

Rock Island County Employee Manual

Effective Date October 21, 2003

Rock Island County Employee Manual Forward

The Personnel Policies and Procedures explained in this manual exclude any and all employees subject to a collective bargaining agreement, employees of Oak Glen Home, and the Health Department, to the extent the policy and procedures for employees are different than herein set forth and those employees in the offices of elected officials not subject to rules of the County Board.

The County Board reserves the right to modify or amend this manual at any time.

This manual does not claim to be all-inclusive. Situations will be examined individually.

Effective Date October 21, 2003

Rock Island County Personnel Policies & Procedures

Section 201

201 Hiring Practices

It shall be the duty of any committee charged with the responsibility for hiring of any person under its jurisdiction in County employ to carefully screen all applicants to determine their experience, character, and if necessary to advertise for applications in local news media published within this County to the end that the best suited and most qualified individuals shall at all time be hired for County service. A Conditional Job Offer and Medical Review must be completed for all selected individuals and references completed before a start date is given. Medical examinations are not required for Administrative and Clerical employees. A physical examination to determine ability to perform essential functions of a job is required for all other employees, after a conditional offer of employment has been made. Reasonable accommodations will be provided to enable qualified individuals to perform their jobs as mandated in the Americans with Disabilities Act.

When hiring an administrator or department head, the chairperson of the appropriate committee will appoint at least two members in addition to him or herself to review applicants.

Whenever possible, residents of Rock Island County must be given first preference over all applicants considered. No employee of Rock Island County shall be associated with other employment during his/her regularly assigned hours of duty.

Rock Island County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, nationality, age, or disability. The County complies with applicable federal, state, and local laws governing non-discrimination in employment in every location. This policy applies to all terms and conditions of employment, including but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training and expressly prohibits any form of unlawful employee harassment, sexual or otherwise. Supervisors are responsible for creating an atmosphere free of discrimination and harassment. Further, employees are responsible for respecting the rights of their co-workers. The Equal Opportunity Policy for Rock Island County as adopted by the County Board is included in this manual.

Regular Full Time Employee: An employee who works 30 hours or more per week and receives benefits.

Regular Part Time Employee: An employee who works less than 30 hours per week with benefits (prorated to the number of hours worked except insurance which requires 30+ hours per week).

Temporary Employee: An employee working full or part time on the County payroll in a job established for a specific period of time such as summer help or vacation relief. Temporary employees are covered by Social Security and Workers Compensation but receive no other benefits.

It shall be the policy of the Rock Island County Board and its respective Departments that once an employee's written resignation is submitted and reviewed by the Director of their respective Department or designee and approved via written notation, said resignation shall be final. From that point, any request by said employee for reinstatement shall be denied. Said employee shall from this point be subject to the same hiring process as that afforded new hires and in accordance with County hiring procedures.

Rock Island County Equal Opportunity Policy

Section 202

1. Equal Employment Opportunity for Rock Island County Employees

The Rock Island County Board declares it to be the policy of Rock Island County to provide equal opportunity in employment on the basis of open competition and to advance according to their relative ability. To administer all employment policies without regard to race, color, religion, sex, age, nationality, ancestry, disability, or unfavorable discharge from military services (with the exception of dishonorable discharge).

This policy of non-discrimination is the responsibility of the Rock Island County Board and is achieved by employment practices and procedures consistent with the objective of equal employment opportunity. To insure implementation of this policy, the following plan is hereby adopted.

2. Coordination and Implementation

An Equal Employment Officer, who shall be directed by and answer to the County Board through its County Board Chairman, will be responsible for coordination and implementation. Responsibilities include:

- A. Maintain an overview of personnel policies and practices to ensure that barriers to employment and advancement do not exist.
- B. Work with elected and appointed department heads to aid and encourage equal opportunity employment practices.
- C. Keep informed of current development in the field of equal employment opportunity and affirmative action.
- D. Assist the County Board Chairman by being a contact person between the County and other governmental agencies and the public.
- E. Periodically report to the Finance & Economic Development Committee of this Board designated by the County Board Chairman and further be responsible for preparing all forms, reports, and documents necessary to insure continual compliance with federal and state regulations.
- F. Develop and maintain an affirmative action program.

- G. Establishment of liaison with non-profit minority, women' and disabled organizations which specialize in recruitment or whose purpose affects minorities, women, disabled, etc.

All elected and appointed department heads are responsible for:

- A. Insuring equal opportunity employment practices and implementing this program within his/her own department.
- B. Working with the Equal Employment Opportunity Officer to identify problems and seek solutions.
- C. Preventing and correcting discriminatory actions on the part of their subordinates.

The County Board Chairman and this Board shall vigorously support this program. For purposes of continuing review and supervision, the Chairperson shall designate the Finance & Economic Development Committee of this Board as having responsibility of overseeing this program.

Recruitment- Affirmative Action concerning employee recruitment shall include but not be limited to the following:

- A. Communications shall be initiated and maintained with disabled, women, and minority community leaders to develop mutual understanding of needs. Assistance of these leaders shall be sought.
- B. It shall be stated and periodically re-affirmed that Rock Island County is seeking minority group members, disabled persons, and women for positions throughout the entire spectrum of County Government, at all levels, when jobs shall become available.
- C. Positions to be filled shall be published in the local newspapers.

Employment

- A. All applicants for jobs, at all levels, are to be considered without consideration of race, color, religion, sex, age, nationality, ancestry, disability, or an unfavorable discharge from military service (with the exception of dishonorable discharge).

- B. Any testing instrument which may be used in the selection, placement, and promotion of an employee shall be fully job related, equitable and identical for all persons seeking the position. Selection devices of all kinds shall be objectively tailored to measure relevant job qualifications and be reliable and valid.

Other Personnel Actions

Hiring is only the first step toward effectively assimilating minority, disabled, and women employees throughout the structure of County Government. Equal Opportunity shall be assured for self improvement and career development. Training, advancement, and working conditions must be non-discriminatory. Accordingly, we adopt the following principles:

- A. The Equal Employment Opportunity Officer shall constantly counsel with the supervisor of personnel to eliminate subjective discrimination which may affect evaluation or supervision of minority, women, and disabled employees.
- B. Promotional patterns and requirements shall be continually re-evaluated to broaden areas of consideration and basis for selection.
- C. All complaints alleging discrimination shall be fully explored and shall receive an impartial review with appropriate corrective action taken if needed.
- D. This program shall be continually re-evaluated to determine its effectiveness and objectivity.

Vendors and Contractors

Whenever possible, the County will purchase services and supplies from vendors and contractors who are actively implementing Affirmative Action policies.

Rock Island County

Sexual Harassment Policy Statement

Section 203

The County Board of Rock Island County recognizes that Sexual Harassment, as that term is defined by the Illinois Human Relations Act (775 ILCS 5/2-101), constitutes a Civil Rights Violation, and such will not be tolerated in the offices, departments, and agencies of Rock Island County. Sexual Harassment includes sexual advances, requests for sexual favors, physical or verbal contact of a sexual nature, the use of suggestive language or innuendo, or otherwise creating an intimidating, hostile, or offensive working environment.

The creation of an intimidating, hostile, or offensive working environment may include such actions as persistent comments on a worker's sexual preferences or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as harassment. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint. Sexual Harassment shall be considered cause for imposition of employee discipline, up to and including termination.

All employees, supervisors, Department Heads and Elected Officials are advised of the following statements and procedures for handling sexual harassment complaints:

1. Sexual Harassment is illegal and will not be tolerated
2. Any victim of unwanted sexual advances should tell the harasser that such conduct is unwelcomed and should be stopped.
3. If the conduct continues, the victim is to go to their immediate supervisor and report the incident(s). If the immediate supervisor is the alleged perpetrator of the harassment; employees should go take the matter to their Elected Official or Department Head. The alleged act must be reported within seven (7) calendar days of the alleged incident
4. If the supervisor fails to act or the supervisor is the alleged perpetrator; the victim should make a complaint to their Department Head or Elected Official.
5. Once notified of the alleged sexual harassment, each Department Head and Elected Official are to counsel the alleged perpetrator and inform them that sexual harassment will not be tolerated and their actions must cease immediately. Elected Officials and Department Heads are required to document the complaint and subsequent immediate investigation. Risk Management should be notified of the complaint as well. Investigations should include, but are not limited to, interviews of the victim, alleged harasser, any witnesses and other evidence that may be submitted.
6. Following the investigation by the Elected Official or Department Head, they will determine if a violation has occurred.
7. If the victim is not satisfied with the determination of the Elected Official or Department

Head; all union employees have the opportunity to complete the grievance procedure outlined in the Bargaining Unit Contracts. If the victim is a non-union employee, a complaint should be filed with the County's Equal Employment Officer. The Equal Employment Officer shall conduct his or her own independent investigation and hearing.

8. In the event the above internal complaint procedures are unsatisfactory, the affected employee may contact the State of Illinois agencies listed below.

Illinois Department of Human Rights
222 South College Room, Rm 101A
Springfield, IL 62704
(217)785-5100

Illinois Human Rights Commission
Stratton Office Building; Rm 404A
Springfield, IL 62706
(217)785-4350

9. It is also a civil rights violation for a person, or two or more persons to conspire to retaliate against a person because he or she has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment in employment, or sexual harassment in higher education, or because he or she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding the hearing.
10. False/frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish something other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the potential consequences to the accused, a false/frivolous charge is a major offense that can result in disciplinary action up to and including immediate termination.

Rock Island County

Probationary Period

Section 204

The first three months of active employment is considered a probationary period. During this period of time, the employee is not eligible for holiday pay, sick pay, or health insurance. When the probationary period has been completed, the effective date for vacation and sick days will revert to the original hired date. However, any time lost due to sickness during the probationary period will not be compensated retroactively. When an employee goes from regular part time to regular full time employment, vacation time will be computed from the date hired as a part time employee. Bereavement time cannot be used during Probationary Period.

Rock Island County

Rules of Conduct

Section 205

Any time you find a group of people, you also find they have established certain rules of conduct which must be followed. Common sense is your best guide to proper conduct. It is impractical to spell out everything that is expected of you and your co-workers in terms of honesty, courtesy, and good conduct. Lists of rules cannot possibly cover all situations that may arise. The following is a list of types of misconduct which may lead to disciplinary action up to and including discharge.

1. Dishonesty
2. Theft
3. Insubordination or failure to carry out any reasonable instructions issued by a supervisor.
4. Failure to meet accepted standards of work performance.
5. Destruction, damage, or misuse of County property or property of fellow employees.
6. Excessive absenteeism or tardiness; absenteeism or tardiness without cause, notification, or approval.
7. Falsification of records including employment applications, time cards, and County records.
8. Possession or use of alcohol, narcotics, or controlled substances on County property or during working hours.
9. Unauthorized use of firearms or explosive materials or carrying a concealed weapon while on County property or during working hours.
10. Gambling
11. Sleeping during working time.
12. Unauthorized absence from work during working hours.
13. Using profane or abusive language in an insulting manner toward fellow employees, supervisors, or the general public.
14. Fighting, threatening, or provoking a fight on County property.
15. Display of items for sale in all County offices and buildings shall be prohibited.
16. Pictures, posters, and other wall decorations should be in good taste and attached in such a manner as to not damage County property.

Policy Regarding Closing of County Facilities During Inclement Weather and Emergency Situations

Section 206

From time to time in the Quad City Area; the need arises to close County Facilities due to Inclement Weather. It shall be the policy of Rock Island County that any and all facility closings due to inclement weather shall be made by agreement of the Chairman of the County Board; the Sheriff of Rock Island County; and the Chief Judge of the 14th Judicial Circuit.

Determination of closure shall be based on; but not limited to; amount of snow received; condition of area roads; ability of staff to safely travel to and from County facilities; clearing of all County parking facilities; and potential danger from the weather conditions.

In the event of an emergency situation; determination of closure shall be made by the appropriate Department Head or Elected Official with concurrence of the County Board Chairman and/or Sheriff of Rock Island County. All facilities may not be closed during an emergency situation; depending on the severity. An emergency situation is defined as no electricity; no water; or other catastrophic incident.

Employees of Rock Island County; whether covered under a Bargaining Agreement or not; will receive regular compensation during any closure of facilities as if they had been on the job. Employees who were scheduled off for vacation; comp time; sick time; workers compensation, etc., or not scheduled to work will not receive compensation for the time the facilities were closed. Employees who are required to work (such as Correctional Officers; Zoo Employees; Deputies; Public Works Employees and Oak Glen Home Staff) due to twenty-four hour coverage necessities; public safety; or care of residents, animals or facilities; shall be compensated according to hours worked with no additional compensation.

Rock Island County

Threats and Violence in the Workplace

Section 207

The policy of Rock Island County is to strive to maintain a work environment free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind on company property, or any other act determined by management to be considered inappropriate in the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to their supervisor and/or elected official. Complaints will be investigated. Based upon the results, disciplinary action will be taken against the offender, if appropriate, up to and including discharge.

Employees who observe, or have knowledge of, any violation of this policy should immediately report it to management. We will take action when unforeseen events transpire and look to employees for support of this policy. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe there is a threat to the safety of others.

Rock Island County

Internet and E-Mail Usage Policy

Section 208

Internet Usage Policy Statement:

The Internet Usage Policy is not a replacement for the Technology Use Policy but an enhancement focusing on Internet Resources. The policies described in the Technology Use Policy are still in force as with the below stated policies.

Internet Systems (including computers, Internet accounts, networks, software, electronic mail, Web home pages, and voice systems) at Rock Island County are provided for the use by authorized County employees. All employees are responsible for seeing that these resources are used in an efficient, ethical, and lawful manner. The use of Internet systems is a privilege, not a right, which may be revoked at any time for misuse. The following policies relate to their use.

These policies are not to dissuade the user from using their common sense concerning Internet access and usage.

Guidelines:

1. The Internet systems are owned by Rock Island County and are to be used for related activities only. All access; including the issuing of accounts must be approved by the respective Elected Official or Department Head. Such authorization will be forwarded to the Information Systems Director for implementation.
2. Internet systems are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes.
3. Fraudulent, harassing, sexually explicit images, or obscene messages and/or materials are not to be sent, printed, requested, displayed, or stored. It is also understood at certain times in certain departments, access to "adult" material may be required as part of an assignment given. This access will be limited to the scope of the assignment and such access may be monitored. It is also understood that from time to time unintentional access to "adult" material may happen, and that the user should immediately leave that web site. Notice should be given to the Elected Official or Department Head and Information Systems Director with the

URL of all unintentional access.

It is not acceptable to use the Rock Island County Internet facilities:

- For activities unrelated to Rock Island County business;
 - For activities unrelated to official assignments and/or responsibilities;
 - For any illegal purpose;
 - To transmit threatening, obscene or harassing materials or correspondence;
 - For unauthorized distribution of agency data and information;
 - To interfere with or disrupt network users, services or equipment;
 - For private purposes, such as marketing or business transactions;
 - For solicitation or religious and political causes;
 - For unauthorized not-for-profit business activities; and
 - For any activity meant to foster personal gain.
 - For activities that violate local, state, or federal laws including activities such as viewing child pornography, committing fraud, hacking, or spreading libel or slander.
4. Software or files may not be downloaded from the Internet without approval from the Information Systems - Systems Administrator and will be scanned for viruses using an appropriate virus scanning software.
 5. All information posted to newsgroups, chat rooms, or bulletin boards will be cleared by the appropriate Elected Official or Department Head.
 6. Rock Island County reserves the right to monitor every aspect of your Internet usage and to inspect files on county owned PC's. This includes your usage, downloads, web pages visited, electronic mail, and any other resources used. There are no facilities provided by Rock Island County for sending or receiving private or confidential electronic communications. The network administrators have access to all mail and user access requests, and will monitor messages as necessary to assure efficient performance and appropriate use. Messages relating to or in support of illegal activities will be reported to the State's Attorneys Office. Rock Island County reserves the right to remove a user account from the network.
 7. Internet accounts, including E-Mail are to be used by the assigned individual only, and can only be used by others with the explicit permission of the respective Elected Official or Department Head.
 8. Respect for the legal protection provided by copyrighting and licensing of programs, data, and other sources of information. Do not distribute or make copies of software or images without the permission of the copyright holder.

9. Any problems experienced through the use of the County's Internet resources or problems with the Internet Service Provider are to be reported to the Information Systems - Systems Administrator.
10. Rock Island County makes no warranties (expressed or implied) with respect to Internet services, and it specifically assumes no responsibility for:
 - The content of any advice or information received by a user outside the agency or any costs or charges incurred as a result of seeking or accepting such advice;
 - Any costs, liabilities or damages caused by the way the user chooses his/her departmental Internet access;
 - Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Rock Island County.
11. Each Elected Official and Department Head are responsible for budgeting for any charges or costs associated with providing Internet service and any equipment needed for Internet Service in addition to those currently being supplied. Additional GroupWise Mail accounts; maintenance fees; etc., are the sole expense of the individual departments.

Corrective Action

Failure to comply with any or all of the above policies can and will result in termination of access to Internet services, disciplinary review, termination of employment, criminal prosecution, civil action, or other disciplinary action by the respective Elected Official or Department Head as appropriately listed in bargaining unit agreements and as allowed by law. Rock Island County will review alleged violations of the Internet Usage Policy on a case-by-case basis. Clear violations of the policy which are not promptly remedied will result in termination of Internet services for the person(s) at fault, and referral for disciplinary actions as appropriate.

E-Mail Usage Policy Statement:

E-Mail is one of Rock Island County's core internal and external communication methods. The purpose of this policy is to ensure that E-Mail systems used by County staff support County business functions to their fullest capacity. This policy advises staff and management of their responsibilities and provides guidance in managing information communicated by E-Mail. E-Mail Services will be provided to all staff as authorized by the individual Elected Official or Department Head. To request access, contact the Information Systems Director for availability and costs.

Guidelines:

1. E-Mail services, like other means of communication, are meant to be used to support Rock Island County business. Employees may use E-Mail to communicate informally with other offices so long as the communication meets professional standards of conduct. Staff may use E-Mail to communicate outside of Rock Island County offices when such communications are related to legitimate business activities and are within their job assignments or responsibilities. Employees will not use E-Mail for illegal, disruptive, unethical, or unprofessional activities, for personal gain, or for any purpose that would jeopardize the legitimate interests of Rock Island County.
2. E-Mail messages are not personal and private. The network administrator will not routinely monitor individual staff member's E-Mail and will take reasonable precautions to protect the privacy of E-Mail. However, authorized personnel may access an employee's E-Mail:
 - For a legitimate business purpose (e.g. The need to access information when an employee is absent for an extended period of time);
 - To diagnose and resolve technical problems involving system hardware, software or communications; and/or
 - To investigate possible misuse of E-Mail when a reasonable suspicion of abuse exists or in conjunction with an approved investigation.
3. Employees are prohibited from accessing another user's E-Mail without his/her permission.
4. E-Mail messages sent or received in conjunction with Rock Island County business may be released to the public under the Freedom of Information Act; and require special measures to comply with the Personal Privacy Protection Law. All E-Mail messages, including personal communications, may be subject to discovery proceedings in legal actions.

5. E-Mail accounts are limited to County employees conducting County business. No personal E-Mail accounts are to be established using the County's server and Internet Service Provider. All E-Mail messages sent using County equipment are to be via the assigned County E-Mail account.
6. Users must take all reasonable precautions, including safeguarding and changing passwords to prevent the use of the account by unauthorized individuals.

Record Retention and Management:

Users should remove all E-Mail communications in a timely fashion. If a user needs to retain information in an E-Mail message for an extended period, he or she should transfer it from the E-Mail system to an appropriate electronic or other filing system. The Network Administrator is authorized to remove any information retained in an E-Mail system that is more than 60 days old.

E-Mail created in the normal course of official County business and retained as evidence of official policies, actions, decisions or transactions are records subject to records management requirements under specific program requirements.

Records communicated using E-Mail need to be identified, managed, protected, and retained as long as they are needed to meet operational, legal, audit, research or other requirements. Records needed to support program functions should be retained, managed, and accessible in existing filing systems outside the E-Mail system in accordance with each department's standard practices.

Examples of messages sent by E-Mail that typically are records include:

- policies and directives,
- correspondence or memoranda related to official business,
- work schedules and assignments,
- agendas and minutes of meetings,
- drafts of documents that are circulated for comment or approval,
- any document that initiates, authorizes, or completes a business transaction,
- final reports or recommendations.

Some examples of messages that typically do not constitute records are:

- personal messages and announcements,
- copies or extracts of documents distributed for convenience or reference,
- phone message slips,

- announcements of social events.

All E-Mail users should:

- dispose of copies of records in E-Mail after they have been filed in a record keeping system;
- delete records of transitory or little value that are not normally retained in record keeping systems as evidence of agency activity.

Corrective Action

Failure to comply with any or all of the above policies can and will result in termination of access to Internet services, disciplinary review, termination of employment, criminal prosecution, civil action, or other disciplinary action by the respective Elected Official or Department Head as appropriately listed in bargaining unit agreements and as allowed by law. Rock Island County will review alleged violations of the E-Mail Usage Policy on a case-by-case basis. Clear violations of the policy which are not promptly remedied will result in termination of E-Mail services for the person(s) at fault, and referral for disciplinary actions as appropriate.

Software Guidelines

Any and all software to be installed on computer equipment owned by Rock Island County is to be purchased by the respective departments. Personally owned software of the employees or department heads is not to be installed. The Information Systems Department will assist with installation of all software. Software Licenses shall be kept in the following manner:

Original: In the Vault with Installation Software; labeled as to which department
Three Copies: Information Systems; County Auditor; and the department where installed

Rock Island County Internet and E-Mail Usage Agreement

Date: _____ Department: _____

I, _____, agree to abide by the Rock Island County Internet and E-Mail Usage Policy, and understand that my failure to comply with said policy can and will result in the revoking of my use of Internet resources. I also understand that Internet access is a privilege, not a right, and access can be revoked at any time by the appropriate officials. I waive the right of privacy concerning my Internet resource usage on Rock Island County owned equipment or access. I also understand that my usage may be monitored and that my electronic mail may be open to access and legally discoverable.

Signature

The above named person is granted access to Internet resources and I understand that I am responsible for budgeting for any charges or costs associated with providing Internet service and any equipment needed for Internet Service in addition to those currently being supplied. Additional GroupWise Mail accounts; maintenance fees; etc., are the sole expense of the individual departments.

Elected Official or Department Head

An Electronic mail name will be assigned to you that will consist of the first character of your first name and the first seven (7) characters of your last name. For example, Ann Hoffman would be: ahoffman.

Print your name: _____

You will need to pick a password for your E-Mail account. The password needs to be at least five (5) characters or numbers long and not more than fourteen (14) characters or numbers in length. You may use a combination of alpha and numeric; however, must begin with an alpha character. Remember that the password is case sensitive.

Rock Island County Credit Card Policies & Procedures

Section 209

INTRODUCTION

Rock Island County is introducing an alternate approach to purchasing products, and travel expenditures.

The Credit Card will not replace the normal purchasing procedures established by the procedure manual, but it will be used in instances where it is not advantageous or cost effective to issue a Purchase Order.

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

Charges on the Credit Card are billed directly on a Monthly Summary Invoice Statement.

The cardholder must keep his/her Credit Card in a secure place as he/she does with his/her own personal charge card. Although the Credit Card is issued in the cardholder's name, it is the property of Wells Fargo Bank, and is only to be used for County purchases as allowed by the program. Remember, cardholders are committing County funds each time they use the Credit Card. This is a responsibility that should not be taken lightly!

The following provides the guidelines under which cardholders may utilize their Credit Cards. All cardholders should read it carefully. A cardholder's signature on the Cardholder Agreement or any use of the Credit Card, indicates that the cardholders understand the intent of the program and agrees to adhere to the guidelines.

The attached information explains in further detail how the Credit Card is used and how the cardholder's transactions are invoiced as well as the many benefits of the Credit Card.

ETHICS

It is Rock Island County's policy to maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all purchases and business transactions. It is your responsibility to purchase only those goods or services that are necessary for business purposes.

1. Suppliers/vendors, their products, personnel and services are a natural extension of our own resources. It is the responsibility of all employees in the Rock Island County organization to develop and maintain professional relationships between the company and its vendors and to keep in mind that personal contacts form much of the basis for the vendor's opinion of the County.

PURPOSE

The Credit Card is a charge card which provides the Rock Island County organization with an alternate method of purchasing low dollar goods and services.

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

POLICIES

A. GENERAL

Credit Cards are issued to employees with pre-approval by their Department Head and County Auditor. No one other than the cardholder is authorized to use the assigned Credit Card.

The Credit Card is to be used for authorized purchases as set forth in the policy and procedures.

Any transaction over the authorized limit will be rejected by Wells Fargo Bank and must follow Rock Island County's traditional Purchase Requisition process.

The cardholder will only be able to use the Credit Card for items approved in this policy. If the cardholder attempts to use the Credit Card for any items not specified in this policy, the transaction will be denied.

The Credit Card is similar to a personal credit card, in that a Monthly Memo Statement per credit card number will be sent to the cardholder. In addition, if a department has more than one Credit Card, a Department Monthly Memo Statement will be sent to the Department Head. The Monthly Memo Statement will contain all charges from the previous month. This is not an invoice, but a statement that lists all transactions made during that billing cycle. A Monthly Summary Statement listing all the transactions of all the Credit Cards of the County will be sent to the County Auditor (each department should keep a copy).

The card is to be used for County Business only.

B. APPROPRIATE USE OF THE CREDIT CARD

A wide variety of goods and services can be purchased using the Credit Card. For example:

Maintenance

Repairs

Supplies

Gasoline (only if out of town and not able to use County pumps)

Conferences

Hotel

Food

C. INAPPROPRIATE USES OF THE CREDIT CARD

The Card must not be used for:

- Capital Outlay Purchases (any item over \$500.00 unless approved)
- Cash Advances
- Personal Use

HOW TO OBTAIN A CREDIT CARD

PROCEDURES

1. The initial step in obtaining a Credit Card is for the Department Head to obtain a Credit Card Request Form by contacting the County Auditor.
2. The Credit Card Request Form, must be completed in full and the original returned to the County Auditor. On the Credit Card Request Form, the Department Head must give the reason for the request.
3. Once approved, the Auditor will forward a copy of the Policies and Procedures along with a Cardholder Agreement to the employee.
4. The employee and his/her Department Head must review the Policies and Procedures along with the Cardholder Agreement.
5. Once the Cardholder Agreement form has been completed the form must be returned to the County Auditor.
6. After the Auditor receives the completed Cardholder Agreement the Credit Card will be delivered.
7. Once the Auditor receives the card a meeting will be scheduled with the employee and Department Head to review the Policies and Procedures and to answer any questions.
8. After the meeting the employee must sign the Cardholder Agreement a second time, acknowledging that he/she has received the Credit Card. A copy of the Agreement will be kept with the Auditor and one copy of the Agreement will be given to the Department Head.
9. The employee can immediately begin to use the Credit Card after he/she signs the back.

PROCEDURES

A. MAKING A PURCHASE

Any Mastercard merchant will accept the Credit Card. Only the cardholder named on the Credit Card can use that Credit Card.

1. The cardholder will present the card, sign, and take the charge receipt and cash register tape, or receipt for filing and leave with the purchase. The receipts must be filed and details of the transaction must be entered by the cardholder on the transaction log.
2. The cardholder may also place an order over the phone or internet. When a telephone order or internet order is placed, the cardholder should indicate the order on the transaction log and request from the vendor a receipt showing prices. When the goods are received, the cardholder should check the goods against the transaction log record and enter the date of delivery. The cardholder must keep receipts and shipping records in a file throughout the month.

B. SHIPPING/RECEIVING

1. The cardholder must provide the vendor with appropriate shipping information or a delay in the delivery of the shipment may occur. All goods must be shipped to a Rock Island County Address.

C. INCORRECT SHIPMENTS OR RETURNS

1. If a shipment is incorrect, the cardholder should contact the vendor to arrange for a return, exchange or credit. If the vendor agrees to issue a credit, it should be noted on the cardholder's transaction log and the cardholder should verify that the credit is properly reflected in the next Monthly Memo Statement.
2. It is the cardholder's responsibility to know the vendor's return policy.

RECONCILING MONTHLY PURCHASES

PROCEDURES

A. TRANSACTIONS LOGS.

1. Each cardholder must keep a log of all transactions charged to their account on a monthly basis. For each month, a new transaction log should be started. The billing cycle for each month will end on the last working day of the month. Any transaction occurring after that will appear on the next month's statement.
2. At the end of the billing cycle for each month, the original sales documents (receipts, cash register tapes, credit card slips) for that month, should be stapled to the Monthly Transaction Log and forwarded to the County Auditor.
3. All transaction logs and original sales documents will be retained in the Auditor's Office after payment. The Auditor will audit the credit cardholder for compliance.
4. The person named on the Credit Card is responsible for keeping track of how the Card is used and for keeping it safe. Although the cardholder will not be responsible for actually paying the expense, the cardholder must keep a monthly transaction log of their purchases. And just like any credit card, the cardholder must protect against fraudulent use of the card.

B. MONTHLY MEMO STATEMENTS/ SUMMARY INVOICE STATEMENT

1. The cardholder will be sent a Monthly Memo Statement and it will be their responsibility to reconcile the charges on the account with the transaction log. The Monthly Memo Statement that is sent directly to the cardholder is not an invoice.
2. A Monthly Summary Invoice Statement will be sent. This Summary Invoice statement includes all transactions made during the billing cycle for all credit cards. Payment will be made from this Statement and the appropriate department will be charged automatically through the General Fund, or Other Funds.
3. The total amount charged to Rock Island County on the Monthly Summary Invoice Statement, should match the amount stated on the Cardholder's Monthly Memo Statement.
4. It is the responsibility of the Department Head to review the Monthly Memo Statement and the cardholder's transaction log.

DISCREPANCIES OR UNAUTHORIZED USAGE

TYPES OF DISCREPANCIES

1. The amount of the transaction is incorrect.
2. A purchase appears on the Monthly Memo Statement that was not made by the authorized cardholder.
3. There is a product quality or service issue.

PROCEDURES

1. If there are any discrepancies on the cardholder's Monthly Memo Statement, the vendor will need to be contacted immediately to try to resolve the issue(s) in question.
2. The cardholder will need to complete a Cardholder Dispute Form and forward a copy to the vendor and the Auditor's Office.
3. If the discrepancies cannot be resolved with the vendor, the cardholder will then need to contact the Auditor within 30 days from the date of the statement on which the discrepancy appeared.

CARD DEACTIVATION

PROCEDURES

A. CARDHOLDER TRANSFERS TO ANOTHER DEPARTMENT

Even though the credit card is issued in the name of the cardholder, a Department has been specifically assigned to the credit card. So, if a cardholder transfers to another department, the Department Head must notify the Auditor to deactivate the credit card on or before the date the transfer becomes effective.

1. The cardholder or Department Head will need to notify the Auditor's Office that the credit card should be deactivated.
2. The Auditor's Office will then immediately deactivate the credit card and will send an acknowledgment to the cardholder, and department head of this action.
3. It is the responsibility of the Department Head to cut up the Credit Card and forward it to the Auditor's Office.
4. When the employee changes departments, the new Department Head must request a new credit card, if appropriate, by completing a new Credit Card Request Form.

A. TERMINATION OF CARDHOLDER

Upon voluntary or involuntary termination of employment of a cardholder, the credit card must be turned in to the Department Head and forwarded to the Auditor's Office.

1. The authorized Department Head must immediately notify the Auditor that the Credit Card of the named cardholder should be deactivated.
2. The Auditor will immediately deactivate the credit card and send an acknowledgement to the Department Head.
3. It is the responsibility of the Department Head to cut up the card and forward it to the County Auditor.

A. MISUSE OF THE CARD BY THE CARDHOLDER

Whenever a credit card is misused or the policies and procedures are violated, the Department Head will work with the County Auditor to determine appropriate disciplinary action up to and including possible termination.

1. The Department Head may request suspension or cancellation of the Credit Card at any time by notifying the County Auditor.
2. The Department Head along with the Auditor will work together in determining the appropriate action. The Department Head will then inform the Auditor if the Credit Card should be deactivated.
3. The County Auditor may suspend or cancel a credit card if:
 - a. The Rock Island County Credit Card Policies and Procedures are not followed.
 - b. If the cardholder continually tries to exceed the per purchase limit or the specified purchase frequency agreed to by the cardholder's Department Head.

REPORTING LOST OR STOLEN CARDS

PROCEDURES

1. If a credit card is lost or stolen, the cardholder must immediately inform the Auditor and their Department Head.
2. The Auditor will immediately deactivate the credit card and will send an acknowledgement to the cardholder and Department Head informing them of this action.
3. In order to receive a replacement Credit Card, the cardholder's Department Head must complete a new Credit Card Request Form and the cardholder must complete a new Cardholder Agreement.
4. The Auditor will produce a replacement card after the proper forms have been completed and returned.
5. The cardholder and department head is responsible for review and reconciliation of the Monthly Memo Statement of the deactivated Credit Card as well as the Monthly Memo Statement on the new Credit Card.

Date
CARDHOLDER AGREEMENT

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

I agree to purchase goods and services, consistent with Rock Island County responsibilities, to satisfy legitimate business needs of Rock Island County. I will not use the Credit Card for personal use or non-permitted business purposes, and if I do, I understand that I will be personally obligated to pay for the amount of those purchases.

All purchases I make will be in accordance with applicable Rock Island County Credit Card Policies and Procedures (a copy of which was provided to me).

I understand that my authorization to make such purchases shall automatically cease upon my termination from Rock Island County employment, or if I should change departments.

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

I understand that any abuse or incorrect use of the Credit Card could result in disciplinary action against me up to and including termination of my employment.

Signature

Print Name SS Number

Department Date

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

Department Head Signature Date

Print Name

I, _____ have received a Credit Card,

_____ On _____

Account Number Date

Signature of
Cardholder _____

DISPUTE FORM

CARDHOLDER INFORMATION:

Name

Address

Phone

City, State, Zip

Signature

Date

Account Number of Card in Dispute

MERCHANT NAME/DESCRIPTION:

DOLLAR AMOUNT

DESCRIBE DISPUTE:

*Forward a copy of dispute form to vendor and either fax a copy to the Auditor or send by inter office envelope. Auditor fax (309) 558-3511

Rock Island County Drug Free Work Place Policy Smoke Free Facilities

Section 210

The Rock Island County Board believes strongly in making the work environment of all employees free of drugs and the accompanying abuses. Further, the Drug Free Workplace Act (Ill. Rev. Stat. Chap. 127, Par. 152.311) mandates that State of Illinois contractors and grantees initiate and maintain a drug free workplace for their employees. Accordingly, all employees are informed as follows:

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the County's workplace, or while performing any work for the County, and employees found to have engaged in any of the above activities shall be subject to disciplinary action up to and including termination.

Information on controlled substances and rehabilitation is available through the Risk Management Department and the County's Employee Assistance Program.

As a condition of remaining an employee of the County, all employees must:

1. Abide by the terms of this policy.
2. Participate in drug free programs which are sponsored from time to time by the County.
3. Notify the County Board Chairman of any criminal drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction. The County is required to notify the state contracting agency of such convictions.

Adopted 8/18/92

Section 211

A No Smoking policy for all County facilities, excluding the County nursing home, became effective June 1, 1993. (Exclusion: residents of Oak Glen Home are permitted to smoke in monitored areas at designated times.) This No Smoking policy includes all vehicles (cars & trucks) owned by the County.

Rock Island County Vacation

Section 212

Employees will be paid and take vacation under the terms of this plan effective as of their anniversary date. Employees under this plan shall earn and take vacations based on their years of service as of each anniversary date in accordance with the following schedule:

- A. Less than one year of service - 1.538 hours accrued for each full pay period worked - maximum of forty hours of vacation pay.
- B. One year of service* - 3.077 hours accrued for each full pay period worked - maximum of eighty hours of vacation pay.
- C. Four years of service* - 4.6154 hours accrued for each full pay period worked - maximum of one hundred twenty hours of vacation pay.
- D. Nine years of service* - 6.154 hours accrued for each full pay period worked - maximum of one hundred sixty hours of vacation pay.

Employees will be credited with time worked for purposes of accruing vacation for all hours paid for vacation, holiday, sick days, personal days, jury duty, bereavement, and comp time. Any employee who has completed one year of service will be paid for all accrued but unused vacation at the time of separation from service except as follows:

Employees who terminate their employment between their fourth and fifth anniversary year shall be paid vacation based on the accrual rate for two weeks (eighty hours) of vacation.

Employees who terminate their employment between their ninth and tenth anniversary year shall be paid vacation based on the accrual rate for three weeks (one hundred twenty hours) of vacation.

Vacations are not cumulative and shall be forfeited if not used within one year of earning such vacation. Exception: if staff shortages or scheduling conflicts prevent the employee from taking vacation with approval of the Finance Committee. Non-union employees will be allowed to "carry-over" one week of vacation.

Maximum consecutive use of vacation leave shall be eighty hours. Five days of earned vacation may be taken one day at a time, but the remainder of the vacation, to the extent possible, will be taken during whole weeks.

Vacations shall be granted at the time requested by the eligible employee providing the type of work performed by the employee will permit approving requests.

If the nature of the type of work involved make it necessary to limit the number of employees on vacation at the same time, the employee(s) with the greatest departmental seniority shall be given his choice of vacation in the event of any conflict over vacation periods.

If an employee with one or more years of continuous service is laid off, he shall receive vacation money that he is entitled to at the time of layoff, or, with the agreement of his department head, he may postpone receiving his vacation money until the time that his vacation was scheduled.

*Must be continual service to qualify.

Rock Island County Holidays

Section 213

All offices and departments of County government where the days of operation are subject to the discretion of the County Board, shall be closed upon the day designated by Statute to be observed as a holiday. If any of the following holidays should fall on a Saturday, the preceding Friday will be observed; on a Sunday, the following Monday shall be considered as the holiday. It is the policy of the County to observe the following days:

New Years Day
Martin Luther King's Birthday
Lincoln's Birthday
Washington's Birthday
Good Friday (½ day)
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

The day on which members of the House of Representatives are elected

No other day shall be considered unless designated by the Board.

Rock Island County Compensatory Time

Section 214

- A. All salaried employees (Non-Exempt under FLSA) will be compensated at the rate of one and one-half hour for each hour worked in excess of 40 hours in any one work week.
- B. All non-exempt employees (under FLSA) will be governed by their union contracts or agreements, as long as they are in compliance with the FLSA. The Fair Labor Standards Act states that employees must be compensated at one and one-half times their current hourly rate, or one and one-half hour for each hour worked in excess of 40 hours in any one work week.
- C. Compensatory time will be recorded on the payroll work register as well as the payroll check stub. Compensatory time off must be granted by the department head.
- D. Time cards must be signed by the employee as well as the department head.
- E. Employees will be given compensatory time for extra hours worked in a week with a County authorized holiday.
- F. Employees who are exempt from the mandatory overtime compensation requirements of the Fair Labor Standards Act may earn up to 80 hours of compensatory time. Effective August 1, 1995, the above described persons who have accrued compensatory time in excess of 80 hours will not be permitted to earn additional compensatory time, until such time as their accrued compensatory time is less than 80 hours. After August 1, 1995; the above described persons shall not earn comp time in excess of 80 hours.

For the above described persons, compensatory time shall be awarded on a basis of one hour of compensatory time for each hour worked during a standard work week in excess of 40 hours, or for each hour worked in excess of the amount of hours worked during a period for which mandatory overtime is computed.

- G. As per an Executive Order, dated May 30, 1996; which was adopted by the County Board on December 17, 1996, the following employees shall use accrued compensatory time by the dates indicated below:

Director, Purchasing ; Director, Data Processing; Director, Emergency Services & Disaster Agency; Risk Manager; Administrator, Oak Glen Home; Superintendent of Public Works; Supervisor of Assessments; and Administrator, Zoning & Building

All employees are to reduce their accrued compensatory time to eighty (80) hours or less by August 31, 1996, and to use all of their accrued compensatory time by November 30, 1996. Effective December 1, 1996, these employees will no longer earn compensatory time. These employees will be compensated on a forty (40) hour work week. Sick time and vacation time will be calculated on that forty (40) hour work week. Personal time will continue at two (2) days per year.

Rock Island County Retirement

Section 215

Rock Island County provides retirement, disability, and death benefits through the Illinois Municipal Retirement Fund (IMRF) for eligible employees. Eligible employees will have contributions deducted starting immediately with their first payroll check. An employee is eligible for a pension under IMRF with full benefits at age 60 and 8 or more years of IMRF service credit. An employee may retire with reduced pension benefits between the ages of 55 to 60 with 8 or more years of IMRF service credit. The County contribution to IMRF includes all costs for Death and Disability benefits for eligible employees. Rights and obligations are governed by Article 7 of the Illinois Pension Code and summarized in a booklet provided to all employees.

Please see Insurance Section for Additional Information.

Rock Island County

General Leaves of Absence Provisions

Section 216

It is the policy of Rock Island County to grant at least up to twelve (12) weeks of family and medical leave during any twelve month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid, unpaid, or a combination, depending on the circumstances and as specified in this policy. FMLA provides leaves for the purposes of:

1. The birth of a child and in order to care for that child.
2. The placement with the employee of a child for adoption or foster care.
3. To care for a spouse, child or parent with a serious health condition.
4. The serious health condition of the employee

Definitions included in the FMLA will be used in determining eligibility.

The FMLA mandates that employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous twelve months or 52 weeks. The twelve months or 52 weeks need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

The FMLA will be considered a minimum requirement at all County facilities and all additional leave benefits provided by the County shall be designated as a FMLA leave and will not be granted in addition to a twelve week FMLA leave.

Therefore:

1. The County will measure the twelve month period as a rolling period of time backward from the date an employee uses any leave under this policy (except that the County will not measure back before August 5, 1993). Each time an employee takes leave, the County will compute the amount of leave the employee has taken under this policy and subtract it from the twelve weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time. The County will advise the employee whether he or she is eligible for FMLA within two (2) business days after making determination of eligibility.
2. Employees must bring all completed paperwork to the Risk Management Office for interpretation and completion of the Rock Island County FMLA Policy.
3. Holiday pay will not be paid during a leave of absence unless the employee is on an intermittent or reduced schedule which makes them eligible for holiday pay.

4. If while on a FMLA designated leave, an employee is required to serve on a jury or in the military, no make up pay will be granted, nor will funeral leave benefits be paid.
5. If an employee is on an intermittent or reduced schedule, the effective hourly rate of pay will be continued for hours worked as if leave had not been taken. For hours lost, accrued paid time benefits may be paid in accordance with plan provisions.
6. Upon expiration of a designated FMLA leave, the employee will be restored to his/her regular position or to an equivalent position in pay, benefits, and other terms and conditions of employment, if they would not have been terminated during the leave period because of general economic conditions or due to a restructuring of the department or division of the County. An FMLA leave does not guarantee a restoration of employment. An employee will be treated the same as any other employee similarly positioned and actively at work on the date of the RIF (Reduction In Force) and/or restructuring. All benefits, increases, general wage increases, or other terms and conditions of employment generally applicable to the employee's position will be restored to them as if they had not been on leave.
7. Failure to return to work within five days of a designated leave of absence will be considered a voluntary quit.
8. IMRF members on FMLA will not earn pension service credit for the month(s) in which they are not paid. If a member on FMLA wishes to receive IMRF pension service credit, the member must apply and pay for an IMRF Benefit Protection Leave.

Rock Island County will provide Leave of Absence as provided in the FMLA and other leave of absences as follows:

Section 216-1 NEW CHILD BONDING LEAVE (FMLA):

Employees who have completed a probationary period shall be granted a leave of absence for a period not to exceed six months for the arrival of a new child by birth, adoption, or foster care placement for the purpose of bonding (as distinguished from caring for a seriously ill child). If the biological, adoptive, or foster parent(s); the step-parent; legal guardian(s); or parent(s) in loco parentis are both employees, the total combined leave for this purpose is six months, not twelve months. This right to a "bonding" leave expires twelve months from birth or placement for adoption or foster care.

Sick leave pay accrued when the leave begins may be paid to the County employee for physician certified periods of disability related to childbirth during the leave and will not extend the six month bonding leave period.

Earned vacation pay accrued when the leave begins may be paid to the employee during the leave.

All personal days, holiday pay, accrued to date leave begins must be used during this leave and this time will be designated as FMLA leave in determining future leave eligibility.

Notice to employees:

When requesting leave for the birth, adoption, or foster care placement of a child, an employee must give 30 days notice, or, if not possible due to unforeseen circumstances, the maximum notice practicable. Such notice will help the County plan for the leave. If an employee requests that a leave be made on an intermittent and/or reduced schedule basis, the County will consider such requests, but depending upon the circumstances surrounding this request, the employee may be required to take all or part of the leave consecutively.

Section 216-2 FAMILY ILLNESS LEAVE (FMLA)

An employee that has worked for the County for at least one year and for 1,250 hours over the previous twelve months, shall be granted a leave of absence as provided in the FMLA for the care of a child, parent (not in-laws), or spouse who has a serious health condition if it is medically determined that the care given by the employee is necessary. For purposes of these care giving leaves, the child, spouse, or parent must be either:

1. An overnight, in-hospital patient
2. In a hospice
3. In a nursing home
4. Absent from work or school for more than 3 days
5. Require action assistance with daily life activities
6. Be under continuing treatment by, or supervision of a health care provider
7. Have either an incurable condition or one that, if not cared for, would cause incapacity for more than three days

This care giving twelve week leave for care of a seriously ill child is available to each of the employed parents of the child, however, for care of a parent, a combined total of 12 work weeks will be allowed when both spouses are employed by the County.

All earned vacation, personal days, and holidays must be used during this leave of absence.

The County may require an employee to provide a doctor's certification of the serious health condition. (US Dept. of Labor form will be used.)

Notice to Employees:

For care of a seriously ill child, spouse, or parent, or for employees own serious health condition; employees must give 30 days notice or, if not possible due to unforeseen circumstances, as much notice as is practical. In any event, employee must provide medical certification of the need for employee to provide care, or of their disability, within 15 days of the commencement of the leave.

If an employee requests it, and the request is medically certified as necessary, the County will arrange an intermittent or reduced leave schedule for taking up to a twelve week (480 hours) leave. The alternative schedule is expected to be the least disruptive to the County's operation and may include transfer to another position that has equivalent pay and benefits.

Sect6ion 216-3 EMPLOYEE SICK LEAVE (FMLA)

An employee may take leave because of a serious health condition including work related and non-work related illnesses or accidents that makes the employee unable to perform the functions of the employee's position. Any absence from work for more than three (3) work days due to the need for continuing treatment by a health care provider must be supported by a medical certification.

After completion of a probationary period, Sick Leave Pay may be used for illness, disability, or injury (work related or non-work related) of the employee, appointments with a doctor, dentist, or other professional medical practitioner. An employee with accrued sick leave may use up to five (5) days of sick leave to care for the employee's immediate family . Absence for sickness shall be reported by the department head to the payroll office which shall maintain a cumulative total by employee of absence for sickness per annum.

Each employee shall accumulate paid sick leave at the rate of one day of regularly scheduled work hours (pro-rated for part time employees who have benefits) for each month of service. Sick leave will not accumulate during periods when the employee receives no pay during the month.

The County may require an employee to provide a doctor's certification of the serious health condition. (US Dept. Of Labor form may be used.)

An employee may apply for disability benefits through the Illinois Municipal Retirement Fund when it is determined they will be disabled for more than 30 consecutive days. IMRF disability benefits are not paid for the first 30 days of disability. They may elect to continue to receive all earned sick leave pay prior to receiving IMRF disability. Rights and obligations as an IMRF member are governed by Article 7 of the Illinois Pension Code, and outlined in the booklet provided summarizing those benefits.

The employee will be allowed to retain all vacation time that has been earned up to the time of sick leave and application for IMRF disability benefits.

Upon return from a FMLA leave for an employee's own serious health condition, they will be required to furnish from the attending physician a certification that they are fit for duty to perform the essential function(s) of their regular job (or to the job to which restored, if different) together with any restrictions and the reasons for those restrictions.

Section 216-4 WORK RELATED INJURY

All employees are insured under the Illinois Workers' Compensation Act which provides temporary total disability benefits after a three day waiting period. The three days will be paid retroactively if the absence is fourteen days or more. Employees may elect to receive accrued sick leave pay for any part of the work related disability absence. However, sick leave payment will reduce total accrued sick pay hours and will not be paid in addition to workers' compensation pay. Employees are expected to report all incidents to their supervisor immediately and must be reported no later than 45 days from date of the incident.

Section 216-5 SHORT TERM MILITARY DUTY

(National Guard and Military Reserves)

Employees will be given time off work for military duty and will be reinstated when training is completed. The County will not fire, demote, deny promotion to or benefits to an employee based on their Guard/Reserve membership. Employees absent because of short-term military duty shall be compensated for time lost at their regular rate of pay. Compensation earned from military duty shall be deducted from the regular rate of pay.

Section 216-6 MILITARY DUTY

Employees who enter military service are eligible for an unpaid leave of absence and certain re-employment rights in accordance with applicable federal laws. Employees who have been on Military Leave of Absence for a period of up to four years will be eligible for re-employment after completing military service provided they have been honorably discharged and apply for re-employment within 90 days after release from active duty.

Section 216-7 DEATH OF A FAMILY MEMBER (BEREAVEMENT)

When death occurs in the immediate family of an employee, who has completed their probationary period, such employee, upon request, will be excused for any three normal scheduled days of work immediately following the date of death, provided employee attends the funeral. An employee's immediate family shall include only the following: Spouse, children, parents, brother, sister, grandparents, step-grandparents, grandchildren, current in-laws, step-parents, step-children, step-brother, step-sister, and legal guardian. After making written application thereof, which will show the date of death and relationship to deceased and the fact that the employee attended the funeral, the employee shall receive pay on basis of straight time established rate for any scheduled days of work for which the employee is excused.

Section 216-8 EDUCATIONAL LEAVE

An educational leave of absence may be granted unless it is determined that a hardship to the County will exist if the leave is granted. The period is not to exceed twelve months for formal education which is related to an employee's current position or for which the County will benefit from the employee's formal education. The employee will be reinstated to an open equivalent position at the end of the educational leave if the employee reports for an assignment at least one week prior to the date that leave ends.

Section 216-9 JURY DUTY

Employees required to serve on jury duty shall be compensated for time lost at their regular rate of pay. If compensation is earned as a juror, said compensation shall be deducted from the regular rate of pay. If an employee is released from jury duty prior to the middle of their shift, they shall return to work. If the employee works second shift and is on jury day all day, they should not be required to report for work.

Section 216-10 PERSONAL DAYS

Employees will be permitted time off without loss of pay for two days for compelling and necessary personal reasons for cases in which permission to be absent without loss of pay has been granted by the department head prior to such absence. In the case of extreme emergency where prior notification is impossible, consideration will be given to each individual case. If an employee has not used the personal days during the year they will be added to the following years vacation. If the personal days are added to the vacation, and the employee terminates his/her employment prior to his vacation eligibility date, he will be paid for the personal day(s) upon termination. Personal days are earned after one year of employment.

FRAUDULENT reporting of compensation earned shall be cause for dismissal.

FMLA definitions as outlined in the FMLA Act will be used in determining eligibility for leave.

Rock Island County Health Insurance

Section 217

217-1 . Active Employees

All employees (excluding temporary employees) employed by the County to work 30 hours or more per week on a regular basis, and eligible dependents, will be eligible for coverage on an optional basis, following completion of the probationary period (twelve weeks). The following events are considered "Life Events" which allows an employee to enroll and/or make changes in dependent coverage: (1) Birth of dependent (2) Death of employee or dependent (3) Marriage (4) Divorce (5) Legal Separation (if employee chooses to terminate his/her spouse and/or dependents during a legal separation and the couple reconciles and doesn't go through a divorce, the spouse and/or dependents are not allowed to be reinstated until the next December 1) (6) Legal Adoption (7) Change in Dependent Status (8) Loss of other insurance coverage.

"Life Events" must be reported to the Insurance Department within 31 days of the change and will become effective on the date of the "Life Event". Proof of life event is required, I.e. Marriage certificate, divorce certificate, birth certificate, etc. All other enrollments/changes must be deferred until the next January 1.

217-2 . Termination of Employment

When a County employee leaves the employment of the County, the group health insurance plan will terminate on the last date for which the employee receives pay. Extended coverage will be offered to all terminated employees and dependents in compliance with the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). A Certificate of Group Health Plan Coverage shall be mailed to all terminated employees in compliance with the Health Insurance Portability Accountability Act (HIPPA).

217-3 Leave of Absence

NEW CHILD BONDING LEAVE (FMLA):

An employee on an approved leave of absence may continue coverage under the group health plan by paying contributions as due. Contributions required for the first twelve weeks will be the same contribution required of an active employee. The balance of the leave will require payment of full contributions (both the employee and employer contributions).

FAMILY ILLNESS LEAVE (FMLA):

An employee on an approved leave of absence may continue coverage under the group health plan by paying contributions as due. Contributions required for the first twelve weeks will be the same contribution required of an active employee. If a leave is extended beyond the twelve week mandated time, employee will be responsible for payment of full contributions (both the employee and employer contributions).

EMPLOYEE SICK LEAVE (FMLA):

(Work and Non-Work related injury) An employee shall be eligible to continue participation in the group health plan on the same basis as if they were working for twelve weeks. At the end of the three months, coverage may be continued under provisions of COBRA unless eligible under IMRF insurance continuation as described below.

IMRF DISABILITY:

An employee who takes an approved IMRF disability leave of absence, temporary or permanent, shall be eligible to continue participation in the group health insurance plan on the same basis as if the employee were working; providing the employee was insured under the plan the day before disability began. **Pursuant to 215 ILCS 5/367j all municipal employers must offer continuation to the employees who leave due to disability. Disabled employees must sign up for Medicare Part A and B. Group insurance will be secondary with employee paying the full premium.**

SHORT TERM MILITARY LEAVE:

An employee will be eligible to continue in the group health plan by paying the regular active employee contribution during the leave.

EDUCATIONAL AND OTHER PERSONAL APPROVED LEAVE OF ABSENCE:

An employee on an approved leave of absence not covered by the FMLA will be eligible to continue coverage in the group plan by paying the full contribution (both employee and employer contributions).

PAYMENT OF CONTRIBUTIONS:

Contributions must be paid either by payroll deductions during paid leave periods or by check or money order payable to Rock Island County Treasurer and mailed to Risk Management when due. A 30 day grace period is allowed following the due date for payment of contributions.

If an employee fails to make timely payments, coverage ceases. When an employee on an approved FMLA leave returns to work, coverage will be reinstated on the same terms

as prior to taking the leave, without any qualifying period . For other layoff or leave of absence, if coverage lapses and the employee returns to active full time employment within three months of the date the layoff or leave of absence began, coverage will be reinstated upon return to work. If absence is more than three months and coverage was not continued, coverage will be deferred until the next January 1 .

217-4 . Layoff

If an employee is placed in a layoff status because of a reduction in force, insurance will be continued to the end of the month of layoff if active employee contributions are made. The employee may continue coverage for up to one year from the date of layoff. Full contribution from the laid off employee (both the employee and employer contributions) is required to continue coverage.

217-5 . Retirement

All Rock Island County employees and eligible dependents retiring on or after January 1, 2001, may continue coverage under the active employee group health plan on an optional basis providing:

217-5A . They qualify for immediate receipt of retirement pension benefits from IMRF/SLEP, and

217-5B Coverage was in effect under the group health plan immediately preceding the day on which the retirement begins, and

217-5C The employee has participated in the group health insurance plan, either as the employee or as the employed spouse, for at least eight (8) years.

217-5D Premiums for retirees will be calculated by the following formula: The Retiree will receive 2% premium subsidy per year of IMRF/SLEP service up to a maximum of 50% of the full premium with the balance of the premium paid by the retiree. This service credit will be limited to those years earned while employed by Rock Island County.

Individuals hired before January 1, 2001, can receive benefits as provided by the policy in effect immediately prior to this plan ie, E. Retirement Rock Island County Procedure Manual dated June 17, 1998, page 49; re: Premiums for continuation of coverage will be the active employee contribution—providing:

1. The employee has at least 12 years of Rock Island County Service and is 60 or more years of age and has participated in the group plan for at least 12 years.
2. The employee has at least 35 years IMRF credit and is over fifty-five (55) years of age and has participated in the group health insurance plan for at least twelve (12) years.

Eligible dependents insured on the employee's last day of active employment may be included if the retiree requests family coverage. Further changes will be deferred until the next open enrollment period. Retiree's that marry after retirement are eligible to add their spouse to the health plan if a request is made to the Risk Management Department within 31 days from the date of marriage, otherwise, coverage will be deferred until the next January 1, and the full cost (100%) for single coverage will be required for the spouse in addition to the retiree's premium.

The plan will continue to be in effect for all retiree's pursuant to 215 ILCS 367 j all municipal employers must offer continuation to the employees who retire at age 65. Retired employees must sign up for Medicare Part A & Part B. Group health insurance will be secondary with employees paying the full premium.

Surviving spouses of employees who retired or became disabled on or after December 1, 2000, who are entitled to a survivors pension under IMRF/SLEP, may continue coverage under the active employee group health plan by paying the full rate providing they were insured immediately preceding the day on which retirement or disability of the employee began. Coverage may be continued until the date of remarriage or on the date of eligibility for Medicare or Medicaid.

Members of the Rock Island County Board who are retiring with a minimum of eight (8) years of service can elect to continue insurance coverage under the Rock Island County Health Plan pursuant to the above provisions. Age requirements for this provision shall be based on IMRF guidelines.

SPECIAL EARLY RETIREMENT

Employees retiring under the Early Retirement Incentive Program between June 1, 1997 and June 1, 1998 may continue coverage under the active employee Group Health Plan as provided for other retirees, however, the premium will be 50% of the full premium (both the active employee contributions and the County contribution.)