administer the Plan. Once a Plan is terminated by a retiree it is not renewable.

When a retiree becomes eligible for Medicare and enrolls in Medicare Parts A and B, the retiree must leave the Village's plan and find independent supplemental plan and prescription drug program coverage. The retiree must notify the Village within two (2) weeks or fourteen (14) days prior to terminating their Plan with the Village.

The provision of this benefit is subject to the contract extended by the insurance carrier. Any change in the contract or the firm providing insurance may result in a change in benefits, a change in costs or termination of the coverage.

## **Section 5.3 Life Insurance; Accidental Death and Dismemberment**

Group term life insurance and accidental death and dismemberment insurance may be available from time to time to certain qualifying full-time employees.



#### **Section 5.4 Employee Health Insurance Opt-Out Program**

Employees have the option to decline health insurance coverage for themselves and their immediate family members. If the employee elects to decline health insurance coverage for him/herself, their spouse and children, the employee is eligible for a financial incentive equaling ~~\$90.00 which will be applied equally to each payroll that has benefit allowance and benefit deductions (24 total payrolls each year). 25% of the cost of the health insurance of a single employee (lowest current premium plan, total premium). The incentive amount will be determined in conjunction with the Village's annual health insurance renewal and the incentive will be applied equally to each payroll (total premium\*.25\*12/26).~~

#### **Section 5.5 Pension Programs**

##### Eligibility

Retirement benefits will be provided for all regular full-time and regular part-time employees who are expected to work 1,000 hours or more per year through their participation in the Illinois Municipal Retirement Fund ("IMRF"), with the exception of regular full-time sworn police officers who are eligible to participate in the Village of Lake Villa Police Pension Funds, and subject to the further exceptions as provided in this Section 5.5.

##### Social Security and Medicare

All employees are also covered by Social Security. Both the employee and the Village contribute on the employee's behalf for Social Security and Medicare benefits. Social Security benefit estimates may be obtained by contacting the Social Security Administration. Forms for verification of earnings records may also be obtained from the Social Security Administration.

##### Illinois Municipal Retirement Fund

All regular employees who are expected to work 1,000 hours or more in a year are required to contribute to IMRF, a statewide pension fund, subject to the following exceptions: (1) part-time police officers who are not eligible for participation in the Illinois Municipal Retirement Funds; (2) full-time police officers who are covered under the Lake Villa Police Pension Fund; (3) on or after January 1, 2019, a person may not elect to participate in the Illinois Municipal Retirement Fund with respect to his or her employment by the Village as the chief of police, unless that person became a participating employee in the Illinois Municipal Retirement Fund before January 1, 2019; or (4) if a police officer is receiving pension payments and returns to active service with the Lake Villa Police Department, he or she must participate only in the Village's defined contribution plan established pursuant to Public Act 100-0281 and not in IMRF. Participation costs in IMRF are paid through payroll deductions.

##### Lake Villa Police Pension Fund

Sworn police officers may apply for participation in the Lake Villa Police Pension Fund. Only employees who are accepted into the Fund may participate in it. The Fund is managed, in



accordance with Illinois law, by the Lake Villa Police Pension Board. Both the Village and Fund members contribute to the Fund. The employee contribution rate is established by State statute. The Village contributes an actuarially determined amount.

Participation in the Police Pension Fund is subject to the rules and regulations of the Fund. Information regarding membership, pension benefits, and qualification requirements is available through the Police Pension Board.

#### Defined Contribution Plan for Certain Police Officers Pursuant to Public Act 100-0281

Pursuant to Public Act 100-0281, the Village has or will establish a defined contribution plan that aggregates police officer and employer contributions in individual accounts used for retirement pursuant to 40 ILCS 5/3-109.4 of the Illinois Pension Code, and such plan shall be governed by the provisions of said Section 40 ILCS 5/3-109.4. Such defined contribution plan, including both police officer and employer contributions, established by the Village shall provide that contributions shall vest immediately upon deposit in the police officer's account. The employer contributions for such defined contribution plan shall be as established from time to time by the Village Board.

A police officer who participates in the defined contribution plan established pursuant to Public Act 100-0281 above may not earn creditable service or otherwise participate in the defined benefit plan offered by the Village, except as an annuitant in another fund or as a survivor, while he or she is a participant in the defined contribution plan.

If a police officer who is receiving pension payments returns to active service with the Village of Lake Villa Police Department, he or she shall continue to receive those pension payments, but must participate only in the Village's defined contribution plan established pursuant to Public Act 100-0281.

Pursuant to Public Act 100-0281, if a police officer who has more than ten (10) years of creditable service in another police pension fund enters active service with the Village, he or she may elect to participate in the defined contribution plan of the Village established pursuant to Public Act 100-0281 in lieu of participating in the Village of Lake Villa Police Pension Fund, i.e., the Village's defined benefit plan.

A police officer who has elected to participate in the Village's defined contribution plan may, in writing, rescind that election in accordance with the rules established for such plan. Any employer contributions, and the earnings thereon, shall remain vested in the police officer's account. A police officer who rescinds the election may begin participating in the defined benefit plan on the first day of the month following his or her rescission.

#### **Section 5.6 Training, Travel and Tuition Reimbursement**

Training: The Village recognizes that attendance at and participation in seminars or conferences is a valuable tool for updating an employee's job knowledge, skills and abilities.



The following types of trainings are offered for Village employees dependent upon the operating budgets of area operating area.

Recruit Training: Legally mandated training programs which must be completed during the probationary period following original appointment as a prerequisite to continued employment.

In-Service Training: Training conducted during working hours on an individual or group basis to improve skill performance, introduce new techniques, and/or keep abreast of developments in the employee's field.

Specialized Training/Mandatory Continuing Education: Attendance of conferences, workshops, seminars, and similar programs involving professional training which directly relates to an individual's employment or is required for the employee to maintain required licenses and certifications.

Academic Instruction: Completion by correspondence or classroom attendance of course work provided by accredited educational institutions where such instruction will benefit the municipal service.

Training shall be recommended by the department head and approved by the Village Administrator prior to registration. Training that relates exclusively to the Police Department shall be approved by the Chief of Police and need not be approved by the Village Administrator. No reimbursement for training expenses shall be made without such approval.

#### Training Seminars

Purpose: All employees are encouraged to attend training seminars or short courses, in order to enhance the employee's knowledge, skill, and ability in performing his/her job responsibilities.

Eligibility: All full-time employees who have completed a minimum of six (6) months of employment with the Village, and who are in good standing, are eligible to attend training seminars as determined respectively by the Village Administrator or Chief of Police.

Administration: Each fiscal year, the Village Board shall determine the amount of money to be allocated for employee training seminars. Payment for training seminars is subject to the availability of budgeted funds and the approval of the employee's respective department head, the Village Administrator or Chief of Police. Therefore, eligible employees will ordinarily be allowed to attend authorized training seminars on a first-come, first-approved basis.

Payment: The Village shall pay for training seminars or short courses in the following manner:

1. One hundred percent (100%) registration fee.
2. Single accommodations for room (if overnight stay is applicable).
3. Coach fare for plane, train, bus transportation, or automobile mileage reimbursement at the rate established by the Village (whichever is applicable).



4. Meals will be reimbursed after the conference/meeting on an actual expense or per diem basis. If actual expenses are incurred by an employee, a detailed receipt is required and will be reimbursed. A Per Diem payment of \$50.00 per day for meals and other miscellaneous expenses (if overnight stay is applicable) is available for reimbursement in lieu of actual expenses. Under no circumstances will expenses for alcohol be reimbursed.
5. Reasonable amounts for tips will be allowed for meals, not to exceed 15% to 20% of the meal cost, and should be reported on the detailed receipt provided for reimbursement.
6. No employee or officer of the Village shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business. Ancillary eligible expenses must be approved by the employees Department Head and/or Village Administrator prior to the event. The Village will only pay for employee expenses.
7. Attendance at training seminars shall be done during Village work hours and shall be on Village time. Therefore, the employee shall receive his or her applicable rate of pay when attending a training seminar.
8. All training seminars, or short courses, requiring an overnight stay need to be approved in advance by the Village Administrator or Chief of Police.
9. Costs incurred by a spouse or other person accompanying an employee, costs for the purchase of alcoholic beverages, rental cars, late checkout charges, parking and other traffic fines, or costs for any other expense not otherwise provided in this section shall not be reimbursed by the Village.

#### Professional Memberships

Purpose: Representatives from each department within the Village are encouraged to affiliate with professional organizations or societies for which they qualify by education or training, provided that such affiliation produces observable benefits for the Village and their respective Department. These professional memberships are separate and distinct from Village or departmental memberships.

Eligibility: Certain positions within the Village shall be eligible to join professional organizations or societies to act as representatives for their respective departments. These positions reflect those which propose and recommend programs and policies to the Village Board or Village Administrator, or those who must approve recommendations for their departments prior to their submittal. Other positions, aside from those listed below, may be eligible if designated by the Village Administrator..

The following positions shall be the representatives who are eligible for professional memberships:

Village Administrator  
Administrative Services Director  
Finance Director  
Chief of Police  
Lieutenant



Sergeant  
Director of Public Works  
Superintendent of Public Works  
Superintendent of Water & Sewer

Administration: Each fiscal year, the Village Board shall determine the amount of money to be allocated for professional memberships. Professional memberships are subject to the availability of budgeted funds and the approval of the Village Administrator. Therefore, eligible Department representatives shall be allowed to join professional memberships on a first-come, first-approved basis.

Eligible employees interested in joining a professional organization should submit information regarding the professional organization and the cost of membership to the Village Administrator during the annual budget process. The Village Administrator shall approve or deny the request for the professional membership.

Payment: Both the Village and the employee receive benefits from the employee's affiliation with professional memberships. However, the Village shall pre-pay or reimburse one-hundred percent (100%) of the membership cost.

#### Conference Attendance

Purpose: Employees who are eligible for professional memberships may also be eligible to attend the conferences associated with those memberships. These conferences shall be in addition to those conferences that may be a result of Village-wide or Departmental memberships.

Eligibility: All employees who are eligible for professional memberships may be eligible to attend the conferences associated with them.. Permission may be granted by the Village Administrator if, in his/her opinion, there is sufficient benefit to both the employee and the Village.

Administration: Each fiscal year, the Village Board shall determine the amount of money to be allocated for professional conferences. Payment for conferences is subject to the availability of budgeted funds and the approval of the Village Administrator. Therefore, eligible employees may be allowed to attend conferences associated with their professional membership on a first-come, first-approved basis.

Employees interested in attending a professional conference should submit information regarding the conference and the cost of the conference to the Village Administrator during the annual budget process. The Village Administrator shall approve or deny the request for the attendance of professional conferences.

Attendance is conditional upon the following, to be determined by the Village Administrator:

1. Sufficient budgeted funds are available within the current fiscal year.
2. The conference is affiliated with one of the employee's professional memberships.



3. Employee workloads permit their temporary absence from duties.
4. Training and education can be obtained at the conference that is required as part of mandatory continuing education related to a license or certification and similar training cannot be obtained at other locations.

All registration applications, transportation, and lodging accommodations shall be aggregated and administered by the Village Administrator or his or her designee.

**Payment:** The Village shall pay for a professional conference in the following manner:

1. One-hundred percent (100%) registration fee.
2. Single accommodations for room (if overnight stay is applicable).
3. Coach fare for plane, train, bus transportation, or automobile mileage reimbursement at the rate established by the Village (whichever is applicable).
4. Per Diem payment of \$50.00 for meals and other miscellaneous expenses.
5. The Village will only pay for employee expenses.

Attendance at professional conferences shall be done during Village work hours and shall be on Village time. Therefore, the employee shall receive the normal rate of pay when attending a professional conference.

#### **Tuition Assistance**

**Purpose:** Tuition assistance is intended to provide monetary assistance to employees to pursue continuing education to improve and enhance on-the-job skills and training which will benefit Village operations and the employee's professional and career development.

**Eligibility:** The following conditions must be met in order for an employee to be eligible for tuition assistance:

1. The employee must be full-time, completed a minimum of twelve (12) months of employment with the Village, and be in good standing as determined by the Village Administrator.
2. The employees shall make reasonable efforts to exhaust all other sources of financial assistance (Veteran's benefits, scholarships and grants, etc.).
3. The employee shall apply for tuition reimbursement eligibility and be pre-approved no less than thirty (30) days prior to beginning course work.
4. At the time of the employee's application, sufficient budgeted funds are available within the current fiscal year for the employee to receive assistance.

Tuition assistance is not guaranteed unless the employee applies for pre-approval to verify that the course qualifies for assistance and that funding is available.

**Administration:** Each fiscal year, the Village Board shall determine the amount of money to be allocated for tuition assistance. Tuition assistance is subject to the availability of budgeted funds and the approval of the Village Board. Therefore, eligible employees shall receive tuition assistance on a first-come, first-approved basis.



**Requesting Assistance:** Employees seeking tuition assistance should request a tuition assistance application form from the Village Administrator or his or her designee. Application forms must be returned and approved by the Village Administrator no less than thirty (30) days prior to beginning course work. The Village Administrator shall approve or deny all tuition assistance applications on the following basis:

1. Sufficient budgeted funds are available within the current fiscal year.
2. The course is related clearly and directly to an employee's current job classification.
3. The number of courses an employee may enroll in during a given semester or quarter shall be reviewed during the approval process and shall not interfere with the employee's ability to perform all job duties and responsibilities.

**Assistance Amount:** Upon tuition assistance application approval, tuition assistance shall be made upon the following basis:

1. 100% assistance for a course(s) offered through the Lake County College
2. For courses offered through another educational institution, the Village may provide assistance up to, but not more than, \$2,000 in a Village fiscal year, unless otherwise authorized by the Village Administrator.
3. 100% reimbursement of eligible special course (non-tuition/credit hour) fees. Course related books and materials will be paid with a maximum payment of \$150 for each semester for all courses taken.
4. If tuition costs for courses exceed the maximum limit described above, the employee is responsible for paying the remaining balance.
5. Courses are to be taken on the employee's own time unless authorized by the Village Administrator.

**Assistance:** Upon tuition assistance approval, the Village will either pre-pay or reimburse the employee for tuition and other related costs as provided above.

In order to have the Village pre-pay for a course(s), the employee must submit copies of invoices for tuition, fees, and books to the Village Administrator or his or her designee prior to beginning course work. In order to be reimbursed for a course(s), the employee must submit all receipts for tuition, fees and books to the Village Administrator or his or her designee no later than 30 days after beginning course work.

The employee must complete the course work and achieve a grade "C" or better and submit an official grade report. If the course is Pass/Fail, the employee must "Pass" the course. If the employee fails to meet this requirement, the tuition assistance paid to the employee shall represent a monetary debt owed and due the Village by the employee. Said debt shall be repaid by the employee or by monetary equivalent deducted from the employee's earnings.

**Repayment at Separation:** If an employee voluntarily leaves the employment of the Village within three (3) years of receiving tuition assistance, the employee will be obligated to repay tuition reimbursements to the Village in accordance with the following schedule:

**Commented [MS1]:** I don't believe Board would need to approve request if they've already approved budget for reimbursement. The program should be administered by the Village Administrator.





From Payment Date, If You Leave Within	Your Repayment to the Village Will Be
Less than 1 year	100%
From 1 year to 2 years	50%
From 2 years to 3 years	25%
3 years or more	No Repayment

Repayment terms will be arranged by the Village.



## **ARTICLE VI. HOLIDAYS, PERSONAL DAYS, VACATION DAYS, AND PAID TIME OFF**

### **Section 6.1 Holidays**

All full-time employees, other than those covered by a collective bargaining agreement, shall receive ten (10) annual paid holidays of which one (1) will be classified as a premium holiday, that being Christmas Day. Any full-time employee who works on the premium holiday will be paid at a rate of two and one half times ( $2\frac{1}{2}$ ) the regular rate of pay. Two and one half times ( $2\frac{1}{2}$ ) the regular rate of pay is defined as and is equal to an employee's regular hourly rate of pay plus overtime pay which is one and one half ( $1\frac{1}{2}$ ) times an employee's regular rate of pay. For example, if an employee normally makes ten dollars (\$10) per hour, such employee would instead make twenty-five (\$25) per hour when working on the premium holiday. This premium holiday pay is paid in lieu of and not in addition to any holiday pay an employee would receive for the premium holiday if he or she was not working on the premium holiday. Any full-time employee who works on any of the other nine (9) holidays listed below will be paid at the rate of two (2) times the regular rate of pay. For example, if an employee normally makes ten dollars (\$10) per hour, that employee would instead make twenty dollars (\$20) per hour when working on any of the other nine (9) holidays listed below. This holiday pay is paid in lieu of and not in addition to any holiday pay an employee would receive for the holiday if he or she was not working on the holiday. Full-time employees who's regularly scheduled day off falls on any of the below listed ten (10) holidays will be given the choice of receiving eight (8) hours of regular pay or eight (8) hours of compensatory time for that day at regular pay rates. Also, full-time employees may not use one of their annual personal leave days in order to take a holiday off.

The Holidays Are:

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Veteran's Day	Christmas Day

Village employees who are entitled to paid holiday time are not entitled to any compensation for paid holiday time upon separation or retirement nor may Village employees accumulate or carry over paid holiday time from one year to the next.

### **Section 6.2 Paid Personal Leave Days for All Employees**

1. The Village complies with the Illinois Paid Leave for All workers Act upon its effective date, as it may be amended from time to time.
2. Every calendar year, all employees, including part-time and seasonal employees, shall receive five (5) paid personal leave days or the equivalent of forty (40) hours) per year. New employees of the Village shall be entitled to the use of these paid personal leave days immediately upon beginning employment with the Village. These five (5) personal leave days can be taken at the discretion of the employee for any reason, without explanation or supporting documentation, with the prior approval of the employee's supervisor.



3. In the event of any express written conflict between this paid personal leave policy as set forth in the Employee Handbook and any executed and effective collective bargaining agreement, the provisions of said collective bargaining agreement shall govern and control to the extent of that specific conflict.
4. For foreseeable paid personal leave, at least seven (7) days of notice shall be given to the immediate supervisor of the employee requesting to take a paid personal leave day, unless determined by the immediate supervisor that the notice period is not necessary. If paid personal leave is not foreseeable, the employee shall provide such notice as soon as is practicable after the employee is aware of the necessity of the leave, but in all cases an Employee must at least notify his or her immediate supervisor no later than one (1) hour before the start of the full-time employee's regularly scheduled shift, unless an emergency occurs that prevents the full-time employee from complying with the one (1) hour notice requirement.
5. Employees are not responsible for finding a replacement worker to cover the hour(s) during which the employee takes paid personal leave.
6. Personal leave days must be used in the calendar year in which they are earned and may not be carried over except that one (1) personal leave day per year may be held over to the subsequent calendar year. If a full-time employee carries over a personal day to a subsequent year, it is understood that the number of personal days shall never exceed six (6) (counting the one (1) day carried over) in any one year.
7. Village employees when taking paid personal leave days shall receive their hourly rate of pay but shall not be paid or compensated for any accrued and unused personal leave upon separation or retirement.
8. Personal days shall be taken in one-hour increments.
9. An employee may choose whether to use paid personal leave prior to using any other leave provided by the Village. Paid personal leave days may be used in conjunction with regularly scheduled days off, vacation days or on any other scheduled work day.
10. The Village Administrator may authorize and approve certain limited additional personal leave pursuant to a written Employee Leave Authorization and Acknowledgment, attached hereto as a form, which form may be amended from time to time with or without notice, on a case-by-case basis when deemed necessary by the Village Administrator during the hiring process to secure employment with new and incoming employees or to retain existing employees in positions that are difficult to staff, during staffing shortages or when the job market is especially competitive.

### **Section 6.3 Earned Paid Vacation Days**

1. All full-time employees hired prior to November 1, 2014 shall earn paid vacation days according to the following schedule:



After the first year of employment through the sixth year of employment	10 paid days off per year
After the sixth year of employment through the tenth year of employment	14 paid days off per year
After the tenth year of employment through the fifteenth year of employment	19 paid days off per year
After the fifteenth year of employment through the twentieth year of employment	24 paid days off per year
After the twentieth year of employment	1 additional day per year to a maximum of 30 days

2. All full-time employees hired after November 1, 2014 shall earn paid vacation days according to the following schedule:

After the first year of employment through the sixth year of employment	10 paid days off per year
After the sixth year of employment through the tenth year of employment	14 paid days off per year
After the tenth year of employment through the nineteenth year of employment	19 paid days off per year
After the twentieth year of employment	24 paid days off per year

3. For all full-time employees, other than those of the Police Department, the employee shall be required to work for twelve (12) consecutive months before receiving any paid vacation days, and then on their anniversary date, each such employee shall receive prorated vacation days for the remainder of the present calendar year. Thereafter, vacation days shall be accrued as of January 1 of each calendar year. Years of employment for members of the Police Department and days of paid vacation shall be computed from anniversary date to anniversary date.
4. Each paid vacation day shall be computed at the rate of eight (8) hours of the full-time employee's regular rate of pay for the year in which the vacation days are taken. Vacation days must be taken in the year in which they are earned. With the prior approval of the Village Administrator, full-time employees may carry over or be paid for up to five (5) vacation days from the previous year if a scheduling conflict or other circumstances



prevented an employee from taking all the paid vacation days he or she was entitled to in a particular year.

5. Full-time employees may schedule vacation days only with the prior consent of his or her immediate supervisor.
6. Vacation days shall be taken in four (4) hour increments.

Requests for vacation leave must be made a minimum of three (3) business days prior to the requested vacation leave period by the employee and approved by the employee's supervisor or department head.

The Village Administrator may authorize and approve certain limited additional vacation leave pursuant to a written Employee Leave Authorization and Acknowledgment, attached hereto as a form, which form may be amended from time to time with or without notice, on a case-by-case basis when deemed necessary by the Village Administrator during the hiring process to secure employment with new and incoming employees or to retain existing employees in positions that are difficult to staff, during staffing shortages or when the job market is especially competitive.



## **ARTICLE VII. LEAVES OF ABSENCE**

Except as otherwise provided in this Handbook, no leave of absence may be granted to any employee without the approval of the Village Administrator. Any such limited additional leave, if authorized by the Village Administrator, must be memorialized in a written Employee Leave Authorization and Acknowledgment, attached hereto as a form, which form may be amended from time to time with or without notice.

Except as otherwise provided in this Handbook, no wages, salary, or other compensation, shall be paid to an employee by the Village during said leave of absence.

The Village will consider an employee's request for a longer leave of absence if such a leave would constitute a reasonable accommodation under the Americans with Disabilities Act and such a leave would not create an undue hardship for the Village.

### **Section 7.1 Sick Leave**

All full-time employees shall receive eleven (11) paid Sick Leave days per calendar year. Full-time employees will accumulate Sick Leave at a rate of one (1) paid sick leave day per month until the maximum is reached. All full-time employees will not be eligible for Sick Leave during the first six (6) months of full-time employment.

Sick Leave days can be used in minimum increments of one (1) hour for the following purposes:

1. Any bona fide non-occupational personal illness or injury;
2. Disability;
3. Medical care;
4. Quarantine for contagious disease;
5. An employee's appointment with a dental or health care professional during regularly scheduled work hours; and/or
6. When necessary for illness, injury, medical care or personal care as defined by the Illinois Employee Sick Leave Act for any of the reasons listed 1 through 5 above for an employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepchild, stepparent and/or household member.

**Sick days are not personal days or vacation days and can only be used for the above purposes.**

The Village complies with the Illinois Employee Sick Leave Act to the extent applicable, as it may be amended from time to time.

#### Appropriate Use of Sick Time

Abuse of sick leave by an employee is a serious matter and can be the cause for disciplinary action up to and including termination of employment. Further, if the Village reasonably believes that a full-time employee is unable to perform his or her duties by reason of a physical or mental condition, or if the Village reasonably believes that a full-time employee, because of his or her condition, may be jeopardizing the health, safety or mental conditions of other Village employees



or residents, the Village may direct the full-time employee to consult a licensed physician of its choice for an evaluation and report. In this event, the Village shall be entitled to receive a copy of all documents and reports relating to the consultation. If the Village directs the full-time employee in the manner described herein, the Village shall pay for any medical examination and reports.

If the full-time employee obtains the medical verification pursuant to a phone call, or by fax, or by e-mail, there will be no "time spent" that results in the full-time employee making a claim for pay.

Sick leave pay shall not be considered a right which an employee shall use at his or her discretion, but shall be allowed as a privilege in such cases as outlined above. Any employee who has fraudulently used their sick leave compensation from the Village will be subject to disciplinary action, up to and including dismissal.

All full-time employees requesting a Sick Leave day will notify his or her immediate supervisor no later than one (1) hour before the start of the full-time employee's regularly scheduled shift, unless an emergency occurs that prevents the full-time employee from complying with the one (1) hour notice requirement. A full-time employee using three (3) or more consecutive Sick Leave days may be required to present verification of illness from a medical doctor or medical facility at the Village's expense.

#### Sick Leave Buy Back Program

Beginning January, 2015 the Employee Sick Time Buy Back Program shall be as follows.

All full-time employees are provided with an optional plan for utilizing unused sick leave on an annual basis. Employees shall be required to bank a minimum of 5 sick days annually. Sick time accrued and unused, in a calendar year, in excess of 5 may be accrued for future sick leave, or may be paid to the employee.

#### No Paid Sick Leave upon Leaving Employment with the Village

Upon any separation or retirement, Village employees shall not in any case be paid or compensated for accrued and unused sick leave.

However, upon retirement, any accumulated sick leave days may be paid out to an employee over the course of such employee's remaining work time, paid out in a total lump sum payment to such employee upon retirement, deposited into such employee's deferred compensation plan, deducted from the amount of time a full-time employee would be required to work in his or her final year or a combination thereof, subject to any and all applicable payout limitations as set forth in the Illinois Government Severance Pay Act, as it may be amended from time to time. An employee hired after November 1, 2014 shall not be eligible for the payment of unused sick days, upon retirement.

Employees who are members of the IMRF pension plans are granted a maximum of one-year pension service credit for unpaid, unused sick leave at the rate of 1/20 of a month for each full



day of sick leave accumulated, or as provided by IMRF pension regulations as may be amended from time to time. For this purpose, only, 20 days is considered one month by IMRF; any portion of a month counts as an additional month. For example, an employee with one day accumulated sick leave will receive one month of pension service credit; an employee who has accumulated 21 days of sick leave is entitled to two months of pension service credit. This option is available solely to employees terminating for retirement purposes, and the effective date of pension must be within 60 days of termination.

## **Section 7.2 Bereavement Leave**

### Paid Bereavement Leave

Up to three (3) days leave with pay shall be granted in the event of the death of an immediate family member. Up to five (5) days leave with pay shall be granted in the event that the funeral, wake or related events take place two hundred (200) or more miles away. Should a full-time employee choose the additional two (2) days with pay, the full-time employee shall utilize a paid personal leave day, a paid sick leave day, compensatory time or vacation time. This leave is for the purpose of attending the funeral, which includes such related events as the wake or visitation, Shiva, memorial services, and the like. Immediate family members, for purposes of this section, shall be interpreted to mean parent, spouse, child, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepbrother, stepsister, stepchildren, legal guardian/ward, or any other relative living in the same household.

### Unpaid Illinois Family Bereavement Leave Act Leave

The Village complies with the Illinois Family Bereavement Leave Act, as it may be amended from time to time. All employees are entitled to use a maximum of two weeks (10 working days) of unpaid bereavement leave for the following (1) attend the funeral or alternative to a funeral for a child or covered family member; (2) make arrangements necessitated by the death of a child or covered family member; (3) grieve the death of a child or covered family member; or (4) be absent from work due to a (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or assisted reproductive technology procedure, (iii) a failed adoption match or adoption, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a stillbirth. An employee may use this leave concurrently with accrued paid leave.

A "covered family member" in this context includes an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A "child" in this context includes an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Leave must be used within sixty (60) days after the date the employee receives notice of the death of the child or covered family member of the date or the date another bereavement leave qualifying event occurs. The Village may require an employee to provide documentation of the death or other bereavement leave qualifying event in accordance with the Family Bereavement Leave Act. An employee must provide the Village Administrator with forty-eight (48) hours advance notice of such bereavement leave, unless such notice is not reasonable or practicable.

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In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to take up to a total of six (6) weeks of bereavement leave during that 12-month period. Unpaid bereavement leave under this Act runs concurrently with FMLA leave and may not exceed the unpaid leave time available under FMLA.

### **Section 7.3 Jury Duty Leave**

Any full-time employee who is summoned to appear or report for jury duty in a civil or criminal court proceeding shall be granted leave to fulfill such duty. If the jury duty falls on the full-time employee's work day, he or she shall, at such employee's option, receive his or her regular rate of pay from the Village for that day, and shall, in turn, pay to the Village any fees he or she received for jury service. Any expense reimbursement such as mileage, shall also be paid by the full-time employee to the Village should the full-time employee use a Village vehicle as transportation to the court or case-related appearance. Any witness fee and mileage reimbursement paid to a full-time employee to testify in a criminal or civil court matter involving such full-time employee's Village duties and responsibilities shall be paid over to the Village if the full-time employee receives pay from the Village for the same appearance.

### **Section 7.4 Disability Leave**

Regular employees, meeting the eligibility requirements, are presently covered by one of two (2) separate disability plans under their respective retirement plan: The Illinois Municipal Retirement Fund ("IMRF"), and/or the Lake Villa Police Pension Fund. Employees are subject to the regulations governing disability benefits in each of these respective plans. In addition, with regard to work-related injuries, other statutory provisions may be applicable.

The Village will consider an employee's request for a longer leave of absence if such a leave would constitute a reasonable accommodation under the Americans with Disabilities Act and such a leave would not create an undue hardship for the Village.

#### Return to Work

An employee shall be required to provide a fit-for-duty release before he or she will be allowed to return to work after a disability leave. For all disability leaves, the Village retains the right to send the employee to the Village's physician of choice, at the Village's expense, to determine whether the employee is fit for duty, and/or to verify the employee's ongoing disability status.

#### Benefits While on Leave

While on a paid leave of absence the Village will continue to provide benefit coverage. For any unpaid leave of absence exceeding one (1) month, the employee will be required to pay for coverage unless otherwise provided by law.



While on a paid or unpaid leave of absence or layoff, the employee may be eligible for coverage under applicable group health/dental and life insurance plans to the extent provided in such plan(s) and subject to the payment of any applicable premiums.

During an unpaid leave, seniority, vacation time, holiday time, sick leave and personal days and/or paid time off shall not accrue except as required by law. Full-time law enforcement officers may be entitled to greater benefits as provided under the Illinois Public Employee Disability Act for certain injuries arising in the line of duty.

#### **Section 7.5 Maternity Leave**

If the need for days off arises either before or after the birth because of a medical condition of the newborn or the full-time employee, the Family Medical Leave act shall apply. Days off pursuant to the Family Medical Leave Act shall run concurrently with sick leave days used by the employee.

#### **Section 7.6 Family and Medical Leave ("FMLA") Policy**

The Family and Medical Leave Act (FMLA) provides an opportunity for an eligible, covered employee to take, in summary, up to twelve (12) weeks of unpaid family/medical leave within any 12-month period for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. It also requires that employee's group health benefits be maintained during the leave. The Village will consider an employee's request for a longer leave of absence if such a leave would constitute a reasonable accommodation under the Americans with Disabilities Act and such a leave would not create an undue hardship for the Village.

The FMLA is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor.

#### **Notice of Leave**

If an employee's need for family/medical leave is foreseeable, the employee must give the Village through his or her immediate supervisor at least 30 days' prior written notice. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, an employee is expected to notify the Village through his or her immediate supervisor as soon as practicable, generally the same business day of learning of the need for leave. The Village has Request for Family/Medical Leave forms available through the Village Administrator or his or her designee. Employees are to use these forms when requesting leave.

When an employee seeks leave for an FMLA-qualifying reason for the first time, the Village will designate the leave as covered by this policy whether or not the employee has expressly



requested FMLA leave. When an employee seeks leave, however, due to an FMLA-qualifying reason for which the Village has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

In all instances, employees must answer questions and provide sufficient information to allow the Village to determine whether an absence is for a FMLA-qualifying reason. Failure to provide such information can result in a delay or denial of FMLA coverage.

#### Medical Certification

If an employee is requesting leave because of his or her own or a covered family member's serious health condition, he or she and the relevant health care provider must supply appropriate medical certification. An employee may obtain a Certification of Health Care Provider form from the Village Administrator or his or her designee. The medical certification must be returned within 15 days after it is provided or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave. It is the employee's responsibility, not the health care provider's, to ensure that the Village receives the fully completed medical certification by the deadline. If the Village does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm an FMLA-qualifying condition, the employee's absences will be treated according to the Village's attendance standards.

The Village, at its expense, may require an examination by a second health care provider designated by the Village. If the second health care provider's opinion conflicts with the original medical certification, the Village, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.

The Village may directly contact the employee or family member's health care provider for verification or clarification purposes. This contact will not be made by an employee's immediate supervisor. Before such contact is made, the employee will be given an opportunity to resolve any deficiencies in the medical certification. The employee or family member may be required to consent to disclosure of the information to the Village pursuant to HIPAA medical privacy rules, and absent such consent, the Village may deny FMLA leave where the certification is unclear.

The Village may require recertification of an employee or family member's serious health condition at any point when circumstances have changed significantly, the Village receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. The Village will require recertification for leave due to an employee's serious health condition following the minimum duration of a condition as stated in the certification form. In all instances, the Village requires recertification every six months in connection with an FMLA medical leave, or more frequently as permitted by law. The Village may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition.

Employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness. The employee's failure to meet such obligations



may lead to a delay or denial of reinstatement. Employees may also be required to provide a fitness for duty certification for every 30 days of intermittent or reduced schedule leave consistent with the FMLA.

#### Reporting While on Leave

If an employee takes a leave because of his or her own serious health condition or to care for a covered family member, that employee may be required to contact his or her supervisor on a regular basis regarding the status of the condition and his or her intention to return to work. For leaves for other purposes, an employee may be required to periodically report on his or her status and intent to return to work.

#### Required Use of Paid Time

Family/medical leave is unpaid leave. Employees are required to utilize available paid benefit time for any part of the Family Medical leave except as otherwise provided in this policy or required by law.

The Village's short-term and/or long-term disability may apply as part of the 12-week leave period when the leave is requested due to a serious health condition or the birth of a child. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

The Village will allow an employee on family/medical leave to reserve and not deplete a maximum of 40 hours paid vacation time to be used at a later date in accordance with the Village's vacation policy. This time shall not and cannot be used to extend the 12-week leave period.

#### Medical and Other Benefits

During an approved family/medical leave, the Village will maintain an employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the Village will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the employee must pay his or her portion of the premium during the leave. If an employee does not return to work at the end of the leave period, he or she may be required to reimburse the Village for the costs of the premiums paid by the Village for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his or her control.

#### Exemption for Key Employees

Certain "key" employees (i.e., salaried employees who are in the highest paid 10% of all employees at a worksite within a 75-mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the Village. The Village will notify the employee if he or she qualifies as a "key" employee, if the Village intends to deny reinstatement, and of the employee's rights in such instances.



#### Intermittent and Reduced Schedule Leave

Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if medically necessary. If leave is unpaid, the Village will reduce an employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Village may temporarily transfer him to an available alternative position which better accommodates his or her recurring leave and which has equivalent pay and benefits.

#### Military Caregiver Leave

Eligible employees who are family members of covered service employees will be entitled to take up to twenty-six (26) weeks of leave in a single twelve (12) month period (1) to care for the covered service-member recovering from a serious injury or illness incurred in the line of duty while on active duty or (2) to care for a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first 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. This leave may be taken intermittently, if medically necessary. Family members are a "spouse, son, daughter, parent or next of kin [the nearest blood relative]" of the injured or ill service member. Covered service members are those in the Armed Forces, including members of the National Guard and Reserves.

To qualify for this leave, the member of the Armed Forces or veteran must be undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness. A "serious injury or illness" is an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

#### Other Applicable Leaves

FMLA leave will run concurrently with any other applicable leave. For instance, disability or worker's compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA-qualifying.

#### Returning from Leave

If an employee wishes to return to work at the expiration of his or her leave, the employee is entitled to return to his or her same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, an employee has no greater right to reinstatement or other benefits and conditions of



employment than if such employee had not taken leave. An employee must return to work immediately after the expiration of his or her approved FMLA leave in order to be reinstated to his or her position or an equivalent position, provided, however, after expiration of approved FMLA leave, an employee requiring additional time off may request a reasonable accommodation pursuant to the Americans with Disabilities Act for additional unpaid leave, and each such request will be considered by the Village on a case-by-case basis.

If an employee takes a leave because of his or her own serious health condition, that employee is required to provide medical certification that he or she is fit to resume work. The employee may obtain a Return to Work Medical Certification Form from the Village Administrator or his or her designee. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

#### Other Limitations

An employee may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. An employee on FMLA leave may not work elsewhere in any capacity. If an employee misrepresents facts in order to be granted FMLA leave, he or she will be subject to immediate termination.

Note: FLMA laws are continually changing. The Village is committed to comply with the law. To the extent that the law provides greater benefits, those laws will be applicable. Employees should consult with the Department of Labor, the Village Administrator or his or her designee if you have any questions.

#### **Section 7.7 Military Duty Leave**

Any employee who is a member of any active or reserve component of the Armed Services, the Illinois National Guard, or the Illinois Naval Militia, shall be allowed military leave from employment with Village for any period actively spent in military service including basic training and special or advanced training, whether or not within the State of Illinois, and whether or not voluntary. Such leave shall be granted for a cumulative period of service of no longer than five years, except as otherwise required by law.

Note: Military leave laws are continually changing. The Village is committed to comply with the law and to provide the military leave benefits provide by such law. Employees should consult with the Village Administrator or his or her designee if you have any questions.

#### **Section 7.8 Illinois Family Military Leave Act**

An employee who has worked at least 12 months and at least 1250 hours in the 12 months preceding the leave and who is the spouse, child, parent or grandparent of a person called by order of the Governor or President to state or federal military services lasting longer than 30 days is entitled to an unpaid leave of up to 30 days. If the leave will consist of five or more consecutive work days, an employee must give at least 14 days' notice prior to the date the leave will commence or as much notice as is practicable if the leave is for less than five consecutive days. The employee is not entitled to leave under this law unless he or she has exhausted all accrued



vacation, personal, compensatory and all other leaves (except sick and/or disability). This leave does not run concurrently with any other paid leave program. Employees are allowed to maintain benefits at the employee's expense for the duration of the leave.

#### **Section 7.9 Victims' Economic Security and Safety Act**

The Victims' Economic Security and Safety Act (VESSA) provides that an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 work weeks of unpaid leave from work during any 12-month period to address the domestic or sexual violence. The employee shall provide the Village with at least 48 hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable. The Village may require employees to provide certification for such leave. Employees may elect to substitute available paid leave for an equivalent period of leave provided under this Act. The Village will provide a reasonable accommodation to an eligible employee or job applicant for a known limitation resulting from domestic or sexual violence, unless the accommodation would cause the Village an undue hardship. If an otherwise qualified individual can perform the essential functions of the job, but needs such an accommodation, the Village may provide an adjustment to the job structure, workplace facility, work requirements, or an employee's telephone number, seating assignment, or physical security of his or her work area in response to a need covered by VESSA. The Village will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to the Village Administrator or his or her designee.



## **ARTICLE VIII. HOURS OF WORK AND OVERTIME**

### **Section 8.1 Normal Work Hours**

The current established work week for all full-time regular employees (with the exception of police personnel) is forty (40) hours. Operating areas shall establish normal work schedules and reasonable unpaid meal periods to ensure coverage and other operational needs of the respective department are met. Schedule shall be approved by the Village.

Determination of time and length of such meal breaks will be made by the department head, with final approval by the Village Administrator, in a manner consistent with the effective operation. Meal breaks shall not be less than thirty minutes and may not be regularly scheduled at the beginning or end of a work shift. An exception, however, would be when an employee is directed to work by their supervisor during their normal meal period.

### **Section 8.2 Overtime, Callouts & On-Call Pay**

#### Overtime

Non-exempt hourly employees (with the exception of sworn police officers) are eligible for overtime compensation at a rate of 1 ½ of their regular hourly pay rate for all hours worked in excess of forty (40) hours in any given work week. The employee may choose to either receive compensatory time at a rate of 1 ½ hours for time worked in excess of 40 or be paid at their overtime rate.

All overtime must be authorized in advance by the department head or supervisor unless otherwise stated by departmental policy. In a case where an employee performs authorized work in excess of the normal hours scheduled per day, the department head may reduce the employees' other work hours during the same work period in order to minimize or avoid overtime.

In determining eligibility for overtime compensation, hours worked shall include those hours an employee is on duty performing Village work, as well as hours of the work week used for paid vacation, holiday, personal day, jury/witness duty, bereavement leave and sick leave.

#### Callouts

If an employee is called back to work, then such employee shall receive a minimum of two (2) hour of pay or pay for the actual time worked, whichever is greater at the applicable overtime hourly rate.





#### On-Call Pay

Employees who are designated to be on call by their supervisor shall be compensated \$100 for each week that the employee is designated for call outs. A rotating schedule shall be established for on call status, in which one employee will be designated for this responsibility. This schedule shall be posted in advance. Employees may substitute on call weeks with another employee with the approval of their supervisor. If a substitution is made, the employee is responsible for notifying the Village's dispatching center. Employees who are not designated as on call status still may be called into work by their supervisor for emergency work such as snow plowing, water main breaks, or any other "public works" activity that requires more than one employee. There shall be no on call compensation for this.

### **Section 8.3    Compensatory Time**

Regular full-time, non-exempt employees may elect compensatory time off in lieu of overtime compensation. Overtime pay shall be paid unless the election of compensatory time has been agreed to by both the employee and his or her supervisor. Compensatory time, if elected and approved by the employee's supervisor and the applicable department head, will be granted at a rate of one and one-half hours of compensatory time off for every hour of overtime worked.

An employee who is entitled to time and one-half pay (with the exception of sworn police officers) may elect compensatory time at time and one-half rate in lieu of pay, to a maximum of forty (40) hours, by giving advance notice to the Village. No more than forty (40) hours of compensatory time can be accumulated at any one time, provided, however, that those employees who were previously members in a collective bargaining unit and able to accumulate more than forty (40) hours of compensatory time pursuant to a collective bargaining agreement may continue to accumulate more than forty (40) hours of compensatory time in accordance with the terms of the collective bargaining agreement in effect at the time when such employee(s) last participated as members of that collective bargaining unit. If an employee reaches forty hours of compensatory time accumulated, he or she will be paid overtime compensation for additional time worked in excess of forty hours in a work week until he or she has used a portion of his or her compensatory time.

Compensatory time shall be taken at a time mutually agreed upon in advance by the employee and the department head or designated supervisor. The use of compensatory time shall be permitted within a reasonable period after making the request if such use does not unduly disrupt the operations of the Village or create an overtime situation. In such cases where the use of compensatory time is denied, the Village will allow the use of such time as closely thereafter as is practicable.

### **Section 8.4    Pay Checks**

Pay checks are issued on a bi-weekly basis (26 per year). Employees are paid following the conclusion of a payroll period.



If a payday falls on a holiday, the day of pay shall be the last business day preceding the normal payday.

#### Hours Worked

With the exception of exempt salaried employees, hours worked and paid time off must be reviewed by their immediate supervisor, and approved by the department head. Vacation, sick and other leave must be recorded with each payroll for all employees, whether exempt or not.

#### Deductions

The Village reserves the right to deduct from employee's paychecks monetary deductions for health, life and dental insurance, employee retirement payments, employee deferred compensation payments, garnishments and other deductions mandated or permitted by law.

### **Section 8.5 Light Duty**

The best interests of the Village and its employees are served when injured or ill employees return to work as soon as they are able. Light duty work is work which requires only a minimum of physical exertion, and can be accomplished by an injured or ill employee without risk to the employee's recuperation process and without potential risk of harm to others. When employees are on leave of absence for an injury or illness, the department head may recommend and the Village Administrator may approve a light duty assignment in accordance with the procedures identified below. There is no guarantee of a light duty assignment. Light duty assignments will be considered on a case-by-case basis and shall be based on the operational needs of the Village. Further, light duty assignments are temporary and are reserved for employees who will be able to recover from their injuries. Light duty assignments are intended to benefit the employee and the Village and to the extent that light duty assignments cease to serve the operational needs of the Village, light duty assignments will be terminated.

1. An employee may be required, or may volunteer, to work in an available revised duty assignment, whether the injury was sustained on-duty or off-duty. The number of light duty assignments available is limited. Therefore, on-duty injuries have priority over off-duty injuries in the selection of duty assignments.
2. The work the employee performs must be within the physical limitations prescribed by the employee's and/or Village-designated physician.
3. The work the employee performs must have existed within the department before the illness or injury occurred.
4. No employee will be moved from his or her regular job in order to make a light duty situation available to another employee.
5. The performance of light duty work shall not otherwise disrupt the functioning of the department within which the light duty is being performed.



6. Employees may be removed from limited duty assignments if appropriate work is not available, or if the employee cannot satisfactorily perform the work assigned. In most cases, light duty assignments will not be allowed for more than 90 days.
7. It is recognized that the nature of the injury and the skills of the employee will determine what assignments are made. The nature of the injury and the skills of the individual must be balanced against the needs of the department. (ex. An administrative or clerical employee with a broken arm may be able to perform office work that a utility person or mechanic with the same type of injury is unable to do.)
8. The Village is the employer, not the department. It is the primary goal of this policy that departments find alternative work assignments for employees assigned to their respective departments. However, when the employee's department head cannot find suitable work, suitable restricted work may be sought in other departments.
9. An employee who is authorized and assigned light duty work shall continue in his or her status as an employee of the Village, with the same wage and benefits that were assigned to his or her regular position.
10. The Village may require the employee to submit to an examination by another physician at the Village's expense in order to determine the employee's fitness for duty, even light duty. The determination of the Village's physician will govern in the case of a dispute between the Village's physician and the employee's physician. The Village also reserves the right to review an employee's status at any time during the duration of the light duty assignment.
11. The decision of the Village Administrator shall be final with respect to the determination of whether a light duty assignment is available within the limits of the physician's restrictions. No light duty assignments will be made permanent and requests for light duty may be denied where there is no reasonable expectation of the employee returning to regular duty within 90 days.
12. If an employee is granted light duty, the light duty assignment generally shall not exceed 90 days. If at the end of that time, the employee is still not medically released to perform full duties as defined by the employee's official job description, he or she shall either: (1) be reclassified or reassigned; or (2) be placed on a leave of absence with or without compensation; or (3) apply for a disability pension; or (4) be subject to commencement of the termination process. Such decision shall be made by the Village Administrator based on the circumstances of each specific case and in accordance with applicable laws.
13. The Village will treat pregnancy as any other non-job related disability. Any restrictions imposed by a pregnant employee's physician or the Village-designated physician will be reviewed to determine if light duty assignments are available consistent with the employee's prenatal restrictions.
14. Failure to report for or to carry out the assignments of the limited duty work status may result in disciplinary action, up to and including termination of employment.



15. No light duty assignments shall result in overtime.
16. This policy will be interpreted and applied consistent with all of the Village's obligations under the Family and Medical Leave Act, the Americans with Disabilities Act and all other applicable laws. Exemptions will be made only as necessary to comply with those laws and as approved by the Village Board.

Nothing herein shall be construed to require the Village to create a light duty assignment for an employee. Employees will only be assigned light duty assignments when the Village determines that the need exists, and only as long as such need exists.

#### **Section 8.6 Remote Work Policy**

From time to time, the Village Administrator may authorize certain employees to work remotely from home on a temporary or occasional basis and the Village Administrator may also do the same. No Village employees shall be authorized to work remotely from home on a permanent or full-time basis. Remote work arrangements must be approved by the Village Administrator in advance of an employee performing any remote work.

While remote work may be appropriate for certain administrative employees and position, it is not appropriate or suitable for other positions which require employees to be physically present such as employees working in Public Works or in the Police Department or administrative employees who need to be present physically to answer telephones or help members of the public in person.

Village employees who are authorized to work remotely must do so in accordance with and subject to any and all conditions required by the Village Administrator in a safe, secure and appropriate workspace environment that will allow the employee to still perform their job effectively. Employees who are authorized to work remotely are responsible for maintaining their own safe and reliable internet connection, phone line and computer equipment for such purposes. The Village may elect to allow an employee to utilize Village equipment or direct an employee to use certain Village equipment (i.e. such as a laptop computer) for authorized remote work purposes but any such equipment belonging to the Village's shall remain the property of the Village and must be returned to the Village when the employee's authorized remote work arrangement ends unless otherwise authorized by the Village Administrator.



## **ARTICLE IX. EMPLOYEE SAFETY**

### **Section 9.1 Employee Responsibility**

The Village provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos and other written and electronic communications. Safety will also be emphasized in the employee evaluations.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey rules, to become familiar with all safety information provided by the Village, and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees, who violate safety standards, cause hazardous or dangerous situations or fail to report or remedy such situations (when appropriate) may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear at the time, the employee should immediately notify the appropriate supervisor and complete the proper reports. Such reports are necessary to comply with applicable laws and initiate insurance and worker's compensation benefit procedures. Reports shall be submitted to the Village Administrator within one (1) working day of the accident. Failure to report an accident on a timely basis could lead to disciplinary action.

### **Section 9.2 Use of Village-Owned Equipment, Facilities, and Supplies**

Village-owned equipment, facilities, supplies, and tools are provided by the Village to enable employees to perform the tasks required of them. Without exception, unauthorized or private use of Village-owned property is prohibited. Personal equipment, tools, or supplies may not be brought to the Village and used for Village-related business, or stored on Village premises, without prior authorization by the Village Administrator or the employee's department head, or a designee. Violations will result in disciplinary action up to and including termination.

Village employees are responsible for the care and protection of Village property and equipment in their possession or control. Village employees shall promptly report to their respective supervisor any accidents, breakdowns, or malfunction of any Village property or equipment so the necessary replacement thereof and/or repairs thereto may be made by the Village.



### **Section 9.3 Driver Responsibilities and Village Vehicles**

#### **Driver Responsibilities**

Employees who use Village vehicles in the performance of their position will be required to maintain a valid driver's license, and also, if necessary to their position, a valid commercial driver's license ("CDL") as a condition of their continued employment.

Consistent with this obligation, the Village reserves the right to conduct periodic checks to verify that the employee's driver's and/or CDL license is current and valid. Employees may need to execute documents in order to authorize the Village to confirm the status of a driver's license.

Failure to cooperate with such periodic verification reports will result in ineligibility for employment in any position that requires a valid driver's and/or CDL license.

#### **Village Vehicles**

Village employees may be assigned a Village-owned or Village-leased vehicle in connection with their employment with the Village to use as part of their regularly assigned duties.

Village employees shall return Village-owned or Village-leased vehicles to their assigned department at the end of each work day or shift and shall not take Village-owned or Village-leased vehicles home with them overnight unless expressly authorized to do so by the Mayor and Village Board. Village vehicles are not to be used for personal use, except as otherwise provided in the Village's "Take-Home Vehicle Policy" which is set forth in Section 9.4 below.

### **Section 9.4 Take-Home Vehicle Policy**

Decision(s) regarding assignment of Village vehicles to Village employees for commuting or other purposes shall be at the sole discretion of, and with the prior approval of, the Mayor and Village Board and shall be subject to the further review and reconsideration by the Mayor and Village Board from time to time.

- A. Village vehicles taken home by Village employees overnight shall be locked and secured in the responsible Village employee's driveway or other designated parking space which is in close proximity to the Village employee's residence.
- B. Passengers other than Village employees, including but not limited to family members of Village employees, are prohibited in Village vehicles unless the presence of such passenger(s) is specifically required by the Village employee's job function, or unless otherwise approved by the Village Administrator or by the Village employee's supervisor.
- C. With the Village Administrator's approval, there may be occasions where the situation warrants a Village employee to take a Village vehicle home prior to leaving for an out-of-town trip or attending a late evening or early morning meeting, which would require a



return to the workplace after normal duty hours. In such cases, the Village employee may use the Village vehicle only for travel necessary to accomplish official Village business.

- D. When using Village take-home vehicles, Village employees should keep in mind that they are representatives of the Village government and that their use of such a Village vehicle and their conduct as drivers should be courteous and adhere to the rules and regulations of the road is a reflection on the Village.
- E. The Mayor and Village Board may, in some cases, find that it is more cost-efficient and/or operationally efficient to allow or require a Village employee to regularly take home and/or have regular use of a Village vehicle. For example, but not by way of limitation, managerial employees whose regular use of a Village-owned vehicle is consistent with the requirements (e.g., emergency response) of such Village employee's position. Each such case shall require the specific approval of the Mayor and Village Board after their review of the expected cost savings and/or operational efficiencies which may result from such employee's use of a Village vehicle. However, the Mayor and Village Board reserve the right to review and reconsider such decisions from time to time.
- F. Other personal use of Village vehicles is prohibited, (1) except as specifically allowed by this policy, and/or (2) except as needed for incidental stops while en route to or from home and/or to or from a Village work-related location or on other Village business.
- G. Take-home use of Village vehicles is subject to any taxation as may be required from time to time under the Internal Revenue Code.

#### **Section 9.5 Injuries/Accidents**

If an employee is injured during the performance of the employee's duties, the employee is to immediately report this fact to his or her supervisor. The supervisor must then ensure that an accident report is completed by the end of the shift in which the incident has occurred. Once the report is completed, it is to be immediately forwarded to the Village Administrator so the employee's right to worker's compensation insurance benefits or reimbursements for medical expenses is not jeopardized. Even if the injury is slight and no time is lost, a report must be made on the date of the incident.

If an employee is involved in any accident while in the performance of duties which results in property damage or injury to any person, it must be reported immediately to the supervisor. The police should be called to the scene immediately if the accident involves a vehicle and/or third party. A vehicle for purposes of this section constitutes any type of motorized vehicle including but not limited to a car, truck, plow, ATV, 4-wheeler, lawn mower, skid steer or any other similar type or manner of vehicle. The employee should not discuss the accident with anyone except the Police and representatives of the Village. All inquiries should be directed to the Village Administrator.

If a vehicular or other accident results in an injury requiring medical attention to an employee or any other person involved in the accident, the police and/or emergency medical personnel shall



be called to the scene. The police shall be called to the scene of all accidents of employees driving or operating all motorized equipment and vehicles.

If the employee requires transportation to a hospital or other medical care facility, it shall be the preference of the Village that the employee be transported by emergency medical personnel. Any other employee of the Village shall not transport the injured employee from the accident scene, unless no other options exist and the employee requires immediate medical attention.

#### **Section 9.6 Workers' Compensation**

Work-related illness or injury is an illness or injury that occurs during the course of employment. The determination of compensability for work-related injury or illness shall be made by the Village's workers' compensation insurance administrator in consultation with medical providers, and if necessary, with the Village Administrator or his or her designee.

#### **Section 9.7 Pandemic Health and Safety Policy**

Pursuant to 65 ILCS 5/11-20-5 of the Illinois Municipal Code, the Village may do all acts and make all regulations which may be necessary or expedient for the promotion of health or the suppression of diseases.

In order to protect the health, safety and welfare of all employees and residents, the Village has implemented this Pandemic Health and Safety Policy.

The Village complies with any and all pandemic-related legislation, executive orders, and Federal and State regulations to the extent such laws may be applicable to the Village and its employees and as such laws may be enacted and/or amended in the future from time to time.

##### Social Distancing

During a pandemic, when directed by the Village Administrator, employees may be required to maintain required physical separation from other Village employees, Village officials, Village residents and any other individuals while at work in accordance with the guidelines adopted by the CDC which may be amended from time to time with or without notice. Employees who cannot maintain required physical separation from others may be required to wear a face mask or other face covering.

##### Face Coverings

During a pandemic, when directed by the Village Administrator, employees must comply with any and all Federal, State and local face covering requirements, which may be amended from time to time, with or without advance notice. The Village may require employees to wear personal protective equipment, including but not limited to face masks or other face coverings during a pandemic, subject to reasonable accommodation, provided that such reasonable accommodation does not pose a direct threat to the health and safety of the Village or other undue hardship to the Village.





#### Hand-Washing

Employees are encouraged to regularly wash their hands in accordance with the guidelines adopted by the CDC which may be amended from time to time with or without notice.

#### Screening Protocols

During a pandemic, when directed by the Village Administrator, the Village is permitted to screen for influenza, COVID-19 and/or other pandemic illnesses at work by measuring the body temperature of Village employees, Village officials and/or any member of the public who enters upon Village premises or by employing other reasonable screening measures.

At any time, the Village may require employees to submit to further screening tests for influenza, COVID-19 and/or other pandemic illnesses when the Village Administrator believes such screening to be appropriate and/or as otherwise required by this Policy.

#### Influenza, COVID-19 or other Pandemic-Like Symptoms

Employees who become ill with symptoms related to influenza, COVID-19 and/or any other pandemic illness at work during a pandemic may be required to submit to screening tests and/or leave the workplace until the Village Administrator determines that it is safe for that person to return to work. The Village may and can send home an employee with such symptoms, as defined by the CDC and/or the Illinois Department of Public Health.

The Village may ask employees who report feeling ill at work or who call in sick, questions about their symptoms to determine if they have or may have or have been exposed to influenza, COVID-19 and/or another pandemic illness.

#### Mandatory Self-Reporting

Employees must inform the Village Administrator and/or their immediate supervisors and self-report in any and all of the following situations:

1. The employee is or has experienced any symptoms related to influenza, COVID-19 and/or any other pandemic illness.
2. The employee has been or may have possibly been exposed to influenza, COVID-19 and/or any other pandemic illness.
3. The employee has traveled to an influenza, COVID-19, or other pandemic illness "hot spot" within the last 14 days even if such travel is for personal reasons.
4. The employee is subject to a quarantine or isolation order related to influenza, COVID-19 and/or any other pandemic illness.
5. The employee and/or a member of his or her household has received a positive influenza, COVID-19 and/or other pandemic illness test result.



The Village will attempt to follow all recommended state, federal and local health department guidelines for permitting employees to return to work. These regulations may be amended as the state, federal and local health department modifies these regulations.

The Village may require employees to provide any or all of the following additional documentation and information when self-reporting:

1. The name of the government entity that issued a related quarantine or isolation order.
2. The name of the health care provider who recommended or ordered self-quarantine.
3. A copy of any related test results.
4. Other documentation to determine whether a medical condition may impair the employee's ability to perform his or her job or pose a direct threat to the health and safety of others.

Failure or refusal to self-report symptoms, exposures, quarantine orders or test results related to influenza, COVID-19 and/or any other pandemic illness may result in discipline up to and including termination.

#### Confidentiality

The Village will attempt to preserve confidentiality of test results and medical records related to pandemic illnesses to the extent that the needs of the situation and the law permit. Any such medical records and results will be kept in the employee's file and will be kept confidential in accordance with and subject to applicable law, subject to necessary disclosure for contact tracing and Federal, State and local reporting requirements.

#### Additional Sick Leave Authorized by the Village

The Mayor, Village Board and/or the Village Administrator may authorize additional sick leave as they deem necessary during a pandemic to encourage self-reporting and to discourage the spread of pandemic illnesses or any other similar viruses and/or diseases. If such additional sick leave is authorized by the Mayor, Village Board and/or the Village Administrator, it shall not be carried over from one year to the next. Nor are employees entitled to any financial or other reimbursement from the Village for any such sick leave that is granted to an employee by the Mayor, Village Board and/or Village Administrator but not used by that employee upon termination, resignation, retirement or other separation from employment.

#### COVID-19 or Other Pandemic Vaccines

The Village of Lake Villa strongly encourages employees to become vaccinated for pandemic illnesses when the Center for Disease Control has authorized use of such vaccines. The Village may elect to mandate that non-vaccinated employees comply with stricter regulations as defined by state, federal or local health departments while at work, such as wearing a face mask and/or social distancing.



## **ARTICLE X. EMPLOYEE EXIT PROCESS**

### **Section 10.1 Resignations**

Since employment with the Village is based on mutual consent (except as noted in the Manual), both the employee and the Village have the right to terminate employment at will, with or without cause, at any time. However, if possible, the Village would ask that departing employees submit a written resignation to their department head not less than fourteen (14) calendar days prior to the date of the intended departure. Employees in supervisory or executive positions are encouraged to give longer notice, if possible.

To be considered as having resigned from Village service in good standing, an employee shall file a written resignation with the department head stating the reason or reasons for leaving and giving at least fourteen (14) calendar days' notice. During this fourteen-day period, an employee cannot use any vacation days, paid-time-off, compensatory time, or personal days except those already scheduled at least 30 days before the written retirement or resignation was submitted. Failure to comply with these procedures may be cause for denying the individual's future employment with the Village.

An employee absents without leave authorization for more than two (2) consecutive work days shall be deemed to have voluntarily resigned from his or her job. Absent without leave is defined as the failure to notify your immediate supervisor of an absence.

An employee who has not performed work for a continuous period in excess of six (6) months (for any reason other than approved absence due to military service) shall lose their seniority and will be considered terminated from employment. Exceptions will be considered only on a case-by-case basis when required to comply with the law.

### **Section 10.2 Layoffs**

If it becomes necessary to eliminate certain positions or functions with the Village, employees may be laid off. Laid-off employees do not accrue and are not eligible to receive benefits, except for COBRA insurance coverage.

### **Section 10.3 Exit Interview**

The Mayor, the Village Administrator or his or her designee may schedule an exit interview with a separating employee on or near the employee's last day of employment.

The Mayor, the Village Administrator or his or her designee may also review the following with the employee where applicable:

- IMRF withdrawal form
- accrued benefit time
- items to be returned to the Village
- terminating or extending other benefits as applicable
- COBRA coverage



Employees will receive pay for work performed through the last hour worked and for unused and accrued benefits as stipulated by policy and laws governing such payments. The final paycheck will be reduced by any authorized or required legal deductions, pension contributions, union dues and any other amounts specifically agreed upon orally or in writing by the employee and the Village.

#### **Section 10.4      Personnel Records**

Access to employee personnel records shall be governed by the Personnel Record Review Act (820 ILCS 40/0.01, et seq.) and other applicable laws.

#### **Section 10.5    Reimbursements and Return of Village Property**

Departing employees are expected to reimburse the Village for any moneys, debts or obligations owed to the Village, and/or to return any Village-owned property that may have been assigned to them, including but not limited to: advances for expenses, restitution, keys, uniforms, pagers, identification cards, and other materials and equipment. The Village may enforce this by written agreement or other lawful means.



## **ARTICLE XI. MISCELLANEOUS POLICIES**

### **Section 11.1 Nursing Mothers in the Workplace Act**

The Village provides unpaid break time for employees who need to express breast milk for their infant children. Employees will be allowed a reasonable amount of unpaid time each day. The employee must work with the supervisor to establish a schedule that will be the least disruptive to daily operations. If possible, the break time must run concurrently with any break time already provided the employee.

### **Section 11.2 Village Identification Cards**

All employees may be provided with a suitable identification card, which will display a photograph and other appropriate information that will clearly identify the person as an employee of the Village. These cards may not be used as a means of securing credit, avoiding consequences of illegal acts, or other special considerations. The Village ID serves as verification of employment with the Village, and as such, employees should be prepared to present their ID when on duty or while conducting work on behalf of the Village.

### **Section 11.3 Police Lieutenant and Police Sergeant Base Pay Adjustment and Performance Bonus Program**

The Chief of Police shall be responsible for the administration of the Police Lieutenant and Police Sergeant base pay adjustment and performance bonus program. The amount of funds available for this program shall be determined annually by the Village Board.

**Base Pay Adjustment:** Employees covered under Section 11.3 are eligible for an annual cost of living adjustment, which shall be determined annually by the Village Board. Employees covered under Section 11.3 shall be reviewed once annually by the Chief of Police or his or her designee. At this time, the current review period's performance and professional development goals shall be reviewed and discussed. Performance and professional development goals shall also have established for the next review period.

The completion of performance and professional development goals, during the current review period, shall determine the bonus amount to be granted to each employee covered under Section 11.3.

A bonus, if granted, is a one-time annual payment and does not count towards the base pay of any employee for purposes of base pay adjustments. In the event of termination, retirement, or death, the employee shall not receive any bonus pay. Payment of the performance bonus shall comply with all Police Pension Fund requirements.



## **Section 11.4 Reimbursement of Village Employees for Certain Expenses**

### **11.4.1: Village Policy:**

- (A) It is a policy of the Village of Lake Villa ("Village") to reimburse employees for certain expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed by such employee for the Village. The Village is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the Village's negligence.
- (B) **Statutory Authority:** This Policy is adopted in compliance with Public Act 100-1094, which became effective January 1, 2019, and which amended the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5).
- (C) Municipal officers, officials, and employees may also be subject to additional conditions or restrictions regarding reimbursement of expenses related to their specific offices or positions with the Village based upon Illinois statutes and this Village Code, including but not limited to Chapter 17, "Travel, Meals and Lodging Expense Reimbursement Policy and Regulations" of Title 1 of this Village Code.

### **11.4.2: Definitions:** For purposes of this Chapter, the following words or phrases shall have the following meanings:

"EMPLOYEE" shall mean an employee, officer, or official of the Village of Lake Villa, Illinois.

"EXPENDITURE(S), AUTHORIZED" shall mean any expenditure(s) or loss(as) that is or are requested by the employer and approved in advance by the employee's immediate supervisor, which, when approved, may include, but not be limited to: cell phone expenses, lap top, tablet, mileage, tools, equipment, work uniform, Internet, meals, registration fees, training expenses, tolls, mileage incurred on personal vehicles, and parking fees.

"EXPENDITURE(S), UNAUTHORIZED" shall mean any expenditure(s) or loss(as) that is not or are not requested by the employer and/or not approved in advance by the employee's immediate supervisor, and may include, but not be limited to: home Internet service, personal cell phone expenses, alcoholic beverages and entertainment expenses.

"IMMEDIATE SUPERVISOR" shall mean and refer to: for the Village Administrator, for this purpose, the Mayor shall be his or her immediate supervisor; for department heads except the Chief of Police, the Village Administrator shall be their immediate supervisor; for the Chief of Police, the Mayor shall be his or her immediate supervisor; and for all other employees, the department head(s) shall be his or her immediate supervisor.



“NECESSARY EXPENDITURE(S)” shall mean any authorized expenditure(s) by a Village employee incurred for the discharge of his or her employment duties, subject to the other provisions of this Chapter.

“VILLAGE” shall mean the Village of Lake Villa, Lake County, Illinois, a non-home rule unit of local government.

11.4.3: Reimbursement for Authorized Expenditures:

- (A) Prior Approval Required: In order to ensure reimbursement for an authorized expenditure incurred by an employee of the Village for which reimbursement is or will be sought, said employee must receive the prior written approval of his or her immediate supervisor, as defined herein, prior to incurring such expense. Any expenditure that is not requested by the Village and approved by an employee’s immediate supervisor prior to purchase is deemed an unauthorized expenditure and may not be reimbursed.
- (B) The Village shall be required to reimburse an employee of the Village for any authorized expenditure(s) as defined herein not later than 30 calendar days after such expense is incurred by such employee upon the Village’s receipt of supporting written documentation for such expenditure(s).
- (C) The Village is not required to reimburse an employee for an expense that is considered an “unauthorized expenditure” which may not be reimbursed, except at the sole discretion of the Village Board of the Village.

11.4.4: Travel, Meals, and/or Lodging Expenses: Reimbursement of travel, meals, or lodging expenses incurred by a Village officer or employee is governed by Chapter 17, of Title 1 of this Village Code pursuant to the Local Government Travel Expense Control Act (50 ILCS 150/).

11.4.5: Written Pre-Approval for Authorized Expenses Required:

- (A) A Village employee shall submit a written request to purchase any of the above authorized expenditures at least three (3) business days in advance of incurring the expense.
- (B) Following pre-approval of the authorized expense, the Village employee will be reimbursed as provided in the following section. If the authorized expense is not approved following a written request, the Village employee will not be entitled to reimbursement.
- (C) In the event that an authorized expense is not pre-approved, reimbursement will be at the sole discretion of the Village Administrator and/or the Mayor.



11.4.6: Reimbursement Procedure for Authorized Expenditures:

- (A) A Village employee shall submit for an Expense Reimbursement along with appropriate supporting written documentation not later than thirty (30) calendar days after incurring the authorized expense. Where supporting documentation does not exist, is missing or lost, the employee shall submit a signed statement regarding any such receipts.
- (B) A Village employee may not be entitled to reimbursement if the employee has failed to comply with this Chapter.





**Acknowledgment of Receipt of Village of Lake Villa Employee Handbook**

I acknowledge having received a copy of the Village of Lake Villa Employee Handbook and I agree to read and become familiar with its contents. I understand that this Manual is not an express or implied contract of employment and that it does not create any rights in the nature of an employment contract. I understand that I may be an employee at will. Nothing shall restrict my right to terminate my employment at any time. I also understand that the Village has the right to change, suspend or terminate any or all of the policies or procedures described in this Handbook at any time, with or without advance notice.

_____	_____	_____
Name (please print)	Signature	Date

This acknowledgment form is to be signed and returned to be held in the employee's personnel file.



**Acknowledgment of Receipt of Policy Against Harassment and Policy Against Sexual Harassment**

By signing below, I acknowledge that I have received a copy of the Village of Lake Villa’s Policy Against Harassment and Policy Against Sexual Harassment (“Policy”) and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my supervisor and/or other responsible official if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information, rules, policies and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment.

I agree to abide by and observe all of the information, rules, policies, and procedures set forth in the Policy and understand that the Village of Lake Villa’s rules, policies and procedures may be changed from time to time, with or without notice, and that this Policy supersedes and replaces any and all prior manuals or policies.

I further certify that I have carefully read and reviewed the content of the Policy, and completed Harassment and Sexual Harassment Prevention Training pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-109.

**Training Participant Information:**

\_\_\_\_\_  
Printed Name - First, Middle Initial, Last

\_\_\_\_\_  
Village of Lake Villa Department/Position

\_\_\_\_\_  
Training Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

This form will be kept by the Village of Lake Villa as an internal record of training compliance to be made available for the Illinois Department of Human Rights upon request.



**Acknowledgment of Receipt of Alcohol and Substance Abuse Policy  
and Drug-Free Workplace Policy**

By signing below, I acknowledge that I have received a copy of the Village of Lake Villa's Alcohol, Drug-Free Workplace and Substance Abuse Policy ("Policy") and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my immediate supervisor and/or another appropriate member of management if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information and rules, policies, and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment and that unless otherwise provided in a collective bargaining agreement or individual employment contract, my employment is "at-will," which means that the employment relationship may be terminated at any time for any lawful reason with or without cause or notice.

I agree to abide by and observe all of the information and rules, policies, and procedures set forth in the Policy and understand that the Village of Lake Villa's rules, policies, and procedures may be changed from time to time, with or without notice.

I agree to notify the Village Administrator or his or her designee of any criminal drug statute conviction or drug-related ordinance violation conviction for a violation occurring in the workplace or elsewhere no later than five (5) days after such conviction.

I acknowledge that to the extent that anything in this Policy is inconsistent or different regarding a subject covered by a collective bargaining agreement that is applicable to my position, the collective bargaining agreement will supersede the Policy on those subjects which are inconsistent or different. Similarly, if this Policy is inconsistent or different on a matter covered by applicable rules of the Board of Police Commissioners, those rules will control the subject.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Acknowledgment of Receipt of Pandemic Health and Safety Policy**

By signing below, I acknowledge that I have received a copy of the Village of Lake Villa’s Pandemic Health and Safety Policy (“Policy”) and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my supervisor and/or other responsible official if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information, rules, policies and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment.

I agree to abide by and observe all of the information, rules, policies, and procedures set forth in the Policy and understand that the Village of Lake Villa’s rules, policies and procedures may be changed from time to time, with or without notice, and that this Policy supersedes and replaces any and all prior manuals or policies.

I further certify that I have carefully read and reviewed the content of the Policy.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Acknowledgment of Receipt of Technology Resources Policy and Annual Cybersecurity Training Certification**

By signing below, I acknowledge that I have received a copy of the Village of Lake Villa’s Technology Resources Policy (“Policy”) and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my supervisor and/or other responsible official if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information, rules, policies and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment.

I agree to abide by and observe all of the information, rules, policies, and procedures set forth in the Policy and understand that the Village of Lake Villa’s rules, policies and procedures may be changed from time to time, with or without notice, and that this Policy supersedes and replaces any and all prior manuals or policies.

I also acknowledge that beginning January 1, 2023, every Village employee must complete an annual cybersecurity training program, which at a minimum, must address the following: (1) detecting phishing scams; (2) preventing spyware infections and identify theft; and (3) preventing and responding to data breaches.

I further certify that I have completed the Village’s annual cybersecurity training program pursuant to the requirements of Public Act 102-0753.

**Training Participant Information:**

\_\_\_\_\_  
Printed Name - First, Middle Initial, Last

\_\_\_\_\_  
Village of Lake Villa Department/Position

\_\_\_\_\_  
Training Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

This form will be kept by the Village of Lake Villa as an internal record of training compliance.



**VILLAGE OF LAKE VILLA EMPLOYEE LEAVE AUTHORIZATION AND  
ACKNOWLEDGMENT**

EMPLOYEE INFORMATION		
Employee Name:		
Position:		
ADDITIONAL AUTHORIZED LEAVE		
Date Additional Leave Begins:		
Date Additional Leave Terminates (No later than end of current Mayoral term):		
LEAVE TYPE	No. of Days of Additional Authorized Leave	Total No. of Days of Leave Authorized (Including Additional Leave)
<input type="checkbox"/> PERSONAL LEAVE		
<input type="checkbox"/> VACATION LEAVE		
<input type="checkbox"/> SICK LEAVE		
<input type="checkbox"/> OTHER LEAVE (Specify):		
Is additional authorized leave paid or unpaid? <input type="checkbox"/> PAID <input type="checkbox"/> UNPAID		
Is this additional leave authorized as a reasonable accommodation under the ADA? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Comments or Conditions:		
Date:	Approved by Village Administrator: (signature)	

By signing below, I acknowledge that this Employee Leave Authorization and Acknowledgment is not an express or implied contract of employment and that it does not create any rights in the nature of an employment contract. I understand that I am still an at-will employee. Nothing shall restrict my right to terminate my employment at any time. I also understand that the Village has the right to change, suspend or terminate my employment with the Village and this additional authorized leave at any time, with or without advance notice.

I understand that the additional leave authorized pursuant to this Employee Leave Authorization and Acknowledgment form shall remain in effect no later than the end of the term of the current Mayor, at which time it shall terminate, unless terminated earlier by the Village. However, provided that such additional leave continues to be authorized by the Village Administrator, this additional leave may be eligible for renewal or extension in writing, , upon the commencement of the term of office of the Mayor elected at each following municipal election thereafter.

I recognize that the additional leave authorized by this form shall be subject to the same limitations on carryover and prohibitions on payout upon separation (if such leave is designated as paid leave), as otherwise provided in the Village of Lake Villa Employee Handbook for the same category of leave. If such additional leave is designated as unpaid leave, no wages, salary or other compensation shall be paid to me during the additional leave or upon separation.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## VILLAGE OF LAKE VILLA PERSONNEL ACTION REPORT

EMPLOYEE INFORMATION	
Employee Name:	
Position:	

RECOMMENDED ACTION			
Regular Appointment	Accident Leave		Plan of Improvement
Probationary Appointment	Other Leave		Performance Review
Temporary Appointment	Resignation		Change Address/Phone
Flex Time	Verbal Correction		Change Insurance Status
Promotion	Written Reprimand		Reimbursement
Salary Adjustment	Suspension		Training
Family/Medical Leave	Dismissal		Other

Description:

Date:	Recommended by:  (signature)
Date:	Approved by Village Administrator/Mayor:  (signature)

# EMPLOYEE HANDBOOK

Village of Lake Villa Personnel Policy Manual



REVISED DECEMBER 18, 2023



**TABLE OF CONTENTS**

ARTICLE I	INTRODUCTION AND GENERAL PROVISIONS	2
ARTICLE II	RECRUITMENT & HIRING	20
ARTICLE III	EMPLOYEE CONDUCT	23
ARTICLE IV	EMPLOYEE DISCIPLINE	43
ARTICLE V	EMPLOYEE BENEFITS	45
ARTICLE VI	HOLIDAYS, PERSONAL DAYS, VACATION DAYS, PAID TIME OFF	55
ARTICLE VII	LEAVES OF ABSENCE	59
ARTICLE VIII	HOURS OF WORK AND OVERTIME	69
ARTICLE IX	EMPLOYEE SAFETY	74
ARTICLE X	EMPLOYEE EXIT PROCESS	80
ARTICLE XI	MISCELLANEOUS POLICIES	82
	ACKNOWLEDGMENTS, FORMS & PERSONNEL ACTION REPORT	86

## **ARTICLE I. INTRODUCTION AND GENERAL PROVISIONS**

### **Section 1.1 Application and Scope of the Personnel Manual**

The following is the Village of Lake Villa Personnel Policy Manual (hereinafter referred to as the "Manual", "Personnel Policy Manual" and/or the "Employee Handbook"). This Manual is designed to give employees a brief description and general information concerning the employment policies of the Village of Lake Villa ("Village") and to assist employees in performing their duties and responsibilities. This Manual is not a contract and does not cover every aspect of Village operations. Rather, the purpose of this Manual is to enable employees to gain a better understanding of their role as a member of the Village staff and to provide general guidelines and procedures in relation to their employment.

Clarification and interpretation of the Personnel Policy Manual shall be made by the Village Administrator subject to the advice and consent of the Mayor, the Village Board and/or the Village Attorney. The Village reserves the right to revise this Manual at its own discretion at any time, with or without advance notice to employees.

All Village employees, including sworn police officers, are and shall be required to comply with the provisions of this Manual, except where the provisions of this Manual conflict with any executed and effective collective bargaining agreement or any executed and effective employment agreement with such an employee, in which event, the provisions of said collective bargaining agreement or employment agreement shall govern and control to the extent of that specific conflict. However, it is also recognized that all sworn employees of the Police Department, with the exception of the Police Chief, are under the jurisdiction of the Lake Villa Police Commission ("the Police Commission"). Therefore, where any provision herein conflicts with Police Commission Rules and Regulations, the Police Commission Rules and Regulations shall control to the extent of that specific conflict.

Section 1.5, "Equal Employment Opportunity", and Section 1.6, "Village Policy Against Harassment", apply to both Village employees and elected and appointed officers and officials of the Village ("Village officers").

### **Section 1.2 Precedence of Collective Bargaining Agreement and Employment Contracts**

Where any provision in this Manual conflicts with a valid collective bargaining agreement between the Village and a recognized bargaining unit or a written employment contract approved by the Corporate Authorities of the Village (the "Corporate Authorities") and executed by the Mayor and the employee, the collective bargaining agreement or contract shall take precedence over this Manual to the extent of that specific conflict. For example, if a collective bargaining agreement provides for holidays, vacations, or other paid time off, the provisions of the collective bargaining agreement and not this Manual will govern the provisions of such paid time off.

### **Section 1.3 At Will Employment**

Employees of the Village are “at will” employees, except for employees who are subject to a written employment agreement executed by the Mayor which provides otherwise, and except where a collective bargaining agreement provides otherwise, and except for employees under the jurisdiction of the Police Commission Rules and Regulations.

An “at will” employee means that the Village and its employees are not and shall not be bound to an employment contract or a commitment to employment for a definite period of time. Either party can terminate the employment relationship at any time and for any reason. Neither the policies set forth in this Manual, nor any other policy, procedure nor practice of the Village shall constitute or be interpreted as a contract of employment.

The Village reserves the right to change, add, delete or modify its employment policies from time to time in its sole discretion, with or without prior notice.

### **Section 1.4 Gender and Singular/Plural**

Whenever the male pronoun is used in this Manual, it is intended to refer to all employees, male or female. Words used in the singular also apply to the plural, and vice versa.

### **Section 1.5 Equal Employment Opportunity**

Policies and procedures shall be administered without discrimination against anyone on the basis of race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or any other legally protected status. It is the Village’s policy to comply fully with all federal and state laws which ban discrimination in the employer-employee relationship.

All recruitment, selection, placement and training decisions made by the Village will be based upon the job-related qualifications and abilities of the candidates.

All applicants or employees who apply for a position, promotion or transfer will be given equal consideration. The placement of the candidate will be assessed upon the basis of his or her ability, qualifications, past performance, and other legitimate, non-discriminatory reasons.

All policies, procedures and practices of the Village, including compensation, benefits, discipline and termination will be administered and conducted without regard to any employee’s race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status.

All staff shall take the necessary steps to ensure that every employee’s work environment is free of unlawful discrimination or harassment based on race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status.



Any employee having an equal employment opportunity question, problem or complaint should communicate his or her concern to the EEOC Officers.

EEOC Officers

(847) 356-6100

(847) 356-6100

Michael Strong, Village Administrator

Assistant to the Village Administrator

Employees filing complaints alleging discrimination may be informed of agencies external to the Village that have jurisdiction in equal opportunity complaint matters. These agencies are: The Illinois Department of Human Rights, the Equal Employment Opportunity Commission, and the Illinois Human Rights Commission.

Without any limitation on the foregoing, the Village also does not discriminate against applicants, prospective employees or current employees employed in or seeking to be employed in non-safety-sensitive positions for the use of lawful products, as the term is defined by the Illinois Cannabis Regulation and Tax Act (410 ILCS 705/1-1, et seq.)(Pub. Act 101-0027 (eff. June 25, 2019), off of Village premises and when an employee is not working and not on-call.

### **Section 1.6 Policy Against Harassment and Policy Against Sexual Harassment**

The Village is committed to maintaining an environment free from discrimination, harassment and sexual harassment. In keeping with this commitment, the Village will not tolerate, and in fact, prohibits, any form of harassment and/or sexual harassment that violates this policy. This Policy Against Harassment and Policy Against Sexual Harassment as set forth in this Employee Handbook prohibits harassment and/or sexual harassment by any Village official(s), officer(s) or Village employee(s).

Annually, all Village official(s), officer(s), and employee(s) of the Village shall be required to complete a harassment and sexual harassment training program approved by the Village Administrator or his or her designee. Upon completion of said training, the employee shall provide the certificate of completion to their supervisor who shall place the certificate in the employee's file and track the employees who have completed this training. Village official(s) and/or officer(s) shall provide the certificate of completion to the Village Administrator or his or her designee.

#### **Policy Prohibiting Harassment**

The Village of Lake Villa is committed to maintaining an environment free from discrimination and harassment. In keeping with this commitment, the Village will not tolerate any form of harassment that violates this Village Policy Against Harassment. This Policy Against Harassment as set forth in this Personnel Policy Manual prohibits harassment by or against any Village employee, whether or not such Village employee is a public officer or public official of the Village.

#### **Prohibited Conduct**

This policy prohibits harassment or other workplace discrimination based on a person's protected status under state and federal law. This includes conduct, whether verbal, physical, or visual, that

denigrates or shows hostility or aversion toward an individual based upon that person's race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status. The Village will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

1. Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; and/or
2. Written or graphic material circulated, available on the Village's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status;

The Village discourages any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

#### Responsibilities of Employee

Everyone at the Village can help assure that this workplace is free from prohibited discrimination or harassment. Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees must inform others in the workplace whenever another person's conduct is unwelcome, offensive, inappropriate, or in poor taste. In addition, employees must come forward with complaints about alleged problems or violations of this policy as soon as possible. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also required to report such conduct. No employee or elected/appointed official is exempt from the requirements of this policy.

#### Procedure for Reporting an Allegation of Harassment

If an employee or other person covered by this policy experiences or witnesses any conduct that he or she believes is inconsistent with this policy, the Village expects the person to promptly notify the Village Administrator, an employee's supervisor, or department head. This may be done in writing or orally. Any supervisor or department director who receives a complaint or observes conduct which may violate this policy, must immediately report the complaint or observation to the Village Administrator, the Village's EEOC officer(s) and/or any member of the Village Board. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.



## Village Response to Complaints of Harassment

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Persons who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Village will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Village might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Village cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Village will take corrective action, including discipline up to and including termination, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not an employee of the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

Employees are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation. The Village's policy provides for immediate notice of problems to the individuals listed above, so that the Village may address and resolve any problems without waiting for legal proceedings to run their course. However, employees may also file a charge of discrimination and/or harassment in writing with the Illinois Department of Human Rights within 300 days of the alleged incident of discrimination and/or harassment, unless it is a continuing offense. The Department of Human Rights can be contacted at:

Illinois Department of Human Rights  
100 W. Randolph St., Suite 10-100  
Chicago, IL 60601  
(312) 814-6200

The Illinois Human Rights Commission can be contacted at:

Illinois Human Rights Commission  
100 W. Randolph St., Suite 5-100  
Chicago, IL 60601  
(312) 814-6269

## Policy Against Retaliation

The Village prohibits that any person treat any employee or former employee or applicant or other person adversely for reporting harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation, or for filing an administrative

claim with the EEOC or a state governmental agency. All persons who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures provided for in this section.

No Village employee or Village officer shall take any retaliatory action against any Village employee due to a Village employee's:

1. Disclosure or threatened disclosure of any violation of this Policy;
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this Policy; or
3. Assistance or participation in a proceeding to enforce the provisions of this Policy.

For the purposes of this Policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any Village employee that is taken in retaliation for a Village employee's involvement in protected activity pursuant to this Policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation;
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee; or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable



cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b))

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge which is due within 300 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

#### Confidentiality

In investigating allegations of harassment and in imposing any discipline, the Village will attempt to preserve confidentiality to the extent that the needs of the situation and the law permit.

#### Transparency

The Village complies with Illinois Workplace Transparency Act when and to the extent applicable.

#### Consequences of Knowingly Making a False Report of Harassment

A person who is subject to this Personnel Policy Manual shall not knowingly make a false report of a violation of this policy to any Village officer or employee or to any law enforcement official and making such a false report shall also constitute a violation of this policy.

#### Consequences of a Violation of this Policy Against Harassment

A person who is subject to this Personnel Policy Manual who commits a violation of the Policy Against Harassment shall be subject to Article IV, "Employee Discipline", of this Manual, including but not limited to discipline and/or termination.

#### Policy Prohibiting Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is the policy of the Village to prohibit harassment of any person by any Village official, Village agent, Village employee, Village department or Village office on the basis of sex or gender. All Village officials, Village agents, Village employees and Village departments or Village offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.



### Definition of Sexual Harassment

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, as it may be amended from time to time and which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

Conduct which may constitute sexual harassment includes, but is not limited to:

1. Verbal Harassment: sexual innuendos, suggestive comments, insults, humor, jokes about: sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates; or, statements of a sexual nature about other employees, even outside of their presence.
2. Non-verbal Harassment: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking" or "kissing" noises.
3. Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
4. Physical Harassment: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
5. Textual/Electronic Harassment: "sexting" (electronically sending messages with sexual content, including pictures or video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (email/text/picture/video messages, intranet/online postings, blogs, instant messages and posts on social network websites, like Facebook and Twitter).

Other examples of conduct which may constitute sexual harassment include, but are not limited to:

1. Physical assaults of a sexual nature included but not limited to rape or sexual battery;
2. Unwanted sexual propositions or advances;

3. Intentional physical conduct which is sexual in nature such as touching, hugging, kissing, pinching, patting, grabbing, or intentionally brushing the body;
4. Insulting or suggestive sounds (for example, whistling, "catcalls", sexual innuendoes, or suggestive body gestures, etc.);
5. Inappropriate references or comments about a person's body or body parts;
6. Sexually oriented jokes which degrade men or women;
7. Cartoons, pinups, calendars, pictures, slogans, etc. of naked men or women or of a sexual nature;
8. Repeated flirtations or sexual comments;
9. Turning work discussions into sexual topics;
10. Repeating insults against men or women;
11. Comments or behavior which promises benefits for sexual favors;
12. Pressuring a subordinate to go out on a date;
13. Denying a qualified individual job opportunity because of an unqualified individual's voluntary or coerced submission to sexual conduct with a superior;
14. Requiring an individual to submit to unwelcome sexual conduct in order to receive an employment opportunity;
15. Unwanted sexual advances, propositions or other sexual comments including but not limited to sexually oriented gestures, noises, remarks, innuendo, jokes, or comments or verbal abuse of a sexual nature. Also included are preferential treatment and promises of a preferential treatment to a person for submitting to sexual conduct; and/or
16. Sexual or discriminatory displays, publications, or communications anywhere in the Village work place by Village employees or others including but not limited to pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are suggestive, demeaning, or pornographic and also, including but not limited to, any display, publications(s) or communications(s) made through the use of a computer, cell phone, personal digital assistant ("PDA"), or similar electronic device(s).

The Village prohibits any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation. The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on

individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

#### Procedure for Reporting an Allegation of Sexual Harassment

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including, but not limited to, the following:

1. Electronic/Direct Communication: If there is sexual harassment behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
2. Contact with Supervisory Personnel: At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, the Village Administrator or the Mayor.
  - (a) The employee experiencing what she/he believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the Village will not be presumed to have knowledge of the harassment.
3. Resolution Outside the Village: The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the Village. However, all Village employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must also be filed within 300 days.
4. Allegations of Sexual Harassment made against an elected official of the Village by another elected official of the Village: In addition to the methods of reporting included above, an elected official may request an independent review of a complaint of sexual harassment by another elected official. The request shall be the Village Administrator or the Mayor. The official receiving the request shall

take immediate action in keeping with the procurement process of the Village to retain a qualified individual or entity for the independent review of the allegations of sexual harassment in violation of this policy. The outcome of the independent review shall be reported to the Mayor and Village Board.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the location), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the Village. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

#### Prohibitions on Retaliation for Reporting Sexual Harassment

No Village official, Village agent, Village employee, Village department or Village office shall take any retaliatory action against any Village employee or official due to a Village employee's or official's

1. Disclosure or threatened disclosure of any violation of this policy; or
2. Providing information related to an investigation or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy; or
3. Assistance with or participation in a proceeding to enforce the provisions of this policy.

For purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer or change in the terms or conditions of employment of any Village employee that is taken in retaliation for a Village employee's or official's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action, and this policy prohibits retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of any officer, member, agent, department or other employee that the employee reasonably believes is in violation of a law, rule or regulation; or

2. Provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation of a law, rule or regulation by any officer, member, agency or other employee; or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act or this policy.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, before a legislative commission or committee or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire to retaliate against a person because she/he has opposed that which she/he reasonably and in good faith believes to be sexual harassment in employment, because she/he has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge within 300 days of the alleged retaliation.

#### Confidentiality

In investigating allegations of sexual harassment and in imposing any discipline, the Village will attempt to preserve confidentiality to the extent that the needs of the situation and the law permit.

#### Transparency

The Village complies with Illinois Workplace Transparency Act when and to the extent applicable.

#### Consequences of a Violation of the Policy Against Sexual Harassment:

In addition to any and all other discipline that may be applicable pursuant to Village policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements, any person who violates the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to any applicable fines and penalties established pursuant to state law or federal law and applicable disciplinary actions up to and including termination by the Village and any person who violates this policy may also be subject to disciplinary action up to and including termination by the Village. Each violation may constitute a separate offense. Any discipline imposed by the Village shall be separate and distinct from any penalty imposed by a court of law or a state or federal agency.

### Consequences for Knowingly Making a False Report of Sexual Harassment:

A false report is a report of sexual harassment made by an accuser to accomplish an outcome other than stopping sexual harassment or stopping retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to disciplinary action up to and including termination pursuant to applicable Village policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to the Illinois State Police, a State's Attorney, the Attorney General or any other law enforcement official is guilty of a Class A misdemeanor.

### Training on Policy Against Harassment and Policy Against Sexual Harassment

In accordance with the requirements of the State Officials and Employees Ethics Act, the Illinois Workplace Transparency Act, and the Illinois Human Rights Act, the Village will annually conduct training for Village officer(s), official(s) and Village employees on the Village's Policy Against Harassment and Policy Against Sexual Harassment. All Village officer(s), official(s) and Village employees shall be required to attend such training on at least an annual basis. Any new officer, official or employee filling a vacancy in office or employment shall complete such training within thirty (30) days of taking office or beginning employment with the Village.

## **Section 1.7 Americans with Disabilities Act (ADA)**

It is the policy of the Village to comply with all provisions of the Americans with Disabilities Act ("ADA"). The Village will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of his or her physical or mental disability. The Village also will make reasonable accommodation wherever necessary for all employees or applicants with disabilities provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

The Village will periodically review policies and communications to assure compliance with the ADA, and will keep abreast of all developments in the regulations governing the hiring and employing of persons with disabilities.

Applicants and employees are assured that all information regarding a disability will be kept confidential except that (1) where necessary, appropriate supervisory personnel will be informed of any restrictions on work assignments and/or reasonable accommodations that must be provided; (2) safety personnel will be informed of any emergency treatments or first aid that a person with a disability may require; and (3) government officials investigating compliance with

federal, state or local laws may be informed of a person with a disability and any accommodation that is being provided.

Any employee who believes that he or she has been discriminated against due to a physical or mental disability should immediately report the problem or incident to the Village's ADA Coordinator who are the EEOC Officers. All complaints of discrimination due to a disability shall be investigated immediately.

## **Section 1.8 Technology Resources Policy**

### **Introduction**

The Village provides various information technology resources to its Village officers and Village employees (and other authorized persons) to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. As means develop to transmit more data in less time and with less formality, users must put more effort to maintaining the accuracy, security and control of data. Each user must ensure that use of Village information technology resources is appropriate and professional. This is especially true because electronic communications tend to be more immediate and informal than written communications and because passwords and deletion functions create the illusion of privacy and control. Relatedly, although the Internet can be a valuable information resource for legitimate business, research and information sharing, it also presents a significant opportunity for abuse, lost productivity and potential liability for Village officers and Village employees.

In light of these concerns, the Village has developed this policy, which establishes the parameters for proper use of information technology resources. The information technology resources are to be used for legitimate corporate purposes and in compliance with all Village policies and procedures. Village officers, Village employees, and other authorized persons who do not comply with this policy are subject to the revocation of their access to Village information technology resources and disciplinary action up to and including termination.

### **Proper Use**

Other than occasional personal use of voice-mail, e-mail and Internet access, Village-provided technology resources may be used only for legitimate business-related communications. Occasional personal use means infrequent, incidental use that is professional and does not interfere with Village business, the performance of the user's duties or the availability of technology resources. To the extent possible such use shall be restricted to meal periods. All use of Village technology resources -- including all personal use -- is subject to this policy.

Employees shall not stream or watch television, movies or videos on Village owned devices at any time unless such videos directly relate to Village business. Nor shall employees stream or watch television, movies or videos on personal devices during work hours and/or on Village property, unless such videos directly relate to Village business.





Employees shall not view pornographic images, nude and/or semi-nude images or videos on Village owned devices at any time. Nor shall employees view such images on their personal devices during work hours or on Village property.

#### Data Ownership

All data created, entered, received, stored, accessed, viewed or transmitted via Village technology resources are Village property. The Village has a perpetual, royalty-free, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, distribute and incorporate all such data. Business-related data may neither be used for any purpose unrelated to Village business nor sold, transmitted, conveyed or communicated in any way to anyone outside of the Village without the Village's express authorization.

#### No Privacy

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

#### Monitoring

As with all other Village property, the Village will search, monitor, inspect, intercept, review, access and/or disclose all Village technology resources and all data created, entered, received, stored, viewed, accessed or transmitted via those resources for any reason, at any time, and without further advance notice by persons designated by or acting at the direction of the Village, or as may be required by law or as necessary for, or incidental to, auditing, security and investigative activities, and to ensure effective technology resource administration and policy compliance. For example, authorized persons will inspect the Village's technology resources to investigate theft, damage to property, attempted damage to property, the unauthorized disclosure of client confidences, attorney work product and proprietary information, misuse, and to assess Internet use. The Village will attempt to ensure that monitoring and inspections are conducted professionally. In this regard, no employee may monitor or intercept any data without the authorization of the Mayor and/or the Village Board.

#### Notice of Audio and Video Recording

This handbook and policy shall serve as notice that the Village may electronically surveille, monitor and/or record through motion picture, videotape, audio recording, visual recording, digital recording, data recording or other similar means both the interior and exterior of the Village Hall, as well as any and all of the Village's technology resources, electronic computers and/or devices utilized by Village employees for any reason, at any time, and without further advance notice.

#### Harassment

Users are absolutely forbidden from using the Village's technology resources in any way that may be construed to violate Section 1.6 of this Manual, the Village's Policy Against Harassment. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or



religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law. Users are required to take all reasonable steps to avoid and eliminate receipt from known sources of all potentially offensive material.

#### Unlawful Use

Village technology resources may not be used to intentionally or unintentionally violate the provisions of Chapter 12, "Identity Theft Policy", of Title 1 of the Village Code, as amended from time to time, and/or any local, state, federal or international civil or criminal law. Users may not upload, post, e-mail or otherwise transmit any data that is threatening, malicious, tortious, defamatory, libelous, obscene, or invasive of another's privacy. In addition, Village technology resources may not be used to job-search outside of the Village or run or solicit outside business ventures.

#### Prohibited Software

Software purchased and licensed for personal use may not be installed on Village computers. The Village periodically may, at any time, conduct an audit or interrogation of computers for installed software and related printed material that is not included on a then-current inventory of Village-authorized software. All unauthorized software will be removed and destroyed.

#### Proprietary Rights and Licensed Software

Village technology resources may not be used to violate proprietary rights, including copyright, trademark, trade secrets, right of publicity or any other intellectual property rights. For example, unless consistent with all applicable licenses, users may not post or download any data (including software) protected by copyright or patent law. Likewise, users may load only licensed software from the Internet or other source onto a Village-provided workstation or laptop, provided that use of the software is consistent with the license and the original software license remains at the Village office so that the Village may conduct accurate audits (and respond to external audits). All software must be approved by the Village Administrator and/or the Mayor prior to downloading.

Employees may not interfere with, misuse, damage, attempt to damage, delete, appropriate, or otherwise improperly use any property of the Village, including, but not limited to, software owned, licensed, utilized and/or operated by the Village.

#### Confidential Information and use of Intellectual Property

Users may not leak, place, post, transmit or otherwise disclose confidential, sensitive and/or proprietary Village information to anyone outside of the Village by any means, at any time or for any reason.



### Passwords and Security

All passwords and security used in connection with Village technology resources, including voice mail access codes, are Village property and must be made available to the Village. Users must understand that their use of passwords will not preclude access, monitoring, inspection, review, or disclosure by authorized Village personnel. The Village also may unilaterally assign and/or change passwords and personal codes. The security of Village's technology resources is every user's responsibility. Employees shall not share passwords or grant access to any Village document or program with an unauthorized employee or anyone else.

### Viruses

Users may not upload, post, e-mail or otherwise transmit any material that contains, or may reasonably be anticipated to contain, software viruses or any other computer code, files or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware or telecommunications equipment.

### Misrepresentation of Identity and/or Data

Users are prohibited from accessing other users' files or communications without any legitimate Village business purpose. Unauthorized access of e-mail, data, and use and/or disclosure of other users' passwords are strictly prohibited.

### General Matters

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

### Annual Cybersecurity Training

Beginning January 1, 2023, every Village employee must complete an annual cybersecurity training program, which at a minimum, must address the following: (1) detecting phishing scams; (2) preventing spyware infections and identify theft; and (3) preventing and responding to data breaches.

### Termination of Access at Separation

Before each user's last day of employment with the Village, he or she shall return to the Village or otherwise surrender possession of all Village technology resources (including computers, software programs, computer peripherals, electronically stored data (including all client confidences and/or attorney work product), data storage devices, keys, and written passwords) in his or her possession, custody or control. Upon separation of employment, the Village will terminate user access to Village technology resources.



### Employee Guidance for Participating in Social Media

The Village understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders and citizens. Social networks are online communities of people or organizations that share interests and/or activities and use a wide variety of Internet technology to make interactions. The social media referenced in this policy includes blogs, social networking sites like Facebook, Instagram, Twitter, and other similar sites.

Employees that choose to participate in social networks shall not represent themselves as employees of the Village within conversations on social networking sites nor shall they behave in a manner that reflects badly upon the Village. Employees are permitted to represent themselves as employees of the Village while participating in professional social networking sites like LinkedIn.

At any time without consent or prior approval and subject to and in accordance with the Illinois Right to Privacy in the Workplace Act, the Village is free to and may view and/or monitor an employee's social media activities and/or any activities that an employee may post or manage that could become viewable to the general public via electronic means.

## **ARTICLE II. RECRUITMENT & HIRING**

It is the Village's policy to recruit, hire, promote, transfer, or demote in compliance with any and all federal, state, and local laws relating to employment decisions. If an employee believes that the Village's decision with regard to any of these matters is improper, the employee must alert the EEOC Officer, who will investigate such complaints.

Generally, wages and compensation shall be determined by the Village Administrator or his or her designee in accordance with the Salary Classification System, budget and Pay Plan Policy adopted and amended from time to time by the Corporate Authorities.

### **Section 2.1 Recruitment & Hiring**

The Village Administrator shall have the authority to replace any vacant full or part time positions, provided the wages and compensation are within that position's current Pay Plan, and the funds are reasonably within the Village's budget as appropriated for that given fiscal year. The Village Administrator or his or her designee shall post all position vacancies, prior to being filled. Where possible, positions shall be advertised with a professional organization related to the position. All positions shall be advertised on the Village's website.

Positions falling under the jurisdiction of the Police Commission shall be filled under the rules and regulations of the Police Commission. Appointed positions, such as Village Administrator, Superintendent of Public Works and Chief of Police shall be filled under direction of the Mayor and Village Board. The Mayor will appoint such positions with the advice and consent of the Village Board.

#### **Pre-Employment Screening**

As a condition of employment, all persons who are conditionally hired for full-time employment must pass a physical examination given by a doctor authorized by the Village to confirm that he or she is able to perform the essential functions of the job, either with or without a reasonable accommodation, and may also be required to submit to testing for drugs as set forth below, and the results of said physical examination and testing shall be disclosed to the Village Administrator for final approval or denial. An employee must receive a physician's report which is acceptable, stating that they are able to perform the essential functions of the job, either with or without a reasonable accommodation before an employee is eligible to receive any of the benefits listed in this Manual and/or otherwise offered by the Village.

Before the hiring of an applicant (at any level), reference checks, including criminal history and general background, may be conducted. A more extensive background check may also be conducted depending on the position.

Conviction of a violation of the law is not an automatic bar to employment. Each case is considered on its own merits. Employees and applicants for employment are not obligated to disclose expunged juvenile records of arrests or adjudication(s), nor are applicants for employment required to disclose sealed or expunged records of arrest or conviction when the



applicant was considered an adult unless applying for a position with the Village of Lake Villa Police Department.

Notwithstanding anything contained in this Employee Handbook to the contrary, the Village complies with the Illinois Right to Privacy in the Workplace Act when and to the extent applicable and as such Act may be amended from time to time.

The Village will comply with the provisions of the Employee Credit Privacy Act, where applicable.

### Anti-Nepotism

An employee candidate shall not be hired if an immediate relative (i.e. Sibling, Parent, Child, Cousin, Spouse, Grandparent, Grandchild, Aunt or Uncle or Niece or Nephew) would be responsible for the supervision or oversight of this candidate if they were to become an employee.

This policy does not apply to employees who have been hired before the time the policy was adopted.

## **Section 2.2 Post-Offer and Promotional Drug Testing**

Employees may be required to submit to drug testing as a condition of initial employment, consideration for a promotion within the Village, or during a change in job assignment without the requirement of reasonable suspicion.

Post-offer testing will be performed only on applicants who have received a conditional offer of employment from the Village. Failure to pass a drug screen will, however, result in the withdrawal of the employment offer and may result in termination of employment with the Village.

The Village complies with the Illinois Cannabis Regulation and Tax Act, when and to the extent applicable to the Village's employment process, as such Act may be amended from time to time, subject to the Village's Drug-Free workplace policy.

## **Section 2.3 Probationary Period**

All newly hired, transferred or promoted employees shall be employed on a probationary basis. The probationary period shall be up to twelve (12) months.

The probationary period is a time for both the employee and his or her supervisor to get acquainted with and evaluate the employee's new role within the Village. All supervisors are encouraged to complete at least one interim performance evaluation before the end of the probationary period. The probationary period in no way alters an employee's at will status.

Prior to completion of the probationary period, the department head shall make every effort to evaluate the employee. The following factors may be included in this evaluation:

1. Job performance

2. Work attendance
3. Employee attitude and ability to work with fellow employees
4. Ability to accept responsibility
5. Compliance with established safety standards for the job in question
6. Any other pertinent characteristics determined by the department head and Village Administrator

Based upon these criteria the department head and Village Administrator will evaluate the employee at the end of the probationary period and:

1. If the performance has been satisfactory, assign the employee to non-probationary status.
2. If the performance has been unsatisfactory, dismiss the employee from employment.
3. If there is reason to believe that an employee may develop the ability to perform satisfactorily, the probationary period may be extended for a period not to exceed six (6) months for the department head and Village Administrator to make a further evaluation and for a decision to take place.

### **ARTICLE III. EMPLOYEE CONDUCT**

Employees must exercise the utmost courtesy and discretion regarding all matters of Village business. Employees shall refrain from any action and avoid any public pronouncement that might reflect adversely upon the Village. Employees are expected to act as a representative of the Village at all times during the course of their employment. This means treating all citizens, customers, vendors, suppliers and other service providers courteously, professionally and respectfully on the phone, on the road, on the computer or in person. Employees are also expected to treat each other in the same manner. Any employee who is found to be in violation of Village policy may be subject to disciplinary action up to and including termination.

Employees may only do work which is of direct benefit to the Village while on duty or on Village business. No employee shall use Village-owned vehicles, equipment, materials or other property for private use, or as part of secondary employment.

#### **Guidelines for Determining Unacceptable Employee Conduct**

In addition to other guidelines outlined in this manual, administrative procedures, and relevant rules of the various departments, the Village has established certain minimum standards of conduct. Some of the work rules, which employees should be familiar with, are listed below.

Violations of such rules will subject an employee to disciplinary action, ranging from an oral reprimand to a recommendation of immediate termination of employment, as deemed appropriate by the department head, Village Administrator, the Mayor and/or the Village Board. The illustrations of offenses listed are by way of example and are not intended to be all-inclusive; rather, the illustrations provide a general guide for determining unacceptable behavior. These rules do not limit the right of the Village to discipline or terminate an employee for any other reason with or without cause. The Village may revise or change these rules as it deems necessary without prior notice.

1. Engaging in fighting, horseplay or reckless conduct on Village premises or while on Village business.
2. Physically abusing, intimidating, offending, or coercing through verbal threats any resident, citizen, municipal official, fellow employee or member of the general public.
3. Using vile, intemperate, offensive or abusive language, or acting in a disrespectful manner to any resident, citizen, municipal official, fellow employee or any member of the general public.
4. Using epithets, slurs, discriminatory language and/or negative stereotyping based upon a person's protected status.
5. Falsifying or alteration of time-sheets, personnel records, employment applications, attendance, or any other Village records or documents.
6. Providing false information or information the employee should have known to be false to a department head, Village Administrator, member of the Corporate Authorities, or any other Village representative.
7. Refusing to cooperate with the Village during an investigation of a Village or employment-related incident.

8. Removing from Village premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any Village vehicle, equipment, supplies, tool, material or property, or the vehicle, equipment, supplies, tools or property of a resident, business, Village official or fellow employee.
9. Destroying, damaging, defacing, abusing, wasting or misusing Village property, equipment, software, supplies or materials, or the property, equipment, supplies or materials of a resident, citizen, Village official or fellow employee.
10. Creating or contributing to an unsafe condition on Village premises or failing to adhere to safe operating practices.
11. Insubordination or refusal of a direct work order or assignment or other breach of conduct.
12. Failing to report to work at any time when so directed, including during emergencies.
13. Leaving the assigned place of work during work hours when not authorized to do so.
14. Violating the Village's Alcohol and Substance Abuse Policy and Drug-Free Workplace Policy.
15. Revealing confidential Village information without proper authorization.
16. Being absent without proper notification to the Village. Excessive, unreported or unexcused absences from work. Abuse of sick leave privileges.
17. Unauthorized possession of a weapon of any kind on Village premises or while on Village business. This rule does not apply to sworn officers carrying weapons pursuant to Police Department policy.
18. Violating the Equal Employment Opportunity, Harassment, Sexual Harassment, or Americans with Disabilities Act policies.
19. Sleeping, loitering or loafing on duty.
20. Incompetent, inefficient, negligent or unsatisfactory performance of assigned work.
21. Disruptive attitude or abusive language, which is detrimental to the service, programs and operation of the Village.
22. Excessive tardiness or early departures from work.
23. Allowing the political affiliation of the employee or of a resident or member of the general public to affect or in any other way influence whether a resident or member of the general public receives Village services or in any other way influence the type or quality of Village services available or provided to that resident or member of the general public.
24. Violating the Village smoking policy.
25. Any act which endangers the safety, health or well-being of an employee or citizen, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or discredit the Village.
26. Violating any of the provisions of the Village's ethics standards.
27. Other violations of Village policies and procedures.

### **Section 3.1 Violence in the Workplace**

The Village does not tolerate workplace violence, or the threat of violence, by any of its employees, residents, customers or general public, and/or anyone who conducts business with the Village. It is the intent of the Village to provide a workplace (which includes Village property



and all other locations where a Village employee is properly performing duties) that is free from intimidation, threats or violent acts.

Workplace violence includes, but is not limited to, harassment, threats, physical attack or property damage. A threat is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, restraining, or throwing objects. Property damage is intentional damage to property which includes property owned by the Village, employees or others.

#### Prevention of Workplace Violence

The Village subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

#### Reporting Threats – Internal and External

All Village employees are responsible for notifying their supervisor or the EEOC Officer of any threats which they have witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed that they regard as threatening or violent, when that behavior is job related or might be carried out on a Village controlled site, or is connected to Village employment. Employees are responsible for making this report whether the incident is committed by another employee or an external individual such as a customer, vendor or citizen. The department head should immediately inform the Village Administrator of all reported incidents or threats of incidents of workplace violence. Any employee who acts in good faith by reporting actual or potential violent behavior will not be subject to any form of retaliation or harassment.

#### Identifying Dangerous Situations

Employees are expected to inform their supervisor or department head if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

1. Bringing weapons to the workplace (other than sworn law enforcement personnel).
2. Displaying overt signs of extreme stress, resentment, hostility or anger.
3. Exhibiting threatening body language.
4. Making threatening, hostile or inappropriate remarks.
5. Sudden or significant deterioration of performance.
6. Displaying irrational or inappropriate behavior.

## Prohibited Actions and Sanctions

It is a violation of this policy to engage in any act of workplace violence. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Village property or arising out of their employment with the Village shall be removed from the premises (or work locations if not on-site) as quickly as safety permits, and shall remain off Village premises pending the outcome of an investigation. Any employee who has been determined to be in violation of this policy may be subject to disciplinary action up to and including termination of employment and, depending upon the nature of the employee's prohibited conduct, may be subject to criminal sanctions. Any other person who has been determined to be in violation of this policy will be subject to suspension and/or termination of any business relationship and/or criminal prosecution.

### **Section 3.2 Weapons and Concealed Carry Policy**

The Village strives to maintain a safe workplace environment for its employees and visitors and therefore it is the policy of the Village that the possession of weapons and/or concealed carry by Village employees is prohibited at all times while on or in Village property or while engaged in work for or business with the Village, as provided in this section.

#### Concealed Carry Prohibited

All property controlled by the Village is a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carry in or on any property controlled by the Village is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this policy.

#### Weapons Prohibited

Except as specifically provided herein, no Village employee may wear, carry, store, transport, or otherwise possess a weapon at any time while on or in Village property, whether on duty or off duty, or while performing any duties for on behalf of the Village, whether on, in or off Village property.

Except as specifically provided herein, no Village employee may use a privately owned vehicle for Village business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

Village property for the purposes of this section means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the Village. Village property also includes every Village-owned or leased vehicle.

#### Inspections

Village representatives may inspect or search any workplace area or any Village property at any time for the presence of a weapon.

### Violations

Any violation of this policy by a Village employee will subject the employee to severe discipline, up to and including termination and/or arrest.

### Exceptions

Police Officers and Other Designated Personnel: Sworn Village police officers and other Village employees who have been specifically designated may possess their work-authorized weapons and/or their personal weapons. Sworn police officers or similar law enforcement officers from other departments or agencies may possess their work-authorized weapons while engaged in official duties.

Any Village employee who sees or perceives a violation of this policy must report that violation to his or her supervisor or the Village Administrator, or, in the event of an emergency, to the Police Department. No Village employee should take any action that will risk his or her safety or the safety of others.

## **Section 3.3 Employee Personal Appearance; Uniforms**

### Employee Personal Appearance

All employees are required to attire themselves in a fashion that will reflect a positive image and inspire confidence and trust by citizens receiving Village services. Uniforms shall be required as and where specified. Standards for casual or business attire for non-uniform employees shall be established by the Village Administrator. The Village Administrator, in consultant with the department heads, may set and enforce standards related to uniforms and appearance which are related to appropriate departmental operations and employee safety.

### Uniforms

Uniforms for maintenance employees shall be furnished by the Village in a manner determined by the Village Administrator, provided the cost is within the approved budget.

## **Section 3.4 Use of Telephone and Personal Cell Phones During Work Hours**

The Village recognizes that the use of Village-owned and employee-owned cell phones is a common workplace practice. This policy is meant to guide the use of cell-phones by employees while at work.

### Personal Use

Personal use of a cell phone or other mobile devices shall be limited to designated breaks and shall not interfere with work.

The Village will provide configuration information for employees who choose to access their Village e-mail, calendar, and contacts via their personal cell phone. Employees must be aware that in providing such access, the Village reserves the right to monitor, access, retrieve and delete any information stored in or created on an employee's personal cell phone and any information accessed, received by, viewed or transmitted via the Village's networks. Upon resignation or termination of employment, or at any time upon request, the employee may be required to produce a personal cell phone for return or inspection or otherwise to provide the Village with access to the device.

#### Use While Operating Vehicles and Equipment

Operators and drivers are required to follow all local, state and federal laws regarding the use of cellphones while operating equipment or vehicles. Employees are prohibited from using a cell phone or mobile device while operating equipment, such as, but not limited to, any chainsaw, backhoe, front-end loader, chipper, etc.

#### Work Related Cell-Phone Compensation

The Village Administrator and/or the Mayor may approve reimbursement for or may approve a Village-issued cell phone for employees who use of a cell phone is required for official Village business, provided funds were appropriated in the approved budget. A reimbursement would be in lieu the Village-issuing a cell phone to that employee.

### **Section 3.5    Mandatory Notifications**

Employees are required to notify the Village of any change in their dependent status within thirty (30) days of the change in dependent status, if the employee wishes to change their dependent coverage. The Village may deny benefits to a new dependent if the employee does not notify them within thirty (30) days of a change in dependent status.

Employees whose position involves driving of their own vehicle, or any Village vehicle, must notify their department head within twenty-four (24) hours of any loss of driving privileges. Employees whose position involves driving their own vehicle shall keep the minimum insurance in effect while they are driving as required by Illinois law.

Employees must notify the Village of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. A criminal conviction is not automatic cause for termination, but rather, the Village Administrator with the advice and consent of the Mayor and/or the Village Board will consider any such conviction on its own merits on a case-by-case basis to determine if the nature of the conviction and the employee's job poses an unreasonable risk to co-workers or the public, necessitating termination.

### **Section 3.6    Outside Employment**

Employees may engage in outside work or hold other jobs except when activities, conduct and outside employment away from the job competes or conflicts with, or compromises the Village's

interest, or adversely affect job performance and the ability to fulfill all responsibilities to the Village, including employees' response to emergency calls. Outside employment shall not involve employees' appearance in Village uniform or the use of Village equipment.

### **Section 3.7 Solicitation and Distribution**

Solicitation and distribution of any material by non-employees on Village property is strictly prohibited. "Solicitation" includes any oral or written communications made by an employee or group of employees to another employee or group of employees which encourages, advocates, demands or requests a contribution of money, time, effort or personal involvement or membership in any fund (charitable or otherwise), collection, athletic team, social, fraternal, religious, civic, or labor organization or type, or the purchase of merchandise, raffle, lottery or the like.

### **Section 3.8 Political Activities and Gift Ban Prohibitions**

All Village employees are subject to all local ethics regulations, including but not limited to Chapter 9, "Ethical Conduct", of Title 1, "Administrative Regulations", of the Lake Villa Village Code.

### **Section 3.9 Statement of Economic Interest**

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

### **Section 3.10 Alcohol and Substance Abuse Policy and Drug-Free Workplace Policy**

It is the Village of Lake Villa's desire to provide and ensure that all employees work efficiently in a safe environment. Adherence to the terms of this policy shall be a condition of employment. This policy applies to all employees. Employees may be subject to additional, other restrictions and/or conditions of employment if they are covered under the Village's Drug and Alcohol Policy for Commercial Drivers as amended from time to time, are sworn law enforcement, and/or subject to a collective bargaining agreement. Such employees covered under such policy will receive the policy and be trained accordingly.

### **Definitions**

For the purposes of this Section 3.11, the following definitions apply:

"ADULT-USE CANNABIS" means cannabis which is sold, purchased, possessed and/or used in compliance with the Illinois Cannabis Regulation and Tax Act.

"CANNABIS" is defined as marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies,

such as indicia, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, “cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination. “Cannabis” does not include industrial hemp as defined and authorized under the Industrial Hemp Act. “Cannabis” also means concentrate and cannabis-infused products.

“CONTROLLED SUBSTANCE” is defined as a substance or drug that is

1. Listed in the Illinois Controlled Substances Act;
2. Listed in the Illinois Cannabis Control Act;
3. Which is not legally obtainable;
4. Which is being used in a manner different from that legally prescribed;
5. Which is legally obtainable but has not been legally obtained;
6. Which may not be listed in the Controlled Substances Act or the Cannabis Control Act but which have adverse effects on perception, judgment, memory, or coordination; and/or
7. A non-exhaustive list of applicable drugs including, but not limited to, the following:

Amphetamines	MDA
Barbiturates	Meperidine
Cannabis	Mescaline
Chloral Hydrate	Methaqualone
Cocaine	Morphine
Codeine	Opium
Glutethimide	PCP
Hash	Phenmetrazine
Hash Oil	Psilocybin-psilocin
Heroin	Steroids
LSD	Tranquilizer

“CONVICTION” is defined as a finding of guilt (including pleas of no contest and/or orders of supervision) or imposition of a sentence, or both, by any judicial or administrative adjudicative body charged with the responsibility of determining violations of the federal or state criminal drug statutes or local ordinance.

“DRUG” means and includes but is not limited to (i) any controlled substance, (2) any cannabis, (3) any illegal substance, (4) and/or unless the context clearly indicates to the contrary, any prescribed or over-the-counter medication.

“IMPAIRED” OR “IMPAIRED BY CANNABIS” means an employee manifests specific, articulable symptoms while working that decrease or lessen the employee’s performance of the duties or tasks of the employee’s job position, including symptoms of the employee’s speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

“LAWFUL PRODUCT” is defined as any product or substance, the possession or sale of which is not prohibited by Illinois law, including but not limited to cannabis as provided in the Illinois Compassionate Use of Medical Cannabis Program Act and the Illinois Cannabis Regulation and Tax Act.

“MEDICAL CANNABIS” means cannabis which is sold, purchased, possessed and/or used in compliance with the Illinois Compassionate Use of Medical Cannabis Program Act.

“NON-SAFETY-SENSITIVE POSITION” means any Village employee position which is not identified as a safety-sensitive position.

“OFF CALL” or “OFF DUTY” means the employee is not on duty or on call, is not scheduled to work with at least 24 hours’ notice by the Village to be on standby, is not on Village premises or in another previously designated location by the Village or his or her supervisor and/or is not otherwise performing any work-related task.

“ON CALL” or “ON DUTY” means the employee is scheduled with at least 24 hours’ notice by the Village to be on standby, on duty or otherwise responsible for performing tasks related to his or her employment either on the Village’s premises or other previously designated location by the Village or his or her supervisor to perform a work-related task.

“REASONABLE SUSPICION OF IMPAIRMENT” means that the Village and/or its agents, officers, officials and/or employees have observed and in good faith can describe specific, articulable symptoms of an employee while working that decrease or lessen his or her performance of the duties or tasks of the employee’s job position, including symptoms of the employee’s speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, or detection of a prohibited substance in the area where an employee has/had been working.

“SAFETY-SENSITIVE POSITION” means any Village employee position which is so identified within the position’s written job description and/or which is fraught with such risks of injury to others that even a momentary lapse of attention can have disastrous consequences. Safety-sensitive positions include, but are not limited to, any Department of Public Works position, any position within the Police Department, any position within the Fire Department, and any employee position in any department of the Village if an employee in such position may drive, operate, access and/or use a Village-owned vehicle.

“UNDER THE INFLUENCE” OR “UNDER THE INFLUENCE OF CANNABIS” means an employee manifests specific, articulable symptoms while working that decrease or lessen the employee’s performance of the duties or tasks of the employee’s job position, including symptoms of the employee’s speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

“VILLAGE PREMISES” means all Village real property, Village sites, Village work areas, Village buildings, Village parking areas, any and all property owned or leased by the Village, or any and all vehicles owned, operated, leased, or under the control of the Village. Privately-owned vehicles parked or operated on property owned, leased or under the control of the Village are also included in this definition.

### Drug-Free Workplace

The Village subscribes to and acts in compliance with the Federal Drug-Free Workplace Act of 1988 and corresponding laws of the State of Illinois. The unlawful manufacturing, distributing, dispensing, possessing, or using of controlled substances, cannabis and other abused drugs/substances that can affect the individual’s performance on the job is strictly prohibited. This prohibition applies to any Village facilities, on Village property, in any Village owned or leased vehicle or at any location that employees are working or conducting Village business. The Village considers drug abuse or the misuse of drugs as a potential health, safety and security problem. Employees shall not report to work under the influence of controlled substances. Further, employees are required by this law to notify the Village within five (5) days of any conviction, guilty plea or imposition of a sentence for a drug crime that occurred in the Village’s workplace. Compliance with the Drug-Free Workplace Act of 1988 is a condition of continued employment for those employees whose positions with the Village are funded, in part, or in total through a grant. Grant employees found in violation of the provisions of the Act shall be required to satisfactorily participate in drug rehabilitation and may be disciplined up to and including termination.



### Requirements and Prohibitions

The consumption, manufacture, distribution, dispensing, possession, smoking, storage or use of any controlled substance, the use of any drug, and/or the use of any lawful product that may mentally or physically impair a person, including but not limited to medical cannabis or adult-use cannabis, is prohibited at any time, except in accordance with duty requirements. The consumption of alcohol at any time during the work day (except when drinking intoxicating beverages is required in accordance with duty requirements) is prohibited. Any and all such use by a Village employee while on Village premises, while performing work (including but not limited to driving) for the Village, and/or while on-call for the Village is prohibited.

Village of Lake Villa employees must report for work in an appropriate mental and physical condition to perform their job and remain in that condition the entire time on duty. No employee shall be on duty while under the influence of alcohol or drugs, or a combination thereof. Being impaired by or under the influence of any controlled substance or lawful product while on the Village premises, while performing work (including but not limited to driving) for the Village, and/or while on-call for the Village is prohibited. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

In addition, all Village property and Village workplaces are subject to inspection, including, but not limited to, Village lockers assigned to employees and Village vehicles used by its employees. There shall be no expectation of privacy for employees who use Village premises or equipment, including but not limited to, Village lockers, desks, or vehicles. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

The legal use of prescribed or commercially available over-the-counter medication is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees using a prescribed medication or an over-the-counter medication that may impair the performance of their job duties must immediately inform their supervisor of such use.

Employees shall be required to notify the Village Administrator of any plea of "guilty", plea of "no contest" or plea of "nolo contendere" by the employee or any stipulation or finding of guilt entered against the employee relative to any criminal drug conviction for a violation occurring at the workplace or relative to any charge of driving under the influence of alcohol, driving under the influence of cannabis, driving under the influence of drugs, or driving under the influence of a combination thereof, while on Village business or during work hours no later than five days after the conviction.

Employees who are required to obtain and maintain a Commercial Driver's License to perform their Village duties are also covered under the Village of Lake Villa Drug-Alcohol Policy for Commercial Drivers, as may be amended from time to time.

### Policy Violations

Violations of the Village's Alcohol and Substance Abuse Policy and Drug-Free Workplace Policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

Compliance with the Village's Alcohol and Substance Abuse and Drug-Free Workplace Policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign a required document, submit to any test, or follow any prescribed course of substance abuse treatment will be grounds for discipline, including termination. The Village also reserves the unilateral right to modify, alter, amend, change, discontinue, suspend, cancel or terminate this policy at any time.

### Safety-Sensitive Positions

The Village of Lake Villa prohibits all employees in safety-sensitive positions, including but not limited to its sworn law enforcement officers, other public safety personnel, public works employees and any employee working in any department of the Village who may drive, operate, access and/or use a Village-owned vehicle from the use, possession, manufacture, distribution or sale of drugs while on duty or off duty. This includes both the legal and illegal use of cannabis, the use of medical cannabis and/or the use of recreational adult use cannabis. The Village may discipline any employee working in safety-sensitive position who uses, possesses, manufactures, distributes or sells drugs, including but not limited to, cannabis while on duty or off duty and failure to comply with this policy will result in disciplinary action up to and including termination of employment.

### Reasonable Suspicion of Impairment:

If the Village has reasonable suspicion to believe an employee is impaired by or under the influence of alcohol or drugs, or a combination thereof during the course of the employee's work day, the Village has the right to require the employee to submit to alcohol or drug testing at a facility and in a manner approved by the Village. Any employee who refuses to take an alcohol and/or drug test shall be subject to disciplinary action, up to and including termination of employment. Any employee who takes an alcohol and/or drug test and fails to pass said test will be subject to disciplinary action up to and including termination of employment.

If an employee declines the test, it will be treated as a positive test and the employee will be subject to discipline up to and including termination. When an employee is ordered to submit to a drug and/or alcohol test as a result of a supervisor's reasonable suspicion, the employee will not be allowed to return to work pending the results of the drug and/or alcohol test.

For the purposes of this policy, reasonable suspicion means a good faith belief based on objective facts sufficient to lead a reasonable prudent person to find that an employee is using, or has used, drugs or alcohol in violation of this policy. Such a suspicion shall be drawn by the Village and/or any of its agents, officers, officials and/or employees from specific, objective facts and reasonable inferences drawn from those facts in light of experience.

Some factors which may be considered in determining whether a finding of reasonable suspicion is appropriate may include, but are not limited to, any of the following, alone or in combination:

1. Observable phenomena, such as direct observation of drug or alcohol use, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;
2. Abnormal conduct or erratic behavior;
3. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
4. Slurred speech or unsteady walking or movement;
5. Illegal possession of drugs or controlled substances or an arrest for violation of a drug statute; and/or
6. Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated.

A Village employee shall be considered impaired by cannabis, under the influence of cannabis and/or impaired by or under the influence of a controlled substance and may be required by the Village to undergo drug testing at a facility and in a manner approved by the Village, if the Village and/or any of its agents, officers, officials and/or employees have observed and in good faith can describe specific, articulable symptoms of an employee while working that decrease or lessen his or her performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others, or detection of a prohibited substance in the area where an employee has/had been working.

### Drug Testing

The Village may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have public safety responsibilities to be screened or tested on a random basis, or may require an employee to be screened or tested following a workplace accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing may require an analysis of the employee's breath, urine, and/or blood or similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstances of use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test shall result in disciplinary action, up to and including termination.

All Village employees working in safety-sensitive positions are prohibited from the off-premises and off-duty drug use, including but not limited to medical and/or adult cannabis use, and may be required to undergo random drug testing at a facility and in a manner approved by the Village

at any time during employment, with or without reasonable suspicion.

All Village employees, whether working in a safety-sensitive position or in a non-safety-sensitive position, may be required to undergo drug testing, if there exists reasonable suspicion of impairment from cannabis, any other lawful product and/or a controlled substance.

Any employee who refuses to take an alcohol and/or drug test shall be subject to disciplinary action, up to and including termination of employment. Any employee who takes an alcohol and/or drug test and fails to pass said test will be subject to disciplinary action up to and including termination of employment

Any of the following methods either alone or in combination may be utilized to test an employee for the presence of drugs and/or alcohol:

1. Urine testing;
2. Evidentiary breath testing device (Breathalyzer);
3. Blood testing;
4. Hair follicle testing; or
5. Saliva testing.

Breath testing may be performed by any Breath Alcohol Operator licensed through the Illinois State Police using any of the Village's certified evidentiary breath testing devices, including but not limited to certified Breathalyzer machines and/or portable or preliminary breath testing (PBT) devices.

The Village of Lake Villa shall use only licensed clinical laboratories for drug testing. Such laboratories shall be responsible for maintaining a proper chain of custody of any samples. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstances of use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test shall result in disciplinary action, up to and including termination.

Cutoff levels for all drug and drug metabolite testing shall be consistent with the guidelines established by the U.S. Department of Health and Human Services (HHS). An employee shall be deemed to be under the influence of alcohol if the applicable blood or breath alcohol test demonstrates a level of .02 or greater.

The Village will, to the extent required by law, protect the confidentiality of all drug and alcohol test results. Records reflecting positive drug and/or alcohol tests will be kept in the employee's file and will be kept confidential in accordance with and subject to applicable law. Information regarding drug and/or alcohol tests and an employee's participation in a substance abuse rehabilitation program may be disclosed to supervisors only if such information relates to the employee's ability to perform his or her work duties or the employee's need for a reasonable accommodation under the Americans with Disabilities Act of 1990 or other applicable law.

For employees in safety sensitive positions, the following records shall be maintained for a minimum of five years: (i) records of annual management information system reports; (ii) records regarding employee evaluations and referrals to substance abuse professionals; (iii) records relating to follow-up tests and follow-up schedules; (iv) records relating to refusals to submit to drug and/or alcohol tests; (v) records of alcohol test results indicating an alcohol concentration of .02 or greater; (vi) verified positive drug test results; and (vii) breath testing device calibration documentation.

#### Post-Accident Testing

An accident for purposes of this section may involve any type of motorized vehicle and/or equipment including, but not limited to, a car, truck, plow, ATV, 4-wheeler, lawn mower, skid steer or any other similar type or manner of vehicle and/or equipment.

The Village will require post-accident urine, drug and breath alcohol testing of employees as provided for in this policy and/or as required under 49 CFR Section 382.303 and 49 CFR Part 40.

Post-accident urine drug and breath alcohol testing may be required of those employees who are involved in a reportable accident anytime during the course of work hours or while operating a Village vehicle or Village equipment if: (a) the employee receives a citation as a driver for a moving traffic violation arising from the accident; (b) the accident results in any fatality or in any bodily injury to any person (including an employee) who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (c) there is reasonable suspicion.

A post-accident urine drug test to detect the presence of drugs shall be conducted as soon as possible but not later than thirty-two (32) hours after the reportable or fatal accident. If the test is not administered, the Village shall prepare and maintain on file a record stating the reasons the test was not promptly completed.

A post-accident breath alcohol test shall be conducted within 2 hours of the report of the accident. If not conducted within two (2) hours, a record shall be prepared and retained stating why. If within eight (8) hours an alcohol test is still not conducted, all attempts shall cease and a complete record made of why it was not accomplished. In addition, the driver shall not consume any alcohol for at least eight (8) hours following an accident or until a breath alcohol test has been accomplished.

An employee who is seriously injured and cannot provide a urine specimen or breath alcohol test at the time of the accident shall provide the necessary authorization for obtaining medical records and reports that would indicate if a controlled substance or alcohol was in the employee's system at the time of the accident and the level present.

Failure of the employee to be readily available or refusal to give a urine sample or breath alcohol test when the employee has been involved in an accident covered under this policy, except for

an employee who meets the above referenced conditions, shall be considered a refusal to take a test and a positive test result will be assumed.

#### Substance Abuse Prevention on Public Works Project Act

No employee may use, possess, distribute, deliver, or be under the influence of a drug, or use or be under the influence of alcohol, while performing work on a public works project. An employee is considered to be under the influence of alcohol for purposes of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1, et seq.) if the alcohol concentration in his or her blood or breath at the time alleged as shown by analysis of the employee's blood or breath is at or above 0.02, and said Act requires that such testing include a minimum requirement of a 9-panel urine drug test plus a test for alcohol. Testing an employee's blood may only be used for post-accident testing; however, blood testing is not mandatory for the employer where a urine test is sufficient.

Employees performing the work on a public works project shall submit to pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing. Testing of an employee before commencing work on a public works project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.

An employee who violates the Substance Abuse Prevention on Public Works Project Act, who tests positive for the presence of a drug in his or her system, or who refuses to submit to drug or alcohol testing as required under the program, or where a supervisor or the Village Administrator has "reasonable suspicion" to believe an employee is under the influence of alcohol or drugs, shall be notified that he or she is not permitted to work on a public works project until the employee provides evidence of compliance with the following conditions specified in subdivision (2)(A) and (2)(B) of Section 20 of the Act:

1. The employee has tested negative for the presence of drugs in his or her system and is not under the influence of alcohol; and
2. The employee has been approved to commence or return to work on the public works project in accordance with this Manual.

#### Medical Cannabis

The Village recognizes the Illinois Compassionate Use of Medical Cannabis Program Act and is committed to abide by the provisions of this Act when and to the extent applicable, as it may be amended from time to time. The Act does not prohibit the Village from disciplining Village employees who exhibit symptoms of impairment from cannabis or discipline Village employees who use or possess medical cannabis while on call, on duty, on Village premises and/or during work hours and the Village reserves the right to do so.

### Adult Use Cannabis

The Village recognizes the Illinois Cannabis Regulation and Tax Act and is committed to abide by the provisions of this Act when and to the extent applicable, as it may be amended from time to time. The Act does not limit or prevent the Village from disciplining Village employees or terminating employment of any Village employees who are impaired by cannabis, under the influence of cannabis, and/or who in good faith has been observed to exhibit specific, articulable symptoms of impairment from cannabis on Village premises, while performing the employee's job duties or while on call and the Village reserves the right to do so.

Nor does the Act limit or prevent the Village from disciplining Village employees who use or possess cannabis while on Village premises, during work hours, while performing work for the Village, while on call for the Village, and/or for violating the Village's employment policies or workplace drug policies and the Village reserves the right to do so.

### Substance Abuse Policy

Compliance with the Village's substance abuse policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign a required document, submit to any test, or follow any prescribed course of substance abuse treatment will be grounds for discipline, including termination. The Village also reserves the unilateral right to modify, alter, amend, change, discontinue, suspend, cancel or terminate this policy at any time.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Village Administrator. Employees with drug or alcohol problems shall be responsible to seek and successfully complete treatment either through the Employee Assistance Program (EAP) or an alternate form of treatment.

Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be subject to discipline, discharge, or discrimination based solely on such voluntary treatment if the treatment is sought prior to:

1. The employee testing positive for drugs and/or alcohol;
2. The employee being notified of an upcoming drug and/or alcohol test;
3. The occurrence of an event that gives rise to reasonable suspicion that the employee is under the influence of drugs and/or alcohol;
4. Any return to duty or related follow-up testing for drugs and/or alcohol; and/or
5. The occurrence of an accident which requires the employee to submit to drug and/or alcohol testing.

Employees who seek voluntarily treatment for drug and/or alcohol abuse shall continue to be subject to appropriate disciplinary action up to and including termination for substandard job performance, unexcused absences, abuse of drugs and/or alcohol, or any other violations of this manual, whether such violations are directly or indirectly related to the employee's use of drugs and/or alcohol.



Furthermore, employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be excused from required drug and/or alcohol testing in accordance with this policy even when voluntary treatment was sought prior to the testing in question. No employee shall be permitted to use voluntary treatment for drug and/or alcohol abuse to avoid otherwise legitimate disciplinary action for failure to comply with this policy or other provisions of the manual.

Employees may request a medical leave of absence to obtain treatment for drug and/or alcohol abuse in accordance with the Family and Medical Leave Act of 1993 and other applicable law. Such leave requests shall be treated in the same manner as any other request for leave pursuant to this policy.

The Village of Lake Villa may also grant reasonable accommodations for employees being treated for drug and/or alcohol abuse so long as those employees are participating in a treatment program and are not currently abusing drugs and/or alcohol. The Village of Lake Villa will not retaliate or discriminate against any employee for requesting leave or a reasonable accommodation to obtain treatment for drug and/or alcohol abuse.

#### Disciplinary and Other Employer Action

Any employee testing positive for drug usage, blood alcohol levels greater than .02, engaging in any other prohibited conduct concerning drugs or alcohol, or otherwise violating this policy shall be subject to disciplinary action up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

- A. The Village shall apply all aspects of this drug-free workplace policy in a non-discriminatory manner.
- B. Where an employee is subject to discipline due to the Village's determination that the employee is impaired while at the workplace by the use of cannabis, the Village will offer the employee the opportunity to respond to such a determination by the Village.
- C. A registered qualifying user of medical cannabis under the Compassionate Use of Medical Cannabis Program Act will first be given a reasonable opportunity to contest the basis of suspected impairment by cannabis before being subject to discipline based on the Village's good faith belief or reasonable suspicion of impairment.
- D. A user of adult use cannabis under the Cannabis Regulation and Tax Act will also first be given a reasonable opportunity to contest the basis of the suspected impairment by cannabis before being subject to discipline based on the Village's good faith belief or reasonable suspicion of impairment.
- E. The Village shall take disciplinary action with respect to a Village employee found guilty or convicted of a misdemeanor drug offense or felony drug offense in the workplace or elsewhere within thirty (30) days after receiving notice of such a conviction. Conviction of a violation of the law does not necessarily automatically result in termination. Each case is considered on its own merits.



- F. The Village also may require a Village employee who violates this policy to participate satisfactorily in an employee assistance program, or a substance abuse assistance or rehabilitation program which is to be paid in full by the Village employee.
- G. Any employee who has violated this policy and/or has tested positive on a drug or alcohol test and is subsequently permitted to return to work, must pass a drug and/or alcohol test in accordance with this policy prior to returning to duty.
- H. An employee in a safety-sensitive position who is referred for assistance related to alcohol and/or drug abuse is subject to unannounced follow-up testing for a period not to exceed 60 months as directed by a substance abuse professional and/or the Village. The number and frequency of follow-up tests will be determined by the substance abuse professional and/or the Village but will not be less than six tests in the first 12 months following the employee's return to duty.
- I. The Village will, to the extent required and permitted by law, protect the confidentiality of all drug and alcohol test results.
- J. The Village of Lake Villa complies with all Federal, State, and local laws and regulations concerning violations of drug and alcohol use in the workplace. The Village will comply with the applicable requirements of the Drug-Free Workplace Act of 1988, the Americans with Disabilities Act, the Family and Medical Leave Act, the Illinois Compassionate Use of Medical Cannabis Program Act, and the Illinois Cannabis Regulation and Tax Act.

#### Consent to Policy

As a condition of his or her employment, each Village employee shall agree in writing to abide by the terms contained in this policy and agree to notify the Village Administrator or his or her designee of any criminal drug statute conviction or drug-related ordinance violation conviction of said Village employee for a violation occurring in the workplace or elsewhere no later than five (5) days after such conviction.

#### Exceptions to Policy for Village Social Events

Non-safety-sensitive employees and those safety-sensitive employees who are not on-call, on duty and/or driving Village-owned vehicles and/or equipment and who are at least 21 years of age are permitted to consume alcohol on Village Property during Village-sponsored social or community events and/or at any social or community events in which the Village participates and such consumption shall not constitute a violation of this policy.

### **Section 3.11 Smoking**

The provisions of the Smoke-Free Illinois Act (410 ILCS 82, et seq.), as amended from time to time, shall be applicable to public places, places of employment, and vehicles owned by or otherwise under the control of the Village.

Employees shall be prohibited from smoking while in Village-owned vehicles, in Village-owned facilities and/or on Village-owned grounds at all times.

#### **ARTICLE IV. EMPLOYEE DISCIPLINE**

The general objective of discipline is to improve the behavior of an employee, rather than to punish the employee. The degree of severity of a disciplinary action must depend on the individual employee, the nature of the problem, the employee's past performance, length of employment, and any extenuating circumstances. Disciplinary action will never be taken on account of political considerations, personal bias or prejudice.

It is the responsibility of every employee to attempt to correct any fault or deficiency in job performance when called to his or her attention, and to make every effort to avoid conflict with the personnel policies of the Village.

It is the responsibility of every supervisor and department head to discuss improper or inadequate performance with the employee in order to correct the deficiencies. The Mayor, the Village Administrator, his or her designee(s) and/or a department head may choose to but is not required to implement a plan of improvement setting forth specific written steps, benchmarks and goals for an employee to improve his or her job performance. If an employee is placed on a Plan of Improvement and fails to take any and all necessary steps to improve his or her job performance within the time frames set forth in the Plan of Improvement then such employee may be subject to additional discipline, up to and including discharge. The terms "discharge", "dismissal" and/or "termination" as used in the Employee Handbook have the same meaning and are used interchangeably. Unless otherwise set forth in a written contract of employment, employees of the Village of Lake Villa are at will and can be discharged at any time with or without cause at the sole discretion of the Village. Discipline may include, but is not limited to the following:

1. Reprimand – given orally or in writing;
2. Suspension;
3. Demotion; and/or
4. Discharge.

While the above forms of discipline are generally considered progressive and are listed in order of increasing severity, the Village may in its sole discretion skip any level or step of discipline and any employee may be discharged even for a first offense.

The department head shall consult with and notify the Village Administrator of any recommendations for any disciplinary action including, but not limited to, reprimand, suspension, demotion or discharge of an employee. When discharge of an employee is recommended by a department head and/or the Village Administrator, the Village Administrator shall only discharge an employee with the advice and consent of the Mayor and Village Board.

Written notice by the Village to an employee is not required prior to discharge of an employee, nor is any written notice required prior to a suggestion by the Mayor and/or Village Board that an employee resign, unless otherwise set forth in a written contract of employment or collective bargaining agreement.

Notwithstanding any provisions of this Manual, discipline of exempt salaried employees shall be in accordance with the Fair Labor Standards Act.

Personnel Action Report

Any personnel action taken by the Village, including but not limited to disciplinary action, may but is not required to be documented in a Personnel Action Report by the Mayor, by the Village Administrator and/or by his or her designee(s), attached hereto as a form, which form may be amended from time to time, with or without notice.

## **ARTICLE V. EMPLOYEE BENEFITS**

The Village provides for employee benefits as described below. The Village reserves the right to change employee benefits. Nothing in this Manual constitutes a promise that the benefits will not be changed or terminated.

Benefits such as insurance (health, dental and life), paid sick leave, paid vacation leave, paid holidays, compensatory time and funeral leave, are available to permanent full-time employees who are scheduled to work and work at least forty (40) per week in accordance with the policies set forth in this Manual. Paid personal leave days are available to all employees.

The description of the benefits contained herein is for employees' information. To the extent that anything in this Manual contradicts information contained in the applicable statutes, employee benefit plans or summary plan descriptions applicable to these benefits, those applicable statutes, employee benefit plans and/or summary plan description documents are controlling. An employee may receive a copy of the plan or the summary plan description by requesting such information from the Personnel Officer.

### **Section 5.1 Health Benefits**

All regular, full-time employees may participate in the comprehensive group health insurance plans provided by the Village.

Health insurance plans and applicable Village and employee contributions may be amended from time to time by the Corporate Authorities of the Village. Details of the plans approved by the Corporate Authorities will be made available upon request.

#### **Eligibility**

Health and life insurance shall be paid by the Village for full-time employees after thirty (30) days of employment or per policy requirement. Dependent coverage is available and is subject to the eligibility requirement of the carrier. Part-time and temporary seasonal employees are not eligible for health insurance coverage.

The Village intends to comply with the Patient Protection and Affordable Care Act ("ACA") when, if, and to the extent the ACA is or becomes applicable to the Village.

#### **Designation of the Village's Basic Plan for Public Safety Employee Benefits Act Purposes**

Under the Public Safety Employee Benefits Act ("PSEBA"), a public employer may be required to pay the entire premium amount for "basic" health insurance coverage for persons who qualify as recipients under PSEBA. Section 10(a) of PSEBA states that the term "health insurance plan" does not include supplemental benefits that are not part of the basic group health insurance plan. Pursuant to such provision, the Village hereby designates its basic HMO group health insurance plan, as it may be amended from time to time, as the Village's "basic" group health insurance plan for this purpose. A PSEBA recipient is only entitled to receive, and the Village is only required to pay the premium on behalf of the PSEBA recipient for the "basic" group health

insurance plan then offered by the Village. The Village's health insurance provider(s) may change from time to time, and the Village has the authority to switch PSEBA recipients to the Village's current "basic" health insurance plan once a person is determined to be eligible for benefits under PSEBA.

## **Section 5.2 Continuation of Benefits for Retired Personnel**

It is the policy of the Village to comply with all provisions of the Consolidated Omnibus Reconciliation Act, enacted by the Federal Government on April 7, 1986, the Public Health Service Act and the Illinois Continuation of Coverage Act ("Mini-Cobra") to the extent such laws are applicable, if at all. Under COBRA and Mini-Cobra, when and to the extent applicable, employees or their dependents covered by a group health insurance plan are entitled to certain rights for an extension of health insurance coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. For further details, contact the Village Administrator or his or her designee.

Retirees of the Village who have eight (8) years or more of creditable service (Tier 1) or 10 years or more of creditable service (Tier 2) under the Illinois Municipal Retirement Fund (IMRF) and be eligible to immediately receive a pension or have 20 years or more of creditable service under the Police pension program may be extended access to Village-sponsored benefits including group health and dental insurance programs.

Eligible retirees must accept or reject the Plan at the time of retirement and may not join at a later date. Retirees must inform the Village in writing of their intent to continue on the Village's Plan at least two (2) weeks or fourteen (14) days prior to the Employee's retirement date. The Plan will be extended to the retiree and only to those dependents covered prior to the time of retirement of the Village employee. The retiree will be responsible for paying the entire premium as established by the Village's insurance carrier, and the Village will have authority to administer the Plan. Once a Plan is terminated by a retiree it is not renewable.

When a retiree becomes eligible for Medicare and enrolls in Medicare Parts A and B, the retiree must leave the Village's plan and find independent supplemental plan and prescription drug program coverage. The retiree must notify the Village within two (2) weeks or fourteen (14) days prior to terminating their Plan with the Village.

The provision of this benefit is subject to the contract extended by the insurance carrier. Any change in the contract or the firm providing insurance may result in a change in benefits, a change in costs or termination of the coverage.

## **Section 5.3 Life Insurance; Accidental Death and Dismemberment**

Group term life insurance and accidental death and dismemberment insurance may be available from time to time to certain qualifying full-time employees.

## **Section 5.4 Employee Health Insurance Opt-Out Program**

Employees have the option to decline health insurance coverage for themselves and their immediate family members. If the employee elects to decline health insurance coverage for him/herself, their spouse and children, the employee is eligible for a financial incentive equaling \$90.00 which will be applied equally to each payroll that has benefit allowance and benefit deductions (24 total payrolls each year).

## **Section 5.5 Pension Programs**

### Eligibility

Retirement benefits will be provided for all regular full-time and regular part-time employees who are expected to work 1,000 hours or more per year through their participation in the Illinois Municipal Retirement Fund ("IMRF"), with the exception of regular full-time sworn police officers who are eligible to participate in the Village of Lake Villa Police Pension Funds, and subject to the further exceptions as provided in this Section 5.5.

### Social Security and Medicare

All employees are also covered by Social Security. Both the employee and the Village contribute on the employee's behalf for Social Security and Medicare benefits. Social Security benefit estimates may be obtained by contacting the Social Security Administration. Forms for verification of earnings records may also be obtained from the Social Security Administration.

### Illinois Municipal Retirement Fund

All regular employees who are expected to work 1,000 hours or more in a year are required to contribute to IMRF, a statewide pension fund, subject to the following exceptions: (1) part-time police officers who are not eligible for participation in the Illinois Municipal Retirement Funds; (2) full-time police officers who are covered under the Lake Villa Police Pension Fund; (3) on or after January 1, 2019, a person may not elect to participate in the Illinois Municipal Retirement Fund with respect to his or her employment by the Village as the chief of police, unless that person became a participating employee in the Illinois Municipal Retirement Fund before January 1, 2019; or (4) if a police officer is receiving pension payments and returns to active service with the Lake Villa Police Department, he or she must participate only in the Village's defined contribution plan established pursuant to Public Act 100-0281 and not in IMRF. Participation costs in IMRF are paid through payroll deductions.

### Lake Villa Police Pension Fund

Sworn police officers may apply for participation in the Lake Villa Police Pension Fund. Only employees who are accepted into the Fund may participate in it. The Fund is managed, in accordance with Illinois law, by the Lake Villa Police Pension Board. Both the Village and Fund members contribute to the Fund. The employee contribution rate is established by State statute. The Village contributes an actuarially determined amount.



Participation in the Police Pension Fund is subject to the rules and regulations of the Fund. Information regarding membership, pension benefits, and qualification requirements is available through the Police Pension Board.

#### Defined Contribution Plan for Certain Police Officers Pursuant to Public Act 100-0281

Pursuant to Public Act 100-0281, the Village has or will establish a defined contribution plan that aggregates police officer and employer contributions in individual accounts used for retirement pursuant to 40 ILCS 5/3-109.4 of the Illinois Pension Code, and such plan shall be governed by the provisions of said Section 40 ILCS 5/3-109.4. Such defined contribution plan, including both police officer and employer contributions, established by the Village shall provide that contributions shall vest immediately upon deposit in the police officer's account. The employer contributions for such defined contribution plan shall be as established from time to time by the Village Board.

A police officer who participates in the defined contribution plan established pursuant to Public Act 100-0281 above may not earn creditable service or otherwise participate in the defined benefit plan offered by the Village, except as an annuitant in another fund or as a survivor, while he or she is a participant in the defined contribution plan.

If a police officer who is receiving pension payments returns to active service with the Village of Lake Villa Police Department, he or she shall continue to receive those pension payments, but must participate only in the Village's defined contribution plan established pursuant to Public Act 100-0281.

Pursuant to Public Act 100-0281, if a police officer who has more than ten (10) years of creditable service in another police pension fund enters active service with the Village, he or she may elect to participate in the defined contribution plan of the Village established pursuant to Public Act 100-0281 in lieu of participating in the Village of Lake Villa Police Pension Fund, i.e., the Village's defined benefit plan.

A police officer who has elected to participate in the Village's defined contribution plan may, in writing, rescind that election in accordance with the rules established for such plan. Any employer contributions, and the earnings thereon, shall remain vested in the police officer's account. A police officer who rescinds the election may begin participating in the defined benefit plan on the first day of the month following his or her rescission.

#### **Section 5.6 Training, Travel and Tuition Reimbursement**

Training: The Village recognizes that attendance at and participation in seminars or conferences is a valuable tool for updating an employee's job knowledge, skills and abilities.

The following types of trainings are offered for Village employees dependent upon the operating budgets of area operating area.



Recruit Training: Legally mandated training programs which must be completed during the probationary period following original appointment as a prerequisite to continued employment.

In-Service Training: Training conducted during working hours on an individual or group basis to improve skill performance, introduce new techniques, and/or keep abreast of developments in the employee's field.

Specialized Training/Mandatory Continuing Education: Attendance of conferences, workshops, seminars, and similar programs involving professional training which directly relates to an individual's employment or is required for the employee to maintain required licenses and certifications.

Academic Instruction: Completion by correspondence or classroom attendance of course work provided by accredited educational institutions where such instruction will benefit the municipal service.

Training shall be recommended by the department head and approved by the Village Administrator prior to registration. Training that relates exclusively to the Police Department shall be approved by the Chief of Police and need not be approved by the Village Administrator. No reimbursement for training expenses shall be made without such approval.

#### Training Seminars

Purpose: All employees are encouraged to attend training seminars or short courses, in order to enhance the employee's knowledge, skill, and ability in performing his/her job responsibilities.

Eligibility: All full-time employees who have completed a minimum of six (6) months of employment with the Village, and who are in good standing, are eligible to attend training seminars as determined respectively by the Village Administrator or Chief of Police.

Administration: Each fiscal year, the Village Board shall determine the amount of money to be allocated for employee training seminars. Payment for training seminars is subject to the availability of budgeted funds and the approval of the employee's respective department head, the Village Administrator or Chief of Police. Therefore, eligible employees will ordinarily be allowed to attend authorized training seminars on a first-come, first-approved basis.

Payment: The Village shall pay for training seminars or short courses in the following manner:

1. One hundred percent (100%) registration fee.
2. Single accommodations for room (if overnight stay is applicable).
3. Coach fare for plane, train, bus transportation, or automobile mileage reimbursement at the rate established by the Village (whichever is applicable).
4. Meals will be reimbursed after the conference/meeting on an actual expense or per diem basis. If actual expenses are incurred by an employee, a detailed receipt is required and will be reimbursed. A Per Diem payment of \$50.00 per day for meals and other

miscellaneous expenses (if overnight stay is applicable) is available for reimbursement in lieu of actual expenses. Under no circumstances will expenses for alcohol be reimbursed.

5. Reasonable amounts for tips will be allowed for meals, not to exceed 15% to 20% of the meal cost, and should be reported on the detailed receipt provided for reimbursement.
6. No employee or officer of the Village shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business. Ancillary eligible expenses must be approved by the employees Department Head and/or Village Administrator prior to the event. The Village will only pay for employee expenses.
7. Attendance at training seminars shall be done during Village work hours and shall be on Village time. Therefore, the employee shall receive his or her applicable rate of pay when attending a training seminar.
8. All training seminars, or short courses, requiring an overnight stay need to be approved in advance by the Village Administrator or Chief of Police.
9. Costs incurred by a spouse or other person accompanying an employee, costs for the purchase of alcoholic beverages, rental cars, late checkout charges, parking and other traffic fines, or costs for any other expense not otherwise provided in this section shall not be reimbursed by the Village.

#### Professional Memberships

Purpose: Representatives from each department within the Village are encouraged to affiliate with professional organizations or societies for which they qualify by education or training, provided that such affiliation produces observable benefits for the Village and their respective Department. These professional memberships are separate and distinct from Village or departmental memberships.

Eligibility: Certain positions within the Village shall be eligible to join professional organizations or societies to act as representatives for their respective departments. These positions reflect those which propose and recommend programs and policies to the Village Board or Village Administrator, or those who must approve recommendations for their departments prior to their submittal. Other positions, aside from those listed below, may be eligible if designated by the Village Administrator..

The following positions shall be the representatives who are eligible for professional memberships:

Village Administrator  
Administrative Services Director  
Finance Director  
Chief of Police  
Lieutenant  
Sergeant  
Director of Public Works  
Superintendent of Public Works

## Superintendent of Water & Sewer

Administration: Each fiscal year, the Village Board shall determine the amount of money to be allocated for professional memberships. Professional memberships are subject to the availability of budgeted funds and the approval of the Village Administrator. Therefore, eligible Department representatives shall be allowed to join professional memberships on a first-come, first-approved basis.

Eligible employees interested in joining a professional organization should submit information regarding the professional organization and the cost of membership to the Village Administrator during the annual budget process. The Village Administrator shall approve or deny the request for the professional membership.

Payment: Both the Village and the employee receive benefits from the employee's affiliation with professional memberships. However, the Village shall pre-pay or reimburse one-hundred percent (100%) of the membership cost.

### Conference Attendance

Purpose: Employees who are eligible for professional memberships may also be eligible to attend the conferences associated with those memberships. These conferences shall be in addition to those conferences that may be a result of Village-wide or Departmental memberships.

Eligibility: All employees who are eligible for professional memberships may be eligible to attend the conferences associated with them.. Permission may be granted by the Village Administrator if, in his/her opinion, there is sufficient benefit to both the employee and the Village.

Administration: Each fiscal year, the Village Board shall determine the amount of money to be allocated for professional conferences. Payment for conferences is subject to the availability of budgeted funds and the approval of the Village Administrator. Therefore, eligible employees may be allowed to attend conferences associated with their professional membership on a first-come, first-approved basis.

Employees interested in attending a professional conference should submit information regarding the conference and the cost of the conference to the Village Administrator during the annual budget process. The Village Administrator shall approve or deny the request for the attendance of professional conferences.

Attendance is conditional upon the following, to be determined by the Village Administrator:

1. Sufficient budgeted funds are available within the current fiscal year.
2. The conference is affiliated with one of the employee's professional memberships.
3. Employee workloads permit their temporary absence from duties.

4. Training and education can be obtained at the conference that is required as part of mandatory continuing education related to a license or certification and similar training cannot be obtained at other locations.

All registration applications, transportation, and lodging accommodations shall be aggregated and administered by the Village Administrator or his or her designee.

Payment: The Village shall pay for a professional conference in the following manner:

1. One-hundred percent (100%) registration fee.
2. Single accommodations for room (if overnight stay is applicable).
3. Coach fare for plane, train, bus transportation, or automobile mileage reimbursement at the rate established by the Village (whichever is applicable).
4. Per Diem payment of \$50.00 for meals and other miscellaneous expenses.
5. The Village will only pay for employee expenses.

Attendance at professional conferences shall be done during Village work hours and shall be on Village time. Therefore, the employee shall receive the normal rate of pay when attending a professional conference.

#### Tuition Assistance

Purpose: Tuition assistance is intended to provide monetary assistance to employees to pursue continuing education to improve and enhance on-the-job skills and training which will benefit Village operations and the employee's professional and career development.

Eligibility: The following conditions must be met in order for an employee to be eligible for tuition assistance:

1. The employee must be full-time, completed a minimum of twelve (12) months of employment with the Village, and be in good standing as determined by the Village Administrator.
2. The employees shall make reasonable efforts to exhaust all other sources of financial assistance (Veteran's benefits, scholarships and grants, etc.).
3. The employee shall apply for tuition reimbursement eligibility and be pre-approved no less than thirty (30) days prior to beginning course work.
4. At the time of the employee's application, sufficient budgeted funds are available within the current fiscal year for the employee to receive assistance.

Tuition assistance is not guaranteed unless the employee applies for pre-approval to verify that the course qualifies for assistance and that funding is available.

Administration: Each fiscal year, the Village Board shall determine the amount of money to be allocated for tuition assistance. Tuition assistance is subject to the availability of budgeted funds and the approval of the Village Board. Therefore, eligible employees shall receive tuition assistance on a first-come, first-approved basis.

Requesting Assistance: Employees seeking tuition assistance should request a tuition assistance application form from the Village Administrator or his or her designee. Application forms must be returned and approved by the Village Administrator no less than thirty (30) days prior to beginning course work. The Village Administrator shall approve or deny all tuition assistance applications on the following basis:

1. Sufficient budgeted funds are available within the current fiscal year.
2. The course is related clearly and directly to an employee's current job classification.
3. The number of courses an employee may enroll in during a given semester or quarter shall be reviewed during the approval process and shall not interfere with the employee's ability to perform all job duties and responsibilities.

Assistance Amount: Upon tuition assistance application approval, tuition assistance shall be made upon the following basis:

1. 100% assistance for a course(s) offered through the Lake County College
2. For courses offered through another educational institution, the Village may provide assistance up to, but not more than, \$2,000 in a Village fiscal year, unless otherwise authorized by the Village Administrator.
3. 100% reimbursement of eligible special course (non-tuition/credit hour) fees. Course related books and materials will be paid with a maximum payment of \$150 for each semester for all courses taken.
4. If tuition costs for courses exceed the maximum limit described above, the employee is responsible for paying the remaining balance.
5. Courses are to be taken on the employee's own time unless authorized by the Village Administrator.

Assistance: Upon tuition assistance approval, the Village will either pre-pay or reimburse the employee for tuition and other related costs as provided above.

In order to have the Village pre-pay for a course(s), the employee must submit copies of invoices for tuition, fees, and books to the Village Administrator or his or her designee prior to beginning course work. In order to be reimbursed for a course(s), the employee must submit all receipts for tuition, fees and books to the Village Administrator or his or her designee no later than 30 days after beginning course work.

The employee must complete the course work and achieve a grade "C" or better and submit an official grade report. If the course is Pass/Fail, the employee must "Pass" the course. If the employee fails to meet this requirement, the tuition assistance paid to the employee shall represent a monetary debt owed and due the Village by the employee. Said debt shall be repaid by the employee or by monetary equivalent deducted from the employee's earnings.

Repayment at Separation: If an employee voluntarily leaves the employment of the Village within three (3) years of receiving tuition assistance, the employee will be obligated to repay tuition reimbursements to the Village in accordance with the following schedule:

<b>From Payment Date, If You Leave Within</b>	<b>Your Repayment to the Village Will Be</b>
Less than 1 year	100%
From 1 year to 2 years	50%
From 2 years to 3 years	25%
3 years or more	No Repayment

Repayment terms will be arranged by the Village.

## **ARTICLE VI. HOLIDAYS, PERSONAL DAYS, VACATION DAYS, AND PAID TIME OFF**

### **Section 6.1 Holidays**

All full-time employees, other than those covered by a collective bargaining agreement, shall receive ten (10) annual paid holidays of which one (1) will be classified as a premium holiday, that being Christmas Day. Any full-time employee who works on the premium holiday will be paid at a rate of two and one half times (2 ½) the regular rate of pay. Two and one half times (2 ½) the regular rate of pay is defined as and is equal to an employee's regular hourly rate of pay plus overtime pay which is one and one half (1 ½) times an employee's regular rate of pay. For example, if an employee normally makes ten dollars (\$10) per hour, such employee would instead make twenty-five (\$25) per hour when working on the premium holiday. This premium holiday pay is paid in lieu of and not in addition to any holiday pay an employee would receive for the premium holiday if he or she was not working on the premium holiday. Any full-time employee who works on any of the other nine (9) holidays listed below will be paid at the rate of two (2) times the regular rate of pay. For example, if an employee normally makes ten dollars (\$10) per hour, that employee would instead make twenty dollars (\$20) per hour when working on any of the other nine (9) holidays listed below. This holiday pay is paid in lieu of and not in addition to any holiday pay an employee would receive for the holiday if he or she was not working on the holiday. Full-time employees who's regularly scheduled day off falls on any of the below listed ten (10) holidays will be given the choice of receiving eight (8) hours of regular pay or eight (8) hours of compensatory time for that day at regular pay rates. Also, full-time employees may not use one of their annual personal leave days in order to take a holiday off.

The Holidays Are:

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Veteran's Day	Christmas Day

Village employees who are entitled to paid holiday time are not entitled to any compensation for paid holiday time upon separation or retirement nor may Village employees accumulate or carry over paid holiday time from one year to the next.

### **Section 6.2 Paid Personal Leave Days for All Employees**

1. The Village complies with the Illinois Paid Leave for All workers Act upon its effective date, as it may be amended from time to time.
2. Every calendar year, all employees, including part-time and seasonal employees, shall receive five (5) paid personal leave days or the equivalent of forty (40) hours) per year. New employees of the Village shall be entitled to the use of these paid personal leave days immediately upon beginning employment with the Village. These five (5) personal leave days can be taken at the discretion of the employee for any reason, without explanation or supporting documentation, with the prior approval of the employee's supervisor.

3. In the event of any express written conflict between this paid personal leave policy as set forth in the Employee Handbook and any executed and effective collective bargaining agreement, the provisions of said collective bargaining agreement shall govern and control to the extent of that specific conflict.
4. For foreseeable paid personal leave, at least seven (7) days of notice shall be given to the immediate supervisor of the employee requesting to take a paid personal leave day, unless determined by the immediate supervisor that the notice period is not necessary. If paid personal leave is not foreseeable, the employee shall provide such notice as soon as is practicable after the employee is aware of the necessity of the leave, but in all cases an Employee must at least notify his or her immediate supervisor no later than one (1) hour before the start of the full-time employee's regularly scheduled shift, unless an emergency occurs that prevents the full-time employee from complying with the one (1) hour notice requirement.
5. Employees are not responsible for finding a replacement worker to cover the hour(s) during which the employee takes paid personal leave.
6. Personal leave days must be used in the calendar year in which they are earned and may not be carried over except that one (1) personal leave day per year may be held over to the subsequent calendar year. If a full-time employee carries over a personal day to a subsequent year, it is understood that the number of personal days shall never exceed six (6) (counting the one (1) day carried over) in any one year.
7. Village employees when taking paid personal leave days shall receive their hourly rate of pay but shall not be paid or compensated for any accrued and unused personal leave upon separation or retirement.
8. Personal days shall be taken in one-hour increments.
9. An employee may choose whether to use paid personal leave prior to using any other leave provided by the Village. Paid personal leave days may be used in conjunction with regularly scheduled days off, vacation days or on any other scheduled work day.
10. The Village Administrator may authorize and approve certain limited additional personal leave pursuant to a written Employee Leave Authorization and Acknowledgment, attached hereto as a form, which form may be amended from time to time with or without notice, on a case-by-case basis when deemed necessary by the Village Administrator during the hiring process to secure employment with new and incoming employees or to retain existing employees in positions that are difficult to staff, during staffing shortages or when the job market is especially competitive.

### **Section 6.3 Earned Paid Vacation Days**

1. All full-time employees hired prior to November 1, 2014 shall earn paid vacation days according to the following schedule:



After the first year of employment through the sixth year of employment	10 paid days off per year
After the sixth year of employment through the tenth year of employment	14 paid days off per year
After the tenth year of employment through the fifteenth year of employment	19 paid days off per year
After the fifteenth year of employment through the twentieth year of employment	24 paid days off per year
After the twentieth year of employment	1 additional day per year to a maximum of 30 days

2. All full-time employees hired after November 1, 2014 shall earn paid vacation days according to the following schedule:

After the first year of employment through the sixth year of employment	10 paid days off per year
After the sixth year of employment through the tenth year of employment	14 paid days off per year
After the tenth year of employment through the nineteenth year of employment	19 paid days off per year
After the twentieth year of employment	24 paid days off per year

3. For all full-time employees, other than those of the Police Department, the employee shall be required to work for twelve (12) consecutive months before receiving any paid vacation days, and then on their anniversary date, each such employee shall receive prorated vacation days for the remainder of the present calendar year. Thereafter, vacation days shall be accrued as of January 1 of each calendar year. Years of employment for members of the Police Department and days of paid vacation shall be computed from anniversary date to anniversary date.
4. Each paid vacation day shall be computed at the rate of eight (8) hours of the full-time employee's regular rate of pay for the year in which the vacation days are taken. Vacation days must be taken in the year in which they are earned. With the prior approval of the Village Administrator, full-time employees may carry over or be paid for up to five (5) vacation days from the previous year if a scheduling conflict or other circumstances

prevented an employee from taking all the paid vacation days he or she was entitled to in a particular year.

5. Full-time employees may schedule vacation days only with the prior consent of his or her immediate supervisor.
6. Vacation days shall be taken in four (4) hour increments.

Requests for vacation leave must be made a minimum of three (3) business days prior to the requested vacation leave period by the employee and approved by the employee's supervisor or department head.

The Village Administrator may authorize and approve certain limited additional vacation leave pursuant to a written Employee Leave Authorization and Acknowledgment, attached hereto as a form, which form may be amended from time to time with or without notice, on a case-by-case basis when deemed necessary by the Village Administrator during the hiring process to secure employment with new and incoming employees or to retain existing employees in positions that are difficult to staff, during staffing shortages or when the job market is especially competitive.

## **ARTICLE VII. LEAVES OF ABSENCE**

Except as otherwise provided in this Handbook, no leave of absence may be granted to any employee without the approval of the Village Administrator. Any such limited additional leave, if authorized by the Village Administrator, must be memorialized in a written Employee Leave Authorization and Acknowledgment, attached hereto as a form, which form may be amended from time to time with or without notice.

Except as otherwise provided in this Handbook, no wages, salary, or other compensation, shall be paid to an employee by the Village during said leave of absence.

The Village will consider an employee's request for a longer leave of absence if such a leave would constitute a reasonable accommodation under the Americans with Disabilities Act and such a leave would not create an undue hardship for the Village.

### **Section 7.1 Sick Leave**

All full-time employees shall receive eleven (11) paid Sick Leave days per calendar year. Full-time employees will accumulate Sick Leave at a rate of one (1) paid sick leave day per month until the maximum is reached. All full-time employees will not be eligible for Sick Leave during the first six (6) months of full-time employment.

Sick Leave days can be used in minimum increments of one (1) hour for the following purposes:

1. Any bona fide non-occupational personal illness or injury;
2. Disability;
3. Medical care;
4. Quarantine for contagious disease;
5. An employee's appointment with a dental or health care professional during regularly scheduled work hours; and/or
6. When necessary for illness, injury, medical care or personal care as defined by the Illinois Employee Sick Leave Act for any of the reasons listed 1 through 5 above for an employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepchild, stepparent and/or household member.

**Sick days are not personal days or vacation days and can only be used for the above purposes.**

The Village complies with the Illinois Employee Sick Leave Act to the extent applicable, as it may be amended from time to time.

#### Appropriate Use of Sick Time

Abuse of sick leave by an employee is a serious matter and can be the cause for disciplinary action up to and including termination of employment. Further, if the Village reasonably believes that a full-time employee is unable to perform his or her duties by reason of a physical or mental condition, or if the Village reasonably believes that a full-time employee, because of his or her condition, may be jeopardizing the health, safety or mental conditions of other Village employees

or residents, the Village may direct the full-time employee to consult a licensed physician of its choice for an evaluation and report. In this event, the Village shall be entitled to receive a copy of all documents and reports relating to the consultation. If the Village directs the full-time employee in the manner described herein, the Village shall pay for any medical examination and reports.

If the full-time employee obtains the medical verification pursuant to a phone call, or by fax, or by e-mail, there will be no "time spent" that results in the full-time employee making a claim for pay.

Sick leave pay shall not be considered a right which an employee shall use at his or her discretion, but shall be allowed as a privilege in such cases as outlined above. Any employee who has fraudulently used their sick leave compensation from the Village will be subject to disciplinary action, up to and including dismissal.

All full-time employees requesting a Sick Leave day will notify his or her immediate supervisor no later than one (1) hour before the start of the full-time employee's regularly scheduled shift, unless an emergency occurs that prevents the full-time employee from complying with the one (1) hour notice requirement. A full-time employee using three (3) or more consecutive Sick Leave days may be required to present verification of illness from a medical doctor or medical facility at the Village's expense.

#### Sick Leave Buy Back Program

Beginning January, 2015 the Employee Sick Time Buy Back Program shall be as follows.

All full-time employees are provided with an optional plan for utilizing unused sick leave on an annual basis. Employees shall be required to bank a minimum of 5 sick days annually. Sick time accrued and unused, in a calendar year, in excess of 5 may be accrued for future sick leave, or may be paid to the employee.

#### No Paid Sick Leave upon Leaving Employment with the Village

Upon any separation or retirement, Village employees shall not in any case be paid or compensated for accrued and unused sick leave.

However, upon retirement, any accumulated sick leave days may be paid out to an employee over the course of such employee's remaining work time, paid out in a total lump sum payment to such employee upon retirement, deposited into such employee's deferred compensation plan, deducted from the amount of time a full-time employee would be required to work in his or her final year or a combination thereof, subject to any and all applicable payout limitations as set forth in the Illinois Government Severance Pay Act, as it may be amended from time to time. An employee hired after November 1, 2014 shall not be eligible for the payment of unused sick days, upon retirement.

Employees who are members of the IMRF pension plans are granted a maximum of one-year pension service credit for unpaid, unused sick leave at the rate of 1/20 of a month for each full

day of sick leave accumulated, or as provided by IMRF pension regulations as may be amended from time to time. For this purpose, only, 20 days is considered one month by IMRF; any portion of a month counts as an additional month. For example, an employee with one day accumulated sick leave will receive one month of pension service credit; an employee who has accumulated 21 days of sick leave is entitled to two months of pension service credit. This option is available solely to employees terminating for retirement purposes, and the effective date of pension must be within 60 days of termination.

## **Section 7.2 Bereavement Leave**

### **Paid Bereavement Leave**

Up to three (3) days leave with pay shall be granted in the event of the death of an immediate family member. Up to five (5) days leave with pay shall be granted in the event that the funeral, wake or related events take place two hundred (200) or more miles away. Should a full-time employee choose the additional two (2) days with pay, the full-time employee shall utilize a paid personal leave day, a paid sick leave day, compensatory time or vacation time. This leave is for the purpose of attending the funeral, which includes such related events as the wake or visitation, Shiva, memorial services, and the like. Immediate family members, for purposes of this section, shall be interpreted to mean parent, spouse, child, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepbrother, stepsister, stepchildren, legal guardian/ward, or any other relative living in the same household.

### **Unpaid Illinois Family Bereavement Leave Act Leave**

The Village complies with the Illinois Family Bereavement Leave Act, as it may be amended from time to time. All employees are entitled to use a maximum of two weeks (10 working days) of unpaid bereavement leave for the following (1) attend the funeral or alternative to a funeral for a child or covered family member; (2) make arrangements necessitated by the death of a child or covered family member; (3) grieve the death of a child or covered family member; or (4) be absent from work due to a (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or assisted reproductive technology procedure, (iii) a failed adoption match or adoption, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a stillbirth. An employee may use this leave concurrently with accrued paid leave.

A “covered family member” in this context includes an employee’s child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A “child” in this context includes an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Leave must be used within sixty (60) days after the date the employee receives notice of the death of the child or covered family member of the date or the date another bereavement leave qualifying event occurs. The Village may require an employee to provide documentation of the death or other bereavement leave qualifying event in accordance with the Family Bereavement Leave Act. An employee must provide the Village Administrator with forty-eight (48) hours advance notice of such bereavement leave, unless such notice is not reasonable or practicable.

In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to take up to a total of six (6) weeks of bereavement leave during that 12-month period. Unpaid bereavement leave under this Act runs concurrently with FMLA leave and may not exceed the unpaid leave time available under FMLA.

### **Section 7.3 Jury Duty Leave**

Any full-time employee who is summoned to appear or report for jury duty in a civil or criminal court proceeding shall be granted leave to fulfill such duty. If the jury duty falls on the full-time employee's work day, he or she shall, at such employee's option, receive his or her regular rate of pay from the Village for that day, and shall, in turn, pay to the Village any fees he or she received for jury service. Any expense reimbursement such as mileage, shall also be paid by the full-time employee to the Village should the full-time employee use a Village vehicle as transportation to the court or case-related appearance. Any witness fee and mileage reimbursement paid to a full-time employee to testify in a criminal or civil court matter involving such full-time employee's Village duties and responsibilities shall be paid over to the Village if the full-time employee receives pay from the Village for the same appearance.

### **Section 7.4 Disability Leave**

Regular employees, meeting the eligibility requirements, are presently covered by one of two (2) separate disability plans under their respective retirement plan: The Illinois Municipal Retirement Fund ("IMRF"), and/or the Lake Villa Police Pension Fund. Employees are subject to the regulations governing disability benefits in each of these respective plans. In addition, with regard to work-related injuries, other statutory provisions may be applicable.

The Village will consider an employee's request for a longer leave of absence if such a leave would constitute a reasonable accommodation under the Americans with Disabilities Act and such a leave would not create an undue hardship for the Village.

#### **Return to Work**

An employee shall be required to provide a fit-for-duty release before he or she will be allowed to return to work after a disability leave. For all disability leaves, the Village retains the right to send the employee to the Village's physician of choice, at the Village's expense, to determine whether the employee is fit for duty, and/or to verify the employee's ongoing disability status.

#### **Benefits While on Leave**

While on a paid leave of absence the Village will continue to provide benefit coverage. For any unpaid leave of absence exceeding one (1) month, the employee will be required to pay for coverage unless otherwise provided by law.

While on a paid or unpaid leave of absence or layoff, the employee may be eligible for coverage under applicable group health/dental and life insurance plans to the extent provided in such plan(s) and subject to the payment of any applicable premiums.

During an unpaid leave, seniority, vacation time, holiday time, sick leave and personal days and/or paid time off shall not accrue except as required by law. Full-time law enforcement officers may be entitled to greater benefits as provided under the Illinois Public Employee Disability Act for certain injuries arising in the line of duty.

### **Section 7.5 Maternity Leave**

If the need for days off arises either before or after the birth because of a medical condition of the newborn or the full-time employee, the Family Medical Leave act shall apply. Days off pursuant to the Family Medical Leave Act shall run concurrently with sick leave days used by the employee.

### **Section 7.6 Family and Medical Leave (“FMLA”) Policy**

The Family and Medical Leave Act (FMLA) provides an opportunity for an eligible, covered employee to take, in summary, up to twelve (12) weeks of unpaid family/medical leave within any 12-month period for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. It also requires that employee's group health benefits be maintained during the leave. The Village will consider an employee's request for a longer leave of absence if such a leave would constitute a reasonable accommodation under the Americans with Disabilities Act and such a leave would not create an undue hardship for the Village.

The FMLA is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor.

#### **Notice of Leave**

If an employee's need for family/medical leave is foreseeable, the employee must give the Village through his or her immediate supervisor at least 30 days' prior written notice. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, an employee is expected to notify the Village through his or her immediate supervisor as soon as practicable, generally the same business day of learning of the need for leave. The Village has Request for Family/Medical Leave forms available through the Village Administrator or his or her designee. Employees are to use these forms when requesting leave.

When an employee seeks leave for an FMLA-qualifying reason for the first time, the Village will designate the leave as covered by this policy whether or not the employee has expressly requested FMLA leave. When an employee seeks leave, however, due to an FMLA-qualifying reason for which the Village has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

In all instances, employees must answer questions and provide sufficient information to allow the Village to determine whether an absence is for a FMLA-qualifying reason. Failure to provide such information can result in a delay or denial of FMLA coverage.

### Medical Certification

If an employee is requesting leave because of his or her own or a covered family member's serious health condition, he or she and the relevant health care provider must supply appropriate medical certification. An employee may obtain a Certification of Health Care Provider form from the Village Administrator or his or her designee. The medical certification must be returned within 15 days after it is provided or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave. It is the employee's responsibility, not the health care provider's, to ensure that the Village receives the fully completed medical certification by the deadline. If the Village does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm an FMLA-qualifying condition, the employee's absences will be treated according to the Village's attendance standards.

The Village, at its expense, may require an examination by a second health care provider designated by the Village. If the second health care provider's opinion conflicts with the original medical certification, the Village, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.

The Village may directly contact the employee or family member's health care provider for verification or clarification purposes. This contact will not be made by an employee's immediate supervisor. Before such contact is made, the employee will be given an opportunity to resolve any deficiencies in the medical certification. The employee or family member may be required to consent to disclosure of the information to the Village pursuant to HIPAA medical privacy rules, and absent such consent, the Village may deny FMLA leave where the certification is unclear.

The Village may require recertification of an employee or family member's serious health condition at any point when circumstances have changed significantly, the Village receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. The Village will require recertification for leave due to an employee's serious health condition following the minimum duration of a condition as stated in the certification form. In all instances, the Village requires recertification every six months in connection with an FMLA medical leave, or more frequently as permitted by law. The Village may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition.

Employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness. The employee's failure to meet such obligations may lead to a delay or denial of reinstatement. Employees may also be required to provide a fitness for duty certification for every 30 days of intermittent or reduced schedule leave consistent with the FMLA.

### Reporting While on Leave



If an employee takes a leave because of his or her own serious health condition or to care for a covered family member, that employee may be required to contact his or her supervisor on a regular basis regarding the status of the condition and his or her intention to return to work. For leaves for other purposes, an employee may be required to periodically report on his or her status and intent to return to work.

#### Required Use of Paid Time

Family/medical leave is unpaid leave. Employees are required to utilize available paid benefit time for any part of the Family Medical leave except as otherwise provided in this policy or required by law.

The Village's short-term and/or long-term disability may apply as part of the 12-week leave period when the leave is requested due to a serious health condition or the birth of a child. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

The Village will allow an employee on family/medical leave to reserve and not deplete a maximum of 40 hours paid vacation time to be used at a later date in accordance with the Village's vacation policy. This time shall not and cannot be used to extend the 12-week leave period.

#### Medical and Other Benefits

During an approved family/medical leave, the Village will maintain an employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the Village will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the employee must pay his or her portion of the premium during the leave. If an employee does not return to work at the end of the leave period, he or she may be required to reimburse the Village for the costs of the premiums paid by the Village for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his or her control.

#### Exemption for Key Employees

Certain "key" employees (i.e., salaried employees who are in the highest paid 10% of all employees at a worksite within a 75-mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the Village. The Village will notify the employee if he or she qualifies as a "key" employee, if the Village intends to deny reinstatement, and of the employee's rights in such instances.

#### Intermittent and Reduced Schedule Leave

Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if medically necessary. If leave is unpaid, the Village will reduce an employee's salary based on the amount of time actually

worked. In addition, while an employee is on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Village may temporarily transfer him to an available alternative position which better accommodates his or her recurring leave and which has equivalent pay and benefits.

#### Military Caregiver Leave

Eligible employees who are family members of covered service employees will be entitled to take up to twenty-six (26) weeks of leave in a single twelve (12) month period (1) to care for the covered service-member recovering from a serious injury or illness incurred in the line of duty while on active duty or (2) to care for a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first 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. This leave may be taken intermittently, if medically necessary. Family members are a “spouse, son, daughter, parent or next of kin [the nearest blood relative]” of the injured or ill service member. Covered service members are those in the Armed Forces, including members of the National Guard and Reserves.

To qualify for this leave, the member of the Armed Forces or veteran must be undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness. A “serious injury or illness” is an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.

#### Other Applicable Leaves

FMLA leave will run concurrently with any other applicable leave. For instance, disability or worker’s compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA-qualifying.

#### Returning from Leave

If an employee wishes to return to work at the expiration of his or her leave, the employee is entitled to return to his or her same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, an employee has no greater right to reinstatement or other benefits and conditions of employment than if such employee had not taken leave. An employee must return to work immediately after the expiration of his or her approved FMLA leave in order to be reinstated to his or her position or an equivalent position, provided, however, after expiration of approved FMLA leave, an employee requiring additional time off may request a reasonable accommodation pursuant to the Americans with Disabilities Act for additional unpaid leave, and each such request will be considered by the Village on a case-by-case basis.

If an employee takes a leave because of his or her own serious health condition, that employee is required to provide medical certification that he or she is fit to resume work. The employee may obtain a Return to Work Medical Certification Form from the Village Administrator or his or

her designee. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

#### Other Limitations

An employee may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. An employee on FMLA leave may not work elsewhere in any capacity. If an employee misrepresents facts in order to be granted FMLA leave, he or she will be subject to immediate termination.

Note: FLMA laws are continually changing. The Village is committed to comply with the law. To the extent that the law provides greater benefits, those laws will be applicable. Employees should consult with the Department of Labor, the Village Administrator or his or her designee if you have any questions.

#### **Section 7.7 Military Duty Leave**

Any employee who is a member of any active or reserve component of the Armed Services, the Illinois National Guard, or the Illinois Naval Militia, shall be allowed military leave from employment with Village for any period actively spent in military service including basic training and special or advanced training, whether or not within the State of Illinois, and whether or not voluntary. Such leave shall be granted for a cumulative period of service of no longer than five years, except as otherwise required by law.

Note: Military leave laws are continually changing. The Village is committed to comply with the law and to provide the military leave benefits provide by such law. Employees should consult with the Village Administrator or his or her designee if you have any questions.

#### **Section 7.8 Illinois Family Military Leave Act**

An employee who has worked at least 12 months and at least 1250 hours in the 12 months preceding the leave and who is the spouse, child, parent or grandparent of a person called by order of the Governor or President to state or federal military services lasting longer than 30 days is entitled to an unpaid leave of up to 30 days. If the leave will consist of five or more consecutive work days, an employee must give at least 14 days' notice prior to the date the leave will commence or as much notice as is practicable if the leave is for less than five consecutive days. The employee is not entitled to leave under this law unless he or she has exhausted all accrued vacation, personal, compensatory and all other leaves (except sick and/or disability). This leave does not run concurrently with any other paid leave program. Employees are allowed to maintain benefits at the employee's expense for the duration of the leave.

#### **Section 7.9 Victims' Economic Security and Safety Act**

The Victims' Economic Security and Safety Act (VESSA) provides that an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 work weeks of unpaid leave from work during any 12-month period to address the domestic or sexual violence. The employee shall provide the

Village with at least 48 hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable. The Village may require employees to provide certification for such leave. Employees may elect to substitute available paid leave for an equivalent period of leave provided under this Act. The Village will provide a reasonable accommodation to an eligible employee or job applicant for a known limitation resulting from domestic or sexual violence, unless the accommodation would cause the Village an undue hardship. If an otherwise qualified individual can perform the essential functions of the job, but needs such an accommodation, the Village may provide an adjustment to the job structure, workplace facility, work requirements, or an employee's telephone number, seating assignment, or physical security of his or her work area in response to a need covered by VESSA. The Village will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to the Village Administrator or his or her designee.

## **ARTICLE VIII. HOURS OF WORK AND OVERTIME**

### **Section 8.1 Normal Work Hours**

The current established work week for all full-time regular employees (with the exception of police personnel) is forty (40) hours. Operating areas shall establish normal work schedules and reasonable unpaid meal periods to ensure coverage and other operational needs of the respective department are met. Schedule shall be approved by the Village.

Determination of time and length of such meal breaks will be made by the department head, with final approval by the Village Administrator, in a manner consistent with the effective operation. Meal breaks shall not be less than thirty minutes and may not be regularly scheduled at the beginning or end of a work shift. An exception, however, would be when an employee is directed to work by their supervisor during their normal meal period.

### **Section 8.2 Overtime, Callouts & On-Call Pay**

#### Overtime

Non-exempt hourly employees (with the exception of sworn police officers) are eligible for overtime compensation at a rate of 1 ½ of their regular hourly pay rate for all hours worked in excess of forty (40) hours in any given work week. The employee may choose to either receive compensatory time at a rate of 1 ½ hours for time worked in excess of 40 or be paid at their overtime rate.

All overtime must be authorized in advance by the department head or supervisor unless otherwise stated by departmental policy. In a case where an employee performs authorized work in excess of the normal hours scheduled per day, the department head may reduce the employees' other work hours during the same work period in order to minimize or avoid overtime.

In determining eligibility for overtime compensation, hours worked shall include those hours an employee is on duty performing Village work, as well as hours of the work week used for paid vacation, holiday, personal day, jury/witness duty, bereavement leave and sick leave.

#### Callouts

If an employee is called back to work, then such employee shall receive a minimum of two (2) hour of pay or pay for the actual time worked, whichever is greater at the applicable overtime hourly rate.

### On-Call Pay

Employees who are designated to be on call by their supervisor shall be compensated \$100 for each week that the employee is designated for call outs. A rotating schedule shall be established for on call status, in which one employee will be designated for this responsibility. This schedule shall be posted in advance. Employees may substitute on call weeks with another employee with the approval of their supervisor. If a substitution is made, the employee is responsible for notifying the Village's dispatching center. Employees who are not designated as on call status still may be called into work by their supervisor for emergency work such as snow plowing, water main breaks, or any other "public works" activity that requires more than one employee. There shall be no on call compensation for this.

### **Section 8.3 Compensatory Time**

Regular full-time, non-exempt employees may elect compensatory time off in lieu of overtime compensation. Overtime pay shall be paid unless the election of compensatory time has been agreed to by both the employee and his or her supervisor. Compensatory time, if elected and approved by the employee's supervisor and the applicable department head, will be granted at a rate of one and one-half hours of compensatory time off for every hour of overtime worked.

An employee who is entitled to time and one-half pay (with the exception of sworn police officers) may elect compensatory time at time and one-half rate in lieu of pay, to a maximum of forty (40) hours, by giving advance notice to the Village. No more than forty (40) hours of compensatory time can be accumulated at any one time, provided, however, that those employees who were previously members in a collective bargaining unit and able to accumulate more than forty (40) hours of compensatory time pursuant to a collective bargaining agreement may continue to accumulate more than forty (40) hours of compensatory time in accordance with the terms of the collective bargaining agreement in effect at the time when such employee(s) last participated as members of that collective bargaining unit. If an employee reaches forty hours of compensatory time accumulated, he or she will be paid overtime compensation for additional time worked in excess of forty hours in a work week until he or she has used a portion of his or her compensatory time.

Compensatory time shall be taken at a time mutually agreed upon in advance by the employee and the department head or designated supervisor. The use of compensatory time shall be permitted within a reasonable period after making the request if such use does not unduly disrupt the operations of the Village or create an overtime situation. In such cases where the use of compensatory time is denied, the Village will allow the use of such time as closely thereafter as is practicable.

### **Section 8.4 Pay Checks**

Pay checks are issued on a bi-weekly basis (26 per year). Employees are paid following the conclusion of a payroll period.

If a payday falls on a holiday, the day of pay shall be the last business day preceding the normal payday.

### Hours Worked

With the exception of exempt salaried employees, hours worked and paid time off must be reviewed by their immediate supervisor, and approved by the department head. Vacation, sick and other leave must be recorded with each payroll for all employees, whether exempt or not.

### Deductions

The Village reserves the right to deduct from employee's paychecks monetary deductions for health, life and dental insurance, employee retirement payments, employee deferred compensation payments, garnishments and other deductions mandated or permitted by law.

## **Section 8.5 Light Duty**

The best interests of the Village and its employees are served when injured or ill employees return to work as soon as they are able. Light duty work is work which requires only a minimum of physical exertion, and can be accomplished by an injured or ill employee without risk to the employee's recuperation process and without potential risk of harm to others. When employees are on leave of absence for an injury or illness, the department head may recommend and the Village Administrator may approve a light duty assignment in accordance with the procedures identified below. There is no guarantee of a light duty assignment. Light duty assignments will be considered on a case-by-case basis and shall be based on the operational needs of the Village. Further, light duty assignments are temporary and are reserved for employees who will be able to recover from their injuries. Light duty assignments are intended to benefit the employee and the Village and to the extent that light duty assignments cease to serve the operational needs of the Village, light duty assignments will be terminated.

1. An employee may be required, or may volunteer, to work in an available revised duty assignment, whether the injury was sustained on-duty or off-duty. The number of light duty assignments available is limited. Therefore, on-duty injuries have priority over off-duty injuries in the selection of duty assignments.
2. The work the employee performs must be within the physical limitations prescribed by the employee's and/or Village-designated physician.
3. The work the employee performs must have existed within the department before the illness or injury occurred.
4. No employee will be moved from his or her regular job in order to make a light duty situation available to another employee.
5. The performance of light duty work shall not otherwise disrupt the functioning of the department within which the light duty is being performed.
6. Employees may be removed from limited duty assignments if appropriate work is not available, or if the employee cannot satisfactorily perform the work assigned. In most cases, light duty assignments will not be allowed for more than 90 days.

7. It is recognized that the nature of the injury and the skills of the employee will determine what assignments are made. The nature of the injury and the skills of the individual must be balanced against the needs of the department. (ex. An administrative or clerical employee with a broken arm may be able to perform office work that a utility person or mechanic with the same type of injury is unable to do.)
8. The Village is the employer, not the department. It is the primary goal of this policy that departments find alternative work assignments for employees assigned to their respective departments. However, when the employee's department head cannot find suitable work, suitable restricted work may be sought in other departments.
9. An employee who is authorized and assigned light duty work shall continue in his or her status as an employee of the Village, with the same wage and benefits that were assigned to his or her regular position.
10. The Village may require the employee to submit to an examination by another physician at the Village's expense in order to determine the employee's fitness for duty, even light duty. The determination of the Village's physician will govern in the case of a dispute between the Village's physician and the employee's physician. The Village also reserves the right to review an employee's status at any time during the duration of the light duty assignment.
11. The decision of the Village Administrator shall be final with respect to the determination of whether a light duty assignment is available within the limits of the physician's restrictions. No light duty assignments will be made permanent and requests for light duty may be denied where there is no reasonable expectation of the employee returning to regular duty within 90 days.
12. If an employee is granted light duty, the light duty assignment generally shall not exceed 90 days. If at the end of that time, the employee is still not medically released to perform full duties as defined by the employee's official job description, he or she shall either: (1) be reclassified or reassigned; or (2) be placed on a leave of absence with or without compensation; or (3) apply for a disability pension; or (4) be subject to commencement of the termination process. Such decision shall be made by the Village Administrator based on the circumstances of each specific case and in accordance with applicable laws.
13. The Village will treat pregnancy as any other non-job related disability. Any restrictions imposed by a pregnant employee's physician or the Village-designated physician will be reviewed to determine if light duty assignments are available consistent with the employee's prenatal restrictions.
14. Failure to report for or to carry out the assignments of the limited duty work status may result in disciplinary action, up to and including termination of employment.
15. No light duty assignments shall result in overtime.



16. This policy will be interpreted and applied consistent with all of the Village's obligations under the Family and Medical Leave Act, the Americans with Disabilities Act and all other applicable laws. Exemptions will be made only as necessary to comply with those laws and as approved by the Village Board.

Nothing herein shall be construed to require the Village to create a light duty assignment for an employee. Employees will only be assigned light duty assignments when the Village determines that the need exists, and only as long as such need exists.

#### **Section 8.6 Remote Work Policy**

From time to time, the Village Administrator may authorize certain employees to work remotely from home on a temporary or occasional basis and the Village Administrator may also do the same. No Village employees shall be authorized to work remotely from home on a permanent or full-time basis. Remote work arrangements must be approved by the Village Administrator in advance of an employee performing any remote work.

While remote work may be appropriate for certain administrative employees and position, it is not appropriate or suitable for other positions which require employees to be physically present such as employees working in Public Works or in the Police Department or administrative employees who need to be present physically to answer telephones or help members of the public in person.

Village employees who are authorized to work remotely must do so in accordance with and subject to any and all conditions required by the Village Administrator in a safe, secure and appropriate workspace environment that will allow the employee to still perform their job effectively. Employees who are authorized to work remotely are responsible for maintaining their own safe and reliable internet connection, phone line and computer equipment for such purposes. The Village may elect to allow an employee to utilize Village equipment or direct an employee to use certain Village equipment (i.e. such as a laptop computer) for authorized remote work purposes but any such equipment belonging to the Village's shall remain the property of the Village and must be returned to the Village when the employee's authorized remote work arrangement ends unless otherwise authorized by the Village Administrator.

## **ARTICLE IX. EMPLOYEE SAFETY**

### **Section 9.1 Employee Responsibility**

The Village provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos and other written and electronic communications. Safety will also be emphasized in the employee evaluations.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey rules, to become familiar with all safety information provided by the Village, and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees, who violate safety standards, cause hazardous or dangerous situations or fail to report or remedy such situations (when appropriate) may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear at the time, the employee should immediately notify the appropriate supervisor and complete the proper reports. Such reports are necessary to comply with applicable laws and initiate insurance and worker's compensation benefit procedures. Reports shall be submitted to the Village Administrator within one (1) working day of the accident. Failure to report an accident on a timely basis could lead to disciplinary action.

### **Section 9.2 Use of Village-Owned Equipment, Facilities, and Supplies**

Village-owned equipment, facilities, supplies, and tools are provided by the Village to enable employees to perform the tasks required of them. Without exception, unauthorized or private use of Village-owned property is prohibited. Personal equipment, tools, or supplies may not be brought to the Village and used for Village-related business, or stored on Village premises, without prior authorization by the Village Administrator or the employee's department head, or a designee. Violations will result in disciplinary action up to and including termination.

Village employees are responsible for the care and protection of Village property and equipment in their possession or control. Village employees shall promptly report to their respective supervisor any accidents, breakdowns, or malfunction of any Village property or equipment so the necessary replacement thereof and/or repairs thereto may be made by the Village.

## **Section 9.3     Driver Responsibilities and Village Vehicles**

### **Driver Responsibilities**

Employees who use Village vehicles in the performance of their position will be required to maintain a valid driver's license, and also, if necessary to their position, a valid commercial driver's license ("CDL") as a condition of their continued employment.

Consistent with this obligation, the Village reserves the right to conduct periodic checks to verify that the employee's driver's and/or CDL license is current and valid. Employees may need to execute documents in order to authorize the Village to confirm the status of a driver's license.

Failure to cooperate with such periodic verification reports will result in ineligibility for employment in any position that requires a valid driver's and/or CDL license.

### **Village Vehicles**

Village employees may be assigned a Village-owned or Village-leased vehicle in connection with their employment with the Village to use as part of their regularly assigned duties.

Village employees shall return Village-owned or Village-leased vehicles to their assigned department at the end of each work day or shift and shall not take Village-owned or Village-leased vehicles home with them overnight unless expressly authorized to do so by the Mayor and Village Board. Village vehicles are not to be used for personal use, except as otherwise provided in the Village's "Take-Home Vehicle Policy" which is set forth in Section 9.4 below.

## **Section 9.4     Take-Home Vehicle Policy**

Decision(s) regarding assignment of Village vehicles to Village employees for commuting or other purposes shall be at the sole discretion of, and with the prior approval of, the Mayor and Village Board and shall be subject to the further review and reconsideration by the Mayor and Village Board from time to time.

- A. Village vehicles taken home by Village employees overnight shall be locked and secured in the responsible Village employee's driveway or other designated parking space which is in close proximity to the Village employee's residence.
- B. Passengers other than Village employees, including but not limited to family members of Village employees, are prohibited in Village vehicles unless the presence of such passenger(s) is specifically required by the Village employee's job function, or unless otherwise approved by the Village Administrator or by the Village employee's supervisor.
- C. With the Village Administrator's approval, there may be occasions where the situation warrants a Village employee to take a Village vehicle home prior to leaving for an out-of-town trip or attending a late evening or early morning meeting, which would require a

return to the workplace after normal duty hours. In such cases, the Village employee may use the Village vehicle only for travel necessary to accomplish official Village business.

- D. When using Village take-home vehicles, Village employees should keep in mind that they are representatives of the Village government and that their use of such a Village vehicle and their conduct as drivers should be courteous and adhere to the rules and regulations of the road is a reflection on the Village.
- E. The Mayor and Village Board may, in some cases, find that it is more cost-efficient and/or operationally efficient to allow or require a Village employee to regularly take home and/or have regular use of a Village vehicle. For example, but not by way of limitation, managerial employees whose regular use of a Village-owned vehicle is consistent with the requirements (e.g., emergency response) of such Village employee's position. Each such case shall require the specific approval of the Mayor and Village Board after their review of the expected cost savings and/or operational efficiencies which may result from such employee's use of a Village vehicle. However, the Mayor and Village Board reserve the right to review and reconsider such decisions from time to time.
- F. Other personal use of Village vehicles is prohibited, (1) except as specifically allowed by this policy, and/or (2) except as needed for incidental stops while en route to or from home and/or to or from a Village work-related location or on other Village business.
- G. Take-home use of Village vehicles is subject to any taxation as may be required from time to time under the Internal Revenue Code.

## **Section 9.5 Injuries/Accidents**

If an employee is injured during the performance of the employee's duties, the employee is to immediately report this fact to his or her supervisor. The supervisor must then ensure that an accident report is completed by the end of the shift in which the incident has occurred. Once the report is completed, it is to be immediately forwarded to the Village Administrator so the employee's right to worker's compensation insurance benefits or reimbursements for medical expenses is not jeopardized. Even if the injury is slight and no time is lost, a report must be made on the date of the incident.

If an employee is involved in any accident while in the performance of duties which results in property damage or injury to any person, it must be reported immediately to the supervisor. The police should be called to the scene immediately if the accident involves a vehicle and/or third party. A vehicle for purposes of this section constitutes any type of motorized vehicle including but not limited to a car, truck, plow, ATV, 4-wheeler, lawn mower, skid steer or any other similar type or manner of vehicle. The employee should not discuss the accident with anyone except the Police and representatives of the Village. All inquiries should be directed to the Village Administrator.

If a vehicular or other accident results in an injury requiring medical attention to an employee or any other person involved in the accident, the police and/or emergency medical personnel shall

be called to the scene. The police shall be called to the scene of all accidents of employees driving or operating all motorized equipment and vehicles.

If the employee requires transportation to a hospital or other medical care facility, it shall be the preference of the Village that the employee be transported by emergency medical personnel. Any other employee of the Village shall not transport the injured employee from the accident scene, unless no other options exist and the employee requires immediate medical attention.

## **Section 9.6 Workers' Compensation**

Work-related illness or injury is an illness or injury that occurs during the course of employment. The determination of compensability for work-related injury or illness shall be made by the Village's workers' compensation insurance administrator in consultation with medical providers, and if necessary, with the Village Administrator or his or her designee.

## **Section 9.7 Pandemic Health and Safety Policy**

Pursuant to 65 ILCS 5/11-20-5 of the Illinois Municipal Code, the Village may do all acts and make all regulations which may be necessary or expedient for the promotion of health or the suppression of diseases.

In order to protect the health, safety and welfare of all employees and residents, the Village has implemented this Pandemic Health and Safety Policy.

The Village complies with any and all pandemic-related legislation, executive orders, and Federal and State regulations to the extent such laws may be applicable to the Village and its employees and as such laws may be enacted and/or amended in the future from time to time.

### Social Distancing

During a pandemic, when directed by the Village Administrator, employees may be required to maintain required physical separation from other Village employees, Village officials, Village residents and any other individuals while at work in accordance with the guidelines adopted by the CDC which may be amended from time to time with or without notice. Employees who cannot maintain required physical separation from others may be required to wear a face mask or other face covering.

### Face Coverings

During a pandemic, when directed by the Village Administrator, employees must comply with any and all Federal, State and local face covering requirements, which may be amended from time to time, with or without advance notice. The Village may require employees to wear personal protective equipment, including but not limited to face masks or other face coverings during a pandemic, subject to reasonable accommodation, provided that such reasonable accommodation does not pose a direct threat to the health and safety of the Village or other undue hardship to the Village.

#### Hand-Washing

Employees are encouraged to regularly wash their hands in accordance with the guidelines adopted by the CDC which may be amended from time to time with or without notice.

#### Screening Protocols

During a pandemic, when directed by the Village Administrator, the Village is permitted to screen for influenza, COVID-19 and/or other pandemic illnesses at work by measuring the body temperature of Village employees, Village officials and/or any member of the public who enters upon Village premises or by employing other reasonable screening measures.

At any time, the Village may require employees to submit to further screening tests for influenza, COVID-19 and/or other pandemic illnesses when the Village Administrator believes such screening to be appropriate and/or as otherwise required by this Policy.

#### Influenza, COVID-19 or other Pandemic-Like Symptoms

Employees who become ill with symptoms related to influenza, COVID-19 and/or any other pandemic illness at work during a pandemic may be required to submit to screening tests and/or leave the workplace until the Village Administrator determines that it is safe for that person to return to work. The Village may and can send home an employee with such symptoms, as defined by the CDC and/or the Illinois Department of Public Health.

The Village may ask employees who report feeling ill at work or who call in sick, questions about their symptoms to determine if they have or may have or have been exposed to influenza, COVID-19 and/or another pandemic illness.

#### Mandatory Self-Reporting

Employees must inform the Village Administrator and/or their immediate supervisors and self-report in any and all of the following situations:

1. The employee is or has experienced any symptoms related to influenza, COVID-19 and/or any other pandemic illness.
2. The employee has been or may have possibly been exposed to influenza, COVID-19 and/or any other pandemic illness.
3. The employee has traveled to an influenza, COVID-19, or other pandemic illness “hot spot” within the last 14 days even if such travel is for personal reasons.
4. The employee is subject to a quarantine or isolation order related to influenza, COVID-19 and/or any other pandemic illness.
5. The employee and/or a member of his or her household has received a positive influenza, COVID-19 and/or other pandemic illness test result.



The Village will attempt to follow all recommended state, federal and local health department guidelines for permitting employees to return to work. These regulations may be amended as the state, federal and local health department modifies these regulations.

The Village may require employees to provide any or all of the following additional documentation and information when self-reporting:

1. The name of the government entity that issued a related quarantine or isolation order.
2. The name of the health care provider who recommended or ordered self-quarantine.
3. A copy of any related test results.
4. Other documentation to determine whether a medical condition may impair the employee's ability to perform his or her job or pose a direct threat to the health and safety of others.

Failure or refusal to self-report symptoms, exposures, quarantine orders or test results related to influenza, COVID-19 and/or any other pandemic illness may result in discipline up to and including termination.

#### Confidentiality

The Village will attempt to preserve confidentiality of test results and medical records related to pandemic illnesses to the extent that the needs of the situation and the law permit. Any such medical records and results will be kept in the employee's file and will be kept confidential in accordance with and subject to applicable law, subject to necessary disclosure for contact tracing and Federal, State and local reporting requirements.

#### Additional Sick Leave Authorized by the Village

The Mayor, Village Board and/or the Village Administrator may authorize additional sick leave as they deem necessary during a pandemic to encourage self-reporting and to discourage the spread of pandemic illnesses or any other similar viruses and/or diseases. If such additional sick leave is authorized by the Mayor, Village Board and/or the Village Administrator, it shall not be carried over from one year to the next. Nor are employees entitled to any financial or other reimbursement from the Village for any such sick leave that is granted to an employee by the Mayor, Village Board and/or Village Administrator but not used by that employee upon termination, resignation, retirement or other separation from employment.

#### COVID-19 or Other Pandemic Vaccines

The Village of Lake Villa strongly encourages employees to become vaccinated for pandemic illnesses when the Center for Disease Control has authorized use of such vaccines. The Village may elect to mandate that non-vaccinated employees comply with stricter regulations as defined by state, federal or local health departments while at work, such as wearing a face mask and/or social distancing.

## **ARTICLE X. EMPLOYEE EXIT PROCESS**

### **Section 10.1 Resignations**

Since employment with the Village is based on mutual consent (except as noted in the Manual), both the employee and the Village have the right to terminate employment at will, with or without cause, at any time. However, if possible, the Village would ask that departing employees submit a written resignation to their department head not less than fourteen (14) calendar days prior to the date of the intended departure. Employees in supervisory or executive positions are encouraged to give longer notice, if possible.

To be considered as having resigned from Village service in good standing, an employee shall file a written resignation with the department head stating the reason or reasons for leaving and giving at least fourteen (14) calendar days' notice. During this fourteen-day period, an employee cannot use any vacation days, paid-time-off, compensatory time, or personal days except those already scheduled at least 30 days before the written retirement or resignation was submitted. Failure to comply with these procedures may be cause for denying the individual's future employment with the Village.

An employee absents without leave authorization for more than two (2) consecutive work days shall be deemed to have voluntarily resigned from his or her job. Absent without leave is defined as the failure to notify your immediate supervisor of an absence.

An employee who has not performed work for a continuous period in excess of six (6) months (for any reason other than approved absence due to military service) shall lose their seniority and will be considered terminated from employment. Exceptions will be considered only on a case-by-case basis when required to comply with the law.

### **Section 10.2 Layoffs**

If it becomes necessary to eliminate certain positions or functions with the Village, employees may be laid off. Laid-off employees do not accrue and are not eligible to receive benefits, except for COBRA insurance coverage.

### **Section 10.3 Exit Interview**

The Mayor, the Village Administrator or his or her designee may schedule an exit interview with a separating employee on or near the employee's last day of employment.

The Mayor, the Village Administrator or his or her designee may also review the following with the employee where applicable:

- IMRF withdrawal form
- accrued benefit time
- items to be returned to the Village
- terminating or extending other benefits as applicable
- COBRA coverage



Employees will receive pay for work performed through the last hour worked and for unused and accrued benefits as stipulated by policy and laws governing such payments. The final paycheck will be reduced by any authorized or required legal deductions, pension contributions, union dues and any other amounts specifically agreed upon orally or in writing by the employee and the Village.

#### **Section 10.4      Personnel Records**

Access to employee personnel records shall be governed by the Personnel Record Review Act (820 ILCS 40/0.01, et seq.) and other applicable laws.

#### **Section 10.5    Reimbursements and Return of Village Property**

Departing employees are expected to reimburse the Village for any moneys, debts or obligations owed to the Village, and/or to return any Village-owned property that may have been assigned to them, including but not limited to: advances for expenses, restitution, keys, uniforms, pagers, identification cards, and other materials and equipment. The Village may enforce this by written agreement or other lawful means.

## **ARTICLE XI. MISCELLANEOUS POLICIES**

### **Section 11.1 Nursing Mothers in the Workplace Act**

The Village provides unpaid break time for employees who need to express breast milk for their infant children. Employees will be allowed a reasonable amount of unpaid time each day. The employee must work with the supervisor to establish a schedule that will be the least disruptive to daily operations. If possible, the break time must run concurrently with any break time already provided the employee.

### **Section 11.2 Village Identification Cards**

All employees may be provided with a suitable identification card, which will display a photograph and other appropriate information that will clearly identify the person as an employee of the Village. These cards may not be used as a means of securing credit, avoiding consequences of illegal acts, or other special considerations. The Village ID serves as verification of employment with the Village, and as such, employees should be prepared to present their ID when on duty or while conducting work on behalf of the Village.

### **Section 11.3 Police Lieutenant and Police Sergeant Base Pay Adjustment and Performance Bonus Program**

The Chief of Police shall be responsible for the administration of the Police Lieutenant and Police Sergeant base pay adjustment and performance bonus program. The amount of funds available for this program shall be determined annually by the Village Board.

**Base Pay Adjustment:** Employees covered under Section 11.3 are eligible for an annual cost of living adjustment, which shall be determined annually by the Village Board. Employees covered under Section 11.3 shall be reviewed once annually by the Chief of Police or his or her designee. At this time, the current review period's performance and professional development goals shall be reviewed and discussed. Performance and professional development goals shall also have established for the next review period.

The completion of performance and professional development goals, during the current review period, shall determine the bonus amount to be granted to each employee covered under Section 11.3.

A bonus, if granted, is a one-time annual payment and does not count towards the base pay of any employee for purposes of base pay adjustments. In the event of termination, retirement, or death, the employee shall not receive any bonus pay. Payment of the performance bonus shall comply with all Police Pension Fund requirements.

## **Section 11.4 Reimbursement of Village Employees for Certain Expenses**

### **11.4.1: Village Policy:**

- (A) It is a policy of the Village of Lake Villa ("Village") to reimburse employees for certain expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed by such employee for the Village. The Village is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the Village's negligence.
- (B) Statutory Authority: This Policy is adopted in compliance with Public Act 100-1094, which became effective January 1, 2019, and which amended the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5).
- (C) Municipal officers, officials, and employees may also be subject to additional conditions or restrictions regarding reimbursement of expenses related to their specific offices or positions with the Village based upon Illinois statutes and this Village Code, including but not limited to Chapter 17, "Travel, Meals and Lodging Expense Reimbursement Policy and Regulations" of Title 1 of this Village Code.

### **11.4.2: Definitions:** For purposes of this Chapter, the following words or phrases shall have the following meanings:

"EMPLOYEE" shall mean an employee, officer, or official of the Village of Lake Villa, Illinois.

"EXPENDITURE(S), AUTHORIZED" shall mean any expenditure(s) or loss(as) that is or are requested by the employer and approved in advance by the employee's immediate supervisor, which, when approved, may include, but not be limited to: cell phone expenses, lap top, tablet, mileage, tools, equipment, work uniform, Internet, meals, registration fees, training expenses, tolls, mileage incurred on personal vehicles, and parking fees.

"EXPENDITURE(S), UNAUTHORIZED" shall mean any expenditure(s) or loss(as) that is not or are not requested by the employer and/or not approved in advance by the employee's immediate supervisor, and may include, but not be limited to: home Internet service, personal cell phone expenses, alcoholic beverages and entertainment expenses.

"IMMEDIATE SUPERVISOR" shall mean and refer to: for the Village Administrator, for this purpose, the Mayor shall be his or her immediate supervisor; for department heads except the Chief of Police, the Village Administrator shall be their immediate supervisor; for the Chief of Police, the Mayor shall be his or her immediate supervisor; and for all other employees, the department head(s) shall be his or her immediate supervisor.

“NECESSARY EXPENDITURE(S)” shall mean any authorized expenditure(s) by a Village employee incurred for the discharge of his or her employment duties, subject to the other provisions of this Chapter.

“VILLAGE” shall mean the Village of Lake Villa, Lake County, Illinois, a non-home rule unit of local government.

11.4.3: Reimbursement for Authorized Expenditures:

- (A) Prior Approval Required: In order to ensure reimbursement for an authorized expenditure incurred by an employee of the Village for which reimbursement is or will be sought, said employee must receive the prior written approval of his or her immediate supervisor, as defined herein, prior to incurring such expense. Any expenditure that is not requested by the Village and approved by an employee’s immediate supervisor prior to purchase is deemed an unauthorized expenditure and may not be reimbursed.
- (B) The Village shall be required to reimburse an employee of the Village for any authorized expenditure(s) as defined herein not later than 30 calendar days after such expense is incurred by such employee upon the Village’s receipt of supporting written documentation for such expenditure(s).
- (C) The Village is not required to reimburse an employee for an expense that is considered an “unauthorized expenditure” which may not be reimbursed, except at the sole discretion of the Village Board of the Village.

11.4.4: Travel, Meals, and/or Lodging Expenses: Reimbursement of travel, meals, or lodging expenses incurred by a Village officer or employee is governed by Chapter 17, of Title 1 of this Village Code pursuant to the Local Government Travel Expense Control Act (50 ILCS 150/).

11.4.5: Written Pre-Approval for Authorized Expenses Required:

- (A) A Village employee shall submit a written request to purchase any of the above authorized expenditures at least three (3) business days in advance of incurring the expense.
- (B) Following pre-approval of the authorized expense, the Village employee will be reimbursed as provided in the following section. If the authorized expense is not approved following a written request, the Village employee will not be entitled to reimbursement.
- (C) In the event that an authorized expense is not pre-approved, reimbursement will be at the sole discretion of the Village Administrator and/or the Mayor.

11.4.6: Reimbursement Procedure for Authorized Expenditures:

- (A) A Village employee shall submit for an Expense Reimbursement along with appropriate supporting written documentation not later than thirty (30) calendar days after incurring the authorized expense. Where supporting documentation does not exist, is missing or lost, the employee shall submit a signed statement regarding any such receipts.
- (B) A Village employee may not be entitled to reimbursement if the employee has failed to comply with this Chapter.



**Acknowledgment of Receipt of Village of Lake Villa Employee Handbook**

I acknowledge having received a copy of the Village of Lake Villa Employee Handbook and I agree to read and become familiar with its contents. I understand that this Manual is not an express or implied contract of employment and that it does not create any rights in the nature of an employment contract. I understand that I may be an employee at will. Nothing shall restrict my right to terminate my employment at any time. I also understand that the Village has the right to change, suspend or terminate any or all of the policies or procedures described in this Handbook at any time, with or without advance notice.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This acknowledgment form is to be signed and returned to be held in the employee's personnel file.



**Acknowledgment of Receipt of Policy Against Harassment and Policy Against Sexual Harassment**

By signing below, I acknowledge that I have received a copy of the Village of Lake Villa’s Policy Against Harassment and Policy Against Sexual Harassment (“Policy”) and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my supervisor and/or other responsible official if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information, rules, policies and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment.

I agree to abide by and observe all of the information, rules, policies, and procedures set forth in the Policy and understand that the Village of Lake Villa’s rules, policies and procedures may be changed from time to time, with or without notice, and that this Policy supersedes and replaces any and all prior manuals or policies.

I further certify that I have carefully read and reviewed the content of the Policy, and completed Harassment and Sexual Harassment Prevention Training pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-109.

**Training Participant Information:**

\_\_\_\_\_  
Printed Name - First, Middle Initial, Last

\_\_\_\_\_  
Village of Lake Villa Department/Position

\_\_\_\_\_  
Training Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

This form will be kept by the Village of Lake Villa as an internal record of training compliance to be made available for the Illinois Department of Human Rights upon request.



**Acknowledgment of Receipt of Alcohol and Substance Abuse Policy  
and Drug-Free Workplace Policy**

By signing below, I acknowledge that I have received a copy of the Village of Lake Villa’s Alcohol, Drug-Free Workplace and Substance Abuse Policy (“Policy”) and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my immediate supervisor and/or another appropriate member of management if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information and rules, policies, and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment and that unless otherwise provided in a collective bargaining agreement or individual employment contract, my employment is “at-will,” which means that the employment relationship may be terminated at any time for any lawful reason with or without cause or notice.

I agree to abide by and observe all of the information and rules, policies, and procedures set forth in the Policy and understand that the Village of Lake Villa’s rules, policies, and procedures may be changed from time to time, with or without notice.

I agree to notify the Village Administrator or his or her designee of any criminal drug statute conviction or drug-related ordinance violation conviction for a violation occurring in the workplace or elsewhere no later than five (5) days after such conviction.

I acknowledge that to the extent that anything in this Policy is inconsistent or different regarding a subject covered by a collective bargaining agreement that is applicable to my position, the collective bargaining agreement will supersede the Policy on those subjects which are inconsistent or different. Similarly, if this Policy is inconsistent or different on a matter covered by applicable rules of the Board of Police Commissioners, those rules will control the subject.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





### **Acknowledgment of Receipt of Pandemic Health and Safety Policy**

By signing below, I acknowledge that I have received a copy of the Village of Lake Villa’s Pandemic Health and Safety Policy (“Policy”) and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my supervisor and/or other responsible official if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information, rules, policies and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment.

I agree to abide by and observe all of the information, rules, policies, and procedures set forth in the Policy and understand that the Village of Lake Villa’s rules, policies and procedures may be changed from time to time, with or without notice, and that this Policy supersedes and replaces any and all prior manuals or policies.

I further certify that I have carefully read and reviewed the content of the Policy.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Acknowledgment of Receipt of Technology Resources Policy and Annual Cybersecurity Training Certification**

By signing below, I acknowledge that I have received a copy of the Village of Lake Villa’s Technology Resources Policy (“Policy”) and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my supervisor and/or other responsible official if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information, rules, policies and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment.

I agree to abide by and observe all of the information, rules, policies, and procedures set forth in the Policy and understand that the Village of Lake Villa’s rules, policies and procedures may be changed from time to time, with or without notice, and that this Policy supersedes and replaces any and all prior manuals or policies.

I also acknowledge that beginning January 1, 2023, every Village employee must complete an annual cybersecurity training program, which at a minimum, must address the following: (1) detecting phishing scams; (2) preventing spyware infections and identify theft; and (3) preventing and responding to data breaches.

I further certify that I have completed the Village’s annual cybersecurity training program pursuant to the requirements of Public Act 102-0753.

**Training Participant Information:**

\_\_\_\_\_  
Printed Name - First, Middle Initial, Last

\_\_\_\_\_  
Village of Lake Villa Department/Position

\_\_\_\_\_  
Training Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

This form will be kept by the Village of Lake Villa as an internal record of training compliance.



## VILLAGE OF LAKE VILLA EMPLOYEE LEAVE AUTHORIZATION AND ACKNOWLEDGMENT

EMPLOYEE INFORMATION		
Employee Name:		
Position:		

  

ADDITIONAL AUTHORIZED LEAVE		
Date Additional Leave Begins:		
Date Additional Leave Terminates (No later than end of current Mayoral term):		
LEAVE TYPE	No. of Days of Additional Authorized Leave	Total No. of Days of Leave Authorized (Including Additional Leave)
<input type="checkbox"/> PERSONAL LEAVE		
<input type="checkbox"/> VACATION LEAVE		
<input type="checkbox"/> SICK LEAVE		
<input type="checkbox"/> OTHER LEAVE (Specify):		
Is additional authorized leave paid or unpaid? <input type="checkbox"/> PAID <input type="checkbox"/> UNPAID		
Is this additional leave authorized as a reasonable accommodation under the ADA? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Comments or Conditions:		
Date:	Approved by Village Administrator: (signature)	

By signing below, I acknowledge that this Employee Leave Authorization and Acknowledgment is not an express or implied contract of employment and that it does not create any rights in the nature of an employment contract. I understand that I am still an at-will employee. Nothing shall restrict my right to terminate my employment at any time. I also understand that the Village has the right to change, suspend or terminate my employment with the Village and this additional authorized leave at any time, with or without advance notice.

I understand that the additional leave authorized pursuant to this Employee Leave Authorization and Acknowledgment form shall remain in effect no later than the end of the term of the current Mayor, at which time it shall terminate, unless terminated earlier by the Village. However, provided that such additional leave continues to be authorized by the Village Administrator, this additional leave may be eligible for renewal or extension in writing, , upon the commencement of the term of office of the Mayor elected at each following municipal election thereafter.

I recognize that the additional leave authorized by this form shall be subject to the same limitations on carryover and prohibitions on payout upon separation (if such leave is designated as paid leave), as otherwise provided in the Village of Lake Villa Employee Handbook for the same category of leave. If such additional leave is designated as unpaid leave, no wages, salary or other compensation shall be paid to me during the additional leave or upon separation.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## VILLAGE OF LAKE VILLA PERSONNEL ACTION REPORT

EMPLOYEE INFORMATION
Employee Name:
Position:

RECOMMENDED ACTION					
	Regular Appointment		Accident Leave		Plan of Improvement
	Probationary Appointment		Other Leave		Performance Review
	Temporary Appointment		Resignation		Change Address/Phone
	Flex Time		Verbal Correction		Change Insurance Status
	Promotion		Written Reprimand		Reimbursement
	Salary Adjustment		Suspension		Training
	Family/Medical Leave		Dismissal		Other

Description:

Date:	Recommended by:  (signature)
Date:	Approved by Village Administrator/Mayor:  (signature)

12/18/2023

ORDINANCE NO. 2023-12-04

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AN ORDINANCE PROVIDING FOR THE  
LEVY OF TAXES FOR THE VILLAGE OF LAKE VILLA,  
COUNTY OF LAKE, STATE OF ILLINOIS,  
FOR THE FISCAL YEAR COMMENCING ON THE 1<sup>ST</sup> DAY OF MAY, 2023  
AND ENDING ON THE 30<sup>TH</sup> DAY OF APRIL, 2024

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ADOPTED BY THE  
  
CORPORATE AUTHORITIES  
  
OF THE  
  
VILLAGE OF LAKE VILLA, ILLINOIS  
  
THIS 18<sup>th</sup> DAY OF DECEMBER, 2023

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Published in pamphlet form by authority of the Corporate Authorities of the Village of Lake Villa, Lake County, Illinois, this 18<sup>th</sup> day of December, 2023.

ORDINANCE NO. 2023-12-04

AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES  
FOR THE VILLAGE OF LAKE VILLA, COUNTY OF LAKE, STATE OF ILLINOIS,  
FOR THE FISCAL YEAR COMMENCING ON THE 1<sup>ST</sup> DAY OF MAY, 2023  
AND ENDING ON THE 30<sup>TH</sup> DAY OF APRIL, 2024

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lake Villa,  
Lake County, Illinois, as follows:

**SECTION 1:** That the following sums aggregating FOUR HUNDRED SEVENTY THOUSAND FIVE HUNDRED FIFTY-TWO DOLLARS (\$470,552) or as much thereof shall be authorized by law, as heretofore appropriated for general corporate purposes to be collected from the taxes to be levied for the fiscal year commencing on the 1<sup>st</sup> day of May, 2023 and ending on the 30<sup>th</sup> day of April, 2024, be and the same are hereby levied upon all property subject to taxation within the Village of Lake Villa, County of Lake, State of Illinois, as the same is assessed and equalized for State and County purposes for the said current year:

**I.**  
**GENERAL CORPORATE FUND LEVY**  
**(65 ILCS 5/8-3-1)**

<b>GENERAL CORPORATE FUND</b>	<b>2023- 2024 APPROPRIATION</b>	<b>LEVIED</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 998,394</b>	<b>\$ 470,552</b>
<b>TOTAL BUILDINGS &amp; GROUNDS</b>	<b>\$ 161,000</b>	<b>\$ 0</b>
<b>TOTAL FOR GENERAL CORPORATE PURPOSES</b>	<b>\$ 1,159,394</b>	<b>\$ 470,552</b>

**SECTION 2:** That the following sums aggregating ONE MILLION NINE HUNDRED THIRTEEN THOUSAND TWO HUNDERED NINTY-SIX DOLLARS (\$1,913,296) or as much thereof shall be authorized by law, as heretofore appropriated for special purposes to be collected from the taxes to be levied for the fiscal year commencing on the 1<sup>st</sup> day of May, 2023 and ending on the 30<sup>th</sup> day of April, 2024, be and the same are hereby levied upon all property subject to taxation within the Village of Lake Villa, County of Lake, State of Illinois as the same is assessed and equalized for State and County purposes for the said current year:

**II.**  
**SPECIAL PURPOSES LEVIED IN ADDITION TO GENERAL CORPORATE LEVY**

**A.**  
**FOR POLICE PROTECTION**  
**65 ILCS 5/11-1-3**

	<b>APPROPRIATED</b>	<b>LEVIED</b>
<b>TOTAL POLICE PROTECTION</b>	<b>\$ 2,854,882</b>	<b>\$ 500,335</b>

**B.  
STREET AND BRIDGE TAX  
65 ILCS 5/11-81-1 and 65 ILCS 5/11-81-2**

	APPROPRIATED	LEVIED
<b>TOTAL STREETS</b>	<b><u>\$ 976,358</u></b>	<b><u>\$ 165,028</u></b>

**C.  
ILLINOIS MUNICIPAL RETIREMENT FUND  
40 ILCS 5/7-171**

**IMRF Fund**

For Contributions to Illinois Municipal Retirement Fund	<b><u>\$ 97,990</u></b>	<b><u>\$ 57,554</u></b>
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**D.  
SOCIAL SECURITY TAX  
40 ILCS 5/21-110**

**Social Security Fund**

For meeting costs of participating in the Federal Social Security Program, including but not limited to payment of Social Security Taxes for Village employees.	<b><u>\$ 224,463</u></b>	<b><u>\$ 185,648</u></b>
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**E.  
FOR LIABILITY INSURANCE AND SELF-INSURANCE COSTS  
745 ILCS 10/9-107**

	APPROPRIATED	LEVIED
<b><u>Liability Insurance Fund</u></b>		
Liability Insurance for the Village	<b><u>\$ 236,000</u></b>	<b><u>\$ 171,310</u></b>

**F.  
MUNICIPAL AUDITING TAX  
65 ILCS 5/8-8-8**

**Auditors Fund**

For municipal audit, required by law	<b><u>\$ 30,000</u></b>	<b><u>\$ -0-</u></b>
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**G.**  
**FOR UNEMPLOYMENT INSURANCE COSTS**  
**745 ILCS 10/9-107**

**Unemployment Insurance**

For contributions to the Illinois Unemployment Insurance Fund	<u>\$ 25,000</u>	<u>\$ -0-</u>
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**H.**  
**FOR POLICE PENSION COSTS**  
**40 ILCS 5/3-125**

**Police Pension Fund**

For Contributions to Police Pension Fund	<u>\$ 912,021</u>	<u>\$ 833,421</u>
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<b>TOTAL SPECIAL PURPOSE LEVIES</b>	<u><b>\$ 5,356,714</b></u>	<u><b>\$1,913,296</b></u>
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<b>TOTAL LEVY</b>		<u><b>\$2,383,848</b></u>
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**RECAPITULATION**

Levied for General Corporate Fund	<u>\$ 470,552</u>
Levied for Special Funds	<u>\$ 1,913,296</u>
<b>TOTAL LEVY</b>	<u><b>\$ 2,383,848</b></u>

**SECTION 3:** That the aggregate total levy, including the corporate general levy as well as the separate individual authorized levies, totals TWO MILLION THREE HUNDRED EIGHTY-THREE THOUSAND EIGHT HUNDRED FOURTY-EIGHT DOLLARS (\$2,383,848).

**SECTION 4:** That the unexpended balance of any item or items levied in and by this ordinance may be expended in making up any deficiency in any item or under the same general appropriation and levy for the same general purposes.

**SECTION 5:** The Village Clerk of the Village of Lake Villa, Illinois, is hereby directed to file a certified copy of this Ordinance with the County Clerk of the County of Lake, Illinois, as required by law.

**SECTION 6:** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**SECTION 7:** The Village Clerk is hereby directed to publish this ordinance in pamphlet form.



Passed by the Corporate Authorities on December 18<sup>th</sup>, 2023, on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved by the Mayor on December 18<sup>th</sup>,2023.

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James McDonald  
Mayor, Village of Lake Villa

ATTEST:

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Mary Konrad,  
Village Clerk

Published in pamphlet form this 18<sup>th</sup> day of December, 2023.

[S E A L]

STATE OF ILLINOIS   )  
  ) SS.  
COUNTY OF LAKE    )

CERTIFICATE OF VILLAGE CLERK

I, MARY KONRAD, certify that I am duly elected and acting Village Clerk of the Village of Lake Villa, Lake County, Illinois.

I further certify that on December 18<sup>th</sup>, 2023, the Corporate Authorities of such municipality passed and approved Ordinance No. 2023-XX-XX entitled, “AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE VILLAGE OF LAKE VILLA, COUNTY OF LAKE, STATE OF ILLINOIS, FOR THE FISCAL YEAR COMMENCING ON THE 1<sup>ST</sup> DAY OF MAY, 2023, AND ENDING ON THE 30<sup>TH</sup> DAY OF APRIL, 2024,” which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2023-12-04, including the ordinance and a cover sheet thereof, was prepared, and a copy of such ordinance was posted in the municipal building, commencing on December 18<sup>th</sup>, 2023, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Municipal Clerk.

DATED at Lake Villa, Illinois, this 18<sup>th</sup>, day of December, 2023,

\_\_\_\_\_  
Mary Konrad, Village Clerk

[S E A L]

STATE OF ILLINOIS   )  
  ) SS.  
COUNTY OF LAKE    )

CERTIFICATE OF THE MAYOR OF  
THE VILLAGE OF LAKE VILLA, ILLINOIS

I, James McDonald, do hereby certify that I am the Mayor and presiding officer of the Corporate Authorities of the Village of Lake Villa, Lake County, Illinois, and as such official, I do further certify that Ordinance No. 2023-XX-XX entitled, “AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR THE VILLAGE OF LAKE VILLA, COUNTY OF LAKE, STATE OF ILLINOIS, FOR THE FISCAL YEAR COMMENCING ON THE 1<sup>ST</sup> DAY OF MAY, 2023 AND ENDING ON THE 30<sup>TH</sup> DAY OF APRIL, 2024”, a copy of which is attached hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Division 2 of Title 6 of Article 18 of the Illinois Property Tax Code, entitled “Truth in Taxation”, including the estimate, notice and hearing requirements of Sections 18-60 through 18-85 (35 ILCS 200/18-55, et seq.).

IN WITNESS THEREOF, I hereunto affix my official signature and the seal of the Village this 18<sup>th</sup>, day of December, 2023.

\_\_\_\_\_  
James McDonald, Mayor  
Village of Lake Villa

ATTEST: \_\_\_\_\_  
Mary Konrad, Village Clerk  
Village of Lake Villa

[S E A L]