

# CITY OF DIXON EMPLOYEE HANDBOOK



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## **I. INTRODUCTION**

Welcome to the City of Dixon. The primary purpose of this handbook is to introduce new employees to the work rules, policies, procedure and benefit plans covering the City of Dixon. In addition, it is intended to serve as a reference for employees currently employed.

Whenever the provisions of this handbook are in conflict with state law, federal law, or a collectively bargained agreement between the city and a certified bargaining unit, the provisions of the state law, federal law, or the collectively bargained agreement between the city and a certified bargaining unit will prevail.

## **II. AT WILL EMPLOYMENT**

This handbook is presented as a matter of information only; it is not intended to form a contract between City of Dixon and the employee. City of Dixon reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

Just as you retain the right to terminate your employment at any time for any reason, the City of Dixon retains a similar right. No policy or practice of the City of Dixon should be construed to change this relationship. Only the City Council has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

## **III. EQUAL EMPLOYMENT OPPORTUNITY**

It is the objective of the City of Dixon to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment that is free from discrimination.

The City of Dixon has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, gender identity, ancestry, disability (except where physical or mental abilities are a bona fide occupational qualification), domestic violence victim status, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination and all other terms and conditions of employment.

#### **IV. EMPLOYEE DEFINITIONS**

##### **Full-time Employee:**

An employee who is normally scheduled to work no less than 30 hours per week and is eligible for all benefits.

##### **Part-time Employee:**

An employee who is normally scheduled to work less than 30 hours per week and is eligible for some benefits. Regular part-time employees must work their designated hours per week on a 12-month basis. Regular part-time employees are eligible for City contributions toward IMRF retirement benefits if they meet the 1000-hour per year requirement. They may also request leaves of absence. Part-time employees are only eligible for health insurance coverage if they meet the eligibility requirement.

The determination of hourly requirements for part-time sworn Police and Fire personnel shall be governed by State statutes and administrative rules.

##### **Short Term or Seasonal Employee:**

An employee who has been hired to work for an established period of time of 999 hours or less in duration, on either a full-time or part-time basis, and is not eligible for benefits.

#### **V. EMPLOYMENT**

##### **Probation:**

The probationary period is the first 6 months of an individual's employment. If the City of Dixon determines that the probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

##### **Job Openings:**

Whenever a vacancy occurs within a department, the opening may be posted on the City Hall bulletin board for 10 days. Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the Department Head within the stated posting period. The Department Head will make the recommendation on who is to fill the opening. The City of Dixon reserves the right to use other recruiting sources at their discretion.

The hiring process for sworn police and fire personnel will be governed by Illinois State Statutes.

##### **Official Personnel Files:**

The City of Dixon maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City, and access to the information they contain is restricted. Generally, only management personnel of the City of Dixon who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Clerk's Office or appropriate department. With reasonable advance written notice, employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by the City to maintain the files.

## **VI. HOURS OF WORK**

City Hall office hours are generally 8:30 a.m. to 4:30 p.m.

### **The Workday:**

In general, the work schedule of employees will not change from week to week. However, varying conditions in workload and demand of the public may necessitate a change in the work schedule. If it is necessary for the Department Head to change the normal work schedule, every effort will be made to give the employee as much notice as possible. Nothing in this section shall be constructed as a guarantee of the number of hours an employee will be scheduled to work.

### **Overtime and Compensatory Time:**

Non-exempt eligible employees will be compensated at a rate of time and one-half times for hours worked beyond a 40-hour workweek. With Department Head approval, non-exempt employees may elect to take compensatory time in lieu of overtime payment. Accumulated compensatory time in an employee's bank shall not exceed 40 hours. Hours banked over 40 will be paid out. The use of compensatory time shall not be unreasonably denied.

### **Rest Periods:**

Depending on varying conditions in workload and demand of the public, employees may be provided 2 rest periods during the day, not to exceed 15 minutes per rest period.

### **Lunch Periods:**

The scheduled lunch hours of employees may vary among departments because of operational demands. Every employee who works 5 hours or more will be provided at least a 30 minute uninterrupted lunch period.

### **Recordkeeping of Hours:**

It shall be the responsibility of each employee to assure proper recording of hours worked. Before records of time worked are submitted to Payroll, they are to be reviewed, approved, and signed by the Department Head or designee.

### Vacation:

Full-time employees are entitled to accrue and receive paid vacation. Eligible employees shall accrue vacation during each pay period. Annual vacation allotments shall accrue as follows:

<u>SERVICE:</u>	<u>VACATION ACCRUAL:</u>	<u>MAXIMUM LIMIT:</u>
Less than 5 years	10 working days	15 working days
5 years through 14 years	15 working days	20 working days
15 years through 19 years	20 working days	25 working days
Over 20 years	25 working days	30 working days

Accrual shall occur during the first two pay periods of each month. For example, an employee entitled to 10 working days of vacation shall receive 3.33 hours of the vacation during each applicable pay period. Vacation time may be taken at any time, upon approval of scheduling by the applicable supervisor.

Once an employee has accumulated the maximum permitted accrual amount of vacation time, an employee's bank shall be capped at the applicable maximum limit shown above. New vacation time shall only begin to commence accrual again once the number of days has fallen below the maximum.

Vacations may be taken in hourly increments.

Upon termination, employees with unused accrued vacation allowances shall receive compensation for that unused vacation at the employee's current rate of pay.

In the event of the employee's death, compensation for all unused vacation allowances shall be paid to the employee's beneficiary.

An employee who is promoted from a union position to a non-union position shall maintain the higher vacation accrual amount until the next incremental step on the non-union accrual scale exceeds the union scale. The employee will then follow the non-union accrual rates based on years of service.

The City of Dixon reserves the right to negotiate vacation accruals with newly hired administrative or department head employees.

### Holidays and Holiday Pay:

Full-time employees shall receive twelve paid holidays during the course of a calendar year. The paid holidays will be designated as follows:

New Year's Eve Day  
New Year's Day  
Martin Luther King's Birthday  
President's Day



Memorial Day  
Fourth of July  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas' Eve Day  
Christmas Day

For employees who normally work Monday through Friday, a scheduled holiday that falls on a Saturday shall be observed the preceding Friday. A scheduled holiday that falls on a Sunday shall be observed the following Monday. For employees working a non-standard workweek a scheduled holiday shall be observed on the exact day that the holiday falls.

## **VII. BENEFIT PLANS AND STATUTORY BENEFITS**

Full-time employees are eligible to participate in benefit programs according to the following schedule:

### **A. Upon the first day of employment:**

1. Federal Social Security and Medicare (required by law and paid for by both the City and employee).
2. State Unemployment Insurance (required by law and paid by the City).
3. Worker's Compensation (required by law and paid by the City).
4. Pension Plans
  - A. Illinois Municipal Retirement Fund (governed by State Statute and paid for by the employee and the City—inapplicable to sworn police and fire personnel).
  - B. Police Pension Plan (governed by State Statute and paid for by the employee and the City—applicable to sworn police personnel).
  - C. Fire Pension Plan (governed by State Statute and paid for by the employee and the City—applicable to sworn fire personnel).
5. Nationwide Retirement Solutions--Deferred Compensation (employee contributions only).
6. Health Insurance

Employees shall pay a percent of the premium cost for coverage under guidelines set by the Council.

Employees shall have the option to enroll in one of 2 Plan Options:

- A. Plan Option D- PPO.
- B. Plan Option E- High Deductible Health Plan (HDHP) and Health Savings Account (HSA).

Group Health Insurance (Health Insurance Continuing Coverage) Individuals who become eligible for major medical insurance will be given, upon being eligible, general notice outlining COBRA continuation coverage rights. If an employee has a qualifying event, as defined by law, they will receive the appropriate notice of qualifying event and election direction. Questions regarding such issues should be directed to the Administrative Office.

7. Life Insurance - \$25,000.

8. Accidental Death and Dismemberment Insurance.

The City may amend or terminate the life insurance, accidental death and dismemberment insurance and health insurance benefits at any time. In addition, the percentage of any premiums paid by the employee shall be determined by the City Council and may be modified at any time. If modified, employees will be notified.

9. Tuition Reimbursement Policy:

An employee shall be eligible for reimbursement for the cost of tuition for instruction received, at an accredited college or university, which is job related or for a position that an employee could be reasonably promoted.

Each request for reimbursement shall be applied for and approved by the Department Head prior to the beginning of instruction. Department Heads shall receive approval from the City Administrator; the City Administrator shall receive approval from the Mayor. Approved reimbursement shall be paid only after successful completion, (grade "C" or better, "pass" if pass/fail course), of the class and submission of proper documentation. Reimbursements shall not be made if an employee receives reimbursement from other sources. Approved reimbursements shall be for books and tuition and shall not exceed 2,000.00 dollars per fiscal year per employee.

B. After one year of continuously contributing to the IMRF:

1. Disability Benefits.

C. Part-time employees who have worked 1000 or more hours in 1 year are eligible to participate in:

1. Illinois Municipal Retirement Fund (paid for by the City and the employee).

## **VIII. LEAVE OF ABSENCE**

Employees shall be eligible to be considered for an unpaid leave of absence, for a maximum of 12 weeks, after 1 year of service with the City

The City recognizes that there may be time when extenuating circumstances make it necessary for employees to be absent from work. Employees must contact their supervisor as far in advance as possible, so that arrangements can be made. Final approval of any requested leave shall be made by the City Council. When an employee takes an unpaid leave of absence, all fringe benefits are suspended until such time that the employee returns. Employees may arrange to continue life insurance and health insurance coverage through the City at their own expense when permitted by the Plan documents. Vacation is not accrued during an unpaid leave of absence. At no time will employees who have been granted an unpaid absence other than FMLA, be guaranteed a position upon return.

A. Personal:

When it becomes necessary for employees to be absent from work to attend to personal business, which cannot be handled outside of working hours, employees should discuss in advance any such needs with their supervisor to obtain approval. Requests for personal leave must be given to the Department Head with reasonable notice. Each full-time employee shall be entitled to 5 personal days of absence with full pay.

Personal days may be taken only in such a manner, as it will not disrupt City operations. Personal days must be taken within the fiscal year earned and employees will not be paid for unused personal days.

Personal time may be taken in hourly increments.

B. Jury Duty:

An employee shall receive full pay for time lost when serving on a jury. Any fees received by the employee for jury service must be turned over to the City. Employees should inform their supervisors when the initial notice of impending service is received. Employees should advise their supervisor upon their release from the courts.

C. Bereavement Leave:

Eligible employees shall receive bereavement leave as follows:

1. Up to 5 days bereavement leave with pay shall be allowed, if necessary, in cases of the death of a parent, sibling, spouse or child.
2. Up to 3 days bereavement leave with pay shall be allowed, if necessary, in cases of the death of a grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law or brother-in-law.
3. To qualify for bereavement pay, the employee must actually attend the funeral of the above mentioned relative.

D. Military Leave:

Employees with military obligations will be granted leaves of absence in accordance with applicable federal and state laws.

#### E. Sick Leave:

Employees will accrue sick time bi-monthly up to a total of 12 days annually, which may be used for illness or injury of the employee, a household family members or an approved FMLA leave, unless the illness or injury is due to a work related injury, self-employment, or injury at another place of employment. Employees covered under this agreement as of May 1, 2016 shall be allowed to accumulate up to a maximum of 2016 hours of sick time. Employees hired after May 1, 2016, shall be allowed to accumulate up to a maximum of 720 hours of sick time. Days remaining in the sick leave bank upon employment termination will not be paid out.

An employee who is injured on the job and is eligible for workmen's compensation will receive full salary for a period of up to 4 months, except that he/she shall remit to the City whatever monies he shall receive under workmen's compensation. In no instances shall he receive a total pay in excess of earnings which would have been paid had he not been accessing workmen's compensation.

If an employee exhausts the workmen's compensation benefits provided hereunder, he must return to the active employment of the City for a period of not less than 4 consecutive months before being eligible for further benefits, the fiscal year provisions contained notwithstanding.

An employee who does not use any sick leave from December 1 through November 30 will receive compensation in the amount of \$200.00. An employee who uses not more than 1-day sick leave from December 1 through November 30 will receive compensation in the amount of \$100.00.

#### F. Family Medical Leave:

In accordance with the Family Medical Leave Act (FMLA), the City of Dixon will grant up to 12 weeks unpaid leave annually, based on the previous rolling 12-month period. To be eligible for this leave an employee must have worked for the City for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

1. Employee's serious medical condition.
2. Birth, adoption or placement of a child.
3. Caring for a spouse, child or parent, with a serious health condition.
4. Exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on covered active duty.
5. Covered service member.

Employees shall be eligible for 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with federal law.

You must provide a written request for leave and sufficient medical certification to the Clerk's Office within 15 calendar days from the date of your absence. The City of Dixon reserves the right to request re-certification at the city's discretion in accordance with federal law.

The annual FMLA allowance will run concurrently with any Workers' Compensation leave.

Your insurance benefits will be maintained for up to 12 weeks during your leave under the same conditions as if you continued to work. You must continue to pay your portion of the insurance premiums. You must make arrangements for payment of these premiums in a timely manner. If your leave extends for more than 12 weeks, you will become responsible for payment of the entire health insurance premium to maintain coverage.

When you return from FMLA leave you will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If you do not return to work following FMLA leave you will be required to reimburse the City for your share of health insurance premiums paid on your behalf.

You will be required to present a certificate from your physician releasing you to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, the City shall assume that the employee has resigned.

Employees will be required to use all sources of paid leave concurrently with Family Medical Leave, with the exception of 5 days of vacation.

#### H. Victim Leave:

The City shall provide leave in accordance with the Illinois Victims Economic Security and Safety Act of 2003 ("Victims Leave Act").

An eligible employee is entitled to up to twelve work weeks of leave in a consecutive twelve month period for one of the following reasons: (1) seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member; (2) obtaining services from a victim services organization for the employee or employee's family or household member arising out of domestic or sexual violence to the employee or employee's family or household member; (3) obtaining psychological or other counseling for the employee or employee's family or household member for conditions arising out of domestic or sexual violence to the employee or the employee's family or household member; (4) participating in safety planning for or against conditions arising out of domestic or sexual violence to the employee or the employee's family or household member; (5) temporarily or permanently relocating or taking other actions to increase the safety of the employee or employee's family or household member from future domestic or sexual violence or unsure economic security; or (6) seeking legal assistance or remedies to insure the health and safety of the employee or employee's family or household member including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

## **IX. HARASSMENT AND SEXUAL HARRASSMENT**

### **Harassment:**

It is the policy of the City of Dixon that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, ancestry, disability, domestic violence victim status, or any other protected characteristic as established by law.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee shall bring the matter directly to the attention of a department head, city attorney, human resources representative or a member of the City Council. All complaints will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint. Additionally, there will be no retaliation against anyone for utilizing the charge provisions of the Illinois Department of Human Rights. The Illinois Department of Human Rights investigates complaints of discrimination. If charges are found to have merit, a complaint of discrimination may be issued, leading to a hearing before an administrative law judge of the Illinois Human Rights Commission. A charge of discrimination, to be timely filed under Illinois law, must be filed within 180 days of the event complained of.

The Department of Human Rights can be contacted at the following addresses and phone numbers:

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

Illinois Department of Human Rights  
100 W. Randolph Street, Suite 5-100  
State of Illinois Building  
Chicago, IL 60601  
(312) 814-6200

The Illinois Human Rights Commission can be contacted at the following addresses and phone numbers:

Illinois Human Rights Commission  
William G. Stratton Office Bldg.  
Room 404-A  
Springfield, IL 62706

(217) 785-5100

Illinois Human Rights Commission  
32 W. Randolph Street, Suite 5-100  
State of Illinois Building  
Chicago, IL 60601  
(312) 814-6269

Sexual Harassment:

It is the policy of the City of Dixon that no employee be harassed by another employee or supervisor on the basis of sex.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:

- a. Sexual flirtations, advances, or propositions.
- b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
- c. Any uninvited physical contact or touching, such as patting, pinching or other contact.
- d. Acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in nature).

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment shall bring the matter directly to the attention of a department head, city attorney, human resources representative or a member of the City Council. All complaints or reports of sexual harassment will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint. Additionally, there will be no retaliation against anyone for utilizing the charge provisions of the Illinois Department of Human Rights as outlined above.

## **X. DISCIPLINE**

### **Disciplinary Action:**

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. It shall be the policy of the City of Dixon to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated, at the discretion of the City, on the nature of the first offense.

In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned.

All disciplinary actions may be noted as deemed appropriate to the infraction committed. A copy of any written disciplinary action will be given to the employee, and a copy maintained in the employee's personnel file.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be timely and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the Department Head, an infraction is readily correctable and is of lesser consequence.

### **Grounds for Disciplinary Action:**

In determining the seriousness of an offense the circumstances existing at the time of occurrence will be duly considered. Aggravated and mitigating factors will be considered when determining the appropriate action to take. Each of the following work related infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other city employee or individual in the community, including verbal or nonverbal sexual or racial harassment.
2. Violation of any lawful and reasonable city or departmental policy.
3. Destruction or loss of city property, including abuse of tools, equipment and/or clothing allotments.
4. Absence from duty without permission, proper notice or satisfactory reason.



5. Falsifying records, knowingly giving inaccurate information or unnecessarily withholding information.
6. Obtaining materials or leave time based on fraudulent information; dishonesty; stealing; and other criminal acts.
7. Being under the influence of narcotics, alcohol or other physically impairing or illegal substances on the job.
8. Possession of any type of firearms, explosives or concealed weapons (without specific authority).
9. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her city job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the city from taking disciplinary action.)
10. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.
11. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.
12. An attendance record, which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results.

The Department Head may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

## **XI. HEALTH AND SAFETY**

The City of Dixon attempts to provide the safest possible working conditions for employees, and, as a governmental unit, to provide a safe environment for the public, which benefits from those services.

### **On the Job Injuries:**

Employees injured on-the-job must immediately report the injury to their supervisors unless the injury is an emergency and the employee is not able to do so immediately; then it should be reported as soon as possible. Necessary first aid, medical and surgical services reasonably required to cure or relieve the effects of an accidental injury are covered by worker's compensation.

### **Restricted Duty Work Status:**

It is in the best interest of the City and its employees to have injured or ill employees to return to work as soon as they are physically capable. Therefore, following the occurrence of a job-related injury/illness an employee who is medically determined to be capable of working at some level and capacity other than normal capacity may be assigned such work and conditions as may be beneficial to the City if such work exists in the department and if the employee is qualified to perform such work.

#### Drug-free Workplace:

The City of Dixon is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. A controlled substance within the meaning of this policy means any controlled substance as defined by state or federal law. Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks and undermines the city's ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires you to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official business. A report of a conviction must be made to your Department Head within five working days after the conviction. Failure to do so will result in immediate dismissal from your position.

#### ADA Compliance:

The City stands committed to fulfilling the Americans with Disabilities Act and the Americans with Disabilities Act Amendment Act. It is the policy of the City to hire, train, promote, compensate, and administer all employment practices without regard to disability unrelated to the ability to perform a job with or without reasonable accommodation. Discrimination against job applicants or employees, who are qualified individuals, on the basis of disability is prohibited and will not be tolerated.

The City is committed to making reasonable accommodations in job duties, the work environment, and the application process to enable a qualified person with a disability to enjoy equal employment opportunities, so long as such accommodations do not constitute an undue hardship.

## **XII. RETIREMENT AND RESIGNATION**

#### Resignation:

Employees shall present a written resignation at least 2 weeks prior to the effective date of the resignation. The 2-week period shall exclude vacation and holidays and any other paid time off.

#### Extension of Health Insurance to Employees:

In accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the City will offer eligible employees the opportunity to continue their group medical coverage under the City's current plan if coverage terminates.

Retiring employees may be eligible to continue, at their own expense, single or family health insurance coverage, when they meet the qualifying conditions under 215 ILCS 5/367j (as may be amended from time to time).

Individuals who meet all of the statutory eligibility requirements will receive a credit against the cost of the elected coverage, in an amount not to exceed ½ of the cost of single coverage, if they also meet all of the following criteria:

- 1) Are not eligible for other group health insurance by reason of their own employment.
- 2) Are not eligible for Medicare.
- 3) Had a period of continuous employment with the City of not less than 30 years of service if hired prior to 1/1/15, not less than 25 years if hired prior to 1/1/2009, or not less than 20 years if hired prior to 1/1/1999. Employees hired after 1/1/15 will not be eligible for city contributions toward their retiree health insurance costs.
- 4) Was last employed by the City not more than thirty (30) days prior to electing to continue health insurance coverage.
- 5) Has maintained continuous health insurance coverage with the City since retirement date.
- 6) Retired from the City after reaching full eligibility for IMRF, or the applicable Police or Fire retirement plan.

At no time will the City contribute to a retiree's Health Savings Account.

### **XIII. MISCELLANEOUS**

#### **Outside Employment and Business Interests:**

The primary work duty and responsibility of City employees is to the City of Dixon. No full-time employee shall engage in other employment for salary, wages or commissions or outside business interests unless prior written approval is given by the Department Head. Department Heads need written approval from the City Manager.

The City shall have the right to restrict an employee from engaging in outside employment or business interests for any reason.

The City will not allow outside employment or business interests if such employment or business interest are determined by the City to cause any of the following circumstances:

1. Interference with the employee's work with the City,
2. Creation of a conflict of interest or the appearance of a conflict of interest for the employee between the employee's position with the City and the outside employment or business interest,

3. The creation of any extraordinary risk of injury in outside employment or business interests or any reduction in the employee's physical and mental ability to perform his duties as a City employee to the fullest of his capabilities; or

4. Creation of a reasonable expectation of loss or injury to the City or public.

Employees who suffer an occupational sickness, injury or disability compensable under the worker's compensation as a direct result of other employment or outside business interests shall not be eligible for paid sick leave.

Employees shall not engage in any outside employment during or after the use of sick leave with the City until they complete a normal work day in their City employment or until 24 hours have elapsed since their last use of sick time, whichever is less.

#### Payroll Periods:

Employees shall be paid bi-weekly on the Friday of the pay period. Paychecks or remittance advice can be obtained from the Department Head. City Council members shall be paid on a monthly basis.

#### Employment of Relatives:

The City of Dixon, unless determined that the best interest of the City, shall not consider an applicant for full time employment if the applicant bears any apparent relationship to an elected official, appointed officer, or Department Head. At no time shall the City allow a direct reporting relationship between family members.

#### Political Activity:

Employees may not engage in political activity which involves the use of their uniform, equipment or vehicles or the use of their official position to coerce or influence others and may not engage in political activities while at work or on duty.

#### Accepting of Gifts or Loans:

City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. Employees of the City may not accept loans or monetary gifts from other City employees, or from any elected or appointed official of the City. (Not including de-minimus, voluntary gifts for recognition or celebrating a special event).

#### Reimbursement for Loss of Personal Items:

The City of Dixon will not reimburse in any manner or form, for any personal objects, possessions or clothing, which are lost or damaged, either while on duty or off duty. Personal

objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the City of Dixon.

In situations of extraordinary or unusual circumstances, special requests for reimbursement for loss or damage can be made.

#### Use of City Telecommunications and Computer Equipment:

The use of City telephones for personal reasons is a privilege. Each employee should discourage other persons from attempting to contact them for personal reasons during work hours, including by use of cellular telephone or text message. Any personal long distance call made on City phones shall be reimbursed by employee. City issued cell phones can be used for work and personal use so long as it does not incur additional fees. As city issued cell phones are municipal property, please understand that there is accordingly no expectation of privacy in the content, personal or city related, of any such cell phone.

Computers are owned and placed by the City for the purpose of assisting employees in performance of functions and responsibilities of the City. Minimal, appropriate personal use may be acceptable as determined by your Department Head. The City reserves the right to monitor employee email and computer use, and employees are placed on notice that personal email sent or received by use of City computers or any other type of personal use is subject to review and reading. Employees have no expectation of privacy in use of a City computer or internet access.

#### Use of City Vehicles, Equipment, Supplies, Tools and Uniforms:

In using City vehicles or personal vehicles for City business, employees must keep in mind the fact that they are representatives of the City government and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection, for good or bad, on the City. Any fines incurred by an employee while operating a City vehicle due to traffic or parking violations shall be the responsibility of the employee and all fines or monies shall be paid by the employee. Employees must adhere to all applicable traffic laws while operating City vehicles.

City vehicles, equipment, supplies, tools and uniforms shall not be used for private or unauthorized purposes.

Employees are expected to follow all applicable traffic laws.

Employees shall be responsible for the proper care and use of City vehicles, equipment, supplies tools and uniforms. Accidents, breakdowns, or malfunctions of any equipment should be reported to the employee's immediate supervisor on the day of occurrence so that the repairs may be made.

City owned vehicles may be taken home overnight on an assigned regular basis or on an occasional basis when authorized by the Department Head. Such vehicles are to be used only for City business or duties. Passengers who are not employed by the City of Dixon are not typically allowed in City vehicles. Exceptions to this rule must be approved in advance by the Department Head.

Employees are responsible for the uniforms supplied by the City. Uniforms provided for the employees shall be worn only during working hours, or for conducting official City business outside working hours. Uniforms may be worn to or from work, unless department rules specify otherwise, but are not to be worn during any personal activity other than defined in this section, unless authorized by the Department Head.

Employees must make every effort to take proper care of their uniforms. Damaged and/or lost uniforms must be reported immediately to the employee's immediate supervisor.

If an employee violates this section, the employee may be held liable to the City for any claims, costs or damages arising out of or resulting from the use, operation or possession of City equipment.

#### Employee Driver's License Requirement:

If, at any time, operation of a motor vehicle is one of an employee's required duties, that employee must possess a valid Illinois driver's license of the classification necessary for fulfillment of all applicable job duties. This shall be a condition of employment. No employee shall be allowed, at any time, to drive a motor vehicle, whether on streets of city owned property, without a valid Illinois driver's license.

Department Head's will require employees to furnish a photocopy of each employee's driver's license. In the event an employee is charged with a traffic offense that employee must notify his supervisor either immediately, if the occurrence takes place during a working shift, or prior to the beginning of the next shift, relating to the details of the surrender of the driver's license. Procedures to be followed will be determined at this meeting and will depend on the nature and severity of the offense. The City of Dixon reserves the right to exclude any employee from operating a motor vehicle if it is in the best interest of the City.

### **XIV. PRIVACY POLICY**

If you have any questions about this notice, please contact the Administrative Office.

#### WHO WILL FOLLOW THIS NOTICE

This notice describes the information privacy practices followed by our employees.

#### YOUR HEALTH INFORMATION

This notice applies to the information and records we have about your health, health status, and the health care services you received through our health insurance plan as processed by the City.

We are required by law to give you this notice. It will tell you about the ways in which we may use and disclose health information about you and describes your rights and our obligations regarding the use and disclosure of that information.

## HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

For Payment We may use and disclose health information about you so that the treatment and services as necessary to process the benefits of the Health Plan.

## SPECIAL SITUATIONS

We may use or disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Required by Law We will disclose health information about you when required to do so by federal, state or local law.

Research We may use and disclose health information about you for research projects that are subject to a special approval process. We will ask for your permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care at the office.

Organ and Tissue Donation If you are an organ donor, we may release health information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate such donation and transplantation.

Military, Veterans, National Security and Intelligence If you are or were a member of the armed forces, or part of the national security or intelligence communities, we may be required by military command or other government authorities to release health information about you. We may also release information about foreign military personnel to the appropriate military authority.

Worker's Compensation We may release health information about you for worker's compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Health Oversight Activities We may disclose health information to a health oversight agency for audits, investigations, inspections, or licensing purposes. These disclosures may be necessary for certain state and federal agencies to monitor the health care system, government programs, and compliance with the civil rights laws.

Lawsuits and Disputes If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or administrative order. Subject to all applicable legal requirements, we may also disclose health information about you in response to a subpoena.

Law Enforcement We may release health information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process, subject to all applicable legal requirements.

Coroners, Medical Examiners and Funeral Directors We may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.

Information not Personally Identifiable We may use or disclose health information about you in a way that does not personally identify you or reveal who you are.

#### OTHER USES AND DISCLOSURES OF HEALTH INFORMATION

We will not use or disclose your health information for any purpose other than those identified in the previous sections without your specific, written authorization. We must obtain your authorization separate from any consent we may have obtained from you. If you give us authorization to use or disclose health information about you, you may revoke that information in writing, at any time. If you revoke your authorization, we will no longer use or disclose information about you for the reasons covered by your written authorization, but we can not take back any uses or disclosures already made with your permission.

If we have HIV or substance abuse information about you, we cannot release that information without a special signed, written authorization from you. In order to disclose these types of records for purposes of treatment, payment or health care operations, we will have to have both your signed consent and a special written authorization that complies with the law governing HIV or substance abuse records.

#### YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU

You have the following rights regarding health information we maintain about you:

Right to Inspect and Copy You have the right to inspect and copy your health information, such as medical and billing records, that we may use to process the insurance deductible. You must submit a written request to the Clerk's Office in order to inspect and/or copy your health information. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other associated supplies. We may deny your request to inspect and/or copy in certain limited circumstances. If you are denied access to your health information, you may ask that the denial be reviewed. If such a review is required by law, we will select a licensed health care professional to review your request and our denial. The person conducting the review may not be the same person who denied your request, and we will comply with the outcome of the review.

Right to Amend If you believe health information we have about you is incorrect or incomplete, you may ask to amend the information.

To request an amendment, complete and submit a Medical Record Amendment/Correction Form to the Clerk's Office. We may deny your request for an amendment if it is not in writing or does



not include a reason to support the request. In addition, we may deny your request if you ask to amend information that:

- a) We did not create, unless the person or the entity that created the information is no longer available to make the amendment.
- b) Is not part of the health information that we keep.
- c) You would not be permitted to inspect or copy.
- d) Is accurate and complete.

Right to an Accounting of Disclosure You have the right to request an “Accounting of Disclosures.” This is the list of disclosures we made of medical information about you for purposes other than treatment, payment and health care operations. To obtain this list, you must submit your request in writing to the Clerk’s Office, it must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). We may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions You have the right to request restriction or limitation on the health information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the health information we disclose about you to someone who is involved in your care or the payment for it, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery that you had.

We are not Required to Agree to your Request If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you may complete and submit the request for Restriction on Use/Disclosure of Medical Information to the Clerk’s Office.

Right to Request Confidential Communications You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you by mail.

To request confidential communications, you may complete and submit the Request for Restriction on Use/Disclosure of Medical Information and/or Confidential Communications to the Clerk’s Office. We will not ask the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

#### CHANGES TO THIS NOTICE

We reserve the right to change this notice, and to make the revised or changed notice effective for medical information we already have about you, as well as any information we receive in the

future. We will post a summary of the current notice in the office with its effective date in the top right hand corner. You are entitled to a copy of the notice currently in effect.

## **EMPLOYEE ACKNOWLEDGMENT**

My signature below acknowledges that I have received a copy of the City of Dixon Employment Handbook. I agree to read the handbook and agree to comply with the policies of the City. I understand that neither receipt of this handbook nor the policies contained therein are to be construed as creating any contractual obligations or constitute a guarantee or contract of employment.

Policies and programs presented here in summary form are subject to management interpretation and City practices. I further understand that the City retains the unilateral right to change, revoke, or modify the handbook or its policies at any time without prior notice to me.

I understand that this handbook is intended to supersede and replace all previous employee handbooks, manuals, and policy statements, whether oral or written, issued by the City of Dixon.

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Employee's Signature

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Date