



DuPage Water Commission

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NOTICE IS HEREBY GIVEN THAT THE RESCHEDULED FEBRUARY 2016 REGULAR MEETING OF THE ADMINISTRATION COMMITTEE OF THE DUPAGE WATER COMMISSION WILL BE HELD AT 5:45 P.M., ON THURSDAY, FEBRUARY 18, 2016, AT 600 EAST BUTTERFIELD ROAD, ELMHURST, ILLINOIS 60126.

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, FEBRUARY 18, 2016
5:45 P.M.**

**600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126**

COMMITTEE MEMBERS

L. Crawford - Chair
J. Broda
J. Fennell
D. Novotny
J. Zay

- I. Roll Call
- II. Approval of Minutes of the December 17, 2015 Regular Committee Meeting
- III. Resolution No. R-1-16: A Resolution Amending and Restating the Personnel Manual
- IV. Resolution No. R-4-16: A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission
- V. Draft Employee Salary Compensation Discussion
- VI. Executive Session

(Concurrence of a Majority of those Commissioners Present, provided there is a quorum—minimum 4)

RECOMMENDED MOTION: To go into Executive Session to discuss matters related to personnel pursuant to 5 ILCS 120/2(c)(1) and (2) (Roll Call).

RECOMMENDED MOTION: To come out of Executive Session (Voice Vote).

- VII. Other
- VIII. Adjournment

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All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON THURSDAY, DECEMBER 17, 2015
600 EAST BUTTERFIELD ROAD
ELMHURST, ILLINOIS 60126

DRAFT

The meeting was called to order at 6:20 P.M.

Committee members in attendance: J. Broda, L. Crawford, J. Fennell, D. Novotny and J. Zay (arrived 6:24 P.M.)

Committee members absent: none

Also in attendance: J. Spatz, F. Frelka and J. Rodriguez

Commissioner Broda moved to approve the Minutes of the November 19, 2015, Administration Committee meeting. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

It was the consensus of the Committee members to recommend to the full board Resolution R-37-15.

General Manager Spatz reviewed the Consulting Services Agreement with John J. Millner, stating that this is a renewal contract with the same fee structure as last year.

After some discussion, Commissioner Broda requested that the consultant provide a quarterly report. General Manager Spatz replied in the affirmative.

With no further discussion on this Request for Board Action, it was the consensus of the Committee members to recommend to the full board the Consulting Services Agreement with John J. Millner.

General Manager Spatz thanked the Commissioners for their comments on the Employee Handbook and added that they were incorporated into the Handbook. He stated that the supervisors reviewed the Employee Handbook and their comments were incorporated as well. He added that he would be bringing the final draft of the handbook for approval to a future board meeting.


General Manager Spatz also added that he met with HR Reach regarding the salary compensation project and that a draft would be presented at a future board meeting.

Commissioner Broda moved to adjourn the meeting at 6:34 P.M. Seconded by Commissioner Fennell and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

DATE: February 11, 2016

REQUEST FOR BOARD ACTION

AGENDA SECTION Administration Committee	ORIGINATING DEPARTMENT General Manager's Office
ITEM A Resolution Amending and Restating the Personnel Manual Resolution No. R-1-16	APPROVAL 
<p>The Commission's Personnel Manual has not been updated since 2010. Resolution No. R-1-16 would amend and restate the Personnel Manual in its entirety, effective as of March 1, 2016.</p>	
MOTION: To approve Resolution No. R-1-16	

DUPAGE WATER COMMISSION

RESOLUTION NO. R-1-16

**A RESOLUTION AMENDING
AND RESTATING THE PERSONNEL MANUAL**

WHEREAS, the DuPage Water Commission (the "Commission") is a county water commission created and existing under the Water Commission Act of 1985, 70 ILCS 3720/0.01 et seq., and Division 135 of Article 11 of the Illinois Municipal Code, 65 ILCS 5/11-135-1 et seq.; and

WHEREAS, the Water Commission Act of 1985 provides that the Commission shall determine its own rules of proceeding; and

WHEREAS, in furtherance thereof, the Commission adopted By-Laws of the DuPage Water Commission, which By-Laws were restated by Ordinance No. O-10-12 and amended by Ordinance Nos. O-12-12, O-6-13, O-7-13, O-1-15 (the "By-Laws"); and

WHEREAS, pursuant to the By-Laws, the Board of Commissioners of the DuPage Water Commission has the power to pass and enforce all necessary ordinances, resolutions, rules, regulations, and administrative orders for the conduct of business and management of property of the Commission; and

WHEREAS, in furtherance thereof and pursuant to Resolution No. R-60-07, the Commission adopted regulations affecting Commission employment, working conditions, and employees benefits, which regulations were amended by Resolution Nos. R-3-10 (the "Personnel Manual"); and

WHEREAS, the Personnel Manual has not been updated since 2010; and

Resolution No. R-1-16

WHEREAS, the Board of Commissioners of the DuPage Water Commission has determined that it is reasonable, necessary and desirable, and in the best interest of the Commission, to amend and restate in its entirety the Personnel Manual, effective as of March 1, 2016;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission.

SECTION TWO: Adoption; Distribution. The Personnel Manual of the DuPage Water Commission shall be and it hereby is amended and restated in its entirety so that said Personnel Manual shall, effective as of March 1, 2016, be and read as set forth in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof and shall be in full force and effect as of March 1, 2016. The General Manager shall provide copies of the Personnel Manual available to all Commission employees at least 10 days in advance of its effective date.

Resolution No. R-1-16

SECTION FOUR: This Resolution shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2016.

Chairman

ATTEST:

Clerk

Board/Resolutions/R-1-16.doc

EXHIBIT A



DUPAGE WATER COMMISSION

Employee Handbook of Policies & Procedures

Effective March 1, 2016



Table of Contents

CHAPTER 1 - INTRODUCTION	6
1.1 WELCOME.....	6
1.2 HISTORY	6
1.3 PURPOSE OF THE HANDBOOK AND COVERAGE	6
1.4 WAIVER.....	7
1.5 AT-WILL EMPLOYMENT	7
1.6 OPEN DOOR POLICY	7
1.7 ADMINISTRATION	7
1.8 SUPERVISORY RESPONSIBILITY.....	7
1.9 GENERAL MANAGER’S AUTHORITY	8
1.10 HUMAN RESOURCES MANAGER.....	8
1.11 INTERPRETATION	8
1.12 CONFLICTS.....	8
1.13 SAVINGS CLAUSE	8
CHAPTER 2 - EMPLOYMENT CLASSIFICATIONS	9
2.1 FULL-TIME EMPLOYEES	9
2.2 PART-TIME EMPLOYEES	9
2.3 TEMPORARY EMPLOYEES	9
2.4 EXEMPT EMPLOYEES	9
2.5 NONEXEMPT EMPLOYEES	9
CHAPTER 3 - DIVERSITY	11
3.1 EQUAL EMPLOYMENT OPPORTUNITY	11
3.2 AMERICAN WITH DISABILITIES ACT (ADA) & AMENDMENTS ACT (ADAA).....	11
3.3 ANTI-HARASSMENT	11
3.4 INTERNAL COMPLAINT PROCEDURE	13
3.5 POLICY AGAINST RETALIATION.....	14
3.6 EXTERNAL COMPLAINT PROCEDURE	14



CHAPTER 4 - EMPLOYMENT PRACTICES..... 15

4.1 RECRUITMENT PRACTICES..... 15

4.2 NEW EMPLOYEE ON-BOARDING..... 17

4.3 PROBATIONARY PERIOD 17

4.4 PERSONNEL RECORDS..... 18

4.5 REFERENCE CHECKS..... 19

4.6 PERFORMANCE REVIEWS 19

4.7 OUTSIDE EMPLOYMENT..... 20

4.8 EMPLOYEE GRIEVANCE PROCESS 20

4.9 TERMINATION/RESIGNATION..... 21

CHAPTER 5 - COMPENSATION PRACTICES 23

5.1 HOURS OF WORK..... 23

5.2 MEAL PERIODS 23

5.3 OVERTIME 23

5.4 TIME RECORDS 24

5.5 EMERGENCY CALL-OUT PAY 24

5.6 PAYCHECKS 24

5.7 PAYROLL DEDUCTIONS..... 25

5.8 WAGE AND SALARY INCREASES 26

CHAPTER 6 - WORKPLACE EXPECTATIONS 27

6.1 PROFESSIONALISM..... 27

6.2 DRESS CODE..... 27

6.3 ATTENDANCE AND PUNCTUALITY 27

6.4 UNIFORMS AND PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT 28

6.5 USE OF COMMISSION AND PERSONAL VEHICLES 28

6.6 USE OF EQUIPMENT AND FACILITIES 29

6.7 SOLICITATION AND DISTRIBUTION..... 30

6.8 ELECTRONIC COMMUNICATIONS SYSTEMS POLICY 30



CHAPTER 7 - EMPLOYEE SAFETY AND HEALTH.....36

7.1 WORKPLACE SAFETY.....36

7.2 SAFETY MANUAL36

7.3 SEVERE WEATHER / EMERGENCY CLOSINGS.....37

7.4 SAFETY-RELATED EXAMINATIONS37

7.5 ANNUAL MEDICAL EXAMINATION.....37

7.6 SMOKING38

7.7 VIOLENCE IN THE WORKPLACE.....38

7.8 DRUG/ALCOHOL FREE WORKPLACE.....39

7.9 REQUIRED DRUG/ALCOHOL TESTING40

CHAPTER 8 EMPLOYEE RULES OF CONDUCT.....43

8.1 GENERAL RULES OF CONDUCT43

8.2 DISCIPLINARY ACTION45

CHAPTER 9 - TIME OFF AND LEAVES47

9.1 PAID HOLIDAYS.....47

9.2 PERSONAL DAY47

9.3 PAID VACATION.....48

9.4 MILITARY LEAVE49

9.5 FAMILY MILITARY LEAVE50

9.6 FAMILY MEDICAL LEAVE ACT51

9.7 PAID SICK LEAVE51

9.8 JURY AND WITNESS DUTY LEAVE52

9.9 BEREAVEMENT LEAVE.....53

9.10 PERSONAL LEAVE OF ABSENCE WITHOUT PAY53

9.11 BLOOD DONATION LEAVE54

9.12 VICTIM’S ECONOMIC SECURITY AND SAFETY (“VESSA”) LEAVE54



CHAPTER 10 – EMPLOYEE BENEFITS57

10.1 MEDICAL, DENTAL, AND VISION INSURANCE57

10.2 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)57

10.3 WORKERS’ COMPENSATION INSURANCE57

10.4 LIGHT DUTY POLICY58

10.5 IMRF DISABILITY BENEFITS59

10.6 LIFE INSURANCE59

10.7 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)59

10.8 DEFERRED COMPENSATION59

10.9 FLEXIBLE SAVINGS ACCOUNT60

10.10 EMPLOYEE ASSISTANCE PROGRAM60

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT61



CHAPTER 1- INTRODUCTION

1.1 Welcome

Welcome to the DuPage Water Commission. We hope that you enjoy your position with us and that it will prove beneficial to both you and the Commission. We offer our best wishes for your future success.

1.2 History

Since 1992, the DuPage Water Commission has provided reliable, quality, responsive, and cost-efficient Lake Michigan water service for its customers in the communities of DuPage County, Illinois.

1.3 Purpose of the Handbook and Coverage

This Employee Handbook serves as a general reference guide to help familiarize employees of the DuPage Water Commission (“the Commission”) with the Commission’s basic policies, procedures, working conditions and rules affecting employment, as well as some of the employee benefits it provides. The policies, procedures, and rules contained in this handbook apply to all full-time, part-time, and temporary employees. The portions of the handbook pertaining to employee rights and benefits are applicable to all full-time employees and may be applicable to part-time and temporary employees as identified in the specific policies. The handbook specifically supersedes and replaces all previous employee handbooks, employee personnel regulations, and employee manuals issued by the Commission, except for any employment contracts, the By-laws of the Commission, any existing Safety Manual, and except as otherwise expressly provided in this handbook. Employees covered under a union contract will abide by the language of that contract as it supersedes this handbook.

The procedures, practices, policies, and benefits described herein may be superseded, modified, amended, or discontinued at any time as the needs of the Commission require. The Commission will make reasonable efforts to inform you of any changes as they occur; however, changes may be implemented at any time, even without notice.

Our objective is to provide you with a work environment that is constructive to both your personal and professional growth. As an employee of the DuPage Water Commission, you are expected to provide residents and visitors with timely service, professional courtesy, and the utmost respect. This includes the expectation that you will be ethical, accountable, transparent, efficient, and effective in your job activities.

You are responsible for reading, understanding, and familiarizing yourself with the policies and benefits included in this handbook. If you are uncertain about any policy or procedures or have any questions, please ask your supervisor. After you have read and understood the



handbook, please sign the [acknowledgement statement](#) at the end of the handbook and return it to your supervisor or the Financial Administrator.

1.4 Waiver

Please note that this handbook is not an expressed or implied contract of employment or an offer to form a contract. It is not intended to create any binding contractual commitments between the Commission and any employee and does not guarantee employment with the Commission for any particular term.

1.5 At-Will Employment

At-will employment refers to the relationship the Commission has with all employees, and it means that your employment is for an unspecified period of time, and either you or the Commission can terminate the employment relationship at any time, with or without cause, or with or without notice.

1.6 Open Door Policy

The Commission encourages employees, as well as management, to talk openly to each other about work and working relationships so that effective, continuous, employee/management communications exist. Employees who have questions about the contents of this handbook, or about any aspect of their employment, are encouraged to raise them with their supervisor or the General Manager. The Commission desires to keep an open line of communication with all employees and expects each employee to give us his or her input to achieve our mutual goals.

1.7 Administration

The administration of this handbook and interpretation of these policies shall be the responsibility of the General Manager of the Commission. The policies, procedures, and rules contained herein shall not be construed to limit the power and authority of the General Manager to make additional policies, procedures, and rules governing the conduct and performance of employees. For the purposes of this handbook, the General Manager's supervisor shall be the Board of Commissioners.

1.8 Supervisory Responsibility

Individuals with the responsibility to supervise others are expected to understand and uphold the contents this policy including applying them consistently and equitably.



1.9 General Manager's Authority

The General Manager of the Commission serves at the will of the Commission subject to a separate contractual arrangement. This handbook does not apply to the General Manager or to his or her employment relationship with the Commission.

Except as provided by statute or the By-Laws of the Commission, and subject to the general policies adopted by the Commission, all other employees serve at the will of the General Manager, or his or her designee, and the General Manager, or his or her designee has final authority over all aspects of their employment relationship with the Commission.

Throughout this handbook, all references to the authority and duties of the General Manager also shall mean that the General Manager's designee has such authority and duties unless specifically indicated otherwise.

1.10 Human Resources Manager

The Human Resources Manager of the Commission is responsible for administering certain policies, procedures, and practices as specified in this Handbook. From time to time, the General Manager may designate the Financial Administrator or other Commission employees to perform such duties.

1.11 Interpretation

In construing this handbook, pronouns include all genders and the plural includes the singular and vice versa. The headings, titles, and captions in this handbook have been inserted for convenience only and in no way define, limit, extend, or describe the scope and intent of this Handbook.

1.12 Conflicts

In the event of a conflict between these policies and provisions of a written employment or union contract, the contract shall prevail. In the event of a conflict between these policies and any applicable law, the law shall prevail.

1.13 Savings Clause

If, by reason of any action by the appropriate legislative or judicial authority, any provision of this handbook becomes, or is declared to be, unlawful or otherwise invalid, the other provisions shall remain in full force and effect.



CHAPTER 2 - EMPLOYMENT CLASSIFICATIONS

All employees of the Commission fall within one of the following employment classifications, which are relevant to determining their eligibility for overtime and benefits:

2.1 Full-Time Employees

Full-time employees are those who are not assigned to a temporary status, and who are regularly scheduled to work 35 hours or more each week of the calendar year. Generally, full-time employees are eligible to earn benefits, or participate in the Commission's benefit programs, subject to the terms, conditions, and limitations of each benefit program.

2.2 Part-Time Employees

Part-time employees are those who are not assigned to a temporary status, and who regularly are scheduled to work less than 35 hours per week. Part-time employees are not eligible to earn benefits or participate in the Commission's benefit programs unless required by law.

2.3 Temporary Employees

Temporary employees are those who are hired for a limited period to temporarily supplement the work force, or to assist in the completion of a specific project, or as an interim replacement. Temporary employees retain a temporary status unless and until notified of a change. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are not eligible to earn benefits or to participate in the Commission's benefit programs unless required by law.

All employees of the Commission also fall within one of the following classifications, which are relevant to determining their eligibility for overtime pay:

2.4 Exempt Employees

Exempt employees generally are those who are paid on a salaried basis and who serve in executive, administrative, professional or other "exempt" positions as defined by the Fair Labor Standards Act and other applicable wage and hour laws. Their salaries are intended to fully compensate them for all hours which they may be required to work to perform their assigned responsibilities. Employees in this category may work additional hours without receiving any additional compensation.

2.5 Nonexempt Employees

Nonexempt employees are those who are entitled to be paid for all hours worked as well as time and one-half for all hours worked in excess of 40 in any work week.



DUPAGE WATER COMMISSION

For purposes of this Chapter, “week” shall mean seven consecutive days starting on Sunday at 12:00 a.m. and ending on the following Saturday at 11:59 p.m.



CHAPTER 3- DIVERSITY

3.1 Equal Employment Opportunity

The Commission is committed to providing a work environment that promotes equal employment opportunities to employees and applicants and prohibits discrimination and harassment of any type in employment opportunities or practices. Employment decisions at the Commission are based on an assessment of the individual's merits, qualifications, and ability to perform the essential job duties and responsibilities. They are not based on or affected by an applicant's or employee's race, color, religion, sex, sexual orientation, pregnancy, order of protection status, creed, national origin, ancestry, citizenship status, age, gender, gender identity or expression, marital status or parental status, physical or mental disability, political affiliation, military status or any other characteristic protected under federal, state, or local laws governing nondiscrimination in employment.

This policy applies to all employees and applicants and to all terms and conditions of employment including recruitment, promotions, disciplines, termination, layoffs, recall, transfer, leaves of absence, compensation, benefits, and training.

See [Internal Complaint Procedure](#) for any employee who believes discrimination has occurred.

3.2 American with Disabilities Act (ADA) & Amendments Act (ADAA)

The Commission complies with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA) when dealing with situations involving job applicants or employees with a disability. The Commission will take appropriate steps to provide reasonable accommodations, as required by law, for qualified individuals with known disabilities who, with or without reasonable accommodation, can perform the essential functions of a job, so long as doing so does not cause an undue hardship for the Commission.

3.3 Anti-Harassment

The Commission is committed to providing a work environment that is free of all forms of harassment and will not tolerate harassment of employees by anyone, including any supervisor, co-worker, vendor, contractual staff, or citizen. Actions, words, jokes, or comments based on an individual's race, color, religion, sex, national origin, ancestry, age, marital status, disability, handicap or other legally protected characteristic will not be tolerated. Harassment of the Commission's employees by non-employees, such as suppliers and other third parties with whom our employees interact while performing their job duties, also is unlawful and strictly prohibited.



Examples of conduct which may constitute general **harassment** include but are not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group via email, phone, text messages, tweets, blogs, social networking sites, or other means during work hours in the work place.

Sexual harassment, whether opposite or same sex, includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

The following non-exclusive list includes examples of conduct that violates the Commission's policy against sexual harassment:

- Unwelcome physical contact such as touching, pinching, patting, grabbing, rubbing, or brushing against another employee's body
- Physical assaults of a sexual nature, such as rape, sexual battery, or molestation
- Unwelcome sexual advances, propositions, or other sexual comments such as sexually-oriented gestures, sounds, remarks, jokes, or comments about a person's gender, sexuality, or sexual experiences
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct; or subjecting or threatening to subject an employee to more onerous terms or conditions of employment because of that employee's gender or rejection of sexual advances, propositions, or comments
- Sexual or discriminatory displays, publications, or electronic communications, anywhere in the workplace such as pictures, posters, calendars, graffiti, objects, books, or other materials that are sexually suggestive, demeaning, or pornographic.

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of his or her gender (for example, a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman).



3.4 Internal Complaint Procedure

The Commission is committed to enforcing its policy against unlawful discrimination and harassment vigorously at all levels of the organization. All employees must conduct themselves in a way that ensures they do not engage in acts of unlawful discrimination or harassment. All supervisors and managers are responsible for making sure that the employees who report to them are aware of this policy, for ensuring that their personnel decisions comply with this policy, and for taking disciplinary action (after consultation with the General Manager) when inappropriate behavior has been identified following an investigation. Conduct that disregards or violates this policy will not be tolerated. Employees who violate this policy will be subject to appropriate disciplinary action, up to and including termination.

How to Report. Employees are expected and encouraged to inform others in the workplace whenever conduct is unwelcome and offensive. Any employee who feels that he or she has been subjected to or has witnessed unlawful discrimination or harassment in the workplace immediately should report the matter – preferably in writing – to his or her immediate supervisor or the General Manager (or, in the case of a complaint against the General Manager, to a member of the Board of Commissioners).

Investigation. The supervisor or General Manager (or Commissioner) is responsible to ensure that the matter is promptly investigated. This may include, but is not limited to, interviewing the employee, the alleged harasser, supervisors, and other personnel as necessary to obtain sufficient factual information on which to base a decision. In all cases, the investigation will be conducted by persons who are not involved in the alleged harassment or discrimination. Confidentiality will be maintained to the extent it is consistent with the Commission’s obligation to conduct a full and effective investigation.

Response. After the investigation, the General Manager and other appropriate supervisor(s) will evaluate the facts uncovered in the investigation and will reach a decision regarding the validity of the complaint within a reasonable period of time. If the complaint is substantiated, appropriate disciplinary action will be taken up to, and including termination. In the case of unlawful harassment by a non-employee, the Commission will notify the person of the Commission’s policy against harassment and take such other action as may be appropriate under the circumstances.

If the complaint is not substantiated, the matter will be closed. In either case, however, the employee reporting the discrimination or harassment will be advised of the results of the investigation and the decision reached by the Commission.



3.5 Policy Against Retaliation

The Commission's policy prohibits retaliation against any employee who makes a good faith complaint of unlawful discrimination or harassment in the workplace, who files a charge regarding the same, or who participates in any related investigation or proceeding.

Employees should use the [Internal Complaint Procedure](#) referenced above to report incidents of alleged retaliation.

The Commission encourages the reporting of unlawful discrimination, harassment, and retaliation and, at the same time, desires to protect the reputation of any employee wrongfully charged with such conduct. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action. False and frivolous charges are not charges made in good faith which cannot be proven; rather, they are cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment.

3.6 External Complaint Procedure

The Commission hopes that any incident of harassment can be resolved through the internal process outlined above. However, employees have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). Filing deadlines exist for each of these agencies.



CHAPTER 4 - EMPLOYMENT PRACTICES

4.1 Recruitment Practices

The Commission is committed to employ, in its best judgement, the best qualified candidates for vacant positions while engaging in recruitment and selection practices that are in compliance with all applicable federal, state, and local employment laws. During the recruitment process, the Commission will consider, but will not be limited to, such factors as educational background, previous work experience, skills, and abilities when reviewing the applicants.

Employment Applications and Resumes. All applicants for employment at the Commission, including transfer and promotion, must complete the employment application form provided by the Commission. Resumes may be accepted in addition to, but not in place of, the employment application.

The Commission may require applicants to provide professional references, proof of education/certifications/license, legal work authorization, and criminal background history as allowed by law, when applicable.

The Commission relies on the accuracy of information contained in the employment application, resume, and other documentation presented by the applicant during the hiring process. Any false statements, omission or misstatement of material fact on an employment application, resume, or other document used to secure employment with the Commission, or during any pre-employment interview, will be grounds for rejection of the individual's application or for immediate termination of employment if the individual already has been hired, regardless of the time elapsed before discovery.

Pre-Employment Testing and Drug Screening.

- a. **Pre-employment Testing.** The Commission may use pre-employment testing as a measure to assess applicants' job-related skills and abilities where appropriate. Examples of pre-employment tests may include, but are not limited to, aptitude, mechanical, computer skills testing, or any other job related skills that can be identified with a questionnaire or test.
- b. **Background Checks.** Offers of employment will be contingent upon satisfactory outcome of a thorough background check conducted by a third party provider selected by the Commission.
- c. **Reference Checks.** Professional, work-related references will be contacted to confirm suitability for hire based on job-related factors.
- d. **Drug and Alcohol Screening.** Pre-employment and post-offer screening for alcohol and controlled substances will be conducted by a testing facility of the Commission's choice.



- e. **Physical Exams.** Any offer of employment for applicants filling a non-administrative position is contingent upon the satisfactory outcome of a medical and physical examination by a physician of the Commission's choice. The purpose of the examination is to determine whether the individual is physically able to perform the essential duties of the job with or without reasonable accommodations.
- f. **Driving Records.** Driving record checks may be conducted on all new employees who are required to operate a vehicle as a condition of their employment. Employees should expect regular checks on the validity of their driver's license. However, any employee who receives a suspension or loss of driving privileges is required to notify their supervisor and the General Manager immediately.

Failure to satisfactorily complete any of the above checks and screenings may result in an offer of employment being withdrawn. If an applicant has already started working, an employee may be subject to [disciplinary action](#), up to and including immediate termination of employment, as determined in the Commission's discretion.

Posting of Vacancies. Notice of vacancies will be posted on a centrally located bulletin board for five (5) working days before vacant positions are filled. Any interested employee must submit an application for a vacant position to the General Manager during the five (5)-day posting period, unless the notice otherwise provides. Union positions will abide by the procedures outlined in the then-current union contract.

Promotions and Transfers. The Commission has a policy of promoting and/or transferring current employees to fill vacancies whenever appropriate. Any qualified employee who expresses interest in an open position will be given fair consideration. Factors that will be considered in assessing an employee's qualifications for promotion or transfer will include, but are not limited to, job knowledge, educational background, duration of time in current position and/or with the Commission, proven skills and abilities, disciplinary record, attendance record, and past performance reviews.

The Commission reserves the right to transfer employees from one position or job assignment to another, on a temporary or long-term basis, to meet the needs of the Commission. Employees are expected to cooperate when asked to transfer or handle special assignments. The Commission also will consider transfer requests initiated by employees.

Employment of Relatives. The employment of relatives can result in various issues arising such as charges of favoritism and conflicts of interest that work to the disadvantage of both the Commission and its employees. Therefore, it is the policy of the Commission not to hire or employ a close relative of any Commissioner, the General Manager, or any supervisory-level employee of the Commission where the candidate for employment will work directly for or supervise a close relative. Specifically, an employee may not be hired to a position that establishes an immediate supervisor/employee relationship between two individuals who are close relatives. In addition, close relatives will not be assigned as peers working in the same physical location.



For purposes of this policy, the term “close relative” includes the following relationships, whether established by blood, marriage, or other legal action: grandparent, grandchild, mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step parent, step-child, aunt, uncle, nephew, niece, or cousin.

Eligibility to Work in the United States--Immigration and Naturalization. All new employees must complete an I-9 Employment Eligibility Verification form and provide the Commission with the appropriate documentation within three (3) days of employment. In compliance with the Immigration Reform and Control Act, employers must verify the identity and employment eligibility of all new hires, and it may hire only persons who are legally eligible to work in the U.S. The documents provided by the candidate will be copied and filed with his or her I-9 Form separately from the main personnel file.

4.2 New Employee On-Boarding

Prior to the first day of work, the new employee should be scheduled for an orientation with the Human Resources Manager and/or the direct supervisor. Included in the on-boarding:

- Overview of Commission’s history, goals, and objectives
- Completion of new hire paperwork such as the I-9 form, tax forms, and benefits enrollment information
- Review of the job description and duties and responsibilities of the position
- Introduction to other employees
- Presentation with any codes, keys, and procedures needed to navigate within the workplace
- Explanation of the Commission’s Orientation and Basic Training Period (OBT) and [Performance Appraisal](#) process
- Review and answer any questions related to the Employee Handbook. The employee is requested to sign the [Employee Handbook Acknowledgement Form](#) and turn it into his or her supervisor.
- Safety Orientation

The employee is solely responsible for accurately filling out and submitting all new hire paperwork such as payroll documents, tax withholding, and benefits enrollment.

4.3 Probationary Period

All newly hired employees, re-hired employees, and existing employees transferring to a new employment classification or job assignment must undergo twelve (12)-month orientation and basic training (OBT) period. The OBT period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether their employment with the Commission meets their expectations. The Commission uses this period to evaluate the employee’s qualifications, work habits, and



overall performance. Employees will receive a performance evaluation at the end of their OBT period.

If the General Manager determines that the initial OBT period does not allow sufficient time to properly evaluate the employee's qualifications, the OBT period may be extended. On the other hand, if it is determined that an employee is not suited for the position, he or she may be transferred or terminated prior to or after the completion of the OBT period.

Satisfactory completion of the OBT period does not guarantee continued employment with the Commission for any particular term.

4.4 Personnel Records

The Commission creates and maintains personnel files for each of its employees. These files contain information that is relevant and necessary for administering employment activities or that is required by law or regulations. The primary file contains employment records and performance information. Documents that include medical information, background checks, reference checks, social security numbers, or other protected class information such as age, race, gender, national origin, disability, and marital status are filed separately.

In order to keep personnel records correct and up-to-date, employees are responsible for providing the Commission with current information regarding the following:

- Legal change in the employee's name
- Social Security Number
- Home address and home telephone number
- Marital status
- Number of dependents
- Change in beneficiaries
- Persons to be notified in case of emergency
- Any conviction of a crime
- Any relevant changes in licensing or education
- Other information pertinent to the administration of benefits or employment

Personnel files are the property of the Commission and access to the information they contain is restricted. Supervisors and other management personnel who have a legitimate business reason to review information in the file are allowed to do so. All personnel files are considered confidential except where information is required to be disclosed by law or court order.

Pursuant to the Illinois Personnel Record Review Act, current employees, employees laid off subject to recall, and employees on leaves of absence with a right to return to their jobs, and former employees who have terminated service within the preceding year, have the right to inspect their employee records twice a year, to request correction of any errors, and to add



their version of any disputed information. This right of inspection is subject to certain exceptions as set forth in said statute.

An employee who wishes to inspect his or her personnel file must submit a written request to the General Manager, who will schedule a mutually convenient time for the inspection within seven (7) days of the request. The inspections generally will take place in the presence of the General Manager or his or her designee. The employee may obtain copies of any document in the personnel file; however, the original must be maintained in the file. Personnel records are the property of the Commission and may not be removed from the premise.

4.5 Reference Checks

Unless former employees provide an appropriate, signed release waiver, supervisors and administrative staff of the Commission will only verify job title, dates of employment, salary at separation, and stated reason for leaving.

4.6 Performance Reviews

The Commission believes it is important to provide each employee with a performance review once a year. Performance reviews give supervisors an opportunity to explore the employee's progress on the job, identify effective performance, address any work-related problems, establish goals for future performance, growth, and career development, and determine merit-based wage increases.

It is the supervisor's responsibility to keep his or her employees advised of their progress and performance. Employees who feel uncertain as to how they are doing or where they stand should not hesitate to ask their supervisor. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Among the factors evaluated on an annual basis are the employee's job knowledge, quality and quantity of work, attendance, cooperation, dependability, and ability to work as a team member.

All performance reviews will be discussed with the employee and should be signed and dated by the employee and his or her supervisor. Employees will have the opportunity to express their comments on the review, in writing. The reviews and any such comments will become a part of the employee's personnel file.

All wage increases are merit based and dependent upon a "Competent" level of performance, as determined by the General Manager through the performance review process.



4.7 Outside Employment.

The Commission recognizes that employees may occasionally seek a second job outside their employment with the Commission. A Commission employee is expected to devote the time and effort necessary for the successful accomplishment of the Commission work for which he or she is responsible. Secondary or outside employment in conflict with this primary obligation will not be supported.

Further, an employee may not undertake any outside employment that:

1. Appears to create a conflict of interest situation
2. Requires the use of Commission facilities, equipment, or material
3. Causes doubt as to the observance of ethical standards or canons of professional ethics
4. Obligates the employee to be available to the outside employer during his or her normal working hours with the Commission, or
5. Requires the use of the Commission's name for advertisement purposes, or otherwise, in connection with such outside employment

Prior to undertaking outside employment, an employee must request and receive written approval from the General Manager. This permission will be required annually thereafter. Outside employment is not an acceptable reason for poor performance, absence, tardiness, leaving early, refusing to travel or work overtime, or requiring a change in schedule. If the General Manager determines that an employee's outside employment interferes with his or her performance or ability to meet the Commission's requirements, as they are modified from time to time, the employee will be required to terminate the outside employment.

4.8 Employee Grievance Process

This process is established to assure prompt action in the resolution of employee grievances in the interest of maintaining good employee relationships. Complaints related to claims of harassment and discrimination should follow the [internal procedure](#) outlined earlier in this handbook. Examples of employee complaints that can be reviewed through the grievance process set forth in this section are related to application of these policies and procedures, fair application of departmental policies, and disagreement over disciplinary action proceedings. Grievances by a union employee should follow the procedures detailed in the employee's union contract.

The normal steps leading to such resolution of employee complaints and alleged unfair employment practices are outlined below:



Informal Discussion. Many disagreements or problems are based on misunderstandings or misconceptions relating to job functions, the work place, or work environments. Informal discussion between the employee and his or her supervisor will frequently resolve these problems.

Formal Investigation. If a problem cannot be resolved by such informal discussion, the formal investigation of the complaint should progress in the following manner:

Stage 1. Supervisor. The employee may submit a written complaint to his or her supervisor within ten (10) business days of the event giving rise to the complaint. The supervisor will schedule a meeting within ten (10) business days of the receipt of the complaint to attempt to settle the matter. The supervisor will submit a written response with a copy to the General Manager within ten (10) business days of the meeting. If the supervisor fails to respond to the request in the time allotted, the request should be made to the General Manager.

Stage 2. General Manager. If the complaint remains unsettled at Stage 1, the employee may advance the written complaint to the General Manager (or designee) within ten (10) business days of the response in Stage 1. The General Manager will schedule a conference within ten (10) business days of the receipt of the grievance to attempt to settle the matter. The General Manager shall submit a written response within ten (10) business days of the meeting. If the meeting is not scheduled, the General Manager will issue a final determination to the complainant in writing within fifteen (15) business days of receiving the complaint at Stage 2. All determinations of the General Manager are final.

Although total confidentiality in investigating employee complaints and concerns cannot be assured, the Commission will attempt to preserve confidentiality to the extent that the needs of the situation permit. The Commission will not tolerate any type of retaliation against an individual who in good faith presents a complaint for resolution.

This problem-solving procedure is part of the Commission's overall effort to keep an open line of communication with its employees. However, the Commission reserves the right to depart from this procedure, in whole or in part, in any given case. Furthermore, nothing stated herein should be construed as guaranteeing employees any particular benefits, procedures, terms or conditions of employment, or as otherwise limiting the prevailing "at will" employment relationship between the Commission and its employees.

4.9 Termination/Resignation

Because the employment relationship is "at-will," the Commission and its employees retain the mutual right to terminate the work relationship at any time with or without warning, notice or cause.



DUPAGE WATER COMMISSION

If you find it necessary to resign or you decide to retire, please notify your supervisor. Written notification is preferred, setting forth the effective date of the resignation and reason for resignation. It is customary for a resigning employee to give at least two weeks' notice so that the Commission can make arrangements to find a replacement.

Employees may be terminated from employment with or without cause, for any reason not prohibited by law. A terminated employee will receive his or her final paycheck, including the value of earned vacation leave, on the next regular payday following termination unless earlier payment is required by state law or approved by the General Manager.

Upon voluntary separation or termination, an employee must return all Commission property including commission-issued badges, uniforms and personal protective clothing and equipment, tools, vehicles, files, records, keys, cell phones, computers, etc. The Commission will take all available legal actions necessary to recover and protect its property.



CHAPTER 5 - COMPENSATION PRACTICES

5.1 Hours of Work

A normal week consists of five (5) eight hour shifts per week, typically Monday through Friday. Operators will be scheduled for rotating shifts seven (7) days a week. Supervisors will advise all employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, variations in the number of hours scheduled each day and each week, and mandatory overtime work. The Commission reserves the right to change work schedules and/or hours as necessary. Every attempt will be made to provide timely and appropriate notification of any change.

Employees are prohibited from working more than eighteen (18) hours in any twenty-four (24) hour period under any circumstance.

Employees who work hours other than those that they are scheduled to work will be subject to disciplinary action, up to and including termination.

5.2 Meal Periods

By Illinois State Law, a nonexempt employee who is scheduled to work a minimum of 7.5 continuous hours, will be provided a meal period of at least twenty (20) minutes beginning no later than five (5) hours after the start of their shift. The Commission provides a thirty (30) minute unpaid meal period for employees working an eight hour shift on any given day. The timing of the meal period is at the discretion of the supervisor.

5.3 Overtime

At times staffing needs and operational demands may necessitate mandatory overtime work. In accordance with the Federal Labor Standards Act (FLSA), non-union, nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. Overtime pay for union employees is in accordance with the current union contract. The Commission will try to give reasonable advance notice of all mandatory overtime work.

Approved paid leaves, such as vacation, holiday, or personal time will be counted as time worked for purposes of computing overtime compensation. Sick pay will not be considered hours worked when calculating overtime. The General Manager may authorize occasional, minor variations in an employee's normal work schedule to accommodate special circumstances that require the employee's absence from work during part of a regularly scheduled shift. All overtime work must be approved by a supervisor or the General Manager prior to performing the work.



Nonexempt employees are not permitted to begin working before their scheduled starting time or to continue working after their scheduled quitting time. A nonexempt employee working more than their regularly scheduled hours, without supervisory approval, may be subject to [disciplinary action](#), up to and including termination.

Exempt employees are not paid overtime, regardless of the hours worked.

5.4 Time Records

Federal and State of Illinois laws require the Commission to keep accurate time records to ensure that employees are paid properly for the hours they work. Time cards, time sheets, or other appropriate documents, including electronic documents, are used to record hours worked.

Nonexempt employees who work hours other than those that have been approved by his or her supervisor may be subject to [disciplinary action](#).

Time documents are to be submitted daily and must be approved by the employee's supervisor. If an employee is absent, the time document may be submitted the following day. As determined by the General Manager, all employees shall accurately record all time worked to the nearest one-quarter hour.

Employees who believe there is an error on their time records must bring the matter to the attention of their supervisor or the General Manager immediately. Falsification of time records or tampering with another employee's time record will result in disciplinary action, up to and including termination.

5.5 Emergency Call-Out Pay

When a nonexempt employee is off duty and is called back to work by a supervisor, the employee shall receive emergency call-out pay. In practice, if an employee is called back to work less than two hours before the beginning of his or her next regular shift, the employee shall be compensated for time actually worked. In all other cases, the employee shall be compensated for time actually worked plus round trip travel time, or for three hours, whichever is more.

Emergency Call-Out Pay by a union employee should follow the procedures detailed in the individual's union contract.

5.6 Paychecks

All employees are paid bi-weekly on Friday for all work through the end of the previous payroll period. A pay period begins on Sunday morning at 12:00 a.m. and concludes 14 days later at the end of the day on Saturday, 11:59 p.m.



If a payday falls on a holiday, employees will receive pay on the last business day prior to that Friday when possible. The Financial Administrator will communicate pay days that deviate from this schedule.

Paychecks or pay statements should be examined by employees as soon as they are received. Any discrepancies should be reported promptly to the Financial Administrator or General Manager. All errors will be corrected on the next regular paycheck.

5.7 Payroll Deductions

Federal income taxes, state income taxes, FICA taxes, the employee's portion of Social Security and Medicare taxes, and pension contributions are deducted automatically from all employees' paychecks as required by law. In some cases, mandatory deductions from an employee's pay also must be made for court-ordered wage assignments, garnishments, or child support payments. Additional voluntary deductions such as health care premium costs will be deducted from paychecks with the written consent of the employee.

Employees will be required to complete all applicable forms necessary for deductions, such as federal and Illinois forms W-4s.

Employees will be notified of all deductions from their wages. Employee authorization for deductions will be obtained when necessary.

Generally an exempt employee will not have his or her pay docked. Exempt employees are provided vacation, sick and personal days to cover absences and time off from work. The following deductions in paychecks will be made if these leaves are exhausted: a full-day absence for personal reasons other than illness or recovery from an injury; a full-day absence for illness or recovery from an injury; unpaid disciplinary suspensions of one or more full days imposed in good faith for written workplace conduct rule infractions; penalties imposed in good faith for infractions of safety rules of major significance; and that portion of the workweek not worked in the beginning and ending weeks of employment. Furthermore, the Commission may offset any amounts received by an employee as jury or witness fees paid for a particular week against the salary due for that particular week.

An employee who believes that an improper deduction (including the amount of a deduction) was taken from his or her paycheck should report his or her concern to the General Manager immediately. The General Manager will review the deduction, request that the employee provide information or present relevant documentation, and notify the employee of the result of the Commission's review. The employee will be notified of the result of the Commission's review. Should the Commission determine that the deduction was improper, the employee will be reimbursed for the improper deduction as soon as practicable.



5.8 Wage and Salary Increases

The wage rate of each employee may be increased annually, at the beginning of the fiscal year. Generally, no employees shall be entitled to more than one increase each year. Eligible employees will also receive a merit based longevity pay increase in the amount(s) indicated below upon reaching the stated period of “Completed Years of Competent Service” provided the employee has been at or above a “Competent” level of performance, as determined by the General Manager (or designee), for the stated number of years:

COMPLETED YEARS OF COMPETENT SERVICE	LONGEVITY PAY ADJUSTMENT (IF EARNED)
3	\$1.00 increase to base wage rate
5	\$1.00 increase to base wage rate
7	\$1.00 increase to base wage rate
10	\$1.00 increase to base wage rate
15	\$1.00 increase to base wage rate
20	\$1.00 increase to base wage rate
25	\$1.00 increase to base wage rate

In determining whether an employee has met or exceeded a “Competent” level of performance, the Commission will look to the “Overall” rating on annual written performance evaluations, with a rating of “3” or better being deemed “Competent.”



CHAPTER 6 - WORKPLACE EXPECTATIONS

6.1 Professionalism

As a representative of the Commission, employees are expected to act in a business-like manner. All employees should display a spirit of cooperation. Approaching your job positively can help in coping with problems that can occur in your daily activities. Personal growth and job progress can often be the result of working professionally with others.

6.2 Dress Code

The Commission strives to maintain a relaxed yet professional image to the public and to the individuals we serve. It is important for employees to dress in a neat and clean manner that is appropriate for their position and job duties, including wearing uniforms as required. Beards, moustaches, and long hair may be prohibited if, after all appropriate accommodation, they interfere with the use of required safety equipment or uniforms.

The Commission is confident that staff will use their best judgment regarding attire and appearance. The Commission reserves the right to determine appropriateness. Any employee who is deemed inappropriately attired may be subject to disciplinary action, up to and including termination.

6.3 Attendance and Punctuality

Regular attendance and punctuality are essential parts of an employee's overall job performance and are critical to the smooth and efficient operation of the Commission. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on other employees and your supervisor. Accordingly, it is imperative that all employees report to work on time; are ready to perform their assigned duties at the beginning of their scheduled workday, and work their full scheduled workday.

In rare instances when an employee cannot avoid being late for work or is unable to report to work as scheduled, he or she must notify his or her supervisor or the General Manager as soon as possible, but no later than thirty (30) minutes after his or her regularly scheduled starting time.

An employee is expected to provide his or her supervisor or the General Manager with an explanation of the reason for the absence or tardiness and a statement as to when the employee expects to arrive at or return to work.

See the [Paid Sick Leave Policy](#) which describes proper documentation and notification for absences resulting from illness or injury. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.



6.4 Uniforms and Personal Protective Clothing and Equipment

The Commission issues uniforms to all nonexempt employees except for nonexempt administrative staff. Where appropriate, the Commission also issues safety boots, coveralls, and other personal protective clothing and equipment. These uniforms shall be worn at all times when such employees are on duty. If any employee believes that personal protective clothing and equipment of any type is required by the conditions or hazards of his or her job, and such clothing has not been issued, the employee should notify his or her supervisor.

Employees are responsible for the care and maintenance of the uniforms and personal protective clothing and equipment. Any loss, theft or damage due to neglect or misuse of items should be reported immediately to the employee's supervisor or General Manager. Failure to do so may result in disciplinary action. An employee may be charged against their salary for any loss arising from damage, neglect, misuse, or failure to return uniforms and personal protective clothing and equipment as requested.

The uniforms and personal protective clothing and equipment are considered Commission property. In the event of separation or termination of employment employees are required to return all issued uniforms and personal protective clothing and equipment.

6.5 Use of Commission and Personal Vehicles

When it is necessary that an employee use a vehicle for Commission work, the employee shall use a vehicle from the Commission's fleet whenever possible. The following are additional guidelines and procedures of the Commission regarding use of Commission personal vehicles:

1. Employees may operate their personal vehicles on Commission business only with the prior authorization of the General Manager. Employees operating their personal vehicles on Commission business must have a valid Illinois driver's license and maintain automobile liability insurance covering them while operating their vehicle, with limits of not less \$100,000 per person and \$300,000 per occurrence.
2. Employees using their personal vehicles on Commission business will be compensated at the current mileage rate approved by the Internal Revenue Service, which shall be deemed sufficient to cover all costs associated with the use of his or her personal vehicle, including insurance, gasoline, oil, and maintenance. Expense reimbursement forms for mileage can be received from the Financial Administrator and then submitted for payment once it has been approved by the employee's immediate supervisor.
3. Commission vehicles are to be driven by authorized employees only, and only authorized passengers are allowed in the Commission vehicles. Seat belts must be



worn and all traffic signs and speed limits obeyed, regardless of whether it is a Commission vehicle or the employee's vehicle.

4. All accidents that occur while employees are using personal vehicles while on duty for the Commission are the financial responsibility of the employee. Employees must immediately report all accidents, whether involving a Commission vehicle or their personal vehicle, to the employee's supervisor. Accidents involving personal injury must be reported to the Human Resources Manager for Workers' Compensation purposes. Any damage to a Commission vehicle, not attributed to an accident, must be immediately reported to the employee's supervisor.
5. Driving any vehicle while the employee is working with the presence of alcohol or any illegal drug in his or her system, will result in disciplinary action, up to and including discharge. Smoking is not permitted in a Commission owned vehicle.
6. Speeding tickets, moving violations, citations, and parking tickets received while using Commission vehicles or personal vehicles while on duty for the Commission are the financial responsibility of the employee. Employees must report all such incidents to the employee's supervisor.
7. Drivers are responsible for the security of the Commission vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
8. Cell phone usage, including hands-free operation, texting, digital imaging, web browsing, or interfacing with other electronic communication devices is prohibited while driving a vehicle during the course of Commission business.

Employees should expect regular checks on the validity of their driver's license. Employees are required to immediately notify their supervisor and the General Manager of any moving vehicle citation(s) while using any Commission vehicle or while conducting Commission business.

Any violation of this policy including failure to report any violations, citations, or an accident, or a change in their license, or auto insurance, while using a Commission vehicle, or personal vehicle while on duty for the Commission or while performing their job duties, may result in termination of employment.

6.6 Use of Equipment and Facilities

The Commission may provide its employees with vehicles, equipment, uniforms and personal protective clothing and equipment, identification badges, manuals, instructions, and other items to be used in performing their job duties. All such items remain the sole property of the Commission at all times. Employees shall use Commission property only for



Commission purposes. No employee shall authorize any person not employed by the Commission to use Commission property at any time or for any purpose. When using Commission property, employees shall exercise care; perform required maintenance; follow all operating instructions, safety standards, and guidelines; and keep all property in reasonably clean and tidy condition. Employees shall promptly notify a supervisor if any Commission property is, or appears to be, damaged, defective, lost, or in need of repair or maintenance. If an employee loses keys to any Commission facilities or vehicles, the employee must notify the General Manager or his or her supervisor immediately.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment and/or vehicles could result in disciplinary action, up to and including termination.

6.7 Solicitation and Distribution

To protect employees from annoyance, harassment, and interference, and to maintain a workplace free of undue litter, the Commission prohibits the solicitation and distribution of materials on Commission property without the written approval of the General Manager, except as allowed by law.

6.8 Electronic Communications Systems Policy

Purpose. The purpose of this policy is to provide Commission employees and other users of the Commission's Electronic Communications Systems with guidance regarding the proper use of these Systems. The Commission's mission is to provide quality water services for DuPage County, and all Commission resources, including its Electronic Communications Systems, are to be used in advancing this mission.

Confidentiality Statement. The contents of the Commission's Electronic Communications Systems Policy must be kept confidential and internal to the Commission. The information contained in the policy must be shared only with authorized employees of the Commission and outside auditors or legal counsel when applicable. Disclosure of the contents of the policy, whether intentional or accidental, could expose the Commission to increased risk and security breaches as specific information would help a potential intruder exploit known vulnerabilities in selected systems. Employees and other users of the Commission's Electronic Communications Systems may not send, post, or divulge confidential information of the Commission outside of the Commission or inside the Commission to unauthorized personnel.

Policy Definitions - Communications Systems.

Electronic Communications Systems. The Commission's Electronic Communications Systems include the Commission's telephone and voicemail systems, facsimile machines, wireless telephones, radios, computers, electronic mail (e-mail) system, internal computer network, and external computer access (e.g., systems accessing the Internet).



Messages. Messages include all communications, oral and in writing, and all files or other data created, uploaded, downloaded, sent, received, or stored on any Electronic Communications System.

Objectionable Content. Objectionable Content includes all content which reasonably could be considered vulgar, offensive, harassing, threatening, obscene, indecent, distasteful, disruptive, defamatory, or derogatory, including but not limited to sexual comments or images, racial slurs, or other comments or images that would offend someone on the basis of his or her race, color, national origin, gender, sexual orientation, religious or political beliefs, or disability. This includes any data which is capable of being resolved into Objectionable Content.

Privacy Rights. No Commission employee or other user of the Commission's Electronic Communications Systems has any right to privacy or other rights with respect to the use of these Systems. Personal and confidential material and information should not be created or stored on the Commission's Electronic Communications Systems despite systems features that may give the appearance of privacy - including passwords, encryption, and the apparent ability to delete messages.

Commission's Right to Monitor. Messages may be audited by the Commission at any time. The Commission reserves the right to monitor the content of all messages or other information on its Electronic Communications Systems to ensure compliance with this policy and to the extent permitted by law. The Commission also reserves the right to access, retrieve, and review all activity and messages on the Commission's Electronic Communication Systems and to disclose the nature and content of any such activity or messages to law enforcement officials or other third parties without any prior notice to Commission employees or other involved persons. Employees and other users of the Commission's Electronic Communications Systems must cooperate with all reasonable security investigations. The Commission's right to monitor extends to emails, internet activity, telephone use, and all other forms for communication utilizing any Message avenue.

Communication Security. The security of an electronic file on shared systems and networks often approximates that of a document placed in an unsealed envelope - generally respected, but easily read by someone determined to do so. Accordingly, employees and users should assume that all messages may be heard or read by someone other than the intended recipient, that messages may be altered or intercepted before they reach the intended recipient, and that messages received may have been altered or sent by someone other than the named sender. Even when a message is deleted, it still may be backed-up elsewhere or it may be possible to recreate the message.



Files and Message Content. Objectionable Content (see definition above) may not be transmitted or stored on the Commission's Electronic Communications Systems. Employees and other users may not knowingly send, receive, cause the receipt of, allow the continued receipt of, or store any information if the information contains any Objectionable Content. No employee or other user may use any Commission equipment or media to bookmark a site or otherwise record the address of an Internet or World Wide Web site that contains Objectionable Content. If an employee or other user receives Objectionable Content on Electronic Communications Systems equipment assigned to him or her, the employee or user should immediately contact the General Manager

Proprietary Rights and Confidential Information. Use of the Commission's Electronic Communications Systems to access any Commission information that is not otherwise routinely available to employees and other users generally is strictly prohibited, except such information that is required for the employee or other user to perform his or her job requirements. In particular, no employee or other user is permitted to access, without the specific authorization of the General Manager, confidential information of the Commission, personal information contained on Electronic Communications Systems pertaining to other employees, or confidential information of third parties.

All Electronic Communications Systems and messages created, received, processed, and/or stored on these Systems are Commission property. All Electronic Communications Systems and messages are to be used for business purposes only, unless otherwise stated in this policy.

Disrupting Others. No employee or other user of the Commission's Electronic Communications Systems may intentionally damage another employee's or user's computer system, disrupt the ability of another to communicate electronically, harass or stalk another, violate the privacy of another, or forge a message.

Outside Business Ventures. No employee or other user of the Commission's Electronic Communications Systems may use these Systems to conduct any business other than the Commission's business.

Viruses. Downloading data, information, e-mail attachments, and the like from an outside source increases the risk of viruses and other damaging agents to the Commission's Electronic Communications Systems. No employee or other user should retrieve material from outside sources not known to the employee or user unless there are good business reasons for doing so. Employees and users are permitted to open attachments to e-mail transmissions if they know the source and are expecting the transmission. All other e-mail attachments should be approached with extreme caution. To further protect the Commission's Electronic Communications Systems from computer viruses, no employee or other user may download or install any executable programs or screensavers without the prior approval of a Commission Supervisor.



Internet Browser Default Settings. Browsers used to access the Internet offer varying degrees of security and can be modified by setting options to create greater or lesser degrees of security. No employee or other user may adjust the browser security settings selected by the Commission.

Compliance with Laws, Regulations, Policies and Professional Business Practices. No employee or other user of the Commission's Electronic Communications Systems may knowingly violate any state or federal laws, regulations, or the acceptable use policies of any organization through which communications are being made. All messages created or sent shall be in accordance with professional business practices.

Employees and other users must comply with software license agreements and contracts. Software downloaded from the Internet or bulletin boards must comply with licensing terms and conditions. Downloaded software must be scanned for viruses before use. See above, "Viruses."

Internet Access and Communications Other Than E-Mail. Unless the General Manager gives prior approval, electronic bulletin boards shall be used solely for Commission business. Participation in any chat groups, electronic bulletin boards, Internet threads, comment forums, instant messaging, hot mail or any other non-e-mail communication may be used only when conducting official Commission business. Information on the Internet can be fabricated, misleading, malicious, or stolen. Viruses may be disguised as programs. There is no guarantee that the information contained in an Internet site has any validity or that the site is sponsored by the entity it purports to be. Simply accessing a site can have damaging effects on the Commission's Electronic Communications Systems. Therefore, no employee or other user should access a site of unknown source unless there is a sound business reason for doing so.

Employees may occasionally be permitted reasonable use of the Commission's Electronic Communications Systems to access the Internet for personal reasons. This is a privilege, not a right, and may be withdrawn at any time if abused or if excessive use of the Internet interferes with an employee's assigned job duties.

Telephone Usage. Employees are permitted reasonable use of the Commission's telephones for personal reasons. This is a privilege, not a right, and may be withdrawn at any time if abused or if excessive use of the telephone interferes with an employee's assigned job duties.

Electronic Mail. Electronic Mail (e-mail) is made available to employees and other users on the Commission's Electronic Communications Systems to facilitate business communications. Employees and other users of the Commission's Electronic Communications Systems should use an appropriate business tone in all e-mail messages. Humor and emotion should not be used because they may not translate well in an e-mail message and could cause misunderstandings for both the sender and the receiver of the message. Employees and other users are permitted reasonable use of the Commission's e-



mail system for personal reasons. This is a privilege, not a right, and may be withdrawn at any time if abused or if excessive use of e-mail interferes with an employee's assigned job duties. All business-related e-mail transmissions outside the Commission must have the following "Commission Confidential" disclaimer attached:

“This e-mail and any of its attachments may contain confidential information belonging or pertaining to the Commission. This e-mail is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution, copying, or action taken in relation to the contents of and attachments to this e-mail is strictly prohibited and may be unlawful. If you have received this e-mail in error, please notify the sender immediately and permanently delete the original and any copy of this e-mail and any printout. Thank You.”

System Security and Configuration Guidelines. The Commission's computers and computer systems are pre-configured with appropriate hardware and software for Commission business use. Installation, changes, or removal of the system hardware or software is prohibited without the approval of the General Manager. The security for the Commission's computer and voicemail systems includes the use of assigned accounts and passwords. Passwords are intended to protect the employee's or other user's identity and to prevent unauthorized access to protected systems. Employees and other users should take appropriate precautions to ensure the security of their passwords and should not share with another person or keep a written copy of passwords in a visible or obvious location.

Facsimile Transmissions. The Commission provides fax machines to employees and other users for business purposes. Limited personal use with the employee's supervisor's approval is acceptable as long as it does not conflict with the Commission's interests or involve dissemination of unauthorized confidential information.

The following disclaimer statement must be added to all business-related fax transmissions throughout the Commission:

“This facsimile transmission contains confidential information belonging to the sender. This information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any disclosure, dissemination, copying, or distribution of this communication is strictly prohibited. If you have received this transmission in error, please notify sender by telephone immediately and return the original message to the above address via the U.S. Postal Service. Thank You.”



DUPAGE WATER COMMISSION

Failure to Comply. Consent to and compliance with this policy are terms and conditions of employment for all Commission employees. Failure to fully abide by this Policy, or to consent to any interception, monitoring, copying or reviewing of any messages is grounds for discipline, up to and including termination of employment. The Commission will take all available legal actions necessary to recover and protect its property.



CHAPTER 7 - EMPLOYEE SAFETY AND HEALTH

7.1 Workplace Safety

The Commission is committed to providing a safe, efficient, and productive work environment for all employees. In fulfilling this commitment, the Commission complies with and enforces all applicable federal, state, and local safety and related laws and regulations.

All employees share in the responsibility for establishing and maintaining a safe work environment and are expected to observe all safety rules and workplace practices as well as make every attempt to keep work areas organized and clean. Use of practices, procedures, devices, or substances that are detrimental to employee safety, efficiency, and productivity is prohibited. Employees should immediately report any violations, potentially unsafe working conditions, and any accidents resulting in injuries to their supervisor immediately.

If a work-related injury occurs on the Commission's property or while conducting Commission business, the following procedures below are to be followed:

- Notify your supervisor immediately no matter how minor
- Get prompt medical attention, if necessary
- Fill out an Accident and Injury Report with your supervisor

The Employee Safety Committee and the Safety Coordinator also will investigate reported incidents and conduct a site hazard analysis. The results of the investigation and site hazard analysis conducted by the Employee Safety Committee and the Safety Coordinator will be presented to the General Manager. Based on the results of the investigation and site hazard analysis, the General Manager will issue an Action Plan identifying required corrective and remedial action. The Action Plan also will identify the supervisor(s) responsible for ensuring the timely completion of the required corrective and remedial action.

7.2 Safety Manual

All employees should read, understand, and comply with all provisions of the Safety Manual. Violations of rules and procedures contained in the Safety Manual may result in disciplinary action up to and including termination.

Employees who have suggestions or recommendations for the Safety Manual are encouraged to submit them to the Safety Committee for consideration.



7.3 Severe weather / emergency closings

Emergencies such as severe weather, fires, or power failures can disrupt the Commission's operations. Employees will receive official notification from their supervisors. The final decision to close the building is made by the General Manager in cases where the building is being closed for two days or less. If a longer closing is required, the decision will be made in conjunction with Commission approval. The decision whether or not to pay employees during a closing will be made by the General Manager and may be dependent upon the impact and length of the closing. Employees may elect to use earned vacation leave or personal days during this time if the closing is not paid.

7.4 Safety-Related Examinations

Employees may be required by the General Manager to submit to periodic or special physical or medical examinations when such examinations are job-related and consistent with business necessity, including when:

1. There is a need to determine whether the employee is able to perform the essential functions of his or her job
2. Such an examination is required by standards or requirements established by federal, state, or local law that are job-related and consistent with business necessity
3. The employee's job is physically demanding
4. The employee is having difficulty performing his or her job safely and effectively

Examinations will be performed by a physician or other professional of the Commission's choice at no expense to the employee.

If it is determined through the examination and any follow-up discussions with the employee that the employee is unable to perform the essential functions of his or her position, even with a reasonable accommodation, the General Manager may reassign the employee to another appropriate job. If another appropriate job is not available, the employee may be discharged.

7.5 Annual Medical Examination

All employees in non-administrative positions must undergo an annual medical and physical examination conducted by a physician of the Commission's choice. The purpose of this examination is to determine that employees in non-administrative positions are physically capable of performing their job duties, with or without reasonable accommodations, without posing a significant risk of serious harm to themselves, and the health, safety, or well-being of other employees or the public.



Medical records and other information regarding the medical condition or history of an employee obtained from a physical or medical examination of such employee shall be collected and maintained on separate forms and in separate medical files and shall be treated as confidential.

However, supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations. First aid and safety personnel may be informed if the employee's disability might require emergency treatment, and other disclosure may be permitted as required by law or as authorized by the employee.

7.6 **Smoking**

In keeping with the Commission's intent to provide a safe and healthy work environment for its employees and visitors, and in compliance with the Illinois Smoke Free Act, the Commission's buildings, work spaces, and campus are smoke free.

Employees are prohibited from smoking inside any of the Commission buildings, property or in any Commission vehicles. Employees may request that the General Manager designate an outdoor smoking area; however, it must be at least 15 feet away from designated doorways, windows that open, fresh air intake, or other openings of an enclosed space. The designated area must also be at least 25 feet away from any known or suspected hazard including, but not limited to, fuel dispensing or any other flammable or combustible material storage facilities and natural gas piping facilities. Cooperation is requested to keep the Commission and grounds clean and litter-free. Any violation of this policy may result in disciplinary action up to and including termination.

7.7 **Violence in the Workplace**

The Commission will not tolerate violence in the workplace for any reason. Employees who threaten, intimidate, or strike any co-worker, supervisor, manager, resident/citizen, or other person with whom they come in contact in the performance of their job duties, or who engage in any other actual or threatened behavior of a hostile, aggressive, or violent nature while on duty or on Commission property will be subject to disciplinary action up to and including termination.

Any employee who has been subjected to or threatened with any act of violence should immediately report the matter to his or her supervisor or the General Manager. Anyone who witnesses an incident of violence is required to report the occurrence to the General Manager using an Incident Report form. All reports of work-related threats will be kept confidential to the extent possible. The matter will be thoroughly investigated. No situation is too small for us to address. Retaliation against any individual who reports actual or threatened acts of workplace violence will not be tolerated.



Employees are not permitted to possess any firearms or other weapons while on duty or on Commission property, even if they are kept in the employee's vehicle. Any employee who is found to be in possession of a weapon while on duty or on Commission property will be subject to immediate discharge.

Supervisors must carefully monitor employee behavior to insure that no actual or threatened acts of a hostile, aggressive, or violent nature occur in the workplace. Supervisors who witness any such behavior or suspect that such behavior exists must report it immediately to the General Manager. Supervisors who tolerate actual or threatened hostile, aggressive, or violent behavior in the workplace, or who fail to promptly report such behavior as provided in this policy, also will be subject to disciplinary action up to and including termination.

Any employee found to be in violation of this policy including failure to report or fully cooperate in the Commission's investigation (unless applicable law provides that such reporting is not required), may result in disciplinary action up to and including termination.

7.8 Drug/Alcohol Free Workplace

The Commission is committed to protecting the safety, health, and well-being of its employees and all people who come into contact with its workplace(s) and property, and/or use its products and services. Drug and alcohol use and abuse not only threaten the health of the user, but also create a danger to the life and safety of fellow employees on the job. They have an adverse effect on the quality of the products and services that the Commission provides and can be costly in terms of absenteeism, reduced productivity, and related problems in the workplace.

Recognizing that drug and alcohol use pose a direct threat to our goal, the Commission is committed to creating and maintaining a workplace free of drugs and alcohol. The Commission therefore, strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. In addition, the Commission strictly prohibits the abuse of alcohol or prescription drugs when such use has the potential to impact job performance and/or the safety of the employee and others.

The Commission has adopted the following rules consistent with the Federal Drug-Free Workplace Act. All employees are required to abide by these rules as a condition of their employment with the Commission.

The Commission explicitly prohibits:

- The manufacture, distribution, dispensation, sale, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances while on duty or on Commission property.



- The use or consumption of alcoholic beverages or controlled substances, or the abuse of prescription medication on Commission premises anytime during the workday, including rest breaks, lunches, or other meals if the employee is to return to work thereafter, or while engaged in Commission business off the premises.
- Being impaired or under the influence of legal or illegal drugs or alcohol on or away from Commission premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Commission's reputation.
- Possession, use, solicitation of, or sale of legal or illegal drugs or alcohol away from Commission premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Commission's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the Commission, or while on Commission business.
- The use or consumption of alcohol or drugs, whenever employees are conducting business for the Commission, at any location, whether on the premise, at any worksite, when operating any Commission vehicle, or any private vehicle parked on Commission premises or representing the Commission offsite. The exception is the use of prescription drugs that do not affect work performance or safety.

It is the employee's responsibility to inform his or her supervisor or the General Manager if he or she is currently on prescription medications that may affect the ability to safely and effectively perform the duties of the job. Employees are required to identify any work restrictions that should be observed while taking the prescribed drug or substance.

Employees must notify the General Manager of any criminal drug statute conviction for a violation that occurs in the workplace no later than five days after such conviction.

Employees are encouraged to report known violations directly to their supervisor or the General Manager when suspicion exists with another employee. The Commission will use its best efforts to protect the anonymity of all employees involved and will treat the information as confidential.

Employees are expected and required to consistently report to work on time and in appropriate condition to work. Any violation of the policy set forth in this Section may result in [disciplinary action](#), up to and including termination and may be referred for criminal prosecution.

7.9 Required Drug/Alcohol Testing

The Commission may conduct drug and/or alcohol testing under any of the following circumstances:



- **Pre-employment:** All applicants, after receiving a final offer of employment and prior to beginning work, must pass a drug and/or alcohol test. Refusal to submit to testing or failure to successfully pass the testing will result in disqualification of further employment consideration including termination if an employee has already begun working. Offers of employment are contingent upon successfully passing a drug and/or alcohol test.
- **Random testing** Employees may be selected at random for drug and/or alcohol testing for safety-related and or other designated positions as required or permitted by law at intervals determined by the Commission.
- **Reasonable suspicion:** The Commission may require an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol. Testing must be based on objective facts or circumstances including, but not limited to, aroma of alcohol on breath, appearance or slurred speech, direct observation of use of drugs or alcohol, erratic/strange behavior in the workplace, unusual conduct on the employees part that suggests impairment or influence of drug or alcohol, self-disclosure of taking drugs or alcohol, negative performance patterns, or excessive and/or unexplained absenteeism or tardiness.
- **Post-Accident:** Employees are subject to testing, whether on or off the Commission premises, when they cause or contribute to an accident that damages a Commission vehicle, equipment, or property or results in an injury to themselves or another employee requiring offsite medical attention.

Refusal to submit to the drug and/or alcohol test or attempts to alter, dilute the specimen, send an imposter, or engage in any conduct that obstructs the testing process including failure to show up for a scheduled test is a violation of this policy. Failure to submit to a test will result in the same measures as a positive test result and an employee will be subject to disciplinary action up to and including termination of employment.

If the results of drug and alcohol testing indicate a violation of the drug and alcohol free workplace policy, the employee will be subject to disciplinary action, up to and including termination. Employees will be given an opportunity to explain the circumstances prior to any final employment decision becomes effective.

Drug and Alcohol Testing Procedure

Employees are responsible to inform their supervisor or General Manager if they are currently on prescription medication that may affect their ability to safely and effectively perform the duties of this job.

1. For reasonable suspicion (see above explanation), the employee will be advised that the Commission believes that there is reasonable suspicion to believe that he or she is affected by drugs or alcohol and that this test is being required to confirm or deny suspicion of drugs or alcohol.



DUPAGE WATER COMMISSION

2. Prior to leaving the Commission premises, the supervisor or General Manager or designee, will contact the testing facility to inform them that an employee from the Commission will be arriving (escorted) and will need a drug and/or alcohol test completed.
3. The employee will be given reasonable time to get his photo ID, or driver's license. Employees are required to carry a photo ID or driver's license at work. The supervisor or General Manager must ensure that the employee has his or her photo ID prior to leaving the premise.
4. The employee will be escorted to the Commission contracted testing facility or the emergency department by a member of management team or a designated person. Under no circumstances will an employee be allowed to drive themselves, unless this is for random testing.
5. The employee to be tested will present the photo ID to the testing facility employee before the specimen can be obtained. The employee must sign a consent form provided by the testing facility. Refusal to sign is not acceptable and will be treated as a positive test and will be grounds for termination of employment. The supervisor or General Manager must sign as a witness.
6. After leaving the facility, the supervisor or General Manager must make arrangements to transport the employee home (unless tests are immediate). The tested employee will not be allowed to drive himself or herself home.
7. If an employee tests positive for drugs and/or alcohol, the employee will be subject to disciplinary action, up to and including termination. The Commission may also require participation in an evaluation through the Employee Assistance Program (EAP) and/or follow-up in an educational program.

The Commission reserves the right to offer employee participation in an approved rehabilitation or drug abuse assistance program, at the employee's cost, as an alternative or in conjunction with disciplinary action. If such a program is offered and accepted by the employee, the employee must satisfactorily participate in the program as a condition of continued employment.

If return to work is allowed, employee is required to participate in follow-up drug testing at times and frequencies determined by the Commission for a minimum of one year. If the employee does not complete the program or tests positive after completing the program, the employee will be subject to immediate discharge of employment.



CHAPTER 8

EMPLOYEE RULES OF CONDUCT

8.1 General Rules of Conduct

The Commission expects an employee's conduct and performance to conform to general standards of good conduct, professionalism, and business ethics; the requirements of his or her job; published and common sense health and safety rules and practices; the policies of this Employee Handbook, and applicable federal, state and local laws, rules, and regulations.

It is the employee's responsibility to familiarize himself or herself with the following rules and regulations and fully abide by these rules and regulations. Other rules of conduct may be enacted or modified by the Commission from time to time as deemed necessary.

The following is a list of some behaviors that the Commission considers unacceptable. Any employee who fails to adhere to these rules, who violates such rules, or is found engaging in these behaviors will be subject to [disciplinary action](#) up to and including termination. These rules are not intended to be all inclusive.

- Theft, unauthorized possession, or inappropriate removal of Commission property or the property of fellow employees or others, regardless of value.
- Provoking or engaging in a fight or threatening harm to others while on duty or on Commission property, or engaging in other conduct that violates the Commission's [Violence in the Workplace policy](#).
- Engaging in abusive, discourteous, or profane language or conduct while on duty or on Commission property.
- Insubordination, including failure or refusal to promptly carry out the orders or instructions of a supervisor or the General Manager. This includes the failure or refusal to work overtime required by the Commission.
- Acts of dishonesty, including but not limited to, falsification or alteration of attendance records, time records, or other employment-related documents.
- Gambling in any form while on duty or on Commission property.
- Misrepresentation or omission of material facts on an employment application, resume, or other document used to secure or retain employment with the Commission.
- Manufacturing, distributing, dispensing, selling, possessing, using, being impaired by or under the influence of, alcohol, controlled substances, or illegal drugs while on duty or on Commission property or operating Commission owned vehicle or equipment.
- Using or possessing firearms, explosives, or other dangerous weapons while on duty or on Commission property.



DUPAGE WATER COMMISSION

- Committing any criminal offense while on duty or on Commission property, or which otherwise may adversely affect the employee's work or work relationships or the Commission's reputation, or inducing or encouraging another Commission employee to do so.
- Violating the Commission's policy or rules regarding attendance and punctuality.
- Failing to provide adequate and acceptable verification of illness or injury, or substantiating documentation for absences due to other reasons, or failing to submit to examination by Commission-designated doctors, when required by the Commission.
- Engaging in unlawful discrimination, harassment, or other conduct that violates the Commission's [Diversity Policy](#).
- Using working time for personal matters.
- Unauthorized or excessive use of the Commission's telephones, computers, equipment, or supplies.
- Poor workmanship, substandard productivity, or unsatisfactory work performance.
- Damaging or improperly using, caring for, or maintaining Commission property, including but not limited to tools, equipment, vehicles, machinery, databases, or software.
- Exceeding time limits on break or lunch periods, or taking break or lunch periods at other than designated times, without proper authorization.
- Stopping or leaving work before the end of a scheduled work period without proper authorization.
- Sleeping, loafing, or wasting time during a scheduled work period.
- Interfering with other employees on the job.
- Violating the Commission's rules regarding [solicitation and distribution](#) of literature.
- Posting materials on the Commission's bulletin board without proper authorization, or defacing, marking, damaging, destroying, or removing materials posted by the Commission
- Failing to observe any of the Commission's safety policies or rules or engaging in other unsafe or unhealthy conduct as described in the Commission Safety Manual and in this Handbook. This includes removing, bypassing, or otherwise altering safety guards or devices.
- Violating the Commission's [Smoking Policy](#).
- Unauthorized examination, use, or disclosure of Commission records or confidential information.
- Violating state law regarding government ethics, solicitation or receipt of gifts or other items of value, and conflicts of interest.
- Using, or attempting use, of political influence, bribery, or gifts or other things of value to secure an advantage in examination or promotion.
- Failing to follow Commission resolutions, policies, rules, or supervisory instructions, or inducing or encouraging another Commission employee to engage in such conduct.



- Misrepresenting a leave of absence, or obtaining other employment during a leave of absence without proper authorization from the Commission.
- Violating the Commission's [Electronic Communications Systems Policy](#).
- Violating the Commission's Ethics Policy as outlined in the County of DuPage's ethics ordinance.
- Violating any other policy contained in this Handbook.

8.2 Disciplinary Action

The Commission allows for a progressive disciplinary process for employees when the employee's performance may not meet the standards and expectations of the position and/or when conduct issues interferes with or adversely affects employment. The usual sequence of disciplinary action includes verbal warning, written warning, suspension, and termination of employment. The Commission reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense.

In deciding which initial disciplinary action would be appropriate, the General Manager will consider actions such as, but not limited to, the nature of the offense, the seriousness of the infraction, the circumstances surrounding the matter, whether the offense is repeated despite coaching and/or training, the employee's prior work record and length of employment, and the impact the conduct and performance issues have on the Commission and the other employees.

Any conduct that interferes with or adversely affects employment shall be grounds for disciplinary action. This may include, but is not limited to, any conduct observed by a supervisor, co-worker, member of the public, resident, video surveillance, internet/email activity, cell phone/telephone usage, etc.

The Commission's progressive discipline policy is designed to provide a structured corrective action process to improve or prevent a recurrence of undesirable employee behavior and performance issues. Outlined below are the steps of the Commission's progressive disciplinary policy. The Commission may take any, or all, of the following disciplinary actions concerning an employee:

Verbal Warning. The first step is typically an informal discussion between an employee and his or her supervisor, at which the supervisor identifies the problem for which the warning is issued and discusses with the employee the problem and suggested solutions. It should include specific expectations for improved performance and a plan to follow-up to discuss improvement. Verbal warnings will be documented and placed in the employee's personnel file. The employee will be asked to sign and date a documented verbal warning, acknowledging his or her receipt of the warning.



Written Warning. If improvement does not occur within the agreed upon timeframe after a verbal warning, or if the first-time offense is more serious, a written warning will be issued. A written warning identifies the problem for which the warning is issued, describes the circumstances surrounding the problem, and states the suggested solutions as well as a follow-up plan. A written warning also should refer to any earlier verbal or written warnings administered to the employee for the same issue. Sometimes it is appropriate to give an employee more than one written warning over a period of time to help correct the problem. The employee will be asked to sign and date every written warning, acknowledging his or her receipt of the warning. A copy of the signed document will be placed in the employee's personnel file.

Suspension. If improvement does not occur after written warnings or if the offense is of a more serious nature, a suspension of employment may be appropriate. A suspension is an involuntary, temporary separation from the regular performance of duties. Suspensions may be with or without pay and may themselves serve as discipline or may be imposed in order:

1. To allow a full investigation when an employee is alleged to have committed an act for which the Commission may decide to discharge the employee
2. To remove an employee from the workplace when it is deemed in the best interests of the Commission.

Termination. If improvement does not occur after verbal and written warnings or if the offense is of a more serious nature, termination of employment may be appropriate. Though committed to a progressive approach to disciplinary action, the Commission considers certain rule infraction and violation of standards as grounds for immediate termination of employment. Some examples may include gross misconduct; endangering the Commission, the employees, or the public; insubordination, harassment or discrimination of any kind; and continued poor performance.

The Commission may, but is not required to, take the disciplinary actions described above in a progressive order. No advance notice or warning of any disciplinary action shall be required.



CHAPTER 9 - TIME OFF AND LEAVES

9.1 Paid Holidays

The Commission recognizes and observes the following paid holidays for all full-time employees.

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

Recognized holidays that fall on a Saturday or Sunday will be observed on the preceding Friday or the following Monday, as designated by the General Manager. If a recognized holiday falls during an eligible employee's paid leave, the holiday shall be treated as holiday paid time off rather than as paid leave time off.

Part-time employees, temporary employees, employees on excused absence without pay for the entire payroll week that includes the holiday, and employees on an unpaid leave of absence that includes the holiday are not eligible for holiday pay.

If an eligible nonexempt employee is required to work on a recognized holiday, he or she will receive holiday pay plus regular pay and any overtime compensation.

Exempt employees will not receive additional pay for working on a recognized holiday.

There will be no pyramiding of holiday (or other) overtime payments.

At the discretion of the Commission, the holiday schedule may be adjusted from year to year. The General Manger (or designee) will post the designated holidays at the beginning of each calendar year.

9.2 Personal Day

The Commission provides all full-time employees with at least one personal day each year. Supervisors may be entitled to additional personal days as designated by the General Manager. Personal days may be used at any time during the calendar year for any reason including birthdays, anniversaries, personal business, holiday celebrations, religious observances, doctor appointments, or for any other purpose.



The employee must notify his or her supervisor in writing at least seventy two (72) hours in advance of the need to take a personal day. The personal day may be taken in either full or half day increments when prior approval is given by the supervisor or General Manager.

The personal day will be awarded on January 1st of each year and may not be carried over into the following calendar year. An employee who separates employment with the Commission will not receive payment for the unused personal day.

9.3 Paid Vacation

The Commission provides all full-time employees with paid vacation. Vacation is awarded beginning with the first full pay period and is accrued bi-weekly. It may only be used after it has been credited for use.

Effective 5/1/15:

10 eight hour shifts/ year
15 eight hour shifts/ year
20 eight hour shifts/ year
25 eight hour shifts/ year

During the first 5 years of service
6th through 12th year of service
13th through 19th year of service
20th and all subsequent years of service

Effective 5/1/16:

10 eight hour shifts/ year
15 eight hour shifts/ year
20 eight hour shifts/ year
25 eight hour shifts/ year

During the first 5 years of service
6th through 11th year of service
12th through 19th year of service
20th and all subsequent years of service

Carryover. Employees are encouraged to use available paid vacation leave for rest, relaxation, and personal pursuits within one year after it is accrued. In the event that accrued vacation leave is not used within such period, an employee may carry unused leave forward for a maximum of one additional year.

Accumulation. If an employee's total amount of unused vacation leave reaches an amount equal to two times the employee's total annual vacation leave benefit, no further accrual of vacation leave will be allowed until the employee uses paid vacation leave and brings the accumulated total below this limit.

Accrual during unpaid leaves. Accrual of paid vacation leave will be suspended during any period of unpaid leave, except for military leave or otherwise required by law.

Request for Vacation Leave. Earned vacation may be taken in increments of one-half day or more. Employees must provide as much advance notice as possible to their supervisors of their desire to schedule vacation time in accordance with the requirements of the Commission. In no event should less than seventy-two (72) hours be given. All vacation



requests made by employees who report directly to the General Manager are subject to the General Manager's approval.

In the event that two or more employees request the same vacation dates and the Commission cannot grant all of the requests, preference generally will be given based on length of service if requested prior to the year in which the vacation will be taken; otherwise preference generally will be given in the order in which the requests are received. The Commission reserves the right to approve or change scheduled vacations depending on Commission needs. Employees covered by a union contract will follow the procedure outlined in that contract.

Vacation at Termination. Upon termination of employment, employees will be paid for unused vacation leave that has been accrued through the date of termination.

Union employees. Vacation accrual for employees covered by a union contract are detailed in that contract.

9.4 **Military Leave**

The Commission complies with all applicable Federal and State laws granting military leave to employees who are members of any active or reserve components of the United States Armed Forces, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service or any other category of persons designated by the President of the United States in times of war or emergency, or the Illinois State Militia (the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, and the Coast Guard).

In accordance with the Uniformed Services Employment and Reemployment Rights Act ([USERRA](#)), the Commission is obligated to release covered employees when the employee participates in:

1. Annual Training (Summer Camp)
2. Active Duty for Training (School)
3. Inactive Duty Training Assemblies (Weekend drills)
4. Extended leave of absence for voluntary active duty service (Enlistment)
5. Involuntary call-up

Unless military necessity prevents it, or it is otherwise impossible or unreasonable, an employee should provide the Commission with as much notice as feasibly and preferably 30 days in advance, of the need for leave. Written notice is preferred, but not required under the law or this policy. In accordance with applicable laws, the employee shall be compensated for the difference between the payment received from the military and their compensation paid by the Commission. The employee may request to use vacation; however, he or she is not required to do so.



A uniformed services employee returning from active military service will be restored to the position he or she held before his or her military leave, with the same increases in status, seniority and wages that were earned during the term of the military service by employees in like positions, or to a position of like seniority, status and pay, unless the Commission's circumstances have so changed as to make it impossible or unreasonable to do so.

A uniformed services employee returning from military leave must have received a certificate or other evidence of honorable discharge or satisfactory completion of military service, and must make application for reemployment within ninety (90) days after being relieved from military service, or from hospitalization continuing after discharge for a period of not more than one (1) year.

A uniformed services employee must still be qualified to perform the duties of the position he or she held before military leave was taken. If, as a result of military service, the uniformed services employee is not physically or mentally qualified to perform the duties of the former position, the employee will be restored to a position for which he or she is qualified and able to perform the duties and which will provide the similar seniority, status, and pay, or the nearest approximation thereof, consistent with the circumstances of the case. Restoration to such a position is not required if it would cause undue hardship to the Commission.

Military leave laws are continually changing. To the extent new laws are adopted which provide greater benefits, those laws will be applicable.

9.5 **Family Military Leave**

Under the Illinois Family Military Leave Act, eligible employees who are the spouse, parent, adult children or the grandparents of a person called to military service for more than 30 days are permitted to take up to a total of fifteen (15) days of unpaid family military leave.

An employee is eligible if he or she:

1. Has been employed by the Commission for at least 12 months; and
2. Has completed at least 1,250 hours of service during the 12 months before the leave of absence begins.

An employee must exhaust all vacation and personal days and any other leave that may be granted, not including paid sick leave or disability leave, before requesting Family Military Leave.

An employee must provide at least a fourteen (14) day notice if the family military leave will last five (5) or more consecutive workdays. Where able, an employee must consult with his or her supervisor so as to not unduly disrupt Commission operations. If the leave will



consist of less than five (5) consecutive work days, notice must be given as soon as practicable. The Commission may require certification from the proper military authority to verify eligibility.

The Commission will restore an employee to his or her former position or to an equivalent position with equivalent pay, benefits, and other employment terms, provided the employee returns to work at the end of his or her scheduled leave.

The Commission fully supports the concept of family military leave as a means of easing the tensions that may arise between family and workplace obligations. Accordingly, it will not interfere with or restrain any employee in the exercise of family military leave rights, nor will it retaliate or discriminate against anyone who seeks to enforce these rights.

Military leave laws are continually changing. To the extent new laws are adopted which provide greater benefits, those laws will be applicable.

9.6 Family Medical Leave Act

It is the policy of the Commission to abide by all local, state, and federal guidelines related to medical leave. Although the Commission is an employer as defined in the Family and Medical Leave Act, it currently employs less than 50 individuals at a worksite; therefore, employees are not eligible for leave under this Act.

9.7 Paid Sick Leave

The Commission provides sick leave to all full-time employees when injury or illness prevents them from coming to work. Sick leave may be used to care for the employee, the employee's dependent, or the employee's family member when used for an approved absence that falls under the following guidelines:

- Non-employment related illness or injury (employment related injuries fall under [workers' compensation](#))
- Emergency medical or dental care
- Preventative/well care

Family member is defined as spouse, child, mother, or father. Employees are expected to make all reasonable efforts to schedule such appointments outside of their normal working hours.

Paid sick leave is credited to eligible employees at the rate of one eight-hour shift for each full month of service and will accumulate to a maximum of 120 eight-hour shifts. Paid sick leave cannot be taken in advance of earning the time.



Supervisor Notification. Employees are required to contact their supervisor as soon as they can regarding an illness or injury that will prevent them from working their scheduled hours. Any employee who fails to report to work on three or more consecutive workdays without notifying his or her supervisor or the General Manager will be considered to have voluntarily resigned from employment with the Commission. The termination date will be the last day worked.

Doctor's Statements. Employees may be required to present a doctor's statement or other documentation substantiating the reasons for the absence. All absences of five (5) days or longer require a doctor's notice to return to work.

Unexcused Absences. Even though an employee provides proper notice of his or her absence, the absence still may be considered unexcused. Unexcused absences include:

- Absences due to a non-work related illness or injury for which no medical verification is provided when requested
- Repeated absences attributed to alleged transportation problems
- Absences for a period in which the employee requested but was denied excused absence (with or without pay)
- Any other absence where the employee fails to provide evidence to establish a legitimate need (in the discretion of the Commission) for the absence or tardiness

Nonexempt employees will not be paid for any period of unexcused absence or tardiness.

Disciplinary Action. Continued irregular attendance or excessive absenteeism or tardiness by any employee constitutes unsatisfactory performance and will subject the employee to disciplinary action, up to and including termination. Abuse of this policy includes, but is not limited to: (1) the employee's failure to notify his/her supervisor of the his or her intention to take paid sick leave when such notice was practicable; (2) the employee's failure to provide documentation for absence, as required; and (3) a continuing pattern of absences prior to or following regularly scheduled holidays, vacation or scheduled days off work.

Sick Leave at Separation and Retirement. Employees retiring from the Commission with accrued, unused paid sick leave may qualify for additional service credit under the Illinois Municipal Retirement Fund. Unused sick leave is not paid out at separation of employment.

9.8 Jury and Witness Duty Leave

The Commission provides eligible employees with paid time off when called to jury duty. Employees should notify their supervisor or the General Manager that they have received a jury summons as soon as possible. Employees are expected to report for work immediately upon release by the court for the day if the employee is able to return to work during the employee's normal working hours. The Commission or the employee may request an excuse from jury duty if the employee's absence would create serious operational



difficulties or other hardships. The Commission may offset any amounts received by an employee as jury pay against the compensation paid to the employee while away on jury duty.

The Commission also provides eligible employees with paid time off as necessary to respond to subpoenas issued on behalf of the Commission or by any party in a matter directly involving the Commission or the employee's employment with the Commission. In addition, the Commission provides eligible employees unpaid time off as necessary to respond to subpoenas issued by a party in a matter unrelated to the Commission or the employee's employment with the Commission.

9.9 **Bereavement Leave**

In the event of a death in a full-time employee's "immediate family," such employee shall be entitled to a leave of absence up to a maximum of three (3) consecutive days including the day of the funeral. Where death occurs and the funeral is to be held out of Illinois and beyond the States contiguous thereto, the employee shall be entitled to a maximum of five (5) consecutive days including the day of the funeral. During such leave, an employee shall receive his or her regular straight time pay for such time as she/he is required to be away from work during his/her regularly scheduled hours of work (but not to exceed eight (8) hours per day).

The employee's "immediate family" shall be defined as: mother, father, husband, wife, brother or sister (including step or half), son or daughter (including step or adopted), father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, grandchild, grandparent-in-law, court-appointed legal guardian, and a person for whom the employee is a court-appointed legal guardian. The Commission may, at its option, require the employee to submit satisfactory proof of death and/or proof of the relationship of the deceased to the employee.

9.10 **Personal Leave of Absence without Pay**

The Commission may, at the discretion of the General Manager, provide eligible employees unpaid personal leave of absence. In deciding requests for unpaid personal leave, the General Manager will consider factors such as the purpose, necessity, and duration of the requested leave, job performance, prior disciplinary record, absenteeism, the length of the employee's tenure with the Commission, the amount of the employee's accumulated vacation leave, and the needs of the Commission.

An employee requesting an unpaid personal leave of absence shall submit the request in writing to the General Manager. Requests for unpaid personal leave may be denied or granted by the General Manager for any reason or no reason and are within the sole discretion of the General Manager.



All earned time off (vacation leave and personal days) must be exhausted prior to beginning the personal leave of absence. If the leave is due to illness, sick leave must also be exhausted. The Commission will continue to provide medical insurance for eligible employees on unpaid personal leave and, at the employee's expense, for his or her dependents, for a period of 30 calendar days or for such period as is permitted by the Commission's medical insurance plan in effect from time to time, whichever is shorter.

At the end of an unpaid personal leave, the Commission will make every effort, in light of its needs at the time, to reinstate the employee in the same, or another suitable, position; however, the Commission does not guarantee reinstatement following an unpaid personal leave.

If the employee fails to return to his or her position within three (3) working days after the expiration of his or her personal leave of absence without pay, the individual will be terminated from his or her employment with the Commission. If the employee is unable to return, he or she must request an extension of the leave in writing. If the Commission declines to extend the leave, the employee must then return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment.

9.11 **Blood Donation Leave**

The Commission complies with all applicable Federal and State laws in granting blood donation leave including the Illinois Employee Blood Donation Leave Act. All full-time employees with at least six (6) months of service at the Commission are eligible to receive up to one (1) hour of paid leave to donate blood.

Employees may request to donate blood one time every fifty-six (56) calendar days. An employee must receive pre-approval from their supervisor in advance of the donation in order to receive payment for the leave.

Employees are required to submit medical documentation of the blood donation before compensation is awarded.

9.12 **Victim's Economic Security and Safety ("VESSA") Leave**

Employees who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, are permitted to take up to 12 weeks of unpaid leave during any 12-month period to:

1. Seek medical attention for, or to recover from, physical or psychological injuries caused by domestic or sexual violence to the employee or a family or household member;



2. Obtain services from a victim services organization for the employee or a family or household member;
3. Obtain psychological or other counseling for the employee or a family or household member;
4. Participate in safety planning, relocating, or taking other actions to increase the safety of the employee or a family or household member; or
5. Seek legal assistance or remedies to ensure the health and safety of the employee or a family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Employees must give their supervisor or the General Manager at least 48 hours of advance notice of their intention to take leave unless such notice is not practicable.

The Commission may require certification to verify that the employee or the employee's family or household member is a victim of domestic or sexual violence or to verify that leave is for one of the five purposes listed above.

During the leave, the Commission will continue an employee's medical insurance coverage on the same basis as prior to the leave. The Commission may recover the premium it paid for maintaining coverage if:

1. The employee fails to return from leave after the period of leave which the employee is entitled has expired; or
2. The employee fails to return from leave for any reason other than the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave under this Act, or other circumstances beyond the employee's control. The Commission may require the employee to submit a certification that he or she is unable to return to work. All information provided to the Commission will be kept confidential unless disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law.

The Commission will restore an employee to his or her former position or to an equivalent position with equivalent pay, benefits, and other employment terms, provided the employee returns to work at the end of his or her scheduled leave.

The Commission fully supports the concept of victim's economic security and safety leave. Accordingly, it will not interfere with or restrain any employee in the exercise of [VESSA leave rights](#), nor will it retaliate or discriminate against anyone who seeks to enforce these rights.



DUPAGE WATER COMMISSION

Employees with accrued paid sick leave may be able to use such leave while away on VESSA leave.



CHAPTER 10– EMPLOYEE BENEFITS

10.1 Medical, Dental, and Vision Insurance

The Commission provides Medical, Dental, and Vision insurance to all full-time employees. Coverage becomes effective the first day of the month following completion of thirty (30) days of employment. Enrollment must be completed within thirty (30) days of the employee's date of hire. These benefits may be paid partially by the Commission. The remainder of the cost is the employee's responsibility. New employees interested in coverage and hired outside of the open enrollment period will be enrolled in a designated plan until the next open enrollment period.

The Commission regularly reviews its insurance programs, and all such programs are subject to change. An open enrollment period is held each year during which the employee may elect to change medical, dental and vision benefits. It is the employee's responsibility to notify the Human Resources Manager of any change in spouse and/or dependent status within thirty (30) days.

The Commission provides information describing the insurance programs provided. Employees should obtain and review this information for details relating to available coverages, qualifications, exclusions, and reporting requirements.

10.2 Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act ([COBRA](#)) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Commission's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee's hours; divorce; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee pays 100% of the premiums, including the share the Commission use to pay plus an administration fee for continuation coverage. Employees are responsible to independently sign up for COBRA and to understand the impact on their benefits. Failure to timely sign up for COBRA or to submit payment in a timely manner, may result in a loss of insurance coverage. It is imperative that each employee keep the Commission apprised of the status of his/her family life and age of dependents.

10.3 Workers' Compensation Insurance

The Commission provides a comprehensive workers' compensation insurance program at no cost to employees. This program provides protection for employees in the event of lost work time or medical expenses due to an injury or illness sustained in the course of employment.



Employees who sustain a work-related injury or illness must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable the employee to secure necessary medical treatment and to qualify for workers' compensation benefits as quickly as possible. The Commission reserves the right to send an employee to a physician of the Commission's choice for evaluation.

10.4 Light Duty Policy

It is the policy of the Commission to offer employees who are injured in the course of their employment and are unable to perform their regular job duties to perform other work for the Commission that is within the limits of their medical condition and consistent with their individual rehabilitative requirements. Therefore, the Commission may offer light duty to an employee who is temporarily unable to perform the essential functions of his or her job duties as a result of an injury in the course and scope of his or her employment. Light duty may include work within the employee's normal duties or duties normally performed by employees in other positions, or a combination of both.

If no light duty is available, an employee injured in the course of his or her employment may remain on leave as appropriate until released to return to full duty.

Medical Release. Before an employee is assigned to light duty, he or she must provide his or her supervisor and the General Manager with a written medical release from the employee's attending physician. The physician must state the specific restrictions that apply to the employee and must state that the employee is capable of performing light duty work for a specific period of time. Light duty assignments will be specific to the injured employee's medical restrictions. Employees on light duty are not permitted under any circumstances to perform any work that violates their return to work restrictions.

Length of Assignment. Light duty assignments will be temporary in nature and will not exceed six months.

Medical certification. Employees assigned to light duty must provide certification of their medical restrictions and prognosis for their release to full, unrestricted duty. Such certification will be provided at least every 30 days or sooner if requested.

Compensation. Employees performing light duty will be compensated at their regular salary or hourly rate.

Return to Work. An employee returning to full duty either from light duty or directly from workers' compensation leave must have a written medical release from his or her physician. The employee must provide his or her supervisor and the General Manager with this medical release before resuming his or her regular duties. There should be no permanent restrictions



in the medical release that would prevent the employee from performing his/her essential or core job duties with or without reasonable accommodation.

10.5 **IMRF Disability Benefits**

Disability benefits may be available to full-time employees who have at least twelve (12) months of Illinois Municipal Retirement Fund (“IMRF”) service credit since being enrolled in IMRF and who have service credit in each of the 12 months immediately preceding the date of disability. Eligible employees may not begin drawing disability benefits until they have exhausted all accrued paid sick leave.

For more information on IMRF disability benefits, you can call IMRF directly at 800 ASK IMRF, or additional information may be found on their [website: https://www.imrf.org/](https://www.imrf.org/).

10.6 **Life Insurance**

The Commission provides life insurance for full-time employees. The life insurance benefit is in the amount of one and one-half times the employee’s annual base pay rounded to the nearest \$1,000, up to a maximum of \$225,000. The Commission pays the full cost of this portion of life insurance coverage for the employee. Life Insurance coverage is effective 60 days from the date of hire.

10.7 **Illinois Municipal Retirement Fund (IMRF)**

The Commission’s retirement plan is the Illinois Municipal Retirement Fund (IMRF). IMRF provides income protection to employees and their families in the event of disability, retirement, or death. Retirement benefits are based on the employee’s length of service and salary.

All employees who work at least one thousand (1000) hours per year are required to participate in and contribute to IMRF upon employment at the Commission.

Contributions to the retirement fund are mandatory for eligible positions and are deducted from the employee’s paycheck each pay period.

IMRF is the sole authority in determining benefit eligibility and the amount of benefit payments. For more information on IMRF you can refer to you IMRF handbook, or you can call IMRF directly at 800 ASK IMRF, or additional information may be found on their [website: https://www.imrf.org/](https://www.imrf.org/)

10.8 **Deferred Compensation**

The Commission may provide a voluntary Deferred Compensation Program (457) through ICMA for all full-time employees. This program provides supplemental retirement benefits by reducing current income. The program is a voluntary program and is designed to help



employees save for retirement. The program allows employees to contribute a portion of their current income, up to the maximum extent permitted by federal tax law, in a tax-deferred investment plan.

Each employee who joins the plan is responsible for making decisions regarding the possible benefits or tax consequences of various options which are available under the program.

10.9 Flexible Savings Account

The Commission may provide a voluntary Flexible Savings Account (FSA) for full-time employees. The FSA provides a method of paying for uncovered health, dental, vision care and dependent care expenses on a pre-tax basis. With the FSA, the employee can pay certain out-of-pocket health care expenses for themselves, their spouse and all of their eligible dependents. The health, dental, vision and dependent care services must be incurred while the employee is actively participating in the FSA plan. Under this Plan, eligible employees may contribute a portion of their compensation to an account through a salary reduction agreement before income and Social Security taxes are deducted. Funds that are set aside in this account that are not used by the designated timeframe will not be reimbursed to the employee and will be forfeited.

10.10 Employee Assistance Program

The Commission is interested in the well-being of its employees and their families and recognizes personal and family problems may affect work performance if left unresolved. The Commission provides confidential and professional guidance, counseling and referral service to employees and their immediate family members through its Employee Assistance Program (EAP). The EAP is designed to assist employees and their family members who are experiencing behavioral, medical, family, substance abuse, or serious financial problems.

Participation in the EAP is voluntary and strictly confidential. An employee cannot be required to seek assistance; however, supervisors or the General Manager, may make a formal written referral if job performance has deteriorated. The EAP is offered at no cost to employee and their immediate family members. If a referral to an outside agency is necessary, the outside agency may require additional fees from the employee for their service

Employees encountering such problems may contact the EAP office directly (Perspectives, LTD) at 800-456-6327 at any time. Perspectives EAP is available 24/7. The [website](https://www.perspectivesltd.com/home.aspx) is <https://www.perspectivesltd.com/home.aspx>

This Employee Handbook was prepared by:
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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

I acknowledge that I received and reviewed DuPage Water Commission's Employee Handbook. I have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by my immediate supervisor, the General Manager, or their designees.

I agree to and will comply with all the policies, procedures, and other guidelines set forth in the handbook. I understand that the Commission reserves the right to change, modify, or discontinue any or all of the policies, procedures, benefits, rules and regulations and other information contained or described in the handbook as it deems appropriate at any time, with or without notice.

I ACKNOWLEDGE AND UNDERSTAND THAT NEITHER THE HANDBOOK NOR ITS CONTENTS ARE AN EXPRESS OR IMPLIED CONTRACT REGARDING MY EMPLOYMENT.

I SPECIFICALLY UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS AT-WILL AND FOR AN UNSPECIFIED PERIOD OF TIME AND THAT EITHER THE DUPAGE WATER COMMISSION OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP, AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I further understand that if I fail to comply with or violate any policies in this Handbook, I may be subject to disciplinary action, up to and including termination of my employment.

I understand that this Handbook supersedes all previous policies, written or oral, express or implied.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the DuPage Water Commission Employee Handbook.

Employee's signature



Employee's name (Print)

Date _____

**PLEASE SIGN, DATE AND RETURN THIS ACKNOWLEDGEMENT SHEET
TO YOUR SUPERVISOR OR FINANCIAL ADMINISTRATOR
TO BE FILED WITH YOUR PERSONNEL RECORDS.**

DATE: February 11, 2016

REQUEST FOR BOARD ACTION

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	Instrumentation/ Remote Facilities
ITEM	A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission Resolution No. R-4-16	APPROVAL 	
Account Number: N/A			
<p>Resolution No. R-4-16 is a Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission. This Resolution authorizes the General Manager to dispose of the assets listed on Exhibit A to the Resolution or, if already disposed of, ratifies and confirms their disposal because these assets are or were no longer useful to the Commission.</p> <p>The computer and electronic equipment listed in Exhibit A will be donated to ATEN – Assistive Technology Exchange Network, A Program of United Cerebral Palsy of Greater Chicago, they refurbish and recycle donated computers and distributes them free of charge to children with disabilities.</p> <p style="text-align: center;">Assistive Technology Exchange Network 7550 W. 183rd Street Tinley Park, IL 60477 708-444-8460</p>			
MOTION: To adopt Resolution No. R-4-16			

DUPAGE WATER COMMISSION

RESOLUTION NO. R-4-16

A RESOLUTION AUTHORIZING AND RATIFYING
THE DISPOSAL OF CERTAIN PERSONAL PROPERTY
OWNED BY THE DUPAGE WATER COMMISSION

WHEREAS, the DuPage Water Commission is authorized to sell or otherwise dispose of personal property pursuant to 65 ILCS 5/11-135-6; and

WHEREAS, in the opinion of the Board of Commissioners of the DuPage Water Commission, the personal property described in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof (the "Property") is no longer necessary or useful to or for the best interests of the DuPage Water Commission to retain or, if already disposed of, was not necessary or useful to or for the best interests of the DuPage Water Commission to retain;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The Board of Commissioners of the DuPage Water Commission hereby finds and determines that the Property is no longer necessary or useful to the DuPage Water Commission and the best interests of the DuPage Water Commission will be served by its disposal or, if already disposed of, was not necessary or useful to the DuPage Water Commission and the best interests of the DuPage Water Commission were served by its disposal.

SECTION TWO: The General Manager is hereby authorized to dispose of the Property in such manner as the General Manager shall determine or, if already disposed

Resolution No. R-4-16

of, the Board of Commissioners of the DuPage Water Commission hereby ratifies and confirms its disposal.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2016.

Chairman

ATTEST:

Clerk

OBSOLETE / DEFECTIVE ITEMS

Qty	DWC Inventory # and/or S/N	Description	Date Purchased	Cost
1	W210301402	Microtek X12USL scanner	04/25/02	\$354.00
1	1369, WCCE5101439	Princeton Monitor LCD19D	02/21/05	\$365.00
1	1368, WCCE5101438	Princeton Monitor LCD19D	02/21/05	\$365.00
1	1333, A1X033700824	ViewSonic Monitor VG900	01/08/04	\$649.00
1	1331, A1X033701087	ViewSonic Monitor VG900	12/22/03	\$681.00
1	1341, A1X041700609	ViewSonic Monitor VG900	06/08/04	\$675.00
1	CN0KC147466335BT13MU	DELL Monitor E196FPb	11/05	
1	2081002065	Premio Core 2 Duo computer	03/26/08	\$790.00
1	PB9938233598	APC UPS BK300C		
1	CDF70DCC4301	Linksys wireless router WRT54G	02/04/05	\$61.00
1	CDF70DCC4311	Linksys wireless router WRT54G	02/04/05	\$61.00
1	015102775	Evolis Pebble badge printer	04/29/02	\$1940.00
1	1392, 9ETYA61175	Panasonic CF-52 laptop	07/03/08	\$2,309.00
1	1381, 8KKYB08501	Panasonic CF-30 laptop	01/09/09	\$4,028.29
1	1386, 8KKYB08454	Panasonic CF-30 laptop	01/09/09	\$4,028.29