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A. Statement of Purpose

The purpose of this Personnel Policy Handbook is to implement and maintain a uniform system of employment within all Madison County Departments. The Personnel Policy Handbook is designed to provide employees and management with information pertaining to the employment policies and procedures applicable to all employees of the Madison County Board and to all employees of Madison County Elected Officials where said officials have adopted this document as their personnel policy handbook.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described herein. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific question to your employer (i.e. Department Head or Elected Official) or the County Board Personnel Department.

This Personnel Policy Handbook does not confer any contractual rights, whether express or implied, especially regarding continued employment by the County. Nor does it guarantee any fixed terms and conditions of employment. Your employment is not for any specific time.

The County reserves the right to amend or discontinue these policies, practices and benefits at any time without prior notification. The County will, as always, attempt to inform its employees of any changes as they occur. All policies and procedures contained in this handbook, and subsequent modifications, will be deemed in full force and effect as of their adoption by the Madison County Board.

Employees should consult the following collective bargaining agreements or other employment policy documents for additional information pertaining to policies and procedures, to wit:

Personnel Policies for County Board Appointed Officials and Department Heads;

Personnel Policies for County Board Supervisory, Professional and Confidential Employees;

Collective Bargaining Agreement between Local # 525, Teamsters, Chauffeurs and Helpers and Madison County, Illinois;

Collective Bargaining Agreements between Policemen's Benevolent Labor Committee and Madison County Illinois; or

Collective Bargaining Agreements between Local # 799 of the American Federation of State, County and Municipal Employees and Madison County, Illinois.

Nothing in this Personnel Policy Handbook shall in any way affect the rights of an Elected Official/Department Head to develop and disseminate information concerning the operations of any department or office or regarding duties and job position descriptions.

Finally, some of the subjects described herein, such as the Group Health Benefits Plans are covered in detail in official policy documents. You should refer to these documents for specific information insofar as this Personnel Policy Handbook only briefly summarizes those benefits. Please note that the terms of the written health benefits plan document are controlling.

B. Definitions

Employer - The term employer, as used in this Personnel Handbook, means the government of Madison County.

Employee - The term employee, as used in this Personnel Handbook, means any person in the service of the County, including an authorized volunteer. A contractor or one employed by a contractor who has contracted with the County is not considered an employee of the County. For purposes of this Handbook, an
Elected Official is not an employee whose personal rights are affected by the handbook.

**Department** - The term department, as used in this Personnel Handbook, shall be defined as any unit of County government that:

1. Has as its executive officer an elected public official or appointed public official, and;

2. Has been designated under the County budget of monies with one or more authorized accounts providing, among other expenses, for salaries.

**Elected Official** - The term Elected Official as mentioned in this Personnel Handbook, means a County elected public office holder. An Elected Official is the one individual ultimately responsible for all operations of his/her office unless specifically indicated otherwise in this Personnel Handbook. The Elected Official may designate a representative as being responsible for carrying out the immediate functions as enumerated in this Personnel Handbook, and that representative, upon designation, shall be considered the Elected Official.

**Department Head** - The term Department Head, as mentioned in this Personnel Handbook, means the County Board appointed official who is ultimately responsible for all operations of his/her department, unless specifically indicated otherwise in this Personnel Handbook. The Department Head may designate a representative as being responsible for carrying out the immediate functions as enumerated in this Personnel Handbook, and that representative, upon designation, shall be considered the Department Head.

**Immediate Supervisor** - The term immediate supervisor, as used in this Personnel Handbook, shall mean the individual to whom the employee shall immediately report and be responsible for his/her work.

**County Board** - The term County Board, as used in this Personnel Handbook, shall mean the elected public office holders of the Madison County Board.

**Workplace** - All property (including parking lots) owned by the County and any non-county property where work is being performed by County employees in an official capacity.

**C. Equal Employment Opportunity**

Madison County believes in equal employment opportunity for all individuals without regard to race, color, religion, sex, age, national origin, disability, status as a Vietnam era veteran or other protected veterans, sexual orientation, gender identity, genetic information, Order of Protection status, or any other protected characteristic as established by law. This policy extends to all terms, conditions, and privileges of employment as well as the use of all County Government facilities and participation in all County Government-sponsored activities, including, but not limited to the following: Recruitment; Hiring; Termination; Compensation; Benefits; and/or Condition of employment.

**D. Sexual Harassment Policy**

Madison County is committed to providing a working environment in which its employees are treated with courtesy, respect, and dignity. Conduct which creates an intimidating, offensive or hostile environment for any employee will not be tolerated.

Sexual Harassment Policy

"Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, and physical conduct of a sexual nature when: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment." by the Equal Employment Opportunity Commission.

The policy guidelines are as follows:
1. Employees, who believe that the actions or words of a supervisor, fellow employee, or other person encountered in the course of their job duties constitute unwelcome harassment, have the responsibility to report the incident(s) to their immediate supervisor or to the Manager, Personnel Services as soon as possible. If the report is made to the immediate supervisor, he/she should notify the Manager, Personnel Services immediately.

2. All complaints of harassment must be investigated promptly and in an impartial manner, and as confidentially as possible by the supervisor and Manager, Personnel Services. Any employee who discloses information about the investigation to anyone, other than those persons conducting the investigation, is subject to disciplinary action up to and including termination.

3. Upon completion of the investigation, the employee reporting the incident(s) is to be advised of the findings and conclusion of the investigation.

4. Any employee, supervisor, or manager who is found to have engaged in harassment of another employee will be subject to immediate appropriate disciplinary action, up to and including termination.

5. If the individual found to have engaged in harassment of an employee is not an employee of the County, every appropriate action will be taken to protect employees from further harassment. 

Unpaid interns are protected under this policy the same as employees and should be made aware of their rights.

Managers and Supervisors have a responsibility to communicate the County’s position on sexual harassment to all employees and will be held accountable for ensuring compliance with these guidelines in their area of responsibility.

In addition to internal disciplinary procedures, employees should be aware that sexual harassment is illegal and that the Illinois Department of Human Rights and the Illinois Human Rights Commission investigate, prosecute and remedy complaints of violations of state law prohibiting sexual harassment. These agencies may be contacted, if the employee so desires, in the following manner:

Illinois Department of Human Rights
100 West Randolph Street
Chicago, Illinois 60602 (312) 814-6200

Illinois Human Rights Commission
100 West Randolph Street
Chicago, Illinois 60602 (312) 814-6269

Federal Equal Employment Opportunity Commission
236 South Clark Street (9th Floor)
Chicago, Illinois 60605 (312) 353-2713

A charge of sexual harassment must be filed within 180 days of the date you feel the harassment took place.

Other Harassment or Discrimination

Harassment, discrimination, retaliation, coercion, interference, or intimidation of any employee due to that employee’s race, color, religion, sex, age, national origin, disability, status as a Vietnam era veteran or other protected veterans, sexual orientation, gender identity, genetic information, Order of Protection status or any other protected characteristic as established by law forbidden, and any employee who experiences such activity should report it immediately to his or her immediate supervisor or to the Manager, Personnel Services. Any such report shall be investigated and processed in the same manner and with the same penalties as complaints of sexual harassment.
E. Drug-Free Workplace Policy

Madison County is committed to maintaining a drug-free workplace for the safety of the employees and the public, and in accordance with federal and state law. The County has zero tolerance with regard to any violation of this policy.

Madison County requires that all individuals selected for employment with the County will be offered employment contingent on the results of a test for the unlawful use of controlled substances and will only be hired after confirmation of a negative result. Individuals who qualify to use marijuana under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act, will be eligible for hire if all other drug tests are negative and they can demonstrate to the drug testing facility that they qualify under the act, except for law enforcement, probation and CDL drivers who are not eligible under the act.

The use of alcohol by employees during working time or reporting to work under the influence of alcohol is strictly prohibited and may lead to disciplinary action up to and including termination.

The unlawful manufacture, distribution, dispensation, possession, use, selling, cultivating, manufacturing, possession of drug paraphernalia or being under the influence of a controlled substance by employees while on County property, during working hours, while on duty, or while operating a County-owned vehicle is strictly prohibited and may lead to disciplinary action up to and including termination. Employees who qualify to use marijuana under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act, are prohibited from using or being under the influence of marijuana while on County property, during working hours, while on duty, or while operating a County-owned vehicle. The unlawful manufacture, distribution, dispensation, selling, cultivating, manufacturing, possession of drug paraphernalia, possession or use of a controlled substance off duty and off County property by employees is not acceptable because it can affect on-the-job performance and safety concerns and consequently may also result in disciplinary action up to and including termination. If an employee is convicted of a drug related crime that occurred in the workplace, the employee must notify his/her immediate supervisor, in writing, within five days after such conviction. Failure to make such a report may result in disciplinary action up to and including termination.

The use of prescribed medications is permitted only if there is no impairment. The misuse of non-prescribed prescription medications is prohibited. Employees are required to report the use of medications having risks associated with work activities to the Manager of Personnel Services. This is to protect themselves and co-workers and enable management to respond to ill effects appropriately.

Employees who are observed to be impaired while on County property, during working hours, while on duty, or while operating a County-owned vehicle may be subject to disciplinary action up to and including termination.

Employees who suffer from alcohol or drug problems are encouraged to seek assistance from the Employee Assistance Program or an appropriate professional before the problem leads to disciplinary action. An employee’s decision to seek appropriate professional assistance will not be used against an employee in any disciplinary action. Any assistance, however, will not exempt an employee from the County’s drug and alcohol policy and the policy’s requirements or disciplinary action in the case of a violation of the County’s policy.

The County will provide a drug/alcohol awareness program to educate employees on maintaining a drug/alcohol free workplace and the availability of assistance.

F. Violence in the Workplace Policy

Madison County recognizes the need for a violence-free work environment for all County employees and visitors. The County will not tolerate violence in the workplace and is committed to maintaining an environment clear of all forms of violence, including verbal or physical threats as well as forms of intimidation such as sexual harassment or abusive language. Weapons in the workplace are expressly prohibited except for employees who are authorized by the County or otherwise by law to possess weapons in the workplace. Employees are expected to report all threats and violence, physical or verbal, to their supervisors. Since each department’s needs are unique, departments should develop their own detailed safety plan to enhance
the County policy.

1. GENERAL

   In the workplace, an employee witnessing violence directed against another should call for help immediately by dialing 9-1-1, or by pressing their panic button if they have one. He/she may observe the situation and attempt to get information such as the name and description of the perpetrator, but only if it can be done without endangering the employee or others.

   When applicable, the County and its employees shall cooperate fully with law enforcement officials in the investigation and prosecution of violent acts.

2. REPORTING INCIDENTS

   The supervisor shall notify the Elected Official/Department Head immediately of the occurrence of a violent act. The Elected Official/Department Head shall notify the Manager, Personnel Services or the Director of Safety & Risk Management within 24 hours of the occurrence of a violent act.

   Any County employee having knowledge of a violent act involving any other County employee (as victim or perpetrator) must report the incident to his/her supervisor or Elected Official/Department Head. Disciplinary action may result if the employee having knowledge of a violent act does not report the incident.

   A person reporting may ask for anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the complaint. There is no right to or guarantee of anonymity.

3. RESOLUTION AND INVESTIGATIONS

   To the extent practicable and reasonable, the investigation shall be conducted by the Elected Official/Department Head promptly, in an impartial manner, and confidentially.

   In cases where the perpetrator is not a County employee or in any other case the County deems advisable, law enforcement officials may be asked to conduct the investigation.

4. DOMESTIC VIOLENCE PREVENTIVE STEPS

   The following steps shall be taken to prevent domestic violence in the workplace:

   1. Employees who have concerns that a domestic situation has potential to impact the safety of the workplace shall notify their immediate supervisor.

   2. The supervisor will meet with the employee, document the report, and evaluate further steps as determined by the level of potential safety risk to the workplace.

   3. If potential of safety risk is low, the supervisor will refer the employee to the EAP for assistance.

   4. If the safety risk is high, the supervisor will notify security and Manager of Personnel Services or Safety & Risk Management.

   5. Security will provide assistance as appropriate in developing an on-site safety plan.

   If the employee has an order of protection, he/she would need to carry that with him/her, so action could be taken. If he/she has a photograph of the potential threat, security could maintain this at the desk to be aware of description and vehicle description. Security may provide escort
to car if available. The employee may notify co-workers that personal phone calls are not to be taken for her. If someone has no personal/legal business to be conducted in the public building, they can be asked to leave and not loiter.

5. EDUCATION AND TRAINING FOR COUNTY EMPLOYEES

Madison County Government shall attempt to provide ongoing educational and training programs to inform all employees of methods and procedures to prevent, identify and handle potentially violent situations.

Recommendations for improved safety often come from suggestions from employees. These suggestions are encouraged and may be channeled through Supervisors or Elected Officials/Department Heads.

G. Weapons Policy

Madison County Government prohibits weapons of any kind in the workplace and while performing work-related activities. Work related activities include but are not limited to inspections, field work or any County work performed off County property. Weapons include but are not limited to: firearms of any kind; objects that could be used as weapons; knives with blades 4" or longer; brass knuckles; tasers; simulated weapons; explosives; and any chemical whose purpose is to cause harm to another person. This policy applies to both employees and visitors, and applies regardless of employee's or visitor's license to own or carry a weapon. Law enforcement are exempt. Employees who are licensed under the Illinois Firearm Concealed Carry Act may store their firearms in their personal automobiles in the County-owned parking lots as long as they are stored according to regulation. The County has zero tolerance for violations of the weapons policy. Employees who violate the policy may be subject to discipline up to and including termination. In order to protect employees and visitors, the County requires cooperation with any searches.

H. Personal Property Policy

Madison County employees are encouraged to bring minimal personal property to work. The County is not responsible for loss, theft, or damage of personal property. The County reserves the right to conduct unannounced searches of personal property and work areas based upon reasonable suspicion.

I. Workplace Bullying Policy

Madison County considers workplace bullying unacceptable and will not tolerate bullying under any circumstances.

Workplace bullying is defined as behavior that harms, intimidates, unreasonably offends, degrades or humiliates an employee, including in the presence of others. Workplace bullying may cause loss of trained and talented employees, reduce productivity and morale and create legal risks.

Examples of bullying include but are not limited to repeated and aggressive:

- Teasing, name-calling, slandering, ridiculing, maligning, a person or his/her family
- Persistent phone calls, voicemails, emails, or postings to or about another person
- Unreasonable public criticism, reprimands, or trivializing of another's work
- Blame without factual justification
- Being treated differently than the rest of the work group based on illegitimate reasons
- Excluding others from meetings or social situations, or giving the "silent treatment"
- Being shouted at or being humiliated in private or in public
- Unjustified monitoring
- Destructive gossip, rumors or innuendo
- Physical pushing, shoving, or throwing things
- Non-verbal threatening gestures or glances, staring or glaring

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• Intentional interference with another’s work, for example, through impossible deadlines, supplying insufficient or incorrect resources or information

Evaluative work performance comments by one’s supervisor relating to deficiencies, constructive feedback, and counseling are appropriate and reasonable and do not constitute bullying behavior.

Madison County believes all employees should be able to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied.

Any report of workplace bullying will be treated seriously and investigated promptly and impartially. Confidentiality will be maintained during the investigation to the extent possible without jeopardizing the thoroughness of the investigation.

Madison County encourages all employees to report workplace bullying. Managers and supervisors must ensure employees who make complaints, or witnesses, are not victimized or retaliated against.

Disciplinary action, up to and including termination, will be taken against anyone who bullies a co-employee.

Complaints can be made by contacting your supervisor or the Manager of Personnel Services.

J. Employee Assistance Program Policy

Madison County has adopted an Employee Assistance Program (EAP) as a practical and constructive mechanism for dealing with employees' personal problems which affect the work situation, or as an aid to those employees and family members who voluntarily wish to use the program as a means of resolving a personal problem.

The program is being offered to all regular employees, their dependents and family members living in their households.

1. The general purpose of the program is to assure that any employee having a work hampering personal problem will receive careful consideration and an offer of confidential professional assistance.

2. It is recognized that many personal problems can be successfully dealt with and resolved provided assistance is offered at an early stage and referral, if needed, is made to an appropriate form of care. This applies whether the problem is one of physical illness, mental or emotional illness, alcoholism, drug abuse, marital or family distress, financial or other concerns.

3. While the scope of the program covers a broad spectrum of personal problems, chemical dependency is specifically defined below to avoid any myths or stigma with which it might be associated.

4. For purposes of this policy, chemical dependency is recognized as an illness for which there is effective treatment and rehabilitation. Chemical Dependency is defined as an illness in which a person’s ingestion of any mood altering chemical definitely and repeatedly interferes with an employee's work performance. The concern of this policy with regard to alcohol is strictly limited to its effect on the employee’s work situation, safety and attendance.

5. Procedures will be designed to assure that no employee who participates in the services available at the EAP will have job security or promotional opportunities jeopardized solely because of a referral to the EAP for assessment, counseling or referral.

6. It is recognized that management staff are not expected nor is it appropriate to attempt to diagnose and/or intervene in the personal lives of employees, therefore referral (other than
self-referral) for assessment, counseling and/or referral will be based solely on the work performance situations.

7. The decision to request or accept assistance through the Employee Assistance Program is the personal choice of the individual.

8. Employees referred to and participating in the Employee Assistance Program will be expected to meet existing job performance standards and established work rules unless on sick leave status to rehabilitate from an illness.

9. The records of the Employee Assistance Program will be maintained in the EAP office and are the property of the EAP. All records pertaining to the Employee Assistance Program will be treated with the same degree of confidentiality accorded to medical records. EAP data (other than anonymous statistical data provided periodically to the employer as justification for continuing the program) will not be disclosed to anyone except with prior approval of the employee or family member involved or court order compelling disclosure or as required by law.

10. Employees or immediate family members seeking assistance will be able to do so with complete anonymity.

11. Expenses incurred for services beyond the scope of the EAP, i.e., diagnosis and treatment of alcoholism, drug abuse, physical or psychiatric problems, will be the responsibility of the employee and will be reimbursed in accordance with the provisions of the Health Benefits Program applicable to all eligible employees.

12. Implementation of the policy will not require, or result in, any special regulations, privileges or exemptions from standard administrative practices or collective bargaining agreements. This program is not intended to replace the normal disciplinary process, or in any way block any employee legitimate access to the contractual grievance procedures.

13. During the disciplinary process, the employee may be informed about the Employee Assistance Program and its availability to them. It will be the employee’s responsibility to schedule the appointments on his/her own time.

14. Confidentiality: The Employee Assistance Program guarantees that confidentiality of the program is ensured. At no time will any clients of the EAP be revealed to any other employee.

K. Americans with Disabilities Act Policy

Madison County will take all actions necessary to comply with the relevant and applicable provisions of the Americans with Disabilities Act (ADA), which may include making a reasonable accommodation in response to a request from a qualified disabled employee. Examples of reasonable accommodations may include, but are not limited to, the following: changing work schedule; reassigning duties; or placing a qualified employee in a different available position.
II. Working Hours/Pay Periods/Attendance

Employees should consult their Union contract or other employment policy document for more information concerning working hours, pay periods, punctuality and attendance.

A. Working Hours and Overtime

Work Time Policies

Employees of Madison County are expected to work during all assigned work periods, exclusive of bona fide breaks, meal times or unscheduled hours, etc. Employees are not to perform work during such non-work breaks, meal times or unscheduled hours, unless they receive approval from their immediate supervisor. Overtime work shall be performed only as authorized in accordance with signed labor agreements, County Board adopted personnel policies, or the policies of Elected Office Holders.

Compensatory Time Policy

It is the policy of Madison County, in agreement with its employees as evidenced by the agreements listed in the foreword, that employees may receive compensatory time off at the rate of not less than one and one half hours for each hour of employment for which overtime compensation is required under the Fair Labor Standards Act, or under signed labor agreements, personnel policies adopted by the County Board, or policies instituted by Elected Office Holders.

Employees requesting to use accrued compensatory time must make a specific request, in writing, to their immediate supervisor. The exact amount accrued can be verified with Payroll. Use of such time will be allowed within a reasonable period following the request as long as the request does not unduly disrupt the operations of Madison County. The use of accrued compensatory time shall also be governed by Union contracts or other employment policy documents.

Inclement Weather

When inclement weather prevents employees from reaching the buildings, employees may take time off without pay or request from their Elected Official/Department Head to account for such absences by using accrued time, such as vacation and compensatory time earned. Sick Leave may not be used to cover absence due to inclement weather.

B. Punctuality and Attendance

It is the policy of Madison County that the following definitions will be used:

1. Excessive tardiness shall be defined as more than three (3) unscheduled periods of tardiness in a three (3) month period.

2. Excessive absence shall be defined as more than six (6) unscheduled periods of absence in a year.

A scheduled absence or tardy is an absence or tardy which is scheduled and approved at least 24 hours prior to the time it is to be taken or an absence which would qualify under FMLA or ADA.

Employees who exceed these numbers may be subject to disciplinary action.

C. Reporting of Hours Worked

Each Department and Elected Official's Office shall keep a daily record of hours worked, overtime hours worked, compensatory time hours used, vacation hours used, and sick leave hours used. At the end of each pay period, said time records shall be signed by each employee and by a representative of the management of the department or office. At the end of each pay period, each Department and Elected Official Office shall
provide Payroll with an electronic transmission of hours worked, overtime hours worked, compensatory time hours earned, compensatory time hours used, and sick leave hours used for each employee. The official record of hours worked shall be kept by Payroll.

D. Pay Period

Employees shall receive their paychecks on a bi-weekly basis on Friday of the appropriate week. The paycheck shall be for a two-week period ending the Friday preceding the Friday payday. If the payday falls on a County observed holiday, the workday immediately preceding the holiday shall be the payday.

E. Shift Differential

Employees should consult their Union contract or other employment policy document for more information concerning Shift Differential.

F. Lunch and Break Periods

Employees should consult their Union contract or other employment policy document for more information concerning Lunch and Break Periods.
III. Benefits

A. Vacation

Vacation with pay is a benefit offered to eligible employees. The exact amount accrued can be verified with Payroll.

Employees should consult their Union contract or other employment policy document for more information concerning Vacation.

B. Holidays

Holiday pay is a benefit offered to eligible employees. Employees should consult their Union contract or other employment policy document for more information concerning Holidays.

C. Health Benefits

Group Medical Insurance is a benefit offered to eligible employees. The County also provides access to dental and vision plans.

Employees should consult their Union contract or other employment policy document and Group Medical Plan booklet for more information concerning Health Benefits.

D. Pension

The County will participate in contributions for all eligible employees to the Illinois Municipal Retirement Fund, which provides a pension, disability and death benefit for participating employees. The County shall follow the guidelines of IMRF in order to protect the benefits of the employees.

Term life insurance is available to all active members of I.M.R.F.

Employees should consult their IMRF booklet for more information concerning this benefit.

E. Workers' Compensation

Workers' Compensation Benefits are provided to cover statutory medical, disability and death benefits in case of injury or illness arising out of employment with the County.

Employees, who suffer work related injuries but whose medical records indicate that the employee may perform meaningful light duty tasks, may be required to perform light duty tasks on a short term basis. In Departments where no suitable light duty work is available, the employee may be required to perform light duty tasks for a different County Department or a local non-profit organization. The work, outside the employee’s Department, will be determined by the Director of Safety & Risk Management and will be treated as if the work was in the employee’s Department. The light duty work period shall be a transitional period when full recovery is eminent and shall not exceed thirty (30) calendar days unless approval for such an extension is granted by the Personnel Committee.

There shall be no loss of unused Vacation and Sick Leave which has been accrued prior to a period of Worker’s Compensation Temporary Total Disability. However, Vacation, Sick Leave, and Seniority will not accrue during a period of Temporary Total Disability and no Vacation or Sick Leave will be paid during such time.

During the time an employee is receiving Worker’s Compensation benefits, the County will continue to pay the individual contribution to the health benefits plan for a period of time up to 12 months.
Reporting Procedure:

The following procedures have been established to expedite the processing of Workers’ Compensation claims and benefits, and to ensure that all other losses are accurately recorded:

1. Provide all necessary first aid and medical services – see separate document regarding Occupational Health Services locations.

2. The employee involved shall complete the "Employee's Accident/Incident Report Form" within one working day of the accident, unless physically unable to do so.

3. Immediate Supervisors shall complete the "Illinois Form 45: Employer's First Report of Injury" and "Supervisor's Statement" forms.

4. Original copies of all 3 forms should be immediately forwarded to Safety & Risk Management with any additional documentation, whether investigative or medical.

5. All information shall be complete and accurate.

6. Serious or fatal injuries shall be reported immediately by phone (extension 4563 or 4567) to Safety and Risk Management Department.

Copies of the required forms are located on Madison County’s Intranet site under Forms and Documents.

F. Social Security/Medicare

Social Security provides income benefits for an employee and family in case of disability, death or eligible retirement. Medicare provides benefits for medical expenses, primarily for persons 65 years of age or older.

Federal law requires that a certain percentage of an employee’s pay be deducted and paid to the Social Security Administration to fund this benefit. The County makes additional payments in the employee’s behalf, which are equal to the amount deducted from an employee's pay.

Records regarding Social Security deductions and matching payments are maintained by the Social Security Administration. Verification of payments and benefits may be obtained from the Social Security Administration.

G. Nationwide Deferred Compensation Program

A tax-favored supplemental retirement savings program that allows public employees to contribute a portion of their salary, before federal taxes, to a retirement account is available to employees. It is provided for by Internal Revenue Code Section 457. Employees should consult their deferred compensation booklet for more information concerning this benefit.

H. Flexible Spending Account

A money saving benefit for reimbursement of any family medical, dental, chiropractic or other qualifying expenses not covered by a health plan or applied to your out-of-pocket expenses is available to employees. Eligibility occurs after the employee’s health benefits become effective. There is also a Dependent Care Spending Account available immediately. Both are subject to seasonal enrollment requirements. Employees should consult the "Madison County Government Group Medical Plan" benefits booklet for more information concerning this benefit.

I. Other Benefits

Other benefits available to Madison County employees include: An Employee Assistance Program; Savings Bonds through payroll deduction; Payroll Direct Deposit; Life Insurance; Bright Star College Savings Plan; and Madco Credit Union.
IV. Leave of Absence

A. Sick Leave

A "Madison County Fitness-For-Duty Certification" must be completed by the Health Care Provider of an employee who has been or expects to be absent from work due to illness or disability for a period of three (3) or more consecutive working days. It must be filed with the Elected Official/Department Head immediately upon return to work or prior to the tenth (10th) day of the absence, whichever is earlier, unless the employee is physically unable to do so.

The County reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's absence or ability to return to work. Any such second opinion will be paid for by the County with a physician chosen by the County.

The exact amount accrued can be verified with Payroll.

Employees should consult their Union contract or other employment policy document for more information concerning Sick Leave.

B. Jury Duty Leave

An eligible employee will be paid regular pay while serving on jury duty. The stipend paid to the employee by the court shall be turned over to Payroll. The employee may retain the travel allowance. If an employee is excused from jury duty for a day or any portion of a day, the employee is expected to return to work.

An employee shall notify the immediate supervisor on the next working day after receiving the notice for duty.

For additional information, employees should consult their Union contract or other employment policy document concerning Civic Duty Leave.

C. Bereavement Leave

Employees should consult their Union contract or other employment policy document for more information concerning Bereavement Leave.

Upon request by the Elected Official/Department Head, verification of the death may be required.

D. Disability and Child Rearing Leave

Employees should consult their Union contract or other employment policy document for more information concerning Disability and Child Rearing Leave.

E. Leave without Pay

Employees should consult their Union contract or other employment policy document for more information concerning Leave without Pay.

F. Military Leave

Any full-time employee of Madison County Government, who is a member of any reserve component of the United States armed forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her public employment for any period of actively spent in military service, including:

1. Call to active duty by order of the President;
2. Basic training;
3. Special or advanced training, whether or not within the State, and whether or not voluntary; and
4. Annual training.
During these leaves, the employee’s seniority and other benefits shall continue to accrue.

During leaves for active duty by order of the President, if the employee’s compensation for military activities is less than his or her compensation as a County employee, he or she shall receive his or her regular compensation as a public employee minus the amount of his or her base pay for military activities.

During leaves for annual training, the employee shall continue to receive his or her regular compensation as a County employee.

During leaves for basic training and up to 60 days of special or advanced training, effective 1/1/10 full-time employees who are members of the military reserve shall be granted leave for training courses other than basic, annual and specialized training (Revised 11/09). If the employee’s compensation for military activities is less than his or her compensation as a County employee, he or she shall receive his or her regular compensation as a public employee minus the amount of his or her base pay for military activities.

Such employees shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, compensation, and length of service pay increases as may be from time to time provided by applicable federal or state law.

Advance notice from the employee must be given either in writing or orally. However, the notice requirement is excused when either “military necessity” prevents employees from giving notice or circumstances make it impossible or unreasonable for employees to provide notice.

The County may require returning employees to provide documentation of the length and character of their uniformed service. When such documentation is unavailable to returning employees, they will be reemployed until the documentation becomes available.

Employees returning from a Military Leave have a right to reemployment, as long as the County’s circumstances have not changed to the extent that it would be impossible or unreasonable to provide continued employment.

Upon satisfactory completion of military service and timely notice of intent to return to work, an employee whose period of uniformed service is 90 days or less shall be promptly reemployed in the position the employee would have held had he/she been continuously employed, so long as the employee is qualified for the position or can become qualified after “reasonable efforts” by the employer. If the employee cannot become qualified after “reasonable efforts” the employee will be reinstated to the job the employee held prior to the commencement of the uniformed service. If an employee cannot become qualified for either of these positions, even after reasonable efforts by the employer, the employee is to be placed in the position that most nearly approximates the positions described above and which the employee is able to perform. An employee whose period of uniformed service is greater than 90 days shall be promptly reemployed in the position he/she would have held had he/she remained continuously employed or in a position of like seniority, status and pay, so long as the employee is qualified for such a position or can become qualified after “reasonable efforts” by the employer. If the employee cannot become qualified after “reasonable efforts” the employee will be reinstated to the job the employee held prior to the commencement of the uniformed service, or in a position of like seniority, status and pay. If an employee cannot become qualified for any of the positions described above, the employee is to be placed in the position that most nearly approximates the positions described above and which the employee is able to perform.

An employee must apply for reinstatement to a job within 90 days after being released from active duty. Reservists and National Guardsmen returning from initial active duty for training must apply for reinstatement within 31 days after being released from military duty. Employees returning from all other active duty for training must report to work on the first scheduled working day following completion of training. If an employee, on return from military service, is physically unable to perform the duties of the employee’s previous job, the County will attempt to place the employee in a position of similar status and pay that is compatible with the employee’s physical disabilities.

Employees who leave their employment to perform military service are entitled to continued health benefits and health benefits for their dependents, who are normally eligible for coverage.
The employee’s period of military service will be treated as service with the employer in determining vesting and benefit accrual under the pension plan. The County will make contributions to the plan in amounts equal to the contributions that would have been made if the employee had been actively employed during the period of military service.

Madison County follows the guidelines of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Local Government Employees Benefits Continuation Act, and the Military Leave of Absence Act. The U.S. Department of Labor, Veterans Employment and Training Services (VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint or for other information on USERRA contact VEST at 1-866-4-USA-DOL.

G. Family Military Leave Act

The Illinois Family Military Leave Act became effective August 15, 2005. It applies to all employees who have worked for the County for at least 12 months and have worked at least 1,250 hours in the 12 months preceding the commencement of the leave. Family Military Leave is leave requested by an employee who is the spouse or parent of a person called by order of the Governor or President to state or federal military service lasting longer than 30 days. Madison County will provide unpaid family military leave to the spouse or parent of a person deployed for military service while the deployment orders are in effect for up to 30 days.

An employee must give at least 14 days notice prior to the date the leave will commence if the leave will consist of five or more consecutive work days, or as much notice as is practicable if the leave is for less than five consecutive days. Where possible, the employee should consult with the employer to minimize disruption to the County’s operations. The County may require certification from the proper military authority to verify the employee’s eligibility for the Leave.

The employee is not entitled to leave unless s/he has first exhausted all accrued vacation, personal, or compensatory leave.

The employee is entitled to be restored to the same or an equivalent position following the leave, unless such restoration is inappropriate for reasons unrelated to the leave. Employers must allow for employees to maintain benefits at the employee’s expense for the duration of the leave.

H. Employee Blood Donation Leave Act

The Employee Blood Donation Leave Act (EBDLA) takes effect January 1, 2006. Upon request, a full-time employee, who has been employed by the County for a period of six months or more, may use up to one hour of paid leave to donate blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America’s Blood Centers, the American Association of Blood Banks, or other nationally recognized standards. A participating employee may use the one hour of paid leave after obtaining approval from his/her supervisor. Appropriate documentation may be required prior to the proposed blood donation before the leave is approved.

I. Paid Voting Leave

The County will permit the absence of an employee, who is entitled to vote, up to two hours during the employee’s working hours to vote. The employee’s working hours must begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls. The employee must request the leave the day before the election.

J. School Visitation Leave

An employee who has been employed by the County for at least six months and has worked an average of 20 hours a week, may be granted leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee’s child if the conference or classroom activities cannot be scheduled during non-work hours;
however no leave may be taken by an employee unless the employee has exhausted all accrued vacation leave or compensatory leave.

Before arranging attendance at the conference or activity, the employee shall provide the Elected Official/Department Head with a written request for a leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. An employee is not required to make up the time taken, but if the employee and Elected Official/Department Head agree to the time being made up, the employee shall be paid at the same rate as paid for normal working time.

The employee shall submit verification of the date and time of the visitation provided by the school administrator, to the Elected Official/Department Head within two working days of the school visitation. Failure to do so may result in the time being considered an unexcused absence.

K. Family and Medical Leave Policy

The Family and Medical Leave Act of 1993 ("FMLA") became effective on August 5, 1993. Final Regulations regarding FMLA were issued by the U.S. Department of Labor (DOL) and became effective April 6, 1995. The Military Family Leave became effective on January 28, 2008 and the final regulations became effective January 16, 2009. Madison County recognizes that a leave of absence from active employment may be necessary for family or medical reasons and in compliance with FMLA, up to 12 weeks of unpaid, job-protected leave will be granted to "eligible" employees for certain family and medical reasons and up to 26 weeks for Military Caregiver Leave. An employee's health coverage will be maintained for the duration of leave, under the existing "group health plan options." Any contributions that are normally made by the employees will continue to be required. Upon return from leave, the employee will be restored to the same position with equivalent pay, benefits, and other employment terms. The use of family and medical leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

1. Eligible Employees

Employees are eligible if they have worked for the County for at least one year, and for 1,250 hours over the previous 12 months.

2. Basic Leave Entitlement

Unpaid leave will be granted to eligible employees for any of the following reasons:

a. the birth and first year care of the employee's child; or

b. the placement of a child for adoption or foster care in the employee's home; or

c. to care for the employee's spouse, child, or parent, who has a serious health condition

d. for a serious health condition that makes the employee unable to perform the employee's job;

3. Military Family Leave Entitlements

a. because of a qualifying exigency arising out of the fact that your spouse; son or daughter; parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves; or

b. because you are the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness.

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty
status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. On October 28, 2009, President Obama expanded the caregiver leave provision to include veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment. (Revised 11/09)

4. Length of Leave

The 12-month period during which employees are eligible for 12 weeks or 26 weeks of leave is the 12-month period beginning with the date an employee starts a period of leave. An employee who fails to return to work immediately following expiration of the authorized leave period may be subject to termination. All leave taken under this policy will be counted against the employee's leave entitlement under FMLA. Before the employee begins his/her FMLA leave, the County must notify the employee that the leave will be counted against the employee's FMLA entitlement.

5. Prior Use of Paid Leave

Prior to being eligible for the unpaid leave under this policy, an employee must have exhausted all available paid leave, excluding compensatory time that he or she has accumulated. The unpaid leave is in addition to the paid leave which has been exhausted.

6. Employee Notification

The employee must provide 30 days advance notice when the leave is "foreseeable." In circumstances where thirty days' notice cannot be given, an employee must provide as much notice as possible, generally within two days of learning of the need for leave. In cases where the need for leave is foreseeable, an employee's failure to provide 30 days' notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy shall submit a completed Request for Family and Medical Leave form to the Elected Official/Department Head at which time the employee will be given the Family and Medical Leave Information Packet. The employee is responsible for all required forms and certifications.

7. Certification for Basic Leave

If an employee requests a leave of absence because of the serious health condition of the employee or the employee's family member, the employee must submit to the Elected Official/Department Head a Certification of Health Care Provider for Employee's Serious Health Condition or Family Member's Serious Health Condition. The forms are provided by the County and can be obtained from County Board Personnel or can be found on the County Intranet. Failure to provide such certification upon request may result in a denial or delay of leave. The County reserves the right to require that the employee receive a second and possible third opinion from another health care provider (at the County's expense) certifying the serious health condition of the employee or the employee's family member. If the second medical opinion differs from the employee's statement, a third medical opinion by a physician or practitioner mutually agreed upon by both parties, may be required. The third medical opinion is final and binding on the County and the employee. The County also reserves the right to require that an employee provide the County with recertification of the medical condition for which the leave is taken both initially and during the leave.
This certification will consist of:

a. the date that the serious health condition began;

b. the probable duration of the condition;

c. the appropriate medical facts regarding the condition;

d. a statement that the employee is needed for the care of a dependent and an estimate of
the amount of time needed;

e. a statement that because of the employee’s serious health condition the employee is unable to perform his/her functions; and

f. if for an intermittent or reduced leave, the dates of expected treatment and anticipated
duration.

Within ten (10) working days upon receipt of the appropriate forms, the Elected Official/Department
Head will render a decision or determine if further medical statements are required. When a second
medical statement is required, the Elected Official/Department Head shall within five (5) working
days name the physician or practitioner selected to render the second opinion. Within five (5)
working days from the receipt of the second physician’s or practitioner’s statement, the Elected
Official/Department Head will render decision or determine whether a third medical statement is
required. When a third medical statement is required, the Elected Official/Department Head will
render a decision immediately upon receipt of the statement. Before returning to work, an employee
who is on leave of absence as a result of his or her own serious health condition must submit a
physician’s written certification that the employee is able to return to work. Failure to provide such
certification may result in the delay or denial of job restoration. During the employee’s leave, the
County may also periodically inquire as to the employee’s intent to return to work.

8. Intermittent Leave

Leaves taken for the care of a dependent or because of the employee’s serious health condition may
be taken intermittently or on a reduced leave schedule. If an employee seeks leave on an
intermittent or reduced schedule basis, the employee must submit a Certification of Health Care
Provider, as discussed above. Any hours of leave taken intermittently are deducted on an hour-by-
hour basis from the aggregate twelve week entitlement. If the intermittent leave is foreseeable,
based on planned medical treatment, the County may require the employee to transfer temporarily to
another position that has equivalent pay and benefits and better accommodates recurring periods of
leave. Leaves taken for the birth or adoption of a child cannot be taken intermittently. In addition, if
the planned medical treatment is foreseeable, the employee is required to make a reasonable effort
to schedule the treatment so as not to unduly disrupt the operations of the County.

9. Contributions for Health Benefits

At the election of the employee, the County will continue to provide health insurance coverage for the
employee during the employee’s FMLA leave. However, the employee will remain personally
responsible for paying the employee’s contribution for health benefits. If the Family and Medical
Leave is taken without pay, such payments shall be made at the same time and in the same manner
as payments under COBRA and must be submitted directly to Payroll. Failure to pay the
contributions within thirty (30) days of the due date may result in lapse of coverage. If the employee
does not return from the leave, the County may recover from the employee the portion of the
contribution paid by the County in order to maintain the coverage, except if the employee fails to
return because of a serious health condition or circumstances beyond the employee’s control.
10. Job Restoration

Upon return from family or medical leave, the employee will be returned to the same position with no loss in benefits which accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave is subject to termination.

11. Records

Records and documents relating to medical certifications, recertifications or medical histories of employees or employees' family members, created for purposes of FMLA, shall be maintained as confidential medical records in separate files/records from the usual personnel files, and if ADA is also applicable, such records shall be maintained in conformance with ADA confidentiality requirements, except that: Supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations; First aid and safety personnel may be informed (when appropriate) if the employee's physical or medical condition might require emergency treatment; and Government officials investigating compliance with FMLA (or other pertinent law) shall be provided relevant information upon request.

12. Exigency Leave

a. Eligible employees may take up to 12 weeks of FMLA leave while the employee's spouse, son, daughter, or parent, is on, or called to, active duty for one or more of the following 'qualifying exigencies':

1. Short-notice deployment;
2. Military events and related activities;
3. Childcare and school activities;
4. Financial and legal arrangements;
5. Counseling;
6. Rest and recuperation;
7. Post-deployment activities; and
8. Other activities arising out of the military member's active duty, agreed to by the employer and the employee.

b. Certification for Leave – Qualifying Exigency

The first time an employee requests leave due to a qualifying exigency arising out of active duty, the employer may require the employee to provide a copy of the military orders, or similar documentation, that attests the need, and approximate dates, of the exigency leave. This information need only be provided once. A copy of new orders or similar military documentation must be provided to the employer for any new or different qualifying exigency arising out of active duty.

Contents of Certification – Exigency Leave
An employer may require supporting certification of the need for FMLA leave due to a qualifying exigency. Such certification may include:

- A statement or description, signed by the employee, of facts supporting the qualifying exigency for which FMLA leave is requested;
- Approximate dates of exigency;
- Estimate of frequency and duration of the exigency, if intermittent or reduced scheduled leave requested; and
- Contact information of any third party involved in the exigency.
c. Verification-

If an employee submits a complete and sufficient certification supporting the need for leave due to a qualifying exigency, the employer cannot request additional information from the employee beyond that which is contained in the form. However, if the exigency involves a third party, the employer may contact the third party for purposes of verification of the exigency.

13. Caregiver Leave

a. Military caregiver leave is available to otherwise FMLA-qualified individuals who have a family member that incurs a serious health condition, or injury, while on active duty. In order to care for the covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of the service member. One 26-week allotment is available per serious illness or injury. The single 12-month period is measured on the date the employee commences the caregiver leave, and ends 12 months thereafter, without regard to what the employer’s general FMLA 12-month measuring period is. If the employee has a need to care for more than one service member, a separate 26-week period would be available, per service member. Further, if a service member has a subsequent injury, a separate 26-week period would be available to the caregiver. In no event, would more than 26 weeks of leave be available in a single 12-month period.

b. Certification for Leave to Care for Covered Service Member

Certificate from Health Care Provider An employer may require an employee to obtain certification from an authorized health care provider to support the need for FMLA leave to care for a covered service member. For these purposes, an authorized health care provider includes one designated by the US Department of Defense, the US Department of Veterans Affairs, or a TRICARE network or non-network authorized private health care provider.

An employer may request the following information from the designated health care provider:

1. Name, address and other contact information of the provider, type of practice and specialty, and verification of the health care provider's authorization;

2. Whether the covered service member’s injury or illness was incurred in the line of duty on active status;

3. Approximate date on which the injury or illness began, and probable duration;

4. A statement of appropriate medical facts supporting the need for FMLA leave, whether the injury or illness may render the individual medically unfit to perform the duties of the service member’s office, grade, rank or rating; and whether the member is receiving medical treatment, recuperation, or therapy;

5. Information relating to whether the care is for a single continuous period of time, with estimated beginning and ending dates;

6. Supporting medical necessity information when FMLA leave is requested on an intermittent or reduced-schedule; and

7. Whether periodic care would be medically necessary, with estimated frequency and duration of the periodic care.
c. Certification from Employee and/or Covered Service Member

In addition to the information requested from the health care provider, as above, an employer may require an employee to provide certification of the need for FMLA leave to care for a service member. Employers can use the DOL's Form WH-385 for this purpose; or provide its own certification form. The type of information an employer may request includes:

1. Name and address of the employer of the employee requesting leave to care for the covered service member, name of the employee requesting the leave, and name of the covered service member requiring the care;

2. The relationship of the employee and covered service member;

3. The military branch, rank and current unit assignment of the service member;

4. Whether the service member is assigned to a particular military medical facility as an outpatient;

5. Whether the covered service member is on the temporary disability retire list; and

6. A description and estimated duration of the care.

14. Basic Leave Definitions

The following summarizes the definitions of several key terms used in the policy:

a. parent - the biological parent of an employee; or an individual who acted as a parent to an employee when the employee was a child

b. child (Not for Military Family Leave) - a biological, adopted or foster child, a stepchild, a legal ward, or a child under eighteen years of age who is living with the employee in a parent-child relationship, or, if over eighteen, who is incapable of self-care because of a mental or physical disability.

c. a serious health condition is one that involves more than three consecutive calendar days of incapacity, plus two visits to a health care provider. The first visit to the health care provider must occur within seven days of Day 1 of the incapacity; the second visit to the provider must occur within 30 days of the beginning incapacity.

15. Military Family Leave Definitions

For purposes of both Exigency Leave and Caregiver Leave:

a. A parent of a covered service member means the biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the service member. The term does not include 'parents-in-law'.

b. A son or daughter means the covered service member's biological, adopted or foster child, stepchild, legal ward, or a child for whom the service member stood in loco parentis, and who is of any age. Note that, for military leave purposes only, the age restriction otherwise applicable under the FMLA does not apply.

For purposes of Caregiver Leave only:

a. The next of kin of the service member means the nearest blood relative (other than the spouse, parent, son or daughter) in the following order of priority:
1. Blood relatives with legal custody of the service member.
2. Brothers and sisters, grandparents, aunts and uncles, and first cousins.
3. Another blood relative, as designated by the service member.

L. Victims' Economic Security and Safety Act Guidelines

Madison County recognizes that domestic and sexual violence affects many persons without regard to age, sex, race, educational level, socioeconomic status, religion, or occupation. Enabling victims of domestic or sexual violence to maintain financial independence that is necessary to leave abusive situations, achieve safety, and minimize the physical and emotional injuries from domestic or sexual violence is the purpose of the Victims' Economic Security and Safety Act ("VESSA") and these guidelines.

This document gives guidelines for understanding the VESSA Act and Illinois Department of Labor rules and it is the intention of these guidelines to assist in the compliance of the Act. The VESSA Act and any amendments or changes to the rules shall supersede anything in these guidelines.


VESSA provides up to twelve weeks of unpaid leave in any 12-month period to an employee who is a victim of domestic violence, or who has a family or household member who is a victim of such violence to address issues arising from such violence. Employers are prohibited from discharging, harassing, or otherwise discriminating against any qualified employee.

An employee's health coverage will be maintained for the duration of the unpaid leave, under the existing "group health plan options." Any contributions that are normally made by the employees will continue to be required. Upon return from leave, the employee will be restored to the same position with equivalent pay, benefits, and other employment terms.

The use of VESSA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

Eligible Employees

Employees are eligible at the time of employment with the County.

Unpaid leave will be granted to an employee who is a victim of domestic violence or who has a family or household member who is a victim of domestic violence for reasons such as the following:

Seeking medical attention for, or recovering from, psychological injuries caused by domestic or sexual violence;

Obtaining services from a victim services organization;

Obtaining psychological or other counseling;

Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member; or

Seeking legal assistance or remedies to ensure the health and safety of the employee or family or household member, including preparing for or participating in any civil or criminal or legal proceeding related to or derived from domestic or sexual violence.
“Family or Household member” means a spouse, parent, son, daughter and persons jointly residing in the same household. This definition has been expanded to include any person related by blood or by present or prior marriage.

“Parent” means the biological parent of an employee or an individual who stood in as a parent to an employee when the employee was a son or daughter. “Son or daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person who stood in as a parent, who is under 18 years of age, or is 18 years of age or older and incapable of self care because of a mental or physical disability.

Certification

If an employee requests an unpaid leave of absence under VESSA, the employee must submit to the Elected Official/Department Head a sworn statement by the employee and any of the following:

- Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee’s family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;

- A police or court record; or

- Other corroborating evidence.

Length of Leave

The 12-month period during which employees are eligible for 12 weeks of unpaid leave is the 12-month period beginning with the date an employee starts a period of leave. An employee who fails to return to work immediately following expiration of the authorized leave period may be subject to termination. All leave taken under these guidelines will be counted against the employee’s leave entitlement under VESSA. An employee, who may have exhausted all available leave under FMLA, for a purpose other than that which is available under VESSA, remains eligible for unpaid leave under VESSA.

During the employee’s VESSA leave, the employee shall periodically report to his/her Department Head on the status and intention of the employee to return to work.

Notification

The employee shall provide the employer with at least 48 hours’ advance notice of the employee’s intention to take the leave, unless providing such notice is not possible.

Existing Leave

Existing paid leave that an employee would be eligible to take, may be substituted for the VESSA leave.

Intermittent Leave

VESSA leave may be taken intermittently or on a reduced leave schedule. If an employee seeks leave on an intermittent or reduced schedule basis, the employee must submit a certification discussed above. Any hours of leave taken intermittently are deducted on an hour-by-hour basis from the aggregate twelve week entitlement. If the intermittent leave is foreseeable, the County may require the employee to transfer temporarily to another position that has equivalent pay and benefits and better accommodates recurring periods of leave.

Contributions for Health Benefits
The County will continue to provide health insurance coverage for the employee during the employee's VESSA leave. However, the employee will remain personally responsible for paying the employee's contribution for health benefits. The payments shall be made at the same time and in the same manner as payments under COBRA and must be submitted directly to Payroll. Failure to pay the contributions within thirty (30) days of the due date may result in lapse of coverage.

If the employee does not return from the leave, the County may recover from the employee the portion of the contribution paid by the County in order to maintain the coverage, unless the circumstances are beyond the employee's control. Certifications of the reasons may be required.

**Job Restoration**

Upon return from VESSA leave, the employee will be returned to the same position with no loss in benefits which accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave is subject to termination.

**Reasonable Accommodation**

VESSA provides that in response to "actual or threatened domestic or sexual violence," reasonable accommodations may include an "adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a security procedure, unless such accommodation would impose an undue hardship. It is the responsibility of the employee to notify the Department Head/Elected Official of the need for an accommodation.

**Confidentiality of Records**

Records, statements, and documents relating to VESSA certifications of employees or employees' family members, created for purposes of VESSA, shall be retained in the strictest confidence in separate files/records from the usual personnel files except to the extent that disclosure is:

- requested or consented to in writing by the employee; or
- otherwise required by Federal or State law.

An employee, or representative of employees, who believes his or her rights under this Act have been violated may file a complaint with the Illinois Department of Labor requesting a review of the alleged violation.
V. Employee Conduct

A. Conduct

It is the policy of Madison County that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the County and for the benefit and safety of all employees and citizens of Madison County. Conduct that interferes with operations, discredits the County, or is offensive to the public or fellow employees will not be tolerated.

1. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the County and so as to comply with the policies outlined in this handbook as well as other policy documents. Such conduct includes:
   a. Reporting to work punctually and being at the proper work station, ready for work, at the assigned starting time;
   b. Giving appropriate advance notice whenever unable to work or report on time;
   c. Smoking and use of smoking devices only at times and in places not prohibited by County rules or local ordinances;
   d. Wearing clothing appropriate for the work being performed;
   e. Eating meals only during meal periods and only in the designated eating areas;
   f. Maintaining work place and work area cleanliness and orderliness;
   g. Treating the public and fellow employees in a courteous manner;
   h. Wearing safety belts while operating a County vehicle or while driving a personal vehicle on County business
   i. Performing assigned tasks efficiently and in accordance with established quality standards;
   j. Cooperating with investigations of alleged misconduct or criminal activity occurring at or on the workplace by employees or other persons; and
   k. Reporting damage or misuse of County property

2. It is not possible to list all forms of behavior that are considered unacceptable in the workplace. Individual departments may also have rules and policies applicable to their employees.

3. The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:
   a. Violating any provision of this Personnel Policy or departmental policy;
   b. Engaging in any conduct unbecoming of a County employee or that discredits the County;
   c. Taking or giving bribes;
   d. Being under the influence of intoxicating beverages or illegal drugs while at work;
   e. Using a County vehicle without the knowledge of the immediate supervisor;
   f. Improperly operating a County vehicle, driving a County vehicle without a valid driver's
license or permitting an unauthorized person to operate a County vehicle; operating a County vehicle under the influence of alcohol or drugs;

g. Operating a personal vehicle on County business without a valid driver's license, without insurance, or under the influence of alcohol or drugs;

h. Excessive absence or tardiness;

i. Use of overtime for other than work purposes;

j. Being discourteous to the public or fellow employees;

k. Deliberate interruption or hindrance of work;

l. The use or consumption of County property for personal or private purposes, or the use of County employees during working hours for such purposes;

m. Misrepresentation of request for sick leave;

n. Using or attempting to use an official position to secure special privileges, exemptions, or personal gain except as may be otherwise provided by law;

o. Abuse of telephone usage;

p. The use of profanity or abusive language;

q. The unauthorized possession of firearms or other weapons on County property or in County owned vehicles or while performing work related duties;

r. Insubordination, which means the refusal to obey a written or verbal order of an Elected Official/Department Head or their designate;

s. Fighting or assault on a fellow employee or citizen;

t. Theft, destruction, defacement, or misuse of County property or of another employee's property;

u. Gambling on County property;

v. Falsifying or altering any County record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records;

w. Threatening or intimidating fellow employees or citizens;

x. Sleeping on the job;

y. Failure to comply with all safety and security regulations as outlined in the "Madison County Government Safety Handbook";

z. Engaging in any form of sexual harassment;

aa. Improper disclosure of confidential information;

bb. Neglect or abuse of any patient or individual in the care or keeping of Madison County;

cc. Absence without notification and authorization;
dd. Commission of a criminal act if relevant and/or injurious to the employment situation;

ee. Making false accusations so as to discredit other employees or supervisors;

ff. Negligence or improper conduct leading to damage of property;

gg. Being on County property or in County buildings outside of regular hours, without authorization of a Supervisor; and

hh. Negligence which places the employee or others in a life threatening situation.

The examples above, are illustrative of the type of behavior that will not be permitted, but are not intended to be an all-inclusive listing.

B. Telephone Usage

Good telephone habits are an indication that the department is interested in serving the public. At all times, answer promptly and courteously. Identify yourself, be friendly and helpful. Write time and date of any message from the caller, transfer calls tactfully, give accurate information, do not keep the caller waiting and hang up carefully.

Employees must keep incoming and outgoing personal calls to a minimum. It is the employee’s responsibility to ensure that no cost to the County results from his/her personal phone calls.

Personal cell phones can only be used during breaks outside of public office areas unless the call is an emergency.

C. Smoking in the Workplace

In compliance with the Smoke Free Illinois Act, smoking is not permitted in any indoor County building and/or facility. The use of e-cigarettes, any other smoking devices or tobacco products, is not permitted in any indoor County building and/or facility. Smoking and the use of other smoking devices is permitted outdoors, but users should not block the entranceways of building or smoke within 15 feet of building entranceways, windows or ventilation systems.

Cigarette smoking, use of any other smoking devices, including e-cigarettes or tobacco products is not permitted in County-owned vehicles or while operating equipment.

Any amendment to the Smoke Free Illinois Act that becomes effective after the effective date of this policy shall be incorporated into this policy by reference.

Cigarette and cigar remnants, ashes or other tobacco wastes and matches should be deposited in appropriate receptacles. Effective January 1, 2014, the Litter Control Act, (Ill. House Bill 3243/Public Act 98-0483) added cigarette butts to a list of items categorized as “litter”. Violators could be charged with a Class B misdemeanor with a fine up to $1,500.

Violators or those who refuse to comply with this policy may be subject to appropriate corrective action. Enforcement of this policy is the responsibility of all employees.

D. Personal Appearance

Appropriate dress, personal hygiene and neatness contribute to the morale of all employees and affect the image Madison County presents to citizens and visitors. During working hours, employees are expected to present a clean and neat appearance and dress in appropriate business attire.

The following information is intended to serve as a guide to help define appropriate professional/casual business wear for employees at Madison County. However, not all casual clothing is appropriate for the
office. Casual business wear means clean, neat, and professional clothing. It is never appropriate to wear stained, wrinkled, frayed, tight fitting, or revealing clothing to the workplace.

Listed below is a general overview of acceptable proper attire, as well as, a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper business wear and allow you to make intelligent judgments about items that are not specifically addressed.

The following lists do not apply to employees in Departments which require uniforms or other work related clothing such as Sheriff’s Department, Highway Maintenance, Building Maintenance, etc. Some departments may require a more formal attire and/or there may be times when your scheduled activities dictate a more formal business attire.

Examples of acceptable business wear include:

- business suits or sport coats
- slacks
- Capri pants
- casual dresses and skirts
- casual shirts and blouses
- golf shirts
- turtlenecks
- sweaters
- loafers

Examples of inappropriate clothing items that should not be worn include:

- denim/jeans all colors/denim skirts or denim Capris (unless during a designated casual day)
- sweatpants/sweat suits/exercise wear
- shorts
- extremely tight fitting clothing (tops or bottoms)
- miniskirts or skorts (shorter than fingertips with arms at sides, as a general rule)
- spaghetti-strap, strapless dresses, tank tops (unless covered by another shirt or jacket)
- collar-less t-shirts
- clothing with beer, alcohol, tobacco logos or offensive messages or images or any shirts with logos larger than 2 inches in diameter
- halter tops
- visible undergarments
- flip flops (thongs) or foam beach type shoes, athletic shoes, slippers
- crop tops (midriff showing)
- low cut tops that are too revealing
- sheer or see-through blouses or shirts
- ball caps or hats

Relaxed professional dress policy is the same as above except that it includes:

- jeans or denim (which is not white-washed, acid washed or of similar nature, faded, frayed or torn which are not of a low rise or bib overall type)
- clean athletic shoes
- tucked in collar-less t-shirts

Employees, who do not meet with the public and who work in non-public areas, for example, computer operators in Information Systems, inspectors, and other field personnel, may dress according to a more relaxed professional dress policy. At certain times, days may be designated as casual days. When a casual day is designated by the County Board Chairman, employees may dress according to the relaxed professional dress policy. The Department Head will determine whether an employee is eligible for the relaxed professional attire exceptions.
Management reserves the right to authorize variations or substitutions of the designated dress code policy as needed for medical, religious, or other extenuating circumstances. Also, Management reserves the right to determine the appropriateness of all dress, and grooming within Madison County offices.

Any employee who does not meet the dress code will be sent home by their Department Head on his or her own time to change to appropriate clothing. Consult your supervisor or Department Head if you have questions as to what constitutes appropriate attire.

E. Personnel Records

Employees have a responsibility to keep their personnel records up to date and are to notify Payroll, in writing, of any changes in the following:

1. Name;
2. Address; (Must give actual address if have P.O. Box)
3. Telephone Number;
4. Marital status (for benefits and tax withholding purposes only);
5. Number of dependents;
6. Beneficiary designations for County pension;

F. Housekeeping

All employees are responsible for maintaining their work areas in a clean and orderly fashion at all times. Cooperation in keeping other areas, such as rest rooms, neat and clean will be appreciated by other employees.

G. Ethics and Gift Ban Ordinances

Madison County Ethics Ordinance

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40.01.1 DEFINITIONS

For the purpose of this chapter 40, the following definitions shall apply unless context clearly indicates or requires a different meaning.

Campaign for Elective Office. Any activity in furtherance of an effort to influence the selection, nomination, election or appointment of any individual to any federal, State or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (a) relating to the support or opposition of any executive, legislative or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person’s official duties.

Candidate. A person who had filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).

Collective Bargaining. This term has the same meaning as the term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).
Compensated Time. With respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on the premises under the control of the employer, and any other time when the officer or employee is executing his or her official duties, regardless of location.

Compensatory Time Off. Any authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

Contribution. This term has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

Employee. A person employed by the County of Madison, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor, employees of the State's Attorney, or employees of the Clerk of the Circuit Court.

Employer. The County of Madison, Illinois.

Gift. Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value, including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

Leave of Absence. Any period during which an employee does not receive (a) compensation for employment, (b) service credit towards pension benefits, and (c) health insurance benefits paid for by the employer.

Officer. A person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity, but does not include the State's Attorney or the Clerk of the Circuit Court.

Political Activity. Any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (a) relating to the support or opposition of any executive, legislative or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person's official duties.

Political Organization. A party, committee, association, fund or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

Prohibited Political Activity. Any one or more of the following activities:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;

2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets to any political fundraiser, political meeting, or other political event;

3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value as a campaign contribution;
Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;

Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;

Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question;

Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;

Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;

Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;

Preparing or reviewing responses to candidate questionnaires;

Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;

Campaigning for any elective office or for or against any referendum question;

Managing or working on a campaign for elective office or for or against any referendum question;

Serving as a delegate, alternate, or proxy to a political party convention; or

Participating in any recount or challenge to the outcome of any election.

Prohibited Source. Any person or entity who:

Is seeking official action (a) by an officer, or (b) by an employee, or (c) by the officer or other employee directing that employee;

Does business or seeks to do business (a) with the officer; or (b) with an employee, or (c) with the officer or other employee directing that employee;

Conducts activities regulated (a) by the officer, or (b) by an employee, or (c) by the officer or other employee directing that employee;

Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee; or

Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act.
Gift Ban Ordinance

40.11 Gift Ban.

Except as otherwise provided in this chapter, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by any federal or state statute, rule, regulation or ordinance. No prohibited source shall intentionally offer or make a gift that violates this chapter.

40.12 Exceptions.

The restrictions in Section 40.11 do not apply to the following:

(A) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(B) Any contribution that is lawfully made under the Election Code, or activities associated with a fundraising event in support of a political organization or candidate.

(C) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(D) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient of his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the public official or employee shall consider the circumstances under which the gift was offered, such as:

(1) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

(2) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and

(3) Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(E) Educational materials and missions.

(F) Travel expenses for a meeting to discuss business.

(G) Intra-governmental and intergovernmental gifts. For the purposes of this Chapter, "intragovernmental gift" means any gift given to an officer or employee of the employer from another officer or employee of the employer, and "inter-governmental gift" means any gift given to an officer or employer of one governmental entity by an officer or employee of another governmental entity.
(H) Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee) if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee and are customarily provided to others in similar circumstances;

(I) Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises from which they were purchased or prepared, or (2) catered. For purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(J) Opportunities, benefits, and services that are available on the same conditions for the general public.

(K) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

(L) Bequests, inheritances, and other transfers at death.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

40.13 Disposition of Gifts.

An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

40.20 Prohibited Political Activities

40.21 Prohibited Activities

(A) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined in Section 40.01.

(B) No officer or employee shall intentionally use any property or resources of the County of Madison in connection with any prohibited political activity.

(C) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (1) as part of that officer or employee's duties; (2) as a condition of employment; or (3) during any compensated time off, including but not limited to holidays, vacation, or personal time off.

(D) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

40.22 Permissible Activities.

(A) Nothing in Section 40.21 shall be construed to prohibit activities that are permissible for an officer or employee to engage in as part of his or her official duties.
(B) Nothing in section 40.21 shall be construed to prohibit activities that are undertaken by an officer or employee on a voluntary basis and are not otherwise prohibited under Section 40.21.

40.23 **Merit System, Federal Funds.**

No person either (1) in a position that is subject to recognized merit principles of public employment, or (2) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, or a political party, or of a political organization or club.

40.30 **False Reports.**

40.31 **Prohibition on False Reports.**

No person shall intentionally make a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney, or any other law enforcement official.

40.40 **Ethics Advisor.**

40.41 **Appointment of Ethics Advisor.**

The County Board Chairman, with the advice and consent of the County Board, shall designate an Ethics Advisor for the County of Madison. No person shall be appointed as Ethics Advisor who serves as or is employed as an officer or employee of the County of Madison. No person shall be appointed as Ethics Advisor who is related by blood or marriage, up to the degree of first cousin, to any elected officer of the County of Madison.

40.42 **Term of Ethics Advisor.**

The initial appointee to the position of Ethics Advisor shall serve a term ending on June 30, 2006. Thereafter, successive appointments shall be made for a two-year term ending on June 30 of each even-numbered year. If the position of Ethics Advisor becomes vacant, an individual shall be appointed to fill the unexpired term in accordance with Section 40.41.

40.43 **Duties of Ethics Advisor.**

The Ethics Advisor shall provide guidance to the officers and employees of the County of Madison concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor may perform other such duties as may be delegated by the County of Madison.

40.99.1.1.1 **Penalty.**

(A) An individual who intentionally violates any provision of Section 40.21 of this Ordinance may be punished by a term of incarceration in the Madison County Jail for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(B) An individual who intentionally violates any provision of Section 40.11 of this Ordinance is subject to a fine in an amount of not less than $1,001 and not more than $5,000.

(C) Any individual who intentionally violates Section 40.31 of this Ordinance may be punished by a term of incarceration in the Madison County Jail for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.
(D) A violation of Section 40.21 or Section 40.31 of this Ordinance shall be prosecuted as a criminal offense by the State’s Attorney by the filing of an information or sworn complaint in the Circuit Court charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

(E) A violation of Section 40.11 of this Ordinance shall be prosecuted as a quasi-criminal offense by the State’s Attorney by the filing of a sworn complaint in the Circuit Court charging such offense. The prosecution shall be under and conform to applicable rules for quasi-criminal procedure. Adjudication against the defendant or respondent shall require establishment of guilt by a preponderance of the evidence.

(F) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section 40.11 or Section 40.21 of this Ordinance is subject to discipline or discharge.

(G) Any complaint alleging a violation of this Ordinance must be filed with the Circuit Court within one year of the occurrence of the alleged violation.

H. Other Employment

It is the policy of Madison County that employees are prohibited from having other employment, which will interfere with the performance of their duties with Madison County. In addition, employees are prohibited from other employment which creates a conflict of interest.

Any employee performing outside services or having other employment must report such services or employment to the Elected Official/Department Head.

Employees who are injured while engaging in other employment must notify the Elected Official/Department Head.

I. Correspondence and Communication

Courtesy should be given in all communications and correspondence, and all employees should refrain from unnecessarily criticizing any individuals or agencies concerning official transactions or business.

J. Speech and Official Statements

Employees are encouraged to appear before civic organizations, fraternal organizations or any other group in an official capacity. Employees must notify the Elected Official/Department Head prior to accepting such speaking engagements.

Employees are cautioned against making statements or giving impressions regarding official agency policy or position without prior expressed authority being granted. Normally, the Elected Official/Department Head has the sole right to adopt and interpret the policies of the organization. If in doubt, it is always preferable to consult the Elected Official/Department Head before making any statements that might possibly be misconstrued by the general public or press.

The Elected Official/Department Head will make all news releases concerning the department.

K. Dissemination of Information

The County shall comply with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., as amended. All requests made pursuant to this Act must be date stamped and directed to the Elected Official/Department Head immediately. In addition, all requests must be submitted in the following form: in writing, and on the F.O.I.A. form maintained by the Office of the County Clerk.
L. Driver’s License Requirements

It is the policy of the County that each employee, whose position requires that a vehicle be driven in order to perform the essential functions of the position or who is authorized to drive a county-owned motor vehicle, must present a valid driver’s license to the Elected Official/Department Head upon employment, once each year, and at any other time during employment with the County as requested by the Elected Official/Department Head.

Notwithstanding, any employee who drives any vehicle on County business must be at least 18 years of age, have a valid driver’s license and be insured as required by state law.

If an employee, who is required to have a valid license, has his/her license suspended, he/she must inform the immediate supervisor by the next working day. Failure to report the suspension could result in disciplinary action up to and including termination.

If an employee, who is required to have a valid driver’s license, has his/her license suspended, the employee will immediately be on an unpaid leave for 90 days. If at any time during the 90 days, the license is reinstated, the employee may return to work. If the license is not reinstated within the 90 days, the employee’s employment with the County will be terminated.

Any employee operating a county-owned motor vehicle shall submit to a breathalyzer test to determine blood alcohol level, or if the breathalyzer test is not available, a blood test as well as a field sobriety test pursuant to a lawful request by a police officer commissioned by the State of Illinois or any political subdivision thereof, or any commissioned peace officer of a sister state.

If an employee refuses to submit to a test to determine blood alcohol level upon a lawful request of a commissioned peace officer, as aforesaid, then the employee who so refuses shall be suspended for a period of not less than 30 days. Said employee may receive discipline including suspension for a term greater than 30 days and including discharge from employment if, in the judgment of the County Board Chairman, circumstances warrant a suspension of greater than 30 days or discharge from employment. The suspension shall begin within 30 days of the date that the employee refused said tests.

M. Mail

The mail system, including E-mail, is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace. Personal mail sent through inter-office mail is also prohibited.
VI. Miscellaneous

A. Termination

If an employee plans to resign, the employee should advise the immediate supervisor as far in advance as possible. A two week written notice would be appreciated in most cases. An exit interview will be scheduled to review benefits, options for continuing benefits and discuss other appropriate details.

The County will not pay for any benefits beyond the date considered to be the employee's last day of employment, except for health benefits which continue through the end of the month in which employment with the County is terminated.

All payments for accumulated sick leave and/or vacation due to an employee upon separation, shall be paid in a lump sum on the payday immediately after the employee's permanent separation date. In addition, sick leave or vacation may not be used to extend an employee's employment with Madison County unless the employee is eligible for sick leave as a result of a verifiable illness. No accrued personal days will be paid out at the time of termination.

B. Soliciting

It is the policy of Madison County that unsolicited outside vendors are not permitted to sell any goods or services on County premises. If an employee is approached by an outside vendor on County premises, the employee should report the incident to his/her immediate supervisor.

C. Recruitment, Selection & Placement

It is the policy of Madison County to attempt to recruit, select and place qualified persons in open positions within the parameters of the job description established for each position and in conformity with existing equal opportunity regulations.

We encourage the filling of open positions with qualified current employees through promotional and/or lateral transfers and by offering employment to other qualified outside candidates.

A member of an employee's immediate family will be considered for employment by the County, provided the applicant possesses all the qualifications for employment. An immediate family member, except for a spouse, may not be hired, however, if such employment would:

1. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring, or promoting an employee. For purposes of this policy, "immediate family" includes: the employee's brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household except spouse.

Employees, who become members of the same household, may continue employment as long as there is not:

1. A direct or indirect supervisor/subordinate relationship between such employees; or
2. An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the County will attempt to find a suitable position within the County to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.
D. Residency Requirement

It is the policy of Madison County that new employees of Madison County hired after September 1, 1988, shall be or become residents of Madison County within six (6) months of their hiring date and shall maintain their residency for the duration of their employment with Madison County.

If after six (6) months of employment the employee has made no attempt to become a Madison County resident, his/her employment shall be terminated.

If after 24 months of employment, the employee has not become a Madison County resident, his/her employment shall be terminated, except that the Personnel & Labor Relations Committee may grant an extension if extenuating circumstances exist. If an extension is approved, it will be at the Committee’s discretion to determine the length of the extension and will be without prejudice or precedence. In no situation may the residency requirement be waived.

Further, those employees hired prior to September 1, 1988 and who currently reside in Madison County shall also maintain County residency for the duration of their employment.

The only exception to the residency requirement is in the Employment & Training Department, which serves and may employ people from Bond County and Madison County.

E. Grievance Procedures

Employees should consult their Union contract or other employment policy document for more information concerning Grievance Procedures.

F. Health Conditions

It is the policy of the County that employees with infectious, long-term, life-threatening, or other serious diseases may work as long as they are physically and mentally able to perform the duties of their job, without undue risk to their own health or that of other employees or the public. The Policy Guidelines are as follows:

1. The County will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.

2. Employees afflicted with a serious disease are to be treated the same as any other employee. In addition, if the serious disease affects their ability to perform their assigned duties, such employees are to be treated like other employees who have disabilities that limit their job performance.

3. Employees who are diagnosed as having a serious disease are encouraged to inform their immediate supervisor of their condition as soon as possible. Supervisors should respond with compassion and understanding. In addition, they should review with the employee County Policy on such issues as leaves and disability, infection control, any accommodation the employee may request and the County’s response to that request; the County’s continuing expectation regarding the employee’s performance and attendance, and available benefits.

4. The County may require a doctor’s certification of an employee’s ability to perform his/her duties safely.

5. The County will attempt to maintain the confidentiality of the diagnosis and medical records of employees with serious diseases, unless required otherwise by law. Information relating to an employee’s serious disease will not be disclosed to other employees unless the information is, in the opinion of the County, necessary to protect the health or safety of the employee, co-workers, or others.

6. The County will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal precautions, engineering
and work practice controls, and personal protective equipment will be implemented to limit the spread of diseases in the work place.

7. Employees concerned about being infected with a serious disease by a co-worker, or other person should convey this concern to their immediate supervisor or the Personnel Department. Employees who refuse to work with or perform services for a person known or suspected to have a serious disease, without first discussing their concern with a supervisor, will be subject to discipline, up to and including termination. Where there is little or no evidence of risk of infection to the concerned employee, the employee may be assigned to work with or perform services for any other employee or person as required by the County.

G. Photo I.D.'s

Madison County may issue a photo I.D. card for employees.

Employees will not use their I.D. for personal business or personal gain. If an identification card is lost or stolen, it must be reported in writing to the Elected Official/Department Head. The I.D. must be turned in to the Elected Official/Department Head upon termination of employment with Madison County.

H. Employer Information and Property

No County related information or property, including without limitation, documents, files, records, computer files, equipment, keys, office supplies or similar materials (except in the ordinary course of performing duties on behalf of the County) may, therefore, be removed from the County's premises. In addition, when an employee leaves the County, the employee must return to the County all County related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, keys, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.
I. Madison County Government Electronic Communications Policies and Procedures

Effective Date: January 21, 2015

This document is intended to serve as a policy for the proper use of the Madison County's equipment and electronic communication systems. This policy covers the use of all forms of electronic communications including but not limited to e-mail, voice mail, fax machines, Intranet, the Internet, social media, discussion groups, comment posting sources, audio, video and cell phones, including text and instant messaging and applies to all Madison County employees. Every employee is expected to read, understand, and follow the provisions of these policies and will be held responsible for its contents. Use of Madison County's electronic communication systems constitutes acceptance of these policies and their requirements.

1. Use of Electronic Communications: Madison County's electronic communications systems, including e-mail, the Internet and cellular phones owned by the County are intended for business use only. Incidental and occasional use of these systems for non-work purposes may be permitted at the discretion of the department head. Before using these systems for business or personal use, employees must understand that any information that is created, sent, received, accessed or stored in these systems will be the property of Madison County and will not be private. If employees are permitted to use electronic communication systems for non-work purposes, such use shall not violate any section of this policy or interfere with the employee’s work performance.

Employees should use the same care and discretion when writing e-mail and other electronic communications as they would for any formal written communication. Any message of information sent by employees to other individuals via electronic communication systems such as the Internet, e-mail, text messages or instant message are statements identifiable and attributable to Madison County. Consequently, all electronic communications sent by employees – whether business or personal – must be professional and comply with this policy and the Employee Policy and Procedures Handbook.

2. Prohibited Communications: Under no circumstances may employees use the County’s electronic communications systems for creating, possessing, uploading, downloading, accessing, transmitting or distributing material that is offensive, illegal, sexually explicit, discriminatory, defamatory or interferes with the productivity of co-workers. Employees may not use these systems for illegal activities. Employees may not engage in any use which violates copyright or trademark laws.

Employees are also prohibited from posting information, opinions, or comments to Internet discussion groups (for example: news groups, chat, list servers, electronic bulletin boards, comment sections of news stories or blogs or any social media site) without prior authorization from the employee’s department head.

Employees may not use e-mail or other electronic communications to disclose confidential, sensitive or information covered by compliance rules. Personal information such as home addresses, phone numbers, social security numbers and electronic account usernames and passwords should never be disclosed on the Internet.

3. No Presumption of Privacy: Although employees may use passwords to access some electronic communication systems, these communications should not be considered private. Employees should always assume that any communications – whether business-related or personal – created, sent, received or stored on the County’s electronic equipment and communication systems may be read or heard by someone other than the intended recipient (refer to Section 4 – Madison County’s Right to Monitor Use).

Employees should also recognize that all electronic communications including e-mail messages, text messages and instant messages deleted from any system or device may still be retrieved when requested by authorized personnel. Consequently, messages that were previously deleted may be recreated, printed out, or forwarded to someone else without the employee’s knowledge.

4. Madison County’s Right to Monitor Use: Madison County reserves the right to monitor, intercept, access, disclose, retain, print and delete all information created, sent, received, or stored on its
electronic communication systems at any time, with or without employee notice.

The County Board Chairman or the County Administrator may provide written authorization to whomever they deem necessary to provide access to stored electronic communications.

Information obtained through monitoring may be used as a basis for employee discipline, termination and also evaluating employee performance.

5. **Prohibited Activities:** In addition to section 2, employees may not – without their department head’s authorization – upload, download, or otherwise transmit copyrighted, trademarked, or patented material; trade secrets; or confidential, private or proprietary information or materials. Employees may not upload, download or otherwise transmit any illegal information or materials. Employees may not use the County’s electronic communication systems to gain unauthorized access to remote computers or other systems, to intrude, damage, alter, or disrupt such computers or systems in any way, nor may employees – without authorizations from their department head – use someone else’s code or password or disclose anyone’s code or password including their own. It is a violation of this policy for employees to intentionally intercept, eavesdrop, record, or alter another person’s Internet, e-mail or any other electronic communications. Employees may not enable unauthorized individuals to have access to or use the County’s electronic communication systems or devices, or otherwise permit any use which would jeopardize the security of the County’s electronic systems or devices.

Employees must use their real names when sending e-mail messages or other electronic communications and may not misrepresent, obscure or in any way attempt to subvert the information necessary to identify the real person responsible for the electronic communication. Sending e-mail message under a fictitious or false name is a violation of the policy. Likewise, using another user’s account or login ID constitutes a violation of this policy.

Employees are not allowed to transmit, copy, store on a non-county authorized device, remove from their office or disseminate in any fashion any information stored by their department or another department that is not a publicly available record, information or document. Any copying, storing, removal, deletion or dissemination of any non-publicly available information, record or document must be first approved by the employee’s department head. Employees should consult their supervisor or department head for guidance in determining what records, information or documents are not publicly available. An employee may only disseminate a publicly available record, information or document that is in the due course of their normal business duties. The disclosure of public information outside of normal business duties should follow established formal public records request procedures.

6. **Software:** Employees may not install any software on a Madison County system or device that has not been authorized for use and installation.

Employees may not copy software for distribution to any third party or for home use unless such copying is permitted by the software’s license agreement.

The installation of software for trial periods authorized by the vendor would not be a violation of this policy as long as the software has been authorized.

7. **Encryption:** Employees may not password protect or otherwise privately code their files without prior authorization from their department head. Use of encryption software must be specifically approved by the employee’s department head and Information Technology prior to using such software for the storage, receipt, and transmission of data. If encryption software is used, the employee must give the password to his or her department head and Information Technology.

8. **Viruses and Tampering:** Any files downloaded from the Internet must be scanned with authorized virus detection software from Information Technology. The intentional introduction of viruses, attempts to breach system security, or other unauthorized tampering with any of the County’s electronic communication systems or devices is expressly prohibited. Employees must immediately report any viruses, tampering, or other system breaches or attempted breaches to their department head and Information Technology.
9. **Disclaimer of Liability for Use of the Internet:** Madison County is not responsible for material viewed or downloaded by users from the Internet. The Internet provides access to a significant amount of information, some of which contains offensive, sexually explicit and inappropriate material. It is difficult to avoid contact with this material, therefore, users of the Internet do so at their own risk.

10. **Duty Not to Waste Electronic Communications Resources:** Users must not deliberately perform actions that waste electronic communications resources or unfairly monopolize resources to the exclusion of other employees. This includes, but is not limited to, subscribing to list servers, mailing lists, streaming video & audio or web sites not directly related to the employee's job responsibilities; spending extensive non-productive time on the Internet; and doing large non-work related file downloads, or mass mailings. Electronic communication resources are limited and employees have a duty to conserve these resources.

11. **E-mail Address, Cell Phone Number, and Social Media Identity:** Madison County reserves the right to monitor and keep an employee's county e-mail address, county cell phone number or county social media identity active for a reasonable period of time following an employee's departure to ensure that important business communications reach the County.

12. **Record Retention:** Generally, e-mail messages, text messages or instant messages are temporary communications which are non-vital and may be discarded routinely. However, depending on the content of the e-mail message, it may be considered a more formal record and should be retained pursuant to a department’s record retention schedule. Madison County employees should treat e-mail messages and other electronic records in the same manner as if these messages had originated on paper. Employees should consult their supervisor or department head for guidance in determining what records are subject to retention.

13. **Violations:** Violations of this policy may subject employees to disciplinary action from the removal of privileges up to and including dismissal from employment, and, if applicable, any criminal or civil penalties or other legal action.

Employees who observe violations of this policy are obligated to report those violations to their department head or Information Technology.

The County Board Chairman or the County Administrator may authorize individuals, for investigative purposes, to engage in activities otherwise prohibited by this policy.

14. **Policy Changes:** Madison County reserves the right to change this policy at any time without prior notice. Revised policy changes will be made available to employees in a timely manner. Nothing in this policy is intended or should be construed as an agreement and/or a contract, express or implied.

**Definitions**

Definitions applicable to this policy:

1. **Electronic Mail (e-mail):** Electronic mail may include non-interactive communication of text, data, image, voice or video messages between a sender and designated recipient(s) by systems utilizing telecommunications links. It may also include correspondence transmitted and stored electronically using software facilities called “mail”, “facsimile”, or “messaging” systems, or voice messages transmitted and stored for later retrieval from a computer system.

2. **Internet:** A worldwide network of networks, connecting informational networks that communicate through a common communications language or “protocol”.

3. **Intranet:** An in-house communications system and inter-office e-mail that serves the employees of the enterprise. Although intranet pages and inter-office e-mail may link to the Internet, an intranet is not accessed by the general public.

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4. **Encryption:** Any system, software or password that changes information from its native state or access to an unrecognizable or denied state.

5. **World Wide Web:** An Internet client-server distributed information and retrieval system based upon hypertext transfer protocol (HTTP) that transfers hypertext documents that can contain text, graphics, audio, video, and other multimedia file types across a varied array of computer systems.

6. **File Transfer Protocol (FTP):** A program that allows users to transfer data between different computers on a network or between networks.

7. **Cell Phone:** A portable telephone that uses wireless cellular technology to send and receive phone signals. This includes “Smart Phones.”

8. **Text Message:** An electronic message sent over a cellular network from one device to another.

9. **Instant Message:** An electronic message sent in real time via the Internet and therefore immediately available for display on the recipient’s screen.

10. **Social Media / Discussion Group / Comment Posting Source:** Forms of electronic communication (such as Web sites for social networking, microblogging, USENET, List Serves, Newsgroups, etc.) through which users share information, ideas, personal messages, and other content (as videos, pictures, etc.)

11. **Virus:** A program, software or coding that is unauthorized and, when on a device or system, has an unwanted or adverse effect.

**J. Social Media Policy**

The County encourages the work-related use of social media to facilitate the sharing of information, ideas, and opinions in support of the mission and business of the County. All content posted during work hours by county staff for Web applications, sites or accounts created and maintained by the county (hereinafter referred to as county sites); or for non-county blogs or other sites (hereinafter referred to as non-county sites) must be for authorized county business and comply with all federal, state and county laws, rules, and regulations and county or department procedures. The use of social media is considered a use of information technology and as such is also subject to all provisions of the Electronic Communications Policies and Procedures.

County sites must reflect the county image and are considered limited public forums. Comments are moderated and the county reserves the right to remove any employee or third party postings that are inappropriate or unlawful. Employees who contribute to or moderate county sites must follow specific rules to maintain the reputation of the county while protecting the First Amendment rights of citizens.

As public employees, county employees’ free speech rights in the workplace are different than those of the general public. They are subject to a balancing act between the right of a public employer to operate efficiently and employees’ free speech rights. The county’s personnel policies incorporate limitations on free speech intended to maintain efficient government operations, such as the law’s limitations on harassment in the workplace and political speech.

**Employee Responsibilities**

A. **Authorization for Use of Social Media**

Employees must obtain written approval from their Department Head or Elected Official prior to creating any county site for official county communication or communicating on behalf of the county on non-county sites unless doing so is a part of their assigned job duties. When submitting a request to create a county site to their Department Head or Elected Official, employees must include a life cycle plan for maintaining, updating and removal of the site.
B. Responsibilities when Posting Content

When posting content on county sites or posting content on non-county sites during working hours or using county computers:

1. Employees are required to:
   a. Protect and respect the privacy of clients, partners, and other employees; get permission to use the name or likeness of county employees, and get a signed release or email approval to use the name or likeness of anyone outside of the county unless pictures to be posted were taken at a public event.
   b. Comply with federal, state and county laws including all public records, copyright, retention, fair use, privacy and financial disclosure laws.
   c. Protect passwords; monitor sites on a regular basis to check for unauthorized posts.
   d. Comply with all applicable County Personnel Policies
   e. Check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, check spelling and grammar before making a post live on any county or non-county site.
   f. Post only within the employee's area of expertise and knowledge.
   g. Make corrections expeditiously and note that a correction was made.
   h. Maintain confidentiality of County information.
   i. Express opinions in a respectful manner.
   j. Follow the rules and procedures of any social media site on which they are posting work-related content.
   k. Follow the County’s applicable procedures for presenting content on County sites.
   l. Assist in regularly maintaining and updating active county sites.
   m. Follow their department and unit standards for identifying themselves when posting on a county or non-county site.
   n. Obtain the County Administrator’s approval before posting anything as an official statement of Madison County unless the employee is an authorized spokesperson.

2. Employees are prohibited from:
   a. Making personal attacks, using insults or using threatening language.
   b. Making Libelous and/or defamatory or false statements
   c. Plagiarizing material.
   d. Sharing private, personal or confidential information.
   e. Making comments unrelated to the content of the forum, and/or providing hyperlinks to material not directly related to the discussion.
   f. Posting commercial promotions or spam.
   g. Posting information shared with County staff and/or stakeholders that is in draft form or is pending publication.
   h. Including content in postings for which the county does not own the copyright or does not have legal permission to use.

C. Engaging in Use of Social Media

Employees engaging in the use of social media during work hours or when using county computers should have no expectation of privacy.

RESTRICTIONS ON ACCESS AND CONTENT

The County reserves the right to:

A. Monitor employee postings made during work hours.
B. Review content before it is posted by an employee during work hours or when using county computers and to modify, remove, or prohibit any messages or postings on county sites that the county deems to be inappropriate.

C. Restrict or limit access or permission to post content on any site from county computers or for county business purposes at any time without cause or explanation. Appointing authorities may issue department specific limitations on posting to any site from county computers or for county business purposes that are more restrictive than this policy.

D. For the purpose of this policy, the use of personal devices on lunch, breaks, or personal time for non-work related use of social media is not covered under this policy, except that the County’s personnel policies do apply, such as the policy’s limitation on harassment in the workplace.

Employees who engage in improper use of social media under this policy are subject to disciplinary action, up to and including termination.

K. Pregnancy and Nursing Mothers in the Workplace Policy

Madison County is committed to providing a workplace which does not discriminate against an employee because of pregnancy, recovery from childbirth or due to a medical or common condition related to pregnancy. Retaliation because of a requested reasonable accommodation is also prohibited.

Employees have the right to:

Ask for a reasonable accommodation for pregnancy, such as more frequent bathroom breaks, assistance with heavy work, or time off to recover from pregnancy;

Ask to be provided with a room or location within close proximity to the employee’s work area, other than a bathroom, where the mother can express milk in privacy (location options could include making a private office or an employee lounge area with a locked door available to the nursing mother during specified periods of time);

Reject an accommodation offered for pregnancy that the employee does not desire; or

Continue to work during pregnancy if a reasonable accommodation is available which would allow the employee to continue performing the job.

A reasonable accommodation is a reasonable modification or adjustment to the work environment, or to the manner or circumstances under which the position held is customarily performed, that enable an employee affected by pregnancy to perform the essential functions of that position. Examples include:

1. More frequent or longer bathroom breaks;
2. Breaks for increased water intake;
3. Breaks for periodic rests;
4. Private non-bathroom space for expressing breast milk and breastfeeding (questions about room or location alternatives should be directed to Safety & Risk Management);
5. Seating;
6. Assistance with manual labor;
7. Light duty;
8. Temporary transfer to a less strenuous position;
9. The provision of an accessible worksite;
10. Acquisition or modification of equipment;
11. Job restructuring;
12. A part-time or modified work schedule;
13. Appropriate adjustment or modifications of examinations, training materials, or policies;
14. Reassignment to a vacant position;
15. Time off to recover from pregnancy; and
16. Leave necessitated by pregnancy.

The employer and the employee must engage in a timely, good faith, and meaningful exchange to determine effective reasonable accommodation. The employer is not required to create additional employment that the employer would not otherwise have created, unless the employer does so or would do so for other classes of employees who need accommodation. The employer is not required to discharge any employee, transfer any employee with more seniority, or promote any employee who is not qualified to perform the job, unless the employer does so or would do so for other classes of employees who need it.

In response to a request for an accommodation, the employer can ask the employee to provide documentation from the employee’s healthcare provider if:

1. The employee also requests similar documentation for conditions related to a disability;
2. The request is job-related and consistent with business necessity; and
3. The request is limited to information concerning:
   a. The need or medical justification for the requested accommodation;
   b. A description of the reasonable accommodation medically advisable;
   c. The date the reasonable accommodation became medically advisable; and
   d. The probable duration of the reasonable accommodation.

If an employer requests documentation which it is entitled to, an employee requesting the accommodation must submit the documentation requested. The employer is not prohibited from requesting documentation from the employee’s healthcare provider to determine compliance with other laws.

If an employee has questions regarding “Pregnancy and your Rights in the Workplace” the employee can call Illinois Department of Human Rights at 312-814-6200, 217-785-5100 or 866-740-3953 (TTY).

L. Concealed Carry Policy

The Illinois Firearm Concealed Carry Act became effective January 1, 2014 and it allows individuals with a valid license to carry concealed firearms. The act specifically states that concealed carry is not allowed in local government buildings. In compliance with the act, Madison County prohibits valid license holders, or any individuals, from carrying concealed weapons at any time on County-owned property or in County-owned vehicles while performing work-related duties.

In accordance with the “parked car rule,” any licensee shall be permitted to carry a concealed firearm on or about his or her person within a vehicle into the parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A licensee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle’s trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this subsection, “case” includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

This policy does not apply to employees who are authorized by the County to carry weapons.
VII. Vehicle Policy

A. Purpose

To define and describe the usage parameters related to the operation of Madison County vehicles by County employees. The objectives of this policy are to:

1. Ensure the safety and well being of County employees and property through the establishment of a mandatory employee safe driver-training program.
2. Minimize the liability to the County.
3. Control the number of County owned or leased vehicles being used by employees to commute to and from work in an effort to facilitate the efficient and effective use of County resources.

B. General Guidelines

1. County vehicles shall be used only for "OFFICIAL COUNTY BUSINESS" which is defined as:

   a. All duties performed in accordance with the employee’s job.
   b. Additional and/or specialized duties directed by the employee’s supervisor.
   c. Attendance at County-related business meetings.
   d. Inspections of specific sites.
   e. Other situations necessary to perform County business, which may include but is not limited solely to commuting, with department supervisor approval, due to atypical business hours and duty assignments.

2. An employee must have two years of licensed driving experience and a valid Illinois driver’s license in order to drive a vehicle. An employee must read and sign The "County Vehicle Driver Form" prior to driving a County-owned vehicle.

3. Driver Training: All employees will complete a safe driver course within six months of their hire or an equivalent program that is part of certain job positions. Refresher courses must be taken for all employees every three years. If an employee is totally accident free for this three-year period, he/she will be waved from the refresher course based on this merit, for the following period.

4. Emergency/Roadside Assistance: In the spirit of good citizenship, and consistent with safety requirements, all Madison County employees operating Madison County vehicles are encouraged to call for aid or assistance to the motoring public on Madison County roads at all times. Most county vehicles are equipped with some type of communication equipment, and every reasonable effort should be put forth to respond to certain roadside emergencies.

5. Vehicle Modification: No employee shall make any "personal" modifications to any county vehicle without the prior approval of the Department Head.

6. Cigarette smoking, use of any other smoking devices, including e-cigarettes or tobacco products is not permitted in County-owned vehicles or while operating equipment.

7. Cell Phone/Electronic Device Policy while driving: For safety purposes, employees shall not use cell phones, hands-free or otherwise, while driving a County-owned vehicle or personal vehicle while conducting County business. If it is necessary to accept or place a call while driving, employees shall safely pull off the road and/or access nearby legal parking. Employees shall not compose, send or read any electronic message from a cell phone or electronic device while driving a County-owned vehicle or personal vehicle while conducting County business.

This paragraph does not apply to a County law enforcement officer or operator of an emergency vehicle while performing his or her official duties. Also excluded is a driver using an electronic communication device for the sole purpose of reporting an emergency situation and continued communication with emergency personnel during the emergency situation. It is recommended the vehicle operator still attempt to safely pull off the road and/or access nearby legal parking as soon as possible to minimize potential accidents.

C. Violations

1. Violation of this policy will be cause for disciplinary action, up to and including termination.
2. The use of county vehicles for the following purposes is strictly prohibited:

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a. Personal reasons, recreational purposes, including unauthorized commuting.
b. To pull or push another vehicle, except for County maintenance units and certain
   Highway department operational equipment.
c. No alcoholic beverage (whether opened or unopened), narcotic, firearm, or explosive
   material (except in vehicles as it relates to the enforcement of laws, ordinance, and
   policy) may be transported in a county-owned vehicle.
d. County vehicles shall not be parked in front of or in a parking area associated with
   taverns or liquor stores, unless employee is on official business. (Restaurants serving
   liquor are not included in this prohibition.)
e. Any employee, who operates a County vehicle while under the influence of alcoholic
   beverages and/or drugs, may be subject to immediate dismissal. It is the responsibility
   of the employee to notify his or her supervisor of any prescription or over-the-counter
   medication that would impair his or her driving ability.
f. Attendance at political programs, social events, and solicitations, except when required
   by an elected County official as part of their duty.
g. Permitting unauthorized passengers to ride in a County vehicle.

D. Vehicle Operator Responsibilities

1. The operator of the vehicle is personally charged with operating the vehicle in a safe, lawful,
   and courteous manner at all times. If the vehicle appears to be unsafe, the employee must report
   the conditions to his or her supervisor, who will then arrange for repairs. When unattended, the
   vehicle is to be locked and the engine turned off except for law enforcement units.
2. Seat belts shall be used at all times.
3. Completion of a log, if required by the Department Head, is mandatory.
4. Gasoline and oil must be obtained from County-owned facilities when economically
   advantageous. "OFF SITE FUELING" is allowed with Department Head approval, using provided
   credit card(s), and/or personal payment (to be reimbursed upon submission of proper receipts).
   Card(s) are for "fuel purchases only" made on trips for County business with County-owned
   vehicles. All receipts must show VEHICLE NUMBER, VEHICLE MILEAGE, DATE OF
   PURCHASE, and LEGIBLE EMPLOYEE NAME AND SIGNATURE. All receipts must be turned
   into the Department Head as soon after the transaction(s) as possible. Records will be available
   upon request.
5. The vehicle shall be kept as neat and clean inside and out, as weather, road and work conditions
   will permit.
6. A supervisor shall be alerted to the maintenance and minor repair needs of the car. It is the
   responsibility of the head of the department to which it is assigned to arrange for vehicle
   maintenance and repairs.
7. A written report shall be submitted within 24 hours to the Department Head or supervisor when
   the vehicle or any of its equipment is lost, stolen, or damaged.
8. A police report must be filed if a County vehicle is involved in any accident that causes damage
   or injury. The applicable police jurisdiction shall be called, regardless of fault. The Department
   Head must notify Risk Management and forward/provide all report information including the
   driver statement or narrative.
9. It is the responsibility of the employee to report and pay for all traffic or parking tickets issued
   while operating a County vehicle.
10. The Department Head or his/her designee to which the vehicle is assigned is responsible for:

   a. Insuring that all normal maintenance is performed in a timely manner. This includes
      required lubrication and oil changes at assigned mileage time intervals.
   b. Having all required warranty and/or "call back" work accomplished at a bona fide
      dealership.

E. Vehicle Designation and Preparation

1. Vehicle Markings: Each Department Head determines their vehicle/equipment markings and
   color. All County vehicles, with the exception of certain unmarked vehicles, (police, investigators,
and probation) will display a permanently affixed Madison County Department Seal and/or Logo.

a. County vehicles will be assigned "M" exempt plates and Sheriff plates (e.g., EX12345) to identify them as government-owned, tax exempt vehicles, except for those unmarked vehicles as determined by the Department Head or elected official.

b. License plates will be installed on the front and rear of all County vehicles at the locations provided by the vehicle manufacturer.

F. Assigned (Commute) Vehicles

1. For any County employee the assignment of an assigned vehicle will be made based on the operational need and an economic analysis of the benefit to Madison County.

2. Each Department Head shall be responsible for preparing and submitting the operational and economic justification for commuting vehicle assignments in an annual report to the County Board, which shall be filed with the Treasurer and the Auditor.

3. The economic analysis should include, but not be limited to, an evaluation of vehicle capital and operating costs. The salary and operating efficiencies of the vehicle assignment, including the cost of lost time traveling to a central facility to pick up/drop off a County vehicle, and the costs of reimbursing employees for the use of private vehicles in lieu of the vehicle assignment, if applicable.

4. Vehicle assignment can be recommended if the cost benefit analysis done by the Department Head, can justify unequivocally that such assignment is in the County's best interests.

5. Vehicle assignment can be made if the added equivalent annual cost of the assignment to Madison County is less than the equivalent annual cost of not assigning the commuting vehicle.

6. The following criteria must be met in order to be eligible for commuting authorization:

   a. Official business miles must be greater than 5,000 miles annually.
   b. Commute miles must typically be less than official business miles annually and the employees must be:

      i. First response, direct service providers.
      ii. Routinely assigned to duty roster for non-working hour call back.
      iii. Frequently and routinely respond to call outs.

G. Department Requests:

1. The primary consideration for all departmental requests for commuting vehicle assignments shall be whether the user is subject to frequent emergency callbacks outside of the normal hours of his/her shift. The County Board, in conjunction with the Department Head or elected official, may review emergency call back records for all assigned 24-hour vehicles in a department at any time.

2. Secondary consideration will include the following factors:

   a. Whether the user travels from his/her residence to a variable work site because it is impractical for the user to report to a regular duty station to obtain a County vehicle first;
   b. Whether the assignment can reduce the County's risk of liability for personal injury or damage to County assets; or
   c. If the use of a personal vehicle would not be practical due to the requirement of emergency sirens, lights, or special tools and other such equipment.
   d. If a Commuting Vehicle is a requirement of state statute, then a copy of that portion of
the statute should accompany the Commuting Vehicle record.

H. Department Responsibilities:

County vehicles can be assigned to employees or certain job positions.

1. Employees with County vehicle assignments and/or their supervisors are required to inform their Department Head or Elected Official of any change in duty assignment that could affect their authorization to have a commuting vehicle assignment.

2. If an employee with a County vehicle assignment is promoted, reassigned, or leaves the County, the Department Head is responsible for re-assignment of the vehicle.

3. Department Heads must check the validity of driver's licenses yearly for employees who are authorized to drive County-owned vehicles.

I. Commuting and IRS Reporting

1. Commuting and Overnight Parking- Commuting is defined as an employee taking a vehicle directly to and from the employee's home and designated job site. When the vehicle is not in use for County business, it will remain in a reasonably secure location, pursuant to IRS Title 26, Section 1.274-6T (a) (2) (B).

2. The vehicle will not be used for personal use pursuant to the Code of Federal Regulations (Internal Revenue Service Section (IRS)), Title 26CFR1.274-6T(a)(3). An employee may not use the vehicle for personal purposes, other than commuting, except for certain personal use (such as a stop for lunch between two business activities).

3. Authorization to commute in a County vehicle is approved for individual employees following review by the appropriate Department Head. Commuting authorization shall be granted to individuals with the greatest utilization for official business during non-duty hours. Any change in major job duties, location, organizational structure, employee or employee residence requires review for authorization of continued commute status.

4. Pursuant to IRS Title 26, Section 1.274-6T (3) (F), Madison County must account for the employee’s vehicle commuting use by including in the employee’s gross income the commuting value. The rate for reporting purposes is $1.50 for each way to and from work; or $3.00 for a round trip. (One-way applies to employees who drive their County vehicles either to or from work and use other means of transportation for the opposite direction.) Qualified personnel using vehicles as defined in IRS Title 26, Section 1.274-5T, are exempt from reporting. Department Heads will specifically identify these vehicles.

5. County Department Heads must submit a list of drivers with permanent vehicle assignments to the Treasurer and Auditor by the end of the calendar year.
VIII. Safety Standards

It is the policy of the Madison County Board to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment free from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by County department heads, supervisors, or by federal, state or local law.

Part 1 – General Provisions

Section 1-1: Introduction

This code has been prepared so that all Madison County employees are provided with a minimum set of safety standards which will assist in the elimination of accidents and injuries.

Most of the standards outlined herein have been developed as a result of analyzing the cause and effects of previous accidents and injuries to employees.

Each employee is asked to read this code carefully so that he/she is familiar with the County safety requirements. He/she should then sign the last page and remove it from the book for submittal to the department head. This document shall be made a permanent part of his/her personnel record.

It must be understood that because each person’s actions may affect the well-being of others, these rules shall apply to all employees performing duties that arise out of and in the course of employment.

Section 1-2: Madison County Safety Policy

It is the policy of Madison County to eliminate accidents resulting in personal injury, property damage, and unnecessary human suffering, and to provide and maintain safe and healthful working conditions, and to follow operating practices that will safeguard all employees.

Section 1-3: Responsibilities Defined

Art. 1-3.1 County Board and Elected Officials (hereinafter designated as Management)

a) All levels of management shall have the primary responsibility for the Madison County Safety Policy.
b) Management shall develop procedures for notification, evacuation and training of employees for activities related to natural and man-made disasters.
c) Management shall see that employees are provided with a safe and healthful work place, proper materials, and safe equipment.
d) Management shall see that all employees receive adequate education/training in their respective positions and shall insist upon safe methods and practices at all times.
e) Management shall set a good example by compliance with the Madison County Safety Standards.

Art. 1-3.2 Department Heads and Supervisors

a) It is the basic responsibility of all supervisors to make the safety of human beings a part of their daily concern.
b) Department heads and supervisors shall be responsible for the three (3) E’s of Safety:
   (1) Education and training
   (2) Engineering to eliminate hazards
   (3) Enforcement of the County Safety Standards

c) Department heads and supervisors shall be responsible for the safety of those under their supervision.
d) Known hazards shall be corrected immediately.
e) Department heads and supervisors shall participate in safety activities and meetings as requested by management.
f) Department heads and supervisors shall set a good example by adhering to the Madison County
Safety Standards.

Art. 1-3.3 Employees

a) Known hazards shall be reported immediately.
b) Employees shall participate in safety training programs as requested by the supervisor.
c) Employees shall cooperate with the supervisor in the promotion of safe work practices and conditions.
d) Employees shall refrain from any work procedure which might endanger himself or his fellow worker.

Part 2 - Safety Standards

Section 2-1: General Requirements

The following activity/work area standards shall apply to all employees regardless of work site or organizational position.

Art. 2-1.1 Lifting and Reaching

a) Any lifting shall be done using the following guidelines:
   (1) Separate legs for balance and stand with legs at comfortable width, no wider than shoulder width.
   (2) Keep the back straight
   (3) Tuck the chin in
   (4) Grasp the object firmly with both hands
   (5) Keep arms and elbows close to the body
   (6) Bend at knees, not at the waist
   (7) Keep body weight over feet
   (8) Use the leg muscles, not the back for lifting
b) Use a firm, two-handed grasp on heavy objects to be carried.
c) Ask for assistance with lifting whenever necessary.
d) Use a dolly or mechanical lifting device whenever possible.
e) Sudden twisting movements shall be avoided.
f) A stepladder shall be used to reach high places; never use a chair or makeshift platform.

Art. 2-1.2 Stairs and Walkways

a) Floors, aisles, stairs, and walkways shall be kept free of tripping hazards such as tools, chairs, paper clips, nails, or other objects which might cause slips and falls.
b) Wet floors shall be signed as such and employees shall refrain from entering such areas whenever possible.
c) Use a handrail when ascending or descending stairs.
d) Stairs shall be well lighted and kept free of rubbish and other tripping hazards.
e) Spilled substances, materials, or liquids shall be cleaned from floors and stairways immediately.
f) Miscellaneous equipment shall be kept out of passageways, aisles and walkways.
g) When walking on packed snow or ice, shuffle feet. Do not lift them.
h) Exits shall be kept clear at all times. Fire doors shall not be blocked or made inoperative at any time.
i) Open doors cautiously, someone else may be approaching from the other side.
j) Keep to the right in hallways and while turning corners.

Art. 2-1.3 Electrical

a) Electrical cords shall be properly sized and placed so as not to present a tripping hazard.
b) Electrical cords with faulty insulation or connections shall not be used.
c) All electrical equipment shall be properly grounded.
d) Use power strips instead of extension cords.
e) Unplug electrical equipment before disassembling.
f) Electric fans and equipment with rotating parts shall be equipped with appropriate guards.
g) Personal electric equipment/appliances shall be inspected by the supervisor prior to use.

Art. 2-1.4 Housekeeping

a) Good housekeeping practices shall be followed at all times.
b) No burning of candles in any work area.
c) Broken glass shall be swept up. It should never be picked up with bare hands.
d) When discarding broken glass, wrap in heavy paper and mark as such. Place beside trash container.
e) L.P. Gas and other pressurized containers shall be capped and chained to prevent tipping.
f) Work and storage areas should be kept clean and orderly, following good housekeeping practices.
g) Pressurized containers shall be disposed of properly, following the instructions given on the container.

When working with cleaning agents and/or solutions, rubber gloves shall be worn. Two cleaning agents or solvents shall never be mixed. Material Safety Data Sheets shall be kept up-to-date and accessible by affected employees.

Art. 2-1.5 Furniture and Equipment

a) Use something other than the fingers to remove objects from pinch points.
b) File cabinets shall be filled from the bottom first, so as to prevent them from becoming too heavy.
c) File drawers shall be opened one at a time.
d) File drawers shall remain completely closed when not in use.
e) Pins or needles shall not be used to fasten papers.
f) Glass top desks shall be free of cracks and sharp edges.
g) Sitting on the front edge of any swivel-base chair shall be avoided.
h) Hands and fingers shall be kept away from doorjambs and other pinch points.
i) Jagged edges on equipment, furnishings, and tools shall be ground or filed smooth.
j) Instruments, furniture, equipment, and tools shall be kept in good repair; report defects immediately.
k) The tops of file cabinets shall be kept clear to avoid falling objects.
l) Top-heavy furniture shall be secured to the wall whenever possible.

Art. 2-1.6 Employee Behavior

a) Employees shall be courteous and polite at all times.
b) During working hours, employees shall not be permitted to consume alcoholic beverages, nor shall they be permitted on the worksite while under the influence of alcohol or other controlled substances.
c) Horseplay is prohibited.

Art. 2-1.7 First Aid

a) All employee-occupied buildings and worksites shall have first-aid kits readily available to employees.
b) First aid kits shall be minimally equipped with gauze, merthiolate, band-aids, and 4'x 4's.
c) Employees shall take part in first-aid training classes as such classes are made available.
d) Employees shall administer first-aid to the injured as the need arises.

Section 2-2: Emergency Procedures

The following practices and standards shall apply to all county offices, buildings, and employees.

Art. 2-2.1 Employee Training

a) Employees shall participate in an annual evacuation of county property. Department evacuation
plans shall include an accountability system and the appropriate follow-up.

b) Employees shall be made aware of the policy and procedures for responding to natural and man-made disasters.

Art. 2-2.2 Fire Emergencies

a) Whenever a fire of any size is discovered, employees shall take the following action:
   1) Call the fire department immediately
   2) Alert any person(s) nearby
   3) If trained, use the proper firefighting equipment
   4) Move to evacuate as quickly as possible
   5) Walk, do not run or panic

Art. 2-2.3 Fire Extinguishers

a) As a minimum, all county buildings shall be adequately equipped with fire extinguishers.
b) Fire extinguishers shall be visually inspected and initialed every 30 days to insure that:
   1) They are in their designated places
   2) They are operational
   3) They are clearly labeled as to type (A, B, or C)
c) Fire extinguishers are to be serviced annually as indicated by the service agency tag.
d) If a fire extinguisher has been used or damaged, it should be reported and replaced immediately.
e) Employees shall be instructed in the proper use of fire extinguishers, including hands-on training.

Art. 2-2.4 Smoking

a) Cigarette and cigar remnants, ashes or other tobacco wastes and matches should be deposited in appropriate receptacles. Effective January 1, 2014, the Litter Control Act, (IL House Bill 3243/Public Act 98-0483) added cigarette butts to a list of items categorized as “litter”. Violators could be charged with a Class B misdemeanor with a fine up to $1,500.
b) Matches or cigarette butts shall not be thrown onto the ground.
c) Outside ashtrays shall be checked for any signs of smoldering substances before emptying trash into containers.
d) “NO SMOKING” signs shall be posted in areas where combustible or flammable materials are stored or distributed.

Art. 2-2.5 Flammables and Combustibles

a) Paper products shall be stored away from water heaters and other sources of heat.
b) All flammable liquids shall be stored in U.L. approved containers and cabinets.
c) Gasoline shall never be used to start a fire.
d) Gasoline shall never be used as a cleaning solvent. Use a commercial cleaner or solvent to clean parts or equipment.
e) Gasoline shall not be stored or transported in anything other than approved and labeled gasoline containers.
f) Sufficient space shall be left at the top of tanks and/or containers of gasoline to allow for expansion.
g) Oily rags and towels shall be placed in a metal container with a lid.

Art. 2-2.6 Exits

a) Exits shall be clearly marked.
b) As developed, evacuation routes shall be made known to employees.
c) Exits shall be kept clear at all times. Fire doors shall not be blocked or made inoperative.

Section 2-3: Vehicles and Mobile Equipment

All County vehicles and mobile equipment shall be operated and/or maintained in accordance with the

Art. 2-3.1 Drivers and Operators

a) Employees must have at least 2 years of licensed driving experience prior to operating county vehicles or equipment.
b) Cell Phone/Electronic Device Policy while driving: For safety purposes, employees shall not use cell phones, hands-free or otherwise, while driving a County-owned vehicle or personal vehicle while conducting County business. If it is necessary to accept or place a call while driving, employees shall safely pull off the road and/or access nearby legal parking. Employees shall not compose, send or read any electronic message from a cell phone or electronic device while driving a County-owned vehicle or personal vehicle while conducting County business.

This paragraph does not apply to a County law enforcement officer or operator of an emergency vehicle while performing his or her official duties. Also excluded is a driver using an electronic communication device for the sole purpose of reporting an emergency situation and continued communication with emergency personnel during the emergency situation. It is recommended the vehicle operator still attempt to safely pull off the road and/or access nearby legal parking as soon as possible to minimize potential accidents.
c) Operators of County vehicles shall have a valid driver's license.
d) Employees operating County vehicles shall obey all state and local traffic laws.
e) Operators and occupants of County vehicles shall wear safety belts while driving or riding in a County vehicle or while driving or riding in a personal vehicle on County business.
f) The driver/operator shall report any defect or malfunction of vehicles or equipment.
g) Drivers shall be alert at all times to traffic conditions and shall practice defensive driving principles.
h) Drivers shall never exceed the posted speed limit. (excludes law enforcement, fire, and medical division emergencies.)
i) The operator shall see that any objects or materials being transported on the bed of a truck are securely fastened.
j) Employee drivers shall refrain from "tailgating".
k) The number of employees permitted to ride in a car or truck cab shall not exceed the seat space.
l) Employee drivers shall slow down when approaching a child, pedestrian or bicyclist on the roadway.
m) Employees shall not operate motorcycles in the course of their employment.
n) When traveling at a slow rate of speed, employee drivers shall periodically pull off the road and allow traffic to pass.
o) Trucks shall not be operated with the bed in a raised position unless it is necessary for an unloading situation.
p) Prior to mowing, employees shall police the area for rocks, bottles or washouts.
q) Truck beds shall be cleaned of spilled oil and paint to prevent slips and falls.
r) Whenever an employee comes upon the scene of an accident, he shall do all in his power to protect the involved vehicle(s) or person(s). This includes the use of flares or other protective devices.
s) Drivers shall always signal a turning movement, a lane change, or when entering or leaving a parking place.
t) Never attempt to start a tractor unless seated in the operator's seat.

Art. 2-3.2 Passengers

a) Riding on the outside of vehicles or equipment is prohibited, unless the equipment is designed to accommodate a rider.
b) Employees shall not mount or dismount moving vehicles or equipment.
c) Riding in an end loader bucket is strictly forbidden.
d) Employees shall never be transported on the open bed of a truck for long distances. For short distances, all passengers shall be seated on the floor of the open truck bed.

Art. 2-3.3 Safety Devices

a) Revolving warning lights must be used for the following operations:
(1) When plowing snow or spreading salt
(2) When traveling with over width attachment(s) or load(s)
(3) During slow moving operations
(4) While towing equipment

b) A red flag shall be used to mark the end of any loaded material extending beyond 4 feet to the rear and 3 feet to the front.

c) All vehicles shall be properly maintained. This includes, but is not limited to tires, brakes, wipers, mirrors, and lights.

d) Extra attention shall be given to the proper maintenance of truck tailgate chains. They shall be securely fastened and operable at all times.

e) Employees shall never use the fingers to remove objects from tailgates or other pinch points.

f) Cribbing or solid blocks shall be used to prevent raised or suspended equipment from falling. Hydraulically controlled devices are no exception.

g) Special attention shall be given to maintain clean windshields and light lenses, especially during the snow and rain seasons.

h) When towing equipment, the driver shall make certain the two (2) safety chains are attached, in addition to the hooking device.

i) When changing tires on vehicles and equipment, employees shall set the emergency brake and use chocks to prevent rolling.

j) When reduced visibility exists during daylight operations, employees shall use low-beam headlights to insure being seen by other motorists.

k) To minimize skidding on wet or icy pavement, brakes shall be applied in accordance with manufacturer's instructions.

l) Employees shall not remove the radiator cap from an overheated vehicle.

m) Foremen or crew supervisors shall keep fully stocked, first-aid kits in their vehicles.

n) A "SMV" emblem and a flashing amber lamp must be properly displayed on any slow moving vehicle.

Art. 2-3.4 Braking, Stopping, and Parking

a) To minimize skidding on wet or icy pavement, brakes shall be applied in accordance with manufacturers' instructions.

b) Drivers and operators shall take all precautions necessary to insure that no one can enter, operate, or cause any movement to parked vehicles or equipment.

c) Anytime a vehicle is parked, the driver shall engage the parking brakes, turn the wheels into the curb, remove the key, and lock the vehicle.

d) When equipment is to be left unattended, blades, buckets, booms, beds, plows, sickles and other devices shall be released to the lowest possible position and the key shall be removed.

e) When stopping along the shoulder, drivers shall engage the emergency flashers.

f) Prior to backing a vehicle, the operator shall check the clearance on all four (4) sides of his vehicle.

g) Gasoline or diesel equipment shall not be operated in a closed area without adequate ventilation.

h) While refueling vehicles and equipment, employees shall turn off the engine and refrain from smoking.

i) When county equipment becomes disabled on the roadway, employees shall make every effort to protect such equipment by placing flares and reflectors at the scene.

j) When stopping a county vehicle at locations where traffic does not normally stop, the driver shall slow down gradually and signal those to the rear by flashing his brake lights.

Section 2-4: Garage, Shop and Building Maintenance

The standards contained in this section shall apply to all employees involved in garage, shop, or building maintenance activities.

Art. 2-4.1 Lifting and Reaching

a) Any lifting shall be done using the following guideline:
   (1) Separate and place one foot in front of the other for balance
   (2) Keep the back straight
   (3) Tuck the chin in

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(4) Grasp the object firmly with both hands
(5) Keep arms and elbows close to the body
(6) Bend at knees, not at the waist
(7) Keep body weight over feet
(8) Use the leg muscles, not the back for lifting
b) Use a firm, two-handed grasp on heavy objects to be carried.
c) Ask for assistance with lifting whenever necessary.
d) Use a dolly or mechanical device whenever possible.
e) Sudden twisting movements shall be avoided. Employees shall turn the entire body as one unit.
f) A stepladder shall be used to reach high places; never use a chair or makeshift platform.
g) Overhead garage doors shall be properly maintained so that opening and closing is easily accomplished.

Art. 2-4.2 Guards and Protective Devices

a) Equipment shall not be operated until all protective guards are in place.
b) Guards are part of a machine and shall be replaced immediately after any repair work is completed.
c) Goggles shall be worn whenever there is a possibility of flying particles, such as grinding, chipping, sawing, and chiseling.
d) Tennis shoes or sandals are not to be worn on the job by maintenance personnel; departmental approved work shoes shall be worn.
e) Gloves shall be worn when working with sharp or pointed objects.
f) Use something other than the fingers to remove objects from pinch points.
g) Hands and fingers should be kept away from doorjambs and other pinch points.
h) Never pick up broken glass - sweep it up, wrap in heavy paper, and mark as such. Place beside trash container.

Art. 2-4.3 Tools and Equipment

a) Employees shall be properly trained in the use of welders, drills, and other power tools.
b) Taped handles on axes, hammers and sledges shall not be permitted.
c) Any tools with battered, mushroomed, or cracked striking surfaces, shall not be used.
d) Select the proper tool for the job at hand.
e) All jagged edges on tools and equipment shall be ground or filed smooth.
f) Electrical equipment shall be unplugged before disassembly.
g) Faulty, damaged, or broken tools shall be repaired or replaced.
h) Gasoline or diesel equipment shall not be operated in a closed area without adequate ventilation.
i) Always turn off mowers and remove spark plug wire before attempting to adjust mowing height or to work on the engine.
j) Saws, drills, and other power tools shall not be left running while unattended.
k) When using wedges, chisels, and star drills, they shall be free of cracks and the striking surface shall not be mushroomed.
l) Shovels and brooms shall never be used in place of a lever or pry bar.
m) All electrical equipment shall be grounded or double insulated.
n) Hydraulic hoses shall be examined frequently for cracks and other signs of wear.
o) Electrically or pneumatically powered tools and equipment shall be unplugged or disconnected before changing attachments or repairing. If directly wired, the breaker box shall be locked and tagged.
p) All guards shall be in place when using a power saw.
q) Saw blades shall be kept sharp and in good repair.

Art. 2-4.4 Building and Workites

a) Stairs and walkways shall be kept free of snow and ice whenever possible.
b) Stairs and walkways will be maintained properly so as not to create tripping hazards.
c) Tools and equipment shall not be left lying where employees are likely to trip or fall over them.
d) Every work area shall be protected by barricades and the appropriate signs to discourage the entry of bystanders.
e) Tools and equipment shall be kept out of passageways, aisles and walkways.
f) Tools and equipment shall be kept to the side, away from work area, so as to keep the area orderly.

Art. 2.4.5 Housekeeping

a) Gasoline shall never be used to start fires or clean equipment. Commercially available solvents and cleaners shall be used.
b) Used, oily rags shall be placed in a metal container with a lid.
c) Spilled oil or water shall be wiped up immediately.
d) Chemical cleaning products shall never be mixed.
e) Rubber gloves shall be worn when working with harsh chemical cleaners or solvents.
f) Solvents and cleaning agents shall be used according to the manufacturer's instructions.

Art. 2.4.6 Grinding

a) When operating a grinder, the following precautions shall be observed
   (1) The grinding wheels shall be tight on the shaft
   (2) The wheel shall be checked for cracks, chips, uneven wear or other defects. If a defect exists, the wheel shall be replaced immediately
   (3) Use a grinding wheel designed for the size and speed of the grinder
   (4) Tool rests shall be no more than 1/8” from the grinding wheel
   (5) All guards shall be in place
   (6) The side of a grinding wheel shall not be used for grinding

Art. 2.4.7 Welding and Cutting

a) Any tank previously containing gasoline or flammable liquids shall be thoroughly steam cleaned prior to any welding or cutting.
b) Cutting and welding shall be done in adequately ventilated areas.
c) Employees shall not look into the light of a welder or cutting torch without the proper eye protection.
d) Heating and cutting torches shall never be left lit while unattended.
e) Whenever possible, a noncombustible, flameproof screen shall be used to shield employees from welding operations.

Art. 2.4.8 Ladders and Platforms

a) An aluminum ladder shall never be used when working on or near electrical wiring or equipment.
b) Ladders with loose rungs, steps, or screws shall be removed from service immediately and repaired.
c) Slivers on uprights, rungs or steps shall be filed smooth immediately.
d) All portable ladders shall be equipped with nonslip bases to prevent slipping.
e) Employees shall face the ladder while climbing up or down
f) Employees shall not climb a ladder while carrying tools or equipment. A bucket or rope shall be used to raise and lower tools.
g) Chairs or makeshift platforms shall not be used to reach high places. A ladder shall be used at all times.
h) Tools shall not be left on ladders and platforms where they can injure someone below.

Section 2.5: Field Activities

Any employee engaged in field activities shall be subject to the following requirements.

Art. 2.5.1 Lifting and Reaching
a) Any lifting shall be done using the following guideline:
   (1) Separate and place one foot in front of the other for balance
   (2) Keep the back straight
   (3) Tuck the chin in
   (4) Grasp the object firmly with both hands
   (5) Keep arms and elbows close to the body
   (6) Bend at knees, not at the waist
   (7) Keep body weight over feet
   (8) Use the leg muscles, not the back for lifting
b) Use a firm, two-handed grasp on heavy objects to be carried
c) Ask for assistance with lifting whenever necessary.
d) Use a dolly or mechanical device whenever possible.
e) Sudden twisting movements shall be avoided. Employees shall turn the entire body as one unit.
f) A stepladder shall be used to reach high places; never use a chair or makeshift platform.

Art. 2-5.2 Tools and Equipment

a) Tools shall be used for their intended purposes.
b) All jagged edges on tools and equipment shall be ground or filed smooth.
c) Handles on shovels, hammers, and similar type equipment shall not be splintered, cracked or loose.
d) Select the proper tool for the job at hand.
e) Employees shall be properly trained in the use and operation of chain saws, weed-eaters, and other power tools.
f) Never use gasoline to start fires or clean equipment. Use a commercial cleaner or solvent to clean tools and equipment.
g) When working outdoors with gardening tools employees shall remain at least 20 (twenty) feet apart so as not to injure a fellow employee.
h) Hydraulic hoses shall be examined frequently for cracks and other signs of wear.
i) Employees shall not remove the radiator cap from an overheated tractor.
j) Always turn off mowers and remove the spark plug wire before attempting to adjust mowing height or to work on mower.

Art. 2-5.3 Signing and Barricades

a) Any work site on or near the pavement shall be protected by adequate warning signs.
b) Any road signs which are temporarily removed because of construction or maintenance operations shall be replaced by the appropriate signs placed on temporary stands.
c) Temporary signs and tripods shall be stabilized by the use of sandbags or stakes to hold the tripods in place. Never use concrete blocks, steel, or similar items which, when struck by a vehicle, could fly through the air.
d) Vehicles or heavy equipment shall not be used in lieu of barricades.
e) Maintenance or construction requiring lane diversion or stoppage of traffic shall be conducted with the protection of a flagman.
f) All signs indicating a flagman on duty must be removed or covered when flagging operations cease.

Art. 2-5.4 Protective Measures and Devices

a) Tennis shoes or sandals are not to be worn on the job; departmental approved work shoes should be worn.
b) Gloves shall be worn when working with sharp or pointed objects.
c) Goggles shall be worn whenever there is a possibility of flying particles, such as grinding, chipping, and sawing.
d) An aluminum ladder shall never be used when working on or near electrical wiring or equipment.
e) Employees shall never use the fingers to remove objects from pinch points.
f) Employees shall wear adequate clothing at all times. This includes a shirt in the summer to protect against sunburn, and a jacket and gloves in the winter to protect against the elements.
g) All field personnel shall familiarize themselves with the appearance of poison ivy, oak, and sumac. The presence of such weeds will be reported and every effort made to avoid them.

h) When an employee comes in contact with toxic weeds, he shall wash the affected area with soap and water.

i) Employees working on or near the pavement shall be required to wear a high visibility vest, jacket, or shirt.

j) Employees shall never be transported on the open bed of a truck for long distances. For short distances, all passengers shall be seated on the floor of the open truck bed.

k) Revolving warning lights shall be used during the following operations:
   (1) While temporarily stopped on or near the roadway
   (2) While spreading salt or plowing snow
   (3) During slow moving operations

Art. 2-5.5 Mowing

a) Operators of tractor-mowers which are equipped with overhead roll bars shall use seat belts during mowing operations.

b) Never attempt to start a tractor unless seated in the operator's seat.

c) Prior to each use, tractor-mower units shall be inspected and examined for proper guards, shields, blades, bolts and nuts. Hazards shall be repaired or replaced prior to use.

d) Prior to mowing, operators will police the area for rocks, bottles and other objects.

e) During mowing operations, a tractor-mower unit shall be driven or operated with the sickle bar on the upper part of the slope.

f) Operators of mower units shall raise the mower when crossing roads and driveways to prevent throwing debris.

g) Before removing brush or twigs from a sickle bar or mower unit, turn off the motor. Use a stick to remove foreign material from the movable parts.

Art. 2-5.6 Asphalt Operations

a) When working with hot asphalt, employees shall wear long sleeved shirts and heavy gloves.

b) Gauges and safety valves on asphalt heating units shall be operable at all times.

c) Asphalt material shall not be heated beyond the recommended maximum temperature. The supervisor shall inform his employee(s) of the maximum temperature for a given operation/material.

Art. 2-5.7 Tree Trimming

a) Chain saws and other power tools shall be properly maintained.

b) Employees shall be instructed in the use and care of chain saws.

c) Employees shall be constantly alert for power lines.

d) When trimming trees, employees shall tie off large limbs and lower them one at a time.

Art. 2-5.8 Flagging

a) The Supervisor shall select flagmen who possess the following qualifications:
   (1) Intelligence and alertness
   (2) Good sight, hearing, and physical condition
   (3) Courteous manner
   (4) Neat appearance
   (5) Sense of responsibility for safety of public and crew

b) Flagmen shall be properly trained as to responsibility, traffic control and emergency situations.

c) It shall be the duty of the flagman to warn the workmen of danger by any oncoming vehicle which fails to stop.

d) A flagman shall exercise courtesy to the traveling public and shall refrain from arguments or abusive language.

e) Flagmen shall give their undivided attention to vehicular traffic on the roadway.

f) Flagmen shall wear a high-visibility vest. For nighttime operations, reflective tape shall be
applied to the vest.
g) Flagmen shall be equipped with the standard "STOP/SLOW" paddle, which shall be kept in good condition and legible.
h) A flagman shall not assist the work crew or watch the operation.
i) A flagman shall not turn his back on traffic.

Section 2-6: Correctional and Health Care Facilities

Employees engaged in the activities of health care facilities shall be governed by the procedures and work habits stated below.

Art. 2-6.1 Medication

a) Medication cabinets shall be kept locked when unattended.
b) Records of dispersed medication shall be kept.
c) Incidents of medication error or allergic reaction shall be reported and documented.
d) Medication containers shall be clearly labeled for easy identification.

Art. 2-6.2 Equipment

a) Gait belts shall be used to lift or transfer residents.
b) Handrails and grab rails shall be examined frequently and replaced or repaired as necessary.
c) Residents and employees shall be encouraged to use the handrails when ascending or descending stairs.
d) Wheelchairs shall be checked prior to use and defects reported immediately.
e) Bed rails shall be checked frequently and replaced as necessary.
f) Any electrical items belonging to residents shall be carefully examined before being used in resident rooms.
g) Wheelchairs shall be stored in an area away from resident traffic.
h) Guests shall be provided with chairs to discourage seating in wheelchairs and on beds.

Art. 2-6.3 Furnishings

a) Bedside tables shall be placed close enough to resident(s) to prevent overreaching.
b) Cabinet drawers and doors shall be kept closed when not in use.
c) Tub and shower surfaces shall be of slip-proof materials.
d) Approved ashtrays shall be provided in all specified smoking areas.

Art. 2-6.4 X-Ray and Radiation

a) Instruction in radiation hazards and precautions shall be provided to all personnel associated with X-Ray Units.
b) Any defects in X-Ray equipment shall be reported immediately.
c) Only trained personnel shall be allowed to handle radioactive materials.
d) Radiation equipment and procedures are to be evaluated in accordance with the Illinois Radiation Protection Act.
e) A written record of radiological calibration shall be kept.
f) X-Ray machines shall be checked periodically.
g) X-Ray switches shall be located so that they cannot be accidentally energized.
h) Personnel monitoring shall be reported on a quarterly basis with radiation exposure being under 312 milirems per calendar quarter.
i) Lead shields shall be used to protect the abdominal area of all females being X-Rayed.

Part 3 - REPORTING PROCEDURE

Section 3-1: General Requirements

The following procedures have been established to expedite the processing of Worker's Compensation
claims and benefits, and to ensure that all other losses are accurately recorded.

Art. 3-1.1 Injuries and Illnesses

a) All accidents or injuries shall be reported immediately to the department to which the employee is assigned.
b) The employee involved shall complete a "Madison County Employee's Accident Report Form" within one working day of the accident.
c) Supervisors shall complete the "Supervisor's Statement" on their subordinates report form and forward this document to the Safety and Risk Management Department as soon as possible.
d) Supervisors shall submit information necessary for completion of the Industrial Commission Form 45 to the Safety and Risk Management Department. This data may be forwarded either verbally or in written form.
e) All information shall be complete and accurate.
f) Serious or fatal injury resulting in the course of employment shall be reported immediately by phone to the Safety and Risk Management Department.

Art. 3-1.2 Property Damage and Miscellaneous Claims

a) Any accident or incident involving Madison County equipment or property, injury to a citizen on County property, etc., shall be reported to the Safety and Risk Management Department, regardless of severity or blame.
b) The operator of a County vehicle or mobile equipment having been involved in an accident shall immediately notify the nearest local police department.

Art. 3-1.3 Additional Considerations

a) In addition to the required forms, supplemental information relative to determining compensability or payment of a claim should be documented and forwarded to the Safety and Risk Management Department.
b) Statements shall not be made by a County employee, either in writing or by word of mouth, regarding the accident in which employees or property are involved, unless so instructed by the Board Chairman or his duly authorized representative.

Section 3-2: Penalties

Penalties shall be imposed when management feels that the employee is deliberately disobeying the rules and/or when he continues to endanger his own life or the lives of others.

Art. 3-2.1 Minimum Penalty

Should any employee receive more than three written warnings within a 12 month period, for any violation, disciplinary suspension without pay may be recommended.

Art. 3-2.2 Repeated Violations

Should an employee previously suspended for a safety violation commit an additional violation, recommendation for suspension without pay for 30 days may be imposed or the employee may be discharged, except where statutes or other legal agreements apply.

Art. 3-2.3 Report Distribution

Copies of all written warnings shall be maintained by the department head with a copy to the Board Chairman, the Personnel Committee, and the Safety and Risk Management Department.

Art. 3-2.4 Personnel Notification

Personnel violating a safety code rule shall be notified in writing by the supervisor on the "Madison County -
Notice of Safety Code Violation".

Section 3-3: Forms

All forms described herein may be acquired through the Safety and Risk Management Department.
IX. Travel Regulations

Applicability and Policy.

A. These travel regulations apply to all County officials and employees of the County.

B. The purpose of these regulations is to insure that County officials and employees who travel on official business will be treated fairly and be reimbursed at rates which are reasonable; which are consistent with actual, necessary costs; and which will insure the promotion of economy in County government. The purpose is not to create any additional source of income beyond the official’s or employee’s compensation. If an official or employee chooses to take accommodations somewhat more luxurious than necessary, he/she must expect to pay the additional cost personally.

Authority for Travel.

A. In-County travel.

1. All County officials and employees shall be entitled to reimbursement for authorized in-County travel by privately owned conveyance in the furtherance of their duties at the official Internal Revenue Service published rate for each mile traveled.

2. Authorized in-county travel for County Board members shall be as defined by statute or county ordinance, or shall be as approved by the County Board Chairman, but shall not include travel necessary to attend Committee or Board meetings listed on the official schedule of meetings maintained by the County Clerk’s office.

3. In-County travel for County officials and employees shall be defined by statute or County ordinance, or shall be approved by an appropriate supervisor.

B. Out-of-County travel.

1. All travel outside the St. Louis metropolitan area shall be approved by the Chairperson of the County Board for all employees in departments under the Board and by the appropriate County official for employees in other departments prior to the beginning of travel. For the purposes of these regulations, the St. Louis metropolitan area are those counties defined by the U.S. Office of Management and Budget as being within the St. Louis Metropolitan Statistical Area (MSA).

Requests for approval for travel outside the St. Louis Metropolitan area shall be submitted by written memorandum. Approval by the County Board Chairman or appropriate County official shall be indicated on a copy for attachment to the travel voucher. No travel voucher will be approved for reimbursement unless accompanied by an approval request.

2. Trips made outside the county but within the St. Louis Metropolitan Area require advance oral authorization by the Department Head for those departments under the County Board or from the appropriate County Official for employees in other departments.

Allowable Transportation Expenses.

A. General. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance. Transportation may include fares and expenses incidental to transportation such as baggage transfer, official telephone messages in connection with items classed as transportation and reasonable tips.

B. Taxicabs and limousines. Reimbursement for taxicab fares incurred in the efficient and economical pursuit of the County’s business will be allowed. All taxicab fares in excess of $7.00 must be accompanied by a receipt indicating the amount paid. When transportation by airport limousine is available and convenient, it shall be used in lieu of a taxicab.
C. Travel at temporary location. Where the nature and location of the County business at a temporary location, such as, but not limited to, a convention, seminar, and the like, is such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place will be considered necessary transportation. Also, transportation between place of lodging and place of business (meeting, convention, seminar and the like) will be allowed as a transportation expense. The use of a rental car for this purpose must be approved in advance by the County Board Chairman for all employees in departments under the Board or by the appropriate County official for employees in other departments, prior to the beginning of travel.

D. Routing of travel. All travel shall be by the most direct route. Travel by other routes may be allowed when the official necessity therefore is satisfactory established. If an individual, for his or her own convenience, travels by an indirect route, he or she shall bear the extra expense. Reimbursement for expenses will be based only on such charges as would have been incurred by the most direct and economical route.

E. Airplane accommodations. Travel on airplanes shall ordinarily be coach class. Reimbursement for first-class accommodations on commercial air carriers shall be permitted only when:

1. Regularly scheduled flights between authorized origin and destination points provide only first-class accommodations;

2. Space is not available in less than first-class accommodations in time to carry out the purpose of travel;

3. The Chairperson of the County Board or the appropriate County official authorizes or approves the use of first-class accommodations as necessary for the conduct of the mission or other extenuating circumstances. Excursion and economy class accommodations should be used whenever warranted.

F. Train accommodations. One standard sleeping car roomette is allowable when overnight travel is involved. When adequate coach accommodations are available, such accommodations are to be used to the maximum extent possible, on the basis of advantage to the County, suitability and convenience to the traveler and nature of the business involved. Otherwise, one seat in a sleeping or parlor car will be allowed.

G. Use of privately-owned conveyance. The use of privately-owned motor vehicles for County business is not permitted for out-of-state travel except when such use is necessary or desirable due to lack of other convenient means of transportation or is otherwise advantageous to the County.

H. Use of rental vehicles as the principal mode of transportation. The use of a rental vehicle for County business travel is permitted only when it can be demonstrated that the total rental and fuel costs are advantageous to the County both in terms of the cost being less than the mileage payment if a private vehicle were used and less than public transportation, if a reasonable alternative exists. The use of a rental vehicle shall be approved by the County Board Chairman for all employees in departments under the Board, or by the appropriate County official for employees in other departments, prior to the beginning of travel.

I. Mileage determinations. Distances between points traveled will be shown in official highway mileage guides or on official state maps. Substantial deviations from distances shown in the standard highway mileage guides shall be verified.

Where no guides or maps are available, odometer readings may be used;

1. Travel within, and in the near vicinity or a city may be reported as mileage in and around such city;

2. When the use of public transportation is a reasonable alternative, the mileage payment shall not exceed the cost of using public transportation. A reasonable alternative exists when the cost of
the travel, taking into account both time and costs, would be less if public transportation were used.

3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of individuals so traveling shall be stated on the travel voucher.

Other Allowable Expenses.

A. Per diem expenses. Meal and Incidental Expenses (M&IE) allowances shall be provided in accordance with the published rates by U.S. General Services Administration (GSA). A list of these published rates by locality shall be maintained by the County Auditor.

1. A per diem allowance is allowed when the travel period is overnight or exceeds 18 hours.

2. An allowance equal to the M&IE rate for the locality shall be allowed to cover the cost of meals, telegrams, telephone calls, reserving hotel accommodations, laundry, dry cleaning, tips and gratuities. Receipts need not be submitted to support this allowance.

3. The M&IE rate shall be paid for each travel day except that employees are only eligible for only 75% of the total M&IE rate for the first day and last day of travel.

B. Meal expense. For travel of less than 18 hours, but more than 12 hours, during the same calendar day when a night's lodging is not required, an allowance of 75% of the total M&IE rate shall be provided.

C. Lodging.

1. The employee shall be reimbursed for the actual lodging cost, not to exceed the maximum lodging rate by locality, plus tax, as published by the GSA.

2. Notwithstanding the above and foregoing, if there is a "convention rate" for lodging at the meeting(s) being attended by persons traveling, then and in that event the "convention rate" shall be allowed, and the amount over the sum of the GSA lodging rate per day for the locality shall be paid. A copy of the meeting brochure must be submitted with the travel voucher at the time of request for reimbursement.

D. Memorandum of expenses. A memorandum of all travel expenditures chargeable to the County should be kept by individuals subject to these regulations. The information thus accumulated provides a basis for the proper preparation of travel vouchers.

Travel Vouchers.

A. Frequency of submission. Travel vouchers should be submitted no later than seven days from the end of the month in which travel expense was incurred, and preferably before the end of the month in which travel expense was incurred. Individuals submitting travel vouchers are personally responsible for their accuracy and propriety.

B. Preparation of travel vouchers. Travel vouchers may be typed or handwritten in ink. All copies must be legible and each page must be signed by traveler.

C. Receipts. Travel vouchers shall be supported in all instances by receipts for railroad and airplane transportation, lodging, and all other individual items in excess of $5, except for meals and incidental items covered by the per diem expense allowance.
X. Rights of Employees

A. Personnel File

Employees are allowed to look at their own personnel file during normal business hours without loss of pay. A Union representative may accompany the employee if he or she so desires. Persons wishing to view their own file shall file a written request with the Elected Official/Department Head or designated representative. A reasonable number of copies of documents in the file will be furnished at no cost. A copy of said request shall be placed in the employee's personnel file. Nothing should be placed in the employee’s personnel file nor anything be removed from the file without the consent of the Elected Official/Department Head, nor without the employee’s knowledge.

B. Employment References

Employees or former employees have the right to obtain references. Such references shall provide the applicable date of hire, the last date employed, and a general description of applicable job duties.

Only authorized employees shall give out the above described information concerning a present or past employee. Persons who have questions about references should be referred to the Personnel Department.

XI. Rights of Employer

Madison County possesses the exclusive right to operate and direct the employees of Madison County in all aspects, including, but not limited to, all rights and authority granted by law.

The County has the right to unilaterally create new employment policies and regulations not mentioned in this Handbook, and to change provisions of this Handbook without prior notice, approval or consent of the employees of Madison County.

The employer has the ultimate responsibility for proper management including but not limited to responsibilities and the right for the following:

1. The right to determine its mission(s), policies and to set forth all standards of service offered to the public;
2. To plan, direct, control and determine the operations and services to be conducted by employees of the County;
3. To determine the methods, means and number of personnel needed to carry out the mission(s) of the County;
4. To direct the entire working force of the County, including the establishment of work standards;
5. To assign, schedule and evaluate work by employees;
6. To select, hire, schedule, transfer, promote or demote employees;
7. To suspend, discipline or discharge employees for just cause;
8. To lay off or relieve employees;
9. To make, publish and enforce rules and regulations;
10. To introduce new or improved methods, equipment and facilities;
11. To test employees;
12. To determine its budget and dollar amounts adopted thereto.
13. To determine the basis for selection, retention and promotion of all employees.

It is further understood and agreed that the ownership, maintenance and control of County properties and facilities are functions possessed solely and exclusively by the Employer.

XII. Savings Clause

If any provision of this Handbook is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable laws, statutes, ordinances and regulations of the United States of America, the State of Illinois, or the County of Madison all other provisions of this Handbook shall remain in full force and effect.
XIII. Handbook Agreement

MADISON COUNTY PERSONNEL POLICY HANDBOOK AGREEMENT
(Please sign)

I HEREBY AGREE TO READ THE "MADISON COUNTY PERSONNEL POLICY HANDBOOK," REVISED JUNE 2015, AS ESTABLISHED BY THE MADISON COUNTY BOARD. THE PERSONNEL POLICY HANDBOOK IS ON THE INTRANET UNDER "COMMON LINKS" AND EACH OFFICE HAS A HARD COPY. HARD COPIES CAN BE OBTAINED FROM YOUR DEPARTMENT HEAD OR ELECTED OFFICIAL.

Employee’s Name Printed

Date

Employee’s Signature

Department Name