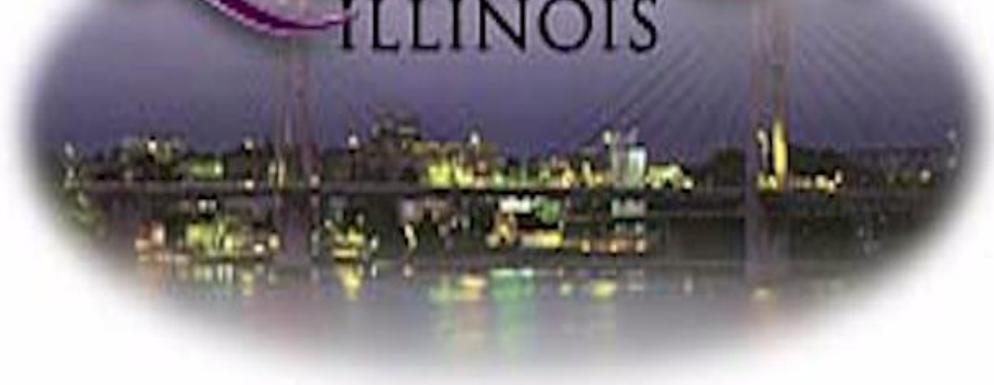


# QUINCY ILLINOIS



## **City of Quincy EMPLOYEE HANDBOOK**

**Issued: February 10, 2009  
Amended: November 12, 2013**

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**Policy Number** **Effective Date\***

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**\*NOTE:** If no effective date is listed, the policy or procedure was in practice or cited in the City Personnel Code prior to the adoption of this handbook on February 10, 2009.

## INTRODUCTORY STATEMENT

This handbook is designed to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment with the City of Quincy. You are expected to read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the City to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. **The relationship between the employee and the City of Quincy is not contractual in nature.**

No employee handbook can anticipate every circumstance or question about policy. This handbook contains general information and guidelines. It is not intended to be comprehensive or to address all possible applications of or exceptions to the General Provisions of the Personnel Code (Chapter 13 Article II of the Municipal Code of the City of Quincy). As the City of Quincy continues to grow, new circumstances may arise and the City reserves the right to revise, supplement, or rescind policies or portions of the handbook as it deems appropriate, at its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

In cases where an employee is covered by a Collective Bargaining Agreement (CBA), and a conflict exists between the applicable provisions of the CBA and the handbook, the CBA shall prevail. If the CBA is silent on a particular subject covered by the handbook, the employee handbook shall prevail. This handbook does not supersede State or Federal law covering matters of employment.

Some of the benefits described here are covered in detail in official benefit policy and plan documents from the providers. You should refer to plan documents for specific information, since this handbook only briefly summarizes those benefits. Please note that the terms of the City's written insurance policies take precedence over insurance provisions in this manual.

## MISSION STATEMENT

The employees of the City of Quincy are dedicated to excellence and constantly strive to provide our citizens with superior service and honor our public commitments. The City strives to create and provide a positive work environment where city officials, management and employees can work together as a team for our mutual long-term benefit as we serve the timely needs of our community.

## **SECTION I – EMPLOYMENT**

### **101 Nature of Employment**

Effective Date:

Employment with the City of Quincy is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, City of Quincy may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

**Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute a contractual obligation of any kind or a contract of employment between the City and any of its employees.** The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the City's sole discretion.

### **102 Purpose and Scope of Employment**

Effective Date:

The City of Quincy, through the Personnel Committee and the City Council, has adopted the personnel policies and procedures contained in this handbook. The purpose is to establish guidance to all employees including management and City officials. Such policies and procedures provide structure and consistency for administrative actions, which will facilitate the selection and retention of qualified employees, enhance effective and efficient performance in providing services to the citizens of Quincy, and enable City employees to derive satisfaction from their work.

These policies and procedures apply to all employees except where covered by a Collective Bargaining Agreement (CBA). These policies and procedures shall be administered by all Department Heads, Supervisors, and other appropriate administrative personnel, and shall be subject to regular and periodic review by the Personnel Committee.

The City adheres to all applicable Federal and State regulations concerning wage and hours, health and safety conditions as required by law. This handbook does not supersede any Federal or State law which law specifically pre-empts the Home Rule powers of the City of Quincy.

### **103 Affirmative Action**

Effective Date: 12/4/2006

Policy statements alone are not sufficient to address longstanding social barriers, which have resulted in under-utilization of the skills and abilities of certain groups within our society. The City of Quincy, therefore, embraces a policy of affirmative recruitment, whereby efforts are made to attract and retain all qualified individuals to include female, minority, and disabled employees in the City work force without discrimination. Each of us is responsible for creating a work environment which encourages full participation by women, minorities, and the disabled. We are committed to a City work force that reflects the diversity of our community and utilizes the best talent available for serving the residents of Quincy.

## **104 Equal Employment Opportunity**

Effective Date: 12/4/2006

The City of Quincy is an equal opportunity employer and does not discriminate in any employment policy or practice on the basis of race, sex, age, color, national origin, religion, physical and/or mental disability as defined by ADA, military status, marital status, or any other protected characteristic as established by law. In addition, the City does not and will not discriminate based on political or party affiliation except that the City will not employ persons who hold memberships in any political party or organization whose objective is the violent overthrow of the government of the United States of America.

This policy applies to all procedures related to recruitment and hiring, promotions, transfers, compensation, benefits, terminations, and all other terms and conditions of employment. Consistent with Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, candidates shall be considered for employment only on the basis of job-related qualifications, training, experience, capabilities, and performance potential. In addition, candidates shall be selected for employment only on the basis of merit and fitness without regard to race, sex, age, color, national origin, religion, military status, or disability, except where age, sex, or disability constitute a bonafide occupational qualification. In addition, the City of Quincy shall comply with all applicable local, state, and federal laws concerning equal employment opportunity and discrimination.

Questions or concerns regarding EEO policy should be addressed to the Director of Human Resources.

## **105 Americans with Disabilities Act**

Effective Date:

The City of Quincy is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). An individual with a disability under the ADA is a person who has a physical or a mental impairment that substantially limits one or more major life activities.

The City shall not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of the individual's disability or perceived disability as long as the employee can perform the essential functions of the job with or without accommodation.

The City will provide reasonable accommodations to a qualified individual with a disability, as defined by ADA, who has made the City aware of his or her disability, provided that such accommodation is feasible and does not constitute an undue hardship on the City. However, in all instances of hiring and retention, the City is not required to hire or retain an individual whose presence in the workplace poses a substantial risk of harm unless a reasonable accommodation can eliminate the threat to health and safety. Such a determination shall be based on an individualized assessment of the situation. In addition, the ADA does not require the City to make the best possible accommodation, or to reallocate essential job functions, or to provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

The City of Quincy encourages individuals with disabilities to make the City aware of the disability and to request a reasonable accommodation. Any employee with a disability who believes that he/she needs a reasonable accommodation to perform the essential functions of his/her position should contact the Director of Human Resources.

Upon receiving a request for a reasonable accommodation, the Director of Human Resources and the Department Head will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodations. The City will determine the feasibility of the requested accommodation considering various factors, including but not limited to:

- The nature and cost of the accommodation
- The availability of tax credits and deductions
- Outside funding
- The City's total financial resources
- The impact on the operation of the City of Quincy
- The impact on the ability of other employees to perform their job duties
- The impact on the City's ability to conduct business

The City will inform the employee of its decision regarding the request for accommodation and the reasons for its decision. If the request is denied, the employee may appeal the decision to the Personnel Committee.

An employee or job applicant who has questions regarding this policy or believes he or she has been discriminated against related to a disability should notify the Director of Human Resources. All such inquiries or complaints shall be investigated thoroughly in accordance with established procedures and treated as confidential to the extent permissible by law.

\*(Note: All claims of disability and/or request for accommodation will also be reviewed under similar but not identical terms of the Illinois Human Rights Act, as well.)

### **106 Qualifications for Employment**

Effective Date: 7/1/2005

The minimum educational requirement for classified and unclassified employment with the City is a High School diploma or GED. Whenever degrees and/or certifications are required for positions, such requirements will be stated on the job description for the position and on posted job vacancies.

A regular employee without a high school diploma or GED at the date of adoption of this policy will be "grand-fathered", and considered to meet the High School Diploma/GED requirement for his/her current position based on job-related experience.

### **107 Residency**

Effective Date: 08/23/2010

Every employee or officer of the City of Quincy, other than an elected official or an employee covered by a Collective Bargaining Agreement (CBA), shall maintain his or her bonafide place of residence within the boundaries of Adams County, Illinois. "Bonafide place of residence"

shall mean the domicile or place where the employee or officer lives and has his or her true, permanent home, and to which, whenever the employee or officer is absent, he or she has an intention of returning. Any non-resident applicant for employment may be appointed or employed by the City subject to the condition or requirement that such employee or officer establish and maintain his or her residence within the boundaries of Adams County, Illinois within six (6) months of the effective date of appointment or employment by the City. Failure to comply with the requirements of this policy shall be deemed good, just or sufficient cause for discharge or termination of employment of said employee or officer.

### **108 Conflicts of Interest**

Effective Date:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City of Quincy wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a friend, relative, or associate as a result of the City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that the employee discloses to the Mayor or his designee as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee, friend or relative has a significant ownership in a company with which the City does business but also when an employee, friend or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.

City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. The exception may be during the holiday season or special occasions that may involve consumable gifts or non-monetary gifts having a fair value of less than \$50.00. Award(s) publicly presented in recognition of service that are of a non-monetary nature or gifts from family members are permissible.

The City expects all employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the City. Business dealings that appear to create a conflict of interest or give the appearance of impropriety are unacceptable.

## **111 Outside Employment and Business Interests**

Effective Date:

Employees may hold outside employment or be engaged in outside business interest as long as they meet the performance standards of their job with the City of Quincy. Advance notice prior to accepting a position and approval from City management is required to avoid conflicts of interest. Employees should consider the impact that outside employment, business interests or self-employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

If management determines that an employee's outside work reflects badly on the City or interferes with performance or the ability to meet the requirements of the City as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the City of Quincy.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City for materials produced or services rendered while performing their jobs.

The employee seeking approval for other employment or outside business interests must furnish the Department Head with a written description of the other employment or outside business interest, the prospective employer or business name and address, the nature of the work to be performed and number of hours per week. The information will be provided to the Director of Human Resources and the Mayor or designee for approval. Any change in other employment or outside business or any deviation by the employee from the written information provided to the Department Head shall require separate City approval as described above.

Any employee who engages in outside work without the approval of the Mayor or his designee is subject to discipline up to and including termination. Any newly hired employee who engages in outside employment or business interests and fails to inform the City of such outside employment at the time of hire may be deemed to be ineligible for employment and terminated upon disclosure.

## **112 Identification Badge**

Effective Date: 5/3/2004; amended 08/23/2010

The City of Quincy will provide an identification badge to all employees. The Director of IT Department who has been designated as the City's Security Officer for our systems will issue the ID badge. This badge will allow access to your assigned work location or building. Keeping in mind the badge is for identification and security purposes, employees are expected to wear or have available to present as identification while on duty or in any City building. If your job assignment involves outside work or such work that wearing the ID badge in a visible manner may cause a safety risk you may conceal the badge.

Employees reporting to work without their ID badges will be asked to retrieve them. If this requires leaving the premises to obtain badges from non-work locations, time away from work will be unpaid. Should an ID badge be lost or stolen employees are required to report this to the

applicable Supervisor or Department Head immediately. If unavailable, employees may contact the IT Department.

The ID badges are to be used only by the employee issued to and cannot be loaned to anyone else. The badge is not to be modified, altered or changed in anyway. Violations of this policy may be subject to disciplinary action up to and including termination.

Lost badges can be replaced by contacting the IT Department. There will be a replacement cost, chargeable to the employee. Any subsequent loss of the employee's badge within the next six (6) months will result in the replacement cost doubling. In situations beyond reasonable control, the cost may be waived. Contact the IT Department for complete details.

ID badges are the property of the City of Quincy and shall be returned to an employee's Supervisor upon separation of employment.

### **113 Driver's Licenses**

Effective Date: 10/31/2011

All employees, whose job description requires them to drive, on behalf of the city, either a regular vehicle, which does not require a commercial drivers license, or a motor vehicle which does require a commercial drivers license must be in possession of either an operator's drivers license or a commercial drivers license (CDL) with full, unrestricted, non-probationary driving privileges and made available upon request. If the employee loses that privilege during their employment, then their employment may be terminated. It is the responsibility of all such employees to notify the City of any suspension or revocation of their driving privileges in any jurisdiction.

If a current employee and/or applicant has an operators license but does not have the CDL with appropriate endorsements and applies for a position that requires such, they will be given a period of 30 days to obtain appropriate CDL status and endorsements. Failure to disclose any restrictions on the employee's driving privileges would be grounds for immediate termination.

Motor vehicle records are obtained from the Department of Public Safety for all drivers prior to hire. Drivers must maintain a good driving record and maintain insurability status under the City's vehicle insurance. Driving records are periodically updated and audited by the City to satisfy requirements for insurability.

### **114 Training Sessions**

Effective Date:

Officers and employees may be requested to periodically attend training sessions, conferences, and workshops in relation to their position or employment. Such sessions are considered a condition of employment.

## **SECTION II - EMPLOYMENT STATUS AND RECORDS**

### **201 Employment Categories**

Effective Date: 5/1/2006

The City of Quincy will maintain definitions of employment classifications consistent with the Federal and State Employment Standards Guidelines. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and the City of Quincy.

#### **Classifications:**

NONEXEMPT—employees are entitled to overtime pay in accordance with the provisions of law.

EXEMPT—employees are excluded from specific provisions of the law.

In addition to the classifications above, each employee will belong in one of the following categories:

- A. Probationary—The first 3 months of employment where by the employee's performance is being evaluated to determine whether further employment in a specific position is appropriate. The employee's skills, productivity, quality of work, attendance, and personal conduct must meet the requirements of the City of Quincy. Management reserves the right to dismiss, without cause.
- B. Full Time—An employee, who has completed the introductory period, works a minimum established schedule of thirty-five (35) hours per week or in some departmental situations and collective bargaining agreements, forty (40) hours per week on a twelve (12) month basis. Generally, such an employee is eligible for the City's benefits package, subject to the terms, conditions, and limitations of each benefit program.
- C. Part Time—An employee who works less than thirty-five (35) hours per week. Part Time employees will receive all legally mandated benefits such as Social Security and workers' compensation insurance and some City sponsored benefits, subject to the terms, conditions, and limitations of each benefit program.
- D. Contracted—An employee who has entered into a contract of employment that sets forth terms and conditions of employment for an established period of time and as approved by the Mayor and City Council.
- E. Temporary—An employee who has been hired to work, usually during the summer months, four hundred eighty (480) hours or less in duration, on either a full-time or part-time basis, is not eligible for benefits.

## **202 Personnel Files**

Effective Date:

The City of Quincy 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, disciplinary actions, and other employment records.

Personnel files are the property of the City of Quincy, and access to the information they contain is restricted. Access shall be limited to the employee, the Director of Human Resources, administrative personnel designated to maintain the file, Department Heads and/or Supervisors of the City who have a legitimate reason to review information in a file are allowed to do so. All employee files being reviewed will be in the presence of the Director of Human Resources or his authorized designee who maintains the files. Employees who wish to review their own file should contact the Human Resource Department with reasonable advance notice.

If an employee disagrees as to the factual information contained in the file, the employee can submit corrections in writing along with supporting documentation to the Director of Human Resources. If the Director of Human Resources is satisfied that the information in the file is incorrect it shall be corrected. If the employee is not satisfied with the decision of the Director of Human Resources, the employee problem resolution procedure may be utilized.

In addition to the personnel files, the Director of Human Resources shall be responsible for the maintenance of separate medical files for all employees. These files shall be confidential and consist of, but not limited to: medical records, physician releases, the pre-employment physical, documents relating to on or off the job injuries and other related documents.

## **204 Personnel Data Changes**

Effective Date:

It is the responsibility of each employee to promptly notify the City of Quincy of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in case of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.

## **205 Probationary Period**

Effective Date: 5/1/2006

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City of Quincy uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or City of Quincy may end the employment relationship "at-will" at any time during or after the probationary period, with or without cause or advance notice.

The probationary period for new employees is three (3) months, or as determined by the Collective Bargaining Agreement for employees covered by contract.

If the City of Quincy determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, such as a significant absence, the probationary period may be extended by the length of the absence or could result in termination of employment.

During the initial probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Upon satisfactory completion of the probationary period, employees enter the "full time" employment classification and may be eligible for other City provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

### **208 Employment Applications**

Effective Date:

The City of Quincy relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any material misrepresentations, falsifications, or material omissions in any of this information or data may result in the employer's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **209 Applications for Police Officer I and Firefighter I**

Effective Date:

Will be handled by the Police and Fire Commission. All applications must be submitted directly to the Commission.

### **210 Medical Exams, Pre-employment, Other**

Effective Date:

After making a conditional job offer and before an employee starts work, the City may require a medical examination by a licensed medical physician to ensure physical fitness to perform the duties to be assigned. All candidates who receive a conditional job offer in the same job category will be required to take the same examination and/or respond to the same inquiries.

Medical examinations will be given at the location designated by the City. The City will pay for the cost of the examination. All medical records will be kept confidential, except, as required or permitted by the Americans with Disabilities Act (ADA), workers' compensation laws, or for insurance purposes and will be kept by the Director of Human Resources separate from personnel files.

The requirement of an employee to undergo additional or subsequent medical exams will be made on a case by case basis, as the need arises, and as permitted by the terms of the ADA. Such examination may include a physical or mental examination. The City of Quincy shall pay the expenses of any such examination to the extent not paid for by insurance or self-insurance provided by the City of Quincy.

## **214 Employee Reference Checks**

Effective Date: 2/10/2009

All inquires either written or by telephone regarding a current employee should be referred to the Department of Human Resources. Under no circumstances should any City employee release any personal confidential information about any current or former City employee.

In response to an outside request for information regarding a current or former City employee, the Human Resource Department will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information will be furnished unless the employee authorizes the City to furnish such information in writing or the City is required by law to furnish such information.

**SECTION III – BENEFIT PROGRAMS**

**301 Employee Benefits**

Effective Date: 5/1/2006

City of Quincy provides eligible employees a wide range of benefits. A number of the programs such as Social Security, workers’ compensation, and unemployment insurance cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification and category. For any leave that extends beyond thirty (30) days, vacation, holidays, major illness and sick leave will not continue to accumulate except as required by law. The Human Resource Department or your Supervisor can identify the programs for which you are eligible. Details and explanations of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- |                           |                                   |
|---------------------------|-----------------------------------|
| Retirement Plan           | Flexible Spending Account         |
| Vacation Benefits         | Jury Duty Leave                   |
| Holidays                  | Bereavement Leave                 |
| Health & Dental Insurance | Family Medical Leave              |
| Life Insurance            | Military Leave                    |
| Disability Benefits       | Employee Assistance Program       |
| Major Illness Leave       | Voluntary Life & Savings Programs |
| Sick Leave                |                                   |

Some benefit programs require contributions from the employee, but most are fully paid by the City of Quincy.

**303 Vacation Benefit**

Effective Date:

Full-time employees are eligible for vacation as set forth below. Vacation shall be accrued on a monthly basis and awarded the first day of the month following accrual. New employees must complete one (1) year of continuous employment before becoming eligible to take vacation. Employees will earn vacation time according to the following schedule:

<u>Length of Service</u>	<u>Vacation Earned per Month</u>		
	<u>35 Hour Employee</u>	<u>40 Hour Employee</u>	<u>Annualized Equivalent</u>
1 thru 7 years	5.83 hours	6.67 hours	2 weeks
8 thru 14 years	8.75 hours	10 hours	3 weeks
15 thru 29 years	11.67 hours	13.33 hours	4 weeks
30 years and over	14.58 hours	16.67 hours	5 weeks

Employees shall not receive pay in lieu of vacation time except at the time of termination. The employee must be employed on the last day of the month to receive the accrual for the month.

Employees may carry over one (1) year of their annualized equivalent vacation time into a succeeding calendar year. Any unused amount over the allowed carryover will be forfeited on January 1 of the succeeding year.

For example: 11 years of service may carry over a maximum of 3 weeks (120 hours) on January 1 and continue to accrue 10 hours monthly. By the end of the calendar year the employee must use vacation time down to the carry over amount of 120 hours or less. If not, he will forfeit any excess.

The employee may request his vacation time all together or in parts, as is most convenient to him, but in no case can vacation be taken for less than two (2) hours. Request for vacation time must be approved by the supervisor. While due consideration may be given to the employees, management reserves the right to deny or reschedule vacations depending on the needs of the City. If a scheduling conflict arises among the employees in the department or division, priority will be given to the employee who has submitted his vacation request first; if the date of the vacation request is the same, consideration will be given based on seniority.

### **305 Holidays**

Effective Date:

City employees shall receive the following paid holidays during the course of a calendar year. The eligibility of an employee to receive holiday pay requires that the employee be classified as a regular full-time employee. Holidays will be designated by the Mayor and may include but not limited to the following:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	½ Day Christmas Eve
Independence Day	Christmas Day
Labor Day	

The City of Quincy will grant paid holiday time off to all eligible employees who have completed the three (3) month introductory period of service in an eligible employment classification or as covered by CBA. Holiday pay will be calculated based on the employee's straight-time pay rate for standard hours as set by employment category or CBA.

To be eligible for holiday pay, employees must work required hours the last scheduled day immediately preceding and the first scheduled day immediately following the holiday unless approved by the Department Head and or Director of Human Resources and may require documented medical excuse.

A recognized holiday that falls on a Saturday will be generally observed on the preceding Friday. A recognized holiday that falls on a Sunday will generally be observed on the following Monday. This policy is subject to change at the Mayor's discretion.

### **307 Sick/ Unrestricted Leave**

Effective Date: 10/31/2011

The City recognizes there may be occasions when employees may be absent from work due to illness or accidental injury. The purpose of this policy is to detail the allowable benefit and expectation of the use of sick leave.

All full-time employees hired prior to May 1, 2011 will receive one (1) day per calendar month of sick leave. Sick leave will be accrued monthly and awarded the first day of the month following accrual. Unused sick leave shall be accumulative up to a maximum of sixty (60) working days. At the end of each calendar year, those employees who have exceeded their maximum will be paid at their current rate for all the excess hours.

Full-time employees hired on May 1, 2011 or after will receive nine (9) days per year. Sick leave will be accrued monthly and awarded the first day of the month following accrual. Eight hour per day employees will receive 6 hours accrual and seven hour per day employees will receive 5.25 hours of accrual. New employees will be eligible to use sick leave benefit upon completion of their probationary period. Unused sick leave shall be accumulative up to a maximum of forty (40) working days. At the end of each calendar year, those employees who have exceeded their maximum will be paid at one-half their current rate for all the excess hours.

The City provides sick leave to employees for illnesses and recuperative periods. While an employee is on sick leave, work, recreational or social activities of any kind may be considered an abuse of sick leave and in conflict with the objectives of sick leave allowances. Employees who abuse sick leave may be subject to disciplinary action, up to and including termination of employment. Also see Attendance Policy 704.

To be eligible for sick leave, the employee may be required to prove sickness, provided, however, the sickness referred to shall not be the direct or indirect result from the use of alcoholic beverages or drugs. An employee may not use sick leave for less than one (1) hour.

Any unused sick leave credit standing to the employee's account upon termination shall be paid as follows: employees who voluntarily terminate their services with at least two (2) weeks written notice to the Director shall be paid one-half (1/2) of all accrued sick time; and also employees taking a retirement or disability retirement will be paid one-half (1/2) at the employees current rate of all accrued sick time, and the remaining one-half (1/2) shall be credited toward the employee's retirement benefit in the form of service credit if drawing a pension within sixty (60) days as allowed by Illinois Municipal Retirement Plan. Any unused sick leave credit standing to the employee's account upon his death shall be paid at full pay rate to the employee's estate in a lump sum.

Employees hired prior to May 1, 2011 may use up to twelve (12) days per calendar year of their sick time to take care of their immediate family. Employees hired May 1, 2011 and after may use up to nine (9) days per calendar year. The immediate family shall include mother, father, spouse, son, daughter, stepson, stepdaughter or legal guardian.

Employees may use up to four (4) days per calendar year of their sick time in the form of unrestricted sick days for any personal purpose of the employee. Where possible, employees

shall give a business day's notice to management of intention to take an unrestricted sick day. Where that is not possible, the departmental policy regarding notice of taking sick time shall be observed by the employee. No medical excuse or explanation of purpose is required of an employee taking an unrestricted sick day. For purposes of this policy number 307, "sick day" means an entire work shift wherein the employee is excused from attendance at his or her duty station. The four (4) unrestricted days cannot be used in conjunction with vacation and/or holidays. For example, if a holiday falls on a Monday, the employee cannot use an unrestricted day for Friday or Tuesday.

### **309 Bereavement Leave**

Effective Date: 5/1/2006; amended 11/12/2013

Employees will be given up to five (5) days off with pay for time actually lost as the result of the death of their spouse, son, or daughter.

Employees will be given up to three (3) days off with pay for time actually lost as the result of the death of either their mother or step-mother but not both, father or step-father but not both, mother-in-law, father-in-law, brother, sister, son-in-law and daughter-in-law, or grandchild, and if living with the employee, a stepson or stepdaughter.

Employees will be given one (1) day off with pay to attend the funeral of the employee's grandmother, grandfather, brother-in-law, and/or sister in-law.

Leave will not be granted unless the employee actually attends the funeral of the deceased. The City or its Management personnel may request the employee to furnish proof of the relationship and/or of the death.

Should employees desire time off to attend funerals for other than the immediate family, the Supervisor will make reasonable effort to accommodate such requests, within the limits of operational requirements. Any time off granted for this purpose will be without pay.

### **310 Major Illness Leave**

Effective Date: 8/23/2010

The City of Quincy provides major illness leave for loss of time due to a non-work related injury or illness of an employee. New employees will be eligible to use major illness leave upon completion of their probationary period.

Eligible employees will accrue twelve (12) working days per calendar year, accumulating at the rate of one (1) day per calendar month. Unused major illness leave shall be accumulative up to a maximum of one hundred twenty (120) working days. Any leave provided under this Section shall be in lieu of and shall be credited against any employee – Federal Family and Medical Leave Act of 1993 (FMLA) entitlement or rights to leave.

To be eligible for major illness leave, an employee must provide proof to the Department Head, in the form of a doctor's written statement, as to **one of the following conditions:**

1. That such accident or illness is of a nature as to require the employee to be hospitalized overnight. Major Illness Leave will start on the first (1<sup>st</sup>) day of hospital confinement, and continue until the doctor releases the employee for work.
2. That such accident or illness is of a nature to require the employee to be absent from work for more than three (3) consecutive working days, whereupon the major illness leave would start on the fourth (4<sup>th</sup>) working day lost. The major illness leave shall be used for such illness only after all accumulative sick leave has been used.
3. That such accident or illness is of a nature to require outpatient surgery resulting in the employee's absence from work for more than three (3) consecutive working days, the major illness leave would start on the fourth (4<sup>th</sup>) working day lost using up to a maximum of five (5) days. "Outpatient Surgery", means any scheduled medical or intraoral procedure which the treater certifies, and such certification is provided to City at least one business day in advance, that the procedure will result in the employee's being off work for more than three (3) days.
4. An accident or illness resulting in emergency room or ambulatory care treatment has taken place and was then immediately followed by or included "setting" of fractures, orthopedic surgery, thoracic surgery, cardiac catheterization, abdominal surgery of any kind, eye surgery, urinary surgery or intraoral surgery for the cause of the emergency room or ambulatory care visit resulting in the employee's absence from work for more than three (3) consecutive working days and that the emergent nature of the treatment precludes notice, then the major illness leave would start on the fourth (4<sup>th</sup>) working day lost using up to a maximum of five (5) days. "Surgery" means a procedure wherein the given part of the body is cut or separated to effect relief.

For leaves based upon the circumstances described under conditions 3 and 4, which do not ultimately result in any overnight hospitalization, no employee shall be permitted more than five (5) days per calendar year of Major Medical Leave. However, nothing in this policy prohibits an employee from taking his five (5) Major Medical Leave days under conditions 3 or 4 then, at a later time and after his sick leave time has been consumed accessing Major Medical Leave as described under condition 2.

Major illness pay shall be at the employee's base rate of pay when taken ill. No payment shall be made for accumulated major illness leave upon termination of employment.

### **311 Jury Duty**

Effective Date:

The City of Quincy encourages employees to fulfill their civic responsibilities by serving jury duty when required. Upon receiving notice of jury duty an employee must notify their Supervisor or Department Head as soon as possible and present proof of call to duty. Employees will be compensated by the City at their base hourly rate times the number of hours the employee would otherwise have worked on the day of absence. The employee shall present the official court check of remuneration to the Treasurer's Office.

### **316 Medical and Dental Insurance**

Effective Date: 5/1/2006

The City of Quincy health insurance plan provides employees and their dependents access to medical and dental insurance benefits. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City of Quincy and the insurance carrier.

A change in employment classification (policy 201) that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Coverage will begin the first day of the month following the probationary period or as described in the CBA. Contact the Human Resources Department for more information about medical and dental insurance benefits.

### **317 Life Insurance**

Effective Date: 7/24/2001

Life insurance offers you and your family important financial protection. The City of Quincy provides a basic life insurance plan for eligible employees. Employees participate subject to all terms and conditions of the agreement between the City of Quincy and the insurance carrier. Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees.

Additional life insurance coverage may also be purchased. Contact the Human Resource Department for further information.

### **320 Retirement Plan**

Amended 11/12/2013

All employees except sworn Fire and Police personnel are covered by Social Security and by the Illinois Municipal Retirement Fund (or "I.M.R.F). The amount of the pension is determined by the employee's length of service and average earnings. For detailed information see your I.M.R.F. Benefit Plan Book or contact the Human Resource Department.

Sworn members of the Police Department who have creditable service of twenty (20) years or more and have reached age fifty (50), and who are no longer in the service of a Police Department, shall be entitled to a yearly pension equal to one half of the salary attached to the rank held on such police force for one year immediately prior to retirement, payable from the Police Pension Fund of the City. The pension increases proportionately with each additional year of service over twenty years.

Firefighters, age fifty (50) or more, who have creditable service of twenty (20) years or more and are no longer in service as a Firefighter, shall receive from the Firefighter's Pension Fund a

monthly pension of one half the monthly salary attached to the rank held in the fire service at the date of retirement. The pension increases proportionately with each additional year of service over twenty years.

For more detailed information on Police or Firefighter pension benefits, contact members of the respective Pension Boards.

### **321 Benefits Continuation (COBRA)**

Effective Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City of Quincy's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, lay-off, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City of Quincy's group rates plus an administration fee. The Plan Administrator will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations regarding notification, election and payment procedures.

### **324 Employee Assistance Program (EAP)**

Effective Date: 7/1/2008; amended 8/23/2010

The City of Quincy cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistant Program (EAP), the City provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all full time employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

#### Who are the EAP staff and how can I reach them?

The EAP is designed to safeguard your privacy and rights. The staff is composed of professionals who have extensive experience and training in counseling. They are available twenty-four (24) hours a day, seven (7) days a week. Counseling appointments can be made at a time convenient for the employee or family member. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

For contact information regarding the EAP Provider please refer to coqhelp on the Intranet or contact the Human Resources Department.

#### What will it cost?

The EAP consultation and referral service is a benefit, which allows five (5) free visits to the full time employee and his or her immediate family. In making referrals, the EAP tries to find assistance that fits the individual's pocketbook. Some resources are non-profit, community-service activities, which provide services at little or no cost. In many cases the cost of rehabilitation/treatment may be covered under the existing health benefit plan and will be paid to the extent coverage is afforded for such services by the health plan. Any costs not covered by the health plan shall be the responsibility of the employee. The City does not cover the cost of the rehabilitation/treatment.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it.

### **326 Workers' Compensation**

Amended 11/12/2013

The City of Quincy provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

If an employee suffers a workers' compensation injury, the first three days of injury are unpaid. *(The City will follow state statute for sworn officers.)* If the injury results in an immediate hospitalization, your benefits will begin the first (1) day you are out of work. If you are not hospitalized, there is a three (3) day waiting period. To provide salary continuation, you are required to use accrued sick time or if not available, you may elect to use vacation time. If an injury becomes an extended disability leave beyond thirty (30) days, vacation and other paid benefits will not continue to accumulate.

Employees who sustain work-related injuries should inform their supervisor immediately. Failure to report an on-the-job injury in a timely manner may jeopardize coverage and may result in disciplinary action.

Employees, who are injured and sent to the doctor shall be paid for the time spent in going to the place of treatment, waiting for and receiving treatment, and returning to their place of employment and, if in the opinion of the doctor the employee is sent home due to such injury, he shall be paid his hourly wage up to the end of his normal work day for the day of the injury only. All employees seeking treatment will submit to a post accident drug and alcohol test and will be subject to the City's drug and alcohol policy.

Workers' compensation insurance cost is based on the number of injuries the City suffers. The lower our injury rate...the lower our cost. We have a responsibility to not only our employees but also the public as well in managing our cost and spending of taxpayer's dollars. The only way to keep our insurance costs under control is to work safely and follow all rules and regulations.

## **SECTION IV – PAYROLL**

### **403 Paydays**

Effective Date:

The City's pay periods consist of either weekly or bi-weekly and vary by departments. Employees should consult their Department Head or Supervisor for complete details. Pay periods for weekly begin on Sunday and end on the following Saturday. Pay periods for bi-weekly begin on Sunday and end on the following second Saturday. All employee pay will be issued by direct deposit on Thursdays following the end of your pay period.

All employees are required to be on the City's direct deposit program. The Human Resource Department will provide the necessary forms to complete and establish the direct deposit. You may elect more than one account and make changes at any time.

### **406 Hours of Work**

Effective Date:

Department Heads have the responsibility of establishing the hours of work for the most efficient operation of their department or division. The employees work schedule may vary among departments. Flexible schedule may be utilized if the Department Head determines it to be more efficient. In no event, however, shall the workday be less than seven (7) hours or work week be less than thirty-five (35) hours.

The hours of operation for City Hall are Monday through Friday: 8:00 a.m. to 4:30 p.m.

### **407 Break Periods**

Effective Date:

Employees shall receive two (2); fifteen (15) minute paid break periods during each workday. The scheduling of these periods is entirely discretionary with the Department Head. Employees are encouraged to take their breaks. For emergency reasons, you are not to leave City property or the job site during breaks.

### **408 Meal Periods**

Effective Date:

Every employee is provided a meal period. Employees scheduled on the seven (7) hour day, thirty-five (35) hour week will receive a sixty (60) minute meal break. Employees scheduled on an eight (8) hour day, forty (40) hour week will receive a thirty (30) minute meal break. The scheduling of meal periods will be at the discretion of the Department Head and will be based on departmental operations. Those employees covered by a CBA should refer to their respective contracts for details and follow accordingly.

### **409 Overtime**

Effective Date:

Employees who are considered non-exempt are entitled to overtime pay at the rate of one-and-a-half (1½) times their regular pay for actual hours worked in excess of forty (40) hours per week. Those

employees covered by a CBA, the City will follow the terms of their respective agreement.

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

#### **410 Payroll Deductions**

Amended 11/12/2013

Automatic payroll deductions shall be made as required by State and Federal Statute. The City offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paycheck to cover the cost of participation in these programs.

It is the City of Quincy's policy to comply with the salary basis requirements of FLSA. Therefore, we prohibit all city supervisors from making any improper deductions from the salaries of City employees.

If you believe an improper deduction was made from your paycheck, immediately report this to your direct supervisor or to the Human Resources Department.

#### **420 Garnishments**

Effective Date:

The City of Quincy strives to conduct its business and financial matters in a sound manner being responsive to its creditors. The City encourages all of its employees to do likewise. For a single occurrence, if the City is served with a wage garnishment or tax levy, we are required by law to execute the order making deductions until the debt has been satisfied or the employee is no longer employed. If a garnishment is received by the City on an employee, the employee will be notified by the Director of Human Resources or Supervisor of its receipt and encourage the employee to resolve the issue. If a second or multiple unrelated debt order is received, the employee will be given notice and an opportunity to resolve prior to the City's order to comply or be subject to disciplinary action up to and including termination of employment.

## **SECTION V – WORK CONDITIONS AND SAFETY**

### **501 Safety**

Effective Date:

The City of Quincy is committed to providing a safe and healthy environment for our employees and visitors. Safety is the business and responsibility of every employee. The City is committed to providing a clean, hazard free, healthy, safe environment in which to work in accordance with OSHA standards. As an employee, you are expected to take an active part in maintaining this environment. You should observe all safety rules, adhere to all safety instructions provided by your Supervisor and use safety equipment where required. Your work place should be kept neat, clean and orderly.

It is your responsibility to learn the location of all safety and emergency equipment, as well as exit locations from the building. Your Supervisor will assist you with this information.

The City will either provide or reimburse part of the expense to the employee for required safety equipment to be used in performing duties. See your Supervisor for complete details on items for reimbursement. Employees will be responsible for the reasonable upkeep of safety equipment issued by the City. Any problems with or defects in equipment should be reported immediately to your Supervisor.

As an employee, you have a duty to comply with the safety rules, assist in maintaining the hazard free environment, to report any accidents or injuries, including any breeches of safety, and to report any unsafe equipment, working condition, process or procedure, at once to a Supervisor.

Employees may report safety violations or injuries anonymously to Management if they are not the injured or violating party. **NO EMPLOYEE WILL BE PUNISHED OR REPRIMANDED FOR REPORTING SAFETY VIOLATIONS OR HAZARDS.** However, any deliberate or ongoing safety violation, or creation of hazard, by an employee will be dealt with through disciplinary action, up to and including termination.

Workers' Compensation Insurance covers all work-related accidents pursuant to the Illinois law.

The City will periodically conduct various safety training as it pertains to your work environment. It is our request that each employee accept the challenge of maintaining an accident-free and healthy environment. It is your positive attitude, your knowledge of safe practices, and your actions that will determine the success.

**REMEMBER, IF YOU ARE NOT SURE... STOP... ASK AND BE SURE... BE SAFE!**

### **502 On Job Injuries**

Effective Date:

All employees will be provided first aid and emergency service for any injuries and illnesses that occur while on City property. If an employee is injured in an accident while performing

assigned job duties, the City provides benefits in accordance with the Illinois Workers' Compensation Law.

All City employees are required to report all on-the-job accidents including City vehicle accidents, with or without injury, to their Supervisors immediately. The Supervisor has the authority to direct the employee to a physician for medical attention.

Failure to report an accident or injury immediately may result in disciplinary action and/or may result in workers' compensation benefits being denied.

### **509 Return to Work**

Amended 11/12/2013

It is in the best interest of the City and its employees to have injured or ill employees return to work as soon as they are physically capable. When determined appropriate and based on needs, the City, in its sole discretion, provides temporary work tasks or hours tailored to the abilities of employees who are injured on the job. We ask employees to perform only those job functions that their doctor has agreed can be safely performed during the recovery process. All alternative and modified job assignments may be structured to meet the capacities and therapy needs of the injured employee. This work is often referred to as "light duty" or "modified" work. Such assignments are temporary in nature and are monitored by the Supervisor and the Director of Human Resources. Job restrictions, as defined by treating physicians, are strictly adhered to.

Any employee who has been off work for a personal medical leave for longer than 3 working days should bring the doctor's release form into the Human Resource Department first. The HR Department will then notify the employee's Department Head that the employee is ready to report to work. An employee who is off work because of a personal medical leave will need a full release from his physician, and may at the discretion of the HR Department or Department Head also be required to submit to an examination by the City's doctor for fitness for duty evaluation.

### **510 Light Duty Policy**

Effective Date: 6/1/2006

#### Purpose:

The purpose of this statement is to establish policies and procedures regarding the assignment of City personnel to Light Duty, should their duty status be restricted by any injury, illness, or temporary disability.

#### Policy:

The City of Quincy recognizes that at times an employee's ability to perform assigned duties may be restricted because of temporary disability due to injury, and/or illness, or temporary disability, and that the causes of said condition may or may not be a direct result of the job. The City further recognizes a distinct difference between On-the-Job and Non-Work Related injuries in regards to Light Duty assignments.

It shall be the policy of the City of Quincy to provide to its employees Light Duty assignments based on the following guidelines. In the case of on-the job injuries, Light Duty shall be assigned whenever possible based on the employee's restrictions. In the case of Non-Work Related injuries, Light Duty may be assigned based on the availability of tasks to be performed and the employee's abilities and restrictions. Light duty is always at the sole discretion of the City.

This policy shall be applied to all City of Quincy personnel assigned to Light Duty due to a physical, mental, emotional or other condition, which may restrict their participation in normal job duty assignments. Employees of the Police and Fire Departments shall refer to the department policy for complete details as they pertain to the operation of the respective department. Nothing in this Policy Statement shall create a right or entitlement in any employee to Light Duty. The Director of Human Resources for the City of Quincy and the Department Head will make the decision whether to allow an employee with restrictions to work in a Light Duty capacity.

Definitions:

Light Duty – The assignment of duties based upon limitations and/or restrictions placed upon an employee by a City Physician or Attending Physician due to either On-the-Job or Non-Work Related injuries.

On-the-Job Injury – Any physical injury, medical condition, emotional or psychological condition, which has been deemed to be a direct result of the performance of job related duties approved or sanctioned by the Department Head or designee while employed by the City of Quincy. Any Workers Compensation case that is approved shall be considered an on-the-job injury.

Non-Work Related Injury – Any physical injury, medical condition, emotional or psychological condition, which has stemmed from actions or circumstances not related to the performance of job duties nor has been approved, assigned or sanctioned by the Department Head or his designee. Any Worker's Compensation case that is denied shall be considered a Non-Work Related Injury.

City "Doctor" or "Physician" – Any physician or other appropriate specialist who has been contracted by the City of Quincy to evaluate an employee for fitness for duty, extent of injury, or extent of limitations as they apply to normally assigned duties.

Attending Physician – Any physician or otherwise appropriate specialist enlisted by an employee for health and/or psychological care and who is responsible for the employee's care.

Department Head – To include all Elected Officials, Directors, Police Chief and Fire Chief

Procedure:

I. The Assignment of Light Duty:

- A. The assignment of Light Duty as a result of restrictions imposed due to either an On-the-Job or Non-Work Related Injury shall be at the discretion of the Director of Human Resources and the Department Head.
- B. Prior to the assignment of Light Duty, the Director of Human Resources and the Department Head shall seek and receive advice and consent regarding suitability of the employee for Light Duty from the City physician, attending physician with the appropriate consent of the employee, or both.
- C. Prior to beginning Light Duty assignment, the employee shall produce appropriate documents and releases as reasonably required by the Human Resource Department.
- D. The Director of Human Resources and the Department Head or designee reserves the right to assign work schedules and duties which are consistent with the department's needs and practices within the scope of applicable Federal and State Law, City Policy, and Collective Bargaining Agreements.
- E. Nothing in this policy implies a mandate to assign Light Duty. The Director of Human Resources for the City of Quincy and the Department Head will make the decision whether to allow an employee with restrictions to work in a Light Duty capacity. This decision is at the sole discretion of the City.
- F. All Light Duty assignments shall be considered temporary special assignments. No inference shall be made by the employee that Light Duty assignments are permanent or in any way an accommodation for personal disability or limitation.

## II. Physician Notification and Consent:

- A. Prior to the assignment of Light Duty, the City physician, the attending physician, or both, shall evaluate the employee for fitness of duty.
- B. The appropriate physician(s) shall produce a list of restrictions of normal activity. These limitations shall define the scope of work that can be safely conducted by an employee on Light Duty. (Workability Report)
- C. The Department Head shall present the workability report and a temporary job description to the Director of Human Resources for review and consultation.
  - 1. The proposed temporary job description shall explain those duties the employee will be performing on Light Duty, conforming to those duties specifically restricted in the workability report.
  - 2. The determination as to whether or not the employee will be allowed to drive department vehicles or operate machinery etc. shall be made on a case-by-case basis.
  - 3. The proposed temporary job description shall specify the appropriate attire to be worn by the employee, determined on a case-by-case basis. Unless

otherwise specified, appropriate attire shall be consistent with department standards for employees. Employees assigned to Light Duty are not entitled to any additional clothing benefits that they do not already receive in their regular assignment.

4. This proposed job description should be reviewed by appropriate authorities for approval and advise the Department Head.

### III. Supervision of Light Duty Employees:

- A. Employees assigned to Light Duty shall be under the direct supervision of the Department Head or designee.
- B. The Department Head reserves the right to assign duties as deemed appropriate based upon department needs and the employees capabilities and limitations, as described by medical authorities.
- C. While assigned to Light Duty, those jobs and tasks given to the employee shall be considered work assignments. Responsibility for the completion of work shall be consistent with department policy regarding work assignments. Employees may be subject to discipline for refusal to carry out assignments or for chronically unexcused poor performance.
- D. Employees shall be responsible for compliance with all department rules and regulations that may apply to the position to which they are temporarily assigned.
- E. Adherence to limitations placed on an employee's activities by both the City Administration and the medical authorities evaluating the employee shall be considered a condition of employment. It shall be the responsibility of the employee to not exceed any limitation placed on the employee by the City or medical authority. At no time shall a supervisor knowingly assign a task, which exceeds medical limitations as defined by medical authority or the City Administration. Any breach of these limitations shall be reported immediately to the Director of Human Resources or Department Head and may be grounds for discipline.

### IV. Nature of Work:

- A. No Light Duty assignment issued to any employee shall be deemed or considered to be a permanent job assignment. The City Administration and City Council must approve permanent staffing changes.
- B. All Light Duty assignments shall be based on available tasks and may have duration of up to six (6) months. If health conditions warrant, an extension may be granted upon review. In no case will the light duty assignment last more than one (1) year in length starting from date of assignment.
- C. The Director of Human Resources or Department Head reserves the right to assign Light Duty personnel special projects which are outside the normal scope of their

duties, and which the Department Head deems useful to the Department.

V. Work Schedule:

- A. Employees assigned to Light Duty shall conform to work schedules assigned them by the Department Head or designee. The assigned work schedule shall be based on the restrictions placed on the employee and the type of work to be done.
- B. Employees assigned to Light Duty shall have access to benefit time, normal periods of rest, etc. consistent with departmental policy or as defined in their respective Collective Bargaining Agreement.

VI. Non-Work Related Injury Light Duty:

- A. The decision to allow the use of Light Duty as caused by a Non-Work Related injury, illness or other disability is dependent upon, among other factors, the availability of work that fits within the employee's restrictions.
- B. Tasks that do not already exist shall not be created for Light Duty Personnel whose restrictions are the results of a Non-Work Related injury, illness, or disability.
- C. At such time that there is no suitable work available, the employee will be required to utilize benefit time until there is work available or his/her restrictions are lifted.

**512 Vehicle Operations and Driver Safety**

Effective Date:

All employees operating a City vehicle represent the City of Quincy and are expected to conduct themselves accordingly. Operators will drive courteously and safely at all times, comply with all traffic laws and ordinances unless specifically exempted by Departmental Standard-Operating-Procedures for life-threatening emergencies. The number one priority must be public and driver safety.

All operators requiring CDL are subject to random drug and alcohol testing. No employee shall drive after having consumed alcohol or drugs including over-the-counter medications or prescription drugs that may impair their ability to operate a motor vehicle. Employees are required to self-identify to their Supervisor if they are taking any type of medication, to include any medical condition, which may impact judgment, alter alertness, or in any way affect their ability to drive. (See City of Quincy Drug and Alcohol Policy)

Drivers must report all traffic violations that occur during working hours or non-working hours while driving a City vehicle to their Supervisors immediately. If a driver receives a traffic citation, the driver is responsible for the payment of any fine assessed, if convicted or pleading "guilty."

Weapons or firearms are not permitted in any City vehicle except: 1) law enforcement or animal control enforcement vehicles, or 2) in emergency or unusual situations specifically approved by the Mayor.

### **513 Vehicle Accidents**

Effective Date: 10/31/2011

Any City employee involved in an accident while operating a City vehicle or piece of motorized equipment shall notify his or her Supervisor immediately. Any accident/incident involving a City vehicle must be reported to the City's Risk Manager whether or not the accident results in injuries to a person or damage to vehicles or property or whether or not the City vehicle was moving or stationary.

Supervisors are responsible for completing a City Vehicle Incident Report and also a City of Quincy Police Report depending on the nature of the incident. All reports must be submitted to the Risk Manager, Human Resource Department. If the investigating officer determines that the employee committed a traffic offense that could be the proximate cause of the crash, the officer will issue the appropriate citation(s).

Any driver involved in a vehicle accident will be required to take a drug and alcohol test immediately if circumstances indicate possible driver fault or error. The City's Risk Manager and/or Department Head will determine if a drug and alcohol screen is warranted in accordance with the City's Drug and Alcohol Policy.

### **514 Vehicle Maintenance**

Effective Date:

City vehicles shall receive maintenance service at the designated City Garage or other location determined by the Department Head. Drivers shall be responsible for insuring that each vehicle is in a safe operating condition before driving. Unsafe conditions must be reported immediately. The interior of a City vehicle shall be kept clean and orderly, and the exterior shall be kept reasonably clean at all times. No additional equipment shall be installed or attached to a City vehicle without the approval of the Department Head.

## **SECTION VI – LEAVES OF ABSENCE**

### **602 Family Medical Leave (FMLA)**

Effective Date: 1/16/2009; amended 8/23/2010

FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees. There are two types of leave available, the basic 12-week entitlement (Basic FMLA), as well as the military family leave entitlements (Military Family Leave) described in this policy.

#### **Eligibility Requirements**

Employees are eligible if they have worked for the City of Quincy for a minimum of one year and have at worked at least 1,250 hours during the twelve (12) calendar months immediately preceding the request for leave.

#### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to twelve (12) weeks within the twelve (12) month look-back period of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth
- To care for the employee's child after birth, or placement with the employee for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job

Married couples may be restricted to a combined total of twelve (12) weeks leave within the twelve (12) month look-back period for childbirth, adoption, or placement of a foster child; or to care for a child or parent with a serious health condition.

#### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the Armed Forces in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during the 12-month look-back period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list for a serious injury or illness, or a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard

or Reserves, at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

For a member of the Armed Forces (including a member of the National Guard or Reserves) an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the member's duties of the office, grade, rank or rating of the member; or for a veteran who was a covered service member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

### **Benefits and Protections**

Subject to the terms, conditions, and limitations of the applicable plans, the City of Quincy will continue to provide health insurance benefits for the full period of the approved family leave, provided the employee pays the same employee portion they were responsible for when actively employed (for example, dependent coverage). Employees who do not make such payments within thirty (30) days of the payment due date may be dropped from plan coverage until such time as the leave period terminates and the employee returns to work.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. The employee's seniority shall accumulate during such leave, but the employee shall not otherwise accrue benefits (for example: vacation, sick days, and major medical) if the leave extends beyond a full calendar month. Working any part of a month will count as a month provided you are an employee on the last day of the month. Should it be determined an employee is not eligible for Family or Medical Leave, any absences that have occurred will fall under the attendance policy.

### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make

reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. If leave is taken on an intermittent basis, the employee should be prepared to substantiate each absence with medical documentation.

### **Substitution of Paid Leave for Unpaid Leave**

Employees will be required to first use any accrued paid time before taking unpaid family leave.

### **Employee Responsibilities**

Eligible employees should make requests for family leave to their Supervisor at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. A "Request for Family or Medical Leave" form should be completed and turned into the Human Resources Department.

Employees must provide sufficient information within fifteen (15) days of the request for the City of Quincy to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the City if the requested leave is for a reason for which FMLA was previously taken or certified. Employees may also be required to provide periodic recertification supporting the need for leave.

An employee who has been granted FMLA shall keep the City informed of the employee's medical status at least every thirty (30) days and will provide such additional "medical certification" as may be reasonably required by the City to confirm such medical condition or status. So that an employee's return to work can be properly scheduled, an employee is requested to provide at least 48 hours advance notice of the date the employee intends to return to work. Employees will also need to provide a fitness-for-duty certification upon return to work, or during intermittent leave, as required. If an employee fails to return to work on the agreed upon return date or the conclusion of maximum FMLA time, the City of Quincy will conclude that the employee has abandoned the job and resigned.

**Note:** All forms referred to can be obtained from the Human Resources Department.

### **603 Personal Leave**

Effective Date: 10/31/2011

The City of Quincy may grant a personal leave of absence without pay to a qualifying employee for a period not to exceed thirty (30) days in a calendar year. The employee must have completed six (6) months of service and gained full time status. The request must be submitted in writing by the employee to his Supervisor or Department Head and approved by the Mayor or his designee.

Consideration for approval will be given to the following:

- 1) Purpose of the leave.
- 2) Effect the leave will have on the ability of the department to operate.

- 3) Employee's position and length of service.
- 4) Employee's record with the City.

In rare situations, additional time or extensions of a personal leave may be granted with approval by the Department Head and Mayor or his designee. Time spent on a personal leave in excess of a full calendar month will not accrue benefits. Employees on unpaid leave will not be eligible for holiday pay for a designated holiday observed during the leave of absence. The City will make an effort to reinstate the employee to the same position previously occupied or to a similar position upon return to work. For personal leaves of sixty (60) consecutive calendar days or longer, there is no guarantee that the same or a similar position will be available at the time the employee desires to return to work. The City will have no obligation to reinstate the employee if the leave exceeds twelve (12) weeks under the Family and Medical Leave Act, but in no case longer than nine (9) months.

#### **604 Military Leave**

Effective Date: 8/23/2010

The City recognizes that employees may serve in the Armed Services of the United States or State of Illinois in either an active or reserve capacity. When such service occurs, the City will comply with applicable laws and the conditions of the United States Employment and Reemployment Rights Act (USERRA), the State of Illinois Local Government Employee Benefits Continuation Act (50 ILCS 140) and the State of Illinois Military Leave of Absence Act (5 ILCS 325). Please refer to these statutes for further information. The City retains the right to exercise its full rights under these laws. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

For further information regarding your rights and eligibility for leave, please contact the Human Resources Department.

## **SECTION VII – EMPLOYEE CONDUCT**

### **701 Employee Conduct and Work Rules**

Effective Date:

To ensure orderly operations and provide the best possible work environment, the City of Quincy expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of city property
- Unauthorized activity or use of city equipment or property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating city-owned vehicles or equipment
- Unauthorized possession of firearms, explosives or other lethal weapons
- Fighting or threatening violence in the workplace or with the public
- Boisterous, profane or abusive language, disruptive activity in the workplace or with the public
- Negligence or improper conduct leading to damage of city, public or privately-owned property
- Insubordination, neglect of duty or other disrespectful conduct
- Violation of safety or health rules
- Failure to immediately report to a direct Supervisor any occupational injury or accident regardless of seriousness
- Smoking in prohibited areas
- Driving a City vehicle without a valid driver's license
- Inappropriate use of City telephones, email, or internet
- Sexual or other unlawful or unwelcome harassment
- Excessive absence, tardiness or absence without notice
- Leaving an assigned post of duty without permission or without proper relief
- Profiting directly or indirectly from any contract, purchase, sale, or service in connection with city employment or accepting any free or preferred service or benefit by reason of such employment, without the approval of the Department Head
- Unsatisfactory performance or conduct
- Inappropriate behavior or conduct for personal gain
- Unauthorized entry on city premises
- Falsification of records
- Fraudulent Workers' Compensation claims

Employment with the City of Quincy is at the mutual consent of the City and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **702 Drug and Alcohol Policy**

Effective Date: 12/12/2006; amended 8/23/2010

All City employees are valuable resources and it is our goal to provide a healthy, satisfying working environment, which promotes personal opportunities for growth. The purpose of this policy is to assure worker fitness for duty. This policy applies to all employees of the City of Quincy (unless covered by a specific policy within a CBA which shall prevail) and covers two groups of employees, regular and safety-sensitive.

### **I. Safety Sensitive Employee / CDL Driver**

Employees of the City's Transit System that transports the public and/or all holders of CDL that may in the line of duties operate commercial motor vehicles are subject to DOT workplace drug and alcohol testing. The benefit to all employees affected by DOT regulations is that each agency's regulations must adhere to DOT testing procedures found at 49 CFR Part 40, commonly known as "Part 40" and Transit regulations 49 CFR part 655.

#### **A. As a safety-sensitive employee...**

- You must not use or possess alcohol or any illicit drug while assigned to perform a safety-sensitive function or while actually performing safety-sensitive functions.
- You must not report for service, or remain on duty if you.....
  1. Are under the influence or impaired by alcohol;
  2. Have a breath alcohol concentration .02 or greater; (with a breath alcohol level of .02 to .039 disciplinary action will be taken);
  3. Have used any illicit drug.
- You must not use alcohol within a reasonable time of reporting to work or in anticipation of receiving notice to report to work.
- You must not report for duty or remain on duty when using any controlled substance unless used pursuant to the instructions of an authorized medical practitioner and is consistent with the safe performance and your duties.
- You must not refuse to submit to any test for alcohol or controlled substances.
- You must not refuse to submit to any test by adulterating or substituting your specimen.

#### **B. Prescription medicine and OTC drugs may be allowed. However, you must meet the following minimum standards:**

- A licensed physician, such as your personal doctor, prescribes the medicine to you.
- The treating/prescribing physician has made a good faith judgment that the use of the substance at the prescribed or authorized dosage level is consistent with the safe performance of your duties.
- The substance is used at the dosage prescribed or authorized.
- If you are being treated by more than one physician, you must show that at least one of the treating doctors has been informed of all prescribed and authorized medications and that said physician has determined that the use of the medications is consistent with the safe performance of your duties.
- You have notified the Human Resource Department and have filled out a Prescription Drug Notification Form.

**C. Safety-sensitive employees are subject to drug or alcohol testing in the following situations:**

Pre-Employment

As a new hire, you are required to submit to drug test. Only after your employer receives a negative drug test result (and negative alcohol test result) may you begin performing safety sensitive functions. This also applies if you are current employee transferring from a non-safety-sensitive function into a safety-sensitive position (even if it is the same employer).

Reasonable Suspicion/Cause

You are required to submit to any test (whether drug, alcohol or both) that a supervisor requests based on reasonable suspicion. Reasonable suspicion means that one or more trained supervisors reasonably believes or suspects that you are under the influence of drugs or alcohol. They cannot require testing based on a hunch or guess alone; their suspicion must be based on observations concerning your appearance, behavior, speech and smell that are usually associated with drug or alcohol use.

Random

You are subject to unannounced random drug & alcohol testing. Alcohol testing is administered just prior to, during or just after performing safety-sensitive functions. No manager, supervisor, official or agent may select you for testing just because they want to. Under DOT regulations, employers must use a truly random selection process. Failure to show for a test or interfering with the testing process can be considered a refusal and disciplinary action will be taken.

Post-Accident

If you are involved in an event (accident, crash, etc.) meeting certain criteria of both the DOT agency, and the City of Quincy criteria, a post-accident test will be required. You will then have to take a drug and alcohol test. You are required to remain available for this testing and are not permitted to refuse testing.

*Remember: Safety-sensitive employees are obligated by law to submit to and cooperate in drug & alcohol testing mandated by DOT regulations.*

Return to Duty

If you have been off work for at least 10 working days, due to a personal medical condition, you will be required to have a drug and alcohol test before returning to a safety-sensitive function for any DOT regulated employer.

Follow-up

The amount of follow-up testing you receive is determined by a Substance Abuse Professional (SAP) and may continue for up to 5 years. This means the SAP will determine how many times you will be tested (at least 6 times in the first year), for how long, and for what substance (i.e. drugs, alcohol, or both). Your employer is responsible for ensuring that follow-up testing is conducted and completed. Follow-up testing is in addition to all other DOT required testing.

Work related injuries

When a safety-sensitive employee has a work related injury that requires medical treatment a drug and alcohol test will be performed.

**D. Disciplinary action**

Less than 0.02      No action required under 49 CFR Part 40.

0.02 – 0.039 Immediate removal from safety-sensitive position, without pay until the next scheduled shift, but not less than 8 hours from the time of the test. Employee Assistance Program information will be provided to the employee. Further violations will be subject to termination of employment.

0.04 or greater Immediate removal from safety-sensitive functions. You will be suspended without pay and may not resume safety-sensitive functions until you successfully complete the return-to duty evaluation mandated by a Substance Abuse Professional and testing as outlined under (F) below. Further violations will be subject to termination of employment.

If you are instructed to submit to a DOT drug or alcohol test and you don't agree with the reason or rationale for the test, take the test anyway. Don't interfere with the testing process or refuse the test. Take the test and express your concerns through a letter to the Director of Human Resources or by following the grievance procedure as outlined in the respective collective bargaining agreement.

If you do not provide a sufficient urine specimen within three hours, you must obtain a medical evaluation within five days to determine if there is an acceptable medical reason for not being able to provide a specimen. If it is determined that there is no legitimate physiological or pre-existing psychological reason for not providing a urine specimen, it will be considered a refusal to test. Employee will be immediately removed, without pay, until results of medical evaluation are completed.

#### **E. Refusal to test**

DOT regulations prohibit you from refusing a test. The City considers a refusal to test to be a positive and employment terminated. The following are some examples of conduct that the regulations define as refusing a test (See 49 CFR Part 40 Subpart I & Subpart N):

- Failure to appear for any test after being directed to do so by your employer.
- Failure to remain at the testing site until the testing process is complete.
- Failure to provide a urine or breath samples for any test required by federal regulations.
- Failure to permit the observation or monitoring of you providing a urine sample (Please note test conducted under direct observation or monitoring occur in limited situations. The majority of specimens are provided in private).
- Failure to provide a sufficient urine or breath sample when directed, and it has been determined, through a required medical evaluation, that there was not adequate medical explanation for the failure.
- Failure to take a second test when directed to do so.
- Failure to cooperate with any part of the testing process.
- Failure to undergo a medical evaluation as part of “shy bladder” or “shy lung” procedures.
- Failure to sign Step #2 of the ATF.
- Providing a specimen that is verified as adulterated or substituted.

#### **F. If you test positive, refuse a test, or violate DOT drug & alcohol rules:**

- A supervisor or company official will immediately remove you from DOT-regulated safety-sensitive functions.

- You will not be permitted to return to performing DOT regulated safety-sensitive duties until you have:
  1. Undergone an evaluation by a Substance Abuse Professional (SAP);
  2. Successfully completed any education, counseling or treatment prescribed by the SAP prior to returning to service;
  3. Provide a negative test result for drugs and a breath test less than 0.02 of alcohol. (Return to duty testing).
- Upon return to a safety-sensitive job, you will be subject to unannounced mandatory direct observation testing for drugs and/or alcohol no less than 6 times during the first 12 months of active service with the possibility of unannounced testing for up to 60 months (as prescribed by the SAP).
- An employee who refuses to test will be terminated.

### **G. Changing employers**

Your drug & alcohol testing history will follow you to your new employer, if that employer is regulated by a DOT agency. Employers are required by law to provide records of your drug & alcohol testing history to your new employer. This is to ensure that you have completed the return-to-duty process and are being tested according to your follow-up testing plan.

## **II. Regular Employee**

Employees that are assigned duties that consist of administrative or clerical functions that are NOT considered a safety sensitive position or a holder of a CDL.

### **A. As a regular employee...**

- You must not use or possess alcohol or any illicit drug while performing the duties of your position.
- You must not report for service, or remain on the job if you.....
  1. Are under the influence or impaired by alcohol;
  2. Have a breath alcohol concentration .02 or greater; (with a breath alcohol level of .02 to .039 disciplinary action will be taken);
  3. Have used any illicit drug.
- You must not use alcohol within a reasonable time of reporting to work or in anticipation of receiving notice to report to work.
- You must not report for work or remain on the job when using any controlled substance unless used pursuant to the instructions of an authorized medical practitioner.

### **B. Prescription medicine and OTC drugs may be allowed. However, you must meet the following minimum standards:**

- The medicine is prescribed to you by a licensed physician, such as your personal doctor.
- The treating/prescribing physician has made a good faith judgment that the use of the substance at the prescribed or authorized dosage level is consistent with the safe performance of your duties.
- The substance is used at the dosage prescribed or authorized.
- If your are being treated by more than one physician, you must show that at least one of the treating doctors has been informed of all prescribed and authorized medications and

that said physician has determined that the use of the medications is consistent with the safe performance of your duties.

- You have notified your Supervisor or Department Head.

**C. All employees are subject to drug or alcohol testing in the following situations:**

Pre-Employment

As a new hire, you are required to submit to drug test. Only after your employer receives a negative drug test result (and negative alcohol test result) may you begin in your assigned position. This also applies if you are current employee transferring from a non- safety-sensitive function into a safety-sensitive position.

Reasonable Suspicion/Cause

You are required to submit to any test (whether drug, alcohol or both) that a supervisor requests based on reasonable suspicion. Reasonable suspicion means that one or more trained supervisors reasonably believes or suspects that you are under the influence of drugs or alcohol. They cannot require testing based on a hunch or guess alone; their suspicion must be based on observations concerning your appearance, behavior, speech and smell that are usually associated with drug or alcohol use. Or, property damage in excess of \$500.00 to City or private property will have cause.

Work related injuries

When an employee has a work related injury that requires medical treatment a drug and alcohol test will be preformed.

**D. Disciplinary action**

Less than 0.02      No action.

0.02 – 0.039      Immediate removal from work, without pay until the next scheduled shift but not less than 8 hours from the time of the test. Employee Assistance Program information will be provided to the employee. Further violations will be subject to termination of employment.

0.04 or greater      Immediate removal from work and suspended with out pay. You may not resume until you successfully complete the return-to duty evaluation mandated by a Substance Abuse Provider and testing as outlined under (E) below. Further violations will be subject to termination of employment.

Refusal to test would be considered a positive and employment is terminated.

If you do not provide a sufficient specimen within three hours, you must obtain a medical evaluation within five days to determine if there is an acceptable medical reason for not being able to provide a specimen. If it is determined that there is no legitimate physiological or pre-existing psychological reason for not providing a urine specimen, it will be considered a refusal to test.

**E. If you test positive, refuse a test, or violate drug & alcohol rules:**

- A supervisor or Department Head will immediately remove you from your work position.
- You will not be permitted to return to the job until you have:
  1. Undergone an evaluation by a Substance Abuse Professional (SAP);

2. Successfully completed any education, counseling or treatment prescribed by the SAP prior to returning to service;
  3. Provide a negative test result for drugs and a breath test less than 0.02 of alcohol. (Return to duty testing).
- Upon return to your job, you will be subject to unannounced testing for drugs and/or alcohol no less than 6 times during the first 12 months of active service with the possibility of unannounced testing for up to 60 months (as prescribed by the SAP).
  - An employee who refuses to test will be terminated.

### **Confidentiality**

Your test results are confidential. An employer or service agent (e.g. testing laboratory, MRO or SAP) is not permitted to disclose your test results to outside parties without your written consent. But, your test information may be released (without your consent) in certain situations, such as: legal proceedings; grievances, or administrative proceedings brought by you or on your behalf, which resulted from a positive or refusal. When the information is released, the City must notify you in writing of any information they released.

### **Policy contact**

Any questions regarding this policy or any other aspect of the drug and alcohol program should contact the Director of Human Resources or your Department Head. The City of Quincy reserves the right to choose the MRO and lab collection site. The City of Quincy also reserves the right to make changes to stay within the DOT Regulations.

### **703 Harassment**

Effective Date: 8/23/2010

The City of Quincy is committed to providing a professional, harassment-free environment for employees, job applicants, citizens of the community and to all persons who seek or receive services from the City or its contractors. The Mayor and City Council considers all forms of harassment to be unacceptable behavior regardless of its origin whether employee, contractor, vendor or the general public, because it undermines productivity, degrades, intimidates and is discriminatory. Harassment infringes upon the rights of all and creates a hostile environment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

To ensure that all employees' work in an environment free of all forms of harassment, the Mayor and City Council prohibits harassment based on race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, or disability and will take all the necessary steps to prevent such harassment from occurring.

Examples of harassment may include but not limited to:

- Inappropriate physical contact including touching, pinching and/or brushing the body.
- Indecent exposure, including lewd and lascivious behaviors.
- Persistent requests for social/sexual encounters and favors.
- Making inappropriate statements or jokes about employees or official because of their gender, disability, sexual preference or religion.

- Basing a personnel decision on someone's providing sexual favors, or someone's ancestry, age, political beliefs, physical appearance or religion.
- Displaying graphic, sexually explicit objects, posters or pictures that show adolescents, women, men, racial minorities, people who have disabilities or students in a degrading or humiliating manner.
- Obscene gestures, nonverbal suggestive behavior (leering) or insulting sounds (whistling).

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to their Supervisor or if the employee believes it would be inappropriate to contact that person, they should contact the Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal. No employee will suffer any negative employment impact as a result of making a harassment complaint.

Any Supervisor or Department Head who becomes aware of possible sexual or other harassment should promptly advise the Director of Human Resources, who will investigate and resolve the situation in a timely manner. The complaint must be in writing before an investigation will be initiated. The findings of the investigation will be reported to only the parties directly involved. Reported sexual or other harassment will be kept confidential to the maximum extent possible.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

#### **704 Attendance and Punctuality**

Effective Date: 10/31/2011; amended 11/12/2013

To maintain a productive work environment, the City of Quincy expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. When an employee is absent it creates staffing problems and affects the workload. Employees should make every reasonable effort to be present on scheduled workdays and arrive and leave on time. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, the employee must notify the Department Head or Supervisor as soon as possible in advance of the anticipated tardiness or absence, at least 30 minutes prior to their scheduled start time.

An excused absence (normally considered beyond your control) may include personal or family illness, jury duty, or bereavement that would require you to miss all or part of a scheduled workday. You will be required to use the appropriate benefit time to cover your absence. Employees should be prepared to substantiate the absence by furnishing documentation, including medical statements. Employees should make every effort to schedule medical and dental appointments outside of regular working hours. If an employee is absent due to illness for three (3) consecutive days, the employee may be required by management to submit a doctor's note indicating the employee's ability to return to work.

It is also the intent of this policy to address situations involving apparent sick leave abuse. Such patterns of abuse would include: Use of accrued sick leave as soon as it becomes available, absenteeism following a scheduled day off such as a weekend or scheduled vacation, being in a

“docked” situation with no leave time available to cover an absence, excessive sick leave usage that exceeds six (6) days in a twelve (12) month look back.

Poor attendance and tardiness are disruptive. If management observes excessive sick leave use, a pattern of absenteeism or tardiness (including early departure) by an employee, a meeting will be scheduled and the employee will be given the opportunity to explain their situation and/or circumstances surrounding their attendance issue. If it is determined the use of leave time is questionable, and no valid reason(s) is given, the employee may be subject to disciplinary action, up to and including termination of employment. Flagrant violations may result in immediate disciplinary action. An employee who fails to call in for two (2) consecutive working days, and fails to produce an acceptable excuse, will be considered a voluntary termination (job abandonment).

A copy of the disciplinary action will go in the employee’s personnel file and remain there for a period of five (5) years from date of occurrence and thereafter be considered inactive.

### **705 Personal Appearance**

Effective Date:

City management is committed to presenting a professional business image to the citizens we serve. Because every employee may at one time or another come in contact with our citizens, it is expected that all employees will present a neat and clean appearance and exercise good judgment in dressing appropriately for their work environment.

If provided, City uniforms must be worn at all times during working hours without exception. All clothing must be in good condition and not torn, ragged or extremely faded. Shirrtails shall be tucked in and shirts buttoned appropriately. Blues jeans are permitted for positions that involve outdoor or plant work, cleaning or maintenance. Generally, blue jeans are not considered appropriate for office positions that provide daily public service. However, on occasion, may be permitted by the Department Head or Mayor.

The Department Head has the discretion to determine what is or is not appropriate attire. Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstance, employees will not be compensated for time away from work.

Consult your Department Head if you have questions as to what constitutes appropriate attire. Dress and grooming issues that cannot be resolved at the Department level may be referred to the Director of Human Resources for assistance.

### **710 Workplace Violence**

Effective Date: 3/1/2003

The City of Quincy is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including Supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay”, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law.

Any suspicious individuals or activities, all threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate Supervisor or any other member of management. This includes threats by employees, as well as threats by contractors, vendors, or members of the public. Do not place yourself in peril. When reporting a threat of violence, you should be as specific and detailed as possible.

The City of Quincy will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City of Quincy encourages employees to bring their disputes or differences with other employees to the attention of their Supervisor or the Department of Human Resources before the situation escalates into potential violence. The City is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

The City of Quincy will not tolerate acts of violence committed by, or against City employees or members of the public while on City property, or while performing City business at other locations. The City has a policy of “zero tolerance” for violence. If any employee, representative of the City, contractor, vendor or member of the public should engage in any violence in the workplace, or threaten violence in the workplace, it could result in being removed and/or banned from City property, result in disciplinary action such as counseling, reprimand, suspension, termination and possibly criminal prosecution.

It is the intent of this policy to ensure that everyone associated with the City of Quincy including employees, residents, visitors, vendors, and contractors never feel threatened by any employee’s actions or conduct. Any employee witnessing a violent incident that constitutes an emergency should immediately **CALL 911**. Assessment and investigation of emergency and/or criminal situations will be handled by the Quincy Police Department. Employees reporting an incident that is not an immediate emergency shall notify their Supervisor and/or Department Head.

The City of Quincy will make every effort to provide a safe workplace for all employees. To insure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this policy.

## **715 Insubordination**

Effective Date:

Refusal of a legitimate request or willful disregard of authority, the use of obscene or otherwise objectionable language including disrespectful behavior to a Supervisor or Department Head is insubordination. It undermines the discipline and authority needed in the workplace and cannot go unchallenged. Insubordination may result in discipline, up to and including immediate discharge.

The best way to avoid discipline for insubordination is to follow an order given by a Supervisor or Department Head and then challenge it later through the dispute resolution process. However, an employee need not obey an order to do something unsafe, clearly criminal or something that may result in injury or death. No disciplinary action will be taken against an employee who refuses to obey an order that he reasonably believes involves doing something that is unsafe, is clearly criminal or that may result in injury or death.

## **716 Progressive Discipline**

Effective Date:

The purpose of this policy is to state the City of Quincy's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem and/or behavior, prevent recurrence, and prepare the employee for satisfactory performance in the future.

Although employment with the City of Quincy is based on mutual consent and both the employee and the City have the right to terminate employment at will, with or without cause or advance notice, the City may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. The sequence of disciplinary actions is outlined below. Each discipline situation will be judged on its own set of circumstances.

1. Verbal Warning – A Supervisor will counsel you privately and document with a memo. The seriousness of the problem and the possible consequences if you do not correct the problem will be explained and the specific policies, which apply to the situation, will be reviewed with you.
2. Written Warning – For repeated or serious problems, either performance or conduct, the Supervisor will counsel you formally and issue you a written warning explaining the nature of the problem and what you must do to correct it. You will be given a specific timetable for improvement. The warning will include a description of more serious forms of discipline, including suspension and termination that may occur if the problem is not resolved.

3. Suspension – If you do not respond to the first two steps in the progressive discipline policy, you may be suspended. The suspension notice will include a final warning indicating that termination will be the next step in the process.
4. Termination – For infractions the City deems sufficiently serious, or for continuation of problems in spite of the progressive discipline steps outlined in steps 1, 2, and 3 above, immediate termination of employment is appropriate.

Consequently, some discipline situations may require all the progressive steps outlined above be used prior to termination. Other discipline situations may be of such a serious nature that all steps of the progressive discipline are not used prior to termination of employment. While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

All disciplinary actions shall be recorded and filed in the employee's personnel records. One copy shall be forwarded to the Director of Human Resources for inclusion in the employee's personnel file. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the City of Quincy.

### **718 Problem Resolution**

Effective Date:

The City of Quincy is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the City's Supervisors and Management.

The City strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the City in a reasonable, business-like manner, or for using the problem resolution procedure.

Complaints may include such things as discipline, transfer, harassment, a personal request that was denied, etc. You cannot use the complaint procedure to appeal decisions related to the City's responsibility to determine the City's corporate direction, strategy, or operating decisions, such as the number and assignment of employees, establishment of rules of conduct, determination of the hours and days of work, starting and quitting times, wages, and benefits.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate Supervisor after incident occurs. If the employee is not satisfied with the response, take your complaint to Step 2.
2. Submit your complaint in writing to the Department Head. If the complaint is not mutually resolved, proceed to Step 3.
3. Employee presents problem to the Director of Human Resources if the problem is unresolved. The Director of Human Resources counsels and advises employee, if necessary, discusses with employee's Supervisor(s). If not mutually resolved, proceed to Step 4.
4. The employee's complaint may be submitted in writing to the Mayor's Office to be reviewed by the Mayor and/or designated members of his management staff. The facts of the employee's case will be examined thoroughly, and the employee will be informed of the decision.

## **721 Smoke-Free and Smokeless Tobacco**

Amended 11/12/2013

The Smoke Free Illinois Act prohibits smoking in public places, places of employment and governmental vehicles. The City of Quincy supports and will enforce the Act to also include the use of smokeless tobacco. Smoke-free workplace signs are posted at all building entrances.

Smoking and the use of tobacco products (cigarettes, cigars, pipes, chewing tobacco, snuff, etc.) is not permitted inside of City-owned vehicles or City buildings and is limited to fifteen (15) feet or more from any building entrance. Cigarettes and cigars are to be disposed of in appropriate containers located outside the building. Smokeless tobacco residue shall be disposed of properly in trash receptacles containing trash liners outside the building. There shall be no spitting of tobacco juice in trash receptacles or other containers located inside City-owned buildings, on sidewalks, parking lots, or on any other property belonging to the City of Quincy.

All employees are expected to comply with all aspects of the Act and this policy. Violations may be subject to legal sanctions according to the Act as well as disciplinary action up to and including termination by the City.

## **722 Employee Parking**

Effective Date:

The City of Quincy provides parking for all employees at their assigned work locations. Employees are expected to park in employee-designated areas. Parking lots such as the City Hall Plaza lot or lots marked as "Guest Parking" is for general public use and authorized personnel only. Employees are not to park in these lots during business hours without permission from the Human Resource Department.

## **723 Telephone / Cell Phone Usage**

Effective Date: 2/10/2009; amended 8/23/2010

Personal calls should be kept brief and to a minimum. Friends and family should not be encouraged to call during working hours. Personal calls and text messaging are disruptive to productivity and become an annoyance to co-workers and the public. The use of a City phone for personal calls ties up lines that are intended for business use. If a personal long distance call is necessary, it should be charged to the employee's personal calling card or placed from your personal cell phone. Periodically, the City audits the call records to determine if there has been any abuse of the telephone system. Such abuse includes charging personal long-distance calls to the City, excessive personal calls, either internal or external. Your Department Head or Supervisor may establish more stringent rules and requirements based on department needs.

### **City-Owned Cell Phones/Personal Communication Devices**

The following is intended to provide guidelines for the proper use of City-owned cell phones and personal communication devices. These devices are provided to employees or groups of employees as business needs indicate.

*Levels of use:* There are two levels of cell phone and personal communication device programs: Pool Cell Phones and Individually Assigned Cell Phones/Personal Communication Devices. The procedures for each are different and defined accordingly.

1. Pool Cell Phones:
  - Pool cell phones include all cell phones assigned to departments for the use of more than one employee.
  - The primary purpose of these cell phones is for official City business or emergency use.
  - Invoices for pool phones will be audited, and if non-business charges are discovered the appropriate individual will be held responsible. If excessive personal use is discovered the employee may be subject to disciplinary action.
  - Pool cell phones are restricted from directory assistance (4-1-1) calls.
  
2. Individually Assigned Cell Phones/Personal Communication Devices:
  - The primary purpose of these cell phones/personal communication devices is for official City business or emergency use.
  - Individual assigned cell phones/personal communication devices are billed and invoiced under the City of Quincy's current contracts. There will be a \$15.00 charge by payroll deduction allowing for 300 minutes of personal use on a monthly basis. Any employee wishing to waive this cost will be required to sign a waiver with the understanding that no personal use is allowed. If the account is audited and personal use is discovered, the employee will be required to pay for all personal use charges. The employee may also be subject to disciplinary action.
  - Individuals may request text messaging be added to their contract at their own expense. All charges will be handled through payroll deduction on a monthly basis.

Responsibilities:

IT Department: The IT Department shall have the following responsibilities:

- Overseeing all City of Quincy contracts for cell phones/personal communication devices
- Handling requests for new phones and ordering any supplies or replacements\*
- Distributing invoices to departments on a monthly basis for review
- Maintaining a list of all authorized cell phones/personal communication devices users; the list will identify whether a cell phone/personal communication device is a pool phone or assigned to an individual

\*The City will not be responsible for the cost associated with replacements needed due to employee carelessness.

Employee: Employees have the responsibility to use all City of Quincy equipment with prudence and reasonable care. Employees should use proper safety procedures at all times when using a cell phone/personal communication device, but especially while operating equipment, driving on City business, or performing similar duties. Employees assigned a cell phone/personal communication device must be prepared to verify the calls listed on the invoice.

Employees are required under the Illinois Motor Vehicle Code to comply with Illinois law prohibiting the use of cellular phones and electronic communication devices while driving in school or work zones. The law does not apply to persons engaged in the work zone project or emergency purposes.

The following rules will apply to employees operating City vehicles or equipment:

- Absolutely no texting while driving any City vehicle or operating City equipment
- In accordance with state statute, no cell phone usage will be allowed in school or work zones
- Before placing or when receiving a call while operating a City vehicle it is recommended the employee pull over to continue the communication

Department Heads: Department Heads have the authority to establish more stringent rules on the use of cell phones in the workplace and shall have the authority to assign pool phones and make requests for individually assigned phones within their department. Such assignments are subject to review at any time. The IT Department will need to be notified of any changes to these assignments. Department Heads are responsible for reviewing monthly invoices to ensure that phones are used appropriately. The Department Head or designee will verify with the employee any invoice in question to ensure the calls are justified. Any misuse of cell phones/personal communication devices should be addressed immediately upon discovery.

Human Resources Department: With the assistance of the IT Department, Human Resources may periodically audit cell phone/personal communication device invoices for compliance.

## **Public Information/Open Records Act**

Employees are advised that records related to calls made on City-owned cell phones/personal communication devices are public information. Information related to telephone numbers called, length of call, and time and date of call ordinarily may be subject to the Open Records Act.

Employees are advised, and should be aware of the fact that cell phone/personal communication device calls are not secure and can be monitored. It is a crime for any party to intentionally monitor cell phone conversations without the consent of the parties to the conversation. Although it is technically difficult, inadvertent monitoring of private cell phone conversations is possible. Caution should be used whenever confidential or sensitive information must be discussed.

## **724 Internet/Email Usage**

Effective Date: 6/21/2005

Purpose: The purpose of this policy is to establish guidelines and restrictions on use by City employees of City owned or leased computers utilized for Internet access and messaging.

This policy serves as a baseline to all other computer communications policies as defined in the Scope of this policy. The purpose is to provide a minimum level of guidance, expectations, and restrictions that must be met by staff or related policy.

Scope: This policy applies to all City employees who utilize internal and external e-mail messaging and/ or the Internet, including e-mail sent to cell phones, pagers, etc. This policy also applies to City employees who use City equipment to access the Internet.

### Terms and Conditions:

1. The term “business-related” refers to those activities directly related to the user/employee’s job and/or functions as a municipal employee and those matters directly related attendant to the lawful operations of the City of Quincy.
2. *Acceptable Internet/E-mail Use* - Access to the City’s Internet or usage of the City’s e-mail system is an important communication tool to help facilitate city operations. These tools should be used wisely in order to effectively complete tasks assigned to you by your supervisor.
  - a. E-Mail has evolved into a substitution for the telephone and is a cost-effective means of communication that is often used by City employees for communication that has no bearing or relevance to conducting City business (i.e. “let’s do lunch” or “can I catch a ride home” type of message). City employees should be aware that there is no guarantee of privacy or confidentiality for personal messages transmitted via the e-mail system as all messages are owned by the City and their contents may be monitored, viewed, printed, and further distributed at any time by other City employees.
  - b. The City has the discretion to allow limited use of time, governmental property, equipment or other facility for personal purposes if: 1) the use is authorized by the appropriate authority; 2) the use does not interfere with the performance of the employee’s public duties; 3) the cost or value related to the use is nominal; 4) the

use does not create the appearance of impropriety; 5) the use is of appropriate nature.

3. *Privileges/Discipline* - The use of the City's Internet/E-mail system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The City of Quincy reserves the right to deny, revoke, or suspend access at any time. Violations of these policies may constitute cause for disciplinary action (in addition to loss of privileges) including suspension or discharge.
4. *Unacceptable Use* - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - Unauthorized uploading or downloading of software, regardless of whether it is copyrighted or devirused;
  - Downloading copyrighted material for other than personal use;
  - Using the network for private financial or commercial gain;
  - Wastefully using resources, such as file space, chain letters, flaming, etc.;
  - Forwarding of non-business related emails, with embedded attachments, to other City email users is prohibited.
  - Gaining unauthorized access to resources or entities;
  - Trespassing in others' folders, work, files or changing computer files not belonging to the user;
  - Invading the privacy of individuals;
  - Using another user's account or password or sharing passwords with others;
  - Posting material authored or created by another without his/her consent;
  - Posting anonymous messages;
  - Using the network for commercial or private advertising;
  - Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal messages, pictures, or other material;
  - Using the network while access privileges are suspended or revoked.

#### Responsibility:

*All Users:* It is the responsibility of each individual employee to understand and comply with this policy. This will be documented by the written acknowledgement that each employee has received and read the policy. The acknowledgement will be placed in the employee's personnel file. Employees shall have the responsibility for reporting inappropriate use, however it comes to their attention, to their Supervisor. As this is an employment requirement, employees should suffer no retaliation solely for such reporting.

*Privacy and Monitoring:* Employees shall be aware that computer communications may be read by others for a variety of valid purposes. The nature of computer communications can lead one to forget or ignore the fact that it cannot be considered to be the private property of the sender or recipient, even though passwords or encryption codes are used for security purposes. In light of this, messages of a confidential nature should not be sent using computer communications.

Employees should have no expectation of privacy in their use of equipment of their computer communications. *Keep in mind emails and information stored on computers is subject to the Freedom of Information Act.*

The City has the authority to inspect the contents of any equipment, files, calendars or computer communications of its employees. Messages may be accessed, reviewed, copied, deleted or disclosed.

The City may at any time monitor, retrieve or recreate any communications from City equipment. In addition, the City may monitor the employee's activities on computer devices, which include the amount of time an employee is connected, and recipients and senders of messages, and locations, which employees may have visited. Employees should expect that their activities on computer devices are regularly reviewed.

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creating of computer viruses.

Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses, telephone numbers, or social security numbers of colleagues.
- Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

All employees must abide by the terms and conditions of this policy. Any violation may constitute cause for disciplinary action including loss of privileges and/or suspension or discharge.

## **725 Software Installation**

Effective Date: 10/24/2001

Purpose: The purpose of this policy is to provide software guidelines for all computer software and hardware installed on City owned or leased computers and/or personal computers brought on to city property.

This policy serves as a baseline to all other computer communications policies as defined in the Scope of this policy. The purpose is to provide a minimum level of guidance, expectations, and restrictions that must be met by staff or related policy.

Scope: The City of Quincy is committed to following all copyright laws and regulations regarding the proper use and installation of computer software. All authorized software must be properly licensed and will be installed by the Information Technology (IT) Department. All software licenses, diskettes, CD's, etc. will be centrally stored by the IT Department in order to prevent unauthorized duplication of software and/or prevention of software loading on non-city computer systems.

Installation and Support: The City of Quincy's IT Department is exclusively responsible for installing and supporting all software on the City's computer systems. All software must be approved, licensed and tested before it will be installed on any city computer.

Software cannot be present on the City of Quincy's computers based on any of the following scenarios:

- Software purchased for one's home computer
- Software downloaded from the Internet, including screen savers, windows backgrounds, any media players, games, demo and/or shareware programs
- A pirated copy of any software
- Any software not licensed or approved by the City of Quincy

Software Licensing: Most of the software titles on the city's computer systems are not freeware; therefore, the cost of software is a consideration for most titles and their deployment.

It is the goal of the IT department to keep licensing accurate and up to date. To address this, the IT department is responsible for purchasing software licenses for the following software categories:

- Desktop operating system software
- Network Operating system software and utilities
- Internet software

The other software categories (department-specific titles) need to be budgeted by the respective department. However, the application(s) are still purchased, installed and supported by the IT department. To control costs, licensing costs are a factor in the decision-making processes that go into client software planning and request approval.

Software requests: To request software for a computer, the proper method will be to fill out a "Software/Hardware Change Form". This form must be signed by your Department Manager before any requests will be considered.

### Summary

This policy is designed to let the City of Quincy's employees achieve their business objectives. The policy is designed to maintain compliance with the Federal Copyright Protection for Computer Program as well as vendor software license agreements. This policy was also designed to limit virus and/or unauthorized access to the City's computer systems.

All employees must abide by the terms and conditions of this policy. Any violation may constitute cause for disciplinary action including loss of network access privileges and/or suspension or discharge.

## **726 Social Media**

Effective Date: 11/12/2013

The administration recognizes the importance of the Internet in shaping public thinking about the City of Quincy (hereafter may be referred to as the “City”) and the service we provide for residents. The administration also recognizes the importance of our employees joining in and helping shape the future through interaction in social media. The administration is committed to supporting your right to interact knowledgeably and socially on the Internet through interaction in social media. At the same time, employees are expected in words and actions to comport themselves in a manner consistent with their responsibilities and obligations as an employee of the City of Quincy.

The administration has developed social media guidelines to help you make appropriate decisions about blogging and the contents of your blogs, personal websites, postings on wikis and other interactive sites, postings on video or picture sharing sites, or in the comments that you make online through the public Internet, and in responding to comments from posters either publicly or via email. Keep in mind the City’s Internet/Email Usage Policy 724 remains in effect in our workplace.

These guidelines will help you open up a respectful, knowledgeable interaction with people on the Internet. Note that these policies and guidelines apply only to work-related sites and issues and are not meant to infringe upon your personal interaction or commentary.

### **Guidelines for Interaction on the Internet**

- If you are developing a website or writing a blog that will mention the City and / or services, employees, or vendors, identify that you are an employee of the City of Quincy and that the views expressed on the blog or website are yours alone and do not represent the views of the administration of the City of Quincy.
- Unless given permission by the Mayor, or other appropriate official, you are not authorized to speak on behalf of the City, or to represent that you do so.
- If you are developing a site or writing a blog that will mention the City and / or our services, employees, vendors, etc. as a courtesy to the administration, please let your Department Head know that you have created such a site.
- Remember that although you may have a right to speak on matters of public concern, you may not necessarily be entitled to speak as an employee with regard to one’s job duties or responsibilities.

### **Confidential Information**

- The City logo may not be used without explicit permission in writing from the Mayor or his designee. This is to prevent the appearance that you speak for or represent the company officially.

### **Respect and Privacy Rights**

- We encourage employees to speak respectfully about the City and our current and potential employees and suppliers. Do not engage in name calling or behavior that will reflect negatively on the City’s reputation. Note that unfounded or derogatory statements or misrepresentation is not viewed favorably by the City and can result in disciplinary action up to and including termination of employment in appropriate circumstances.

- The administration encourages you to write knowledgeably, accurately, and using appropriate professionalism when speaking as a citizen. Despite disclaimers, your web interaction can result in members of the public forming opinions about the City and its services, employees, suppliers, etc.
- Honor the privacy and confidentiality rights of employees and citizens where information is obtained in connection with one's employment.

### **Your Legal Liability**

- Recognize that you are legally liable for anything you write or present online. Employees may in appropriate circumstances be disciplined by the City for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by employees, suppliers and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

### **Media Contact**

- Media contacts about the City and our services, employees, suppliers, should be referred for coordination and guidance to the Human Resources Department.

When in doubt, ask. Post responsibly.

### **750 Police and Fire Department Rules and Procedures**

Effective Date:

The Police and Fire Department has established a detailed set of Department Rules, Regulations, and Operating Procedures consistent with the policies contained herein. The Police and Fire Department manual, although a separate document, shall be considered an incorporated part of the City of Quincy Personnel Policies and Procedures.

## **SECTION VIII – MISCELLANEOUS**

### **803 City Vehicles**

Effective Date: 1/1/2009; amended 8/23/2010

The use of any City vehicle is contingent on the City's financial ability to maintain the necessary equipment and may be revoked, restricted, or modified based on fiscal needs and requirements. The use of a City vehicle is a privilege and should not be considered an employment right or a mandatory fringe benefit.

City vehicles may be operated only by employees who:

- Are at least eighteen (18) years old.
- Have a valid driver's license.
- Are authorized to drive a City vehicle in accordance with their position, job description, and job duties.
- Are authorized to drive by the Department Head.

No employee shall transport any alcoholic beverage, illegal drug, or controlled substance in a City vehicle unless required to do so in the performance of his or her job duties.

The selection of specific vehicles for assignment will be at the discretion of the Department Head. Employees with assigned vehicles will not exchange vehicles without approval of the Department Head. City vehicles will not be driven to locations outside the scope of the employee's normal job duties and work area.

#### **On-call status**

City vehicles may be assigned to those employees who have "continuous on-call" status. Employees with "continuous on-call status" include the following personnel: Mayor, Fire Chief, Police Chief, and other Department Heads and Supervisors as authorized by the Mayor.

It is understood the use of a City vehicle is for business purposes only and used to satisfy legitimate business needs of the City of Quincy. It is City policy to comply with IRS regulations using the Commuting Valuation Method to report income. The City will use the IRS rate of \$3.00 per day for each day of round trip commuting as the amount reported to the IRS as earnings on the year-end W-2.

Employees are required to maintain a daily commuter log and submit this record to the Comptroller's Office on a quarterly basis (April 1, July 1, October 1, January 1) for IRS tax purposes. The Mayor is subject to alternative provisions of the IRS code that relates to "control employees" as are both the Police and Fire Chief who are considered to be in safety sensitive positions.

IRS Commuter Valuation Method allows de minimis personal use for reasonable stops in transit to and from work. A reasonable stop is one that does not materially increase the number of miles the vehicle is driven. If in doubt, discuss with your department head.

City vehicles will not be loaned to employees who are experiencing problems with personal transportation to work.

Any abuse or violation of this policy could result in disciplinary action up to and including termination of employment.

### **806 Travel Expense Reimbursement**

Effective Date: 10/9/2007; amended 8/23/2010

When employees are asked and/or required by the City to perform special assignments requiring out-of-town travel, the essential expenses of travel, meals and lodging will be reimbursed. You must document your business purpose on an expense report supported by **itemized** receipts. All reimbursements must have Department Head approval.

#### **Same Day Travel:**

The allowance for meals for same day travel will be up to \$45. For travel up to eight (8) hours \$15 will be allowed, for travel for more than eight hours (8) and up to sixteen hours \$30 will be allowed, and for travel above 16 hours the whole amount of \$45 will be allowed. In order to receive reimbursement for meals, travel must be 50 miles or more from the City of Quincy unless prior approval from the employee's Department Head is received. According to the IRS, meal reimbursement for same day travel is also considered taxable as ordinary income and will be handled through the employee's next regular payroll check.

#### **Overnight Travel:**

The allowance for meals for overnight travel will be up to \$45 per day, unless traveling to the Chicago area or out of state, in which case you may contact the City Comptroller for the current rate for daily meal allowance according to the US General Service Administration.

For either same day or overnight travel, a gratuity up to 15% may be claimed and is counted as part of the meal allowance. The City does not reimburse for the expense of alcohol.

If at all possible, employees are encouraged to use a City-owned vehicle for travel or when conducting City business. Employees should contact Central Services or their Department Head for available vehicles and further information. Any fuel purchased while using a City-owned vehicle will be reimbursed when a receipt is submitted. Employees who use their personal vehicles when traveling or conducting City business will be reimbursed at the approved mileage rate established by the IRS standards. Current rates are available through the Comptroller's Office. Mileage calculation begins from the point of departure, but shall not include mileage to and from work.

Lodging costs may vary based on location and accommodations. You should consult your Department Head on appropriate lodging expense for the area you will be traveling along with any train or airfares that may be involved. Any expense for entertainment of guests must also have Department Head approval and be itemized on the expense report supported by receipts.

### **808 Media Request for Information**

Effective Date:

All media requests for information concerning City projects, business, and activities shall be referred to the appropriate Department Head, the Mayor, or the Mayor's designee for approval or handling.

### **809 Press Releases**

Effective Date:

All press releases whether for newspaper, TV, radio, or any medium must have prior approval by the Mayor or his designee before submission for publication. Exception to this policy, where the public safety is a concern, the appropriate department head may issue a public notification.

### **812 Political Activities**

Effective Date:

City employees are encouraged to participate in the political process, except as restricted by law. Employees shall not engage in any type of activity that interferes with or causes a disruption in the work place. Employees may not engage in political activity, which involves the use of their uniform, employee badge, equipment or vehicles or the use of their official position to coerce or influence others while at work or on duty.

The Director of Human Resources will advise employees who have questions concerning their rights and the applicable restrictions. No employee shall be penalized in any way for participating or not participating in permitted activities.