



EMPLOYEE HANDBOOK

2020

TABLE OF CONTENTS

INTRODUCTION	1
MISSION STATEMENT	1
CODE OF CONDUCT.....	2
SECTION 1 – GENERAL	
101 AT-WILL EMPLOYMENT.....	3
102 PURPOSE AND SCOPE OF EMPLOYMENT.....	3
103 EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION	3
104 AMERICANS WITH DISABILITIES ACT (ADA/ADAAA)	4
105 PREGNANCY DISCRIMINATION	6
106 NURSING MOTHERS POLICY.....	6
SECTION 2 – EMPLOYMENT AND RECORDS	
201 STATEMENT OF CONFIDENTIALITY	8
202 EMPLOYMENT CATEGORIES.....	8
203 PERSONNEL FILES.....	9
204 PERSONNEL DATA CHANGES	9
205 EMPLOYMENT APPLICATIONS	9
206 APPLICATIONS FOR POLICE OFFICER AND FIREFIGHTER.....	10
207 QUALIFICATIONS FOR EMPLOYMENT	10
208 RESIDENCY	10
209 DRIVER’S LICENSE.....	10
210 MEDICAL EXAMS, PRE-EMPLOYMENT, OTHER	10
211 EMPLOYEE REFERENCE CHECKS.....	11
212 PROBATIONARY PERIOD	11
213 RELATIONSHIPS AND FRATERNIZATION IN THE WORKPLACE	11
214 CONFLICTS OF INTEREST	12
215 OUTSIDE EMPLOYMENT AND BUSINESS INTERESTS.....	13
216 JOB DESCRIPTIONS.....	13
217 TRAINING SESSIONS.....	13
218 JOB ABANDONMENT.....	14
219 RESIGNATION / RETIREMENT.....	14
220 EXIT INTERVIEW	14
221 RETURN OF CITY PROPERTY	14
222 WORKPLACE SEARCHES	14
SECTION 3 – PAYROLL	
301 PAYDAYS.....	15
302 HOURS OF WORK	15
303 BREAK PERIODS.....	15
304 MEAL PERIODS	15
305 OVERTIME	15
306 PAYROLL DEDUCTIONS.....	15
307 GARNISHMENTS.....	16

SECTION 4 – BENEFIT PROGRAMS

401 EMPLOYEE BENEFITS17
402 HOLIDAYS17
403 VACATION BENEFITS18
404 SICK AND UNRESTRICTED LEAVE.....18
405 MAJOR ILLNESS LEAVE20
406 MEDICAL AND DENTAL INSURANCE.....21
407 BENEFITS CONTINUATION (COBRA).....21
408 LIFE INSURANCE21
409 RETIREMENT PLAN21
410 EMPLOYEE ASSISTANCE PROGRAM (EAP).....22
411 WORKER’S COMPENSATION22

SECTION 5 – LEAVE AND APPROVED ABSENCES

501 EXTENDED LEAVE OF ABSENCE POLICIES.....23
 FAMILY MEDICAL LEAVE OF ABSENCE (FMLA)23
 VICTIM’S ECONOMIC SECURITY AND SAFETY ACT (VESSA)26
 MILITARY LEAVE26
 PERSONAL LEAVE.....27
502 BEREAVEMENT28
503 COURT APPEARANCES.....29
504 JURY DUTY.....29
505 BLOOD DONATIONS29

SECTION 6 – PROFESSIONAL CONDUCT & WORKPLACE INFORMATION

601 EMPLOYEE CONDUCT AND WORK RULES31
602 ATTENDANCE AND PUNCTUALITY32
603 DRESS CODE / PERSONAL APPEARANCE32
604 ANTI-HARASSMENT.....33
605 SEXUAL HARASSMENT34
606 BULLYING38
607 WORKPLACE VIOLENCE39
608 INSUBORDINATION40
609 DISCIPLINE.....40
610 PROBLEM RESOLUTION.....41
611 SMOKE-FREE AND SMOKELESS TOBACCO42
612 EMPLOYEE PARKING42

SECTION 7 – SAFETY

701 SAFETY.....43
702 ON JOB INJURIES43
703 RETURN TO WORK44
704 TEMPORARY LIGHT-DUTY ASSIGNMENT44
705 CITY VEHICLES47
706 VEHICLE OPERATIONS AND DRIVER SAFETY48
707 VEHICLE ACCIDENTS.....48
708 VEHICLE MAINTENANCE48
709 GPS MONITORING OF EMPLOYER VEHICLES49

710 DRUG AND ALCOHOL TESTING49

SECTION 8 - TECHNOLOGY

801 IDENTIFICATION BADGE.....59
802 GLOBAL POSITIONING SYSTEM (GPS) TRACKING59
803 TELEPHONE AND CELL PHONE USAGE60
804 INTERNET AND EMAIL USAGE61
805 SOFTWARE INSTALLATION63
806 SOCIAL MEDIA.....64

SECTION 9 - MISCELLANEOUS

901 FREEDOM OF INFORMATION ACT (FOIA)66
902 POLITICAL ACTIVITIES.....66
903 MEDIA REQUEST FOR INFORMATION66
904 PRESS RELEASES66
905 FUNDRAISING.....67
906 GIFTS AND GRATUITIES68
907 BUSINESS TRAVEL EXPENSES68
908 MISCELLANEOUS REIMBURSEMENTS70

INTRODUCTION

This handbook is designed to provide employees with information about working conditions, employee benefits, and some of the policies affecting employment with the City of Quincy. Employees are expected to read, understand, and comply with all provisions of the handbook. It describes many responsibilities as an employee and outlines the programs developed by the City to benefit employees. One of the City's objectives is to provide a work environment that is conducive to both personal and professional growth. The relationship between the employee and the City of Quincy is at will and is not contractual in nature, meaning that either the employee or the City may terminate the employment relationship at any time, with or without notice, for any lawful reason.

No employee handbook can anticipate every circumstance or question about policy. This handbook contains general information and guidelines. It is not intended to be comprehensive or to address all possible applications of or exceptions to the Administrative Provisions of the Personnel Code (Chapter 42 of the Municipal Code of the City of Quincy). As the City of Quincy continues to grow, new circumstances may arise and the City reserves the right to revise, supplement, or rescind policies or portions of the handbook as it deems appropriate, at its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

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

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

Any questions or concerns regarding the policies in this handbook should be directed to the Department of Human Resources at (217)221-3673 or via email at humanresources@quincyl.gov.

MISSION STATEMENT

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

CODE OF CONDUCT

City of Quincy employees treat their employment as a public trust, only using the powers and resources of public sector employment to advance public interests, and not to attain personal benefits or pursue any other private interest incompatible with the public good.

In treating public sector employment as a public trust, City of Quincy employees diligently and in good faith pursue the public interest to the best of their ability and act so as to ensure the reality and perception that government is conducted according to the highest principles of democracy, and is, therefore, worthy of respect, trust and support.

Avoiding Impropriety

City of Quincy employees maintain public trust in government by avoiding acts which place personal or private interests above pursuit of the public interest and by avoiding conduct which tends to undermine public trust by creating the perception that a government position has been used improperly.

Providing Quality Service

City of Quincy employees provide service to the public that is timely, competent, fair, efficient and effective and:

- Are sensitive and responsive to the needs, wishes and rights of the public while respecting the legal and constitutional framework within which service to the public is provided.
- Ensure that citizens receive an equitable level of service through the major service delivery channels, regardless of social, demographic, geographic or technological circumstances.
- Promote citizen-centered service by collaborating across departmental and governmental boundaries and with the private and not-for-profit sectors.

Working with Integrity

City of Quincy employees act honestly, fairly and openly; they honor their commitments and:

- Act in a manner that will bear the closest public scrutiny, an obligation that is not fully discharged by simply acting within the law.
- Fulfill their official duties honestly and faithfully and uphold both the letter and the spirit of the law.
- Disclose and resolve any real or apparent conflicts between their personal or private interests and their official duties.

Showing Respect

City employees treat one another and all citizens with respect by ensuring fairness, supporting diversity, valuing workplace safety and wellness, and ensuring that the workplace is free from discrimination and harassment and:

- Keep dealings with colleagues and citizens fair, equitable, impartial, consistent and transparent.
- Value diversity within public service and within the communities they serve.
- Value a workplace that is free from harassment and discrimination and one that promotes safety and wellness, including an appropriate work-life balance.

SECTION 1 – GENERAL

101 AT-WILL EMPLOYMENT

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

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

102 PURPOSE AND SCOPE OF EMPLOYMENT

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

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

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

103 EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION

The City of Quincy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction in workforce and termination, rates of pay or other forms of compensation, and selection for training.

As part of the equal employment opportunity policy, the City of Quincy will also take affirmative action as called for by applicable laws to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance

review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; or (3) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the City to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

104 AMERICANS WITH DISABILITIES ACT (ADA/ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA), are federal laws that require the City to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the City not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedures:

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the City. Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. Employees may be required to provide medical documentation establishing the need for an accommodation or specific job related restrictions, and the estimated length of time for which the accommodation is needed. On receipt of an accommodation request, the Director of Human Resources or his designee will meet with the employee to discuss and identify the precise limitations and the potential reasonable accommodations available.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The City will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of their right to appeal the decision to the Director of Administrative Services.

All employees are required to comply with the City's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the City ADA policy.

The Human Resource Department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

As used in this ADA policy, the following terms have the indicated meaning:

- Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such impairment.
- Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine. Also covered are any mental or physiological disorders, such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disabilities.
- Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
- Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when the risk cannot be eliminated by reasonable accommodation.
- Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - The nature and cost of the accommodation.

- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer.
- The type of operations of the City. This includes composition, safety, structure and functions of the workforce, and the administrative or fiscal relationship of the particular department involved in making the accommodation of the operation of the City.
- Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

105 PREGNANCY DISCRIMINATION

The City of Quincy prohibits discrimination against anyone on the basis of pregnancy. The City will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, and/or opportunities.

No person or employee, no matter his or her title or position, has the authority, whether express, actual, apparent, or implied to discriminate against a pregnant employee or applicant. The City of Quincy will not deny or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions – the employee's ability to satisfactorily perform the essential duties of the job in question.

Employees who believe they need a reasonable accommodation to perform the essential functions of their job as a result of pregnancy or childbirth should contact the Human Resources Department. Employees may be required to provide medical documentation establishing the need for an accommodation or specific job related restrictions, and the estimated length of time for which the accommodation is needed. On receipt of an accommodation request, the Director of Human Resources or his designee will meet with the employee to discuss and identify the precise limitations and the potential reasonable accommodations available.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The City will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of their right to appeal the decision to the Director of Administrative Services.

If an employee has a question, complaint, or problem related to pregnancy discrimination, they should contact the Human Resources Department.

106 NURSING MOTHERS POLICY

The City of Quincy will provide a "reasonable break time for an employee to express breast milk for her nursing child for one (1) year after the child's birth each time the employee has the need to express the milk." This is pursuant to the Patient Protection and Affordable Care Act (PPACA) and 820 ILCS 260/1 et

seq. The City will provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, in reasonable proximity to the work area of the employee, which may be used by the employee to express breast milk.

Please contact the Human Resources Department for additional details.

SECTION 2 – EMPLOYMENT AND RECORDS

201 STATEMENT OF CONFIDENTIALITY

It is the responsibility of every employee, volunteer, intern, and vendor to maintain the confidentiality of City information. This includes, but is not limited to, City records, documents, notes, files, oral information, computer files or similar materials. These items may not be removed from the City's premises without permission from the Mayor, or where required for a business purpose or protected by the Freedom of Information Act (FOIA).

Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the City. Employees who are unsure about the confidential nature of specific information or regarding the release of information should ask their Department Head or his designee for clarification.

Employees are required to handle such information in a confidential manner at all times during and after employment.

Employees are also required to immediately report any unauthorized use or disclosure of confidential information that they become aware of to their Department Head and/or the Human Resource Department.

Employees who knowingly or unknowingly violate this policy will be subject to appropriate disciplinary action, up to and including termination. Additionally, any unauthorized disclosure of information may result in civil and/or criminal liability under the Federal or State laws.

202 EMPLOYMENT CATEGORIES

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

Classifications:

- Non-Exempt: Employees are entitled to overtime pay in accordance with provisions of the Fair Labor Standards Act.
- Exempt: Employees are excluded from specific provisions of the Fair Labor Standards Act.

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

- Probationary: The first ninety (90) days of employment whereby an employee's performance is being evaluated to determine whether further employment in a specific position is appropriate. The employee's skills, productivity, quality of work, attendance, and personal conduct must meet the requirements of the City of Quincy. Management reserves the right to dismiss without cause.
- Full-time: An employee who has completed the probationary period and works a minimum established schedule of thirty-five (35) hours per week or in some departmental situations and collective bargaining agreements, forty (40) hours per week on a twelve (12) month basis. Generally, such an employee is eligible for the City's benefits package, subject to the terms, conditions, and limitations of each benefit program.

- Part-time: An employee who works less than thirty-five (35) hours per week. Part-time employees will receive all legally mandated benefits and some City sponsored benefits, subject to the terms, conditions, and limitations of each benefit program.
- Contracted: An employee who has entered into a contract of employment that sets forth terms and conditions of employment for an established period of time and as approved by the Mayor and City Council.
- Temporary: An employee who has been hired to work, usually during the summer months, on either a full-time or part-time basis and is not eligible for benefits.

203 PERSONNEL FILES

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

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

If an employee disagrees as to the factual information contained in the file, the employee can submit corrections in writing along with supporting documentation to the Director of Human Resources. If the Director of Human Resources is satisfied that the information in the file is incorrect it shall be corrected. If the employee is not satisfied with the decision of the Director of Human Resources, the employee is entitled to include rebuttal documents in his or her file and use the City's problem resolution procedure.

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

204 PERSONNEL DATA CHANGES

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

205 EMPLOYMENT APPLICATIONS

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

206 APPLICATIONS FOR POLICE OFFICER AND FIREFIGHTER

This process will be handled by the Board of Police and Fire Commission. All applications must be submitted directly to the Commission.

207 QUALIFICATONS FOR EMPLOYMENT

The minimum requirement for employment with the City is a high school diploma or equivalent. Whenever degrees and/or certificates are required for positions, such requirements will be stated on the job description for the position and on posted job vacancies.

208 RESIDENCY

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

209 DRIVER'S LICENSE

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

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

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

210 MEDICAL EXAMS, PRE-EMPLOYMENT, OTHER

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

Medical examinations will be given at the location designated by the City. The City will pay for the cost of the examination. All medical records will be kept confidential, except, as required or permitted by the

Americans with Disabilities Act (ADA), workers' compensation laws, or for insurance purposes and will be kept by the Director of Human Resources separate from personnel files.

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

211 EMPLOYEE REFERENCE CHECKS

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

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

212 PROBATIONARY PERIOD

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

The probationary period for new employees is ninety (90) days, or as determined by the Collective Bargaining Agreement for employees covered by contract.

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

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

213 RELATIONSHIPS AND FRATERNIZATION IN THE WORKPLACE

The City strives to maintain a professional work environment where employees treat each other with respect and courtesy. The City reminds employees that sometimes situations arise when they are unaware that their behavior in the workplace may be disruptive to others, and that many issues can be addressed by politely talking with co-workers to bring the perceived problem to their attention. Employees are encouraged to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The City is also committed to hiring, promoting and retaining highly qualified persons. Consistent with the goal, qualified relatives are generally permitted to join the City. The organization will exercise sound business judgment in the placement of those relatives in accordance with the following guidelines:

- Is performing work subject to the direct review of the other, or
- Is directly responsible for, has significant influence on or has direct control of related confidential information pertaining to the recruitment, hiring, assignment, management, supervision, evaluation, compensation, training, transfer, promotion, or termination of the other.

The City reserves the right to review, evaluate and determine the appropriateness of all situations involving any individual who has a family or personal relationship to another City employee or candidate.

At no time will employees in familial or dating relationships be allowed to report to or direct the work of one another. If this situation occurs, a change may be instituted at the sole discretion of the City as deemed appropriate. This may include transferring one of the employees in the relationship or if necessary terminating one of the employees in the relationship if another satisfactory arrangement cannot be determined.

The Board of Fire and Police Commissioners is responsible for hiring and promoting members of the Quincy Fire and Police Departments.

214 CONFLICTS OF INTEREST

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

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

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

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

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

215 OUTSIDE EMPLOYMENT AND BUSINESS INTERESTS

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

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

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

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

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

216 JOB DESCRIPTIONS

The City of Quincy attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Department Head or his designee.

Job descriptions prepared by the City of Quincy serve as an outline only. You may be required to perform job duties that are not within your written job description. Furthermore, the City of Quincy may have to revise, add to, or delete from your job duties. On occasion, the City may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Department Head or his designee.

217 TRAINING SESSIONS

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

218 JOB ABANDONMENT

Employees who fail to show up for work or call in with an acceptable reason for the absence for a period of two (2) consecutive days, will be considered to have abandoned their job and voluntarily resigned from the City of Quincy.

219 RESIGNATION / RETIREMENT

We realize that opportunities may present themselves to employees in which they may elect to resign their position. The City would appreciate a minimum of two weeks' notice from employees resigning their position, although the City reserves the right to waive the notice where deemed appropriate. Employees retiring from the City should contact Human Resources up to six (6) months prior to their anticipated retirement date to discuss retirement benefits and payouts. A written resignation statement should be submitted to the Department Head in both cases.

220 EXIT INTERVIEW

You may be asked to participate in an exit interview when you leave employment with the City. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the City in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

221 RETURN OF CITY PROPERTY

Employees must return all City issued equipment, cell phones, laptops, tablets, tools, keys and other City property to their Department Head or to Human Resources prior to their departure. Employees who fail to return City property may be billed for any unreturned items and/or face criminal charges.

222 WORKPLACE SEARCHES

The City reserves the right to conduct searches of City property and items on City premises. There is not general or specific expectation of privacy in the workplace either on City premises, in City facilities or in City vehicles. All employees and all areas of the City's facilities, vehicles and premises are subject to search at any time. If an employee uses a locker or other storage area at work, including a locking desk, combination locker, locking file drawer or cabinet, the City will be given a master key or combination to the lock. If an employee fails or refuses to provide the requisite key or combination, the City may remove the lock by whatever means necessary to conduct the search. The City shall not be responsible for damage done to said locking devices. The area may be searched at any time, with or without the employee present. All employees of the City are subject to this policy. Inspections may occur at the discretion of the City. Employees are expected to cooperate with the City's workplace searches. At all times, City items remain the property of the City.

SECTION 3 – PAYROLL

301 PAYDAYS

The City's pay periods are bi-weekly, beginning on Sunday and ending on the following second Saturday. All employee pay will be issued by direct deposit on Thursday following the end of the pay period. Employees should consult their Department Head or his designee for complete details.

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

302 HOURS OF WORK

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

303 BREAK PERIODS

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

304 MEAL PERIODS

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

305 OVERTIME

Employees who are considered non-exempt are entitled to overtime pay at the rate of one-and-a-half (1½) times their regular pay for actual hours worked in excess of forty (40) hours per week. For employees covered by a CBA, the City will follow the terms of their respective agreement.

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

306 PAYROLL DEDUCTIONS

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

307 GARNISHMENTS

The City of Quincy strives to conduct its business and financial matters in a sound manner being responsive to its creditors. The City encourages all of its employees to do likewise. For a single occurrence, if the City is served with a wage garnishment or tax levy, the City is required by law to execute the order making deductions until the debt has been satisfied or the employee is no longer employed.

When the City receives a garnishment for an employee, the Director of Human Resources will notify the employee of its receipt and encourage the employee to resolve the issue. If a second or multiple unrelated debt order is received, the employee will be given notice and provided an opportunity to resolve prior to the City's order to comply or be subject to disciplinary action up to and including termination of employment.

SECTION 4 – BENEFIT PROGRAMS

401 EMPLOYEE BENEFITS

The City of Quincy provides eligible employees a wide range of benefits. A number of the programs such as Social Security, Workers' Compensation, and Unemployment Insurance cover all employees in the manner prescribed by law. For any leave that extends beyond thirty (30) days, vacation, holidays, major illness and sick leave will not continue to accumulate except as required by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification and category. The Department of Human Resources can identify the programs for which an employee is eligible. Details and explanations of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

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

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

402 HOLIDAYS

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

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

The City of Quincy will grant paid holiday time off to all eligible employees who have completed the ninety (90) day probationary period of service in an eligible classification or as covered by a Collective Bargaining Agreement. Holiday pay will be calculated based on the employee's straight-time pay rate for standard hours as set by employment category or CBA.

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

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

403 VACATION BENEFITS

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

Length of Service	35 Hour Employee	40 Hour Employee	Annualized Equivalent
1 – 7 years	5.83 hours per month	6.67 hours per month	2 weeks
8 – 14 years	8.75 hours per month	10.00 hours per month	3 weeks
15 – 29 years	11.67 hours per month	13.33 hours per month	4 weeks
30+ years	14.58 hours per month	16.67 hours per month	5 weeks

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

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

For example: A 40 hour a week employee with eleven (11) years of service may carry over a maximum of three (3) weeks or 120 hours on January 1 and continue to accrue ten (10) hours monthly. By the end of the calendar year the employee must use vacation time down to carry over amount of 120 hours or less. If not, he will forfeit any excess.

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

404 SICK AND UNRESTRICTED LEAVE

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

Full-time employees hired prior to May 1, 2011 will receive one (1) day per calendar month of sick leave. Sick leave will be accrued monthly and awarded the first day of the month following accrual. Unused sick leave shall be accumulative up to a maximum of thirty (30) working days. At the end of each calendar year, those employees who have exceeded their maximum will be paid at their current rate for the excess hours.

Full-time employees hired on May 1, 2011 or after will receive nine (9) days per year. Sick leave will be accrued monthly and awarded the first day of the month following accrual. Eight (8) hour per day employees will receive six (6) hours accrual and seven (7) hour per day employees will receive five and a quarter (5.25) hours of accrual. New employees will be eligible to use sick leave benefit upon completion of their probationary period. Unused sick leave shall be accumulative up to a maximum of thirty (30) working days. At the end of each year, those employees who have exceeded their maximum will be paid at one-half (50%) of their current rate for excess hours.

The City provides sick leave to employees for illnesses and recuperative periods. While an employee is on sick leave, work, recreational or social activities of any kind may be considered an abuse of sick leave and in conflict with the objectives of sick leave allowances. Employees who abuse sick leave may be subject to disciplinary action, up to and including termination of employment. See Policy 602, Attendance and Punctuality.

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

Any unused sick leave credit standing to the employee's account upon termination shall be paid as follows: employees who voluntarily terminate their services with at least two (2) weeks written notice to the Department Head or his designee shall be paid one-half (50%) of all accrued sick time; and also employees taking a retirement or disability retirement will be paid one-half (50%) at the employee's current rate of all accrued sick time, and the remaining one-half (50%) shall be credited toward the employee's retirement benefit in the form of service credit if drawing a pension within sixty (60) days as allowed by Illinois Municipal Retirement Plan. Any unused sick leave credit standing to the employee's account upon his death shall be paid at full pay rate to the employee's estate in a lump sum.

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

Employees may use up to four (4) days per calendar year of their sick time in the form of unrestricted sick days for any personal purpose of the employee. Where possible, employees shall give a business day's notice to management of intention to take an unrestricted sick day. Where that is not possible, the departmental policy regarding notice of taking sick time shall be observed by the employee. No medical excuse or explanation of purpose is required of an employee taking an unrestricted sick day.

The four (4) unrestricted days cannot be used in conjunction with vacations and/or holidays. For example, if a holiday falls on a Monday, the employee cannot use an unrestricted day for Friday or Tuesday.

For purposes of the policy, "sick day" means an entire work shift wherein the employee is excused from attendance at his duty station.

405 MAJOR ILLNESS LEAVE

The City of Quincy provides major illness leave for loss of time due to a non-work related injury or illness of an employee. New employees will be eligible to use major illness leave upon completion of their ninety (90) day probationary period.

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

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

1. That such injury or illness is of a nature as to require the employee to be hospitalized overnight. Major Illness Leave will start on the first day of hospital confinement, and continue until the doctor releases the employee for work.
2. That such injury or illness is of a nature to require the employee to be absent from work for more than three (3) consecutive working days, whereupon the major illness leave would start on the fourth working day lost. The major illness leave shall be used for such illness only after all accumulative sick leave has been used.
3. That such injury or illness is of a nature to require outpatient surgery resulting in the employee's absence from work for more than three (3) consecutive working days, the major illness leave would start on the fourth working day lost using up to a maximum of five (5) days. "Outpatient Surgery", means any scheduled medical or intraoral procedure which the health care provider certifies, and such certification is provided to the City at least one business day in advance, that the procedure will result in the employee being off work for more than three (3) days. If an employee continues to be absent from work after the fifth (5th) day of major illness leave, sick leave will again be charged for additional days lost as long as the employee has an accumulative balance of sick leave available.
4. An injury or illness resulting in emergency room or ambulatory care treatment followed by surgery, resulting in the employee's absence from work for more than three (3) consecutive working days and that the emergent nature of the treatment precludes notice, then the major illness leave would start on the fourth working day lost, using up to a maximum of five (5) days. "Surgery" means a procedure wherein the given part of the body is cut or separated to effect relief. If an employee continues to be absent from work after the fifth (5th) day of major illness leave, sick leave will again be charged for additional days lost as long as the employee has an accumulative balance of sick leave available.

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

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

406 MEDICAL AND DENTAL INSURANCE

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

A change in employment classification that would result in the loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). See Policy 407, Benefits Continuation (COBRA).

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Coverage will begin after ninety (90) days of employment. Contact the Human Resources Department for more information about medical and dental insurance benefits.

407 BENEFITS CONTINUATION (COBRA)

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

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

408 LIFE INSURANCE

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

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

409 RETIREMENT PLAN

All employees except sworn Fire and Police personnel are covered by Social Security and by the Illinois Municipal Retirement Fund (IMRF). The amount of the pension is determined by the employee's length of service and average earnings. For detailed information visit imrf.org or contact the Human Resources Department.

Sworn members of the Police Department who have creditable service of twenty (20) years or more and have reached age fifty (50), and who are no longer in the service of a Police Department, shall be entitled to a yearly pension equal to one-half (50%) of the salary attached to the rank held on such police force for one (1) year immediately prior to retirement, payable from the Police Pension Fund of the City. The pension increases proportionally with each additional year of service over twenty years.

Firefighters, age fifty (50) or more, who have creditable service of twenty (20) years or more and are no longer in service as a Firefighter, shall receive from the Firefighter's Pension Fund a monthly pension of one-half (50%) of the monthly salary attached to the rank held in the fire service at the date of retirement. The pension increases proportionately with each additional year or service over twenty (20) years.

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

410 EMPLOYEE ASSISTANCE PROGRAM (EAP)

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

The EAP consultation and referral service allows three (3) free visits to the full-time employee and his/her immediate family. In many cases the cost of rehabilitation/treatment may be covered under the existing health benefit plan and will be paid to the extent coverage is afforded for such services by the health plan. Any cost not covered by the health plan shall be the responsibility of the employee. The City does not cover the cost of the rehabilitation/treatment.

411 WORKER'S COMPENSATION

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

Employees who sustain work-related injuries, no matter how slight, must inform their Department Head or his designee immediately. Failure to report an on-the-job injury within twenty-four (24) hours may jeopardize coverage and may result in disciplinary action pursuant to Policy 610, Discipline.

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

Employees who are injured and sent to the doctor shall be paid for the time spent in going to the place of treatment, waiting for and receiving treatment, and returning to their place of employment and, if in the opinion of the doctor the employee is sent home due to such injury, he shall be paid his hourly wage up to the end of his normal work day for the day of the injury only. All employees seeking treatment will submit to a post accident drug and alcohol test and will be subject to Policy 710, Drug and Alcohol Testing.

SECTION 5 – LEAVE AND APPROVED ABSENCES

501 EXTENDED LEAVE OF ABSENCE POLICIES

An extended leave of absence is authorized time away from work (paid or unpaid) in the event of an extended personal illness, family illness, death, educational need, personal need, military need, etc. The City classifies extended leaves of absence into four main categories:

- FMLA leave (in accordance with the provisions of the Family Medical Leave Act of 1993);
- VESSA leave (in accordance with the provisions of the Victims Economic Security and Safety Act of 2003);
- Military leave (in accordance with the provisions of the Uniformed Services Employment Reemployment Right Act of 2004, better known as USERRA); or
- Personal Leave

A) FAMILY MEDICAL LEAVE OF ABSENCE

The Family Medical Leave (FMLA) allows employees up to twelve (12) weeks in a rolling 12 month period or job-protected leave for the following:

1. To care for the employee's son or daughter after birth or a new placement for adoption of foster care.
 - FMLA leave must be taken within twelve (12) months of the birth or placement.
 - FMLA leave is available to both female and male employees.
 - If both employee and spouse work for the City, a total of twelve (12) weeks is available to both of them. They are not entitled to twelve (12) weeks each.
 - If two employees are unmarried parents of a newborn together, each employee is entitled to twelve (12) weeks of FMLA.
2. Serious health conditions (illness or injury) of the employee, as properly documented by a health care provider that makes the employee unable to perform the functions of the employee's position. A serious health condition must be serious enough that it entails an absence of more than three consecutive calendar days during which the employee obtains treatment from a health care provider at least two times, or an absence of one day followed by a regiment of continuing treatment. In rare situations, the employee could be required to provide a second or third medical opinion (at the expense of the City).
3. Serious health condition of an employee's immediate family member (spouse, child or parents) which requires the employee to care for such person. This also requires proper documentation of medical necessity from a health care provider. FMLA does not extend beyond the death of the family member.
4. Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2)

military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities or 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

“Covered active duty” means:

- A. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- B. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 1010 (a) (13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined as the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted towards the employee’s 12-week maximum of FMLA leave in a 12-month period.

- 5. Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for that service member. Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term “covered service member” means:

- A. A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- B. A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness” means:

- A. In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
- B. In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in

line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

To be eligible for FMLA, an employee:

- Must have worked for the City for a total of twelve months, although the twelve months need not necessarily be consecutive (i.e. rehired) AND
- Must have worked at least 1,250 hours over the twelve month period preceding start of leave (does not include paid leave used during that period).

Additionally, the employee:

- Must give the employer at least thirty (30) days' notice (if foreseeable). If not foreseeable, employee must contact employer as soon as reasonably possible.
- Must give employer written physician certification for medical necessity of leave.
- Must complete the proper form for approval.

Failure to return the necessary FMLA request paperwork including healthcare certification forms within a reasonable time period – fifteen days from the start of the leave may result in ineligibility for FMLA leave and therefore no rights under FMLA concerning job protection. The Family Medical Leave Act provides job protection to a maximum of twelve weeks every twelve months. The employee must be returned to his/her same position, or a similar job, with equivalent pay and benefits. After twelve weeks, an employee who is unable to return to work may be granted an additional personal leave or terminated.

The “year” is defined as the twelve-month period beginning with the first day of the employee’s first FMLA leave. The employee must also be restored to the same worksite and is entitled to be returned to the same shift. If the employee cannot be restored to his/her same position, an equivalent position must offer the same pay, benefits and working conditions. It must also involve the same or substantially similar duties and responsibilities. The employee’s benefits must be resumed at the end of the FMLA leave in the same manner and at the same levels as when the leave began.

An employee off work due to a work related injury or illness (worker’s compensation) will have time off counted against the twelve weeks of FMLA leave available, and will automatically be designated as FMLA, if the employee is eligible.

Under the FMLA leave, the employee will be allowed to continue his/her health and dental insurance coverage at the same cost that normally comes out of his/her paycheck.

Medical certifications: The employee must provide documentation from a health care provider every thirty days, restating the medical necessity for the employee to be off work for his/her own serious illness or for a family member’s illness and the anticipated date of return, if known. An employee who is on leave for his/her own illness must provide medical documentation that he/she is released to full duty, and may at the discretion of the Human Resource Department or Department Head also be required to submit to an examination by the City’s doctor for a fitness for duty evaluation before he/she can be allowed to return to work.

FMLA leave may be taken intermittently (in blocks of time, or by reducing the employee’s normal weekly or daily work schedule). This might apply to an employee’s own health condition

(i.e. needing time off for treatments, etc.), the care of a seriously ill family member, or time used in preparing for the adoption of a child.

Employees eligible for FMLA will be required to run available paid leave time concurrent with FMLA. During any unpaid FMLA leave, no paid leave benefits shall accrue if the unpaid leave extends beyond thirty (30) days.

B) VICTIM'S ECONOMIC SECURITY AND SAFETY ACT (VESSA)

The Victim's Economic Security and Safety Act (known as "VESSA") provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

An employee may take VESSA leave to:

- Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employees family or household member;
- Obtain victim services for the employee or employees family or household member;
- Obtain psychological or other counseling for the employee or the employee's family or household member;
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

VESSA leave may be taken intermittently or on a reduced work schedule.

Notice and Certification Requirements for VESSA:

The employee shall provide the employer with at least 48 hours advance notice of the employee's intention to take leave, except in such cases where it is not practical to provide such notice. If an unscheduled absence occurs, the employer may not take action against the employee if the employee provides certification within a reasonable period after the absence.

Employers may require certification that VESSA leave is to be taken for one of the purposes listed above and that the employee or employee's family or household member is a victim of domestic or sexual violence. An employee may satisfy such certification requirements by providing a sworn statement and:

- Documentation from a victim services organization, attorney, member of the clergy; or
- Medical or other professional from whom the employee or the employee's family or household member has sought assistance; or
- A police or court record; or
- Other corroborating evidence.

Employers must maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee.

C) MILITARY LEAVE

A military leave of absence is available for anyone who voluntarily or involuntarily leaves employment positions to undertake military service or certain types of service in the National

Disaster Medical System for a period of up to five (5) years or less of cumulative military services while with this employer. Military services include the U.S. Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of each of these services. Rights are also extended to employees who receive federal training or perform service in the Army National Guard or Air National Guard.

Re-employment under Military Leave:

An employee is entitled to be reemployed in his or her civilian job, with the same seniority, status, and pay as he/she would have attained if he/she would have remained continuously employed, generally without exception, based on the following conditions:

1. The employee provides the employer advanced notice, either written or verbal, of his or her military service (a copy of the employee's military orders is preferred);
2. The employee has five (5) years or less of cumulative service in the uniformed services while with current employer;
3. The employee returns to work or applies for reemployment in a timely manner after conclusion of service, based on the following schedule of military service;
 - a. Fewer than 31 days: Employee must return to work on the first full day of release, taking into account safe travel home, plus an 8-hour rest period.
 - b. Between 31-180 days: Employee must submit application for reemployment within 14 days of release from service.
 - c. More than 180 days: Employee must submit application for reemployment within 90 days of release.

As a general rule, the employer will reinstate a returning service member, based on the above conditions, within two (2) weeks after he/she applies for reemployment, absent unusual circumstances.

The City will make reasonable efforts to accommodate a disability incurred during military service if it limits the service member's ability to perform the job.

D) PERSONAL LEAVE

When paid leave time is not available or the reason for the absence is not a permissible use of the employee's available leave time, the City may permit an employee to take leave without pay, on a very limited basis. An unpaid leave of absence of less than thirty (30) days will be permissible at the discretion of the Department Head in consultation with Human Resources.

An unpaid leave of absence in excess of thirty (30) days will require approval of the Director of Human Resources. The Director of Human Resources may grant a leave of absence to an employee for such a period as he sees fit, not to exceed one (1) year. Employees on an extended unpaid leave of absence will not accrue sick, vacation or holiday accrual for the duration of their leave. Employees not covered by FMLA may opt to continue health insurance coverage for the duration of their leave. Continuation of other benefits will be governed in accordance with the terms of each benefit plan. The employee's anniversary date will be adjusted accordingly if the extended unpaid leave of absence is a non-qualifying FMLA leave. In order to apply, an employee must submit a letter requesting such leave to Human Resources.

502 BEREAVEMENT

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of the City of Quincy.

All full-time, active employees are eligible for benefits under this policy.

An employee who wishes to take time off due to the death of an immediate family member should notify his or her Department Head as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her Department Head's approval, use any available vacation for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

Should the employee be requested by the family of a deceased employee or former employee to act as a pallbearer, the City will allow such request and pay the employee the lost time required to perform the duties.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as overtime or shift differentials.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to five consecutive days off from regularly scheduled shifts with regular pay in the event of the death of the employee's spouse or child.
- Employees are allowed up to three consecutive days off from regularly scheduled shifts with regular pay in the event of the death of the employee's parent, stepparent, father-in-law, mother-in-law, brother, sister, stepbrother, stepsister, son-in-law, daughter-in-law, stepchild or grandchild.
- Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, grandparent or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the City, provided such absence from duty will not interfere with normal operations of the City.

In the event of the death of a child, Illinois state law entitles employees to an additional 2 weeks of unpaid bereavement leave to:

- Attend the funeral or alternative to a funeral of a child;
- Make arrangements necessitated by the death of the child; or
- Grieve the death of the child.

"Child" is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. Under the law, the child bereavement leave must be completed within 60 days after the date on which the employee receives

notice of the death of the child. An employee shall provide the employer with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practicable. The City may require reasonable documentation, which may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993.

503 COURT APPEARANCES

Employees are sometimes called upon to make court appearances in connection with their job. These appearances may relate to proceedings instituted by the City, such as enforcement actions, or other matters in which the City is a party. Employees may also be required to give testimony in connection with litigation between private parties where information regarding City policies or practices is relevant. Employees who must attend court proceedings as a part of their job duties will be considered to be at work during such appearances.

Employees absent for court appearances that are not required as part of their job duties or related to actions that employees have initiated are required to charge any resulting absences to their available vacation time. For example, employees attending workers' compensation court proceedings as a result of their own claim may need to use their vacation time to do so. Employees may retain any pay they receive for court appearances not required as part of their job duties.

504 JURY DUTY

The City recognizes jury duty as a civic responsibility. If an employee is summoned for jury duty, the employee should present a jury summons to the Department Head, so that staffing adjustments can be made.

If an employee is called for jury duty, the City will allow him/her the necessary time off for the employee to fulfill the civic responsibility. When an employee is called to be selected to serve on a jury, the City will pay for the employee's normal scheduled working hours, less the amount paid by the court system for service of jury duty. When the employee has completed a jury duty obligation, the employee is required to produce authorized documentation justifying the absence to the Department Head.

Any time that the employee is excused early from jury duty and has hours left on their shift, the employee should contact their supervisor for reporting instructions. Employees are expected to turn over any jury duty fees or similar payment they receive to the Human Resources Department.

505 BLOOD DONATIONS

Upon request, the City of Quincy will provide employees with up to one hour of paid leave to donate, or attempt to donate, blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards.

Full-time employees who have been employed by the City for six months or longer and have obtained approval from their Department Head for the time off are eligible for blood donation leave.

You will not be required to use accrued or future vacation or sick leave while taking time off to donate blood. The City of Quincy will not retaliate against employees who request to take leave in accordance with this policy.

SECTION 6 – PROFESSIONAL CONDUCT & WORKPLACE INFORMATION

601 EMPLOYEE CONDUCT AND WORK RULES

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

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

- Theft or inappropriate removal or possession of City property
- Unauthorized activity or use of City equipment or property
- Working under the influence of alcohol, marijuana or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol, marijuana or illegal drugs in the workplace, while on duty, or while operating city-owned vehicles or equipment
- Unauthorized possession of firearms, explosives or other lethal weapons
- Fighting or threatening violence in the workplace or with the public
- Boisterous, profane or abusive language, disruptive activity in the workplace or with the public
- Negligence or improper conduct leading to damage of City, public or privately-owned property
- Insubordination, neglect of duty or other disrespectful conduct
- Violation of safety or health rules
- Failure to report to a direct supervisor any occupational injury or accident within twenty-four (24) hours, regardless of seriousness
- Smoking in prohibited areas or City owned vehicles/equipment
- Driving a City vehicle without a valid driver's license
- Inappropriate use of City telephones, email or internet
- Sexual or other unlawful or unwelcome harassment
- Excessive absence, tardiness or absence without notice
- Leaving an assigned post of duty without permission or without proper relief
- Profiting directly or indirectly from any contract, purchase, sale, or service in connection with city employment or accepting any free or preferred service or benefit by reason of such employment, without the approval of the Department Head or his designee
- Unsatisfactory performance or conduct
- Inappropriate behavior or conduct for personal gain
- Unauthorized entry on City premises
- Falsification of records
- Fraudulent Workers' Compensation claims
- Sleeping on the job
- Discourteous treatment, including verbal abuse, of another City employee or member of the public; provoking or inciting another employee or member of the public to engage in such conduct

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

602 ATTENDANCE AND PUNCTUALITY

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

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

It is also the intent of this policy to address situations involving sick leave abuse. Such patterns of abuse would include but are not limited to:

- Use of accrued sick leave as soon as it becomes available
- Absenteeism following a scheduled day off such as a weekend or scheduled vacation
- Being in a "docked" situation with no leave time available to cover an absence
- Excessive sick leave usage that exceeds six (6) days in a twelve (12) month look back

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

603 DRESS CODE / PERSONAL APPEARANCE

The intention of this policy is to present a positive, professional image of the City of Quincy. During business hours, employees are expected to present a clean, neat and professional appearance, which includes good personal hygiene. Employees must dress according to the requirements of their position.

Generally, proper work attire includes garments that completely cover the back, shoulders and midriff. No profanity, offensive slogans or graphics or advertisement for alcohol, tobacco or illegal substances will be permitted. All clothing must be in good condition and not torn, ragged or extremely faded. Shirttails shall be tucked in and shirts buttoned appropriately. Blue jeans are permitted for positions that involve outdoor or plant work, cleaning or maintenance.

Additionally, perfumes or other body sprays shall be worn minimally as to not become offensive to other employees.

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

Employees who have questions as to what constitutes appropriate attire should consult their Department Head or his designee. Dress and grooming issues that cannot be resolved at the department level may be referred to the Director of Human Resources for assistance.

604 ANTI-HARASSMENT

The City of Quincy strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the City should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. The City will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the City will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their position, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to the Human Resources Department, are in violation of this policy and subject to discipline.

In compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, this policy will be enforced in accordance with the following definitions and guidelines:

- **Discrimination:** It is a violation of the City's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, marital status or any other protected characteristic under applicable law. Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.
- **Harassment:** The City prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of the City of Quincy. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:
 - Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.

- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.
- Retaliation: No hardship, loss, benefit or penalty may be imposed on an employee in response to:
 - Filing or responding to a bona fide complaint of discrimination or harassment.
 - Appearing as a witness in the investigation of a complaint.
 - Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

- Confidentiality: All complaints and investigations are treated confidentially to the extent possible, and information is disclosed on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the Human Resource Director will take adequate steps to ensure that the complaint is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the Human Resources Department.

Complaints should be submitted to the Human Resource Department as soon as possible after an incident has occurred, preferably in writing. Upon notification of a harassment complaint, every step will be taken to conduct a confidential and impartial investigation which may include direct interviews with involved parties and, where necessary, with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings. If disciplinary action is to be taken, the respondent will be informed of the nature of discipline and how it will be executed.

605 SEXUAL HARASSMENT

I. PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the City of Quincy to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

II. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or 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.

Conduct which may constitute sexual harassment includes:

- 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.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- 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).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle 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."

III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment 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 immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *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.
- *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 of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality.

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 municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must also be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. 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.

IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal 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.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

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.

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)).

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.

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 – either due within 300 days of the alleged retaliation.

V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to municipal 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 municipality 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 municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report 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 municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, 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.

606 BULLYING

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the City of Quincy will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

The City of Quincy defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates the City of Quincy's Code of Conduct, which states that all employees will be treated with dignity and respect.

The City of Quincy considers the following types of behaviors examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying: Nonverbal gestures that can convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).

- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, under loading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable request for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to their Department Head or to Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the City to take appropriate action.

607 WORKPLACE VIOLENCE

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

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

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

Any suspicious individuals or activities, all threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Department Head or his designee or to any other member of management. This includes threats by employees, as well as threats by contractors, vendors, or members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

The City of Quincy will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected

as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees pending investigation.

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

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

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

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

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

608 INSUBORDINATION

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

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

609 DISCIPLINE

Employees who violate any City or departmental policy, or who otherwise fail to meet the expectations of the City, their department or their supervisor may be subject to discipline. The City will take whatever disciplinary measures it deems appropriate to deal with a particular situation.

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

- **Verbal Warning:** The Department Head or his designee will counsel an employee privately and document with a memo. The seriousness of the problem and the possible consequences if the employee does not correct the problem will be explained and the specific policies, which apply to the situation, will be reviewed.
- **Written Warning:** For repeated or serious problems, either performance or conduct, the Department Head or his designee will counsel the employee formally and issue a written warning explaining the nature of the problem and what the employee must do to correct it. Employees will be given a specific timetable for improvement. The warning will include a description of more serious forms of discipline, including suspension and termination that may occur if the problem is not resolved.
- **Suspension:** If an employee does not respond to the first two steps in the progressive discipline policy, the employee may be suspended. The suspension notice will include a final warning indicating that termination will be the next step in the process.
- **Termination:** For infractions the City deems sufficiently serious, or for continuation of problems in spite of the progressive discipline steps outlined above, immediate termination of employment is appropriate.

Some discipline situations may require all the progressive steps outlined above be used prior to termination while other discipline situations may be of a serious nature that all steps are not used prior to termination of employment. While it is impossible to list every type of behavior that may be deemed a serious offence, Policy 701, Employee Conduct and Work Rules, includes examples of problems that may result in immediate suspension or termination of employment.

All disciplinary actions shall be recorded and filed in the employee's personnel file.

Employees who feel that they have been disciplined unfairly are encouraged to first discuss the matter with their supervisor or Department Head. If this does not result in a satisfactory resolution, employees may discuss the matter with Human Resources.

610 PROBLEM RESOLUTION

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

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

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

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

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

Step 1: An employee may present a problem verbally to the Department Head or his designee after an incident occurs. If the employee is not satisfied with the response, they should proceed to Step 2.

Step 2: An employee may submit a problem in writing to the Department Head. If the complaint is not mutually resolved, the employee should proceed to step 3.

Step 3: An employee may present a problem in writing to the Director of Human Resources if the problem is unresolved. The Director of Human Resources will counsel and advise the employee, and if necessary, will discuss with the employee's Department Head. If not mutually resolved, the employee may proceed to Step 4.

Step 4: An employee's complaint may be submitted in writing to the Mayor's Office to be reviewed by the Mayor and/or his designated members of management staff. The facts of the employee's case will be examined thoroughly, and the employee will be informed of the decision.

611 SMOKE-FREE AND SMOKELESS TABACCO

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

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

612 EMPLOYEE PARKING

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

SECTION 7 – SAFETY

701 SAFETY

The City of Quincy is committed to providing a safe and healthy environment for our employees and visitors. Safety is the business and responsibility of every employee. The City is committed to providing a clean, hazard free, healthy, safe environment in which to work in accordance with OSHA standards. Employees are expected to take an active part in maintaining this environment. Employees should observe all safety rules, adhere to all safety instructions, and use safety equipment where required. Workplaces should be kept neat, clean and orderly. Firearms are strictly prohibited in the workplace unless the employee is required to carry one as part of their job for the City.

It is the employee's responsibility to learn the location of all safety and emergency equipment, as well as exit locations from the building.

The City will either provide or reimburse part of the expense to the employee for required safety equipment to be used in performing duties. Employees will be responsible for the reasonable upkeep of safety equipment issued by the City. Any problems with or defects in equipment should be reported immediately to the Department Head or his designee.

Employees have a duty to comply with the safety rules, assist in maintaining a hazard free environment, report any accidents or injuries, including any breeches of safety, and to report any unsafe equipment, working condition, process or procedure, at once to the Department Head or his designee or to the Director of Human Resources or the Director of Administrative Services.

Employees may report safety violations or injuries anonymously to management if they are not the injured or violating party. **No employee will be punished or reprimanded for reporting safety violations or hazards.** However, any deliberate or ongoing safety violation, or creation of hazard, by an employee will be dealt with through disciplinary action, up to and including termination.

Worker's Compensation Insurance covers work-related accidents pursuant to the Illinois law. See Policy 411, Worker's Compensation.

702 ON JOB INJURIES

All employees will be provided first aid and emergency services for any injuries and illness that occur while on City property. If an employee is injured in an accident while performing assigned job duties, the City provides benefits in accordance with the Illinois Worker's Compensation Law. See Policy 411, Worker's Compensation.

All City employees are required to report all on-the-job accidents including City vehicle accidents, with or without injury, to the Department Head or his designee within twenty-four (24) hours. The Department Head or his designee has the authority to direct the employee to a physician for medical attention.

Failure to report an accident or injury within twenty-four (24) hours may result in disciplinary action and/or may result in workers' compensation benefits being denied.

703 RETURN TO WORK

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

Any employee who has been off work for a personal medical leave for longer than three (3) working days is required to provide a doctor’s release form to the Department of Human Resources. The Department of Human Resources will then notify the employee’s Department Head or his designee that the employee is ready to report to work. An employee who is off work because of a personal medical leave will need a full release from his physician, and may at the discretion of the Department of Human Resources or Department Head or his designee also be required to submit to an examination by the City’s doctor for a Fitness for Duty evaluation.

704 TEMPORARY LIGHT-DUTY ASSIGNMENT

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

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

This policy shall be applied to all City of Quincy personnel assigned to light duty due to a physical, mental, emotional or other condition, which may restrict their participation in normal job duty assignments. Employees of the Police and Fire Departments shall refer to the department policy for complete details as they pertain to the operation of the respective department. Nothing in this policy shall create a right or entitlement in any employee to light-duty assignment. The Director of Human Resources for the City of Quincy and the Department Head will make the decision whether to allow an employee with restrictions to work in a light-duty capacity. At such time that there is no suitable work available, the employee will be required to utilize appropriate benefit time until there is work available or his/her restrictions are lifted.

For purposes of this policy, the following definitions apply:

- **Light-Duty:** The assignment of duties based upon limitations and/or restrictions placed upon an employee by a City Physician or Attending Physician due to either on-the-job or non-work related injuries.
- **On-the-Job Injury:** Any physical injury, medical condition, emotional or psychological condition, which has been deemed to be a direct result of the performance of job related duties approved

or sanctioned by the Department Head or designee while employed by the City of Quincy. Any Worker's Compensation case that is approved shall be considered an on-the-job injury.

- **Non-Work Related Injury:** Any physical injury, medical condition, emotional or psychological condition, which has stemmed from actions or circumstances not related to the performance of job duties nor has been approved, assigned or sanctioned by the Department Head or his designee. Any Worker's Compensation case that is denied shall be considered a Non-Work Related Injury.
- **City Doctor or Physician:** Any physician or other appropriate specialist who has been contracted by the City of Quincy to evaluate an employee for fitness for duty, extent of injury, or extent of limitations as they apply to normally assigned duties.
- **Attending Physician:** Any physician or otherwise appropriate specialist enlisted by an employee for health and/or psychological care and who is responsible for the employee's care.

Assignment of Temporary Light-Duty:

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

Physician Notification and Consent:

- Prior to the assignment of light-duty, the City physician, the attending physician, or both, shall evaluate the employee for fitness of duty.
- The appropriate physician(s) shall produce a list of restrictions of normal activity. These limitations shall define the scope of work that can be safely conducted by an employee on light-duty (Workability Report).
- The Department Head shall present the workability report and a temporary job description to the Director of Human Resources for review and consultation.
 - The proposed temporary job description shall explain those duties the employee will be performing on light-duty, conforming to those duties specifically restricted in the workability report.

- The determination as to whether or not the employee will be allowed to drive department vehicles or operate machinery, etc. shall be made on a case-by-case basis.
- The proposed temporary job description shall specify the appropriate attire to be worn by the employee, determined on a case-by-case basis. Unless otherwise specified, appropriate attire shall be consistent with department standards for employees. Employees assigned to light-duty are not entitled to any additional clothing benefits that they do not already receive in their regular assignment.

Supervision of Light Duty Employees:

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

Nature of Work:

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

Work Schedule:

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

705 CITY VEHICLES

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

City vehicles may be operated only by employees who:

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

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

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

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

It is understood the use of a City vehicle is for business purposes only and used to satisfy legitimate business needs of the City of Quincy. It is City policy to comply with IRS regulations using the Commuting Valuation Method to report income.

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

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

City vehicles will not be loaned to employees who are experiencing problems with personal transportation to work. Any abuse or violation of this policy could result in disciplinary action up to and including termination of employment.

Questions concerning vehicle monitoring should be directed to your Department Head or his designee.

Any employee who abuses the privilege of driving City vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the City will also advise law enforcement of any illegal conduct.

706 VEHICLE OPERATIONS AND DRIVER SAFETY

All employees operating a City vehicle represent the City of Quincy and are expected to conduct themselves accordingly. Operators will drive courteously and safely at all times, comply with all traffic laws and ordinances unless specifically exempted by Departmental Standard-Operating-Procedures for life-threatening emergencies. The number one priority must be public and driver safety. Employees are required to comply with all state and federal laws prohibiting or limiting the use of cellular phones while driving a City vehicle or driving their personal vehicle for City business. Texting while driving is strictly prohibited.

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

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

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

707 VEHICLE ACCIDENTS

Any City employee involved in an accident while operating a City vehicle or a piece of motorized equipment shall notify his or her Supervisor immediately (within two (2) hours). Any accident/incident involving a City vehicle or motorized equipment shall be reported to the City's Risk Manager whether or not the accident/incident results in injuries to a person or damage to vehicles or property or whether or not the City vehicle was moving or stationary.

Supervisors are responsible for completing an Incident/Accident Investigation Form and also a City of Quincy Police Report depending on the nature of the incident/accident. All reports must be submitted to the Risk Management Department. If the investigating officer determines that the employee committed a traffic offence that could be the proximate cause of the crash, the officer will issue the appropriate citation(s).

Any driver involved in an accident/incident will be required to take a drug and alcohol test within two hours.

708 VEHICLE MAINTENANCE

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

709 GPS MONITORING OF EMPLOYER VEHICLES

The City of Quincy desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting City vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the City uses GPS technology to monitor the whereabouts of our vehicles at all times.

710 DRUG AND ALCOHOL TESTING

In compliance with the Drug-Free Workplace Act of 1988, the City of Quincy is committed to providing a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of City employees and to the security of the City's equipment and facilities. For these reasons, the City of Quincy is committed to the elimination of drug and alcohol use and abuse in the workplace.

Employees in safety-sensitive positions have an obligation to report the use of prescription medications, including medical marijuana, that may affect their ability to perform the essential functions of their job to the Human Resources Department.

This policy applies to all employees and all applicants for employment with the City. This policy is split into two sections: Non-DOT Testing and DOT Testing. Please contact the Human Resource Department if you are unsure which section of this policy applies to your position.

A) Non-DOT Testing

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, marijuana and/or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules:

1. Whenever employees are working, are operating any City vehicle or equipment, are present on City premises or are conducting City-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing alcohol, marijuana or any illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol, marijuana or an illegal drug as defined in this policy.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance, or alcohol in an employee's body system, while performing City business or while on City premises, is prohibited.
3. The City will also not allow employees to perform their duties while taking prescribed drugs that adversely affect their ability to safely and effectively perform their job duties, including medical marijuana. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing:

Pre-Employment: Applicants being considered for hire must pass a drug test before beginning work. Sworn Fire and Police personnel, candidates whose position requires a CDL, and candidates under the age of 21 years old will be tested for marijuana use along with illegal drugs. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable Suspicion: Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. Human Resources should be consulted before sending an employee for testing. Examples include, but are not limited to:

- Odors (smell of alcohol, marijuana, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted, mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both the Director of the department and Human Resources will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. The Department Director or Human Resources will document the articulable observations forming the basis of reasonable suspicion at the time of observation. Employees other than sworn Fire and Police personnel, CDL holders and employees under the age of 21 years old who test positive for marijuana after a finding of reasonable suspicion will be given the opportunity to challenge the determination of being under the influence prior to any discipline issuing. Refusal by an employee will be treated as a positive drug test and may result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee and arrange for the employee to be transported back to work or home.

Post-Accident / Work-Related Injuries: Employees are subject to testing when they cause or contribute to accidents that damage a City vehicle, machinery, equipment or property or that result in an injury to themselves or another individual requiring medical attention. Subsequent testing must take place within two hours following the accident/injury, if not sooner. Post accident or work related injury testing for marijuana for employees other than sworn Fire and Police personnel, CDL holders or employees under the age of 21 years old will occur when the City has reasonable suspicion to believe that the accident was caused in whole or in part by marijuana use by the employee. Refusal by an employee will be treated as a positive drug test and may result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee and arrange for the employee to be transported back to work or home.

Random: Fire, Police, CDL holders and those employees who hold safety sensitive positions are subject to unannounced random drug and alcohol testing. The City must use a truly random process; no director, supervisor, or official may select a specific employee. Refusal by an employee will be treated as a positive drug test and may result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee and arrange for the employee to be transported back to work or home.

Consequences:

Applicants who refuse to cooperate with testing or who test positive will not be hired and will not be considered for employment in the future.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, the City may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the City for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Alcohol Testing Consequences:

0.01 – 0.039: Immediate removal from position, without pay until the next scheduled shift, but not less than 8 hours from the time of the test. Employee Assistance Program information will be provided to the employee. Further violations will be subject to termination of employment.

0.04 or greater: Immediate removal from position. Employee will be suspended without pay and may not resume functions until the employee has undergone an evaluation by a Substance Abuse Professional (SAP), successfully completed any education, counseling or treatment prescribed by the SAP, and provided a negative test result for drugs and alcohol (Return-to-Duty Testing). Upon return to a work, the employee will be subject to unannounced mandatory testing for drugs and alcohol no less than 6 times in the first 12 months of active service with the possibility of unannounced testing for up to 60 months (as prescribed by the SAP). Further violations will be subject to termination.

Confidentiality:

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections:

The City of Quincy reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs:

The City prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on City premises or while conducting City business. City employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

The City does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs may have an impact on the workplace. Therefore, the City reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off City premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to Human Resources within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with the City.

Changing Employers:

An employee's drug and alcohol testing history will follow them to their new employer, if that employer is regulated by a DOT agency. Employers are required by law to provide records of your drug and alcohol testing history to your new employee.

Employee Assistance:

The City of Quincy will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other City policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Definitions:

"City premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by the City or any site on which the City is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.) The use or possession of marijuana is prohibited both on and off duty for sworn Fire and Police personnel, CDL holders and employees under 21 years of age.

“Refuse to cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

“Under the influence of alcohol” means an alcohol concentration equal to or greater than .01.

“Under the influence of drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken and the period of authorization). It also can mean a confirmed positive test result for marijuana subsequent to a finding of reasonable suspicion, including post accident when the City has reasonable suspicion to believe that the accident was caused in whole or in part by marijuana use by the employee.

B) DOT Testing

The Omnibus Transportation Employee Testing Act of 1991 requires drug and alcohol testing for employees who operate commercial vehicles. The intent of the Act is to increase transportation safety by mandating such testing for individuals in safety-sensitive positions. The Department of Transportation (DOT) publishes rules in accordance with the Act for employers that must conduct the testing.

Employees of the City’s Transit System that transports the public and/or all holders of a Commercial Driver’s License (CDL) that may in the line of duties operate commercial motor vehicles are subject to DOT workplace drug and alcohol testing.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, marijuana and/or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications’ effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules:

1. Whenever employees are working, are operating any City vehicle or equipment, are present on City premises or are conducting City-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing any illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol, marijuana or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol or marijuana.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance, alcohol or marijuana in an employee’s body system, while performing City business or while on City premises, is prohibited.

3. The City will also not allow employees to perform their duties while taking prescribed drugs that adversely affect their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing:

Pre-Employment: Applicants being considered for hire to DOT regulated positions must pass a drug test before beginning work. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable Suspicion: Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. Human Resources should be consulted before sending an employee for testing. Examples include, but are not limited to:

- Odors (smell of alcohol, marijuana, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted, mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both the Director of the department and Human Resources will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. The Director of the Department or a representative from Human Resources will make written documentation of the observations leading to a finding of reasonable suspicion at the time of the observation. Refusal by an employee will be treated as a positive drug test and may result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee and arrange for the employee to be transported back to work or home.

Post-Accident / Work-Related Injuries: Employees are subject to testing when they cause or contribute to accidents that damage a City vehicle, machinery, equipment or property or that result in an injury to themselves or another individual requiring medical attention. Subsequent testing must take place within two hours following the accident/injury, if not sooner. Refusal by an employee will be treated as a positive drug test and may result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee and arrange for the employee to be transported back to work or home.

Random: DOT regulated employees are subject to unannounced random drug and alcohol testing. The City uses a truly random process for selection; no director, supervisor, or official may select a specific employee. Refusal by an employee will be treated as a positive drug test and may result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee and arrange for the employee to be transported back to work or home.

Return-to-Duty: : Employees who have been off work for at least 10 working days, due to a personal medical condition, will be required to have a drug and alcohol test before returning to their safety-sensitive position.

Follow-up: Follow-up drug and/or alcohol testing will be required of employees who have voluntarily or involuntarily seen a Substance Abuse Professional (SAP). The SAP will determine how many times the employee will be tested (at least 6 times in the first year), for how long, and for what substance (drugs, alcohol, or both). The City is responsible for ensuring that follow-up testing is conducted and completed. Follow-up testing is in addition to all other DOT required testing.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee and arrange for the employee to be transported back to work or home.

Refusal to Test:

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

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

Consequences:

Applicants who refuse to cooperate with testing or who test positive will not be hired and will not be considered for employment in the future.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, the City may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by the City for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Alcohol Testing Consequences:

0.01 – 0.039: Immediate removal from safety-sensitive position, without pay until the next scheduled shift, but not less than 8 hours from the time of the test. Employee Assistance Program information will be provided to the employee. Further violations will be subject to termination of employment.

0.04 or greater: Immediate removal from safety-sensitive position. Employee will be suspended without pay and may not resume safety-sensitive functions until the employee has undergone an evaluation by a Substance Abuse Professional (SAP), successfully completed any education, counseling or treatment prescribed by the SAP, and provide a negative test result for drugs and alcohol (Return-to-Duty Testing). Upon return to a safety-sensitive position, the employee will be subject to unannounced mandatory testing for drugs and alcohol no less than 6 times in the first 12 months of active service with the possibility of unannounced testing for up to 60 months (as prescribed by the SAP). Further violations will be subject to termination.

Confidentiality:

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections:

The City of Quincy reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs:

The City prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on City premises or while conducting City business. City employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

The City does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, the City reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off City premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to Human Resources within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with the City.

Changing Employers:

An employee's drug and alcohol testing history will follow them to their new employer, if that employer is regulated by a DOT agency. Employers are required by law to provide records of your drug and alcohol testing history to your new employer.

Employee Assistance:

The City of Quincy will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other City policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Definitions:

"City premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by the City or any site on which the City is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .01, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical

treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

C) Consent:

1. Employees are required to sign a City consent form as a condition of employment
2. Prospective Employees for positions requiring a pre-employment physical will be required to sign a City consent form prior to taking the pre-employment physical
3. Employees and prospective Employees may also be required to sign a separate consent form at the request of the Medical Facility conducting the screening or testing
4. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including termination, as deemed appropriate by the City, in its sole discretion, under the circumstances

D) Non-Discrimination

Nothing in this policy allows the City to take any adverse employment action against any employee or candidate for employment based solely on their off duty consumption or use of legal products which is not otherwise prohibited by law.

SECTION 8 – TECHNOLOGY

801 IDENTIFICATION BADGE

The City of Quincy will provide an identification badge to all employees. The Director of Information Technology, as the City's Security Officer, will issue the identification badge. This badge will allow access to the employees assigned work location or building. Employees are expected to wear the identification badge or have it available to present as identification while on duty or in any City building. If a job assignment involves outside work or such work that wearing the ID badge in a visible manner may cause a safety risk the badge may be concealed.

Employees reporting to work without their ID badges will be asked to retrieve them. If this requires leaving the premises to obtain badges from non-work locations, time away from work will be unpaid. Should an ID badge be lost or stolen, employees are required to report this to the applicable Supervisor or Department Head or his designee immediately. If unavailable, employees may contact the IT Department.

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

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

ID badges are the property of the City of Quincy and shall be returned to an employee's Department Head or his designee upon separation of employment.

802 GLOBAL POSITIONING SYSTEM (GPS) TRACKING

The City of Quincy will provide GPS Fobs to all employees who drive vehicles in the following departments: Airport, Central Services, Engineering, Planning & Development, Transit and Utilities.

Employees reporting to work without their GPS Fobs will be asked to retrieve them. If this requires leaving the premises to obtain badges from non-work locations, time away from work will be unpaid. Should a GPS Fob be lost or stolen, employees are required to report this to the applicable Supervisor or Department Head or his designee immediately.

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

Lost GPS Fobs can be replaced by contacting the department Supervisor. There will be a replacement cost, chargeable to the employee. Any subsequent loss of the employee's badge within the next six (6) months will result in the replacement cost doubling. In situations beyond reasonable control, the cost may be waived.

GPS Fobs are the property of the City of Quincy and shall be returned to an employee's Department Head or his designee upon separation of employment.

803 TELEPHONE AND CELL PHONE USAGE

Computers, cell phones, personal communication devices, and related software and devices purchased by the City of Quincy, will be managed and maintained by the City. Employees may not sign individual contracts for city cell phones or personal communication devices, or install software or physical devices that prevent appropriate City personnel from accessing the equipment or software to conduct management or maintenance functions. The Information Technology department has overall responsibility for the standards of acquisition, maintenance and inventory control of all standard-compliant information technology.

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

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

There are two levels of cell phone and personal communication device programs: Pool Cell Phones and Individually Assigned Cell Phones/Personal Communication Devices.

Pool Cell Phones: Pool cell phones include all cell phones assigned to departments for the use of more than one employee. The primary purpose of these cell phones is for official City business or emergency use. Invoices for pool phones will be audited, and if non-business charges are discovered the appropriate individual will be held responsible. If excessive personal use is discovered the employee may be subject to disciplinary action. Pool cell phones are restricted from directory assistance (4-1-1) calls.

Individually Assigned Cell Phones/Personal Communication Devices: The primary purpose of these cell phones/personal communication devices is for official City business or emergency use. Individual assigned cell phones/personal communication devices are billed and invoiced under the City of Quincy's current contracts. There will be a \$15.00 charge by payroll deduction allowing for 300 minutes of personal use on a monthly basis. Any employee wishing to waive this cost will be required to sign a waiver with the understanding that no personal use is allowed. If the account is audited and personal use is discovered, the employee will be required to pay for all personal use charges. The employee may also be subject to disciplinary action. All charges will be handled through payroll deduction on a monthly basis.

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

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

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

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

Cell phone/personal communication device invoices *may be audited* for compliance.

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

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

804 INTERNET AND EMAIL USAGE

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

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

The term "business-related" refers to those activities directly related to the user/employee's job and/or functions as a municipal employee and those matters directly related attendant to the lawful operations of the City of Quincy. The use of email for promotion of fundraising activities or charitable campaigns is limited to the pre-approved and established community partners as outlined in Policy 905, Fundraising.

It is the responsibility of each individual employee to understand and comply with this policy. This will be documented by the written acknowledgement that each employee has received and read the policy. The acknowledgement will be placed in the employee's personnel file. Employees shall have the

responsibility for reporting inappropriate use, however it comes to their attention, to their Department Head or his designee. As this is an employment requirement, employees should suffer no retaliation solely for such reporting.

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

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

The City has the authority to inspect the contents of any equipment, files, calendars or computer communications of its employees. Messages may be accessed, reviewed, copied, deleted or disclosed. The City may at any time monitor, retrieve or recreate any communications from City equipment. In addition, the City may monitor the employee's activities on computer devices, which include the amount of time an employee is connected, and recipients and senders of messages, and locations, which employees may have visited. Employees should expect that their activities on computer devices are regularly reviewed.

Access to the City's Internet or usage of the City's e-mail system is an important communication tool to help facilitate city operations. City employees should be aware that there is no guarantee of privacy or confidentiality for personal messages transmitted via the e-mail system as all messages are owned by the City and their contents may be monitored, viewed, printed, and further distributed at any time by other City employees.

The City has the discretion to allow limited use of time, governmental property, equipment or other facility for personal purposes if:

- Use is authorized by the appropriate authority
- Use does not interfere with the performance of the employee's public duties
- Cost or value related to the use is nominal
- Use does not create the appearance of impropriety
- Use is of appropriate nature

The use of the City's Internet/E-mail system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The City of Quincy reserves the right to deny, revoke, or suspend access at any time. Violations of these policies may constitute cause for disciplinary action (in addition to loss of privileges) including suspension or discharge.

Employees are responsible for *their* actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation
- Unauthorized uploading or downloading of software, regardless of whether it is copyrighted or "de-virused"

- Downloading copyrighted material for other than personal use
- Using the network for private financial or commercial gain
- Wastefully using resources, such as file space, chain letters, flaming, etc.
- Forwarding non-business related emails, with embedded attachments, to other City email users
- Gaining unauthorized access to resources or entities
- Trespassing in others' folders, work, files or changing computer files not belonging to the user
- Invading the privacy of individuals
- Using another user's account or password or sharing passwords with others
- Posting material authored or created by another without his/her consent
- Posting anonymous messages
- Using the network for commercial or private advertising
- Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal messages, pictures, or other material
- Using the network while access privileges are suspended or revoked

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

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

805 SOFTWARE INSTALLATION

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

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

The City of Quincy's IT Department is exclusively responsible for installing and supporting all software on the City's computer systems. All software must be approved, licensed and tested before it will be installed on any city computer. Software cannot be present on the City of Quincy's computers based on any of the following scenarios:

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

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

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

- Internet software

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

To request software for a computer, *the Department Head or his designee shall complete a "Software/Hardware Change Form"*.

This policy is designed to let the City of Quincy's employees achieve their business objectives. The policy is designed to maintain compliance with the Federal Copyright Protection for Computer Program as well as vendor software license agreements. This policy was also designed to limit virus and/or unauthorized access to the City's computer systems. All employees must abide by the terms and conditions of this policy. Any violation may constitute cause for disciplinary action including loss of network access privileges and/or suspension or discharge.

806 SOCIAL MEDIA

Management recognizes the importance of the Internet in shaping public thinking about the City of Quincy and the service it provides for residents. Management also recognizes the importance of employees joining in and helping shape the future through interaction in social media. Management is committed to supporting an employee's right to interact knowledgeably and socially on the Internet through interaction in social media. At the same time, employees are expected in words and actions to comport themselves in a manner consistent with their responsibilities and obligations as an employee of the City of Quincy.

Social media guidelines have been developed to help employees make appropriate decisions about blogging and the contents of your blogs, personal websites, postings on wikis and other interactive sites, postings on video or picture sharing sites, or in the comments that are made online through the public Internet, and in responding to comments from posters either publicly or via email. See Policy 803, Internet and Email Usage.

These policies and guidelines apply only to work-related sites and issues and are not meant to infringe upon an employee's personal interaction or commentary.

An employee develops a website or a blog that will mention the City and /or its services, employees, or vendors, the employee should identify themselves as an employee of the City of Quincy and that the views expressed on the website or blog are the employee's alone and do not represent the views of City Management of the City of Quincy. As a courtesy, the employee developing such a site or blog should notify their Department Head or his designee.

Unless given permission by the Mayor, or other appropriate official, employees are not authorized to speak on behalf of the City.

While an employee may have a right to speak on matters of public concern, an employee may not necessarily be entitled to speak as an employee with regard to one's job duties or responsibilities that contain confidential information, ongoing investigations or that may result in harm to the City. The City logo may not be used without explicit permission in writing from the Mayor or his designee.

Employees are encouraged to speak respectfully about the City and its current and potential employees and suppliers and to refrain from name calling or behavior that will reflect negatively on the City's reputation. Employees are encouraged to write knowledgeably, accurately, and professionally when speaking as a citizen and to honor the privacy and confidentiality rights of other employees and citizens where information is obtained in connection with one's employment.

Employees are legally liable for anything written or presented online. Employees may in appropriate circumstances be disciplined by the City for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Employees may be sued by other employees, suppliers and any individual or company that view commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

Media contacts about the City and its services, employees, and/or suppliers, should be referred for coordination and guidance to the Department of Human Resources.

SECTION 9 – MISCELLANEOUS

901 FREEDOM OF INFORMATION ACT (FOIA)

The Illinois Freedom of Information Act (FOIA) regulates and sets requirements for the disclosure of public records by all public bodies in the State of Illinois. As a public institution in the State, the City is subject to provisions of the FOIA. Under the FOIA, all persons have the right to inspect and/or receive copies of public records maintained by the City. A request must be made in writing, which includes email or fax. The City's FOIA Officer is responsible for handling all FOIA requests made to the City. Any department or employee at the City who receives a FOIA request must promptly forward the request to the FOIA Officer. Individuals should be encouraged to submit their requests directly to the FOIA Officer to avoid inadvertent delays.

902 POLITICAL ACTIVITIES

The State Officials and Employees Ethics Act, 5 ILCS 430 et seq., and the Public Officer Prohibited Activities Act, 50 ILCS 105, et seq., restrict the use of governmental funds and facilities for political purposes. Elected and appointed officials of the City and its employees are prohibited from performing any prohibited political activity on "compensated time" and by intentionally misappropriating any City equipment or resources by engaging in any prohibited political activity to benefit a political campaign or organization.

These rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any time while on duty or when they may be identified as an employee of the City by any means such as uniform, insignia, motor vehicle or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petitions, distributing political literature, drafting or copying campaign literature, or encouraging others to do any of the above. For purposes of this paragraph "while on duty" includes those hours the employee is scheduled to work and is working for the City but does not include breaks, lunches, or other duty-free periods of time, so long as said activities are done off premises or kept out of the view of the patrons visiting the City.

Political affiliation, preference or opinion will not influence an individual's employment, retention or promotion as a City employee. Employees of the City will not be required to contribute monies to any candidate or political party, but may do so on a strictly voluntary basis.

903 MEDIA REQUEST FOR INFORMATION

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

904 PRESS RELEASES

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

905 FUNDRAISING

The City's culture encourages employees to become involved in municipal and employee events and to support charitable organizations. Fundraising activities or charitable campaigns shall not be undertaken by City employees during work hours or while on duty without approval from both the Director of Administrative Services and Department Head.

A Department Head may designate a posting area or bulletin board, accessible only by employees, for employees within that respective department to post or display charitable or community service materials, notices, order forms, and the like. Department Heads may make reasonable time, place, and manner restrictions upon the display of such materials but may not make content-based limitations; provided that, such materials may not be discriminatory or harassing in nature or content to a reasonable person. City of Quincy employees must ensure that charitable activities conform to the standards of conduct and practices in the City of Quincy's Personnel Handbook, Policy 906, Gifts and Gratuities and Policy 215, Outside Employment and Business Interests.

The use of email for promotion of fundraising activities or charitable campaigns must be approved by the Director of Information Technology and the Director of Human Resources. See Policy 804, Internet and Email Usage.

Solicitation for contributions, donations, or participation shall not target City of Quincy vendors, including past vendors or known potential vendors. Mailing and contact lists shall be composed of broad categories of individuals and businesses, for example, all chamber of commerce members. Advertising is not allowed on City property or as part of a City or City-sponsored event. Recognition is allowed to express appreciation, provided that the recognition signage and materials are limited in size and scope.

All proceeds derived from a fundraising event sponsored by the City of Quincy are to be donated to the respective community partner for which the activity was conducted. The person or persons conducting the activity are responsible for the safe keeping of all proceeds, and the proceeds may not be commingled with any public monies.

Proceeds may be used to pay for direct costs of conducting the fundraising event or for the cost of actual goods purchased and used for the fundraiser.

Proceeds may not be used for the following purposes:

- Proceeds may not be split with any vendor nor used to pay the vendor a "share" of the sales or donations.
- Proceeds may not be used to pay for labor or other provided services.
- Proceeds may not be used to pay any cost which is higher than that cost readily available for similar goods acquired by other public or charitable groups.
- Proceeds may not be used for any purpose not related to the approved event.
- Proceeds may not be used as seed money for future events.

Whenever any portion of the proceeds is used for paying costs, adequate records must be kept for all such expenditures, and notice must be provided indicating that proceeds are used to pay for the costs of the goods or other event expenditures.

Employees must use approved personal leave when they participate in a fundraising event for an extended period, such as competing in a golf tournament, 5k race, etc. Use of employee time for

approved fundraising should not disrupt the normal and ordinary performance of duties, should not cause or require the use of overtime, and should not use unreasonable amounts of time.

Employee participation in fundraising activities is entirely voluntary. Department Heads will not compel employees to participate or donate nor “compensate” them in any way (i.e. paid day off without using accrued time) for participation or donation.

Public funds may not be used to pay for any direct costs for fundraising events. City equipment and supplies may be used for incidental purposes and only when authorized by the Department Head.

906 GIFTS AND GRATUITIES

Employees must not solicit or accept any gift, gratuity or other reward from any person, business or entity that is doing business with the City or is attempting to secure business from the City. Further, employees must not solicit or accept, nor should they expect people who use City services, programs or facilities to give them gifts, gratuities or other rewards, or other remunerative devices or favors for performing his or her job, except as otherwise provided in this section. If someone offers or gives an employee a gift as a result of his or her position as an employee, that employee or any employee with knowledge of such gift or the offer of such a gift must report it to the Director of Human Resources. The Director of Human Resources must report such offers or gifts to the City Council. This policy does not apply to any non-cash gifts or gifts from a single source during any calendar year having a total cumulative value of less than \$100. Also, this policy does not apply to nominal non-cash gifts such as a cup of coffee, a soft drink, a sandwich, or other similar items not exceeding a value of \$75. However, employees must report such non-cash gifts to his or her Department Head.

Failure to properly report a gift, gratuity or other reward may subject the employee to disciplinary action up to and including termination.

Employees that are confused by or in doubt of any provision of this section should contact his or her Department Head; Department Heads may contact the Director of Human Resources for further information and direction. This policy applies to all employees. Retention of any gift will be conditional upon the approval of City officials.

907 BUSINESS TRAVEL EXPENSES

It is the policy of the City of Quincy to reimburse employees for reasonable and necessary expenses incurred during approved work-related travel. Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Authorization and Responsibility

Employee travel must be authorized by the Department Head. Employees should verify that planned travel is eligible for reimbursement prior to making travel arrangements. Within 14 days of completion of travel, the employee must submit a travel expense form documenting the business purpose and supported by **itemized receipts** in order to obtain reimbursement of expenses. All reimbursements must have Department Head approval. The Department Head is required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant. Employees who use personal funds to facilitate travel arrangements will not be reimbursed

until after the trip occurs and proper documentation is submitted. Reimbursements that may be paid by the City of Quincy are shown below.

Meals (per diem). In order to receive reimbursement for meals, travel must be 50 miles or more from the employee's primary worksite unless prior approval from the employee's Department Head is received. The City of Quincy per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location, and are broken down into set amounts per meal. If a free meal is served on the plane, included in a conference registration fee, built in to the hotel room rate or replaced by a business meal, the per diem allowance for that meal may not be claimed. A gratuity up to 15% may be claimed and is counted as part of the meal allowance. The City of Quincy does not reimburse for the expense of alcohol. In addition to meals these rates the U.S. General Services Administration Guidelines include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Lodging. The cost of overnight lodging (room rate and tax only) will be reimbursed to the employee if the authorized travel is 50 miles or more from the employee's primary worksite. The City of Quincy will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. Only single room rates are authorized for payment or reimbursement unless there is a second employee representing the City in an authorized capacity. If reimbursement for more than a single room rate is requested, the name of the second employee must be included.

Automobile (personally owned). A valid Illinois Driver's License is required. All personal vehicles used for City business must be adequately insured for liability, personal injury and property damage. Employees who use their personal vehicles when traveling or conducting City business will be reimbursed at the approved mileage rate established by the IRS standards. Current rates are available through the Comptroller's Office. Mileage calculation begins from the point of departure, but shall not include mileage to and from work. An employee's point of departure will be their primary work site address for the purposes of computing mileage reimbursements. Original receipts are required for parking fee reimbursement. If more than one employee rides in the vehicle, only the owner of the vehicle will be reimbursed. Employees who receive a monthly auto stipend are not eligible to receive mileage reimbursement.

Automobile (City owned). A valid Illinois Driver's License is required. When an employee is driving a City-owned vehicle, he/she is expected to observe all traffic laws and accept responsibility for the payment of any fines incurred. If a traffic citation is received while operating any City vehicle or an accident occurs the employee must immediately report the incident to the Risk Management department. Any fuel purchased while using a City-owned vehicle will be reimbursed when an itemized receipt is submitted. Original receipts are required for parking fee reimbursement.

Airfare / Rail Transportation. An original itemized receipt, original e-ticket receipt/statement or an internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Miscellaneous Transportation. Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.

Non-Reimbursable Travel Expenses

The following items that may be associated with travel will not be reimbursed by the City of Quincy:

- Alcoholic Beverages.
- Airline upgrades.
- Business class or first class.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by an employee's failure to cancel travel or hotel reservations in a timely fashion.
- Clothing expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Personal entertainment expenses, including in-flight movies, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Expenses of spouse, family, or other persons not directly employed by the City.
- Fines for parking or traffic violations.
- Loss or damaged personal property.
- Other expenses not directly related to the business travel.

Vacation in Conjunction with City Travel

In cases in which vacation time is added to a trip, any cost variance in airfare, car rental, or lodging must be clearly identified. Personal expenses will not be reimbursed.

Travel for Non-Employees

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide purpose for engaging in the travel or attending the event. Such travel should occur infrequently and must be approved by the Department Head.

Exceptions

The Director of Administrative Services or the Mayor shall have the authority to grant exceptions from any part of this policy when deemed in the best interest of the City. All exceptions must be stated in writing, signed by the appropriate parties, and attached to the travel expense form.

908 MISCELLANEOUS REIMBURSEMENTS

No reimbursement will be issued from the City funds for cards, flowers, or employee celebrations (e.g. retirement party, retirement cakes, etc). No reimbursement will be issued for dues for clubs and organizations that are not deemed necessary to fulfill the position held.