

# Township Employee Policy Handbook

## Fiscal Year 2020-2021

Approved February 20, 2020.

The Downers Grove Township Employee Policy Handbook is a “living document” subject to edits and updates. The most up-to-date version, with an Appendix Log of edits and changes, is available on our Transparency page on our website at [www.dgtownship.com](http://www.dgtownship.com)

**TOWNSHIP EMPLOYMENT POLICY HANDBOOK**  
**TABLE OF CONTENTS**

ACKNOWLEDGEMENT	3
EMPLOYMENT STATEMENT	3
EQUAL OPPORTUNITY STATEMENT	3
EMPLOYMENT CLASSIFICATIONS	4
DEPARTMENTS AND BUSINESS HOURS	4
<b>PAYROLL</b>	<b>5</b>
Salary Policy	6
Comp Time	6
Flex Time	6
Overtime	6
Recording Hours Worked	6
Payroll Calculations and Pay Periods	7
Federal and State Withholding Taxes	7
Social Security	7
Illinois Municipal Retirement Fund	7
Educations Expenses	8
Business Travel	8
Transporting of Program Participants	8
<b>BENEFITS</b>	<b>9</b>
Group Health Insurance	10
Long Term Care Insurance	10
Insurance – COBRA	10
Workers’ Compensation Insurance	10
Illinois Municipal Retirement Fund	11
Social Security	11
<b>TIME OFF BENEFITS</b>	<b>12</b>
Holidays	13
Vacation	13
Vacation Credits	13
Vacation Increments	14
Sick Leave	14
Sick Leave Credits	14
Sick Leave Accrual	15
FMLA	15
Workers Compensation	16
Disability Leave of Absence	16
Personal Leave of Absence	17
Death in Family	18
Maternity/Paternity Leave	18
Jury Duty	18
Military Duty	19
<b>RULES AND CONDITIONS OF EMPLOYMENT</b>	<b>20</b>
Probation	21
Absenteeism	21
Unexcused Absence	21
Smoking	21
Drug and Alcohol Free Workplace	21-22

Workplace Standards	22
Mandated Reporting	23
Protection for Americans with Disabilities	23
Courtesy to Others	23
Harassment Prohibited	24
Complaint Procedure/Investigation Process	24
Zero Tolerance for Violence	25
Problem Resolution Policy	25
Gifts/Gratuities	25
Solicitation/Distribution	25
Work Space	26
Security	26
Patent and Copyright Agreements	26
Outside Employment	26
Professional Standards of Conduct	27
Dress Code	27
Proof of Insurance	28
Proof of Valid Drivers License	28
Criminal Background Checks	28
<b>INFORMATION TECHNOLOGY</b>	<b>29</b>
Electronic and Written Communications and Computer Systems	30
General Guidelines	30
Social Networking Sites	31
Prohibited Activities	31
Communicating with Media and Others	31
Internet Usage Policy	32
Facebook Usage and Guidelines	33-36
<b>JOB PERFORMANCE</b>	<b>37</b>
Performance Evaluations	38
Personnel Files	38
<b>TERMINATION OF EMPLOYMENT</b>	<b>39</b>
Termination and Termination Procedures	40
Retirement	40
Dismissal	40
Layoff	41
Misconduct or Unacceptable Performance	41
Disciplinary Policy	41
Probation and Suspension	42
<b>EMPLOYEE ACKNOWLEDGEMENTS (Addendums &amp; Appendix)</b>	<b>43</b>
Employee Acknowledgement of Handbook	44
Human Services Addendum	45
Supervisor & Human Services Addendum & Job Descriptions	46-58
Sexual Harassment Policy Addendums	59
Employee Acknowledgment of Addendums	62

# ❖ OVERVIEW ❖

## ACKNOWLEDGMENT

The policies and procedures in this handbook are not intended to be a contractual commitment by Downers Grove Township. This handbook is only a general source of information about policy, procedures, and rules, as they exist on the date of publication.

Downers Grove Township reserves the right to revoke, change, or supplement guidelines at any time with or without notice. No policy is intended as a guarantee or continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this handbook.

From time to time this handbook will be reviewed and additions, modifications, and revisions will be made as deemed necessary, advisable, and/or otherwise appropriate, giving due consideration to the best interest of all employees.

This policy supersedes all prior oral or written policies in effect at Downers Grove Township, expressed or implied.

## EMPLOYMENT STATEMENT

An Employee can terminate his or her employment with the Township at any time and for any reason. The Township can terminate an employee at any time for any reason. Downers Grove Township subscribes to the policy of “employment at will”. Continued employment with the Township is at the sole and exclusive option of Downers Grove Township management. Permanent employment or employment for a specific term cannot be guaranteed or promised. No promise or guarantee of permanent or specific term employment will be made to an employee of Downers Grove Township by anyone, nor will such promise or guarantee, if made, ever be adhered to by Downers Grove Township or enforced by the employee.

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

No person shall be employed, promoted, discharged or in any way favored or discriminated against because of race, handicapped status, color, sex, religion, age, national origin, ancestry, marital status, political preference, sexual preference, veteran status, or unfavorable discharge from the military, in a manner which would violate federal or state law.

## EMPLOYEE CLASSIFICATION

A job applicant may be required to provide authorization for prior employment verification, reference, and background checks. Technical skills tests may be required for specialized positions.

An employee's first 90 days of employment are considered the initial employment, an orientation and training period. The orientation and training period allow the employee to learn the job and discuss any difficulties with their supervisor. Employees are expected to perform their job according to Township standards, determined in a fair and equitable manner at the sole discretion of management. Throughout the first 90 days of employment, the supervisor will be evaluating the new employee's performance. If the new employee's performance is not acceptable, or they receive any formal disciplinary action, the employment may be terminated.

**OPEN DOOR POLICY:** Downers Grove Township encourages open communications between employees and management. The Township emphasizes the use of an informal, "open door" approach. Every employee should feel free to talk with any member of Township management who is in a position to help with a concern or question.

**FULL TIME:** An employee who is regularly scheduled to work 35 hours or more each week throughout the year.

**PART TIME:** An employee who is scheduled to work less than 35 hours per week during the year, even though in any given week that employee may work more than that number of hours.

## DEPARTMENTS AND BUSINESS HOURS

The Township building in Downers Grove is open for business Monday through Friday from 8:30 A.M. to 4:30 P.M. These hours are subject to change for seasonal requirements at management's discretion. The departments at the Prince Street location are the Supervisor's Office, General Assistance, Human Services, the Assessor's Office and the Highway Commissioner's Office. The Highway Department Garage is located in Westmont.

Employees who work in the Prince Street office are to be at the workstation Monday through Friday promptly at 8:30 and are to work until 4:30 P.M., or as scheduled.

# ❖ PAYROLL ❖

Salary Policy	6
Comp Time	6
Flex Time	6
Overtime	6
Recording Hours Worked	6
Payroll Calculations and Pay Periods	7
Federal and State Withholding Taxes	7
Social Security	7
Illinois Municipal Retirement Fund	7
Education Expenses	8
Business Travel	8
Transporting of Program Participants	8

## SALARY POLICY

It is the policy of the Township to compensate all employees according to job classification, knowledge level, and performance. The employee's performance and salary structure is reviewed annually prior to the beginning of the budget year on March 1.

## COMP TIME

Full time office employees are expected to work an 8-hour day, Monday through Friday, which includes an unpaid hour for lunch. Any employee working hours outside of the set office hours (35 hours per week) must update the calendar to reflect these changes and have received **PRIOR** approval by the Township Supervisor. Each request will be reviewed on a case-by-case basis and prior approval will be granted or denied dependent upon the employee's job requirements and departmental workload.

Comp time is limited to an accumulated maximum of 35 hours for any employee. All approvals are at the discretion of the Township Supervisor.

## FLEX TIME

See Addendum for Human Services (ONLY PERTAINS TO HUMAN SERVICES DEPARTMENT).

## RECORDING HOURS WORKED

All employees must provide their hours in and out to the Office Manager.

Employees who voluntarily come in before their regular start time, or remain after the work day ends but who are not engaged in any work during these times, are not be paid for these periods. Employees should log in the actual time they begin to work and the time their workday ends. Employees falsifying their time sheet may be disciplined up to and including termination.

Work not completed during 35-hour workweek due to mismanagement of time is not eligible for comp time.

## PAYROLL CALCULATIONS AND PAY PERIODS

There are 24 pay periods during a calendar year. The pay periods are from the 1<sup>st</sup> through the 15<sup>th</sup>, and the 16<sup>th</sup> through the end of the month. Paychecks are delivered to the employees on the 15<sup>th</sup> and the last day of the month. If a payday falls on a non-work day or holiday, payday will be on the prior day.

Wages for full times employees of the Supervisor, General Assistance, and Human Services are determined as an annual amount equally divided by 24 pay periods. Part time employee's wages are hourly.

The Township pays employees via Direct Deposit. The Executive Administrator will provide the employee with a copy of the Direct Deposit Authorization form to be completed and returned as soon as possible. Because of Direct Deposit, the Township does not issue pay advances for any reason.

## FEDERAL AND STATE WITHHOLDING TAXES

Withholding of federal and state tax is based on the number of exemptions claimed by the employee on Forms W-4. All employees will receive a withholding tax statement, W-2, by January 31<sup>st</sup> of the following calendar year for income tax purposes. Contact the payroll department if you could like to revise your W-4 form.

## SOCIAL SECURITY

Social Security is a percentage deduction from the employee's paycheck, up to a maximum annual earnings limit set by law. Contact the payroll department if you have questions or problems relating to Social Security.

## ILLINOIS MUNICIPAL RETIREMENT FUND

Employees scheduled to work 1,000 hours or more annually must enroll in the Illinois Municipal Retirement Fund (IMRF). Employees who work less than 1000 hours annually are NOT eligible for IMRF.

The employee's contribution rate is determined by the IMRF. The Township also contributes a percentage as determined annually by the IMRF.

The employee's contribution dollar amount is not subject to federal income tax until paid out to the employee in the form of a refund or pension. Under current tax laws, the employee's contribution dollar amount is not subject to state income tax at any time. Annually, the employee receives a statement from the IMRF detailing the employee's contribution dollar amounts. Contact the Department Head if you have questions or problems relating to IMRF.

## EDUCATION EXPENSES

If an employee is requested to attend a professional conference or seminar, the Township will pay the registration fees. The Township will also provide for lodging, meals, non-alcoholic beverages, and transportation while in attendance. Itemized receipts are to be kept and mileage monitored to support a reimbursement. An expense report must be submitted to the Township.

Expenses exceeding any advance or any maximum set will be reviewed by the Supervisor. The Township reserves the right not to pay for additional expenses found to be excessive. If receipts are not submitted and funds were advanced, the employee may be requested to reimburse the Township for unsupported expenditures and may be subject to disciplinary action.

## BUSINESS TRAVEL

When a personal vehicle is used for Township business, a mileage allowance will be paid at the IRS rate. The mileage is paid as traveling from the Township to the place of business and back to the Township. This is a reimbursement for gasoline, maintenance costs, and wear and tear of the vehicle.

Employees who use their vehicle for Township business must provide the Township with a travel accounting on a form prescribed by the Township. The expense report must include the date of the travel, the total number of miles traveled, and the reason or destination for reimbursement purposes. If the mileage accounting is not submitted the employee will not be reimbursed.

Any employee who uses their vehicle for Township business must have a driver's license and vehicle insurance information on file with the Deputy Supervisor and/or Office Manager.

## TRANSPORTING OF PROGRAM PARTICIPANTS

At no time should any Township employee transport any person under the age of 19 for Township business. This includes Township Interns as well as participants of any Township program.

# ❖ BENEFITS ❖

Group Health Insurance	10
Health and Long Term Care Insurance	10
Insurance – COBRA	10
Workers Compensation Insurance	10
Illinois Municipal Retirement Fund	11
Social Security	11

## GROUP HEALTH INSURANCE

Full-time employees (1,000 hours per year or more) are eligible for group health insurance, and may be enrolled after 30 days of employment. A portion of the employees' group insurance premiums and a portion of dependents' premiums are paid by the Township. The employee is required to make a monthly contribution to the premium as a payroll deduction. The group insurance plan and payments of premiums is reviewed and/or changed annually on authority of the Town Board of Trustees. Contact the payroll department for enrollment, details or problems regarding the current plan.

## HEALTH AND LONG TERM CARE INSURANCE

Health and Long Term Care Insurance is available through IMRF for qualified IMRF participating employees. Doyle Rowe LTD oversees several endorsed health plans that are available to IMRF retirees. They also oversee a Long Term Care Insurance program that is available for both retired and active IMRF members. Employees should call IMRF direct to talk to a LTC specialist.

## INSURANCE-COBRA

Employees leaving the Township who are covered by the Township's insurance program are eligible to continue their insurance coverage under Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) unless terminated for gross misconduct. Currently employees can continue the insurance coverage at their own expense for up to 18 months after leaving the Township. Divorced or separated spouses, retirees, and others may also be eligible under the Act.

## WORKERS' COMPENSATION INSURANCE

Workers' compensation insurance protects the employee in the event of a job-related illness or injury by providing medical and income benefits. Illinois law governs it and the Township pays the entire cost of the premiums. An employee who is injured on the job must promptly report the injury to the Supervisor or Deputy Supervisor and complete the necessary paperwork in order to receive medical care and apply for benefits as provided by law. Failure to promptly report injuries may lead to problems sustaining that the injury was work related, and may also result in disciplinary actions. Sick leave benefits are not used while receiving workers' compensation insurance.

## ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

All employees whose positions require them to work 1,000 hours or more per year must be enrolled in the Illinois Municipal Retirement Fund pension coverage plan, according to the rules and regulations of the Fund. The IMRF was created by legislation for employees of local government in Illinois.

If employment is terminated prior to being vested the employee may leave IMRF in their account to be paid at the onset of retirement or may request IMRF to refund the contributions made by the employee during their term of employment. For forms or further details on IMRF contact the payroll department.

## SOCIAL SECURITY

The Federal Social Security Act covers all employees. Social Security provides retirement, disability, and death benefits and requires the contribution of the employee and the Township.

## ❖ TIME OFF BENEFITS ❖

Holidays	13
Vacation	13
Vacation Credits	13
Vacation Increments	14
Sick Leave	14
Sick Leave Credits	14
Sick Leave Accrual	15
FMLA	15
Workers Compensation	16
Disability Leave Of Absence	16
Personal Leave Of Absence	17
Death In Family	18
Maternity/Paternity Leave	18
Jury Duty	18
Military Duty	19

## HOLIDAYS

The Township Board of Trustees approves a schedule of holidays annually. Full time employees will receive time off for holidays and will be paid proportionately, based on the number of hours normally scheduled to work each week. In order to qualify for holiday pay, an employee must work both the day before and the day after the holiday, based on the employee's normally scheduled work week, unless on vacation or previously approved time off. Holiday pay is not received if the employee is on a Leave of Absence without pay.

Part time employees do not qualify for holiday pay.

## VACATION

Full time employees qualify for paid vacation time. Vacation time may not be accumulated and carried over into the next calendar year, except in the case of a probationary employee, or by written approval of the Township Supervisor to extend vacation into the following calendar year. An employee may waive vacation time but cannot draw pay or be compensated for the time waived.

Part time employees do not qualify for vacation benefits.

The Office Manager maintains a vacation calendar and employees are requested to schedule vacations at the beginning of the year or as soon as possible. Vacation should be requested far enough in advance so as not to cause problems with the Department's workflow. Should you change your vacation plans please notify the Office Manager so the calendar can be updated. Vacations are approved on a first come/first serve basis, however, in the event of two requests submitted for the same time they will be based on seniority.

## VACATION CREDITS

Vacation credits are calculated based in a normal calendar year. The Office Manager will inform each employee at the beginning of the calendar year of the number of days the employee has credited for vacation.

Full Time employees' vacation is calculated at the rate of one day for each full month worked during the calendar year and is to be taken during the following calendar year, based on the employee's normally scheduled work week. (Example: By working all of 2016 you earn 12 days' vacation to be taken in 2017).

Probationary employees earn vacation at the rates stated above but cannot schedule vacation until successful completion of the 6-month probationary period. (Example: A new employee begins work on March 15, 2016. By working April through December, 9 days are earned in the 2016 calendar year, 6 days may be taken after the completion of the 6-month probationary period through September. The additional 3 days earned in 2016 can be taken during 2017 or all 9 days can be taken in 2017).

Should an employee request and take an unpaid leave of absence, no vacation credits are earned for the duration of the leave.

## VACATION INCREMENTS

The Office Manager will inform each employee at the beginning of the calendar year the number of days/hours the employee has been credited for vacation. Part time employees are not eligible for vacation time.

Full years of Service	Earned vacation days
1 to 6	12 days' vacation
7 to 11	17 days' vacation
12+	22 days' vacation

## SICK LEAVE

This sick leave policy applies to full time non-probationary employees. Probationary employees can earn monthly sick leave credits but cannot receive sick leave pay while on probation. Part time employees do not qualify for sick leave benefits.

Any employee who is ill must call the Office Manager within 15 minutes of their scheduled starting time. Sick leave may be used for personal illness, injury, medical or dental appointments, contagious disease that might endanger others, or serious illness or injury to employee's immediate family.

Sick leave cannot be used to extend vacation or holidays.

Abuse or excessive use of sick leave will result in disciplinary action, including termination of employment. All sick pay made to an employee due to such abuse shall be deducted from any wages due to the employee.

An employee may be required to submit written proof of illness or injury if absent for 4 or more days. A licensed physician, surgeon, dentist, or Christian Science Reader must sign this.

Employees who are unable to work for an extended period must apply for IMRF disability. Until they are approved by IMRF, the sick leave policy and call-in procedures must be followed. Otherwise the time out will be considered an unexcused absence, which may result in disciplinary action, including termination of employment. Any extended sick leave after denial by IMRF will be considered an unpaid leave of absence.

## SICK LEAVE CREDITS

The Office Manager will inform each employee at the beginning of the calendar year of the number of days/hours the employee has credited for sick leave.

Full time employees' sick leave credits are calculated at the rate of one day for each full month worked, or 12 days per year, based on the employee's normally scheduled workweek, earned in the prior calendar year and for use in the current calendar year.

## SICK LEAVE ACCRUAL

The Office Manager will inform each employee at the beginning of the calendar year the number of days/hours the employee has earned and accrued for sick leave. Sick leave accrual may be used for long-term illness or injury. Sick leave not taken will accrue and be carried forward from year to year. Sick leave credits will not accrue during any leave of absence or disability leave.

Upon retirement or resignation, the employee will receive monetary compensation for sick leave accumulated since January 1, 1990, up to a maximum of 60 days, at 50% of the employee's current rate of pay.

If terminated for disciplinary reasons, all sick leave accrued will be forfeited.

## FMLA

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are entitled to:

Twelve work weeks of leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job.

## WORKERS COMPENSATION

Most job-related injuries or disease are covered by workers' compensation. All necessary medical care and a percentage of wages lost due to such injury or disease are covered. Injured employees should be taken to the Emergency Room at Good Samaritan Hospital or Hinsdale Hospital. The hospital and doctors should be advised that costs are to be charged to Workers' Compensation (not to our regular health insurance carrier) and the bills should be mailed to the Township. Notice of an injury must be made promptly to the Supervisor or Deputy Supervisor. Notice should include the date and place that the injury occurred, a brief description of how it happened, and the exact nature of the injury. If follow-up visits are required, physicians should be advised that it is a Workers' Compensation case. An injured employee should not pay the bills, but should turn them over to the Supervisor's Office promptly for processing. It may be necessary for an employee to purchase prescription drugs up front, and then submit receipts to the Supervisor's Office for reimbursement from Workers' Compensation.

Employees who are injured on the job shall be allowed full pay for the first 3 working days of absence, without using sick leave or other benefits. Thereafter, employees may use sick leave or other benefits, unless they apply for and are granted Workers' Compensation. An employee may not receive payment from Workers' Compensation for any period already paid for by the Township; should this occur, reimbursement from the employee is required. Note: Be aware that compensation will be about 2/3 of your regular salary, taxes are deducted, and it can take a couple of weeks after the claim is filed for payment to be received.

## DISABILITY LEAVE

The sick leave policy shall apply until the employee has been approved and is on IMRF disability. For an employee on extended leave, the Township according the time continually employed as follows will pay health premiums:

Years of Service	Months of Paid Premiums
Less than 1 year	1 month
1-5 whole years	4 months
6-14 whole years	8 months
15+ whole years	12 months

Due to the time it takes for IMRF to investigate and approve the disability claim, the Township may be in a position to pay the insurance premium prior to knowledge of status. The Payroll Department, prior to the payment of the premium will notify you. You will be requested to sign a form, which will state that, if disability is not approved, and the Township has already paid the insurance premiums, the employee is responsible for reimbursement of paid premiums to the Township. Vacation or sick leave credits will not accumulate nor will holidays be paid during disability leave.

In general, employees meeting the eligibility requirements who are also receiving Township sponsored disability benefits, worker's compensation, or approved for an FMLA leave are automatically approved for a Disability Leave. Employees who meet the eligibility requirements but for some reason are not eligible for one of these other Township sponsored leaves should apply for a Disability Leave by contacting Human Resources.

Generally, a Disability Leave will end when the first of the following occurs:

- The employee is released by a physician to return to work;
- The date the disability is diagnosed as permanent (but not sooner than 6 months);
- The date the employee is awarded a Social Security benefit;
- The date the Township offers the employee a reasonable accommodation or a light duty work which recognizes restrictions established by a physician;
- The end of an 8-month (240 calendar day) absence;
- Total time away from work exceeds 365 calendar days (including non-work days) in a 36-month period;
- The date the employee ceases to follow a treatment plan established by his/her attending physician;
- The date the employee fails to comply with a Township request for an independent medical review at the Township's expense;
- The date the employee engages in any work for profit (see Human Resources for some limited exceptions to this rule);
- The date the employee fails to comply with any reasonable request from a professional third party review service employed by the Township;
- The date an employee fails to maintain regular contact with his or her Supervisor or Human Resources regarding status and any changes temporary or otherwise in their whereabouts.

If an employee does not return to work within 3 business days at the end of a disability leave, their employment will terminate as of their last day worked. An employee released to work at the end of a Disability Leave will go back to this or her former position or to a comparable position, if possible. The employee will keep credit for past service with the Township.

## PERSONAL LEAVE OF ABSENCE

An employee may be granted an unpaid leave of absence for justifiable reasons and only if the leave will not have a deleterious effect on department operations. An unpaid personal leave of absence is not to exceed 90 days.

Neither vacation or sick leave credits will accumulate nor holidays be paid during a leave of absence. For a leave of absence extended over 30 days, it is the responsibility of the employee to pay their health benefit premium. Contact the Office Manager for the premium amount and form to be completed.

The employee should contact the Supervisor or Deputy Supervisor at least two weeks prior to the expiration of the approved leave to discuss return to work. If the employee desires voluntary termination, this should be reported as soon as possible. An employee who does not return to work as scheduled at the end of the approved leave will be dismissed.

The Township will make reasonable effort, consistent with good business practices and Township needs to reinstate an employee to the same position previously occupied or to a similar position. However, the Township cannot guarantee that the employee will be reinstated to the same or similar position. If the same or similar position is not available, the Township reserves the right to offer the employee a lower-level position, the appropriate salary for such position. If this is not acceptable to the employee, the employee will be terminated.

Exemptions to this rule are employees who are granted military leave of absence. They are entitled to full reemployment rights subject to the governing federal and state laws.

### DEATH IN THE FAMILY

You will be paid for time needed to arrange and attend the funeral services of a member of your immediate family. Individual circumstances will guide the length of time provided, generally up to three (3) days.

Your immediate family is considered to be your spouse, domestic partner, civil unions, children, brothers, sisters, mother, father, mother-in-law, father-in-law, grandparents, and grandchildren.

### MATERNITY

You will be paid for up to six weeks of maternity leave. Should the employee want to take more leave, it could be taken from sick, vacation, comp time, or as an unpaid leave. Should a longer period be necessitated by health problems, medical documentation is required. An employee may file for IMRF disability if she believes it is warranted.

### JURY DUTY

Jury duty is seen as a civic duty. The Supervisor or Deputy Supervisor should be notified if an employee receives a call for jury duty. The Township may request the employee be excused in cases deemed necessary. An employee serving on jury duty will be required to report for work on days when excused from jury duty. Full time employees called for jury duty, or as a witness on behalf of federal, state, or local government shall receive regular pay and benefits.

## MILITARY LEAVE

In accordance with applicable law, a full time employee who is a member of a Reserve Component of the Armed Forces or National Guard may be granted an annual leave of absence upon being called for active duty, for training not to exceed 15 days during a calendar year. An additional 15 days may be allowed if the employee is ordered to emergency active duty. The employee will receive the difference between their normal wages and the military reserve base pay (less travel expenses and subsistence pay) for the 15-day training period and the 15-day call to duty.

In order to become eligible for payment, the employee is required to furnish military pay vouchers to the Supervisor or Deputy Supervisor as documentation.

In the event that active duty extends beyond the time frames above, the employee will be granted a leave of absence without pay until discharged from active duty.

# ❖ RULES AND CONDITIONS OF EMPLOYMENT ❖

Probation	21
Absenteeism	21
Unexcused Absence	21
Smoking	21
Drug and Alcohol Free Workplace	21-22
Workplace Standards	22
Mandated Reporting	23
Protection for Americans With Disabilities	23
Courtesy To Others	23
Harassment Prohibited	24
Complaint Procedure/Investigation Process	24
Zero Tolerance for Violence	25
Problem Resolution Policy	25
Gifts/Gratuities	25
Solicitation/Distribution	25
Work Space	26
Security	26
Patent and Copyright Agreements	26
Outside Employment	26
Professional Standards of Conduct	27
Dress Code	27
Proof of Insurance	28
Proof of Valid Drivers License	28
Criminal Background Check	28

## PROBATION

All regular employees must complete a six-month probationary period. During this time it is the employee's responsibility to become familiar with his or her job, duties and operation of the department, and its goals. Absence for any reason during the period will not be paid and any absence for 5 or more workdays will extend the probationary period by the number of days absent. During this period, as always, an employee's performance will be subject to review based on performance, ability, attitude, cooperation, and attendance record among other criteria. As always, an employee during this probationary period may be terminated with or without cause at will. At the end of the period, a determination will be made by the Department Head regarding acceptance of the employee to full employment status.

## ABSENTEEISM

It is the policy of the Township to attend to reduce absenteeism and tardiness as much as possible. Employees who develop a poor record of absenteeism or tardiness will be subject to disciplinary action. In determining the disciplinary action to be taken, the employee's entire record will be reviewed. Consideration will be given to the employee's length of service and the number of, and reasons for, absences or tardiness. If not corrected, further disciplinary action will occur, which may include suspension or termination of employment.

## UNEXCUSED ABSENCE

The absence of any employee for the employee's assigned duties, which is not authorized by specific grant or leave of absence under the terms of this personnel policy manual, shall be an unexcused absence. Any such unexcused absence shall be without pay, and will result in disciplinary action, which may include termination of employment. Three consecutive unexcused absences will be considered a voluntary quit and employment terminated.

## SMOKING

Illinois State law requires the Township to remain completely smoke free inside the building and within 15 feet from entrances, exits, and windows that open and ventilation intakes. Employees who wish to use tobacco products must adhere to these requirements

## DRUG AND ALCOHOL FREE WORKPLACE

The Downers Grove Township (the Township) intends to help provide a safe and drug-free work environment for our employees. With this goal in mind, we are establishing the following policy for existing and future employees of the Township.

The Township explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Township premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Township or on Township 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 Township's reputation.

- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Township or on Township 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 Township'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 Township, or while on Township business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Township will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Township.
- **FOR-CAUSE TESTING:** The Township may ask 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, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given a hearing to explain the circumstances prior to any final employment action becoming effective.

As a condition of employment, all employees are required to abide by the terms of this alcohol/drug use policy. They are further required to notify the Department Head of any criminal drug statute conviction for a violation occurring in the work place not later than five days after such conviction.

## WORKPLACE STANDARDS

The Township expects employees to conduct themselves in a professional and ethical manner. This section summarizes policies that cover our standards for conducting business. If you have any questions about these policies, ask your manager.

## MANDATED REPORTING

Illinois law requires that you must report when you have reasonable cause to suspect abuse or neglect. You are not required to determine whether abuse or neglect has actually occurred. In the event that you may suspect abuse, neglect or any other condition that requires a professional evaluation, it is your responsibility to report this to the appropriate party for that situation, i.e.. If something is reported to you in a school, you must contact the principal or social worker of the school and give them an accurate accounting of what was reported to you. After making this report, you must additionally make a report to the supervisor or deputy supervisor of the Township. Upon making a report it will be determined if a call is to be placed to DCFS.

## PROTECTION FOR AMERICANS WITH DISABILITIES

The Township is committed to all of the provisions of the Americans with Disabilities Act (ADA). This includes protection against discrimination due to mental or physical disability as defined in the ADA. In general, this is a disability that substantially limits the individual in one or more major life activities. It also means the Township will make reasonable accommodations to enable a qualified individual who is disabled to perform the functions of a job. The Township also will not discriminate against any otherwise qualified individual or employee on the basis of that individual's association with someone having a disability.

A "qualified individual" is defined as a person who can perform, with or without reasonable accommodation, the essential functions of the job he or she holds or has applied for. Reasonable accommodations may include making existing facilities accessible and usable, restructuring non-essential job duties, providing modified work schedules, reassigning an employee to another job, or purchasing or modifying equipment. The Township will make reasonable accommodation for an applicant or employee unless the accommodation would have an undue hardship on business operations.

## COURTESY TO OTHERS

Respect for your coworkers is an important part of teamwork and creating a good work environment. Please think about how your actions may affect others and follow these guidelines:

Help us maintain sanitary conditions; do not contribute to unacceptable conditions and report ones that you find.

Keep noise levels you can control to an appropriate level.

Illinois State law requires the Township to remain completely smoke free inside the building and within 15 feet from entrances, exits, and windows that open and ventilation intakes. Employees who wish to use tobacco products must adhere to these requirements, please refrain from use of strong scents or sprays, which a reasonable person would find offensive.

## HARRASSMENT PROHIBITED

We do not permit harassment of any type, including behavior addressing race, color, religion, sexual orientation, gender, national origin, physical or mental disability or veteran's status. Harassment includes making negative remarks or "jokes" about individuals or groups, as well as other inappropriate verbal, physical, and visual behavior.

Specific to sexual harassment, this can be defined as any unwelcome sexual advances (including repeated invitations for social activities that are turned down), requests for sexual favors, or verbal or physical conduct of a sexual nature. It is also the creation of an intimidating, hostile or offensive working environment, including telling jokes or stories with sexual content, displaying written materials with sexual terms or descriptions, displaying print materials, such as magazines or calendars, with sexual images and unwelcome touching. A hostile environment is also created if the employee believes that their job may be affected if they refuse or report unacceptable behavior.

Harassment of another employee will lead to disciplinary action, up to and including termination.

## COMPLAINT PROCEDURE/INVESTIGATION PROCESS

If you feel you have been or are being harassed in any manner, you should report the matter to your immediate supervisor, or the person your supervisor reports to. If you are uncomfortable contacting these individuals, you may report the matter to the Downers Grove Township Supervisor or any elected official. Complaints will be put in writing and thoroughly investigated. An employee who has been harassed also has the right to file a charge with the Equal Employment Opportunity Commission, the State of Illinois' Department of Human Rights and certain other local government agencies.

Upon receiving a complaint, management will promptly conduct an investigation. During the investigation, the Township will, to the extent possible, keep confidential the nature of the complaint and the employees involved. The results of the investigation will be discussed with the employees involved in separate conferences. The Township requests the full cooperation of anyone with information concerning a complaint of harassment or sexual harassment during the investigation stage.

Retaliation against any employee who makes a good faith complaint or report of harassment or who participates in the investigation of a complaint is strictly prohibited, will not be tolerated, and could lead to termination.

Any employee determined to have discriminated or harassed another employee or applicant for employment, will be subject to appropriate discipline, up to and including termination.

If we discover a claim of harassment was knowingly false or misleading or if supporting witnesses give false information, we will take corrective action up to and including immediate termination.

## ZERO TOLERANCE FOR VIOLENCE

The Township will not permit behavior that may contribute to violence in the workplace. We will take all reasonable action to protect our employees and provide a safe workplace, whether the source of potential violence is employees or others outside the Township. In addition to Township disciplinary actions regarding violence, we will involve law enforcement authorities whenever appropriate. Employee actions on Township property that will lead to immediate dismissal include:

- Using, possessing, or concealing a weapon
- Starting or instigating a physical altercation

In addition, other violent behavior such as threatening, intimidating, using abusive language, displaying an inappropriate temper or aggressive touching will lead to disciplinary action up to and including termination.

Do not ignore violent, threatening, harassing, intimidating or other disruptive behavior. If you observe or experience such behavior by anyone, report it immediately to a supervisor or manager. Threats or assaults that require immediate attention by the police should be reported to your supervisor or to police at 911.

## PROBLEM RESOLUTION POLICY

If you have any issues that you feel affect your work performance or the work environment we encourage you to discuss them with your manager. If the issue is not resolved to your satisfaction, you should request a meeting with any of the elected officials. A meeting will be arranged as soon as possible.

You may wish to discuss questions regarding benefits, payroll or personnel issues directly with the payroll department.

## GIFTS/GRATUITIES

No employee of the Township may solicit, accept or receive any gift gratuity, favor, or service from any person, individual or corporation with whom the Township does business, other than acceptance of unsolicited advertising or promotional material such as pens, pencils, calendars, or other items of nominal value. Items such as food or flowers, which may be shared with co-workers, are acceptable. Employees must report all offers, gifts, and/or gratuities to the department head.

## SOLICITATION/DISTRIBUTION

Solicitation or distribution by non-employees will not be permitted. Solicitation or distribution by employees seeking payments, contributions, memberships, signatures, funds and other similar solicitations or distribution of non-work related literature must be approved by the Township. Solicitations or distribution will not include break time or lunch periods when employees are not required to be performing their job functions.

## WORK SPACE

You will be provided a workspace and/or supplies/equipment necessary to carry out your duties. This is Township property and should be kept safe, clean and orderly. The Township is not responsible for personal items.

## SECURITY

The primary office of Downers Grove Township, located in Downers Grove, Illinois has two entrances/ exits. The primary entrance/ exit is located on the north side of the office. The secondary entrance is located on the south side of the office. Both doors remain unlocked during working hours.

Access to the office can be done from either door via key and assigned password. In your first week of employment, you will receive a key and security password from the Office Manager. You are responsible for its safekeeping. Your key and security password are not to be shared with any other individual, including other employees. If your key is lost or stolen, report it to the Office Manager immediately.

The office is equipped with an alarm system. There is an alarm panel located at both entrances. The first employee entering the space each day is responsible for disarming the alarm. The last person to leave at the end of the workday is responsible for arming the alarm.

Each employee has their own confidential personal alarm code and will be given full instruction as to the use of the panel by the Office Manager during their first week of employment. It is a violation of Township policy to share alarm codes. If you have reason to believe that any other individual knows your alarm code, including another employee, report this to the Office Manager immediately and a new code will be assigned.

Sharing or failure to report lost or stolen keys, or alarm codes is against Township policy and can result in disciplinary action. The unauthorized use of keys with malicious intent will result in immediate termination.

## PATENT AND COPYRIGHT AGREEMENTS

As a condition of employment with the Township, an employee may be required, in certain instances, to sign an agreement relating to the assignment of patents to the Township and to the assignment of rights in literary property to the Township. Refusal to sign such agreements will result in immediate dismissal. If needed, copies of agreements will be available for review by the employee.

## OUTSIDE EMPLOYMENT

The Township does not wish to make any unwarranted effort to control the personal affairs of employees. However, all employees must recognize their primary work responsibility is to the Township. Therefore, outside employment must not interfere with the employee's response to emergency calls or the necessity of overtime if required in the employee's position, and shall not place the employee in a position of conflict of interest with the Township employment. No outside employment shall be scheduled during the Township hours of operation.

## PROFESSIONAL STANDARDS OF CONDUCT

Our Township's standards for ethical conduct are so important that any employee who violates them will be subject to appropriate disciplinary action up to and including termination. In addition, if laws are broken the offender may be prosecuted. Examples of unacceptable conduct are:

- Committing a crime on Township property including gambling, the buying or selling of stolen property or the possession or sale of illegal drugs;
- Giving or receiving gifts, favors or contributions which would be considered a bribe;
- Giving out confidential Township information, including employee data, to others or using it for personal gain;
- Theft, attempted theft, destruction or sabotage of Township property or the personal property of others;
- Deliberate falsification of an employment application, medical statements of any matter, which is material to the employee's hire;
- Making false claims or misrepresentation in an attempt to obtain Township benefits, Workers' Compensation, unemployment compensation or a Township leave;
- Falsifying financial records of the Township;
- False or malicious statements concerning any employee, the Township or our business, or spreading false rumors;
- Working on behalf on any political party or election on Township premises.

This list is not considered a complete list of offenses for which employees may be disciplined; it merely contains examples of the types of conduct that are prohibited. The Township, in its sole discretion, will determine if an employee has committed an offense or an unethical act that requires discipline and, if so, the discipline to be imposed.

The Township has special policies regarding other improper conduct, such as sexual harassment, violent behavior, concealment or possession of a weapon, insubordination, unlawful actions, failure to follow work schedule, discriminatory actions or language, un-business like conduct, etc. These policies are further described in the "Termination Of Employment" section of this handbook.

## DRESS CODE

Your personal appearance is a direct reflection of the Township. Office personnel is requested to wear appropriate office attire. Employees are expected to appear for work in neat, clean clothing. Personal hygiene also affects all those who work around you. Please be courteous to your co-workers.

Acceptable office attire includes dresses, skirts, slacks, sweaters and shirts with appropriate design. Jeans of any color may be worn, but only if in good condition.

Unacceptable office attire includes shirts that have large writing or pictures across the front or back, under shirts, shorts, midriff tops, tube tops, athletic sweatshirts & sweatpants, spandex

pants, tights when worn as pants with a top or sweater only, and any clothing with holes or frayed hems.

### PROOF OF INSURANCE

All Township employee's who use a personal automobile for business purpose, must have a valid certificate of insurance on file. Upon each renewal of a personal automobile insurance policy, an updated copy of the certificate must be given to the Supervisor's office to be retained in the employee file.

### PROOF OF VALID DRIVERS LICENSE

All Township employee's who use a personal automobile for business purpose, must have a copy of a valid drivers license on file. Upon renewal of your driver's license, an updated copy must be given to the Supervisor's office to be retained in the employee file.

### CRIMINAL BACKGROUND CHECKS

All Township employees will be subject to a criminal background check as a term of employment. Information will be obtained through the Illinois State Police using the employee's social security and driver's license numbers.

# ❖ INFORMATION TECHNOLOGY ❖

Electronic and Written Communications	30
General Guidelines	30
Social Networking Sites	31
Prohibited Activities	31
Communicating with Media and Others	31
Internet Usage Policy	32
Facebook Usage Policy	33-36

## ELECTRONIC AND WRITTEN COMMUNICATIONS AND COMPUTER SYSTEMS

All Township systems and equipment are the property of the Township and provided to employees for conducting Township business, though it is recognized that on occasion such equipment and systems may be used for personal reasons. All Township communications and any use of Township information systems, which include E-mail, Internet access, media systems, and all electronic transmissions, must comply with the Township's business and ethics standards

You should consider all electronic transmissions and written communications public. Confidential information or information that needs to be protected from viewing by others should not be included in any electronic message, unless appropriately protected. The Township has the right to access and review all transmissions and written communications maintained on Township networks, equipment or property.

**Only the IT (Information Technology) Department may install, copy or remove software on Township equipment.**

### GENERAL GUIDELINES

- All Township related e-mails must be retained for a period no less than 1 year. This applies to both sent and received e-mail. Email messages older than 90 days should be stored in a separate network folder within the mail system.
- Web browsing access will be made available to all employees who demonstrate a need for such capabilities and obtain explicit approval from their supervisor. Web browsing and other Internet access should be used primarily, if not exclusively, for Township-related activity.
- Information posted or viewed on the Internet may constitute copyrighted material; infringement or other misappropriation of copyright or trademark protected material is prohibited.
- All postings placed on the Internet must adhere to all standards and policies of the Township.
- To assure the protection and integrity of the Township's investment in its work product, system-wide backups are performed. Such backups protect only the files that are present on the local computer at the time the backup is made.
- All software used on the Township system must have a current, paid license. If an employee has any non-Township software on a Township computer, the employee must provide a copy of the license for that software to the IT Department or the software will be removed.
- All software documents developed by employees while performing their jobs at the Township or while using Township equipment or software is the property of the Township.
- Additional storage needs are available through the Cloud Drive, which can be accessed with the assistance of the IT Department.

## SOCIAL NETWORKING SITES

The Township prohibits use of Social Networking sites (i.e. Facebook) without express permission of the Township IT department, and the Township Supervisor. Social media access is granted for those employees responsible for updating and monitoring the Township Facebook page and Twitter Accounts (DGT Lifeskills and DGTownship). If a specific site is approved, the IT department will provide specific guidelines for the use of that particular site.

At no time should any employee of the Township be “friends” on any social networking site, with any adolescent participant of Township programs, on a site/page that has not been set up by the Township’s IT department.

## PROHIBITED ACTIVITIES

- Using the Township Information and Communications Systems for transmitting, retrieving or storage of any communications of a discriminatory, harassing or offensive nature, chain letters, soliciting outside business ventures, or for any other inappropriate purpose;
- Sharing E-mail, network or phone-mail passwords, or providing E-mail, network or phone-mail access to others or attempt to access the E-mail, network or phone-mail of another employee without their express permission;
- Installing, removing or copying software installed by the Township for use at home or for any other purpose unless authorized by the IT Department;
- Downloading or installing application software from the Internet;
- Subscribing to an Internet site without the express approval of their Department Head and the IT Department. Subscriptions to news groups, listservs, and other mailing lists are permitted if for a business-related purpose; any other subscriptions are prohibited;
- Establishing Internet or other external network connections that could allow unauthorized persons to gain access to Township systems without approval of the senior IT position and the employees’ Department Head. These connections include establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (“FTP”) or remote control software like pcAnywhere.

## COMMUNICATING WITH MEDIA AND OTHERS

If the media or others outside the Township approach you regarding the Township, you must immediately inform them that all questions or comments must be directed to a senior manager. Do not answer their questions yourself or give your opinion on any Township matter. You may supply the name and contact information of the Township Supervisor.

## INTERNET USAGE POLICY

All Township employees should be aware that Internet activity is automatically stored. Effective immediately, no one is to access social media sites\*, blogging or "adult" websites, streaming videos or steaming music on Township computers at any time. This includes streaming music via iTunes stations, if you want to bring in a CD of music that is acceptable. Personal email checking and web browsing other than the above can be done before work, during your lunch break or after work.

**IMPORTANT: Close out of your web browsers when returning back to work.**

\*The only exception is the personnel members who monitor the Township's Facebook page and Twitter accounts (DGTLifeSkills and DGTownship).

### **Never**

- Social Media\* – Facebook, MySpace, Twitter, Chartrooms
- Adults Websites
- Blogging Websites
- Streaming Music - iTunes, Pandora, YouTube, etc.
- Streaming Video – News & Entertainment Websites, YouTube, etc

### **Before/After Work & Lunch Break**

- Personal Email Checking
- Personal Web Browsing

Wireless Internet access for mobile devices, such as iPhones, iPads, etc. will no longer be provided.

If there is continued misuse of the Internet, we will revisit this Policy and block areas of the Internet to all employees.

## FACEBOOK USAGE AND GUIDELINES

Guidelines that apply to all permitted users of the Downers Grove Township profile:

### GENERAL

1. Account username: [dgt@dgtownship.com](mailto:dgt@dgtownship.com) and password: dgtf@c3b00k
2. Do not change the account password or profile picture, please see the IT Department if any changes need to be made.
3. The email account used for DGT's profile: [dgt@dgtownship.com](mailto:dgt@dgtownship.com), is a forwarder account and will be forwarded to multiple email accounts.
4. Changes to DGT's Profile, Account or Privacy Settings need to be approved by the IT Department, Supervisor, and Attorney.
5. Avoid using DGT profile in a way that suggests any association or partnership with any political groups or religious views.
6. Don't use DGT's profile in a way that is deceptive, harmful, obscene or otherwise objectionable to DGT.
7. You may not present or feature DGT's profile containing content associated with pornography, gambling or illegal activities.

### FRIEND REQUESTS

1. The DGT profile account is set up to allow friend requests from anyone.
2. When friend requests are received, confirm the request and then add the friend to their associated group. If the user requesting the friendship is not part of a Human Services group, don't add them to a group, instead they will follow any postings on our DGT profile Wall.
3. Since the email account associated with DGT's profile is a forwarder account, multiple people will get the emails that Facebook sends out.
4. If any users start to send DGT's profile account questionable emails, please first inform the Supervisor and IT Department before deleting and blocking the user.

### PHOTOS

1. Photos added to Facebook must first have a signed release from those individual(s) in the picture. With the signed release, please note the article name or post topic in which the photo is used of the individual(s).
2. You may only tag the individuals in the photo if your have a signed release mentioned above.
3. When adding photos to the DGT profile, be sure to change the privacy settings for those pictures to Friends Only.

## POSTS

1. DGT's profile friends can see posts, whether they are part of a group or not.
2. When writing a post, please follow the guidelines in the General section of this document.
3. You may include links in your post but they need to be focus on Township or Human Services events, topic, activities, and/or articles. These posts should not be used as anyone's personal blog or status updates.
4. If you plan to attach a photo to your post, please follow the guidelines in the Photo section of this document.

## GROUPS

1. The group settings only allow users in that group to see posts, members or email sent to that group.
2. The group is considered a closed group and is by invite only.
3. The two groups set up at this point are: Peer Jury and Youth Community Foundation.
4. If another group needs to be added, please first get approval from the Supervisor and then inform the IT Department to create the group and configure settings.
5. Groups also need to follow the guidelines in the general section of this document.

## CHAT

1. The chat service that is included with DGT's profile is not to be used.
2. To disable chat, click on the Chat tab on the lower right side of your browser window, and then click Options, then Go Offline.

## GAMES

1. Games are not to be played on the DGT's profile.
2. Delete any game requests sent to DGT's profile account.

## APPLICATIONS

1. Applications should not be used on the DGT's profile.
2. Delete any application request sent to the DGT's profile account.

## NOTES

1. Notes are to be used to inform friends of the DGT's profile of information pertaining to any of the services offered at the Township.
2. Please start out all notes with either: "HS -", "SS -", or "SO -" to specify the department the note relates to.

## EVENTS

1. Events should follow the guidelines in the General section of this document.
2. Events can either be sent to a specific group or to all friends of the DGT profile.
3. If you add a photo to the event, please follow the guidelines in the Photo section of this document.
4. Pick the appropriate event settings on who can see the event and who is invited.
5. Give the event an appropriate title, which details what the event covers.

## MESSAGES

1. The DGT's profile account is setup to receive emails from friends. Please respond to those emails by following the guidelines in the General section of this document.
2. Since the DGT profile uses a forwarder account, multiple people will receive notice that a new message was received. Only one person needs to respond to a message. If you plan to respond, forward the email from facebook to [dgt@dgtownship.com](mailto:dgt@dgtownship.com) (which is the forward email, so all will receive your message) and in the body of the message say that you are responding to that message. Do the same for a message thread.

## NEWS FEEDS

1. While logged into the DGT profile account you will be able to see the News Feed, which will detail what friends of DGT are posting. Please remember you are logged into the DGT, so please follow the guidelines in the General section of this document when posting a comment.
2. On our News Feed, we can comment on any of our Posts, but Friends of DGT can't comment on our Posts.

## PRIVACY SETTINGS

### Things I Share:

Posts by me	Friends Only
Family	Only Me
Relationships	Only Me
Interested in	Only Me
Bio and favorite quotations	Friends Only
Website	Everyone
Religious and political views	Only Me
Birthday	Only Me
Places I check in to	Only Me
Include me in "People Here Now" after I check in	Disabled

## THINGS OTHERS SHARE

Photos and videos I'm tagged in	Only Me
Can comment on posts	Only Me
Suggest photos of me to friends	Disabled
Friends can post on my wall	Disabled
Can see Wall posts by friends	No One
Friends can check me in to Places	Disabled

## CONTACT INFORMATION

Address	Everyone
IM screen name	Only Me
<a href="mailto:dgt@dgtownship.com">dgt@dgtownship.com</a>	Friends Only

# ❖JOB PERFORMANCE❖

Performance Evaluations	38
Personnel Files	38

## PERFORMANCE EVALUATIONS

It is Downers Grove Township's goal to conduct annual performance reviews and progress evaluations held annually with employees as a means of fostering employee development and motivating employees to reach their potential. Management will determine the scheduling of these evaluations.

The evaluation process will provide both supervisor and employee the opportunity to discuss job tasks, identify opportunities, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting business and personal goals.

In addition to the formal performance review process, supervisors and employees are strongly encouraged to discuss job performance, goals, and objectives on an informal, regular basis.

Finally, Downers Grove Township regularly reviews compensation practices, usually on an annual basis. The timing of such reviews may vary from year to year. Such compensation reviews may coincide with a formal performance evaluation or may occur at a separate time. Compensation increases are always conditioned on the employee being in good standing and performing job duties at an acceptable level; however salary increases are not guaranteed annually or following a good performance evaluation.

## PERSONNEL FILES

The Township will maintain Employee personnel records required by law or essential to business operations. These files contain personal information on the employee, as well as a history of employment with the Township.

You may make an appointment to view your file. Any copies of your file must be made on the premises. In general, your personal information will not be released outside the Township without your written approval. Exceptions include the release of information to satisfy legal requirements, to respond to government agency requests, and to verify employment.

We must have your current address and phone number on file for a number of reasons: work scheduling, tax reporting, Township mailings, and emergencies. To keep your records up to date, contact the Office Manager within two weeks of a change in:

- Address
- Telephone number
- Marital status
- Dependents
- Emergency contact

# ❖ TERMINATION OF EMPLOYMENT ❖

Termination and Termination Procedures	40
Retirement	40
Dismissal	40
Layoff	41
Misconduct or Unacceptable Performance	41
Disciplinary Policy	41
Probation and Suspension	42

## TERMINATION AND TERMINATION PROCEDURES

Employment with the Township is normally terminated through one of the following actions.

- Resignation: Voluntary termination by the employee
- Dismissal: Involuntary termination for substandard performance or misconduct.
- Layoff: Termination due to work force reduction or position elimination
- Retirement: Voluntary termination by employee or upon request of the Township

An employee desiring to terminate employment in good standing, regardless of employee classification, is expected to give as much advance notice as possible, but not less than 10 working days. A signed and dated letter of resignation is required.

The employee may be requested to leave the Township immediately rather than work during the notice period. In this event, the employee will receive severance pay “in lieu of notice,” the maximum being two weeks of pay based upon a regular work week at the employee’s straight-time rate of salary.

All Township property and keys must be returned to the Supervisor or Deputy Supervisor before the employee’s final paycheck can be issued, at which time you are also requested to remove all of your personal belongings from the premises. Failure to remove your personal belongings will result in the disposing of such belongings after 30 days.

Any vacation not taken, accrued sick time, compensation time, and overtime not paid to date, will be included in the employee’s final paycheck, if the employee resigns or retires. If an employee is dismissed, accrued sick or vacation time, are not paid.

Any types of insurance, pension, or other benefit offered, terminate no later than the date of the work termination final pay period. Termination action follow ups are noted on the termination memo and/or personnel file.

### RETIREMENT

Each retirement will be reviewed on a case-by-case basis. This policy is subject to changes in the law.

### DISMISSAL

An employee may be discharged if his or her performance or conduct is unacceptable. Before an employee can be dismissed, notice of dismissal is given personally to the employee or may be sent to the employee by mail. If mailed, the notice shall be sent via U.S. mail and addressed to the employee’s last known address. To personally give notice or to mail the notice shall be construed as service of employment termination.

## LAYOFF

When a reduction in force is necessary or if one or more positions are eliminated, the Township will identify and notify the employee to be laid off. The employee will be given a letter describing the conditions of the layoff.

The Township may give 2 weeks notice to the laid off employee, but it reserves the right to substitute 2 weeks severance pay in lieu of notice. Severance pay being 2 weeks of pay based upon a regular workweek at the employee's straight-time rate of salary.

## MISCONDUCT OR UNACCEPTABLE PERFORMANCE

The Township expressly reserves the right to discharge "at will". In addition to a discharge "at will", the supervisor may at his or her own complete discretion, choose to process an employee pursuant to a process which includes a verbal/written reprimand, reassignment, suspension, or dismissal depending on the severity and frequency of the particular actions. Documentation regarding the problem(s) will become part of the employee's personnel record.

## DISCIPLINARY POLICY

If the Supervisor chooses to employ a disciplinary program rather than follow his/her express right to discharge "at will" then the following disciplinary policies are applicable. The Supervisor shall not be forestalled from the discharge "at will" even if some or all of the disciplinary procedures are commenced.

The Township has guidelines for acceptable work performance and conduct as well as disciplinary actions that will result if these standards are not followed. Many of the standards have been covered already in this Guide and others are noted in this section. However, this Guide cannot be written to cover every potential case; The Township will use its judgment for specific or unique cases within these general guidelines.

### Actions That May Be Subject to Immediate Termination for the First Offense

- |   |  |
|---|--|
| * Violence in the workplace   | * Possession of a weapon while at work, on Township business or at a Township sponsored event            |
| * Harassment or retaliation of any kind   | * Violation of Township ethics and conduct standards including criminal acts                             |
| * Insubordination   | * Possession of illegal drugs or alcohol at work or working under their influence; sale of drugs/alcohol |
| * Irresponsible actions that may cause damage or injury to a person.                      | * Unexplained absence from work of 3 days or more ("no call, no show")                                   |
| * Unauthorized use of Township property, credit, services, or the employment relationship | * Electioneering on Township premises  |

Actions Subject to Suspension, Probation or Final Warning for the First Offense,  
Termination for the Second Offense

- |   |   |
|---|---|
| * Failure to use reasonable care when performing duties (includes following Township rules) | * Conduct not suitable for the work environment, such as rudeness, profanity, abusive behavior and use of language or materials threatening or degrading effect (such as materials related to gender, race, age, national origin, religion, or handicaps) |
| * Abusing or damaging Township property   | * Failure to report an accident or injury that occurs at work   |

Actions Subject to Notice or Warning for the First Offense, Probation, Suspension or Final Warning  
for the Second Offense, Termination for the Third Offense

- |  |   |
|--|---|
| * Unauthorized solicitation (literature, merchandise, memberships)     | * Lack of attention to job duties   |
| * Failure to follow work schedule (such as leaving without permission) | * Reporting to work in unfit condition (including physical, mental or emotional impairment) |
| * Unauthorized smoking or eating                                       | * Poor work performance   |
| * Violation of dress and protective clothing rules                     | * Excessive absences  |

**PROBATION AND SUSPENSION**

The Township may use probation or suspension as a disciplinary measure to correct misconduct or poor performance. An employee placed on probation or suspension will be advised in writing of the actions required of him or her in order to be returned to regular status.

Employees on probation continue to perform their jobs and are eligible for paid holidays, but may be prohibited from taking paid time off except in the case of jury duty, a death of an immediate family member or illness (FMLA). If the employee performance is not satisfactory before the end of the probation period, he or she can be terminated.

Suspended employees do not report for work and are not paid.

Employees terminated due to disciplinary action cannot be rehired.

## ❖ employee acknowledgments addendums & appendix ❖

Employee Acknowledgement of Handbook	44
Human Services Addendum	45
Supervisor & Human Services-Job Descriptions	46-58
Sexual Harassment Addendum	59
Employee Acknowledgement of Addendums	63

## EMPLOYEE ACKNOWLEDGEMENT

Of Receiving and Reading the Downers Grove Township  
Employee Policy Handbook

---

I understand that:

- I have a responsibility to read this guide.
- Failure to follow the policies and procedures contained in this guide may result in disciplinary action up to and including termination.
- This guide is provided to me for informational purposes only and replaces all former employee handbooks.
- Particular situations may be governed by specific provisions of a policy of Township procedure not included in this booklet, by benefit plan documents, or by legal documents or other written materials.
- The Township will use its judgment in the fair and consistent interpretation of these policies and procedures.
- The provisions of this guide do not establish contractual rights between Downers Grove Township and its employees. This guide is not a contract. Therefore, neither The Township nor its employees are committed to an employment relationship for a period of time, and either party can end the relationship at any time.

---

Employee Name

---

Date signed

---

Employee Signature

## **HUMAN SERVICES ADDENDUM**

### **YOUTH LIFE SKILLS EMPLOYEES**

Daily hours of operation and work schedule(s) are directly dependent on position requirements and may vary by season or work site. Each employee is expected to know their schedule, and to be present and actively at work during those hours.

All full time salaried Youth Life Skills (YLS) employees are required to work a minimum of a 35-hour workweek. Full time salaried YLS employees must be in the Township Office during any hours they are not approved to be at an approved site.

Full time and seasonal YLS employees must provide calendar updates to the office manager with the location of their work assignment, a contact name, start and end times as well as a phone number for their work location and if applicable a cell phone number.

If the employee cannot fulfill the work schedule request, he or she must immediately notify the supervisor directly.

### **FLEX TIME**

An employee should utilize Flex Time as the preferred method of fulfilling the 35-hour workweek. For example, if an employee has a 2-hour evening event, that employee should plan to work 5-hours during that day. In this event, the employee would not receive comp time.

Downers Grove  
Township  
Supervisor and  
Human Services

Job Descriptions

Employee Policy  
Handbook  
Addendum

FY 20/21

**TABLE OF CONTENTS**

## **Supervisor & Human Services Job Descriptions**

### **Department Responsibilities & Job Descriptions**

- Executive Administrator 48-50
- Deputy Supervisor, Deputy Clerk, Accounting & Budgeting 51
- Assistant to Deputy Supervisor and Board Appointed Clerk 52
- Office Coordinator/Purchasing/Senior Citizens back up,  
Notary, Passport Agent 53
- Director of General Assistance 54
- Coordinator, Senior Citizens Program 55
- Prevention and Life Skills Coordinator 58
- Life Skills Teacher 59

## **Executive Administrator**

### **GENERAL PURPOSE:**

Assists supervisor in the oversight of Township daily operations and all business conducted by Township employees

### **SUPERVISION RECEIVED:**

Reports directly to Township Supervisor.

### **SUPERVISION EXERCISED:**

Direct supervision of all general office personnel and managers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for identifying and analyzing any and all problems and/or successes of current Township policies and procedures.

Make recommendations to supervisor for any changes deemed necessary in order to improve efficiency of any/all departments and/or employees.

Assists Township Supervisor in development and implementation of short, medium, and long range goals including but not limited to updating and improving Township policies and procedures.

### **PERIPHERAL DUTIES;**

Assists Supervisor in planning and development of any special projects on an as needed basis, including but not limited to updating and improving the security and safety of the citizens and employees of Downers Grove Township.

Attend seminars and workshops related to administrative duties and responsibilities. Prepare correspondence; make reservations and travel arrangements for meetings, seminars and conventions.

### **DESIRES MINIMUM QUALIFICATIONS;**

Education and Experience:

- (A) Bachelor's degree in business administration or a closely related field.
- (B) Any equivalent combination of education and progressively responsible experience  
necessary knowledge, skills and abilities:
  - (A) Working knowledge of the principles and practices of modern business administration.
  - (B) Ability to establish and maintain effective working relationships with employees, officials and the public.
  - (C) Ability to communicate effectively verbally and in writing.
  - (D) Working knowledge of computers and electronics data processing.
  - (E) Accounting and payroll responsibilities

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 lbs.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but may be moderately noisy.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**DAY-TO-DAY OPERATIONS:**

Direct supervision of personnel and managers of administration, maintenance, senior services, general assistance and transportation and their subordinates including employees, interns and volunteers.

Review and evaluation of employee, intern and volunteer performance, Inspection and evaluation of physical condition Township Property.

Employee benefits representative.

Assist Supervisor in establishing criteria for comparison of bids, quotes and estimates submitted to Township by all vendors.

**PUBLIC RELATIONS;**

Field all inquiries and complaints from citizens related to supervisor's office.  
Coordinates Board meetings  
Coordinates Township Open House Event

**LONG RANGE PLANNING:**

Responsible for creating Administrative Procedure Manual  
Updating Employee Policy Manual  
Revising Job Descriptions  
Refining Organizational Charts

**TOWNSHIP LIAISON TO AGENCIES INCLUDING BUT NOT LIMITED TO:**

Blue Cross/Blue Shield  
Guardian Dental  
DuPage County Clerk  
DuPage County Treasurer  
DuPage County Sheriff's Office  
DuPage County Zoning Department  
DuPage Election Commission  
DuPage Office of Emergency Management  
DuPage Public Works Mutual Aid Steering Committee  
DuPage Senior Citizens Council  
Illinois Municipal Retirement Fund  
Illinois State Department of Employment Security  
Illinois State Treasurer

**TOWNSHIP LIAISON TO AGENCIES INCLUDING BUT NOT LIMITED TO  
(CONTINUED):**

TOIRMA Insurance  
Township Banks  
Township Auditors  
Township Legal Counsel  
United State Postal Service  
State of Illinois – Dept. of Human Services (grant)

This list is neither complete nor comprehensive. Additional duties and responsibilities continue to evolve as a result of ongoing efforts to expand and enhance Township programs and services.

## **Executive Administrator, Accounting & Budgeting**

- Balance and maintain Township and Highway funds, reconcile these funds on a monthly basis with ledgers on township accounting computer
- File reports accordingly during year (payroll taxes, IMRF, Dept. of Human Services, Board monthly reports)
- Handle phone calls and direct inquiries
- Notary
- Assist as instructed by Clerk
- Responsible for deposits to banks for township funds and electronically transfer monies according to the demand within township accounts
- Passport agent for Downers Grove Township
- Voter registration
- Produce preliminary reports as needed, insurance, levy, budgets.
- Personal Property Replacement Tax allocation letters and pay outs during year for Highway
- Work with highway department during year on annual budget & levy/payroll information and bills
- Account for highway wages for workman's compensation yearly audit
- Maintain health insurance enrollment, discontinuation and cobra
- Coordinate Township levy with supervisor and clerk
- Issue checks for highway escrow account (permits)
- Enter and produce checks for presentation at board meetings for all township funds
- Compile and produce letters and correspondence as directed by Supervisor
- Reports for TOIRMA during year on payroll for workman's compensation, liability and auto insurance for township coverage
- Assist with basic functions General Assistance
- Assist with Supervisor
- File bills and maintain files
- Payroll, direct deposit and tax distribution for payroll
- Monthly expense report for board
- DHS financial accounting reports and budgeting
- FOIA officer
- Oversee maintenance on township building
- Assist and prepare information for township yearly audit
- Respond to corporate tax objections and formulate response with account backup
- Township accounting program proficient
- Assist with RTA and Dial-A-Ride applications and reports
- Check and apply account numbers to invoices for township
- Report wages, reports and personal information to IMRF
- Reports Federal, State and Unemployment according to payrolls
- Safety committee for Township building and employees
- Various duties as needed

## **Assistant to Human Services and Board Appointed Deputy Clerk**

Heavy Part-Time (2-3 7-hour days per week)

- Answer phones and route callers to proper personnel for answers.
- Assist visitors to the Township, giving information needed and/or directing them to proper personnel to assist them.
- Sort and distribute Township mail to proper recipients.
- Maintain ledger books for the following funds: Township General Fund, Road & Bridge, Road & Bridge Escrow, General Assistance, Road & Bridge IMRF, Township IMRF, Road & Bridge Social Security, and Road & Bridge Insurance.
- Review and balance all monthly bank statements for the above-named funds.
- Compose vouchers for General Fund monthly invoices, and issue checks for the payment of same. Enter bills for payment in Accounting system for all departments, and prepare same for review by Board.
- Complete deposit slips for above-named accounts and make bi-monthly deposits at proper banks.
- Assist Deputy Supervisor and Township Clerk in the preparation for monthly Board meetings, including assembly of agenda items and other materials to be reviewed by Board members, and setting up Board room.
- Handle requests for passports, including preparation of form, photography, administering oath to applicants, collection of fees, and processing application for transmittal to U.S. Department of State.
- Handle requests for Reduced Fare RTA Cards, including preparation of form, photograph, and collection of fee.
- Assist Office Coordinator in overflow jobs. Act in Office Coordinator stead when she is absent from the office, including accepting Dial-A-Ride applications, making SMS appointments, and checking voicemail messages.
- Research and prepare reports concerning subjects assigned by Deputy Supervisor.
- Participate in any and all extracurricular training deemed necessary by supervisors.
- Assist Senior Services Coordinator by interviewing clients for participation in the State of Illinois Benefit Access Program, process said applications, and shepherd through the application process to completion.
- Assist Township Clerk in the preparation for monthly Board meetings, including assembly of agenda items and other materials to be reviewed by Board members, and setting up Board room.
- Assist Township Clerk in any FOIA requests.
- Act in Township Clerk's stead, if she is absent from any Township Board Meeting, by recording minutes of meeting.

## **Office Coordinator/Purchasing/Senior Citizens back up, Notary, Passport Agent**

- Serve as the main receptionist for the office, answering incoming calls and greeting people who walk in to the office, finding out who or what is wanted, directing them to the appropriate personnel, or handling the request directly if possible.
- Contact person for transportation, regarding RTA cards, including walk in' for RTA cards also called free ride cards for seniors, and people with disabilities. Responsible for handling phone contact for dial a ride, computer entry. Email information to dispatchers on a weekly basis. Attend Pace meetings, main communicator between the dispatchers and the Township.
- Keep employee information current, plus general information lists.
- SMS registrations, class lists, completion letters, etc including packets.
- Back-up for Senior Citizen Coordinator when she is unavailable. Attend Senior Citizens Committee meetings.
- Check and update calendar, keep a record of sick days and vacation days, time cards for the Human Services Personnel.
- Work cooperatively with other personnel on general tasks and special Division-wide activities, and occasionally assist in other program areas when available and needed.
- Passport Agent & Notary.
- Back up for LIHeap program & Benefit Access Program.
- Coordinate general communication among Division personnel including ordering and storing of office supplies, business cards.
- Responsible for all money receipts in the Human Services Dept.
- Responsible for copy machine operation, including supplies & ordering of paper, Handle all repair calls.
- Responsible for mail machine operation, including supplies, repair calls, inputting money.
- Responsible for purchase orders in Human Services, voucher requests for payment of bills.
- Sort & distribute mail. Help with mailings and correspondence as requested by personnel.
- Make sure senior centers, libraries; appropriate facilities with current dial ride brochures.
- Be a knowledgeable general information and referral resource for Township personnel, other human service workers, community leaders, and the public.

*Note: These duties are currently shared.  
The position did not warrant filling since retirement of this employee.*

## **Director of General Assistance**

## **Responsibilities:**

### **General Assistance**

Case Management for client's pending SSD, SSI, or out of work. Prepare files and check documentation to verify it is up to date. Contact attorneys, Public Aid unemployment, Social Security. Draw checks and set appointments for upcoming months. General Assistance is administered until client is approved for one of the above.

### **Emergency Assistance**

Clients must have a referral from Public Aid and must meet deadlines. Check all documentation, talk to landlords to verify five-day notice. Issue voucher for food, gas, or elect with a disconnect notice. Assistance is only once in twelve months for Emergency General Assistance

### **LIHEAP**

Intake site for client's with assistance for gas and electric bills. Complete application and make copies of all documentation. If more information is needed, a document request form is given to the client to mail back to DuPage County.

### **Oak Hill/Oak Crest Cemeteries**

Curator for both cemeteries. Coordinate burials with funeral home and families. Internment of ashes and sell plots.

### **Lawn Inspection at Cemeteries**

Inspect cemetery locations to verify maintenance of grounds is kept up. If not, notify owner of plot maintenance and if not maintained, hire a company to cut the property and send an invoice to the owner. If not paid, file a lien in DuPage County.

Assist with passports and voters registrations.

Maintain office supplies and additional supplies when necessary. Attend to miscellaneous repairs around the office.

## **Coordinator, Senior Citizens Program**

The Coordinator provides timely information, assistance and resource referral to senior citizens residing within the Township of Downers Grove. The Coordinator's activities require an average of four full days a week.

The Coordinator investigates and utilizes multiple avenues for this purpose including: Township website, newsletters, flyers and/or pamphlets, newspaper articles, local television programs and social media (when deemed appropriate). The coordinator collaborates and coordinates with various businesses, groups or agencies who support senior citizen programs, resources and services.

The Coordinator assists the Township Senior Advisory Committee in administrative duties attendant to the investigation of the availability of senior citizens' services and programs within the township.

*The Senior Citizens Advisory Committee was established in May, 1983, by the Township Board of Trustees. It consists of nine volunteers who reside in different parts of the Township and serve as the "eyes and ears" of senior citizens in our Township. The committee investigates the ability of elderly persons to maintain their self-sufficiency and personal well-being within programs currently available. If unmet needs are demonstrated, the committee lets the Township Board know what services are needed.*

The Coordinator acts as liaison to the Friends for Downers Grove Township Seniors (FFDGTS) not-for-profit, which supports the recommendations and efforts of the Senior Advisory committee through funding and outreach.

### **Current Township Programs and Services include:**

1. **Registration for Dial-A-Ride** Township sponsored transportation program with PACE serving senior citizens 65+, and disabled persons of any age.
2. **Publication of Banner News**, an informative newsletter, currently mailed annually to households of senior citizens within our township.
3. **Production/Host of "Vintage Times"**, a monthly cable television program which presents experts who discuss issues of interest to older persons. The programs are shown during an entire month on channel 6 in Downers Grove, and during the following month on Comcast channel 19, shown in 29 communities. Tapes are available for loan at public libraries (within the township) the Township office and Township website.

4. **Safety and Crime Prevention Programs:** We are active members of the Township's S.A.L.T. Council, a consortium of public safety agencies and community groups who work together to promote the safety of seniors. The File of Life, Home Inspection for Seniors, Annual Car Care Clinic and AARP Safe Driving Class are some examples of this collaboration.
5. **Information and Referral Service:** by phone, email and at the office
6. **Research/Write Articles:** Gather and share timely, pertinent and vital information of interest with Township Seniors and their families.
7. **Assistance with Form Completion:**
  - **Regional Transit Authority (RTA) Reduced-Fare Card** Senior citizens 65+ can apply for this card with a driver's license or State ID and qualified picture (Township- \$3)
  - **Benefit Access Program** Low-Income seniors 65+ or disabled can apply for license plate discounts and Ride Free (RTA) cards
  - **Advanced Directive Forms** Available at the Township office
8. **Community "Networking":** Participation in meetings with various community organizations on matters of concern to senior citizens.

## **Prevention and Life Skills Coordinator**

### **High School Support:**

- Responsible for the development, implementation, and evaluation of Township Human Services Prevention programs.
- Program Coordinator for the Peer Led Life Skills Program which supports township middle school students.
- Support District 99, District 86 and District 201 with prevention and mental health programming/activities when requested
- Provide prevention support to Guidance Counselors, Social Workers, Student Assistance Program Coordinators on prevention based programs, activities and SEL workshops
- Collaborate with District 99's staff with Operation Snowball Programs. Includes director meetings, trainings with student leaders and the retreat weekends.
- Administer District 99, District 58, District 66 and District 68's Operation Snowflake Program.
- Attend community programs/groups/coalitions relevant to job responsibilities.

### **Life Skills Teaching:**

- Develop, implement, and teach life skills curriculum for grades fourth through eighth in the Township elementary, middle and junior high schools.
- Remain current on research and statistics related to child and adolescent development, social and emotional intelligence and all life skills topics taught in our programs.
- Work with Life Skills Education Coordinator to maintain and update life skills curricula with current research.
- Participate in events held within the Township boundaries on an as needed basis.
- Be knowledgeable in general human services information and act as a referral source on prevention topics for human service workers, community leaders and the public.

### **Other Township Responsibilities:**

- Coordinate the Township's Security Team
- Run errands when requested by Supervisor and Deputy Supervisor
- Miscellaneous work when requested

### **Qualifications:**

- \* Bachelors degree
- \* If non-degreed, minimum of two years' experience in prevention or related field.
- \* Previous experience in substance abuse/violence prevention and/or community development desirable.
- \* Automobile needed
- \* Strong communication skills
- \* Autonomous and well organized

## **Life Skills Teacher**

Under the supervision of the Township Supervisor, the Life Skills teacher focuses on the topic of Empathy and Anti-Bullying as well as the prevention of alcohol, tobacco, and other drug abuse through a life skills program that targets youth in grades 4<sup>th</sup> – 8<sup>th</sup>. Downers Grove Township includes several communities and provides life skills programs to numerous elementary, middle school and junior high schools.

### **Responsibilities:**

- ◆ Develop, implement, and teach life skills curriculum for grades fourth through eighth in the Township elementary, middle and junior high schools.
- ◆ Remain current on research and statistics related to child and adolescent development, social and emotional intelligence and all life skills topics taught in our programs.
- ◆ Work with Life Skills Education Coordinator to maintain and update life skills curricula with current research.
- ◆ Participate in events held within the Township boundaries on an as needed basis.
- ◆ Be knowledgeable in general human services information and act as a referral source on prevention topics for human service workers, community leaders and the public.

### **Qualifications:**

- \* Bachelors degree in teaching, child development or related field.
- \* If non-degreed, minimum of two years' experience in teaching, child development or related field.
- \* Understand and support the philosophy and basic concepts of community-based prevention.
- \* Self-Motivated and creative
- \* Strong communication skills
- \* Autonomous and well organized
- \* Ability to work independently and within a team
- \* Automobile needed

**Addendum**  
**DOWNERS GROVE TOWNSHIP**  
**POLICY PROHIBITING SEXUAL HARASSMENT**

**SECTION I: Definitions.**

- A. "Employee" means a person employed by the Downers Grove Township, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
- B. "Employer" means the Downers Grove Township.
- C. "Officer" means a person who holds, by election or appointment, an office in Downers Grove Township, regardless of whether the officer is compensated for service in his or her official capacity.
- D. "Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors or any 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 the basis for employment decisions affecting such individual; or
  - 3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- E. "Working environment" is not limited to a physical location an employee is assigned to perform his or her duties.

**SECTION II: Prohibition on Sexual Harassment.**

- A. Each Employee and officer of Employer has the responsibility to refrain from sexual harassment in the workplace and is prohibited from engaging in conduct that constitutes sexual harassment.
- B. Conduct which may constitute sexual harassment includes:
  - 1. Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
  - 2. Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
  - 3. Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
  - 4. Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
  - 5. Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).
- C. The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtler and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

### **SECTION III: Reporting an Allegation of Sexual Harassment**

- A. An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee and her/his supervisor.
- B. It is not necessary for sexual harassment to be directed at the person making a complaint.
- C. During the occurrence of an incident of sexual harassment or following reporting, the Employer may document or record each incident. (what was said or done, the date, the time, and the place). Additionally, the Employer may collect and/or compile related written records such as letters, notes, memos, electronic messages, and telephone messages.
- D. All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the Employer. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.
- E. Proper methods of reporting conduct believed to be sexual harassment include the following:
  - 1. Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
  - 2. Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor. If the harasser is the immediate supervisor; the problem should be reported to the next level of supervision, or to the Township Supervisor.
  - 3. Formal Written Complaint. An employee may also report incidents of sexual harassment directly to the Township Supervisor. The Township Supervisor will counsel the reporting employee and be available to assist with filing a formal complaint. The Employer will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.
  - 4. Resolution Outside Employer. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.
- F. All reports shall be received and handled as confidential to the extent permitted by law and subject to any disclosure requirements pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*).
- G. The employee experiencing what he or she believes to be sexual harassment must not assume that the Employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the Employer will not be presumed to have knowledge of the harassment.

#### **SECTION IV: Prohibition Against Retaliation for Reporting Sexual Harassment**

- A. An Employee shall not be retaliated against by the Employer or the Employees or Officers of the Employer due to the Employee's:
  - 1. Disclosure or threatened disclosure of any violation of this policy,
  - 2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
  - 3. Assistance or participation in a proceeding to enforce the provisions of this policy.
- B. No individual making a report will be retaliated against even if a report made in good faith is not substantiated.
- C. The Employer will take reasonable steps to protect from retaliation any Employee or Officer who is a witness.
- D. Supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.
- E. Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:
  - 1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
  - 2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
  - 3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.
- F. Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).
- G. According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.
- H. An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

## **SECTION V: Consequences**

- A. In addition to any and all other discipline that may be applicable pursuant to the Employer's policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Employer and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the Employer shall be separate and distinct from any penalty imposed by any ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.
- B. False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. A false and frivolous charge is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable township policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.
- C. Any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

## **SECTION VI. Severability.**

It is the intention of the Board of Trustees that this policy and every provision thereof shall be considered separable, and the invalidity of any section, clause, or provision of this policy shall not affect the validity of any other portion of this policy.

### **Addendum DOWNERS GROVE TOWNSHIP SEXUAL HARASSMENT TRAINING**

Effective January 1, 2020 the Illinois Transparency Act now requires all employers in Illinois to provide annual training on Sexual Harassment prevention. The Illinois Department of Human Rights has been directed by the Act to develop training that will be freely available to employers and will meet the requirements of the law. Unfortunately, as of early January, that training has not yet been released.

# EMPLOYEE ACKNOWLEDGEMENT

## Of Receiving and Reading the Downers Grove Township Employee Guide Addendums

### ADDENDUMS:

- Human Services Addendum (including Job Descriptions)
- Supervisors Addendum (including Job Descriptions)
- Sexual Harassment Addendum

I understand that:

- I have a responsibility to read the guide, and the addendums to this guide.
- Failure to follow the policies and procedures contained in this guide may result in disciplinary action up to and including termination.
- This guide is provided to me for informational purposes only and replaces all former employee handbooks.
- Particular situations may be governed by specific provisions of a policy of Township procedure not included in this booklet, by benefit plan documents, or by legal documents or other written materials.
- The Township will use its judgment in the fair and consistent interpretation of these policies and procedures.
- The provisions of this guide do not establish contractual rights between Downers Grove Township and its employees. This guide is not a contract. Therefore, neither The Township nor its employees are committed to an employment relationship for a period of time, and either party can end the relationship at any time.

---

Employee Name

---

Date signed

---

Employee Signature