- Does not apply to employees covered by a union contract
- Does not apply to employees of elected departments heads, unless said official so chooses

TABLE OF CONTENTS

Current Date of Contents of Personnel Policy	ii
Introduction	1
Chapter I - Classification and Compensation	2
Chapter II - Staffing and Manning	5
Chapter III - Work Week	8
Chapter IV - Overtime	9
Chapter V - Health, Education and Welfare Benefits	11
Chapter VI - Vacation, Sick Leave & Holiday Benefits	17
Chapter VII - Extraordinary Leave Benefits	19
Chapter VIII - Grievance Procedure	22
Chapter IX - Discipline and Discharge	25
Chapter X - Resignations	27
Chapter XI - No Solicitation/Distribution Policy	28
Chapter XII - Unionization	30
Chapter XIII - Equal Employment Opportunity and Affirmative Action	31
Chapter XIV - Sexual Harassment	33
Employee Acknowledgment Form	35

This page showing current page dates of the Personnel Policy will be updated on the County's web page each March at www.dekalbcounty.org. This page was last reviewed for updates as of March 1, 2015.

CURRENT DATE OF CONTENTS OF PERSONNEL POLICY

Page	Section	Date	Page	Section	Date
i	Table of Contents	05/22/1988	6	2.5.1.	11/21/1984
ii	Current Dates	05/22/1988	6	2.6.0.	11/21/1984
1	Introduction	11/21/1984	6	2.6.1.	11/21/1984
2	1.1.0.	11/21/1984	7	2.7.0.	11/21/1984
2	1.1.1.	11/21/1984	7	2.7.1.	11/21/1984
2	1.1.2.	05/22/1988	7	2.7.2.	11/21/1984
2	1.1.3.	11/21/1984	8	3.1.0.	11/21/1984
2	1.2.0.	11/21/1984	8	3.1.1.	11/21/1984
2	1.2.1.	11/21/1984	8	3.2.0.	11/21/1984
2	1.2.2.	11/21/1984	8	3.2.1.	11/21/1984
3	1.3.0.	11/21/1984	8	3.3.0.	11/21/1984
3	1.3.1.	11/21/1984	8	3.3.1.	11/21/1984
3	1.4.0.	11/21/1984	8	3.4.0.	11/21/1984
3	1.4.1.	11/21/1984	8	3.4.1.	11/21/1984
3	1.5.0.	11/21/1984	9	4.1.0.	11/21/1984
3	1.5.1.	11/21/1984	9	4.1.1.	10/16/1985
3	1.6.0.	11/21/1984	9	4.2.0.	11/21/1984
3	1.6.1.	11/21/1984	9	4.2.1.	11/21/1984
3	1.6.1.a	05/22/1988	9	4.2.1.a.	05/22/1988
3	1.6.1.b	11/21/1984	9	4.2.1.b.	11/21/1984
3	1.6.2.	05/22/1988	9	4.2.1.c.	11/21/1984
3	1.6.3.	11/21/1984	9	4.2.1.d.	01/15/1986
4	1.7.0.	11/21/1984	10	4.3.0.	11/21/1984
4	1.7.1.	11/21/1984	10	4.3.1.	11/21/1984
4	1.8.0.	11/21/1984	10	4.4.0.	11/21/1984
4	1.8.1.	11/21/1984	10	4.4.1.	11/21/1984
4	1.8.2.	11/15/1989	11	5.1.0.	11/21/1984
4	1.9.0.	11/21/1984	11	5.1.1.	11/21/1984
4	1.9.1.	11/21/1984	11	5.2.0.	11/21/1984
4	1.9.1.a	11/15/1989	11	5.2.1.	01/01/1990
4	1.9.1.b.	11/15/1989	11	5.2.2.	11/21/1984
4	1.9.2.	11/21/1984	11	5.2.3.	05/22/1988
4	1.9.2.a.	11/15/1989	11	5.2.4.	01/01/1987
5	2.1.0.	11/15/1989	11	5.2.5.	01/01/1987
5	2.1.1.	11/15/1989	12	5.2.6.	01/01/1987
5	2.2.0.	11/21/1984	12	5.2.7.	03/01/1987
5	2.2.1.	11/21/1984	12	5.3.0.	11/21/1984
5	2.2.2	11/21/1984	12	5.3.1.	11/21/1984
5	2.2.2.a	11/21/1984	12	5.3.2.	11/21/1984
5	2.2.2.b	11/21/1984	12	5.4.0.	11/21/1984
6	2.3.0	11/21/1984	12	5.4.1.	05/22/1988
6	2.3.1.	11/21/1984	12	5.4.2.	11/21/1984
6	2.4.0.	11/21/1984	12	5.4.3.	05/22/1988
6	2.4.1.	11/21/1984	13	5.4.4.	04/15/1987
6	2.5.0.	11/21/1984	13	5.5.0	11/21/1984

Page	Section	Date	Page	Section	Date
13	5.5.1.	05/22/1988	20	7.3.0.	11/21/1984
13	5.5.2.	11/21/1984	20	7.3.1.	11/21/1984
13	5.5.3.	11/21/1984	20	7.4.0.	11/21/1984
13	5.5.4.	11/21/1984	20	7.4.1.	05/22/1988
13	5.5.5.	11/21/1984	20	7.5.0.	11/21/1984
14	5.6.0.	11/21/1984	20	7.5.1.	05/22/1988
14	5.6.1.	11/21/1984	20	7.6.0.	11/21/1984
14	5.6.2.	11/21/1984	20	7.6.2.	11/21/1984
14	5.7.0.	11/21/1984	21	7.6.3.	11/21/1984
14	5.7.1.	11/21/1984	21	7.6.4.	11/21/1984
14	5.7.2.	11/21/1984	22	8.1.0.	11/21/1984
14	5.7.2.a.	11/21/1984	22	8.1.1.	05/22/1988
14	5.7.2.b.	11/21/1984	22	8.2.0.	11/21/1984
14	5.7.2.c.	11/21/1984	22	8.2.1.	11/21/1984
14	5.7.2.d.	11/21/1984	22	8.2.2.	11/21/1984
14	5.7.3.	11/21/1984	22	8.2.3.	11/21/1984
15	5.7.4.	11/21/1984	22	8.3.0.	11/21/1984
15	5.8.0.	11/21/1984	22	8.3.1.	11/21/1984
15	5.8.1.	11/21/1984	23	8.3.2.	11/21/1984
15	5.9.0.	11/21/1984	23	8.3.3.	11/21/1984
15	5.9.1.	12/17/1986	23	8.3.4.	11/21/1984
15	5.9.2.	11/21/1984	23	8.3.5.	11/21/1984
15	5.10.0.	11/21/1984	23	8.3.6.	11/21/1984
15	5.10.1.	11/21/1984	23	8.3.7.	11/21/1984
16	5.11.0.	11/21/1984	24	8.4.0.	11/21/1984
16	5.11.1.	11/21/1984	24	8.4.1.	11/21/1984
16	5.11.2.	11/21/1984	25	9.1.0.	11/21/1984
16	5.12.0.	11/21/1984	25	9.1.1.	11/21/1984
16	5.12.1.	11/21/1984	25	9.1.1.a.	11/21/1984
16	5.12.2	11/21/1984	25	9.1.1.b.	11/21/1984
16	5.12.3.	11/18/1987	25	9.1.1.c.	11/21/1984
17	6.1.0.	11/21/1984	25	9.1.1.d.	11/21/1984
17	6.1.1.	11/21/1984	26	9.2.0.	11/21/1984
17	6.1.2.	04/17/1985	26	9.2.1.	05/22/1988
17	6.1.3.	11/21/1984	26	9.3.0.	11/21/1984
17	6.2.0.	11/21/1984	26	9.3.1.	11/21/1984
17	6.2.1.	11/21/1984	27	10.1.0	11/21/1984
17	6.2.2.	04/17/1985	27	10.1.1	11/21/1984
18	6.2.3.	05/22/1988	27	10.2.0	11/21/1984
18	6.3.0.	11/21/1984	27	10.2.1.	11/21/1984
18	6.3.1.	05/22/1988	28	11.1.0.	11/21/1984
18	6.4.0.	11/21/1984	28	11.1.1.	11/21/1984
18	6.4.1.	11/21/1984	28	11.1.2.	11/21/1984
19	7.1.0.	11/21/1984	28	11.1.3.	11/21/1984
19	7.1.1.	11/21/1984	28	11.1.3.a.	11/21/1984
19	7.1.1.a.	11/21/1984	28	11.1.3.b.	11/21/1984
19	7.1.1.b.	11/21/1984	28	11.1.3.c.	11/21/1984
19	7.1.1.c.	11/21/1984	28	11.1.4.	11/21/1984
19	7.2.0.	11/21/1984	28	11.1.5.	11/21/1984
19	7.2.1.	11/21/1984	29	11.1.5.a.	11/21/1984
19	7.2.2.	11/21/1984	29	11.1.5.b.	11/21/1984
			29	11.1.5.c.	11/21/1984

Page	Section	Date	Page	Section	Date
30	12.1.0.e.	05/22/1988			
30	12.1.0.	11/21/1984			
30	12.1.0.a.	11/21/1984			
30	12.1.0.b.	11/21/1984			
30	12.1.0.c.	11/21/1984			
30	12.1.0.d.	11/21/1984			
31	13.1.0.	11/21/1984			
31	13.1.1.	05/22/1988			
31	13.2.0.	11/21/1984			
31	13.2.1.	11/21/1984			
31	13.3.0	11/21/1984			
31	13.3.1.	11/21/1984			
32	13.3.2.	11/21/1984			
32	13.4.0.	11/21/1984			
32	13.4.1.	11/21/1984			
33	14.1.0	03/21/1990			
33	14.1.1.	03/21/1990			
33	14.2.0.	03/21/1990			
33	14.2.1.	03/21/1990			
33	14.2.2.	03/21/1990			
33	14.2.2.a.	03/21/1990			
33	14.2.2.b.	03/21/1990			
33	14.2.2.c.	03/21/1990			
33	14.3.0.	03/21/1990			
33	14.3.1.	03/21/1990			
34	14.4.0.	03/21/1990			
34	14.4.1.	03/21/1990			
34	14.5.0.	03/21/1990			
34	14.5.1.	03/21/1990			
34	14.5.2.	03/21/1990			
34	14.5.3.	03/21/1990			
34	14.5.4.	03/21/1990			
34	14.5.5.	03/21/1990			
34	14.5.6.	03/21/1990			
35	Employee Acknowledgment Form				

INTRODUCTION

If one is to accept as legitimate the premise that one of the most valuable DeKalb County resources is its employees, it logically follows that the coordination and administration of human resources is a major management responsibility that is central to the success of services delivery. Uniformity in accomplishing human resource objectives as well as the consistent administration of personnel functions is conditioned by the proper application of personnel policies. Policies are the rules established to assure the performance of functions in conformity with desired objectives. They also are a management tool designed to insure consistency in dealing with people and the activities of people.

- *(Revised 11/21/1984)*

Personnel policies are a necessary vehicle for communicating management attitude into employee action. Expediency in reaction to everyday work situations without the benefit of stated guidelines is at best fire-fighting, and is quite inadequate in perpetuating an orderly set of working rules.

- *(Revised 11/21/1984)*

Policy, in the general sense, is a long-range statement of objectives, which, if properly written, seldom needs change. Procedures, however, are short-range statements of technique designed to provide the methodology for accomplishing policy. Both operate in conjunction with each other, resulting in the necessity for a compatible integration of policy and procedure in the DeKalb County Personnel Manual.

- *(Revised 11/21/1984))*

This Manual has been prepared to assist the employees of the County in understanding and carrying out their duties, responsibilities, and privileges as County employees. The manual is not intended to create a contract of employment. The rules set forth here are not intended to cover every aspect of the County's operation; rather, it is hoped that this Manual will serve as a means of enabling each employee to gain a better understanding of his or her role in the County and the responsibilities to the residents of our County.

- *(Revised 11/21/1984)*

Please note that the County may from time to time add, change or delete a policy or practice mentioned in this Manual. While it is the intent of the County to promptly notify all affected employees of changes, unfortunately circumstances do not allow us to guarantee that prior notice can be given and the policy in effect at the time will simply have to govern. If you have any questions about any subject in this Manual, your supervisor will be happy to discuss them with you.

- *(Revised 11/21/1984)*

CHAPTER I
Classification & Compensation

1.1.0. General

1.1.1. The essential purpose of the position classification and compensation plans for DeKalb County is to permit the County to recruit and retain the services of qualified employees by providing adequate classification and compensation treatment internally, and by placing the County on a competitive basis with other governmental and private organizations consistent with the availability of funds and the County's allocation of resources.

■ *(Revised 11/21/1984)*

1.1.2. To make our compensation system work, we need to evaluate the job content of each classification. The classification plan and its future administration shall provide the needed working basis for an adequate pay plan. DeKalb County's classification plan calls for classifying every position to one of the following categories: (1) Clerical, Labor and Service Schedule, (2) Administrative and Management Schedule, (3) Non-scheduled, Exempt Status, (4) Contractual.

■ (Revised 11/21/1984; 5/22/1988)

1.1.3. The basic function of the compensation plan is to provide a structure that shall enable DeKalb County to recruit and retain competent employees. This plan is designed to accomplish these goals by: (1) Compensating employees for work of varying responsibility, (2) Establishing methods of rewarding employees for outstanding service, (3) Facilitating adjustments to changing economic and employment conditions requiring changes in pay levels and inter-relationships, and (4) Establishing pay rates which compare favorably with those of public and private organizations competing for employee skills similar to those utilized by the County consistent with the availability of funds and the County's allocation of resources.

■ *(Revised 11/21/1984)*

1.2.0. Reclassification

1.2.1. Written requests for reclassification shall be prepared by Department Heads and forwarded to the Administrative Aide. Such requests shall set forth the reasons why reclassification is necessary. The Administrative Aide shall forward all requests with recommendations to the appropriate Committee. If approved, their request shall then be forwarded to the Government Operations Committee who shall recommend a new classification, based on job responsibilities, to the County Board.

■ *(Revised 11/21/1984)*

1.2.2. If an occupied position is reclassified to a lower grade, the wage shall remain the same or be adjusted to entrance level of the new grade, whichever is greater. If a position is reclassified to a higher grade, the wage shall be adjusted to entrance level of the new grade or to a wage ten (10) percent greater than the wage received on the date of reclassification, whichever is greater.

■ *(Revised 11/21/1984)*

1.3.0. Responsibility for Compensation Plan

1.3.1. The Finance Committee of the DeKalb County Board shall exercise initiative for conducting regular reviews of County pay levels, annually or less frequently, to insure the adequacy of the compensation plan taking into account local and regional competitive employment markets, the availability of funds and the County's allocation of its resources. Such revision shall be made not only with respect to economic and employment conditions, but in response to changes in class structure as well as to recruitment and turnover experience. Adjustments to the County's compensation plan are dependent upon approval by the County Board.

■ *(Revised 11/21/1984)*

1.4.0. Clerical, Labor and Service Schedule

1.4.1. Positions classified to the Clerical, Labor and Service Schedule shall be compensated at an hourly wage, and be eligible for overtime pay.

■ *(Revised 11/21/1984)*

1.5.0. Administrative and Management Schedule

1.5.1. Positions classified to the Administrative and Management Schedule shall be compensated on a salary basis and not be eligible for overtime pay.

■ *(Revised 11/21/1984)*

1.6.0. Non-scheduled, Exempt Status (Appointive)

1.6.1. A non-scheduled, appointed employee is a staff member of the DeKalb County Government whose condition of employment conforms to one or more of the following criteria:

■ *(Revised 11/21/1984)*

1.6.1.a. Manages a principal service of the County Government under the general direction of the County Board or Forest Preserve Commissioners, or

■ *(Revised 11/21/1984; 5/22/1988)*

1.6.1.b Received non-scheduled status through resolution of the County Board and serves at the pleasure of the County Board

■ *(Revised 11/21/1984)*

1.6.2. The compensation of non-scheduled, appointed personnel shall be established through evaluation with the appropriate authority. However, the salary shall be limited to the minimum-maximum compensation range recommended for the pertinent classification by the latest County Board-approved comprehensive classification/compensation survey.

■ *(Revised 11/21/1984; 5/22/1988)*

1.6.3. The compensation of non-scheduled, appointed personnel shall assume and encompass periods of vacation and disability; the extent of such non-work periods shall be at the discretion and/or need of the employer. However, it is expected that the employee shall not absent himself from his duties for other than emergency purposes to the detriment of fulfilling his responsibilities or against the directive of a superior. Further, it is expected that the employee shall advise the appropriate oversight authority in advance of any planned, non-emergency absence to be of longer duration than five (5) consecutive workdays.

■ *(Revised 11/21/1984)*

1.7.0. Non-Scheduled, Exempt Status (Elective)

1.7.1. The compensation of non-scheduled, elected personnel shall be established on a term basis by the County Board in accordance with State law. The salary shall be set, or minimum salary defined for setting the salary later, at the October County Board meeting in the year preceding the year in which the general election for the office shall be held. However, a definite salary shall be set no later than the October County Board meeting immediately preceding the general election for the office.

■ *(Revised 11/21/1984)*

1.8.0. Employment at Above Entrance Level Compensation

1.8.1. In recognition of recruitment difficulties and/or prior, pertinent experience or exceptional qualifications of a candidate, the Department Head may employ at a wage/salary of up to ten (10 percent greater than the applicable, entrance level compensation. Such written justification shall at a minimum set forth the monetary amount and percentage above entrance level compensation accorded, and the specific reasons therefore. Employment above entrance level requires prior approval by the appropriate County Board Committee. Recognizing that Committee schedules may present problems when rapid replacement of personnel is required, Department Heads may request approval from the Chairman of the appropriate Committee by telephone with follow-up in writing.

■ *(Revised 11/21/1984)*

1.8.2. After successful completion of the probationary period, a non-licensed nursing employee will be eligible for an additional $.15 increase. Licensed nursing personnel may receive a 0 - 15% wage increase when they are hired or after thirty (30) days of employment.

■ *(Revised 11/15/1989)*

1.9.0. Night Differential Pay

1.9.1. Personnel of the Nursing Home assigned to the second (2nd) and third (3rd) shifts are eligible to receive night differential pay as follows:

■ *(Revised 11/21/1984)*

1.9.1.a Second (2nd) Shift: One dollar and fifty cents ($1.50) additional per hour for licensed nursing personnel and seventy-five cents ($.75) additional per hour for all nursing department staff; and

■ *(Revised 11/21/1984; 11/18/1987; 11/15/89)*

1.9.1.b Third (3rd) Shift: Two dollars ($2.00) additional per hour for licensed nursing personnel and seventy-five cents ($.75) additional per hour for all other nursing department staff.

■ *(Revised 11/21/1984; 11/18/1987; 11/15/89)*

1.9.2. Weekend Differential Pay

1.9.2.a. Personnel of the Nursing Home assigned to work weekends are eligible to receive weekend differential pay as follows

■ *(Revised 11/15/1989)*

Professional nurses receive on dollar ($1.00) additional per hour

■ *(Revised 11/15/1989)*

Non-professional nurses and dietary employees receive fifty cents ($.50) additional per hour.

■ *(Revised 11/21/1984; 11/18/1987; 11/15/89)*

CHAPTER II
Staffing and Manning

2.1.0. General

2.1.1. Staffing is concerned with fitting individuals with appropriate personal characteristics into the positions which best capitalize upon and maximize their characteristics. Manning is primarily concerned with the numerical distribution of personnel.

■ *(Revised 11/21/1984)*

2.2.0. Recruitment and Selection

2.2.1. The paramount objective relative to recruitment and selection is to employ persons deemed to be well qualified for the job in question, and at the same time, insure that all candidates are evaluated without regard to race, age, marital status, handicap, sex, religious affiliation or any other artificial barrier.

■ *(Revised 11/21/1984)*

2.2.2. Nepotism

2.2.2.a. Definition

Nepotism is the practice of showing favoritism to individuals based on relationship rather than ability. Favoritism, in the context of employment with DeKalb County, may include, but is not necessarily limited to, favoritism shown in the hiring, promotion, transfer, or compensation of employees. It encompasses all favorable personnel actions including the initial hiring of an employee - where those actions are based in that person's relationships, not in their skills, abilities or accomplishments. Relationships, in the context of this policy, include not only blood relationships created by birth, marriage or adoption, but also relationships created by close friendship.

■ *(Revised 11/21/1984)*

2.2.2.b. Intent of the Policy

It is the intent of this policy to express the wishes of the DeKalb County Board that the practice of nepotism is a violation of the personnel policies of the County of DeKalb. It is the stated policy of the DeKalb County Board that, beginning with initial employment decisions and carrying through the tenure of employment with this employer, personnel decisions should be based solely on ability and qualifications. It is expected that officials at all levels of County government will recognize and be sensitive to conflicts created by personal and family relationships and that those officials should avoid not only these conflicts, but actions which present the appearance of such conflicts. This policy does not prohibit the employment, promotion, etc. of friends and relatives of existing or future County officials. It is intended to remove those conflicts which might arise when favoritism is granted to friends and family members or may appear to have been.

■ *(Revised 11/21/1984)*

2.3.0. Probation

2.3.1. The employee's initial six months of employment constitute a period of probationary service. During such period, the employee is in working-test status. Consequently, during the initial six (6) months of employment, the employee may be discharged without notice, and without right of resort to the grievance process.

■ *(Revised 11/21/1984)*

2.4.0. Promotion

2.4.1. The paramount objective relative to promotion is to promote a person deemed to be well qualified for the job in question, regardless of their race, age, marital status, handicap, sex, religious affiliation or any other artificial barrier. Promotion shall be at the discretion of the Department Head. On promotion, an employee shall receive a wage adjustment to entrance level of the grade assigned to that position he/she is being promoted into, or to a wage ten (10) percent greater than the employee's current salary, whichever is greater.

■ *(Revised 11/21/1984)*

2.5.0. Demotion

2.5.1. Demotion becomes necessary when the employee either elects to accept a position involving less responsibility and a lower grade, or fails to demonstrate that level of responsibility or skill deemed requisite for the position held. On demotion, an employee shall receive a wage adjustment to the maximum level of the grade assigned to the position he/she is demoted into, or to a wage ten (10) percent less than the employee's current salary, whichever shall result in the lesser compensation.

■ *(Revised 11/21/1984)*

2.6.0. Manning

2.6.1. The Department Head shall make a written request to the Committee of the County Board to which he/she regularly reports for a change in the number of positions authorized for the Department. Said request shall state the reasons for the recommended change. If new classifications are proposed for additional positions, a detailed job description must accompany the request. If additional funding for a transfer of appropriations to effect the change is required for the departmental budget, the request must also be reviewed by the Finance Committee. The Finance Committee shall forward its recommendation to the County Board.

■ *(Revised 11/21/1984)*

2.7.0. Lay-Off

2.7.1. A lay-off may proceed from alterations in departmental manning resulting either from the Department Head's request or initiative of the County Board. In the event that a lay-off within a department becomes necessary, and after appropriate action by the County Board, such lay-off shall be effected by the Department Head in that manner that will best promote the interests of the County. In staffing for the new manning allocation, the Department Head shall take into account each employee's qualifications, past performance and length of service with the County. However, necessary reassignments must be in accord with the applicable provisions of the comprehensive classification and compensation plan, and with Sections 2.04 and 2.05 above. An employee laid off to effect compliance with the new manning allocations shall, for a period of six (6) months from the date of lay-off, be recalled to fill any position vacancy occurring within the department, provided such position vacancy is of the same classification as the position from which such former employee had been laid-off; or be extended an offer to be hired to fill any other position vacancy occurring within the department, providing such former employee shall possess the requisite qualifications for the position. Among multiple laid-off employees qualified to fill a position vacancy subsequently occurring, the Department Head shall recall or extend offers, as the case may be, first to that former employee being the most qualified, and thereafter in rank-order based upon qualifications to that former employee deemed least qualified. A laid-off employee recalled to fill a position vacancy classified the same as the position from which such former employee had been laid-off, shall be restored to the same terms, conditions and benefits of employment as enjoyed as of the date of lay-off. A laid-off employee hired again to fill a position vacancy classified other than the position from which such former employee had been laid-off, shall be subject to the same terms, conditions and benefits of employment as any candidate regularly recruited for the position vacancy occurring within the Department, and declined same or failed to accept same within three (3) work days from the date of such recall or offer to be hired, can the Department Head otherwise recruit for the vacant position.

■ *(Revised 11/21/1984)*

2.7.2. When a lay-off is inevitable, or there are substantive reasons for assuming that one may be necessary, it is the responsibility of the Department Head to advise affected employees at the earliest practicable time. Promptly after appropriate action by the County Board authorizing a lay-off, official lay-off notices shall be prepared and issued by the Finance Director on the written advice of the Department Head. It is the responsibility of the Finance Director to provide the employee being laid-off with a written notice of at least fourteen (14) days prior to the effective date of lay-off except for emergencies or other situations where it is not possible to give such notice.

■ *(Revised 11/21/1984)*

CHAPTER III
Work Week

3.1.0. General

3.1.1. Employees are expected to work the hours dictated by their particular schedule, including overtime hours as needed.

■ *(Revised 11/21/1984)*

3.2.0. Normal Work Week

3.2.1. The normal work week for clerical, labor and service schedule employees shall be between 35 and 40 hours, depending upon the schedule set by management. In the event employees in the clerical, labor and service schedule are required to work hours different than the regular schedule, which may be more hours or fewer hours, management will advise the employees of this schedule. Full time employees in administration and management positions and in non-scheduled exempt positions shall not work a fixed number of hours per week, but rather shall observe whatever hours are needed and shall devote the time necessary to perform their duties in a responsible and professional manner.

■ *(Revised 11/21/1984)*

3.3.0. Work Week Duration

3.3.1. For payroll purposes, the work week shall be Sunday through the following Saturday. The normal work days for most employees shall be Monday through Friday. There are, however, other regularly scheduled periods of performance within a seven day work week, including Saturdays and Sundays, which may be scheduled for certain employees.

■ *(Revised 11/21/1984)*

3.4.0. Advice to Candidates for Employment

3.4.1. Candidates for employment shall be advised of the normal work schedule which will apply to them, with the understanding that this schedule may change depending upon the requirements of the job.

■ *(Revised 11/21/1984)*

CHAPTER IV
Overtime

4.1.0. General

4.1.1. Overtime compensation is available only to personnel in positions classified to the Clerical, Labor and Service Schedule. Personnel in positions classified to the Administrative and Management Schedule, and non-scheduled, exempt personnel are considered to be salaried employees not eligible for overtime compensation. Personnel on all three schedules may, based on specific duties and/or compensation levels, be exempt from the provisions of the Fair Labor Standard Act.

■ *(Revised 11/21/1984; 10/16/1985)*

4.2.0. Compensation at One and One-Half (1 1/2) Times the Hourly Rate

4.2.1. Eligible personnel shall be compensated at a rate one and one-half (1 1/2) times their regular hourly rate of pay under the following circumstances:

■ *(Revised 11/21/1984)*

4.2.1.a. For time worked in excess of forty (40) hours within a seven-day period beginning Sunday and ending Saturday.

■ *(Revised 11/21/1984; 5/22/1988)*

4.2.1.b. For time worked in excess of eight (8) hours in a day when regularly scheduled work hours do not exceed eight (8) hours per day based upon a five-day work week.

■ *(Revised 11/21/1984)*

4.2.1.c. For time worked in excess of regularly scheduled hours in a day when the employee is called back to work after completing the regularly scheduled work period.

■ *(Revised 11/21/1984)*

4.2.1.d. An employee may exchange paid overtime for compensatory time off if his supervisor or department head, or both, recognize this practice and agree to the arrangement prior to the performance of overtime. If a department head agrees to use compensatory time off in lieu of payment for overtime, accumulation shall be limited to 80 hours per person in any given year. As of November 30th of each year, employees who have compensatory time off on the books shall be compensated for that time at their current rate. No PHO's may be used until all available compensatory time off has been exhausted. A pay period is a two week period beginning at 12:01 a.m. April 14, 1985 and ending at midnight April 27, 1985 and each subsequent two week period. The decision of the department head shall be final. If compensatory time off is used as the method of paying for overtime, the overtime rate of pay will be one and one half hours of compensatory time off for each hour of overtime worked.

■ *(Revised 11/21/1984; 10/16/1985; 1/15/86)*

4.3.0. Compensation at Two (2) Times the Hourly Rate

4.3.1. Eligible personnel shall be paid at the rate of two (2) times their regular hourly rate of pay when required to work on a County Board approved holiday. However, if an employee is instructed to work the scheduled day off at least seven (7) calendar days prior to the date of performance, then overtime compensation shall be at the rate of one and one-half (1 1/2) times the regular hourly rate of pay.

- *(Revised 11/21/1984)*

4.4.0. Administration

4.4.1. The County Finance Director shall prescribe forms and procedures for the effective administration of overtime compensation policies.

- *(Revised 11/21/1984)*

CHAPTER V
Health, Education & Welfare Benefits

5.1.0. General

5.1.1. Personnel are eligible and/or required to participate in several benefit programs by virtue of their employment with DeKalb County. Certain personnel are eligible for additional benefit programs as a result of their conditions of employment and/or prior military service. The benefits listed in this chapter are brief summaries only. The actual documents, insurance policies and/or statutes are controlling. (Revised 11/21/84)

5.2.0. Health Insurance

5.2.1. Personnel who work 75% of a full time position are eligible to participate in the County's group health program unless the right to participate is expressly waived. The program provides both basic health and major medical plans. A waiting period may be required for health insurance on new employees. (Revised 1/1/90)

5.2.2. ~~The total cost of the insurance for the employee is borne by the County. Should the employee elect to receive family coverage, the County will pay a proportion of the cost, but in recognition of the substantial cost of such coverage, the County will require an employee contribution. The amount of such contributions will be set by the County Board. (Revised 11/21/84)~~

OUTDATED

5.2.3. Any retired employee age 55 years or older, who has eight years service with DeKalb County, may elect to retain coverage under the county's major medical group plan until eligible for Medicare. All premium costs will be paid by the retiree to the County of DeKalb for individual and/or family coverage. Eligible spouses and dependents may, at their own expense, continue coverage for up to 36 months following the loss of coverage when an employee does qualify for Medicare. (Revised 11/21/84, 5/22/88)

5.2.4. Employees who lose eligibility through termination or reduction in hours, may elect to continue coverage, at their own expense, for up to 18 months subsequent to this reduction. (Revised 1/1/87)

5.2.5. Eligible spouses may elect to retain coverage, at their own expense, following the death of an employee or divorce from an employee for up to 36 months. (Revised 1/1/87)

5.2.6. Eligible dependents who suffer the loss of coverage due to having reached the limiting age (21), getting married, or dropping out of school may, at their own expense, continue coverage for up to 36 months.
■ *(Revised 1/1/1987)*

5.2.7. There is a 2% administrative fee for COBRA insurance to be added to the premium.
■ *(Revised 1/1/1987)*

5.3.0. Illinois Municipal Retirement Fund

5.3.1. Personnel of DeKalb County are required to participate in the Illinois Municipal Retirement Fund (IMRF) if their position normally requires six hundred (600) hours or more of work in a twelve-month period, unless they are sixty year of age or older and have not previously been subject to the IMRF. However, elected officials who meet eligibility requirements may waive their right to participate in the IMRF.
■ *(Revised 11/21/1984)*

5.3.2. Contributions to the Illinois Municipal Retirement Fund are made by both the County and the employee. Contribution to the IMRF begins the first day of employment.
■ *(Revised 11/21/1984)*

5.4.0. Disability

5.4.1. Personnel of DeKalb County are covered by the Worker's Compensation Act of the State of Illinois. An employee who becomes disabled due to a work-related incident as defined by the Act shall receive those payments that the employee is entitled to under the Act.
■ *(Revised 11/21/1984; 5/22/1988)*

5.4.2. A disabled employee, who is under the age of sixty-five and has contributed to the IMRF for at least one (1) year immediately preceding the date of disability, may be entitled to receive disability payments from the Illinois Municipal Retirement Fund following the initial thirty (30) calendar days of disability. To be eligible for IMRF disability payments, the disability does not necessarily have to result from a work-related incident. However, the employee may elect to use accumulated Paid Hours Off in lieu of benefits from IMRF.
■ *(Revised 11/21/1984)*

5.4.3. An employee who becomes disabled as a result of a work-related incident shall be entitled to receive County-paid health insurance coverage for a period of time equal to one-half (1/2) of the employee's credited service, but no longer than twelve (12) months. The employee must continue contributions if family coverage is elected. An employee who becomes disabled as a result of a non-work related incident shall be entitled to continue health insurance coverage as long as his/her employment with the County continues, provided that the employee reimburses the County for the total cost of such coverage.
■ *(Revised 11/21/1984; 5/22/1988)*

5.4.4. Exempt employees who become disabled may receive 100% of salary for two (2) years with the County paying the first month and the subsequent 23 months being paid 50% by IMRF and 50% by insurance. The cost of said insurance shall be shared 75% by the County and 25% by the exempt employees who elect to participate.

- *(Revised 4/15/1987)*

5.5.0. Educational and Educational-Incentive Benefits

5.5.1. Full-time personnel employed by the County for at least one (1) calendar year, shall be reimbursed 75% up to $300.00 per fiscal year for the cost of tuition and books for approved courses taken at accredited institutions of learning. Successful completion of such courses must be demonstrated prior to reimbursement.

- *(Revised 11/21/1984 5/22/1988)*

5.5.2. Courses for which reimbursement may be made shall be limited to those which can directly benefit the employee's job performance. Prior to the employee's enrollment in a course, the Department Head shall present justification on the desired course to the appropriate County Board Committee for approval. Approval shall be contingent upon there being sufficient funds in the Departmental budget to provide for reimbursement.

- *(Revised 11/21/1984)*

5.5.3. Regardless of whether reimbursement is asked for, an employee may petition his/her Department Head for permission to attend beneficial courses during work hours. If the Department Head determines that the benefit to be derived by the employee and the county exceeds the detriment to effective and efficient operations, then the Department Head may excuse the employee from work to attend the course, or allow the employee to "make-up" the lost work time.

- *(Revised 11/21/1984)*

5.5.4. Deputies of the Sheriff's Department are entitled to receive Educational Incentive Pay for completion of approve college and/or university course-work. Remuneration shall be at the rate of $12.50 per month additional for each year of college and/or university course work completed. Acceptable course-work shall be determined by the Sheriff with the advice and consent of the County Board's Safety and Law Enforcement Committee.

- *(Revised 11/21/1984)*

5.5.5. Under the Law Enforcement Program (LEEP), County employees of criminal justice agencies may be eligible to receive reimbursement for educational expenses. Educational expenses may not have to be repaid if the employee continues employment with a criminal justice agency for at least two (2) years following receipt of such reimbursement.

- *(Revised 11/21/1984)*

5.6.0. Social Security

5.6.1. Personnel are enrolled under the Federal Old Age and Survivors Insurance Law by contributions through payroll deductions. The county also contributed to Social Security for each employee. Through Social Security, the employee is provided with protection for him/herself and his/her family when the employee reaches retirement age, suffers a loss of earnings because of a severe long-lasting disability, or on death.

■ *(Revised 11/21/1984)*

5.6.2. Individuals normally become eligible for Social Security payments at age sixty-five. However, they may become eligible for benefits at an earlier age. Payments made under Social Security are not automatic; they must be applied for.

■ *(Revised 11/21/1984)*

5.7.0. Public Safety Officers' Benefits Act of 1976

5.7.1. The Public Safety Officers' Benefit Act authorizes the Law Enforcement Assistance Administration (LEAA) to pay $50,000 death benefit to the eligible survivors of a public safety officer who dies as the "direct and proximate result of personal injury sustained in the line of duty." No benefit is to be paid if death is caused by the intentional misconduct of voluntary intoxication of the officer, or by suicide. No payment may be made to any person whose actions were a substantial contributing factor to the death of the officer. Deaths resulting from occupational illness or chronic disease are not covered by the Act.

■ *(Revised 11/21/1984)*

5.7.2. Once the Law Enforcement Assistance Administration approves a claim, the $50,000 benefit shall be paid in a lump sum as follows:

■ *(Revised 11/21/1984)*

5.7.2.a. If there is no surviving child of the deceased officer, to the surviving spouse;

■ *(Revised 11/21/1984)*

5.7.2.b. If there is a surviving child or children and a surviving spouse, one-half to the child or children in equal shares and one-half to the surviving spouse;

■ *(Revised 11/21/1984)*

5.7.2.c. If there is no surviving spouse, to the child or children of the officer in equal shares;

■ *(Revised 11/21/1984)*

5.7.2.d. If none of the above, to the dependent parent or parents of the officer in equal shares.

■ *(Revised 11/21/1984)*

5.7.3. When the LEAA determines upon a showing of need and prior to taking final action that a benefit shall be paid, an interim benefit payment not exceeding $3,000 may be made to the eligible survivor(s). Benefits paid are not subject to federal taxation, nor to attachment or execution.

■ *(Revised 11/21/1984)*

5.7.4. A survivor may file a claim directly to the Law Enforcement Assistance Administration, or may instead file through DeKalb County.

- *(Revised 11/21/1984)*

5.8.0. Veterans Benefits

5.8.1. Personnel who served in the Armed Forces of the United States during World War II, the Korean Conflict, or the Vietnam Conflict, are eligible for certain veterans benefits. Among these benefits are payment for advanced education, low interest loans for housing, burial reimbursement, pension benefits for the family of a deceased veteran whose death is not due to a Service-connected disability, and job placements.

- *(Revised 11/21/1984)*

5.9.0. Professional Liability Insurance

5.9.1. Personnel of DeKalb County are protected by the County's self insurance program suits arising out of their omission and errors on the job.

- *(Revised 11/21/1984; 12/17/1986)*

5.9.2. The County Board has adopted the following policy with regard to certain public officials liability:

The County of DeKalb shall defend all elected and appointed officials of the County against any tort, professional liability claim or demand or other legal action whether groundless or otherwise, arising out o an alleged act or omission occurring in the performance of the official's duties. The decision to compromise, settle, litigate or appeal any such claim or demand, shall not be made without the express written approval of the elected or appointed official. The County shall have no duty or obligation under this paragraph if the Official fails to notify the County promptly upon the official's actual notice of an impending claim or lawsuit. The County shall save harmless and indemnify said officials against any such claim unless and until a court finds that the official's misconduct was willful or wanton, in which case the County shall not save harmless or indemnify the official.

- *(Revised 11/21/1984)*

5.10.0. Mileage Reimbursement Rate

5.10.1. Personnel who use a privately owned vehicle in the conduct of County business are eligible for reimbursement for mileage driven at a rate equivalent to the amount approved by the U.S. Internal Revenue Service for deduction on the federal individual income tax return. Changes in the IRS approved amount for deduction shall become effective for County reimbursement on the first day of the next month following the announcement of each change by the IRS. Determination of the IRS approved amount for deduction shall be the responsibility of the Finance Director.

- *(Revised 11/21/1984)*

5.11.0. Deferred Compensation Plan

5.11.1. Most personnel are eligible to participate in the DeKalb County Deferred Compensation Plan, an element of the National Association of Counties (NACo) Deferred Compensation Program. The Plan calls for a written agreement between the participating employee and the County providing for the deferral of a specified amount of current earned income, and the payment of such deferred amount and all accumulations thereon at a later date, presumably after the employee's retirement or in the event of a personal catastrophe, when the employee would be subject to a lesser income tax liability. The amount deferred is not included in the employee's income for income tax purposes at the time of earning, but rather will be taxable as to the amount distributed to the employee in each calendar year. The Plan affords the employee multiple options for the investment of deferred income, until the amount deferred and all accumulations thereon are distributed. Basically, the Plan offers the employee the opportunity to design a supplemental retirement program based upon the benefits of investing pre-tax dollars and reducing current earned income for income tax purposes.

- *(Revised 11/21/1984)*

5.11.2. For exempt employees, on the individual's position anniversary date, as a percentage of salary base, the deferred compensation program is adjusted based on years of service in an exempt position to more closely match the PHO accrual system:

a.	0-1	0%
b.	1-7	3%
c.	8-14	4%
d.	15-?	5%

- *(Revised 9/20/1989)*

5.12.0. State of Illinois Basic Nurse Assistant Training Program and certified Nursing Assistant Program

5.12.1. All non-licensed, direct care staff of the Nursing Home shall satisfy training requirements in compliance with the State of Illinois Basic Nurse Assistant Training Program. A salary increase of up to ten (10) percent may be granted based on performance evaluation between thirty (30) to ninety (90) days following completion of the Nursing Assistant Training.

- *(Revised 11/21/1984)*

5.12.2. This policy is applicable only to the classifications of Ward Clerk, Nurse's Aide, Nurse's Assistant and Rehabilitation Therapy Aide.

- *(Revised 11/21/1984)*

5.12.3. Eligible DeKalb County Nursing Home employees who agree to take the Certified Nursing Assistant (CNA) Course offered by Kishwaukee College are eligible for registration/activity/ tuition reimbursement. Interested employees should contact the Nursing Department for details.

- *(Revised 11/18/1987)*

The DeKalb County Board Adopted this policy on November 16, 2005.
This policy replaces the previous policy.

DEKALB COUNTY GOVERNMENT
PAID HOURS OFF PROGRAM
(to be used for vacation, sick days, & holidays)

		Accrual Rate*	Equivalent Days Off	Maximum Accrual	Maximum Emergency Accrual	Maximum Paid at Termination
A. All Groups, except C, D and E Hired After 11/30/2005	0.5-4	0.1077	28.0	60 days	15 days	60 days
	5-8	0.1270	33.0	60 days	15 days	60 days
	9-14	0.1443	37.5	60 days	15 days	60 days
	15+	0.1616	42.0	60 days	15 days	60 days
B. All Groups, except C, D and E Hired Before 12/01/2005	0.5-4	0.1270	33.0	60 days	15 days	60 days
	5-14	0.1443	37.5	60 days	15 days	60 days
	15+	0.1616	42.0	60 days	15 days	60 days
C. Nursing Home - all	0.5-2	0.0885	23.0	465 hrs	N/A	465 hrs
	3-7	0.1077	28.0	465 hrs	N/A	465 hrs
	8-15	0.1270	33.0	465 hrs	N/A	465 hrs
	16+	0.1443	37.5	465 hrs	N/A	465 hrs
D. AFSCME Union (Non-Nursing Home)	0.5-4	0.1270	33.0	60 days	15 days	60 days
	5-14	0.1443	37.5	60 days	15 days	60 days
	15+	0.1616	42.0	60 days	15 days	60 days
E. MAP Union	0.5-4	0.1120	29.0	600 hrs	N/A	600 hrs
	5-14	0.1290	33.5	600 hrs	N/A	600 hrs
	15+	0.1460	38.0	600 hrs	N/A	600 hrs

*PHO's are accrued on non-overtime hours paid, excluding funeral leave and jury duty pay.

Part-time employees in Group A will be eligible to earn PHO's only if their position is budgeted at 50% or more of the position's full-time hours per week.

CHAPTER VI
Vacation, Sick Leave and Holiday Benefits
(Paid Hours Off System)

6.1.0. General

6.1.1. Non-exempt, classified employees are eligible for time away from the job through the Paid Hours Off (PHO) system. Included in this employee benefit are vacation days, holidays and sick days.

■ *(Revised 11/21/1984)*

6.1.2. The Holiday schedule for County employees shall be the holiday schedule set by the Chief Judge of the 16th Judicial Circuit for court-related functions.

■ *(Revised 11/21/1984; 4/17/1985)*

6.1.3. Leave for vacation purposes shall be arranged with due regard for the operating needs of the County. Each department head is responsible for vacation scheduling within his or her department that shall best meet and reconcile vacation preferences of employees with County work.

■ *(Revised 11/21/1984)*

6.2.0. Earned Benefits

6.2.1. Classified employees shall earn hours of paid time off in accordance with the following:

- For Continuous Years of Employment: Hours earned per pay period (26 per year)
- 6 Months Through 4 Years of Employment: .1270 hours per hour of work
- 5 Years Through 14 Years of Employment: .1443 hours per hour of work
- 15 Years and Above: .1616 hours per hour of work

Annual accrual is computed as follows: Bi-weekly hours x (.1270 or .1443 or .1616) x 26 = Annual PHO Accrual

■ *(Revised 11/21/1984)*

6.2.2. No Paid Hours Off may be earned or used until an employee has completed his/her sixth month of employment with the County Government. However, provided an employee is scheduled to work fifteen (15) or more hours per week, an employee shall be paid for any scheduled holiday where loss of pay would occur providing they are on the job the working day before and after such holiday.

■ *(Revised 11/21/1984; 4/17/1985)*

Replaced by the previous page June 27, 2011

6.2.3. Upon termination of at least six months continuous employment, and with at least 14 calendar days of advance notice in writing, an employee who was hired on or before February 29, 1988, shall be paid for any accumulated PHO benefits up to a maximum of 60 days at the regular rate of pay for the employee's last scheduled work day; employees hired on or after March 1, 1988, will accumulate PHO's at the same rate as other employees but will be eligible to be paid for said PHO's on a basis of one hour of pay for each two PHO's. Payment shall be at the regular rate of pay for the employees last scheduled work day.

- *(Revised 11/21/1984; 5/22/1988)*

6.3.0. Granted Benefits

6.3.1. With the consent of the department head, an employee may accumulate PHO benefits in addition to those for which the employee can be paid upon termination. Such additional, accumulated PHO's may be used at the discretion of the department head for reasons of illness and personal emergency only. However, under no circumstances, shall an employee accumulate non-compensable PHO benefits in excess of 15 days.

- *(Revised 11/21/1984; 5/22/1988)*

6.4.0. Administration

6.4.1. The County Finance Director shall prescribe forms and procedures for the effective administration of the PHO system.

- *(Revised 11/21/1984)*

Replaced by the previous page
June 27, 2011

CHAPTER VII
Extraordinary Leave Benefits

7.1.0. General

7.1.1. The employee is entitled to a leave of absence with remuneration under the following extraordinary conditions:
- *(Revised 11/21/1984)*

7.1.1.a. Death of a member of the immediate family as defined,
- *(Revised 11/21/1984)*

7.1.1.b. Summoned to report for service on a petit, coroner's or grand jury, and
- *(Revised 11/21/1984)*

7.1.1.c. Ordered to active duty for training as a member of the Reserves or National Guard
- *(Revised 11/21/1984)*

7.2.0. Funeral Leave

7.2.1. In the event of death in the immediate family of an employee, the employee shall be granted a leave of absence with pay and benefits for a period of three (3) work days. The immediate family is defined as follows:

<u>Immediate Family - Three Day Leave</u>

Father	Brother
Step-father	Step-brother
Mother	Sister
Step-mother	Step-sister
Mother-in-law	Son
Father-in-law	Daughter
Guardian	Son-in-law
Husband	Daughter-in-law
Wife	Grandparents
Step-son	Grandchildren
Step-daughter	

- *(Revised 11/21/1984)*

7.2.2. A leave in addition to the specified duration may be approved by the department head under special circumstances.
- *(Revised 11/21/1984)*

7.3.0. Jury Leave

7.3.1. Employees required to report for jury duty or jury service shall be paid the difference between their salary and the amount they receive for jury duty.

- *(Revised 11/21/1984)*

7.4.0. Military Leave

7.4.1. An employee who is a member of the ready Reserves or National Guard, when ordered for active duty for training, shall be granted special leave of no more than thirty (30) calendar days to complete such duty. The employee, upon full disclosure, shall be compensated the difference in pay, if any, during such period of leave. The County will comply with all current State and Federal laws pertaining to other types of active duty assignments.

- *(Revised 11/21/1984; 5/22/1988)*

7.5.0. Maternity Leave

7.5.1. Pregnancy is considered a disabling condition but not for any fixed period of time. On the opinion of a Medical Doctor (M.D.) that an employee's pregnant state and that the regularly required duties of her position are incompatible, the Department Head shall grant maternity leave. Maternity leave, as any other leave for illness or temporary disability, shall first be charged to accumulated and unused Paid Hours Off and, if this is insufficient, to general leave of absence as needed to continue the employee in leave status until she is able to return to work. Maternity leave shall continue only until the employee, again on the basis of medical opinion, is able to return to work. The County will be bound by the current rules of Title VII and the Pregnancy Discrimination Act and any subsequent amendments thereto. Pregnancy is treated as any other disabling condition.

- *(Revised 11/21/1984; 5/22/1988)*

7.6.0. Other Extraordinary Leave

7.6.1. A full-time employee, after two continuous years of service with the County Government, may request a general leave of absence from a Department Head for no longer than twelve (12) months. It is the responsibility of the Department Head to determine whether the granting of such leave shall result in a disruption in the operation of the Department involved. Such leave shall be without compensation. Acceptance of other employment during the term of this leave of absence shall result in the immediate involuntary termination of the employee.

- *(Revised 11/21/1984; 8/16/1989)*

7.6.2. In case of employees other than Department Heads, it is the sole discretion of the Department Head to award such leave of absence. In the case of the Department Head, the County Board shall make the decision as to whether to award the leave of absence.

- *(Revised 11/21/1984)*

7.6.3. An employee shall accrue no benefits during such leave of absence. An employee may maintain, during such leave, health insurance as prescribed by the policy in effect on the initial day of leave and IMRF coverage, provided the employee reimburses the County Government the total cost of these benefits. The employee is not eligible to receive payment for accumulated paid time off benefits at the beginning of such authorized leave of absence.

- *(Revised 11/21/1984)*

7.6.4. At the end of the leave of absence, the employee shall be returned to a like position within the Department from which the employee took leave.

- *(Revised 11/21/1984)*

CHAPTER VIII
Grievance Procedure

8.1.0. General

8.1.1. A grievance is a non-probationary employee complaint arising from a situation that is contrary to regular and ordinary employment practices and falls in the following categories:

a. Safety
b. Working Conditions
c. Wages and Hours
d. Disciplinary Action or Involuntary Termination

■ *(Revised 11/21/1984; 5/22/1988)*

8.2.0. Definitions and Rules for Grievance Procedure

8.2.1. Work days are considered to be Monday through Friday exclusive of County observed holidays.

■ *(Revised 11/21/1984)*

8.2.2. A grievance filed by an employee of the County, except those subject to collective bargaining agreements which contain grievance procedure language, shall be filed in accordance with provisions of this policy. An employee representative may be involved with and/or represent the employee at any step in the procedure.

■ *(Revised 11/21/1984)*

8.2.3. If at any step in the grievance procedure, the representative of the employer fails to respond within the time limits set forth, the employee may appeal the grievance to the next step within the time limits set forth. Time limits may be extended by mutual consent of both parties involved provided their decision has been communicated to the County Administrative Aide.

■ *(Revised 11/21/1984)*

8.3.0. Grievance Filing Procedure

8.3.1. These procedures are intended to encourage open communication between employees and their supervisors. The goal of swift resolution can best be achieved if employees will present their grievance verbally to their immediate supervisor. This should be done as soon as the cause for the grievance is known, but not later than five (5) work days from the occurrence or circumstance. The immediate supervisor should respond verbally as soon as possible, but again no longer than five (5) work days from receipt of the grievance. Many, if not most grievances, are resolved swiftly in this informal manner.

■ *(Revised 11/21/1984)*

8.3.2. Grievances that cannot be resolved verbally shall be filed in writing with the employee's immediate supervisor within five (5) work days of the incident or after the employee became aware of the circumstances or events giving rise to the grievance. The immediate supervisor shall provide an answer, in writing, within five (5) work days after the grievance is filed.

- *(Revised 11/21/1984)*

8.3.3. If the grievance is still not settled at Step 2, the employee may appeal by referring the written grievance to the Department Head within five (5) work days after the immediate supervisor's response in Step 2. The Department Head and the supervisor shall discuss the grievance with the employee at a time mutually agreeable to the parties within the five (5) work days. If no settlement is reached, the Department Head shall provide a written answer to the grievance within five (5) work days following the meeting with the employee.

- *(Revised 11/21/1984)*

8.3.4. If the grievance is not settled in Step 3 and the employee wishes to appeal the grievance further, the employee shall assume the responsibility of referring the written grievance within five (5) work days to the appropriate Committee of the County Board or to a Grievance Committee which may be established within a department of county government by the appropriate County Board committee to hear grievance cases. A meeting between the Board committee or the Grievance Committee and the employee, the employee's representative (if applicable), the immediate supervisor and the Department Head shall be held at a time mutually agreeable to the parties but not to exceed twenty-three (23) work days after the grievance is presented to the Committee. If no settlement is reached at the meeting, the Committee of the County Board shall provide the employee with a written answer to the grievance within five (5) work days following the meeting.

- *(Revised 11/21/1984)*

8.3.5. If a department, with approval of its appropriate County Board committee, elects to use a grievance committee, said committee shall be appointed by the appropriate County Board committee and include at least two employees of the Department who do not hold management or supervisory positions and two alternates, and a maximum of three other persons.

- *(Revised 11/21/1984)*

8.3.6. The decision of the Grievance Committee of the appropriate committee of the County Board shall be final.

- *(Revised 11/21/1984)*

8.3.7. In grievance cases involving suspension without pay or involuntary termination, the employee may elect to follow the following "fast track" grievance procedure: Omit Steps 1 and 2 and file the grievance with the Department Head or the appropriate committee (if the Department Head took the action to suspend without pay or terminate the employee involuntarily).

- *(Revised 11/21/1984)*

8.4.0. Proscription Against Punitive Action

8.4.1. No disciplinary action can be taken due to the filing of a grievance. If the employee has been dismissed or suspended and a decision is made to void such action, back pay and benefits shall be provided. If a dismissal is reduced to a disciplinary suspension, no back pay and benefits shall be provided during the term of such suspension.

- *(Revised 11/21/1984)*

CHAPTER IX
Discipline and Discharge

9.1.0. Procedure for Instituting Discipline and Discharge

9.1.1 . The following steps shall be administered by the employee's Department Head or his/her designee, or appropriate committee in the case of exempt employee positions. At each step, a notation of the action taken shall be placed in the employee's personnel file. It should be noted some offenses are so serious that immediate discharge is the appropriate penalty for the first offense even when the employee has no prior record of disciplinary action. Some examples of these offenses are listed in Section 9.2.0 below:

■ *(Revised 11/21/1984)*

9.1.1.a. Step 1: Oral or written warning at the supervisor's discretion. The warning shall be explanatory as to reasons for and the circumstances of the warning. Notice must be specific as to what performance or attitude must change.

■ *(Revised 11/21/1984)*

9.1.1.b. Step 2: A written warning specifying the reasons and circumstances of the warning. Suspension without pay from one (1) to ten (10) work days permissible.

■ *(Revised 11/21/1984)*

9.1.1.c. Step 3: Written warning specifying reasons for the warning and allowing the supervisor or the committee to suspend the employee from two (2) to four (4) weeks without pay or to ask for the employee's resignation. In the latter, rules of voluntary resignation shall apply.

■ *(Revised 11/21/1984)*

9.1.1.d. Step 4: Immediate, involuntary termination with accrued benefits.

■ *(Revised 11/21/1984)*

9.2.0. Discharge Offenses

9.2.1. The following are merely examples of infractions that may result in immediate, involuntary termination without adherence to the multi-step discharge procedure prescribed in Section 9.1.1.a. - 9.1.1.d. above. It is not possible to list every disciplinary infraction which could lead to discipline or discharge. These examples are included as a guide to employees and supervisory personnel:

a. Unlawful use of drugs or improper use of alcoholic beverages.
b. Insubordination
c. Habitual tardiness or unexcused absence
d. Falsification of employment application or other deceit
e. Violation of County and/or departmental policy
f. Indictment on charge involving official misconduct
g. Assault or abuse of a supervisor or fellow employee
h. Wanton abuse of County property
i. Soliciting or accepting of gratuities
j. Gross negligence or incompetence
k. Dereliction of duty or obligation
l. Sexual harassment

■ *(Revised 11/21/1984; 5/22/1988)*

9.3.0. Probationary Period

9.3.1. The employee's initial six (6) months of employment constitute a period of probationary service. Neither the foregoing sections of Chapter IX or the provisions of Chapter VIII are applicable to the prejudicial action deemed necessary during the employee's probationary service.

■ *(Revised 11/21/1984)*

CHAPTER X
Resignations

10.1.0. General

10.1.1. Voluntary termination shall be preceded by reasonable notification. Non-exempt, classified personnel shall give a minimum of fourteen (14) calendar days notice when severing employment. Notification shall be made in writing to the appropriate Department Head. Exempt personnel shall give a minimum of thirty (30) calendar days notice when severing employment. Notice shall be in the form of a letter of resignation delivered to the Chairman of the County Board with copies provided any other appropriate authority.

■ *(Revised 11/21/1984)*

10.2.0. Severance Pay

10.2.1. Upon termination preceded by reasonable notification, non-exempt, classified personnel shall be paid for accumulated PHO benefits in accordance with the limits set forth in Chapter VI of this Manual. The County Board may, by resolution, award severance to exempt personnel if deemed appropriate by a majority of its members. Such resolution shall set forth the amount of such payments and be forwarded to the Finance Director for payment and inclusion in the employee's personnel file.

■ *(Revised 11/21/1984)*

CHAPTER XI
No Solicitation/Distribution Policy

11.1.0. General

11.1.1. Each year we receive many requests from organizations and individuals seeking permission to solicit DeKalb County employees for various causes or asking that we carry on solicitations for them. Many of these requests are made in support of worthwhile endeavors. However, should we permit all such solicitations, it would seriously impair our ability to provide services to the public efficiently. Therefore, we have found it necessary to limit such solicitation and distributions as follows:
- *(Revised 11/21/1984)*

11.1.2. Solicitations by EMPLOYEES seeking payments, contributions, memberships, signatures, funds and other similar solicitations or the distribution of non-work related literature by EMPLOYEES will not be permitted during the working time in a manner that disturbs other employees performing work or is otherwise disruptive of the performance of DeKalb County's work will not be permitted. Distribution of non-work related literature by EMPLOYEES will not be permitted in working areas any time.
- *(Revised 11/21/1984)*

11.1.3. Solicitation or distribution by NON-EMPLOYEES will not be permitted:
- *(Revised 11/21/1984)*

11.1.3.a. During the working time of any employee receiving the solicitation or distribution;
- *(Revised 11/21/1984)*

11.1.3.b. At any time in areas not open to the public or in public areas where such activity is inconsistent with the intended and normal use of the area or;
- *(Revised 11/21/1984)*

11.1.3.c. In a manner which disturbs employees who are working.
- *(Revised 11/21/1984)*

11.1.4. The posting of non-work related materials or literature shall be made only on designated bulletin boards.
- *(Revised 11/21/1984)*

11.1.5. "Working time" does not include break time, lunch periods, or other periods where employees are not required to be performing their job functions. "Working time" does include the times when employees are required to be engaged in work tasks and covers both the employee engaged in solicitation or distribution of literature and the employee to whom the solicitation or distribution is directed.
- *(Revised 11/21/1984)*

11.1.5.a. NOTE: Please remember that these rules generally do not apply during an employee's break time or before or after work. Our employees are free during such times to engage in appropriate discussion or to distribute appropriate material.

- *(Revised 11/21/1984)*

11.1.5.b. An exception to these rules for a charitable drive; such as the United Fund, may be made at the direction of the County Board.

- *(Revised 11/21/1984)*

11.1.5.c. In the past, certain DeKalb County solicitations such as flowers, teams, or sale of personal items, have occurred during working time. We are sorry, but these solicitations will have to be made only on non-work time from this date forward. We hope this does not inconvenience you too much.

- *(Revised 11/21/1984)*

CHAPTER XII
Unionization

12.1.0. General

12.1.0.a. DeKalb County recognizes that employees have a right to join or not join a union or employee association.
- *(Revised 11/21/1984)*

12.1.0.b. The decision to join or not join a union is that of the individual employee.
- *(Revised 11/21/1984)*

12.1.0.c. The County has adopted a policy to deal fairly with all employees concerning wages, hours, conditions of employment, whether employees are unionized or not.
- *(Revised 11/21/1984)*

12.1.0.d. The County recognizes the right of employees to join and support a labor organization, and at the same time, the County recognizes the right of employees to refrain from joining or supporting any labor organization.
- *(Revised 11/21/1984)*

12.1.0.e. Due to potential for conflict of interest and consistent with the laws of Illinois, Managers, Supervisors and Confidential employees who deal with labor relation matters are not free to participate in unions or employee associations representing or seeking to represent County employees. In the event that disputes arise as to the status of County employees as Managerial, Supervisory or Confidential under this paragraph, resolution shall be by the Illinois State Labor Relations Board.
- *(Revised 11/21/1984; 5/22/1988)*

CHAPTER XIII
Equal Employment Opportunity and Affirmative Action Policy Statement

13.1.0. General

13.1.1. DeKalb County is an equal employment opportunity employer. It is the policy of the County to utilize only job-related criteria in making decisions concerning applicants and employees. Criterion such as age, sex, national origin, race, marital status, or religious, sexual, or political preference, or mental or physical disabilities shall not be a consideration in personnel decisions for a particular position except where such a consideration constitutes a bona fide occupational qualification.

13.1.2. DeKalb County shall have an on-going Affirmative Action (EEO/AA) Program. Affirmative Action is a Management responsibility to take the necessary steps to eliminate the effects of past and/or present legally protected discrimination in the area of program benefits and program employment, intended or unintended, which is evident from an analysis of practices and policies regarding program benefits and employment.

This Equal Opportunity/Affirmative Action Policy is in effect for all complaints of alleged discrimination. In other cases of employee complaint or grievance, in which there is no complaint of discrimination, the employee grievance procedure, as outlined in DeKalb County Personnel Policy, will be followed.

The policies set forth in this Policy represent the unequivocal support and commitment of the DeKalb County Board for equal opportunity and further commits all County personnel to actively work for the promotion and achievement of equal opportunity.

13.1.3. The County is committed to uphold all laws related to Equal Opportunity including, but not limited to, the following:

<u>Title VI of the Civil Rights Act of 1964</u> which prohibits discrimination in the participation in or benefits of programs or activities receiving Federal financial assistance on the basis of race, color or national origin.

<u>Title VII of the Civil Rights Act of 1964</u> which prohibits discrimination because of race, color, religion, sex or national origin in all employment practices including hiring, firing, promotions, compensation, and other terms, privileges and conditions of employment.

<u>Title IX of the Education Amendments of 1972</u>, which prohibits discrimination in Federal assisted education programs.

<u>The Equal Pay Act of 1963 (amended 1972 and 1978)</u>, which covers all employees who are covered by the Fair Labor Standards Act. The act forbids pay differentials on the basis of sex.

The Age Discrimination Act of 1975, which prohibits discrimination because of age against employees or job applicants over 40 years of age.

Federal Executive Order 11246, which requires every federal contractor or subcontractor to develop an affirmative action program.

Article I, Sections 17, 18 & 19 of the Illinois Constitution which prohibits discrimination based on race, color, creed, national ancestry, handicap and sex in the hiring and promotion practices of any employer.

Administration of Aging Program Instruction AoA-PI-75-II, which requires all grantees to develop affirmative action, plans. Agencies, which are part of an "umbrella" agency, shall develop and implement an affirmative action plan for the single organizational unit on aging. Preference for hiring shall be given to qualified older persons (subject to requirements of merit employment systems).

Omnibus Budget Reconciliation Act of 1981 (Block Grants), which authorized a series of health and social services block grants to states to carry out programs that were previously authorized separately. The final version was signed into law on August 13, 1981, amending the PHS Act to create the PHHS Block Grant. The PHHS Block Grant is a mandatory grant given to 61 grantees (50 states, the District of Columbia, 2 American Indian Tribes, and the eight U.S. Territories) by Congress annually.

Family and Medical Leave Act of 1993, which entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Uniformed Services Employment and RE-employment Rights Act (USERRA), which protects service members' re-employment rights when returning from a period of service in the uniformed services, including those called up from the reserves or National Guard, and prohibits discrimination based on military service or obligation.

Genetic Information Nondiscrimination Act of 2008, also referred to as GINA, which is a Federal law that protects Americans from being treated unfairly because of differences in their DNA that may affect their health. The law prevents discrimination from health insurers and employers.

Titles VII and VIII of the Public Health Service Act, of which Title VII programs are designed to encourage health care workers to practice in under-served areas, increase the number of primary care providers, increase the number of minority and disadvantaged students enrolling in health care programs and increase the number of faculty in health care education and training programs, and Title VIII programs focus on training advanced practice nurses, increasing the number of minority and disadvantaged students enrolling in nursing programs, and improving nurse retention through career development and improved patient care systems.

Illinois Human Rights Act of 1980 which prohibits employers from terminating or otherwise discriminating against employees or job applicants on the basis of their race, color, citizenship status, national origin, ancestry, age, handicap, marital status, gender, religion, sexual orientation, military service or unfavorable military discharge status. The Act also prohibits sexual harassment and retaliation against any employee who opposes an action made unlawful by the Human Rights Act, or participates in a proceeding under the Act.

Illinois Executive Order 15, which allows individual providers in the Home-Based Support Services Program to join/form unions. Current unions are able to contact Home-Based Support Services Programs with information.

Americans with Disabilities Act Amendments Act of 2008, which emphasizes that the definition of disability should be construed in favor of broad coverage of individuals to the maximum extent permitted by the terms of the ADA and generally shall not require extensive analysis. The Act makes important changes to the definition of the term "disability" by rejecting the holdings in several Supreme Court decisions and portion of the EEOC's ADA regulations. The effect of these changes is to make it easier for an individual seeking protection under the ADA to establish that he or she has disability within the meaning of the ADA.

13.2.0. Responsibilities for EEO/AA Program Implementation

13.2.1. The DeKalb County Board has instructed the Director of the Finance Department to act in its behalf as the Equal Opportunity (EO) Officer and Americans with Disabilities Act (ADA) Coordinator in assuming and discharging any and all responsibilities associated with the implementation and maintenance of this Equal Employment Opportunity and Affirmative Action Program.

13.2.2. The County is committed to undertaking affirmative action to correct the underutilization as necessary. In an effort to fulfill this commitment, the County annually reviews its EEO/AA Program through the establishment of positive objectives with specific targets and timetables to achieve the goals of EEO/AA and the intent of the law.

13.3.0. Recruitment, Selection and Retention

13.3.1. The paramount objective relative to recruitment and selection has been, and will continue to be, to employ and/or promote persons deemed to be well qualified for the job in question; and at the same time, insure that all candidates are evaluated without regard to any category protected by law.

13.3.2. The County is committed to nondiscrimination and full equality of opportunity in decisions regarding recruitment, hiring, training, promotion, lay off and awarding of benefits without regard to race, creed, color, disability, national origin, gender, sexual orientation, age or political affiliation or beliefs, or any other basis protected by law.

13.3.3. The County will ensure those individuals with limited English proficiency or who are hearing impaired will receive an equal opportunity to access County services and benefits. When there is not a staff member able and/or available to communicate with these individuals, provisions will be made to secure foreign language and/or sign-language interpreters.

13.3.4. Members of the eligible population shall be provided maximum feasible opportunities for employment in the administration of programs, including staff positions in which they will have opportunities for occupational training and career advancement. The County will make special efforts to recruit and hire staff who reflect the make-up of the population of the area by age, race, gender and national origin, and shall take corrective action if the makeup of staff varies significantly from the goal.

13.3.5. Whenever positions are advertised in local newspapers or professional journals, the advertisement shall indicate that the County is an equal opportunity employer.

13.4.0. Promotion

13.4.1. It is the policy of DeKalb County to promote persons deemed to be well qualified for the job in question, regardless of their age, race, marital status, sex, sexual orientation, religious affiliation, handicap, or any other category protected by law.

13.5.0. County Programs and Services

13.5.1. The County will ensure that it provides equal opportunity within the management of the County and all of its sponsored programs. All managers, supervisors, and all County personnel are committed to work actively to promote and achieve equal employment opportunity within their Departments and to emphasize equal opportunity for employment by all persons with whom the County does business. Further, the County shall endeavor to promote EEO/AA in the community through all contractual and vendor transactions. This EEO/AA Program includes the policy that failure of subcontractors, sub-grantees or vendors to comply with nondiscrimination laws will jeopardize initial funding or continued affiliation with the County.

13.5.2. The County will assure that its EEO/AA Program will be implemented to ensure equitable service delivery and compliance with the established policy in this Program, according to the intent of law.

13.5.3. Concentrated efforts will take place to improve the delivery of County services to significant segments, sensitizing staff, program participants, and subcontractors within the established policy of the EEO/AA Program. The County will assure appointment of minority and special service group representatives on the various citizen advisory committees in proportion to their numbers in the County service area.

13.5.4. The County will make continued efforts to eliminate architectural barriers to people with disabilities. No person shall be denied training or employment in any program because of artificial barriers to employment. The County will analyze and re-evaluate job descriptions and qualification requirements at all levels of employment with a view toward removing artificial barriers to employment. The County will comply with the Americans with Disabilities Act including amendments thereto and applicable EEOC regulations.

CHAPTER XIV
Sexual Harassment

14.1.0. Policy

Intent: It is the intention of the County of DeKalb to encourage prompt reporting, discourage sexual harassment, and preserve evidence for a fair hearing in the event of a complaint.
■ *(Revised 3/21/1990)*

14.1.1. It is the Policy of DeKalb County to provide an employment environment free of unwelcome advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment. The County condemns work related sexual harassment, and sexual harassment will be grounds for immediate discipline up to and including termination.
■ *(Revised 3/21/1990)*

14.2.0. Definition of Sexual Harassment

14.2.1. The Equal Employment Opportunity Commission (EEOC) has issued guidelines interpreting the Civil Rights Act of 1964's (Title VII) sexual harassment prohibition. Sexual harassment is defined in these guidelines as follows:
■ *(Revised 3/21/1990)*

14.2.2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
■ *(Revised 3/21/1990)*

14.2.2.a. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment,
■ *(Revised 3/21/1990)*

14.2.2.b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
■ *(Revised 3/21/1990)*

14.2.2.c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
■ *(Revised 3/21/1990)*

14.3.0. Management Responsibility

14.3.1. It is the responsibility of all management personnel, at all levels, including those persons serving temporarily as supervisors and foremen, to enforce the County's sexual harassment policy. Management personnel who knowingly fail to enforce this policy strictly and promptly may also be subject to disciplinary action up to and including termination.
■ *(Revised 3/21/1990)*

14.4.0. Timeliness for Initiating Complaints of Sexual Harassment

14.4.1. Complaints should be filed within 10 calendar days of the occurrence giving rise to the sexual harassment complaint; however, every effort should be made to file the complaint as soon as possible, preferably within 48 working hours after any incident occurs, while the facts and potential supporting witness statements are readily available. Reporting after a ten (10) day period will not be barred upon the showing of a good cause for the delay.

- *(Revised 3/21/1990)*

14.5.0. Procedure for Initiating Complaints

14.5.1. The following procedure shall apply in initiating a sexual harassment complaint:

- *(Revised 3/21/1990)*

14.5.2. Sexual harassment complaints shall be filed directly with the employees department head who shall, in consultation with civil counsel, attempt to resolve the complaint.

- *(Revised 3/21/1990)*

14.5.3. In cases involving department heads, complaints shall be filed directly with the DeKalb County Administrative Aide.

- *(Revised 3/21/1990)*

14.5.4. In cases involving the Administrative Aide (if any), complaints should be filed directly with the Chairman of the Government Operations Committee.

- *(Revised 3/21/1990)*

14.5.5. Non-Contractual employees in departments headed by elected official should consult those officials relative to the applicability of these policies.

- *(Revised 3/21/1990)*

14.5.6. Department Heads shall assure the widest possible dissemination of these policies.

- *(Revised 3/21/1990)*

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge having received a copy of the Personnel Policy and I agree to read and become familiar with its contents. I understand that the Manual may have to be changed from time to time and that it is not intended to provide assurance of continued employment. I also understand that the Manual does not create any kind of employment contract.

_____
Employee Name (Please Print)

_____
Employee Signature

_____
Date