DEKALB COUNTY GOVERNMENT

EMPLOYEE HANDBOOK

FOR EMPLOYEES AND/OR POLICIES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT, ELECTED DEPARTMENT HEADS, OR OTHER GOVERNING BODIES

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DEKALB COUNTY EMPLOYEE HANDBOOK

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I. GENERAL INFORMATION ABOUT THE COUNTY

A. PURPOSE OF THIS HANDBOOK

This Employee Handbook was designed for your convenience to acquaint you with the policies, benefits and rules that apply to our operation. This Employee Handbook is not a contract. Rather, it is intended for informational purposes only. We reserve the right to change or modify any of the benefits, policies or procedures in this Handbook, for any reason, without prior notice. We hope this Handbook is a helpful reference for you.

This Employee Handbook modifies any and all pre-existing rules, benefits, policies, procedures, whether written or otherwise. We encourage you to read this Employee Handbook carefully and, if you have any questions about any policies or practices, whether addressed in this Handbook or not, we encourage you to contact your Supervisor or Department Head. They will be happy to assist you.

THE EMPLOYMENT RELATIONSHIP BETWEEN YOU AND THE COUNTY IS AT-WILL. THIS MEANS THAT BOTH YOU AND THE COUNTY HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE. No representative of the County may, at any time, enter into any agreement of employment for any specified period of time, or alter or amend this policy except the County Administrator who may do so only in writing.

B. EMPLOYEES TO WHOM THIS HANDBOOK APPLIES

This Employee Handbook applies to all employees working in any DeKalb County Department or County business facility whose terms and conditions of employment are not governed by a collective bargaining agreement. Certain individuals who are employed by other Departments (such as the Nursing Home, Public Health Department, Community Mental Health Board, Veterans Assistance Commission, and certain Elected Officials) within the County also may have adopted their own set of rules and policies governing these same issues. Please speak with your Department Head to determine if you have additional obligations and/or rights beyond those stated in this Handbook.

C. EQUAL EMPLOYMENT OPPORTUNITIES

DeKalb County is proud to be an equal employment opportunity employer. It is our policy to provide equal employment opportunities to all qualified applicants and employees without regard to their race, color, religion, sex, national origin, ancestry, age, marital status, civil union status, disability, sexual orientation, gender or gender identity or expression, genetic information, pregnancy, child birth or related medical condition, citizenship, veteran or military status, or any other status protected by law. It is also our policy to make reasonable accommodations for all employees and/or applicants with disabilities, provided the employee or applicant is otherwise qualified to perform the essential functions of the job. Please refer to the Accommodation Policy below for more information.

If you feel that you have been discriminated against in any respect, you should immediately bring the matter to the attention of management through the Reporting Procedure contained in Article VIII below. Be assured that all such complaints will be treated with the appropriate confidentiality and will be promptly and thoroughly investigated and reviewed by management. To ensure fair treatment, all discharge decisions must be reviewed and approved by the Department Head.

II. OUR POLICY AGAINST HARASSMENT

We believe that our employees should be able to work in an atmosphere free from all forms of employment discrimination, including sexual and other unlawful harassment. Our policy is to prohibit all types of harassment, including, but not limited to, harassment based on: sex, sexual orientation, race, color, religion, national origin, age, disability, citizenship, gender, gender identity or expression, pregnancy, child birth or related medical condition, marital status, civil union status, veteran or military status, or any other basis protected by law. This policy extends to each and every level of our operations.

Accordingly, harassment, whether by a fellow employee, manager, Supervisor, client, guest, vendor, customer or any other individual with whom we do business will not be tolerated. Such harassment is prohibited whether engaged in on County premises or at a customer, vendor or other work location away from our facility. Harassment serves no legitimate purpose; it has a disruptive effect on your ability to perform your job and undermines the integrity of the employment relationship. Thus, all employees are responsible for preventing harassment by behaving in a professional, business-like manner and treating each other with respect.

It is also a violation of this policy to commit or engage in any unprofessional or inappropriate conduct, whether or not such conduct rises to the level of "unlawful" harassment. Although it would be impossible to provide a definition that would cover every form of harassment, such harassment has been found to include the following:

A. 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 County of DeKalb, State of Illinois to prohibit harassment of any person by any County official, County agent, County employee or County agency or office on the basis of sex or gender. All County officials, County agents, County employees and County agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

B. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act (775 ILCS 5) 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: unwelcomed touching, 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."

C. 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 Finance Office, an Ethics Officer, the County Administrator, the State's Attorney or the Chairperson of the DeKalb County Board.

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

- Resolution Outside County. 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 County. However, all County 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. A complaint with the EEOC must be filed within 300 days. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. For more information on the process, please see: https://www.illinois.gov/dhr/FilingaCharge/Pages/default.aspx

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 County. 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.

D. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No County official, County Department, County employee, County Agency, or County Office shall take any retaliatory action against any County employee due to a County employee's:

1. Disclosure or threatened disclosure of any violation of this Policy,

2. 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 County employee that is taken in retaliation for a County 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, or individually, 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. It is further unlawful for any individual, or for two or more persons, to aid, abet, compel or coerce a person to commit any violation of the Illinois Human Rights Act or to willfully interfere with the performance of a duty or the exercise of a power by the Human Rights Commission, or one of its members or representatives, or the Department of Human Rights, or one of its officers or employees.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge — due within 300 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

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

In addition to any and all other discipline that may be applicable pursuant to County policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements, any person who violates this Policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/565, may be subject to a fine of up to $5,000 per offense, applicable discipline or discharge by the County 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 County 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.

F. 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 County 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.

G. CONTACT INFORMATION REGARDING RESOLUTION OUTSIDE OF THE COUNTY

The Illinois Department of Human Rights may be contacted at the following locations:

Chicago Office:
James R. Thompson Center
100 W. Randolph St.
Suite 10-100
Chicago, IL 60601
312-814-6200
866-740-3953 (TTY)
www.illinois.gov/dhr
(800) 662-3942

Springfield Office:
222 South College St.
Room 101A
Springfield, IL 62704
217-785-5100
(866) 740-3953 (TTY)

Marion Office:
2309 W. Main St.
Marion, IL 62959
(618) 993-7463

The United States Equal Employment Opportunity Commission (EEOC) may be contacted at the following locations:

Chicago Office:
500 West Madison Street
Suite 2000
Chicago, Illinois 60661
(800) 669-4000

Washington, D.C. Office:
131 M Street, NE
Washington, DC 20507
(202) 663-4900
https://www.eeoc.gov/employees/charge.cfm

The Illinois Human Rights Commission (IHRC) may be contacted at the following locations:

Chicago Office:
James R. Thompson Center
100 W. Randolph Street
Suite 5-100
Chicago, Illinois 60601
(312) 814-6269

Springfield Office:
William G. Stratton Office Building
Suite 802
Springfield, Illinois 62706
(217) 785-4350

III. OUR REASONABLE ACCOMMODATION POLICY

The County is committed to complying with all applicable provisions of the Americans with Disabilities Act and the ADA Amendments Act ("ADA") and related state and local laws and ensuring equal opportunity in employment for qualified individuals with physical, mental disabilities, pregnancy, child birth, or medical conditions related to pregnancy or childbirth. The County will work with our employees who request an accommodation or make us aware of a medical issue impacting the employee's ability to perform the essential functions of the job. The type of accommodation, if any, where possible, depends upon each person's unique set of circumstances and the needs of the business. The County will consider and employee's suggestions and any reasonable accommodations. Any applicant or employee who requires an accommodation to do a job should submit a written request to the County Administrator (or designee) on a confidential basis as part of the application process.

A. RELIGIOUS ACCOMMODATION

We also offer reasonable accommodations for an Employee's observance of religious holidays and sincerely held religious beliefs provided it does not present an undue hardship to our business operations. If you desire a religious accommodation, such as an exemption from the grooming or proper attire requirements or approval for time off due to religious observances not celebrated by the County, you are required to make the request in writing to your Supervisor as far in advance as possible. Employees should feel free to go directly to another member of Management at any time, whether or not the request has been communicated to their Supervisor. These issues will be addressed on a case-by-case basis.

IV. POLICY AGAINST WORKPLACE BULLYING

The County believes that every employee should be treated with dignity and respect in the workplace. Accordingly, the County does not condone and will not tolerate any form of bullying in the workplace, and is committed to maintenance of a healthy and safe workplace for all employees. Furthermore, the County prohibits bullying at every level of our operations. Specifically, no employee, Supervisor, customer, guest, vendor, or any other individual with whom we do business shall be permitted to bully any County employee in the workplace.
Bullying behavior creates feelings of defenselessness in the target and undermines an individual's right to dignity at work. Thus, all employees are responsible for preventing bullying by behaving in a professional, businesslike manner and treating each other with respect.

Definitions and Examples

Bullying refers to an individual's repeated actions directed toward an employee (or a group of employees) that intimidate, degrade, threaten, offend, and/or humiliate the employee(s). Workplace bullying is often characterized through insulting, hurtful, hostile, vindictive, cruel or malicious behaviors that undermine, disrupt or negatively impact an employee's ability to do his or her job. Bullying may occur verbally, physically, in writing (including e-mails, text messages and online postings) or non-verbally/non-physically (i.e., hand gestures). Bullying may also involve an abuse of power across different classifications of employees (i.e., Supervisors, clerks, security personnel, etc.).

Some examples of bullying include, but are not limited to, repeated acts of: unwarranted or invalid criticism; being treated differently than other similarly situated employees, including being excluded or socially isolated; witnessing profanity directed at you; being shouted at; being the target of practical jokes; being the subject of excessive monitoring; or being verbally abused.
Generally, a pattern of behavior is indicative of bullying; however, depending upon the severity and impact of the behavior, a single incident may constitute bullying, if it is found to be sufficiently offensive, threatening, or intimidating to negatively impact the workplace. Although a single incident may not rise to the level of bullying, single incidents of inappropriate behavior and conduct will be addressed and disciplined in accordance with our work rules and other workplace policies.

In all instances where you feel that you have been bullied or where you have witnessed bullying, you should immediately report your concerns to the County Administrator or State's Attorney either in person or by calling 815-895-1630 (Administrator) or 815-895-7101 (State's Attorney). Also, in order to help us investigate and resolve your concerns, please document or otherwise record each incident of alleged bullying, including the date, time, place, what was said or done, any witnesses and the surrounding circumstances.

Retaliation Is Not Allowed

Retaliation against any person who has complained about bullying, or who otherwise participated in an investigation of bullying, will not be tolerated. Retaliation will result in severe discipline, up to and including discharge.

We trust that all employees of the County will continue to act responsibly to establish a pleasant working environment free of bullying. The County encourages any employee to raise questions they may have regarding this policy with the County Administrator (or designee).

V. ABOUT YOUR EMPLOYMENT

A. EMPLOYEE CLASSIFICATIONS

Each employee is assigned to one of the following basic classifications:

1. Regular Full-Time - Those employees who are regularly scheduled to work between thirty five (35) and forty (40) hours per week. Regular full-time employees are eligible for County-sponsored benefits pursuant to the eligibility requirements and remaining terms of the applicable Plan documents.

2. Regular Part-Time and/or Temporary Employees - Those employees who are regularly scheduled to work fewer than thirty five (35) hours per week and/or those who are hired on a "temporary" basis to perform a specific project, for example. Unless expressly stated otherwise in a particular benefit plan description, part-time employees and temporary workers are not eligible to participate in the County benefit programs.

B. PROBATIONARY PERIOD

If you are a new employee, the first six (6) months of your employment will be considered a probationary/orientation period. In some departments, the length of the probation period will be longer as determined by the appropriate elected official, if applicable.

This period is designed to acquaint you with your surroundings and your job. In addition, the period will give us an opportunity to evaluate your job performance and potential for continued employment with the County. We reserve the right to accelerate or lengthen this period as necessary. After you have completed your probationary/orientation period, your seniority with the County shall date back to your most recent day of hire.

Upon successful completion of your probationary/orientation period, you may become eligible to participate in certain County benefits, as discussed in this Employee Handbook, unless a particular benefit plan provides for earlier enrollment. Of course, as stated earlier, your employment, both during and after your probationary/orientation period, is at-will as earlier defined in this Handbook. We realize that reporting to a new job may involve some adjustments. We will try to make you feel at home by giving you all the information you need to work efficiently and comfortably on your job. If you have any questions at all, please feel free to ask your Department Head.

C. PERSONNEL RECORDS

We maintain personnel records for every employee for several reasons, such as: to send you mail, to properly maintain your health insurance and other benefits, to compute our payroll and appropriate taxes and deductions, to comply with various state and federal laws and regulations, and to plan for emergencies. To help us keep our records accurate and up to date, it is important that you notify your Department Head and with the Finance Office within three (3) business days of any change in the following information:

- Your name
- Your home address
- Email address
- Your home or mobile telephone number
- Your change in marital status
- Authorized payroll deductions
- Additional job related education and special training courses
- Change in immigration status or eligibility for employment in the U.S.
- The name(s) of your beneficiary(ies) for group health insurance
- The name of the individual(s) to notify in case of an emergency, and their home and work telephone numbers and addresses

All such information will be treated as confidential and will be available only to those people with a need or right to know the information. The only exception is as required by law.

D. HIRING & PROMOTIONS & DEMOTIONS & RECLASSIFICATIONS

An open position may be filled at any rate between the entrance level and 10% above entrance level. The rate of pay may be increased during the probationary period, but not above the hiring maximum of 10% above entrance level. Promotions and Reclassifications from a lower classification to a higher classification are handled the same. For occupied positions, Demotions and Reclassifications from a higher classification to a lower classification, will result in the wage staying the same, or moving to 10% above the entrance level of the lower classification, whichever is higher.

VI. YOUR WORKDAY AND COMPENSATION

A. OVERTIME

The nature of our business requires that employees work overtime on occasion. We expect that when you are asked to work overtime you will do so, but we will make every effort to provide you with as much advance notice of an overtime assignment as possible. Non-exempt, hourly paid employees will receive time-and-a-half their regular rate of pay for all hours worked in excess of 40 hours in any workweek. Overtime issues are addressed on a department-wide basis; in some cases overtime premium payments may be available on a daily basis instead of computed based on the number of hours worked in a week.

All overtime hours must be approved in advance by your Department Head. You are not permitted to work overtime without prior authorization. The only exception is pursuant to a "flex schedule" which is set forth in writing and approved in advance by a Department Head/Elected official.

There will be no "pyramiding" of hours worked and premium provisions to receive multiple premium payments for the same hours worked.

B. PAYCHECKS

You will be paid each designated payday for work performed during the previous two-week payroll period. Your paycheck stub will show your total regular and overtime hours, if any, your total amount of pay, as well as any deductions which have been made.

State and federal laws require that certain taxes be deducted from your paycheck each pay period. Federal and state income taxes are deducted, based upon your earnings and family status, as well as those deductions which you have previously authorized us to make (i.e., group health insurance contributions, Section 457 plan contributions, etc.). The amount of deductions made for state and federal taxes is recorded, and every year you are issued an IRS Form W-2 form stating the amount of state and federal taxes that have been deducted from your paycheck during the preceding calendar year.

If you notice a discrepancy in your paycheck, please bring it to payroll department to make any necessary adjustments. Also, the Benefits Coordinator or the Payroll Specialist (in the Finance Department) is/are available to answer any questions you may have regarding your paycheck.

C. DIRECT DEPOSIT

The County provides Direct Deposit of payroll checks for all employees upon date of hire. If you do not want to participate in this benefit, please notify the Payroll Specialist in the Finance Office. Employees who do not participate in our direct deposit payroll system will have their payroll checks delivered via U.S. Mail.

D. BREAK TIME FOR NURSING MOTHERS

DeKalb County allows Employees to take reasonable, paid break time to express breast milk as needed for up to one (1) year after the birth of a child. Each Department will provide a place for the Employee to express breast milk, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public. Employees will not be discharged or in any other manner discriminated against in exercising their rights under this Policy.

E. BREAK PERIODS/LUNCH PERIODS

Unless otherwise provided in a collective bargaining agreement or unique policy that applies to your Department/Agency, employees will receive one hour of unpaid lunch during each workday that lasts at least seven (7) consecutive hours. Issues related to scheduling of breaks and lunch periods are determined in the discretion of the Department Head.

VII. BENEFITS

A. MEDICAL, DENTAL, VISION AND LIFE INSURANCE BENEFITS

DeKalb County provides outstanding medical, dental, vision, and life insurance benefits for eligible employees and their eligible dependents. We currently pay a substantial portion of the cost of such insurance for you (75% of the premium costs); however, employees also contribute towards some of the cost of health insurance (25% of premium costs are owed by the eligible participants). The details concerning benefits and eligibility are contained in summary plan descriptions which are available to you on my.adp.com under the Benefits tab.

Eligible employees and eligible dependents are entitled to their benefits only in accordance with the terms of the applicable insurance agreements and policies. If you have any questions concerning your benefits, see your Benefits Coordinator. Coverage provided to an otherwise ineligible employee or dependent may be adjusted or terminated as determined by the County.

We reserve the right to amend or terminate our health and welfare benefit plans in whole or in part, at any time, with or without notice. If there is a conflict between this Employee Handbook and the summary plan description(s) and/or the plan document(s) regarding our insurance program(s), the plan document(s) shall control.

B. WORKERS' COMPENSATION

If you sustain an injury on the job, no matter how slight, you should promptly report it to your Supervisor. If your Supervisor is not available, then you should report your injury to another member of management or to the Finance Office. The County understands that in some cases you may not immediately recognize that you have a job-related injury. In such circumstances, you should report your injury promptly after becoming aware of your symptoms or injury. Your failure to report an injury promptly upon discovery could result in the forfeiture or reduction of your workers' compensation benefits. No member of management or employee of the Finance Office may discourage you from reporting an injury pursuant to this policy.

C. IMRF (ILLINOIS MUNICIPAL RETIREMENT FUND)

1. Personnel of DeKalb County are required to participate in the Illinois Municipal Retirement Fund (IMRF) if (a) they were hired prior to December 1, 1993 and their position normally requires six hundred (600) hours or more of work in a twelve-month period, or (b) they were hired after November 30, 1993 and their position normally requires one thousand (1,000) hours or more of work in a twelve-month period. However, elected officials who meet eligibility requirements may waive their right to participate in IMRF.

2. Contributions to the Illinois Municipal Retirement Fund are made by both the County and the employee and are determined by IMRF, subject to change each year. Contribution to the IMRF begins the first day of employment.

D. FLEXIBLE SPENDING ACCOUNT

The County offers flexible spending accounts to eligible employees as a way to maximize take-home pay by saving on income taxes. Complete details may be obtained from the Finance Office.

E. PAID HOURS OFF POLICY ("PHO")

Time away from work is essential for relaxation and renewal. We are pleased to provide paid hours off ("PHO") benefits to full-time, non-temporary employees. You are entitled to begin earning and using PHO after six months of continuous, full-time employment as described in this policy. The amount of PHO you will receive varies according to your years of service.

We ask that you plan ahead and provide as much notice as possible. Because of the unique demands of some departments, at least two (2) weeks advance notice may be required for a single PHO day and some departments schedule PHO time in December by seniority. PHO time taken and not scheduled in advance may impact an Employee's attendance record. Employees are required to use their earned PHO time concurrently with otherwise unpaid leaves of absence before taking unpaid leave time off.

DEKALB COUNTY GOVERNMENT
PAID HOURS OFF PROGRAM

(TO BE USED FOR VACATION DAYS, SICK DAYS, & HOLIDAYS)

Years	Accrual Rate*	Equivalent Days Off	Maximum Accrual	Maximum Emergency Accrual	Maximum Paid at Termination
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

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

Part-time (non-temporary) employees 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.

The maximum PHO's that can be carried over from one fiscal year to the next is 75 days of which 60 days is the maximum carryover for Non-Emergency PHO's and 15 days is the maximum carryover for Emergency PHO's.

F. NEPOTISM

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 on 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.

It is expected that officials at all levels of County government will recognize and be sensitive to actual or even potential conflicts created by personal and family relationships and that those officials should avoid not only these conflicts, but actions which present even 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.

G. LAY-OFF

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 determining appropriate staffing levels, the Department Head shall take into account appropriate factors that may include, for example, each employee's qualifications, past performance and length of service with the County. Additionally job related factors also may be considered and seniority is not determinative when making these decisions.

When a layoff 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 layoff, official layoff 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 layoff except for emergencies or other situations where it is not possible to give such notice.

H. MILITARY LEAVE

The leave of absence and re-employment rights of employees who have entered or who enter the military service of the United States will be determined on the basis of laws and regulations in effect at the time of the leave.

I. HOLIDAYS

Active, regular full-time employees who have completed their six (6) month probationary/orientation period receive pay at their regular straight time rates of pay for each of the granted holidays (up to the number of hours the employee is regularly scheduled to work) per order of the 23rd Judicial Circuit Holiday Calendar.

In order to be eligible for holiday pay, an employee must work the scheduled full day before and the scheduled full day after a holiday, unless on approved paid leave. Additionally, if an employee is scheduled to work on a holiday, the employee must work on the holiday to be eligible for the extra holiday pay.

In such circumstances, a non-exempt employee will receive their regular rate of pay for all hours worked, in addition to either the holiday pay, or else a paid day off on another day instead, as determined by DeKalb County. We reserve the right to choose the date on which a holiday will be celebrated. This is done in connection with the holiday established by the Chief Judge to the County. Exempt employees who work on a holiday will receive extra holiday pay for all hours worked on a holiday. Employees who have not satisfactorily completed the initial 6 month probation period may receive paid time off for County celebrated holidays as an "offset" against time off to be earned in the future.

J. JURY DUTY/COURT APPEARANCES

The County encourages all employees to meet their civic responsibility by serving on a jury when called upon to do so. If you are summoned to serve on a jury please show your summons or subpoena to your Supervisor at least two weeks before the scheduled date of your jury service, or, if you receive a jury summons or subpoena less than two weeks before the date of your service, then inform your Supervisor as soon as you receive the jury summons or subpoena. It is your responsibility to keep the County informed of the dates and expected duration of your jury duty.

While on jury or witness duty, you may be eligible to receive the difference between your regular pay and any pay you receive from the court, or the party for performing jury service. To receive your pay from the County under this policy you must present the Finance Office Department with a copy of your summons or subpoena as soon as it is received along with the proof of payment and the amount you were paid (i.e., the check stub). If the court dismisses the jury early, the employee is expected to return to work as soon as possible, unless otherwise prohibited by state law.

K. VOTING TIME OFF

DeKalb County encourages all employees to exercise their voting rights. Employees are encouraged to vote before or after an employee's scheduled shift. If an employee feels that the employee will not have sufficient time before or after work to vote, the employee should contact their Supervisor or Department Head to discuss the ability to have time off to vote.

L. NON-FMLA PERSONAL MEDICAL LEAVE OF ABSENCE

Occasionally it may be necessary for you to be absent from the job for an extended period of time. Leaves of absence are provided for employees who need to be absent from work temporarily, in the expectation that they will return to work. Such absences place a burden on work scheduling and require arranging for replacements. Therefore, you are urged to request a leave of absence as far in advance as possible. This section explains the types of leaves offered to eligible employees.

1. Application and Qualifications

Employees may apply for an unpaid personal medical (non-FMLA) leave for absence due to illness, injury or medical appointments for an employee or the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

To qualify for a (non-FMLA) personal medical leave, you must submit certification from a health care provider verifying the medical condition, the need for the leave, the length of time you will be unable to work and your expected return to work date. You should also discuss with the County any reasonable accommodations that may allow you to work in lieu of taking an unpaid leave. Also, as a condition of your leave, you grant the County the right to verify your medical condition on a periodic basis during the leave of absence. You must substitute any accrued paid PHO days and/or sick days (if you otherwise qualify) for unpaid non-FMLA medical leave.

If you otherwise qualify for workers' compensation or disability benefits, you will collect such payments at the same time you are on leave. Of course, the amounts you may receive are subject to the applicable rules of the workers' compensation laws and our disability pay plan. If your absence is governed by workers' compensation, then applicable law shall govern any conflicts between this policy and the law.

1a. **Return From A Non-FMLA Personal Medical Leave –** In taking a non-FMLA personal medical leave, you should understand that it is not possible for the County to guarantee that a job will be available when you wish to return, unless required by law. At the end of the leave, you will be reinstated if you submit a fitness-for-duty certificate from your doctor, there is a job available for which you are qualified to perform at that time, and you are able to perform the essential functions of that position with or without reasonable accommodation.

1b. **Continuation of Insurance –** Following two payroll periods of non-FMLA personal medical leave, if you otherwise qualify, you may continue your health insurance coverage during your non-FMLA leave under the terms of a federal law called COBRA, by paying the entire premium on a timely basis. You must make arrangements for insurance continuation by submitting the COBRA election form within the prescribed period of time. The County will send you information regarding your ability to elect health insurance continuation coverage. Failure to pay the insurance premium on time could result in cancellation of coverage. Please see the County's Finance Office for further information about your rights and obligations during non-FMLA personal medical leaves.

1c. **Compliance with Other Laws** – In administering this Non-FMLA Disability Leave Policy, the County complies with the Americans with Disabilities Act ("ADA") and any other relevant law. The County may approve a reasonable request for an extension of a leave of absence beyond the amount of leave provided by this Policy, approve a leave of absence for an employee who does not qualify for leave, or otherwise modify this Policy, including the terms of reinstatement, as a reasonable accommodation for a disability under the ADA in accordance with our Accommodation Policy contained in this Handbook.

2. **Personal Leaves of Absence -** Personal leaves of absence for good reasons may be granted at the sole discretion of management to regular full-time and regular part-time employees who have successfully completed their probationary/orientation period. The application for a personal leave of absence must state the reason(s) for the leave, the date the leave should begin, and the date you will return to work. We may request additional information regarding your situation at any time during a personal leave of absence.

Employees must use all accrued, but unused paid time off, such as any PHO days prior to going on a personal leave. Management has discretion to grant a personal leave of absence, and, in deciding to grant such leave, the County will consider the reasons for the leave and its impact on County operations. These issues will be addressed on a case-by-case basis.

2a. **Return from A Personal Leave** - In taking a personal leave of absence, you should understand that it is not possible for the County to guarantee that a job will be available when you wish to return. At the end of a personal leave, you will only be reinstated if there is a job available for which you are qualified at that time. A failure to return to work following completion of a personal leave of absence, or refusal to accept an offered position, will constitute a voluntary resignation from employment with the County.

M. BEREAVEMENT LEAVE

1. In the event of death in the immediate family which requires an employee to miss work, regular full-time employees who have completed their probationary period are eligible to be paid for up to three (3) consecutive days of work missed in order to attend the funeral or address related matters. Immediate family is defined as spouse, civil union partner, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, grandmother, grandfather or grandchildren. With prior Supervisory approval, additional time over the three days for travel or to make arrangements may be taken as excused absence without pay. The employee must provide the Supervisor with as much notice as possible. Bereavement pay will be limited to normal straight-time regular pay which would otherwise have been lost, not to exceed eight (8) hours per day. Bereavement pay will not be considered hours worked for overtime purposes. The County may require any employee seeking bereavement leave to verify, to the County's satisfaction, the death of a member of the immediate family, and the employee's relationship to the member of the immediate family.

2. Eligible employees can take seven (7) additional workdays of unpaid leave in the event of the death of a child to: (1) attend funeral; (2) make arrangements necessitated by the death of a child; or (3) grieve the death of a child. Bereavement leave for this purpose must be taken within sixty days of death. A "child" includes: an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward or if you have the legal responsibility as a parent. Leave taken for this purpose will be taken within six (6) months of the employer's knowledge of the death of a child.

N. EMERGENCY TIME OFF POLICY

Emergency PHO's may be used at the discretion of the Department Head for reasons of illness and personal emergency only.

VIII. COUNTY POLICIES AND PROCEDURES

A. COMPLAINT RESOLUTION PROCEDURE (OPEN DOOR POLICY)

DeKalb County believes in open communication. If an employee has a problem, suggestion or concern, management wants to know about it. Usually you can get the answers to these questions through informal discussions with your Supervisor who is there to help you. If your Supervisor does not know the answer, he or she can usually get it for you.

Occasionally, however, you may feel that a problem has not really been solved to your satisfaction. For such situations, we have designed the following complaint resolution procedure to ensure that you receive consideration for any complaint or question you may have. Note: If your complaint involves a possible violation of our Harassment Policy or our Equal Employment (anti-discrimination) Policy, please follow the steps recommended for reporting in Section I(E) of this Handbook. If your complaint is not one of potential discrimination or harassment you are to follow the procedure below:

You may begin the presentation of your complaint or question at Step 2 if you feel that your complaint or question is of an unusual or personal nature.

Step 1: You should first present your question or complaint to your Supervisor or to the Department Head. Your Supervisor or the Department Head will make a thorough inquiry into the facts and circumstances, and will make every effort to resolve the matter promptly.

Step 2: If your question or complaint is not resolved at Step 1, you may contact your Finance Office represented.

Step 3: If your question or complaint is not resolved at Step 2, you may submit a written report to the County Administration Office. Any further investigation will be conducted and a decision will be rendered.

If you do not get a prompt response to a question or complaint, at any level, ask your Supervisor to check into it for you.

PLEASE DO NOT HESITATE TO USE THIS PROCEDURE. We are sincerely interested in helping you resolve any problems or complaints you may have as quickly as possible. We ask only that you follow the procedure that has been outlined above so that all complaints may be processed in an orderly and thorough fashion.

This procedure is not designed to discourage you from talking to anyone in the County at any time. Rather, it is simply a way to ensure that complaints and problems are dealt with in a prompt, orderly, and consistent fashion. If you would feel uncomfortable speaking with any member of management within your chain of command, then you can speak with any member of management with whom you would feel more comfortable.

No one who uses this Complaint Resolution Procedure will be retaliated against because they made a complaint, and you can be assured that the confidentiality of all such matters will be maintained to the fullest extent possible.

B. WORKPLACE VIOLENCE

DeKalb County seeks to provide a workplace for all of our employees that is free from recognized hazards or threats that cause, or are likely to cause, physical harm. Consequently, DeKalb County prohibits violence in the workplace from anyone, including employees, customers, vendors and visitors. All employees are therefore expected to conduct themselves in a manner that will maintain a workplace that is free of the threat of or actual violence.

This policy is intended to cover any behavior that constitutes violence or the threat of violence including, but not limited to, the following:

1. Physical fighting, including pushing, shoving, hitting or in any way deliberately hurting a co-worker, customer, vendor or visitor;

2. Destruction or sabotage of or County property or property of another employee;

3. A verbal or written statement or conduct that indicates intent to hurt, cause harm to, or have harm caused to, a co-worker, customer, vendor or visitor;

4. Threatening conduct, including swearing and persistent loud, angry statements made to or in the presence of a co-worker, customer, vendor or visitor; or

5. Possessing, carrying, using or storing of any weapon, firearm, explosive, switchblade or knife, unauthorized chemical, or any other implement that could be used for infliction of injury or damage. All persons who enter County offices, property or premises must comply with all posted signs relating to the possession of or storing of any weapons and the only exception to this policy will be officers of the law, or individuals licensed to carry a concealed firearm and only then in accordance with the limited exceptions of state law.

6. This policy is also meant to reduce potential areas of stress at work. Thus, when confronted with any of the situations described below, please take the following actions:

7. Employees who have been terminated by the County and do not have reason to be on County premises should not be here. While control over access may be difficult, it is not impossible. If employees notice former employees, someone suspicious, or someone with no discernible business interest on County premises, employees should ask who they are and why they are on County premises. Report any and all unauthorized visitors to your Supervisor.

8. Make a note of anyone suspicious in any parking areas. If you are uncomfortable walking out to your car alone, ask someone to accompany you.

9. If confronted with someone carrying a weapon, try to remain calm. Alert others to the situation, stay out of harm's way and inform the police.

10. If you think a co-employee needs some guidance, approach your Supervisor or the your Department Head to identify the situation.

11. Report all threatening or abusive telephone calls. Bomb threats must be communicated immediately to the police and your Supervisor.

12. In the event a personal matter arises which involves your seeking or being served with a court issued restraining order, you are to notify your Department Head.

You are encouraged to report to your Supervisor, or to any other manager or Supervisor, any threats you see, hear or know about. Reprisals will not be tolerated against an individual who reports an incident or who participates in the investigation of an incident.

Please rest assured that DeKalb County will take any and all action that is necessary, including legal prosecution, to ensure that our workplace is and remains violence-free.

C. CONCEALED/CARRY WEAPONS POLICY

DeKalb County prohibits all employees and others who enter DeKalb County property (as defined below) from possessing a prohibited weapon (as defined below), regardless of whether the person is licensed to carry the weapon or not. This policy applies to all employees, contract employees, temporary employees, suppliers, visitors, visitors and contractors on DeKalb County property. This policy does not restrict the rights of an Employee, contract employee or temporary employee who lawfully possesses a firearm or ammunition from transporting or storing the firearm or ammunition in a case, out of plain view, within a locked, privately owned motor vehicle in the parking lot, or other parking area provided for them. This policy also does not restrict the ability of police officers, security guards or other persons who have been given consent by DeKalb County to lawfully carry a weapon on the premises.

Except as provided above, all employees, contract employees, and temporary employees are also prohibited from possessing a weapon while in the course and scope of performing their job for the County, whether they are on DeKalb County property at the time or not, and whether or not they are licensed to carry a weapon or firearm. Except as provided above, no employees, contract employees or temporary employees may carry a weapon covered by this policy while performing any task on the County's behalf, or at any DeKalb County sponsored functions, such as parties, picnics, or meetings, on or off site.

In addition to firearms and ammunition as described above, other weapons prohibited by this policy include any form of weapon or explosive restricted under local, state or federal regulation; knives more than three inches in length or shorter as provided by local law; or other weapons covered by law. This prohibition, however, shall not apply to utensils/knives which are specifically part of the County's customer product lines and which are used/transported for a proper business purpose. Legal, chemical dispensing devices, such as pepper spray, which are sold for personal protection, are excluded from this policy.

DeKalb County County's property covered by this policy includes, without limitation: all County owned or leased buildings and surrounding areas, such as sidewalks, walkways, driveways, parking lots; County owned, rented or leased vehicles; and employee owned vehicles covered under County's mileage reimbursement and used for any County business purpose.

DeKalb County reserves the right to conduct searches of work areas and County owned or leased property at its sole discretion. The County further reserves the right to contact local authorities in the event managerial or Supervisory staff reasonably believe that an employee is in violation of this policy, or is a threat to the safety of himself/herself or others. Violations of this policy will result in disciplinary action, up to and including immediate termination. The County enforces this policy consistent with applicable state and federal laws.

If you feel that your safety or the safety of others is threatened at any time, or if you witness or experience any prohibited behavior, you have the responsibility to exercise good judgment and report such conduct immediately to Finance Office. There will be no retaliation of any kind against an employee for reporting a safety concern.

D. DRUG AND ALCOHOL POLICY

1. Purpose

The County is committed to maintaining a safe, productive work environment. An employee who is under the influence of drugs or alcohol poses a serious threat to his or her own safety and the safety of others. Also, a person cannot do his or her job properly while working under the influence of drugs or alcohol. Your personal protection and the quality of your work are very important to us. Equally important is the fact that the use of illicit drugs is unlawful. Those covered by the Department of Transportation ("DOT") regulations governing controlled substances and alcohol testing are subject to separate DOT compliance.

The use of the term "drug" in this policy refers to both legal and illegal controlled substances unless the legal use is pursuant to the instruction of a medical professional licensed to prescribe or advise individuals on the use of drugs who has been informed of the employee's job duties and has advised that the substance does not adversely affect the employee's ability to safely perform his or her job. The term "drug" also includes, but is not limited to, marijuana, cocaine, PCP, heroin, morphine, amphetamines and barbiturates. While the County will not penalize an employee solely for his or her status as being a prescribed medical marijuana recipient, all employees are required to comply with this Policy and is subject to discipline up to and including discharge for violations of this policy.

For these reasons, DeKalb County has developed the following Drug and Alcohol policy.

2. Use, Possession, Sale or Distribution

The manufacture, distribution, dispensation, transfer, possession, sale, or use of drugs, controlled substances or alcohol on County premises, on County business or at any DeKalb County work site is prohibited and may be cause for immediate discharge. This includes all land, property, buildings, parking lots, and County vehicles.

Employees who are convicted of off-the-job drug use, possession, distribution or sale may be considered to be in violation of this policy. In deciding what action is necessary, the County will take into consideration the nature of the charges, the employee's record with the County, the impact of the employee's conviction on the County, and other factors the County may deem relevant.

3. Prescription Medicines

An employee taking a drug or other medication prescribed by a physician, which is known or publicized as possibly impairing judgment, coordination or other senses important to the safe, productive performance of work, must notify his or her Supervisor prior to starting work. Management will decide whether the employee may continue to work and/or will impose any necessary work restrictions.

4. Drug/Alcohol Testing Procedures

Employees are prohibited from working with any detectable amount of alcohol or drug in their system. Employees are also prohibited from consuming any amount of alcohol or drugs during working time or during breaks. Any employee violating this prohibition will be subject to

disciplinary action up to and including immediate discharge. (Consequently, employees are not allowed to consume alcohol or prescribed marijuana during lunch.) Employees must not perform safety-sensitive duties if they are aware of any medical condition or have used alcohol or a drug (including prescribed medicine or marijuana) that may adversely affect their ability to perform such duties or that may affect safety, employees, or the public.

Where the County has reasonable suspicion to believe that an employee is under the influence of alcohol or illegal drugs, or the unauthorized, excessive or illegal use of prescription drugs during the course of the workday or while engaged in County business, DeKalb County shall have the right to require the employee to submit to alcohol or drug testing as set forth in this policy.

Reasonable suspicion shall be established when the County reasonably believes that an employee is under the influence as defined above. Reasonable suspicion is not third-party observation or reports. The observations of a Supervisor that result in an employee being required to take a drug or alcohol test must be reduced to writing within twenty-four (24) hours of the time these observations were made.

The County will also test employees for drugs/alcohol immediately following an injury that occurs if the employee or the injured employee is transported to the clinic or hospital to receive medical treatment, if they are involved in a vehicle accident and covered by DOT regulations, and where there is reasonable possibility that the injured employee's use of drugs or alcohol caused or contributed to the accident

There shall be no random drug testing, nor shall there be any drug/alcohol testing for any other reasons or by any other methods than those stated in this policy except when mandated by law or statute.

All drug testing shall be performed by a laboratory currently certified by the Substance Abuse and Mental Health Services Administration, part of the Department of Health and Human Services (HHS) in accordance with the following procedures:

Drug testing shall be by urinalysis using Enzyme Multiplied Immunoassay Technique (EMIT). Tested employees will be provided a split sample. There shall be an appropriate chain of custody for all samples. Specimen containers shall be sealed and labeled in the presence of the employee immediately after providing the sample. The employee shall write his/her social security number across the labeled containers.

Any positive test result shall be confirmed by Gas Chromatography-Mass Spectrophotometry (GC-MS). Any positive test results obtained in violation or contradiction to this Policy shall be invalid and shall be treated as a negative result. The threshold limits for urinalysis (EMIT) and confirmative (GC-MS) test results being considered positive shall be those as currently established by the United States Department of Health and Human Services (HHS).

In reporting a positive test result, the laboratory shall state the specific substance(s) for which the test is positive and shall provide the quantitative results of both the screening and the GC-MS confirmation test. All positive test results must be reviewed by the certifying scientist or laboratory director and certified as accurate. Should the results be reviewed by a Medical Review Officer he/she must be a physician trained in pharmacology.

Alcohol testing shall be by breathalyzer. The threshold limits for the breathalyzer test results being considered positive shall be a Blood Alcohol Concentration level of .08 for determining driving under the influence of alcohol for drivers of passenger cars.

The County shall pay the full cost of all testing. Any employee subject to drug/alcohol testing shall be given a copy of this policy prior to being tested. The County retains the right to conduct pre-employment, pre or post-offer drug testing or pre-employment, post-offer alcohol testing on any and all applicants.

5. **Drug/Alcohol Treatment**

Employees testing positive, or who voluntarily come forward seeking treatment, shall be offered the opportunity to enroll in a drug/alcohol treatment program as an alternative to discharge/discipline. A professional diagnostician shall interview the employee and determine whether in-patient or out-patient treatment is required. The employee must enter the program within seventy-two (72) hours from the time that the positive test results were made known to him/her, or twenty-four (24) hours from receipt of the determination from the diagnostician, whichever comes first. All costs for such treatment are the sole responsibility of the employee, subject to employee health insurance coverage if applicable.

6. **Return to Work**

The County shall reinstate an employee who is off work to receive drug or alcohol treatment provided that:

- the employee submits a physician's statement certifying he/she has completed the treatment program, and
- the employee is released to return to work within forty-five (45) calendar days from the date that he/she began the treatment, unless satisfactory evidence is presented to grant an extension.

If required as part of his/her treatment program, an employee who has returned to work must attend follow-up ("aftercare") treatment sessions as long as deemed medically necessary by the supervising physician. The County may make reinstatement to work conditional on the employee attending these meetings.

An employee who, after having returned to work from a treatment program, shall be subject to four random drug/alcohol tests the first year and two random drug and/or alcohol test the second year. A positive test result will lead to immediate discharge. Employees shall accumulate seniority while on leave for drug/alcohol treatment if they successfully complete the treatment and return to work.

7. **Record Keeping**

All records pertaining to an employee's testing or treatment for alcohol/drug abuse shall be kept strictly confidential, and shall not be revealed by the County to anyone unless written consent is first secured from the employee except where mandated by law.

8. **Discipline**

The County may terminate any employee who:

- Intentionally uses, possesses, sells or distributes illegal drugs or alcohol, or engages in the unauthorized, excessive or illegal use of prescription drugs on County property or while on duty for the County, this includes the use, possession, sale or distribution of prescription drugs except as reported to and approved by management pursuant to Paragraph 3 of this policy;

- Refuses to submit to alcohol or drug testing when administered in accordance with this policy;

- Refuses to participate in alcohol or drug treatment administered in accordance with this policy after testing positive for alcohol or drugs;

- Fails to successfully complete the treatment program.

    a. The County shall not take any adverse action against an employee because of his/her participation in a treatment program.

9. **Criminal Conviction Notice Obligation**

Employees shall notify the County of any criminal drug statute conviction no later than five (5) days after such conviction. Any employee who is so convicted may be considered to be in violation of this policy if deemed warranted based on the circumstances involved, the employee's job assignment, the impact of the conviction and/or other job-related factors deemed relevant by the County. Failure to timely report a conviction is grounds for immediate termination no matter when discovered.

E. SECURITY/SEARCH POLICY

The purpose of the Security & Search Policy is to provide a guideline for initiating security search inspections in any area where business activities are performed by the County for security and safety purposes. By utilizing this policy, it will help to provide a safe and secure work environment for our employees.

Security is everyone's business. All employees are therefore expected to cooperate fully in any DeKalb County investigation into all disciplinary matters. Accordingly, we reserve the right, when appropriate, to conduct searches of persons and their personal vehicles and belongings on DeKalb County property, including desks, lockers, cars, packages, bags, and briefcases.. Failure or refusal to consent to a search when requested by DeKalb County, or failure to cooperate fully in any investigation, may result in discipline, up to and including immediate discharge. Additionally, security cameras may be used in any area of the facility and premises, and employees who tamper with such cameras may be subject to immediate dismissal.

Work connected searches of property on County premises, even if consent is not obtained, are lawful where the employee affected could not have a reasonable expectation of privacy regarding the matters being searched . AS SUCH NO EMPLOYEE SHALL HAVE ANY EXPECTATION OF PRIVACY FROM SEARCHES DESCRIBED BELOW. THE COUNTY SECURITY MANAGER WILL MONITOR AND ISSUE A DIRECTIVE AS TO WHERE AND WHEN THIS TYPE OF INSPECTION WILL BE CONDUCTED.

F. USE OF COUNTY COMPUTER EQUIPMENT AND SOFTWARE

Our computer system is a critical part of our operations. For both legal and practical reasons, it is therefore essential that we carefully preserve the integrity of our system. We comply with all applicable hardware and software copyright, licensing, and other laws, agreements, and regulations. In order to ensure compliance with the law and to protect our system from damage from computer viruses and other causes, we have established the following policies for all employees:

Employees are not permitted to take or transmit any original or copy of any software from DeKalb County, without express advance written permission from an authorized representative the County's Information Technology department. No software can be brought into or transmitted to the County for use on our system without express advance permission from the Information Management Office (IMO) Director.

DeKalb County County's hardware and software cannot be used for any personal purposes during working time, except for incidental use. Working time does not include scheduled rest breaks or meal breaks and other specified times when employees are not expected to be working such as before or after an employee's scheduled shift. During working time, computers and Internet access are to be used only for business-related reasons, except for incidental use.

When using the County's computers and/or Internet for any purpose, do not use derogatory, inappropriate and/or non-professional language or communications, including but not limited to profanity, slander, obscenity, sexual harassment, etc. Do not use County computers or the Internet to violate our Anti-Discrimination or Anti-Harassment policies or other conduct rules. The County reserves the right to monitor its computer systems for legitimate reasons such as to insure productivity and to prevent uses for purposes of harassment or other activities that could give rise to County liability. All passwords, password procedures (including confidentiality), and e-mail policies and procedures must be strictly honored.

The County strictly prohibits the use of its computer equipment, e-mail system and County provided Internet access for any of the following activities:

- Creating, sending or soliciting e-mail messages that violate County Policy (*i.e.,* Anti-Discrimination or Anti-Harassment).
- Engaging in illegal or fraudulent activities.
- Monitoring or intercepting the files or electronic communications of other employees or third parties without authorization.
- Hacking or obtaining access to systems or accounts without authorization.
- Using the log-ins or passwords of other employees.
- Breaching, testing or monitoring computer or network security measures.
- Sending or receiving copyrighted materials, trade secrets, or proprietary confidential information without prior or proper authorization.
- Downloading any software from the Internet without prior authorization.
- Use of the Internet for personal financial gain.
- Participating in newsgroups, mailing lists, bulletin boards or other types of discussion forums not job-related during work time.
- Accessing Internet sites which contain prohibited material or the creation, storage, sending or soliciting of any prohibited materials including but not limited to:
    - Illegal, pornographic, obscene, discriminatory or defamatory materials.
    - Interests that are sexual in nature and contains sexual remarks or sexually suggestive references, innuendo, jokes or double entendres, pictures, clip-art or sound files that are sexual in nature or sexually explicit.
    - Derogatory, insensitive or offensive, which contains messages about a person's race, color, religion, sex, age, national origin, citizenship, ancestry, marital or civil union status, veteran status, disability or handicap, genetic information, sexual orientation/sexual preference, pregnancy, child birth or any other characteristic protected by law.
    - Abusive, profane or offensive language directed at DeKalb County employees, customers or vendors.

Violations of this policy will result in discipline, up to and including discharge for even the first offense is justified.

G. USE OF E-MAIL AND VOICE MAIL

It is important that all employees understand that the electronic communication systems used while at work, including but not limited to the Internet, voice mail, and e-mail, as well as all information transmitted, received or stored in these systems, are the property of DeKalb County. DeKalb County has established the following policies regarding our electronic communication systems.

These electronic communication systems are provided primarily for business purposes. Anything generated by the use of these systems is the property of DeKalb County, even when created through the use of a personal password. Thus, DeKalb County needs to be able to access and/or disclose any information in the electronic communication systems, even those protected by your personal password, at any time, with or without notice. ***Employees should have no expectation of privacy in connection with the use of these systems, or the transmission, receipt or storage of information in such systems.*** Therefore, employees should not use these electronic communication systems to store or transmit any information that they do not want management and/or other employees to see, hear or read. Use of the e-mail and/or voice mail system will be deemed to constitute the employee's consent to comply with this policy and recognition that any such messages may be monitored or recorded.

Your communication through these electronic communication systems reflects on the County and must always be handled in a professional and ethical manner. Nothing should be communicated through the electronic communication systems which violates a County policy or conduct rule. The electronic communication systems are not to be used in any way that may be illegal. Each employee is responsible for abiding by copyright and trade secret laws in the use and transmission of information. If you are not sure whether you have the right to use certain information, please ask the IMO Director.

When using the County's e-mail and/or voice mail system(s) (including your password) for any purpose, do not use derogatory, inappropriate and/or non-professional language or communications, including but not limited to profanity, slander, obscenity, sexual harassment, etc. Use of e-mail or voice mail for an inappropriate purpose or to harass or personally attack other individuals is expressly prohibited. Similarly, there is to be no display or transmission of sexually explicit images, messages or cartoons.

During working time, the County's e-mail and voice mail systems are to be used for business purposes and in a professional manner only. Personal use of e-mail should be confined to non-working time. Working time does not include scheduled rest breaks or meal breaks and other specified times when employees are not expected to be working such as before or after an employee's scheduled shift. Do not make maliciously false statements about customers, DeKalb County employees, or disparage County products through the use of the County's e-mail and/or voice mail system(s).

Solicitation of non-DeKalb County business or personal or private use of DeKalb County County's Internet or e-mail resources for personal/financial interest, or non-job related solicitations including but not limited to solicitation for religious, political or personal causes, enterprises or outside organizations is prohibited on working time as defined in this policy. Also prohibited is the purchase of products or services through the Internet, or downloading or uploading software, data files, etc. without the express approval of the IMO Director.

You are to access and use only the e-mail and voice mail accounts assigned to you. You are responsible for the security of the e-mail and voice mail accounts assigned to you, and you must protect your accounts, using a secure password for each account. Please do not disclose your password(s) to others within the County except on a need-to-know basis. Passwords are not to be disclosed to anyone outside the County.

Most of our electronic communication systems are password protected to limit access to certain information, to protect data from tampering, and to identify the user. Employees are required to keep their passwords confidential, change them on a regular basis, and comply with all security procedures. The unauthorized use of a password, or the unauthorized access to or retrieval of information transmitted or stored in the electronic communication systems, is strictly prohibited.

Working time includes the time during which any of the employees involved are actually scheduled to work and does not include scheduled breaks, meal periods, other periods where employees are not required to perform their job functions such as before and after an employee's scheduled work time. Unless you have specific authorization, you are not to:

1. access another's e-mail or voice mail;

2. listen to or publish e-mail or voice mail message(s) contained in e-mail or voice mail accounts assigned to another person;

3. forward confidential County or customer generated e-mail messages to anyone outside the County;

4. copy, retrieve, modify or forward copyrighted materials.

The County reserves the right to access all such communications for reasons including, but not limited to, (a) system administration and maintenance, (b) when there is an urgent business reason, (c) to ensure compliance with this policy, and (d) as required to comply with a court order or other legal obligation to produce records or information. (Remember, even if material is erased or deleted from these electronic systems, it can often be reconstructed and retrieved; assume, therefore, that every message you create might become public information). The County also reserves the right to monitor your e-mail and/or voice mail account(s) at any time for legitimate reasons such as to insure productivity and to prevent uses for purposes of harassment or other activities that could give rise to County liability and the County reserves the right to revoke your access to its e-mail and/or voice mail systems, or discipline you, for any violation of this policy.

1. **Personal Use of Social Media**

Employees are expected to follow this policy and provide a clear line between you as the individual and you as an employee. Additionally, employees may not use social media to make false statements about customers, or anyone doing business with DeKalb County, or in a manner which violates our Equal Employment Opportunity Policy (anti-discrimination policy), Policy Against Harassment, Workplace Violence Policy or our Guidelines for Conduct. It is important to note that such actions are prohibited, whether done during work hours or outside of work.

Participation in social networking activities that can be characterized as non-work related and that are carried out during working time, can certainly interfere with your work duties and/or responsibilities and can be cause for appropriate disciplinary action up to and including termination. By engaging in such conduct, you may be in violation of our policies on usage of DeKalb County's computer equipment or electronic media as well. Working includes the time during which any of the employees involved are actually scheduled to work and does not include scheduled breaks, meal periods, other periods where employees are not required to perform their job functions such as before and after an employee's scheduled work time.

In addition to the above, stop and consider the following guidelines before hitting "send" or "post":

- Blogs, wikis, postings on Facebook and other forms of online discourse are individual interactions, not DeKalb County communications. You are personally and legally responsible for your communications. If you are discussing DeKalb County or DeKalb County-related matters, you must identify yourself and make it clear that you are speaking for yourself and not on behalf of DeKalb County. Where appropriate, use a disclaimer such as: "The postings on this site are my own and don't necessarily represent positions, conclusions or opinions of my employer, DeKalb County." This is to prevent the appearance that you speak for or represent the County officially.

- You may also not share information that is confidential and proprietary about our County. Do not post, discuss or divulge DeKalb County's confidential information or record or post any video or photo of the County's facility that will divulge such confidential and proprietary information. For purposes of this policy, confidential or proprietary information includes information protected by the County's Security of Confidential Information Policy in this Handbook. You must consult with Finance Office if you have questions about the appropriateness of posting, publishing or disclosing the DeKalb County's confidential and proprietary information on any site.

- Do not use social media in a manner which casts DeKalb County services, its customers, partners, business contacts, and competitors in a deliberately false light. Note that the unauthorized use of copyrighted materials can result in disciplinary action up to and including employment termination.

- Your social media postings and comments, including Internet postings, are subject to the County's other policies contained in this Handbook.

- While what you do on your own time is generally your business, activities in or outside of work that affect your job performance, the performance of others or the County's business interests are a proper focus for scrutiny.

- Violations of this policy generally will result in progressive corrective action, however, in certain situations, depending on the severity of the offense and the circumstances involved, more severe discipline may be necessary up to and including termination for the first offense.

2. **Business Use of Social Media**

If you are required to use social media as part of your job duties (if you are not sure, ask your Supervisor), for DeKalb County's marketing, public relations, recruitment, corporate communications or other business purposes, you should carefully review this policy. Only authorized employees can create DeKalb County's social media sites, pages or similar entries or categories on Facebook, Twitter or any existing, new or future social media network. Also, only authorized employees can prepare, post and modify content on DeKalb County's social media sites, pages or similar social media entries.

If your job duties require you to speak on behalf of DeKalb County in a social media environment, you must obtain approval for such communication in advance from Administration Office. Likewise, if you are contacted to provide an official comment on behalf of DeKalb County for publication or posting on any social media or other media, you should direct the inquiry to DeKalb County, and you are not to provide an official comment on behalf of DeKalb County without prior approval.

Violations of this Social Media Policy may result in discipline, up to and including termination of employment. Notwithstanding the foregoing, nothing in this policy shall be construed to limit employee rights under any applicable federal, state or local laws including the National Labor Relations Act, for engaging in activity protected by law in discussing wages, hours and working conditions.

H. USE OF CELL PHONES AND OTHER DEVICES

Personal cell phones may only be used during non-working time. Working time does not include scheduled rest breaks or meal breaks and other specified times when employees are not expected to be working such as before or after an employee's scheduled shift. The use of personal cell phones in the plant or office areas, including restrooms, whether speaking or texting, during working time is strictly prohibited. This policy does not apply to personnel who are authorized to use a cellphone or other device due to the nature of their job duties. Additionally, the use of cell phones, smart phones, cameras or video recorders to take pictures or videos in any working areas is prohibited without express authorization from senior management.

Employees whose job responsibilities involve regular or occasional driving should refrain from using their mobile phone or other electronic devices, whether speaking or texting, while driving and must comply with all traffic laws and ordinances regarding cell phone use while driving. If acceptance of a call while driving is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from complicated, stressful or emotional discussions, and keep their eyes on the road. Special care should be taken in situations where there is traffic or inclement weather or where you are driving in an unfamiliar area.

I. DISHONESTY

We are dependent on our employees to be trustworthy, honest individuals. There is no place for dishonesty at DeKalb County. Any employee who is dishonest or who is involved with any theft of County property, or another person's property while on County premises will be subjected to immediate discharge and potential criminal prosecution. Dishonesty also includes lying, embezzling, or falsifying or altering County records or intentionally giving false information to anyone with a duty to prepare County records, withholding information during a County investigation or interviews by any Authorized Person, no matter when discovered. (This includes giving false information on an employment application, timecard, timesheet or other forms.)

J. TERMINATION OF EMPLOYMENT

Our loyal employees whose job performance is satisfactory are encouraged to build a career with the County. If, however, you at some time feel that you must resign, the County would appreciate at least two (2) weeks' notice in advance of your leaving. For employees who hold a position of Department Head, we ask that you provide four (4) weeks of advance notice prior to your separation date. At the time of termination of employment or during the exit interview, all training manuals, tools, keys or other County property must be returned.

K. SOLICITATION/DISTRIBUTION POLICY

To avoid annoyance of our employees and interference with our operations, no employee is permitted to distribute literature in paper form or solicit employees for any purpose on County premises during the work time of the employee soliciting or the employee being solicited. County premises include all areas where employees perform their assigned work tasks. Working includes the time during which any of the employees involved are actually scheduled to work and does not include scheduled breaks, meal periods, other periods where employees are not required to perform their job functions such as before and after an employee's scheduled work time. During non-working time, employees may distribute literature in non-working areas such as the break room, provided undue litter does not result. Non-employees may not solicit for any purpose, or engage in the distribution of literature of any kind on County premises (including County parking lots).

An employee who violates this Policy is subject to disciplinary action, up to and including discharge.

L. SNOW POLICY

The DeKalb County Sheriff, who has familiarity with current road and weather conditions will, in consultation with the Presiding Judge, determine whether or not to close the County court buildings that can be closed during snow and emergencies for any or part of a regularly scheduled business day. When this decision is made, the Sheriff (or designee) will take the appropriate measures to see that the public and County employees receive notification.

As a matter of public safety, non-essential County employees should stay home on days when the Sheriff has declared a snow emergency and closed certain County buildings.

The following compensation plan will be utilized when certain County buildings have been closed by the Sheriff:

All non-essential, non-contractual employees scheduled to work should remain in their homes and off the roads. Employees will be required to utilize accumulated PHO hours to receive pay for time scheduled but not worked under this Policy, if any. If no PHO time is remaining, the employee will be charged with unpaid time off taken for this purpose.

Employees in job classifications that are deemed to be essential to County operations and who report to work on snow emergency days will be compensated at a straight-time rate for their services, unless designated otherwise by a collective bargaining agreement covering an affected employee.

For purposes of this Policy only, a job classification will be considered "essential" if so designated by the Department Head.

Nothing in this Policy creates a promise or guarantee of any specific number of hours of work perf day or week.

Employees should assume that courts will operate as scheduled for normal business hours unless designated otherwise by the Presiding Judge or Sheriff in accordance with this Policy.

IX. GUIDELINES FOR CONDUCT

A. PERSONAL APPEARANCE, DRESS AND HYGIENE

When working, employees must be neat and clean and wear clothing (including safety apparel) appropriate to their tasks and responsibilities at the County. Clothing with obscene or inappropriate language will not be tolerated. Department Heads are responsible for enforcing reasonable and appropriate standards of dress, appearance and personal hygiene. When the employee's dress is not acceptable, the employee will be counseled and may be sent home to change. When repeated violations occur, the employee will be subject to corrective action.

B. SAFETY GUIDELINES

It is the policy of our County that every employee is entitled to work under the safest conditions appropriate and in accordance with the applicable safety rules and procedures adopted by each Department. Reasonable efforts will be made in the interest of accident prevention, fire protection, and health preservation, to maintain these safe conditions. Under federal law, you and the County have separate but dependent responsibilities with respect to achieving safe and healthful working conditions. It is your responsibility to immediately report any injuries, however minor, to your Supervisor. You should also immediately report any unsafe conditions which you observe to the Department Head, as it will make your department and DeKalb County a better place in which to work.

C. STANDARDS OF CONDUCT

As one of our employees, your primary responsibility is to perform your job in an efficient and productive manner. This carries with it a number of obligations, such as obeying our rules, adhering to safe working practices, cooperating with us and fellow employees, and remaining loyal to us. You are expected to meet reasonable standards of work performance and personal conduct.

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude or conduct fall short of our standards, we will not hesitate to take appropriate action. Such action will range from written warnings to termination of employment. This means that as a general rule, you will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination of employment may be imposed for the first offense.

The rules set forth below are not designed for the purpose of interfering with or restricting your rights. Instead, our goal is to protect the mutual rights and interests of the County and all of our employees. As you review the following lists, please keep in mind that they are not intended to be exhaustive. They are merely intended to provide you with examples of the types of conduct which may result in disciplinary action. Your Supervisor may notify you of other rules specific to your department. Misconduct not specifically described in these guidelines will be handled as warranted by the circumstances of the case involved. Penalties imposed as a result of infractions of the rules may be modified by the County when extenuating circumstances are found. Likewise, flagrant infractions of the rules may result in action of greater severity than shown below.

The following are examples of the types of offenses that will normally result in <u>immediate</u> discharge:

1. Stealing (taking without permission) attempting to steal or participating in any theft or misappropriation of property belonging to the County, another employee, visitor or a contractor working on County premises.

2. Sabotage, destruction, defacing, negligent use, misuse, abuse or hiding of County property, tools, machinery, materials, products, processes or equipment, or that of a contractor or another employee.

3. Opening, removing or tampering with locks on County property without proper authority.

4. Falsifying County records or altering County records without management's permission.

5. Intentionally giving false information or withholding information to anyone who has any duty in preparing County records, including employment applications.

6. Punching, swiping, or tampering with another employee's timecard or permitting another employee to punch or swipe your timecard.

7. Insubordination.

8. Falsifying time records or recording time worked when you did not work, including misrepresentation of time worked.

9. Fighting on County property or assaulting or attempting to assault any person or employee, or deliberately provoking or inciting another person to engage in an assault or fight.

10. Negligence resulting in injury to persons, or damage to County, customer or employee property.

11. Possession, carrying or storing of any dangerous weapon or explosives on County property, including vehicles except as may be permitted under state firearm law.

12. Concealing defective work.

13. Removal or adjustment of safety devices without authorization.

14. Interfering or refusing to cooperate with plant security personnel in the performance of their duties.

15. Failing to timely return from a leave of absence, misrepresenting the reason for a leave of absence or holding other employment during a leave of absence

16. Violating the Security of Confidential Information Policy.

17. Examining records without authorization.

18. Violation of the Drug and Alcohol Policy

19. Violating of the County's Policy Against Harassment, Equal Employment Opportunities Policy or Workplace Violence Policy.

20. Sleeping on County premises during working time. Working time includes the time during which any of the employees involved are actually scheduled to work and does not include scheduled breaks, meal periods, other periods where employees are not required to perform their job functions such as before and after an employee's scheduled work time.

21. Gambling or participating in any lottery or game of chance.

22. Horseplay or unsafe acts.

23. Smoking indoors on County property.

24. Eating, drinking or carrying unauthorized products into the plant or Bakery.

25. Willful destruction of County bulletin boards or marking or destroying any literature on such bulletin boards.

26. Accessing files without authorization, or unauthorized copying or removal of files, disks, programs or hardware.

27. Unauthorized use or duplication of County keys.

28. Unauthorized entry into the plant after work hours.

29. Unauthorized use of County property.

30. Using obscene, threatening or intimidating language or conduct or spreading false gossip or rumors or making false statements concerning employees, the County or its products.

31. Violations of County policy on the Use of Computer Equipment, Cell Phones, E-mails and Voicemails, and Social Media.

The following are offenses which will result in progressive discipline, generally commencing with a verbal warning for the first offense; a written warning for the second offense; a three-day suspension for the third offense; and discharge for the fourth offense. Offenses need not be the same or similar to result in progressive discipline. In certain situations, depending on the severity of the offense, the first will result in a disciplinary layoff and the second or continuing offense will result in termination:

1. Refusal to work a reasonable amount of overtime when reasonably necessary.

2. Posting on County bulletin boards without authorization.

3. Failing to follow prescribed safety or other work procedures or policies.

4. Failing to follow prescribed parking and traffic regulations, or "housekeeping," cleanliness, or hygiene policies and procedures.

5. Failing to promptly report any accident or unsafe condition to your Supervisor.

6. Failing to follow prescribed safety and health procedures, practices or policies, including smoking outdoors on County property other than in designated smoking areas, and including careless operation of any motorized equipment or vehicles.

7. Failing to maintain satisfactory work performance or causing excessive rework or scrap or waste or incompetent or inefficient work performance and damage.

8. Failing to maintain satisfactory or proper standards of dress, grooming, cleanliness.

9. Failing to maintain professional conduct.

10. Interfering with other employees on the job.

11. Excessive or unreasonable use of washroom facilities during working time without an approved accommodation.

12. Being in an unauthorized area of the building.

13. Not working during working time or engaging in personal business during working time, such as personal work, personal telephone calls, reading, visiting other employees, etc., without permission from your Supervisor. Working time includes the time during which any of the employees involved are actually scheduled to work and does not include scheduled breaks, meal periods, other periods where employees are not required to perform their job functions such as before and after an employee's scheduled work time.

14. Overstaying scheduled rest periods or lunch periods or taking excessive breaks; the County considers any unapproved extension of breaks or lunches to be theft of time and such will be dealt with accordingly.

15. Leaving your assigned workplace at any time, or preparing to leave or leaving work station before the regular rest period, lunch or quitting time, without authorization from your Supervisor, (except for such matters as going to the washrooms and except in the course of work).

16. Repeatedly neglecting to record hours on timecards or electronic devices.

17. Operating, using or possessing power machinery or movable equipment or machinery, or making adjustments to such, without proper authorization, or tampering with or changing speeds, feeds, cycles, etc. of machinery or equipment without authorization from supervision.

18. Violation of the Solicitation/Distribution Policy.

19. Excessive absenteeism, unexcused absenteeism; excessive tardiness, or leaving early.

20. Violating any other Policy or rule in this Employee Handbook.

D. FIRE PROTECTION

The County conducts unannounced fire drills from time to time. For your protection and that of your fellow employees, your cooperation is needed in maintaining orderly building evacuation in the event of a fire drill or an actual fire. Certain employees have been designated as fire marshals for various work areas. Your cooperation with their instruction will ensure orderly and expeditious building evacuation. Also, you should take personal responsibility for knowing the locations of emergency exits, fire alarms and firefighting equipment in your department and how to use them.

E. OUTSIDE ACTIVITIES (CONFLICTS OF INTEREST)

As a condition of employment, you are expected to refrain from having any financial interest inconsistent with the County's best interest. Such activities may include outside employment with a customer, supplier or vendor. Other activities include those which adversely affect job performance, customer relationships, those that create competition or those that give the competition an advantage. Your involvement in such activities will be considered grounds for discipline up to and including discharge.

Additionally, while on any personal or medical leave of absence, you may not continue to be employed, seek or accept employment outside the County or operate your own business, without the express permission of management; if you do so, you will be considered to have voluntarily resigned from the County.

F. SECURITY OF CONFIDENTIAL INFORMATION

Many of us at DeKalb County are entrusted with confidential business information as defined in this Policy. We all depend on each other to be trustworthy, honest individuals, with the ethical responsibility of treating our business affairs with the highest degree of confidentiality. The future well-being of the County upon which we all rely, and the job security and success of each one of us, depend upon all of us honoring our duty of confidentiality. Confidential information must not be distributed or removed from your particular work area or equipment. Everyone who works at the County is required to abide by this policy, which reflects legal requirements as well as ethical standards.

Precautions to be observed for electronic and computer systems, including the use of passwords and the safeguarding of data, are described elsewhere in this Handbook. With respect to information in hard copy:

- Avoid, whenever possible, the removal of reports, files, fiche, etc. from our buildings.
- Keep confidential information in secure locations, such as locked cabinets or file rooms.
- Use care when disposing of confidential reports. Certain information requires shredding or retention.

For the protection of all of us whose livelihood depends upon the County, everyone is expected not to disclose confidential information to anyone outside the County, either during employment, or after employment with us ends. Confidential information is defined as business secrets of the County pertaining to such matters as the business or operations of the County or of any of its customers; any confidential methods or processes of doing business used in the design, production, sale, use or marketing of the County's products or services; the existence or betterment of, or possible new uses or applications for, any such products, tools or services; or any of the County's financial business data, customer lists, pricing and purchasing information or policies. Anyone who leaves employment at the County for any reason is expected to promptly return to the County any and all notes, plans, computer files, employee lists or similar records, customer lists or similar records, price sheets, reports, proposals, tools, technical information, and reproductions of any of these things, which relate in any way to the County's operations, business assets, business files or records, or any of the items described in this policy. Inappropriate employee access to, use, or disclosure of such information or other violations of this policy will subject an employee to disciplinary action up to and including discharge.

G. SMOKING & TOBACCO USE

We maintain a smoke & tobacco free environment at all of our properties. Smoking, vaping, including e-cigarettes and tobacco use (chewing & smokeless tobacco) is not allowed. Properties covered under this policy include: County owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, parking lots and County owned, rented or leased vehicles. We ask that you be responsible in the disposal of cigarettes, papers and packages so that the external appearance of our facilities may be maintained.

H. EDUCATIONAL AND EDUCATIONAL-INCENTIVE BENEFITS

Full-time employees employed by the County for at least one (1) calendar year, may be eligible to be reimbursed for up to 75% ($300.00 maximum) 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. Any reimbursement pursuant to this Policy will be addressed on an annual basis with consideration of the budgetary factors and related procedures.

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.

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.

I. MILEAGE REIMBURSEMENT RATE

Employees 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.

X. CONCLUSION

We can sum up these policies by saying that, as an employee of DeKalb County, you can always expect to be treated with fairness and consideration. For your part, we expect you to treat your fellow employees and management with the same fairness and consideration. We have developed policies which are reasonable and at the same time consistent with the efficient operation of our business. Your cooperation will help us in continuing to make this County a desirable place to work.

If you have any questions concerning anything in this Employee Handbook, or if you are not sure why a policy exists or what exactly is meant by it, please feel free to discuss the matter with your Supervisor or with the Finance Office.

The County Administrator is charged with the responsibility to organize and format this Handbook, to keep the material current as changes are made by the County Board (as well as with Federal and State Law changes), and to make the Handbook readily available to County Employees.

Employees should be aware that from time to time the County Board may add, delete, or change policies related to the operation of County Government. These are stand-alone policies and not part of the Handbook. Those policies may be found on the County's website at:

https://dekalbcounty.org/government/ordinances-resolutions-policies/

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have been told that a copy of the DeKalb County Employee Handbook is available for review on the County's Website.

I understand and agree that the statements contained in the Handbook are intended only to serve as general information and that nothing in the Handbook is intended to create, nor shall be construed as creating, that my employment with the County is at-will, and can be terminated either by me or by the County at any time, with or without cause or notice.

I acknowledge that I am responsible for reading the policies contained in the Handbook to ensure that I understand them and I acknowledge that I will abide by them. I also acknowledge that if I have any questions regarding a policy, I am to contact my Department Head.

I understand and agree that the policies and procedures contained in this Handbook can be changed by DeKalb County at any time with or without notice.

* * * * *

Employee: _____ Date: _____