

CITY OF GALESBURG

Personnel Policy for Exempt and Non-represented Employees

- I. Employee Injury Forms
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Section:	Administration	Effective Date:	1/1/2016
Number:	1.01	Last Revision:	
Title:	Personnel Policy – Introduction		

1. PURPOSE

This Personnel Policy Manual has been prepared for the purpose of establishing uniform managerial policies and procedural guidelines relating specifically to employees exempt from the Fair Labor Standards Act (FLSA) and employees not covered by a collective bargaining agreement at the City of Galesburg. It is not intended to create and should not be construed as creating a contract of employment between the City and the employees covered by this Manual, either individually or collectively. Rather, the policies and procedures contained in this Personnel Policy Manual may be changed or withdrawn at any time by the City, with or without prior notice to covered employees. Additionally, should this Manual contain policies or provisions that are not inconsistent with or otherwise controlled by a collective bargaining agreement, then this Personnel Policy Manual shall prevail with respect to employees covered by a collective bargaining agreement.

2. EMPLOYMENT AT WILL

Employment with the City of Galesburg is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the City. Nothing in this handbook or in any document or statement shall limit the right to terminate employment at-will. No manager, supervisor or employee of the City has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the City Manager has the authority to make any such agreement and then only in writing.

3. APPLICATION

All covered employees are expected to read the Manual and refer to it when dealing with personnel policy problems and questions. This Manual supersedes all previous manuals and handbooks relating to personnel policy and procedure for exempt and non-represented personnel. Nothing in this Personnel Policy Manual precludes the establishment of written departmental rules and regulations applying to the employees employed in or assigned to a particular department. However, if a direct conflict should arise between a department rule or policy and the express provisions of this Manual, the express provisions of this Manual shall control. In the event that any of the policies contained or referred to herein should be in conflict with the constitution or laws of the United States or of the State of Illinois, or with the rules and regulations established pursuant to law by the Board of Fire and Police Commissioners, the latter shall take precedence. Additionally, should any provision of this

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policy be declared invalid by any court action or by reason of subsequently enacted legislation by the State of Illinois or the United States of America, the remaining parts or portions of this policy shall remain in effect.

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Section:	Administration	Effective Date:	1/1/2016
Number:	1.02	Last Revision:	
Title:	Code of Ethics		

WE ACKNOWLEDGE, in all matters, public service will take precedence over personal gain.

WE BELIEVE the use of public property, of whatever value, for personal profit or convenience is incompatible with the above philosophy.

WE WILL decline to grant special privileges to any citizen above those available to all on the same basis.

WE CONSIDER City employment to be our primary pursuit; any secondary employment should be undertaken with that belief in mind.

WE HONOR information gathered confidentially for official purposes, and we will not disclose it unless required by law.

WE WILL be guided by reason and good judgment in our decisions; not by gifts or favors.

WE RECOGNIZE it is improper to advocate for private interests before public bodies.

WE FEEL it is imperative to disclose any financial interests in a business which contracts with the City, and regarding which we may exert direct or indirect influence.

WE REALIZE interference with pending or current legislation to serve personal ends is forbidden.

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Section:	Administration	Effective Date:	1/1/2016
Number:	1.03	Last Revision:	
Title:	Appointments		

1. EMPLOYEE DEFINITION

Regular full-time employees are those employees who have a regular 40 or 56 hour workweek. These employees will receive full-time compensation pursuant to the official pay plan for the City of Galesburg and will be entitled to full participation, based on length of service, in the benefits listed herein.

Regular part-time employees are those employees who work a regular work schedule of 30 to 39 hours per week. Such an employee is entitled to pro rata benefits for holidays, vacation leave, sick leave, longevity, severance pay, sick leave bonus, and sick leave retirement payout based upon the ratio between the number of hours in their regular weekly work schedule and 40 or 56, as the case may be. An employee in this category may receive full health insurance benefits if they meet the minimum weekly work hours established by the City's health insurance carrier and/or self-insurance administrator.

Temporary employees are those employees who are hired to work on a seasonal or project basis and who have no reasonable expectation of employment beyond the season or project for which they are hired. Part-time employees are those who work a regular work schedule of less than 30 hours per week; they are covered by a separate administrative policy. Temporary and part-time employees receive no benefits other than workers' compensation coverage, except that an employee who occupies a position normally requiring performance of duty for 1,000 hours or more in the twelve-month period following the date of hire or anniversary date must participate in the Illinois Municipal Retirement Fund (IMRF).

2. EMPLOYMENT POLICY

Only one person from a family will be employed as a regular full-time or regular part-time employee by the City in the same department. For this purpose, a member of a family is defined as a parent, stepparent, sibling, child, stepchild and spouse or domestic partner.

It is the policy of the City to fill vacancies on the basis of merit and, insofar as possible in the interests of the City, to promote City employees to higher positions. It will be the duty of department and division heads to observe, train and evaluate employees in their current positions to determine their skills and qualifications for possible promotions. The City Manager has, among other duties, the duty of recruiting qualified candidates for City employment and maintaining records that will facilitate the discovery of City employees who should be considered for promotion to higher positions. The City will not discriminate as to race, color, religion, ethnic origin, sex, sexual orientation, disability, age or pregnancy, in

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City recruitment, selection, training and promotion of protected group personnel.

3. RESIDENCY REQUIREMENT FOR REGULAR EMPLOYEES

An employee who is appointed to a regular full-time or regular part-time position is required, as a condition of continued employment with the City, to maintain a principal residence within a radius of twenty (20) miles, by straight-line radius and not as determined by means of surface streets and roads measurement, from Galesburg City Hall. This residency requirement shall be construed to mean actual “in fact” living and residing within the area described herein. The employee shall become a resident of the described area within thirty (30) days after the expiration date of such employee's probationary period if the employee is to be continued in the City's service.

The residency requirement may be waived in writing by the City Manager for any employee if the City, in its discretion, determines it to be in the best interest of the City to waive the requirement for that particular employee at that particular time. The City's action in waiving residency in any particular case shall not be a precedent for any other employee, whether or not occupying the same classification or position as the employee for whom residency was waived, or for any other present or future employment situation.

In the event the City elects to change the residency requirement which is currently applicable to all personnel employed by the City, or the residency requirement is changed for employees in another City bargaining unit as a result of binding arbitration, such change shall likewise be applicable to all employees covered by this Policy, but only to the extent that the residency requirement is relaxed.

4. PHYSICAL EXAMINATION

Prior to an appointment to regular status, each employee will undergo a thorough examination by a physician designated by the City. No individual will begin employment until required test results are obtained and the examining physician certifies they are physically able to perform the essential functions required by the position.

5. AUTHORITY FOR APPOINTMENTS

Authority is vested in the City Manager to make appointments for all positions within the City's service, except those of City Clerk, Deputy City Clerk, City Treasurer, Deputy City Treasurer, and sworn personnel (except Chiefs) of the Police and Fire Departments.

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Section:	Administration	Effective Date:	1/1/2016
Number:	1.04	Last Revision:	
Title:	Probation		

1. DEFINITION OF PROBATION

The purpose of the probationary period is to test and evaluate the employee for technical abilities in performing the essential functions of the position, compatibility with co-workers and the ability and willingness to contribute to the performance of the department and organization. No employee will be retained in a position to which they have been appointed, promoted, or transferred if they cannot meet the standards of performance for the position during the probationary period. The City Manager has the authority to place an individual, who is having difficulty meeting the standards of performance, into a “Special Probationary Period” not to exceed 90 calendar days. This placement is intended to allow the employee an opportunity to make marked improvements to their performance.

2. NEW APPOINTMENTS

New employees appointed to positions with the City will serve a minimum one-year probation and evaluation period before they may attain a status as a regular employee. If the employee fails to meet the required standards of performance, the employee will be dismissed or serve a “Special Probationary Period” not to exceed 90 calendar days.

3. PROMOTED OR TRANSFERRED EMPLOYEES

An employee who is promoted or transferred must serve a twelve-month probation period. If the employee fails to meet the required standards of performance, they may be restored to the position from which they were promoted or transferred to a comparable position if available. This does not apply to sworn Fire and Police Personnel, except the Fire and Police Chiefs. The City Manager has the authority to extend the probation period for an additional time period, not to exceed 90 calendar days.

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Section:	Administration	Effective Date:	1/1/2016
Number:	1.05	Last Revision:	
Title:	Miscellaneous Regulations Covering City Employees		

1. BREAK PERIODS

Non-represented hourly employees are entitled to two, 15-minute break periods per day. The granting of a break period is a privilege and the determination of the break time is discretionary with the supervisor. Break periods must be used as assigned and cannot be accumulated nor used in conjunction with start or stop times or lunch periods nor divided into more frequent, but shorter breaks (i.e., three 5-minute breaks).

2. PHYSICAL FITNESS

It will be the responsibility of each employee to maintain the standards of physical fitness required for performing their job. Whenever a department or division head determines the physical condition of an employee is endangering their own health or the safety of their fellow workers, the employee may be instructed to submit to a medical examination by a physician. The City will bear the cost of the initial examination, which will be used to determine continued employment with the City.

3. POLITICAL ACTIVITY

In accordance with City Ordinance § 36.01, the regulations of § 5-15 (ILCS Ch. 5, Act 430, § 5-15) and Article 10 (ILCS Ch. 5, Act 430, §§ 10-10 through 10-40) of the State Officials and Employees Ethics Act, ILCS Ch. 5, Act 430, §§ 1-1 *et seq.* are hereby adopted by reference and made applicable to the officers and employees of the city to the extent required by ILCS Ch. 5, Act 430, § 70-5

As such, officers and employees of the City shall not intentionally perform any prohibited political activity during any compensated time (other than vacation, personal, comp, CTO,). Employees shall not intentionally misappropriate any City property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization.

No person holding a position with the City of Galesburg will use any official authority or influence to coerce the political action of any person or body or to influence any election.

Nothing in this section will be construed to prohibit or prevent any person from:

- Becoming or continuing to be a member of a political club or organization.
- Attending political meetings.
- Enjoying entire freedom from all interference in casting their vote.
- Expressing privately an opinion on any political question.

Employees elected to municipal office must resign from the City prior to taking the oath of office except where Illinois State Statute allows.

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4. PERSONAL USE OF CITY PROPERTY

The use of City property for personal use is prohibited. Employees using City property for personal use may be dismissed or suspended without pay and may be responsible for the cost of use or any damage to City property.

5. INSURABILITY

Employees in positions which require operation of motor vehicles or equipment and which require possession of a valid Illinois driver's license must be insurable as set by standards of the City's insurance carrier. An employee determined not to be insurable may not be considered for employment or may be dismissed if operation of a vehicle is essential to their assigned position.

6. OUTSIDE EMPLOYMENT

A regular City employee may not carry on, concurrently with City employment, any private business, undertaking, or employment which affects the time or quality of their work, or which casts discredit upon or creates embarrassment for the City government. The department head must approve such outside employment.

7. ACCEPTANCE OF GIFTS

No gift or favor will be accepted by a City employee which has been given because of their employment with the City of Galesburg.

8. DEPARTMENTAL RULES

Each employee is expected to follow the respective departmental rules for exempt personnel. In cases of conflicts, every employee will follow their respective chain of command.

9. DISCIPLINE

If an employee's conduct falls below a desirable standard, the employee may be subject to progressive disciplinary action at the discretion of the City Manager. This will not apply to discipline imposed by the Board of Fire and Police Commissioners. If an exempt salaried employee is suspended, suspensions must occur in one-workweek increments.

The City agrees discipline will be progressive and corrective, designed to improve behavior and not merely to punish. However, when the severity of an infraction is great, discipline outside the normal progression, up to and including dismissal, may be considered an appropriate remedy. Once the measure of discipline is determined and imposed, the City will not increase it for the particular act of misconduct unless new facts or circumstances become known. An employee who receives a written reprimand must submit a mutually agreed upon corrective action plan to their immediate supervisor and department head. Where the City believes just cause exists to institute disciplinary action, the employer will have the option to assess the following penalties:

- Verbal reprimand
- Written reprimand
- Suspension
- Demotion

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Discharge

In keeping with the parties' agreement that discipline is to be corrective, it is agreed all files maintained concerning an employee will be expunged, upon the employee's request, of any reference to the employee's disciplinary history in accordance with the following:

Verbal reprimands: Will stay in a separate file in the department or division head's office and not sent to the City Manager's office unless further discipline is required.

Written reprimands: Removed not later than three (3) years after issuance.

Disciplinary suspensions: Removed not later than five (5) years after issuance.

10. PROBATIONARY EMPLOYEES

Probationary employees will receive the same benefit package given to the non-probationary classification, unless otherwise indicated.

11. PREGNANCY

Any employee (or applicant for employment) who is pregnant, recovering from childbirth, or has a medical condition related to pregnancy, may request a reasonable accommodation from the City. The City will not discriminate or retaliate against such individuals for exercising their rights under Illinois law.

12. AMENDMENTS

The City, however, reserves the right to add, delete, change or modify the aforementioned rules, as it deems necessary. Employees may submit recommended changes to the rules or may propose amendments in writing to the City Manager.

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Section:	Administration	Effective Date:	1/1/2016
Number:	1.10	Last Revision:	
Title:	General Policy Regarding Drugs and Alcohol		

1. GENERAL

The use of illegal drugs and the abuse of alcohol by employees of the City of Galesburg present unacceptable risks to the safety and well-being of other employees and the public, invites accidents and injuries, and reduces productivity. In addition, such conduct violates the reasonable expectations of the public that the employees who serve and protect them obey the law and be fit and free from the effects of drug and alcohol abuse.

In the interest of employing persons who are fit and capable of performing their jobs, and for the safety and well-being of employees and residents, the City has established a program that will allow the City to take the necessary steps, including drug and/or alcohol testing, to implement a general policy regarding drugs and alcohol.

The City of Galesburg and its various operating departments have the responsibility to provide a safe work environment. In addition, they have a paramount interest in protecting the public by ensuring that their employees are physically and emotionally fit to perform their jobs at all times. For these reasons, the abuse of alcohol substances by City employees is strictly prohibited on or off duty. Violation of these policies will result in disciplinary action up to and including discharge.

2. DEFINITIONS

A. “Drugs” shall mean any controlled substance listed in 720 ILCS 570/100 et seq., known as the Controlled Substances Act, for which the person tested does not submit a valid pre-dated prescription. In addition, it includes “designer drugs” which may not be listed in the Controlled Substances Act but which have adverse effect on perception, judgment, memory or coordination. Among the drugs covered by this policy are the following:

Opium	Methaqualone	Psilocybin-psilocin
Morphine	Tranquilizers	MDA
Codeine	Cocaine	PCP
Heroin	Amphetamines	Chloral Hydrate
Meperidine	Phenmetrazine	Methylphenidate
Marijuana	LSD	Hash
Barbiturates	Mescaline	Hash Oil
Glutethimide	Steroids	

B. The term “drug abuse” includes the use of any controlled substance which has not been legally prescribed and/or dispensed.

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3. PROHIBITIONS

Employees shall be prohibited from:

1. Consuming or possessing alcohol or proscribed drugs (drugs proscribed by the Controlled Substances Act) at any time during the work day on any of the City's premises or job sites, including all City buildings, properties, and vehicles and the employee's personal vehicle while engaged in City business.
2. Using, selling, purchasing or delivery of any proscribed drug during the workday or when off duty.
3. Being under the influence of alcohol or proscribed drugs during the course of the workday.
4. Failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking.
5. Violation of these prohibitions may result in disciplinary action, up to and including discharge.

4. ADMINISTRATION OF TESTS.

The City may require an employee to submit immediately to breathalyzer, blood, and/or urine tests if the City determines there is reasonable suspicion for such testing. If an employee is required to undergo such testing based on reasonable suspicion, the City will provide the employee with the basis for such reasonable suspicion in writing at or about the time the test is administered. If the written basis is not provided prior to the actual test, a verbal statement of the basis will be provided prior to administering the test.

The City may use breathalyzer tests as well as urine or blood tests for alcohol testing. For drug/alcohol tests not involving a breathalyzer, the City shall use only licensed clinical laboratories and shall have a supervisor accompany the employee being tested to the testing facility. The testing facility shall be responsible for maintaining the proper chain of custody. The taking of urine samples shall not be witnessed unless there is reasonable suspicion to believe the employee is tampering with the testing procedure. If the first test results in a positive finding, a confirmatory test (GC/MS or a scientifically accurate equivalent) shall be conducted. An initial positive result shall not be submitted to the City unless a confirmatory test result is also positive as to the same sample. Upon request, the City shall provide an employee with a copy of any test results which the City receives with respect to such employee.

A portion of the tested sample shall be retained by the laboratory so that the employee may arrange for another confirmatory test (GC/MS or a scientifically accurate equivalent) to be conducted by a licensed clinical laboratory of the employee's choosing and at the employee's expense. Once the portion of the tested sample leaves the clinical laboratory selected by the employer from the list maintained by the City, the employee shall be responsible for maintaining the proper chain of custody for said portion of the tested sample.

Within two (2) working days after the test is administered, the employee may request a meeting with their department head. At any such meeting, the employee may raise issues relating to the testing, including the basis for reasonable suspicion.

The employee shall also have a one-time only option at this meeting to admit to a drug/alcohol problem and to seek assistance from the City's Employee Assistance Program

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(“EAP”). If the employee invokes this option, the test results shall not be made available to the City.

Except where the employee invokes the one-time only option to admit to the problem and to seek assistance from the EAP, the results of any positive tests shall be made available to the City. If an employee tests positive for the use of a proscribed drug, the City may take such action as the City in its discretion deems appropriate, up to and including discharge but also including demotion or reassignment. The first time an employee tests positive for substance abuse involving something other than a proscribed drug, and/or if the employee invokes the one-time only option to admit to the problem and to seek assistance from the EAP, the employee shall be required to enter and successfully complete the EAP, during which time the employee may be required to submit to random testing with the understanding that if the employee again tests positive the City may take such action as the City in its discretion deems appropriate, up to and including discharge. The City in any event retains the right to take such action as the City in its discretion deems appropriate if an employee engages in conduct prohibited by paragraph 3 above, or in conduct that is otherwise subject to discipline and is aggravated by drug or alcohol abuse.

5. VOLUNTARY REQUESTS FOR ASSISTANCE.

Except where there is imminent danger to the life of an employee or others and except where the employee has invoked the one-time only option to admit to the problem and to seek the assistance provided in paragraph 4 above, the administrator of the City’s EAP shall maintain in strict confidentiality the fact that an employee has voluntarily sought assistance from the City’s EAP. Seeking confidential assistance from the City’s EAP shall not be grounds for disciplinary action; however, the seeking of such confidentiality assistance also shall not insulate an employee from the consequences of engaging in conduct prohibited by paragraph 3.

6. EXPUNGEMENT.

If an employee is ordered to take a drug or alcohol test pursuant to this Policy, and the findings on either the initial or confirmatory test are negative, the test results as well as all records of and references to the test and/or the order to take the test shall be expunged from the employee’s personnel records no later than two years after the date of the test, unless the employee has tested positive on another occasion within the two-year period.

Section:	Administration	Effective Date:	12/19/17
Number:	1.07	Last Revision:	11/05/17
Title:	Sexual Harassment Policy		

1. Statement of policy.

The city supports a work environment in which all individuals are treated with respect and dignity. Every employee has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated. In the event incidents of sexual harassment do occur, it is the policy of the city to take prompt remedial action, calculated to end the harassment. Retaliation for making a complaint of sexual harassment will not be tolerated.

2. Definition of sexual harassment.

It is illegal and against the policies of the city for any employee, male or female, to sexually harass another employee. It is also illegal and against city policy for any employee who may be deemed a representative of the city to sexually harass a non-employee. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that constitute sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

3. Prohibited Conduct

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts or suggestive, insulting, obscene comments or gestures;

display in the workplace of sexually suggestive objects or pictures; ostracizing an employee in conformity with sexual conduct; sexual conduct that reasonably causes mental and emotional detriment to the victim; retaliation against an individual for reporting or complaining about sexually harassing conduct. This behavior is unacceptable in the workplace and is unacceptable in all other work-related settings, including business trips and business-related social events.

4. Individuals covered.

A. The provisions of this policy are applicable to all city employees. The use of the term “employee” shall include any person holding any position of employment with the city, to include without any limitation, employees of any status or tenure, appointed and elected officials, members of commissions and boards, agents, representatives or interns. The city encourages reporting of all incidents of sexual harassment, regardless of who the offender may be, in accordance with the methods set forth in this policy.

B. In order to ensure the integrity of the work environment, managerial and supervisory personnel are required to ensure adherence to and compliance with this policy and, upon being informed of possible harassment, are required to take appropriate, prompt action in response thereto, including informing complainants of their rights under the procedures set forth in this policy.

5. Complaint and investigation procedure.

A. Employees who feel that they have been victims of sexual harassment should file a discrimination complaint. Prompt reporting of complaints is strongly encouraged, as it allows for rapid response and resolution of objectionable behavior or conditions for the complainant and any other affected employees. An individual who believes they have been subjected to sexual harassment should report the incident to any of the following: the employee’s immediate supervisor, department head, HR & Risk Manager, City Attorney or City Manager. All managerial and supervisory personnel, upon being informed of an allegation of possible harassment, are required to forward the complaint to the Office of the City Manager using the following procedure:

(1) The complainant will reduce the complaint to a written statement. An accurate record of objectionable behavior is necessary to resolve a complaint of sexual harassment.

(2) The City Manager will review the complaint to assure that the issue is appropriate for the discrimination complaint process. If it is incomplete, the City Manager will seek clarification.

(3) An investigation of the complaint will be initiated by the City Manager or designee within five working days of the notification.

(4) Upon completion of the investigation, the City Manager will forward a report of the investigation, with recommendations for appropriate resolution or corrective action, to the head of the department in which the harassment is alleged to have taken place.

(5) If the investigative report indicates that there is “reasonable cause” to believe that sexually harassing conduct has occurred, the city shall initiate disciplinary procedures as outlined in this policy.

- B. A member of the public who believes that they have been subjected to sexual harassment by a city employee should report the incident to the employee’s department head or to the City Manager, for investigation by the City Manager or designee in the manner outlined in subparagraph (1) above.
- C. The purpose of this policy is to establish prompt, through and effective procedures for responding to every report and incident so that problems may be identified and remedies by the City. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must also be filed within 300 days.
- D. All allegations, including anonymous reports will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant’s willing cooperation is a vital component of an effective inquiry and appropriate outcome.

6. Resolving the complaint.

A. Determination of “no cause”:

If the investigation reveals that there is no “reasonable cause” to believe that the allegation of sexual harassment is true, the matter shall be deemed resolved for city purposes and the parties shall be free to pursue other available legal remedies.

B. Determination of “cause”:

- (1) Discipline of “cause”: If the investigation reveals that there is “reasonable cause” to believe that the allegation of sexual harassment is true, the employee determined to have committed the offense of sexual harassment shall be subject

to disciplinary action. The complainant shall be informed of the disciplinary action taken.

(2) *Penalty:* Sexual harassment is considered a sufficient ground for serious adverse personnel action. Failure to comply with any part of this policy will result in disciplinary action, up to and including dismissal. A severe or pervasive violation of this policy may result in an employee's termination for the first offense. Where appropriate, specific disciplinary action will follow the process prescribed in the following ranges:

- a. *First offense:* Sexual harassment training and disciplinary action ranging from a one-day suspension to dismissal.
- b. *Second offense:* Dismissal.

7. Confidentiality

In an attempt to protect the privacy of all persons involved, confidentiality will be exercised throughout the investigatory process to the greatest extent practicable. Inasmuch as the city is subject to the Illinois Freedom of Information Act, (5 ILCS 140/1), absolute confidentiality cannot be assured.

8. Retaliation

- A. No city employee, official or officer shall discriminate or retaliate against an individual who makes a report of sexual harassment. Retaliation is a very serious violation of this policy and should be reported immediately. Any individual found to have retaliated against an individual for reporting sexual harassment, or against anyone participating in the investigation of a complaint, will be subject to appropriate disciplinary action.
- B. Similar to the prohibition against retaliation contained herein, the State officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:
 1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is a violation of a law, rule, or regulation; or
 2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee; or
 3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.
- C. Pursuant to the Whistleblower Act (740 ILCS 174/15(a)) an employer may not retaliate against an employee who discloses information in a court, an

administrative hearing, or before a legislative commission or committee, or un any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

- D. According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because they have opposed that which they reasonably and in good faith believed to be sexual harassment in employment, because they have made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.
- E. Any employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge within 300 days with IDHR or 300 days with the EEOC.

9. False allegations.

If an investigation results in a finding that the complainant willfully made a false complaint of sexual harassment, that complainant shall be subject to disciplinary action as provided by Section 6.B.(2) above.

Section:	Administration	Effective Date:	02/15/2021
Number:	1.08	Last Revision:	
Title:	Anti-Discrimination Policy		

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SECTION 12: EFFECIVE DATE AND POLICY

SECTION 1: PURPOSE

The City of Galesburg believes in the dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace. In this regard, the City of Galesburg is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without being subject to unlawful discrimination in the workplace. It is the policy of the City of Galesburg to provide an employment environment free from unlawful discrimination.

A. Scope of Policy

This Policy applies to all City of Galesburg employees and all personnel in a contractual or other business relationship with the City of Galesburg including, for example, elected officials, applicants, temporary or leased employees, interns (whether paid or unpaid), independent contractors, vendors, consultants, volunteers or visitors. In the remainder of this Policy, the term “employees” refers to this collective group. This Policy applies with equal force on City of Galesburg property as well as City of Galesburg-sponsored events, programs, and activities that take place off City of Galesburg premises.

B. Policy Objectives

By adopting and publishing this Policy, it is the intention of the City of Galesburg’s governing body to:

1. Notify employees about intolerance of discrimination prohibited by this Policy;
2. Inform employees about the complaint procedures established by the City of Galesburg that enable any employee who believes they are the victim of discrimination to submit a complaint which will be investigated by the City of Galesburg;
3. Clearly advise all employees that discrimination is strictly prohibited; and
4. Notify all employees that the City of Galesburg has appointed Compliance Officers who are specifically designated to receive complaints and ensure compliance with this Policy.

NOTE: The names and office location of each Compliance Officer designated to receive and investigate complaints are listed below in Section 11 of this Policy. Any change in the designated Compliance Officers shall be distributed in writing to all current employees and shall be posted.

SECTION 2: DEFINITION

“Prohibited Discrimination of Employees” - Prohibited discrimination of employees can take the form of any adverse employment action against an employee which is based upon the employee’s protected characteristic. Protected characteristic means race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, age, marital status, service in the armed forces of the United States, or against qualified individuals with disabilities on the basis of disability. Prohibited discrimination of employees also includes harassment based on a protected characteristic even where there is no tangible impact upon the employee’s employment opportunities and/or employment benefits. The phrase “prohibited discrimination” as used in this Policy includes all forms of discrimination based on, or perceived, protected

characteristic

SECTION 3: POLICY

The City of Galesburg prohibits discrimination and will not tolerate any form of prohibited discrimination. The City of Galesburg will take all steps necessary to prevent and stop the occurrence of prohibited discrimination. All employees, including but not limited to City of Galesburg officials and supervisory personnel, are responsible for ensuring a work environment free from prohibited discrimination.

All employees will be held responsible and accountable for avoiding or eliminating inappropriate conduct that may give rise to a claim of prohibited discrimination. Employees are encouraged to report violations to a supervisor, manager, or one of the Compliance Officers listed in Section 11 of this Policy in accordance with the Complaint Procedure set forth in this Policy.

Officials, managers and supervisors must take immediate and appropriate corrective action when suspected instances of prohibited discrimination come to their attention to assure compliance with this Policy as well as report the suspected misconduct to the City of Galesburg's designated Compliance Officers. Furthermore, if any employee believes that any member of management has violated this policy, has not properly responded to a report, or has not properly handled a report or concerns about prohibited discrimination, the employee should immediately contact one of the City of Galesburg's designated Compliance Officers.

Each employee is assured pursuant to Section 6 of this Policy, that retaliation against an individual who makes a complaint or report under this Policy is absolutely prohibited and constitutes a violation of this Policy. Employees who engage in retaliation against any employee for making a good-faith complaint of prohibited discrimination, or for opposing in good faith any practices forbidden by applicable anti-discrimination laws or otherwise participating in any manner in an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws, shall be subject to discipline, up to and including termination of employment.

Any employee who believes they have been retaliated against in violation of this policy should report violations to one of the Compliance Officers listed in Section 11 of this Policy in accordance with the Complaint Procedure set forth in this Policy. Any questions regarding the scope or application of this Policy should be directed to one of the Compliance Officers listed in Section 11 of this Policy.

SECTION 4: POLICY ENFORCEMENT

A. Complaint Procedure for Employees

1. **Notification Procedure:** Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination is encouraged and essential, regardless of the offender's identity or position. An employee or other individual who feels aggrieved because of prohibited discrimination shall contact their supervisor or a Compliance Officer listed in Section 11 of this Policy, or another administrator. Likewise, anyone who witnesses or becomes aware of instances of prohibited discrimination should report such behavior to their supervisor or a Compliance Officer listed in Section 11 of this Policy, or another administrator.

2. **Making a Complaint:** Complaints are accepted orally or in writing, or both.

All employees are encouraged to use the City of Galesburg's "Complaint of Alleged Prohibited Discrimination" form. A copy of this form is attached to this Policy. Additional complaint forms can be obtained from a Compliance Officer, with no questions asked.

Because an accurate record of the allegedly objectionable behavior is necessary to resolve a complaint of prohibited discrimination, the City of Galesburg encourages employees to place complaints in writing, even if originally made orally. If an employee has any questions or difficulty filling out the complaint form, they can obtain assistance from any one of the Compliance Officers or the supervisor receiving the complaint. All complaints should include: the name of the complaining party, the name of the alleged offender(s), date(s) of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the complaining party.

Once the complaining party has completed and dated a complaint, with or without the assistance of one of the City of Galesburg's Compliance Officers or a supervisor, the written complaint, or oral complaint as the case may be, should be promptly forwarded to one of the City of Galesburg's Compliance Officers. Complainants are expected to cooperate with the City of Galesburg's investigation procedures by providing all relevant information relating to the complaint, as are other supervisory and non-supervisory employees having relevant or related knowledge or information.

3. Supervisory Responsibilities: All supervisors and managers who receive a complaint or information about suspected discrimination, observe what may be harassing behavior, or have any reason to suspect that prohibited discrimination is occurring, are required to report such suspected discrimination to one of the City of Galesburg's Compliance Officers. In addition to being subject to discipline if they engaged in discriminatory conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected prohibited discrimination or otherwise knowingly allowing prohibited discrimination to continue. Supervisors and managers will also be subjected to discipline for engaging in any retaliation.

B. Time for Reporting a Complaint

Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of complaints and effective remedial action is often possible only when complaints are promptly filed.

C. Confidentiality and Privacy

The City of Galesburg shall keep complaints confidential, consistent with a thorough investigation, with applicable collective bargaining agreements, and with other laws and regulations regarding employees. To the extent complaints made under this Policy implicate criminal conduct, the City of Galesburg may be required by law to contact and cooperate with the appropriate law enforcement authorities.

D. Acknowledgement of Complaint

Upon receipt of an oral or written complaint, the Compliance Officer should endeavor to contact promptly the complainant to confirm that the complaint has been received. If the complainant does not receive such confirmation promptly, the complainant is encouraged to contact a Compliance Officer or complainant's supervisor or the supervisor to whom the complaint was made to ensure its receipt. The purpose of this acknowledgment procedure is to ensure that all complaints are received by authorized individuals, carefully processed and promptly investigated.

SECTION 5: INVESTIGATION PROCEDURES

A. Timing of Investigations

The City of Galesburg will promptly investigate all allegations of prohibited discrimination that is prohibited by this Policy. The City of Galesburg will also attempt to promptly complete investigations under this Policy. The length of the investigation will depend upon the complexity and particular circumstances of each complaint.

B. Method of Investigation

Investigations will provide all parties due process, and reach reasonable conclusions based on the evidence collected. Investigations will be conducted by the City of Galesburg Compliance Officers (“the investigators”) who may, at their discretion, involve the Galesburg City Attorney. At their discretion, the City Attorney may engage outside investigators with an expertise in human resources or internal investigations as a replacement for the Compliance Officer. These outside investigators shall then conduct an investigation into any report of prohibited discrimination.

The primary purposes of all investigations under this Policy will be to determine:

1. Did the conduct complained of occur;
2. Did the conduct complained of violate this Policy; and
3. What remedial measures or preventative steps, if any, shall be taken.

Investigations will necessarily vary from case to case and may typically include the following: fact-finding interviews, including of the accuser and the accused; document request, review and preservation; depositions; and observations or other reasonable methods. City of Galesburg investigators should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created by the City of Galesburg employee or agent conducting an investigation under this Policy shall be deemed confidential and privileged to the extent allowed by law.

Investigators will typically create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

1. A list of all documents reviewed, along with a detailed summary of relevant documents;
2. A list of names of those interviewed, along with a detailed summary of their statements;
3. A timeline of events;
4. A summary of prior relevant incidents, reported or unreported; and
5. Conclusions with a basis for the conclusions, together with any recommended remedial actions.

This written documentation shall be sent to the City Manager for determination of any appropriate discipline, remedial action, or further investigation. This Policy is intended to prevent all forms of unlawful discrimination and put an end to any prohibited discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination or harassment.

During the pendency of any investigation being conducted pursuant to this Policy, remedial measures may be taken if appropriate and necessary. Any individual who is found to have engaged in prohibited discrimination may receive education, training, counseling, warnings, discipline, or other measures designed to prevent future violations of this Policy. Disciplinary action may include: warnings, suspension, or discharge from employment or such disciplinary action as may be permitted by applicable collective bargaining agreements and law.

C. Report to City Manager

The Compliance Officers shall prepare a written report

C. Notification to Complaining Party and the Accused Party

The results of the investigation shall be communicated in writing to both the person filing the complaint and the accused party.

SECTION 6: PROHIBITION AGAINST RETALIATION AND ABUSE OF THE POLICY

Unlawful retaliation can be any action that could discourage an employee from coming forward to make a complaint or support a discrimination claim. Adverse action need not be job-related or occur in the workplace to constitute retaliation (e.g., threats of physical violence outside of work hours).

Retaliation against anyone for making a good-faith complaint of prohibited discrimination, for opposing in good faith any practices forbidden by applicable antidiscrimination laws or for filing a good-faith complaint with, or otherwise participating in any manner in, an internal workplace investigation or an external investigation, proceeding or hearing conducted by any federal or state agency charged with enforcing employment discrimination laws is strictly prohibited by this Policy and by law. Even if the alleged discrimination does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if they had a good-faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of racial discrimination.

Complaints of retaliation should be brought directly to a Compliance Officer. Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship.

SECTION 8: RECORD KEEPING

The City of Galesburg shall maintain a written record of all complaints of prohibited discrimination for a period of at least three years. The City of Galesburg shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The City of Galesburg shall also maintain these documents for, at a minimum, three years. The City of Galesburg's records regarding alleged prohibited discrimination shall be maintained separate and apart from personnel records in a secure and confidential location.

SECTION 9: LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Prohibited discrimination is not only prohibited by the City of Galesburg but is also prohibited by federal, state, and local law. Aside from the internal process at the City of Galesburg, employees may also choose to pursue legal remedies with the Illinois Department of Human Rights (IDHR), the United States Equal Employment Opportunity Commission (EEOC), and any other applicable federal, state, and/or other local governmental agencies. A complaint must be filed with the IDHR and/or with the EEOC within the time allowed under law for such a filing.

SECTION 10: QUESTIONS

Any questions by employees of the City of Galesburg about this Policy or potential prohibited discrimination should be brought to the attention of one of the City of Galesburg's Compliance Officers. The names, and telephone numbers of the City of Galesburg's Compliance Officers are listed in Section 11 of this Policy.

SECTION 11: COMPLIANCE OFFICERS

Name/Title: Jessica Pease / H.R. Generalist

Phone Number: 309 345 3629

Name/Title: Gloria Osborn / Director of Finance and Information Systems

Phone Number: 309 345 3677

Name/Title: Bradley Nolden / City Attorney & Administrative Services Director

Phone Number: 309 345 3624

SECTION 12: EFFECTIVE DATE AND POLICY DISSEMINATION

The effective date of this Policy shall be 02/22/2021 [date adopted]. The City of Galesburg City Manager shall ensure that this Policy is distributed to each City employee upon the Policy adoption date and upon the start date of any new employee. The City Manager shall make the Policy available to all employees of the City of Galesburg. Each Compliance Offer shall keep and maintain copies of this Policy and Complaint Form. Upon the effective date of this Policy, the provisions of this Policy shall supersede and replace all prior discrimination policies and procedures, subject to applicable federal, state, and local law and any provisions in collective bargaining agreements.

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Section:	Human Resources & Benefits	Effective Date:	1/1/2016
Number:	2.01	Last Revision:	
Title:	Classification and Pay Plan		

1. PURPOSE

A classification plan is maintained by the City Manager covering positions in the City's service. The classification plan consists of a list of titles and the official allocations of positions. The titles in the classification plan are to be used as the exclusive means of reference for all official records and transactions except that in correspondence and other dealings with the public working titles acceptable to the department may be used.

The classification plan is amended by the City Manager as necessary to ensure that the plan reflects the current duties and responsibilities of positions in the City's service. In the event a department head believes a position is improperly classified or the classification plan is not accurate in some respect, this should be directed to the attention of the City Manager with a statement of the reasons for the requested change. The City Manager will make such further investigation necessary and take appropriate action.

2. EMPLOYEE PROGRESSION IN PAY PLAN

The beginning rate for a new regular full-time or regular part-time employee normally will be the minimum rate in the established range for the classification. However, the City Manager may, in special cases, authorize initial appointment above or below the minimum.

Increments within established salary ranges are to provide a means of recognizing meritorious performance on performance evaluations and continued good service. Generally employees progress from the current step to the next step at the end of one year of service. The steps occur annually thereafter until the last step in the pay range has been reached.

When an employee is promoted to a different classification, the date on which the promotion occurs becomes the new date for which step increases are considered. The steps occur annually thereafter until the last step in the pay range has been reached. Increments will not be awarded on an automatic basis, but will be contingent upon meeting expectations on performance evaluations or special commendations of a department head. Ordinarily, increases at any one time will be limited in amount to one established pay range step, but special circumstances may warrant increases in the amount of additional pay range steps. The procedure in initiating consideration of employees for "within range" increments involves the completion and submission of Request for Payroll Change Form by the department head for review and action by the City Manager.

3. RETROACTIVE COST OF LIVING PAY INCREASE

A regular employee must be on active employment status with the City at the time the salary is approved by City Council to be eligible to receive a retroactive cost of living pay increase.

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No individual will be excluded or subject to limitations of this policy.

4. LONGEVITY

After five (5) continuous years of service, each regular employee covered by this Personnel Policy, shall have the following amounts added to the base wages:

Longevity	
Years of Service	Increase Equal to % of base pay
5	2
10	4
15	6
20	8
25	10
30	12

Base pay will be the bi-weekly salary from the official salary schedule for which the employee is eligible, excluding any other pay adjustment or compensation provided.

5. REIMBURSEMENT FOR APPROVED EDUCATION PROGRAM

The City of Galesburg believes employees with college training are of more value to themselves and to the City. Pursuant to this philosophy, the City offers certain incentives to those employees who choose to avail themselves of educational opportunities.

Through the Education Incentive Program, exempt and non-represented employees are reimbursed a portion of the cost of books and tuition for courses that are taken in pursuit of an approved degree or professional certification above and beyond the minimum requirements for the position held by the employee. The City will reimburse the employee up to but not exceeding \$300 every six months for the cost of books and tuition while in pursuit of an approved degree or professional certification.

Employees receiving reimbursement for books and tuition from another source will only be entitled to the difference of the cost, not to exceed what the City has already established as the reimbursement criteria for Professional Certificate or Degree Programs. Employees who leave City employment within 18 months of receiving reimbursement must repay the City for the reimbursements.

Course work must be taken through an approved accredited institution. Employees must

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receive a grade of “C” or above per course to be eligible for the reimbursement. Employees seeking an advanced degree (i.e. Master’s or Doctorate must receive a grade of “B” or higher.

In addition, the City will increase the base salary of these employees for the completion of a college degree, or a professional certification above and beyond the minimum requirements for the position held by the employee. Those employees currently receiving the 5 percent or 10 percent education incentive will continue to do so; all others shall abide by the guidelines of the Personnel Policy’s Education Incentive Program. In order to qualify degrees and professional certifications must be directly related to the performance of the employee’s job as determined and approved by the Human Resource Coordinator. No employee shall be eligible to receive more than two salary incentive increases, or incentives totaling more than 10 percent. Exceptions may be made only by authority of the City Manager.

PROFESSIONAL CERTIFICATE OR DEGREE - Salary incentive increases will be based upon the degree or professional certification as follows, and must be above and beyond the minimum requirements for the position:

Degree or Certification	Percent
Associate’s	2.5
Bachelor’s	2.5
Master’s	2.5
Doctorate	3.0
Professional Certification	2.0

To receive an increase, employees must provide a copy of their transcript or professional certification to their Department Head, who in turn must submit the transcripts along with a payroll change form to the Human Resource Manager for consideration. Once approved, compensation will be effective on the first day of the succeeding pay period.

6. ESTABLISHMENT OF SALARIES

The City’s official pay plan is approved by the City Council in the form of a Classification and Salary Schedule which shows the established hourly and annual pay ranges and the titles of classes of positions which are to be compensated within each pay range.

The Classification and Salary Schedule for the City may be found in the City Clerk's office. The official schedule of ranges represents full-time and part time compensation in each classification.

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7. PAYROLL DEDUCTIONS AND DEPOSITS

The Benefits Coordinator will make certain deductions from an employee's payroll check when an employee requests a deduction in writing. Deductions include:

1. Deposits to U.S. banks, savings and loan institutions or credit unions.
2. Court ordered wage garnishments.
3. Additional withholding tax payments for deferred compensation.
4. Other miscellaneous deductions such as United Way or organizations approved by the City Manager.

All employees are required to utilize direct deposit for payroll.

8. PROMOTION AND DEMOTION POLICY

Promotions, demotions, transfers and hiring should be in accordance with personnel procedures contained within this manual. In the case of a promotion, the rate of the promoted employee will be adjusted to that step in the new range next above the employee's rate of pay prior to promotion. All promotional positions will be filled on the basis of merit.

If an employee is promoted into a position that requires two (2) or more years of college education, the new rate of pay will not include an education incentive. The rate of the promoted employee will be adjusted to that step in the new range next above the rate of pay including the employee's education incentive prior to promotion.

Except for fire personnel who have received compensatory time in lieu of holidays, the banked compensatory time of bargaining unit employees who are promoted into exempt positions will be paid out immediately prior to promotion. For the above-specific fire personnel, banked compensatory time will be converted into vacation hours upon promotion to exempt positions.

In the case of a demotion, the rate of the demoted employee will be reduced only as necessary to bring this rate at the time of demotion within the range established for the class to which they are demoted, except for sworn Police and Fire personnel (excluding the Fire and Police Chiefs) in which case, Board of Fire and Police Commissioners rules govern.

9. ACCRUAL AND FORFEITURE OF SENIORITY

Seniority for regular full-time employees and regular part-time employees begins in each case with the employee's designation as a regular employee with the City. Seniority, sick leave, vacation and employment credits will not accrue when an employee is on leave without pay, on disability leave or on injury leave in excess of 183 days, or is on lay-off. Seniority will be forfeited for one of the following reasons only:

1. Employee resigns.
2. Employee is discharged by the City.
3. Employee has an unexcused absence for three consecutive workdays.

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Personnel Policy for Exempt and Non-represented Employees

10. LIST OF POSITIONS

The employees listed below are excluded by law and/or collective bargaining agreement from bargaining units represented by AFSCME Local #1173, IAFF Local #555, and PSEO. An employee promoted or transferred from one of these bargaining units into a non-represented hourly position listed in this Section 3.8 or hereafter established by the City Manager will cease to be covered by the previously applicable collective bargaining agreement as of the date of promotion or transfer and will thereafter be covered by the terms of this Personnel Policy Manual. In order to avoid a conflict of interest, the City Manager has the right to require, as a condition of continued employment as a supervisor or manager, that a supervisory or managerial employee not be a member of the union representing the employees they supervise.

List of Positions

Exempt Salaried Employees

Associate Planner

City Attorney/Administrative Services Director

Benefits & Insurance Coordinator

City Engineer

Deputy City Clerk

Director of Community Development

Director of Finance and Information Systems

Director of Parks and Recreation

Director of Public Works

Executive Assistant

Fire Battalion Chief

Fire Chief

Fire Deputy Chief

Garage Superintendent

General Inspector

GIS Analyst

Golf Professional

Housing Program Coordinator

Non-Represented Hourly

(Eligible for Overtime)

City Arborist

Greenkeeper

Maintenance Supervisor

Secretary II

Traffic Supervisor

Transit Assistant

Water Distribution Supervisor

Water Lab Supervisor

Water Operations Supervisor

Water Production Supervisor

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Human Resources Generalist

Information Systems Supervisor

Network Administrator

Park Superintendent

Planning Manager

Police Chief

Police Deputy Chief

Police Lieutenant

Police Sergeant

Project Manager I

Project Manager II

Purchasing Agent

Recreation Coordinator

Recreation Supervisor

Senior Accountant

Staff Accountant

Transit Manager

Transit Operations Supervisor

Water Superintendent

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Personnel Policy for Exempt and Non-represented Employees

List of Positions (continued)

Exempt Salaried Employees

9-1-1 Coordinator

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Section:	Human Resources & Benefits	Effective Date:	1/1/2016
Number:	2.02	Last Revision:	
Title:	Hours of Work		

1. WORKWEEK DEFINED

- a. Exempt Salaried Employees The normal hours of work comprising full-time City employment are forty (40) hours per week or fifty-six (56) hours in the case of specific Fire personnel, and will be in accordance with schedules filed by each department head and approved by the City Manager.
- b. Non-Represented Hourly Employees The normal hours of work comprising full-time City employment are forty (40) hours per week. The normal workweek will consist of five (5) eight-hour workdays, or four (4) ten-hour workdays when necessary, in a seven-day work period, and will be in accordance with schedules filed by each department head and approved by the City Manager.
- c. Flexible Work Schedules Flexible work schedules, which may include compressed workweeks, will be considered on a case-by-case basis when, at the discretion of the City Manager, it has been determined the proposed work schedule meets the needs of the City, its employees and the community.
- d. Business Hours Regular office hours, except for public safety departments, are Monday through Friday from 8:00 am to 5:00 pm. The City Manager shall approve the business hours for departments that operate, in whole or in part, outside regular City business hours. The department or division head has the authority to assign additional hours as needed to meet existing conditions or emergencies.
- e. Work Period The work period is from 12 a.m. Sunday through 11:59 p.m. Saturday for a total of 168 hours.
- f. Pay Period Paydays will be a bi-weekly schedule with payday on Friday unless otherwise scheduled. Pay periods may not be the same as work periods and should not be confused when calculating hours worked or overtime. A pay schedule will be created by the Finance Department and posted effective January 1 of each year.

2. JOB SHARING

Job sharing will be considered on a case-by-case basis when, at the discretion of the City Manager, it has been determined that a job share arrangement for a particular position meets the needs of the City and its employees. Job sharers are treated individually as regular part-time employees and are subject to personnel policies on that basis; additional terms and conditions of each job sharing arrangement will be determined by the City Manager.

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Section:	Human Resources & Benefits	Effective Date:	1/1/2016
Number:	2.03	Last Revision:	
Title:	Overtime		

1. NON-REPRESENTED HOURLY (NON-EXEMPT) EMPLOYEES

A non-represented hourly employee will be compensated in the form of overtime for their employment in excess of a work period longer than forty (40) hours or workday longer than eight hours, except for the employee working a mutually agreed upon compressed workweek. The employee will be compensated for overtime work at a rate of one and one-half times the regular rate of pay. Overtime will be reported in the same pay period in which it is earned.

In lieu of overtime compensation, an employee has the option to receive compensatory time at a rate of one and one-half for each hour of employment for which overtime compensation is required. An employee may elect to be compensated for overtime, bank compensatory time or a combination of both methods.

An employee may not accrue more than two hundred forty (240) hours of compensatory time. Any employee who has accrued two hundred forty (240) hours of compensatory time shall, for additional overtime hours worked, be paid overtime compensation. Employees may be paid for compensatory time at any time by submitting the appropriately coded hours on their timesheets. An employee who has accrued compensatory time shall, upon termination of employment, be paid for the unused compensatory time at the current hourly rate of pay.

2. OVERTIME TO BE AVOIDED WHEN POSSIBLE

It is the policy of the City to keep work in excess of established schedules at a minimum and permit such work only when it is necessary to meet City operating requirements.

3. NATURE OF OVERTIME WORK

Overtime will include only the work performed by employees at the direction of a department or division head or authorized representative. Prior authorization is required to be eligible for overtime.

4. COMPUTATION OF OVERTIME

The City will compute overtime compensation on base pay, longevity pay and education incentive.

5. FURNISHING MEALS ON OVERTIME

It is the policy of the City to furnish meals to employees required to work overtime during those periods when, at the discretion of the department or division head, it would be more advantageous for the employee not to be released from work for meals.

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6. STANDBY PAY

A non-represented hourly employee will be compensated in the form of standby pay in an amount equal to the pay as is received by a represented employee per week for each seven-day period an employee is scheduled on standby status. The City Manager reserves the right to designate and change the employee's standby schedule. The standby compensation shall be in addition to overtime compensation.

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Section:	Human Resources & Benefits	Effective Date:	1/1/2016
Number:	2.04	Last Revision:	
Title:	Holidays and Personal Days		

1. HOLIDAYS and PERSONAL DAYS

The following are designated as official City holidays:

New Year's Day	Independence Day	Day after Thanksgiving
Martin Luther King, Jr. Day	Labor Day	Christmas Eve*
Good Friday	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	

*Regular employees will also be credited with one half day holiday for Christmas Eve if it falls on Monday, Tuesday, Wednesday or Thursday of the week.

In addition to the above holidays, regular employees will be credited with four personal days at the time of the first full payroll of each fiscal year. Personal days are non-cumulative and must be used during the fiscal year – January 1 through December 31 – in which they were credited or will be forfeited. An employee hired January 1 – March 30 will receive four personal days. An employee hired between April 1 – June 30 will receive three personal days. An employee hired July 1 – September 30 will receive two personal days. An employee hired between October 1 and December 31 will receive one personal day.

A personal day must be scheduled with the employee's immediate supervisor a minimum of one working day before the personal day is used. A personal day may be taken without prior scheduling, but only if the employee requests the day off after having reported for work at the regularly scheduled time, and the supervisor or department head grants the request after having made a determination that the manpower/workload situation in the employee's work unit will permit the employee being off that day.

Fire Department management personnel working average workweeks of 56 hours will be credited with three (3) twenty-four hour personal days per fiscal year, which must be taken in 12- or 24-hour increments. Fire Department management personnel working 40-hour workweeks will be credited with four (4) personal days of eight (8) hours each.

Regular non-probationary employees upon separation from City service will be entitled to receive payment for credited but unused personal days up to a maximum of four (4) days at the employee's actual salary rate as of the time of separation.

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2. POLICY FOR GENERAL EMPLOYEES

Employees, other than 56-hour Fire personnel and Police personnel, will receive a day off if the official City holiday falls on a workday. When the official City holiday falls on a Saturday, the preceding Friday will be the observed holiday. When the official holiday falls on a Sunday, the following Monday will be the observed holiday. Friday and Monday are the actual paid holidays and not Saturday or Sunday. If the holiday falls during the employee's vacation, an additional eight (8) hours of straight time pay or an extra day of vacation will be given.

In most cases, employees are scheduled for a five-day, forty-hour workweek. When a holiday occurs, the employees will receive their scheduled time for the holiday. For example, if an employee is scheduled to work six days for a total of 40 hours and one day is a holiday, the employee will receive only their scheduled amount of time paid for the holiday, not 8 hours paid for the holiday.

3. POLICY FOR POLICE PERSONNEL

Police Department personnel will receive an extra two weeks of vacation (not to exceed ten working days) in lieu of the holidays and one personal day designated in Section 6.1. Subject to scheduling availability, this time off may be taken in conjunction with vacation time off and is to be used in the fiscal year in which it is earned.

4. POLICY FOR FIRE MANAGEMENT ON 56-HOUR DUTY WEEK

Fire management personnel working a 56-hour duty week will receive 123.2 hours of vacation accumulation in lieu of holiday pay. These hours will be a part of the bi-weekly vacation accrual rates identified in Section 7.1.

CITY OF GALESBURG
 Personnel Policy for Exempt and Non-represented Employees

Section:	Human Resources & Benefits	Effective Date:	1/1/2016
Number:	2.05	Last Revision:	
Title:	Leave Policies		

1. VACATION LEAVE

Each regular full-time and regular part-time exempt and non-represented hourly employee will accumulate vacation leave with pay according to the following schedule:

40 Hour Employees					
	a	b	c	d	e
Employment(in months)	0-60	61-144	145-228	229-348	349 +
Hours Earned Per Year	80	120	160	200	240

56 Hour Employees					
	a	b	c	d	e
Employment(in months)	0-60	61-144	145-228	229-348	349 +
Hours Earned Per Year	235.2	307.2	355.2	403.2	451.2

- a) From the employee’s date of hire through the fifth year (60 months) of continuous employment, vacation will be accrued at the rate of eighty (80) hours per year, or two hundred thirty-five and two-tenths (235.2) hours per year for 56-hour personnel.
- b) From the employee’s sixth year (61 months) through the twelfth year (144 months) of continuous employment, vacation will be accrued at the rate of one hundred-twenty (120) hours per year, or three hundred seven and two-tenths (307.2) hours per year for 56-hour personnel.
- c) From the employee’s thirteenth year (145 months) through the nineteenth year (228 months) of continuous employment, vacation will be accrued at the rate of one hundred sixty (160) hours per year, or three hundred fifty-five and two-tenths (355.2) hours per year for 56-hour personnel.
- d) From the employee’s twentieth year (229 months) and through the twenty-ninth year (348 months) of continuous employment, vacation will be accrued at the rate of two hundred (200) hours per year, or four hundred three and two-tenths (403.2) hours per year for 56-hour personnel.
- e) From the employee’s thirtieth year (349 months) of continuous employment, vacation will be accrued at the rate of two hundred forty (240) hours per year, four hundred fifty- one and two-tenths (451.2) hours per year for 56-hour personnel.

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Bi-weekly accrual rates will be determined by dividing the above hours by twenty-six (26). An employee will be paid for all allowable accrued vacation upon separation from the City.

Each employee affected by the vacation time in lieu of holiday provision may take their vacation leave with pay consecutively subject to scheduling availability.

Exempt salaried and non-represented hourly employees may take vacation in one (1) hour increments. Employees are not allowed to have a negative balance or receive vacation credits unless approved in writing by the City Manager. Vacations will be scheduled to meet the operating requirements of the City, as determined by the respective department head. In the event of a disaster, emergency, or impending emergency in the community, the City Manager or respective department head may revoke approval of forthcoming scheduled vacation time.

Employees are encouraged to take the vacation time provided for time off from their duties. However, an employee may carry forward up to 360 vacation hours (504 hours for 56-hour employees) into the next fiscal year. The cutoff date to avoid loss of accrued hours is December 31 of each year,

An employee may defer to a 457 account offered by the city up to forty (40) hours of accrued vacation time (56 hours for Fire) during either pay period in November of each year. An employee exceeding the maximum hours of accrued vacation on December 31 of each year will lose any hours exceeding the maximum carryover unless specifically approved in writing by the City Manager prior to the end of the fiscal year. The written approval will state all terms and conditions of the approved extension.

2. SICK LEAVE

An employee who is scheduled to work a 56-hour average duty week will accrue sick leave at the rate of 11.2 hours per month. An employee scheduled to work a regular 40-hour workweek will accrue sick leave at the rate of eight (8) hours per month. A regular part-time employee will accrue sick leave at a proportionate rate based on the number of hours per week that is regularly worked.

	40 hr employee	56 hr employee	Regular Part-Time
Sick Time Accrued per month	8 hr	11.2 hr	Proportionate based on hrs worked.

Sick leave accumulation is unlimited for all personnel. Exempt and non-represented hourly employees may use sick leave in increments of at least one hour. As a condition precedent to employment, each City employee agrees to the following requirements in order to receive sick leave with pay:

1. To report promptly to the department or division head the reason for absence.
2. To keep the department or division head informed of their condition.

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3. To use sick leave for sickness of the employee (see following paragraph for exception) and to bear the burden of proof of such sickness if required by the City. However, the City may require medical examinations if deemed necessary by the City.
4. To use sick leave for wellness/routine care of the employee (see following paragraph for exception) and to bear the burden of proof of such appointments if required by the City.

3. ILLNESS, INJURY, EXPOSURE TO CONTAGIOUS DISEASE IN IMMEDIATE FAMILY

A regular full-time or regular part-time employee may also use sick leave with pay for absences necessitated by illness, injury, wellness/routine care appointments, or exposure to contagious disease by a member of their immediate family.

"Immediate family" under this Section is defined as parent, stepparent, spouse, brother, brother-in-law, sister, sister-in-law, child, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, natural grandparents, grandparents-in-law, grandchildren and step-grandchildren.

4. WELLNESS INCENTIVE

To incent employees to obtain annual physicals and wellness screenings an employee will be paid an amount equal to one day's pay (8 hours for regular exempt employees, 11.2 hours for 56-hour Fire management personnel) one time per calendar year when the employee provides the required proof that they have undergone an annual wellness physical examination as provided by the health plan wellness benefit.

The form for medical documentation (Appendix IV) may be taken to and completed by the attending provider. Once the employee submits the form to the Benefits Coordinator the incentive pay will be paid on the next following payroll. An Explanation of Benefit (EOB) from the employee's health plan administrator showing wellness services received by the employee will also be an accepted form of proof of services. The incentive pay will not count as time worked in calculation for overtime pay.

5. BEREAVEMENT

A regular employee will be granted a leave of absence with pay for bereavement leave, in the case of death of an immediate family member or household member. "Immediate family" under this Section is defined as parent, stepparent, spouse, brother, brother-in-law, sister, sister-in-law, child, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, natural grandparents, grandparents-in-law, step-grandparents, grandchildren and step-grandchildren. An employee may use up to three workdays for bereavement leave or one duty day (24 hours) for 56-hour personnel. Additional vacation or personal leave may also be used with department head approval. An employee must attend the funeral or appropriate memorial service to be eligible for leave. If a funeral or service occurs on a day when the employee is not assigned or scheduled to work, no leave with pay will be awarded for that day.

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6. DISABILITY LEAVE

A regular employee may be eligible to receive disability benefits under the Illinois Municipal Retirement Fund or the respective Police or Firemen's Pension Fund if the employee becomes sick or injured either on or off the job and is disabled from performing their duties and if the disability persists for one month or more. These are subject to current requirements regulating same. Such disability will be considered disability leave and such employee will be granted a leave of absence from City service for the length of the disability.

If it appears the employee will be permanently disabled, he must apply for disability pension by submitting required documentation per applicable retirement fund. . The employee will be required to furnish the City proof of disability status through applicable retirement fund. An employee will not accrue benefits while on temporary or permanent disability leave or on non-work related injury leave in excess of one hundred eighty –three (183) calendar days. Once a municipal employee has been on leave for 30 months or more, the said employee will forfeit all seniority and status as a municipal employee, except as otherwise provided or required by law. Once a police or fire employee has been injured on the job, and declared by the Board of Fire and Police Commissioners and/or the Police and Fire Pension Boards to be no longer temporarily unable to perform their job, and in the event said employee fails to be at work with the City within two weeks of being notified of their ability to return by said commission and/or pension boards, then in that event, their seniority and status as a municipal employee will be terminated. The City may require periodic medical reports on persons on disability leave at its expense.

7. INJURY LEAVE

An employee will be eligible for a paid injury leave not to exceed a total of 365 calendar days for any one injury or accident if the employee is injured while performing assigned duties. They will be compensated in an amount equal to the salary rate they were making at the time of the accident based on the applicable Classification and Salary Schedule.

Because the payments for worker's compensation benefits are not earnings subject to federal and state income tax withholding or the FICA (Social Security) tax, the City will pay for the injury leave in the following manner:

1. Each bi-weekly pay period which occurs during the period of paid injury leave, the employee will receive a check for worker's compensation benefits for the amount of which the check will be computed in accordance with the Rules and Regulations of the Industrial Commission of Illinois. The applicable pension withholding will be made from this payment.
2. In addition, for each bi-weekly pay period of paid injury leave described above, the employee will receive a check in an amount equal to the difference between the employee's regular bi-weekly salary and the amount paid as Workmen's Compensation benefits per "1" above. The salary paid per this check will be subject to all applicable deductions and withholding for various taxes. The withholding of mandatory Federal and State taxes and mandatory deductions for pension funds, of course, take precedence over voluntary

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deductions such as credit union, etc.

Injuries must be reported in writing as soon as possible by both the employee and the supervisor in order to be eligible for injury leave as provided by the City and also the Worker's Compensation benefits as provided by the City. Each employee will fill out and submit to their supervisor a written report (this form is included in the Appendix) of the details of the accident by the end of their shift (unless medically impossible). In any event, accidents are to be reported to the Risk Manager within three working days by the employee's supervisor using the Supervisor's Accident Report. The employee will be responsible for causing a report by the attending physician to be submitted to the Risk Manager each time the employee is examined by the attending physician.

Injury leave will not be used in conjunction with sick leave accrued by the employee. Sick leave while on injury leave will accrue at the regular rate of one working day per month.

8. JURY DUTY

A regular employee will be granted a leave of absence with pay when or if required to serve for jury duty. Since it is not the intention of the City that an employee receives more compensation for jury duty than they would if they were performing their normal duties, each employee will turn in their jury check to the City when received. Should a jury be dismissed on any particular day, the employee will return to work.

9. MILITARY DUTY

An employee of the City who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard, and who is mobilized to active military duty as a result of an order of the President of the United States, will receive the same regular compensation they were receiving at the time they were mobilized to active duty, plus health insurance and other benefits they were receiving or accruing at that time, minus the amount of the base pay for military service, for the duration of their military service.

In the event that 20 percent or more of the employees of the City are mobilized to active military duty as a result of an order of the President of the United States, the provisions of the previous paragraph will not apply to individuals employed by the City.

10. MISCELLANEOUS LEAVE POLICIES

Leaves of absence for purposes other than those described earlier in this section, with or without pay, may be authorized by the City Manager on recommendation of the department head. Action by the City Manager will be secured by the submission of an approved request by the department head. A regular employee may be granted a leave of absence without pay for a period not to exceed 12 months. Such leave may be granted for advance study or other purposes which would serve the interest of the City. During leaves of absence without pay, the seniority of the employee on leave will remain frozen at the level of the last day of actual employment. The employee is responsible for contacting the Benefits Coordinator prior to the

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leave to make arrangements for health insurance and other deductions.

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Section:	Human Resources & Benefits	Effective Date:	1/1/2016
Number:	2.06	Last Revision:	
Title:	Family Medical Leave Act Policy		

1. POLICY

In accordance with the Family and Medical Leave Act of 1993, the City of Galesburg will grant job protected family and medical leave (FMLA leave) to eligible employees for up to 12 weeks within a 12-month period for one or more of the following reasons:

- A. For incapacity due to pregnancy, prenatal medical care or child birth; or
- B. To care for the employee’s child after birth, or placement for adoption or foster care; or
- C. To care for an immediate family member (the employee’s spouse, child, or parent) who has a serious health condition; or
- D. For a serious health condition that makes the employee unable to perform the essential functions of the employee’s job; or
- E. To care for a “covered servicemember” (a current member of the Armed Forces) who has a serious injury or illness incurred in the line of duty, or to address certain qualifying exigencies for a spouse, son, daughter or parent who is a member of the National Guard or Reserves and is called to active duty.

2. DEFINITIONS

- A. "12-Month Period" - means the 12-month period immediately preceding an FMLA request.
- B. "Spouse" - Does not include unmarried domestic partners. If both spouses work for the City, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent.
- C. "Child" - means a child either less than 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child" is one for whom the employee has actual day-to-day responsibility for care and includes those of which are biological, adopted, foster or a stepchild.
- D. "Serious Health Condition" - means an illness, injury, impairment, or a physical or mental condition that involves:
 - 1. Inpatient care; or
 - 2. Any period of incapacity requiring absence from work for more than three calendar days and that involves continuing treatment by a health care provider; or
 - 3. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or
 - 4. Prenatal care by a health care provider.
- E. "Continuing Treatment" - means:
 - 1. Two or more visits to a health care provider; or

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2. Two or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or
 3. A single visit to a health care provider that results in a regimen of continuing treatment; or
 4. In the case of a serious, long-term or chronic condition or disability that cannot be cured, being under the continuing supervision of, but not necessarily being actively treated by, a health care provider.
- F. “*Covered Servicemember*” – means a spouse, son, daughter or parent of an employee who is a current member of the Armed Forces, including a member of the National Guard or Reserves.

3. ELIGIBILITY AND COVERAGE

- A. Eligible employees are those employees who:
1. Have worked for the City for at least 12 months (not necessarily consecutive); and
 2. Have worked a minimum of 1,250 hours in the 12-months immediately preceding the FMLA request.
- B. Eligible employees will be entitled to 12-weeks of leave in a 12-month period.
1. The 12-month period will be calculated as a “rolling” 12-months measured backward from the date of any FMLA usage by the eligible employee.

4. INTERMITTENT OR REDUCED WORK SCHEDULE

- A. An employee may take FMLA leave on an intermittent basis or through a reduced work schedule, due to a serious health condition of the employee or to care for an immediate family member with a serious health condition, only when "medically necessary."
1. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced work schedule, as certified by a health care provider.
 2. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.
- B. An employee may take leave intermittently or on a reduced work schedule for birth, placement for adoption or foster care of a child, only when approved the City Manager.
- C. For part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro-rated basis. A weekly average of the hours worked over the 12 weeks prior to the beginning of the leave should be used for calculating the employee's normal workweek.

5. USE OF PAID LEAVE

- A. All employees on FMLA leave will be required to use their accrued paid leave (sick, vacation and personal leave, in that order), to remain in a “full pay” status throughout the 12-week FMLA entitlement. Paid leave will be granted in accordance with the terms and conditions of the applicable collective bargaining agreement or Personnel Policy and will run concurrently with FMLA leave.
- B. If an employee’s accumulated paid leave balance is insufficient to cover the full 12-week

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FMLA entitlement, the employee will remain entitled to unpaid FMLA leave for the remaining balance of the entitlement, through a leave of absence without pay. Employees will be subject to the terms and conditions set forth in their respective collective bargaining agreement or Personnel Policy for the duration of any leave of absence without pay while on FMLA leave.

6. NOTICE REQUIREMENT

- A. Employees are required to give a 30-day notice to the City in the event of foreseeable leave. A "Request for Family Medical Leave" form will be completed by the employee and returned to the Administration Office. In unexpected or unforeseeable situations, an employee should provide as much notice as is possible. Notice may be in verbal form conveyed within one or two business days after the need for leave becomes known, followed by a completed "Request for Family Medical Leave" form.
- B. If an employee fails to give a 30-day notice for a foreseeable leave with no reasonable excuse for the delay, the FMLA leave request may be denied.

7. MEDICAL CERTIFICATION

- A. For all FMLA leave, the employee must complete and submit either:
 - a. Form WH-380-E "Certification of Health Care Provider for Employee's Serious Health Condition" (for an employee),
 - b. Form WH-380-F "Certification of Health Care Provider for Family Member's Serious Health Condition" (for a family member),
 - c. Form WH-384 "Certification of Qualifying Exigency for Military Family Leave" or
 - d. Form WH-385 "Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave" (for a covered servicemember)

The applicable form will be submitted to the Administration Offices. If the certification is not submitted in a timely manner, the City will request that it be provided. The certification from the health care provider must be forwarded to the City within 15 days of the employee's receipt of the request from the City. If sufficient certification is not provided, the FMLA leave request may be denied.

- B. The City may require additional medical opinions (at the City's expense) to validate or clarify the certification of the health care provider, if necessary.
- C. While on FMLA leave, the employee may be required to furnish periodic reports on the condition, status, intent to return to work and other documentation as may be appropriate.

8. EFFECT ON BENEFIT

- A. An employee granted a leave under this policy will continue to be covered under the City's group health insurance, life insurance and long-term disability plans (if applicable and enrolled at time of leave) under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.
- B. Employee contributions will be required either through payroll deduction or by direct

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payment to the City. The employee will be advised in writing as to the timing, amount and method of payment. The employee contributions are subject to rate changes that may occur while the employee is on FMLA leave.

- C. If an employee's contribution is more than 30 days late, the City may terminate the employee's (and dependents if applicable) insurance plan(s).
- D. If the City pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the City for delinquent payments (on a payroll deduction schedule) upon returning from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.
- E. If the employee fails to return from unpaid family/medical leave for reasons other than (1) continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the City may seek reimbursement from the employee for the portion of the premiums paid by the City on behalf of that employee (also known as the employer's contribution) during the period of leave.
- F. An employee is not entitled to seniority or benefits accrual during the periods of unpaid leave but does not lose anything prior to leave.

9. JOB PROTECTION

- A. Upon return from FLMA leave the employee will be reinstated to the former position or a similar position with equivalent pay, benefits, status and authority.
- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position had been eliminated or the employee had been terminated before the leave, the employee would not have the right to be reinstated upon return from leave.
- C. If an employee fails to return to work following FMLA leave, the employee may be reinstated to the same or a similar position, if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee may be terminated.

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Section:	Human Resources & Benefits	Effective Date:	1/1/2021
Number:	2.07	Last Revision:	
Title:	Donated Paid Time Off Policy		

1. POLICY

The City supports fostering a positive culture, and empowering employees to help each other in trying times. In that spirit, a hardship bank of donated time has been established, available for use by all full-time and permanent part-time employees who accrue paid time off. Employees may voluntarily donate their currently accrued sick, vacation, comp and CTO time to the hardship bank. Personal time is not eligible to donate. The hardship bank will be used to extend paid-leave status for employees who have exhausted their own accrued time banks and who sustain a catastrophic FMLA certified health event including:

- Employee's own serious health condition
- Family member's serious health condition.

Each instance must be certified by a physician, in accordance with the City of Galesburg's Family Medical Leave Act Policy. To be eligible to receive donated time, an employee must have first exhausted all available paid time off including: sick, personnel, vacation, comp and CTO. An employee who is off work due to a work-related injury or illness is not eligible to receive donated time. When an employee is experiencing one of the qualifying instances listed above, and has exhausted all available paid leave, and is therefore going to go into unpaid status, Administration shall inform them of any donated time available for use. The employee could receive up to a maximum of one (1) pay-period of donated leave, calculated on their regular number of hours in a pay-period (80 hours for regular personnel/106 hours for Fire personnel, 112 hours for Fire Battalion Chiefs). Any one employee is eligible to receive donated time once in a rolling three (3) year period. For the pay period during which an employee is using donated time off, the employee's regular accruals will not accrue, in accordance with unpaid leave status.

Employees are allowed to donate a minimum of eight (8) hours, (twelve (12) hours for Fire personnel), and no more than forty (40), (fifty-three(53) hours for Fire personnel, fifty-six (56) for Fire Battalion Chiefs). Any time donated must be in full one-hour increments. Any time donated must be authorized by the employee donating the time before it will be deducted from the donating employee. Once time is authorized to be donated and deducted, it will not be added back to the donating employee's accrual bank for any reason. In addition, employees can only donate time if they will have a minimum of one pay-period, using their regular number of hours in a pay-period of 80 or 106 hours, remaining in their accrual time banks, all accruals in total. Sick time donated to the hardship bank will not be deducted from calculations of any sick time bonus available to the donating employee.

The bank would not be able to accumulate more than 352 hours at any time. The hours in the bank will roll-over from year to year.

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Section:	Human Resources & Benefits	Effective Date:	1/1/2016
Number:	2.08	Last Revision:	
Title:	Separations		

1. RESIGNATIONS

An employee is required to give the City an irrevocable letter of intent to resign at least thirty (30) calendar days prior to the effective date of resignation. The letter must be given to the employee's supervisor, department head, the City Manager, and the City Clerk, and, if applicable, to the Secretary of the Board of Fire and Police Commissioners. The employee does not have the option to spend the remaining days of employment using accumulated paid time off. The City Manager has the discretion to waive or reduce the notice period provided in this Section 8.1 if it is determined that such waiver or reduction is in the best interests of the City and the employee.

2. TERMINATIONS

A regular employee (not on probation) will be given no less than thirty (30) calendar days' notice or receive pay in lieu of notice should the necessity of the termination of employment arise. The City Manager will determine whether notice or final pay will be given based on the needs of the City at the time of termination.

3. RETIREMENT.

An employee is required to give the City an irrevocable letter of intent to retire at least forty-five (45) calendar days prior to the effective date of retirement. The letter must be given to the employee's supervisor, department head, the City Manager, and the City Clerk, and, if applicable, to the Secretary of the Board of Fire and Police Commissioners and the Secretary of the Police or Fire Pension Fund. The employee does not have the option to spend the remaining days of employment using accumulated paid time off. The City Manager has the discretion to waive or reduce the notice period provided in this Section 9 if it is determined that such waiver or reduction is in the best interests of the City and the employee.

Personnel will be subject to retirement age limitations as established by federal or Illinois state laws.

4. SEVERANCE PAY

Upon retirement from City service regular employees will be entitled to severance pay equal to two (2) weeks actual salary at the time of retirement. This applies to retirement only when City employees have attained 20 continuous years of service with the City and meets the age requirement for pension benefits under the provisions of the various City pension plans. It does not involve separation from City service for any other cause or disability leave. This is a one-time only benefit and credit will not be given for part-time or temporary service.

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Upon retirement from City service under the above criteria employees will receive payment for all accrued vacation and personal time. Employees shall be allowed to receive payment for accrued vacation time during the employee's last three (3) months of employment. Payment will be made at the then-current actual salary rate of pay. This applies to retirement only; it does not involve separation from City service for any other cause or disability leave.

Regular forty-hour employees will also receive payment of up to 480 hours of sick leave time accrued on the official City records; regular fifty-six hour Fire Department employees will receive payment of up to 672 hours of sick leave time accrued on the official City records. Payment will be made at the then-current actual salary rate of pay and paid out on the employee's final paycheck. This applies to retirement only; it does not involve separation from City service for any other cause or disability leave.

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Section:	Human Resources & Benefits	Effective Date:	1/1/2016
Number:	2.09	Last Revision:	
Title:	Benefits		

1. GROUP HEALTH BENEFITS

Group health benefits including medical, prescription and dental insurance is available through a company selected by the City Manager. Plans which provide certain basic benefits and comprehensive major medical benefits will be made available to permanent full-time employees and their dependents; and to eligible retired employees under the age of 65 and their dependents under the age of 65. Plans of medical coverage that are secondary coverage to Medicare Parts A and B are available to retired employees at age 65 and their dependents at age 65.

Group health insurance continuation benefits will be offered through the Federal Cobra provisions at group rates to eligible employees and beneficiaries whose coverage otherwise would have terminated. A former employee and their beneficiary will pay the premium plus 2% administration fee and must notify the City Benefits Coordinator of their intention to continue the coverage within sixty (60) days beginning on the date that coverage would have terminated under the group health plan.

Employees who have been placed on temporary or permanent disability by the Illinois Municipal Retirement Fund, the Police Pension Fund or Fireman's Pension Fund, and employees who are on leave in excess of the injury leave period of one hundred eighty-three (183) days, may remain on the City's major medical plan at the City's expense until age sixty-five (65). .

2. REGULAR FULL-TIME EMPLOYEES AND DEPENDENTS

Each insurance month begins on the first day of a calendar month. A new employee is eligible for the group insurance on the first day of employment. If the employee does not enroll within 10 days of initial eligibility for the insurance, enrollment will not be available until the next open enrollment or special enrollment period.

Employees covered by the personnel policy will contribute monthly amounts as required towards the premium cost of group health insurance under the City's plan.

3. EMPLOYEES ON DISABILITY OR INJURY LEAVE

Subject to applicable law and the City's contract with its insurance carrier and/or self-insurance administrator, an employee on disability leave or injury leave may remain in the group insurance plan and continue to be covered during the leave period by the City's group health insurance, including major medical. For such an employee, the City will pay the employee insurance premium, less the employee's contribution stated in Section 10.1. The employee will be responsible to pay the premium for dependent coverage, if elected. Should the City be a party to an insurance contract with an insurance carrier for the provision of group

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health insurance to its employees, including employees on disability leave and injury leave, and should it then terminate that contract in order to contract with another insurance carrier, the City's ability to continue to provide group insurance coverage to employees on disability leave will depend upon the provisions of applicable law and the insurance contract with the new insurance carrier. If the new insurance contract so provides, and the law so permits, an employee on disability leave or injury leave may not be eligible for group health insurance coverage until the employee returns to work on a regular basis.

4. RETIRED EMPLOYEES AND DEPENDENTS

The City will bear the cost of the insurance premium for the retired employee to age sixty-five (65) for employees hired prior to January 1, 2010, when the employee meets the following criteria:

Police and Fire: (1) reached the age of fifty, (2) compile twenty year's qualifying service with the City of Galesburg Police Pension Fund or the Fire Pension Fund, including the purchase of credit for prior service with another Police or Fire Pension Fund, and (3) has worked for the City of Galesburg for at least fifteen (15) years.

General Employees: (1) reached the required age (55) for retirement, (2) met the requirements for retirement under the Illinois Municipal Retirement Fund, and (3) has worked for the City for at least twenty (20) years.

Dependents of retired employees may continue group health insurance at the premium cost to the retiree as set forth by the city manager each fiscal year.

Any insured person who attains the age of sixty-five (65), be it the retired employee or a dependent, immediately becomes eligible for the Supplement to Medicare insurance and all other insurance is terminated in regard to that person. If so elected, premiums for that election will be paid in full by the retiree or dependent.

5. OPT-OUT RIGHT

Any employee who was employed prior to January 1, 2010 and who would be eligible for retirement from the city prior to age 65 shall have the right to opt out of (waive) the City's obligation to pay the cost of retiree health insurance benefits as provided in Section 10.3. In consideration of such a waiver, the employee shall be entitled to the retirement health insurance benefits provided under the Retiree Health Savings Plan ("RHSP") set forth in Section 10.3.2; and the City will make an initial contribution to the employee's RHSP of \$1,000 per year of service, not to exceed \$15,000. In no event shall the City's initial contribution to an employee's RHSP exceed the amount the City would have paid to maintain the employee's health care coverage until reaching age 65, using the contribution rates in effect at the time the employee exercises the opt out waiver.

Such waiver rights shall be exercisable during open enrollment periods established at least annually by the City. Once an employee exercises their right to waive the premium payment obligations of the City under Section 10.3, they shall be covered by the provisions of Section 10.3.2 and, while retaining any statutory right that they may have to remain in the group

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covered by City health insurance, shall no longer be eligible for City-paid health insurance premiums as provided in Section 10.3. Such opt-out election shall be irrevocable.

6. RETIREMENT HEALTH INSURANCE CONTRIBUTION

The City has established a Retiree Health Savings Plan (RHSP) through the ICMA Retirement Corporation (ICMA). The City's participation in the RHSP shall be in accordance with the terms and conditions of the RHSP participation agreement.

Employees who are hired on or after January 1, 2010 and those current employees who elect irrevocably to opt out of (waive) the City's obligation to pay health insurance premiums for them upon retirement, as provided in Section 10.3.1, shall be entitled to retiree health insurance by means of their participation of the RHSP but shall not be eligible for City-paid health insurance premiums upon retirement as provided by Section 10.3.1. For each such new employee and opt-out employee, the City shall contribute on or about the first payroll date in January (the contribution date) during each year of this Agreement remaining after the date of ratification, or upon the successful conclusion of an employee's probationary period, if later, \$1,000 plus .25 percent (one quarter of one percent) of annual salary as of the contribution date to the employee's Retiree Health Savings Plan account maintained by ICMA-RC.

7. LIFE INSURANCE

Group term life insurance is provided by the City through a company selected by the City Manager. A plan which provides a benefit of 4x annual salary term life insurance, not to exceed the maximum set in the plan booklet, is provided for exempt and non-represented hourly employees. Details of this benefit are further explained in the plan booklet

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Personnel Policy for Exempt and Non-represented Employees

Section:	Information Systems	Effective Date:	1/1/2016
Number:	3.01	Last Revision:	
Title:	Email and Internet Use Policy		

1. PURPOSE

This policy establishes procedures for the City of Galesburg (hereinafter the “City”) and its employees that relate to the establishment and use of email and Internet resources, including what is commonly referred to as "social media”, as a means of obtaining or conveying City information to and from its citizens in furtherance of various goals. The City has an overriding interest in obtaining reliable information and in providing accurate and appropriate information, including the use of social media.

The purpose for use of social media sites is to obtain and disseminate information useful to and about the City. The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate, subject to the terms and conditions set forth in this policy.

2. DEFINITIONS

"Blogs or Blogging" includes any electronic medium, whether maintained by the employee or by some other person, in which individuals express their views and opinions.

"Comment" means a response to a municipality posting or social media content or posting submitted by a commenter.

"Commenter" is a municipal employee or official or a member of the public who submits a comment for posting in response to the content of a particular City posting or social media content.

“Email” refers to the City-provided email accounts assigned to City employees.

"Social Networking Websites" as referred to in this policy includes websites and/or applications that allow users to share information, including but not limited to such websites as Facebook, Twitter, LinkedIn, MySpace, YouTube, Flickr, etc.

3. EMAIL

A. Application. This policy applies to City of Galesburg employees when using computers, email accounts or Internet connections supplied by the City of Galesburg, whether or not during work hours, and whether or not from City of Galesburg premises.

B. Privacy. The City of Galesburg provides an e-mail system and Internet connections (“facilities”) to certain of its employees in order to improve communication and exchange of information, as well as to provide an information and research resource. The City reserves the right to monitor all communications and downloads that pass through its

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facilities, at its sole discretion. Any information retained on City of Galesburg facilities may be disclosed to outside parties or to law enforcement authorities.

- C. Improper Activities. Employees may not disseminate or knowingly receive harassing, sexually explicit, threatening or illegal information by use of City of Galesburg facilities, including offensive jokes or cartoons. You may not use City of Galesburg facilities for commercial advertisements, solicitations or promotions.
- D. Cautionary Note. E-mail resembles speech in its speed and lack of formality. Unlike speech, e-mail leaves a record that is often retrievable even after the sender and recipient delete it. If you would not want to read your message on the front page of a newspaper, do not send it by e-mail.
- E. Archiving Email. The City of Galesburg strongly discourages storage of large numbers of e-mail messages. As a general rule, you should promptly archive each e-mail message after having read it.
- F. Intellectual Property. You may not download or use material from the Internet or elsewhere in violation of software licenses, or the copyright trademark and patent laws. You may not install or use any software obtained over the Internet without permission from the City of Galesburg' Information Systems Supervisor and City Manager.

4. SOCIAL MEDIA

A. Employer Monitoring

- 1. Employees are cautioned that they should have no expectation of privacy while using the Internet. Employee postings can be reviewed by anyone, including the City. The City reserves the right to monitor comments or discussions about the City, its officers, employees, or agents posted on the Internet by anyone, including employees and nonemployees.
- 2. The City reserves the right to use content-management tools to monitor, review, or block content on social media sites or blogs that violate the City's social media rules and guidelines.

B. Identification as an Employee of the City

- 1. Employees who use or are members of social networking sites, music and movie collaboration sites, and blogs are hereby on notice, by receipt of this policy, that by identifying themselves on these websites as City employees, or inferring that they are employed by the City, they are holding themselves out as representatives of the City. Therefore, all employees who list the City as their employer or imply that they are employed by the City on these social networking sites, blogs, or collaboration websites must take responsibility for representing the City in a professional manner. To the extent possible, the City generally encourages employees not to list the City as their employer.
- 2. If an employee does identifies themselves as an employee of the City or infer that they are employed by the City, any bloggings or postings that are not done in order to further the business of the City or pursuant to a City marketing plan or strategy pursuant to the instructions of the employee's supervisor must

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contain a disclaimer that these postings or blogs are solely the opinion of the individual employee and that these positions or blogs do not reflect the views or philosophy of the City, its officials, employees, or citizens.

C. Content of All Postings and Blogs

1. All employees' Internet postings that imply or identify the employees as City employees must not contain confidential or proprietary content or information regarding their work as City employees, and the employees must clearly state that their views are not representative of those of the City, its elected officials, employees, or agents.
2. All personal blogs or postings on the blogs of others should have a clear disclaimer, such as the following: *"The views expressed by the author of this blog are those of the author alone and do not represent the views of the City of Galesburg."* Employees writing a blog or posting on a blog should write in first person and should clearly state that the author is writing of their own volition and not on behalf of the City.
3. Information published on an employee's blog should comply with the City's confidentiality and disclosure policies. This also applies to comments posted on other blogs, forums, and social networking sites.

D. Responsible and Respectful Postings

1. Employees are encouraged to be respectful to the City, officers, employees, agents, and citizens in their use of social media.
2. An employee's online presence may reflect the City and, therefore, employees must be aware that their actions captured via images, posts, or comments can reflect the image of the City and its other employees. All postings, photos, images, or other communications by an employee regarding service to, or employment with, the City that are false or misleading about the City, its officials, or employees may subject the employee to disciplinary action consistent with this policy.
3. The City seal or other logo, trademarks, or symbols used to identify the City may not be used without written consent from the City Manager or designee.
4. All information posted on social networking sites and blog postings must not divulge confidential information, investigative information, or the internal operations or administration of the employee's department or of the City.
5. City personnel should refrain from appearing in photographs in uniform or in any manner that would tend to identify themselves as an employee of the City, and appearing in photographs that depict the employee as engaging in immoral, illegal, or unprofessional conduct. This includes photographs depicting the employee involved in excessive consumption of alcohol, photographs that create the perception that the employee is engaged in the use of drugs, photographs that contain or portray obscene or profane conduct or language, and/or photographs that depict the employee in the company of individuals involved in excessive consumption of alcohol or use of drugs.
6. City personnel are prohibited from issuing public comments, on social networking sites, blog postings, or other public or social commentary media, in which they are identified, expressly or by reasonable inference or deduction, as employees of the

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City or any of its departments and in which they make statements or express opinions that raise an inference that the City or any of its departments or any of its employees may not be committed to the principal of equal justice for all. Included in this prohibition are comments that identify and disparage or are critical of particular groups or individuals on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability.

7. City personnel are prohibited from posting information regarding any ongoing investigations or other agency investigations. Additionally, no information shall be posted regarding the service of warrants or other police matters, whether internal or external.
8. City personnel are prohibited from posting confidential, personal, or identifying information with regard to any person suspected of committing a crime, including photos of suspects, arrestees, informants, or others charged with a crime, witnessing a crime, or involved in any other manner with City operations.
9. No confidential, personal, or identifying information shall be posted with regard to any call for service received or the results of the call for service.
10. Employees are discouraged from posting any work-related complaints or specific grievances regarding their chain-of-command or City officials, whether elected, appointed, or employed; but shall instead utilize the procedures in place such as a union grievance procedure.
11. Employees must not post any confidential or proprietary information regarding their job assignments, routes, and other work-related items without the express consent of the City Manager or designee.
12. No confidential, personal, or identifying information, including photos and addresses, shall be posted with regard to any services rendered by the City or licenses or citations issued.

E. Copyright and Other Legal Issues

Employees must at all times comply with the laws regarding plagiarism and copyright violations, especially when the employee's site infers or represents that the employee is a City employee.

F. Reporting Violations

The City requests and strongly urges employees to report any violations or possible or perceived violations to their immediate supervisor, department head, or City Manager. Violations may include discussions of the City and its officers, employees, or agents; any discussions or postings where the employee is identified as a City employee and is engaging in illegal or immoral conduct; any discussion of proprietary information; and any unlawful activity related to blogging or social networking.

G. Disciplinary Action

All employees who violate this policy may be subject to disciplinary action, up to and including termination. The City further reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct. The disciplinary action will be in accordance with the respective union

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Personnel Policy for Exempt and Non-represented Employees

collective bargaining agreements to which the City is a party, if applicable.

5. GENERAL POLICY

A. Approval and Administration

1. The establishment and use by any City department of City social media sites are subject to approval by the City Manager or designee(s).
2. All City social media sites and City email accounts shall be administered by the City's Information Systems Supervisor ("Administrator"). The Administrator and designees shall be trained regarding the terms of the social media policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy. The Administrator will be responsible for monitoring content on City social media sites to ensure adherence to both the City's social media policy and the interest and goals of the City.
3. City social media sites should make clear that they are maintained by the City and that they follow the City's social media policy.
4. Wherever possible, City social media sites should link back to the official City website for forms, documents, online services, and other information necessary to conduct business with the City.
5. All social networking sites should clearly indicate that any content submitted for posting on the site is subject to public disclosure.
6. The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
7. Any content removed based on these guidelines must be retained by the City Clerk for a reasonable period of time, including the time, date, and identity of the poster, when available.

B. Comment Policy

1. Comments containing any of the following inappropriate forms of content shall not be permitted on City social media sites and are subject to removal and/or restriction by the Administrator or designees:
 - a. Comments not related to the original topic, including random or unintelligible comments;
 - b. Profane, obscene, violent, sexual, or pornographic content and/or language;
 - c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
 - d. Defamatory or personal attacks;
 - e. Threats to any person or organization;
 - f. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - g. Conduct in violation of any federal, state, or local law;
 - h. Encouragement of illegal activity;
 - i. Information that may tend to compromise the safety or security of the public or public systems; or
 - j. Content that violates a legal ownership interest, such as a copyright or trademark.
2. A comment posted by a member of the public on any City social media site is the opinion of the commenter or poster only, and publication of a comment does not

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imply endorsement of, or agreement by, the City, nor do the comments necessarily reflect the opinions or policies of the City.

3. The City reserves the right to deny access to City social media sites for any individual who violates the City's social media policy, at any time and without prior notice.
4. Departments shall monitor their social media sites for comments requesting responses from the City and for comments in violation of this policy.
5. When a City employee responds to a comment in their capacity as a City employee, the employee's name and title should be made available, and the employee shall not share personal information about themselves or other City employees.
6. All comments posted to any City Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the City reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

C. Compliance with Laws

1. All City social media sites must adhere to applicable federal, state, and local laws, regulations and policies.
2. City-sponsored social media sites are subject to the Illinois Freedom of Information Act (5 ILCS 140/). Any content maintained in a social media format that is related to City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure. Content related to City business shall be maintained in an accessible format so that it can be produced in response to a request. Wherever possible, social media sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
3. The Illinois Local Records Act (50ILCS205/) applies to email, social media formats and social media content. The Administrator shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible.
4. E-discovery laws may apply to social media content; and, therefore, content must be able to be managed, stored, and retrieved to comply with these laws.

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Section:	Finance	Effective Date:	1/1/2016
Number:	4.01	Last Revision:	
Title:	Travel Expenses		

1. GENERAL

- A. The City, so as to advance the training and professionalism of its staff, authorizes attendance at certain schools and conferences. Employees also sometimes travel outside this area to conduct City business. The purpose of this administrative regulation is primarily to set forth the policies governing reimbursement for travel expense and to describe certain procedural matters concerning travel authorization, documentation and accounting. The City's objectives are to allow travel arrangements that conserve travel funds, provide uniform treatment for all employees, and also allow the employees to carry out their missions in a dignified fashion which reflects credit on the City.
- B. Decisions as to which trips are authorized are made through the budget; but, in general, no more than one national conference and a reasonable number of regional and state conferences are authorized for any department head or other employee, all trips for reimbursement must be approved by the City Manager prior to the issuance of any travel advance as specified in 1.D.
- C. An employee is expected to show good judgment and a proper regard for economy in incurring travel expenses as they normally would if traveling at their own expense.
- D. A travel advance, in an amount not to exceed the estimated transportation costs, per diem allotment, and single room rate may be secured by forwarding the approved travel request form to the Director of Finance. This form should be submitted prior to council bill cut-off and at least one week before the check is desired. Only travel overnight is eligible for advance payments and registration information must accompany any such advance request. When rates are not included with the conference registration, advances shall be limited to the then in effect IRS rate for per diem amounts.
- E. Final travel expenses must be itemized on a travel expense report and forwarded to the Finance Department within thirty days after returning from a trip. Receipts should be attached. Paid bills for lodging and receipts for travel are required if such expenses have been incurred, and all other receipts received in the normal course of making transactions should be attached.
- F. There is no objection to a family member accompanying an employee on an official trip provided their presence does not detract from the employee's performance of duty; but no expenses

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attributable to them, not even Conference Registration or Special Events fees for spouses, will be reimbursed by the City.

- G. In any situation where extraordinary travel expenses are incurred, or this regulation does not cover the situation, the City Manager may authorize an exception.

2. TRANSPORTATION

- A. An employee may use a preferred mode of transportation, providing it is the most economical and efficient means of transportation, and will be reimbursed as indicated below. Ordinarily, a round trip ticket should be purchased, but going by one mode and returning by another is allowed if a schedule so dictates or if there is some other advantage to the City.
- B. Air travel should be by “tourist” or “economy” fares. Travel to and from airports should be by bus or limousine where such services are in operation and by taxi only as a last resort. Receipts are required for all such reimbursements.
- C. Rail travel should be by coach for trips not involving overnight travel, and first class plus Pullman or Roomette where sleeping accommodations are required.
- D. City cars may be used to travel to destinations of up to 250 miles from Galesburg. Special approval for longer trips may be granted by the City Manager if there will be more than one passenger making the trip, or if there is some other justification. Instructions on accounting for gasoline, repair and other expenses may be obtained from the Director of Finance. Receipts should be obtained for all such expenses. Because of insurance limitations, non-employees may not travel in City vehicles.
- E. Private cars may be used for travel on City business. Reimbursement shall be at the then in effect IRS rate of reimbursement if the round trip does not exceed 500 miles. When private cars are used for longer trips, reimbursement shall be limited to the lesser of the airfare provided in paragraph 2.2 or the IRS established rate. Reimbursement will not be made for hotel or other expenses incurred in route.

3. LODGING

- A. An employee is expected to make hotel or motel reservations well in advance and to take other actions to ensure that lodging is secured at moderate rates.
- B. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned City business. If an employee chooses to arrive earlier or stay later, all additional lodging and other expenses related to this decision are at the employee’s own personal expense. All lodging reimbursement requires the submittal of the appropriate receipts.

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- C. If an employee's spouse or other family member shares lodging with the employee reimbursement shall be limited to the single rate for the room occupied. The employee must determine what this single rate is and deduct the difference between the double and single rates on the hotel or motel bill submitted as a receipt and provides proof of same.

4. MEALS

- A. Reimbursement for meals and incidentals shall be limited to a per diem amount of \$32. Where travel consumes part of a day, limits of \$5 for breakfast, \$7 for lunch, \$15 for dinner, and \$5 miscellaneous shall apply. Specifically, where travel begins prior to 7:00 a.m., \$5 for breakfast will be allowed. When returning home after 7:00 p.m., \$15 will be allowed for dinner. No receipts are necessary for this per diem allotment. However, expense reports must be filed to process the advance. The department head may approve reimbursement of direct expenses when appropriate. Receipts must be attached to the Travel Expense Report for direct reimbursement and direct reimbursement must be the method of reimbursement for the entire trip.
- B. Where prices of tickets to conferences, luncheons or dinners exceed these individual meal limits, the applicable meal and daily limit shall be increased by the excess amount.
- C. Where registration or tuition fees include one or more meals, the applicable daily limit shall be decreased by the amount of the limits specified in paragraph 4.A for the meal/s supplied.

5. REGISTRATION FEES

Registration and tuition fees are reimbursable but such reimbursement is subject to the conditions established by paragraphs 1.F and 3.C of this section.

6. MISCELLANEOUS

All miscellaneous items are included in the per diem meal and incidental expenses and will not be reimbursed. Ground transportation costs such as buses, taxis, parking, etc. should be included in the bottom section of the travel expense report with receipts attached.

APPENDIX I – Employee Injury Forms

ILLINOIS FORM 45: EMPLOYER'S FIRST REPORT OF INJURY*Please type.*

Employer's FEIN		Date of report	Case or File #	Is this a lost workday case? Yes / No
Employer's name		Doing business as		
Employer's mailing address				
Nature of business or service			SIC Code	
Name of workers' compensation carrier/admin.		Policy/Contract #		Self-insured? Yes / No
Employee's full name		Social Security #		Birthdate
Employee's mailing address			Employee's e-mail address	
Male / Female	Married / Single	# Dependents		Employee's average weekly wage
Job title or occupation			Date hired	
Time employee began work AM PM	Date and time of accident		Last day employee worked	
If the employee died as a result of the accident, give the date of death.			Did the accident occur on the employer's premises? Yes / No	
Address of accident				
What was the employee doing when the accident occurred?				
How did the accident occur?				
What was the injury or illness? List the part of body affected and explain how it was affected.				
What object or substance, if any, directly harmed the employee?				
Name and address of physician/health care professional				
If treatment was given away from the worksite, list the name and address of the place it was given.				
Was the employee treated in an emergency room?		Was the employee hospitalized overnight as an inpatient?		
Report prepared by	Signature		Title and telephone #	

Please send this form to the ILLINOIS WORKERS' COMPENSATION COMMISSION 701 S. SECOND STREET SPRINGFIELD, IL 62704. IC45 12/04

By law, employers must keep accurate records of all work-related injuries and illness (except for certain minor injuries). Employers shall report to the Commission all injuries resulting in the loss of more than three scheduled workdays. Filing this form does not affect liability under that Workers' Compensation Act and is not incriminatory in any sense. This information is confidential.

CITY OF GALESBURG

Supervisor's Accident Investigation

1 CITY OF GALESBURG		2. DEPARTMENT			
3 EXACT LOCATION			5 TIME		6 DATE REPORTED
					A.M. P.M.
INJURY OR ILLNESS		PROPERTY DAMAGE		OTHER INCIDENT	
7 INJURED'S NAME		13 PROPERTY DAMAGED		19 PERSON REPORTING INCIDENT	
8 OCCUPATION	9 PART OF BODY AFFECTED?	14 ESTIMATED COSTS	15 ACTUAL COSTS	20 OCCUPATION	21 COST if applicable
10 NATURE OF INJURY/ILLNESS		16 NATURE OF DAMAGE		22 NATURE OF INCIDENT	
11 OBJECT/ EQUIPMENT/SUBSTANCE INFLECTING INJURY/ILLNESS		17 OBJECT/ EQUIPMENT/SUBSTANCE INFLECTING PROPERTY DAMAGE		23 OBJECT EQUIPMENT SUBSTANCE RELATED	
12 PERSON WITH MOST CONTROL OF ITEM 11		18 PERSON WITH MOST CONTROL OF ITEM 17		24 PERSON WITH MOST CONTROL OF ITEM 23	

DESCRIPTION	25 DESCRIBE CLEARLY HOW THE INCIDENT OCCURRED.
--------------------	--

ANALYSIS	26 WHAT ACTS, FAILURE TO ACT AND/OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS INCIDENT?
	27 WHAT ARE THE BASIC OR FUNDAMENTAL REASONS FOR THE EXISTENCE OF THESE ACTS AND/OR CONDITIONS?

EVALUATION	28 LOSS SEVERITY POTENTIAL	29 PROBABLY RECURRENCE RATE
	___ MAJOR ___ SERIOUS ___ MINOR	___ FREQUENT ___ OCCASIONAL RARE

PREVENTION	30 WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE? NUMBER ALL ITEMS IN SEQUENCE.
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31 INVESTIGATED BY	32 DATE	33 REVIEWED BY	34 DATE
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City of Galesburg

Operating Under Council – Manager Government Since 1957

WORKERS' COMPENSATION Treatment Authorization Form

Instructions: The injured employee's immediate supervisor (and department head, if available) should complete and sign the front page of this form, provide a copy to the employee and assist the employee in immediately obtaining medical treatment at the employee's choice of physician. The supervisor is to forward the completed Treatment Authorization Form along with the associated incident report to Risk Management.

Today's Date: _____ Time: _____
 Employee's Name: _____ Job Title: _____
 Employee's Contact Phone #: _____ Department: **Administration**

Date of Injury:	<input checked="" type="checkbox"/> Initial Injury	<input type="checkbox"/> Recurrence	<input type="checkbox"/> Follow-up	<input type="checkbox"/> Physical Therapy
Part of Body Injured:				

Please explain how injury occurred: _____

Essential Job Function/Environmental Requirements:

This Employee is required to:	Continuously (67%-100%)	Frequently (34%-66%)	Occasionally (1%-33%)	Never (0%)
Push/Pull – Seated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/Pull-Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach _____ Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above employee is authorized to receive medical treatment due to an injury on the job. **To the best of my knowledge, the employee suffered the injury while performing their duties as a city employee.**

 Immediate Supervisor Name (Please Print) Supervisor's Signature Phone Number Date

 Department Head Name (Please Print) Department Head's Signature Phone Number Date

 Employee Name (Please Print) Employee's Signature Phone Number Date

The section below is to be completed by the treating physician and returned to the employee. Please note that treating physicians should advise their billing departments to forward all Medical Insurance Claims to:

The City of Galesburg
 Attn: Risk Management
 POB 1387
 Galesburg, IL 61402-1387

** PHYSICIAN'S REPORT **		
Employee Name:	Date of Birth:	
Date of Treatment:	Time Arrived:	Time Dismissed:
Diagnosis:		
		<input type="checkbox"/> Work Related? <input type="checkbox"/> Yes <input type="checkbox"/> No

Patient's Status Report:

Returned to normal duties.
 Unable to work until next scheduled visit: _____
(date)

- Able to work with the following limitations:
- Sedentary Work Only
 - Sedentary Work: Lift/Carry 10lbs Occasionally
 - Light Work: Lift/Carry 20lbs Occasionally, 10lbs Frequently
 - Medium Work: Lift/Carry 50lbs Occasionally, 20lbs Frequently
 - Heavy Work: Lift/Carry 100lbs Occasionally, 50lbs Frequently, 20lbs Continuously
 - Very Heavy Work: Lift/Carry 100lbs Occasionally, over 50lbs Frequently, over 20lbs Continuously

	Most of the time	Sometimes	Never
Drive During Work Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work On Unprotected Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work With Moving Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate Automotive Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Light Duty is unavailable, the patient may be referred to a work-hardening facility.

Released from Care (date): _____

Next Scheduled Appointment Date:	Time:
----------------------------------	-------

Printed Name of Physician: _____

Physician's Signature: _____

** EMPLOYEE

To ensure proper processing of your claim and avoid delaying payment to the medical provider, please give this form to your treating physician. Have the doctor complete the section above and forward a copy of this completed form to the City's Risk Manager. Please make sure that the treating physician understands where to send the bill (the address at the top of this page). Thank you for your cooperation. If you have any questions, please contact the Risk Manager at 309-345-3670.

APPENDIX II – Family and Medical Leave Act (FMLA) Forms

REQUEST FOR FAMILY OR MEDICAL LEAVE

Employee Name _____

Employee Job Title _____

Employee Department _____

Date of Request _____

I request a Family/Medical Leave for the following reason (check one):

_____ A. The birth of a child and in order to care for such child or the placement of a child for adoption or foster care.

_____ B. In order to care for an immediate family member if such family member has a serious health condition. (Must submit Certification of Health Care Provider within 15 days)

Spouse Child Parent

_____ C. Employee's own serious health condition that makes the employee unable to perform the functions of their position. (Must submit Certification of Health Care Provider within 15 days)

METHOD OF LEAVE REQUESTED

_____ A. Consecutive Leave

_____ B. Intermittent or Reduced Leave Schedule
Specify Schedule Below

Start Date of Leave: _____

Expected End Date of Leave: _____

If the duration of my Family/Medical Leave (total of paid and unpaid time) does not exceed 12 weeks, I will be returned to my same or equivalent position. I understand if my Family/Medical leave should exceed 12 weeks, I will be returned to my same or similar position, only if available, in accordance with applicable laws. If a same or similar position is not available, I understand I may be terminated.

(Employee Signature)

(Date)

**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.
RETURN TO THE PATIENT.**

OMB Control Number: 1235-0003
Expires: 6/30/2023

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. 29 U.S.C. §§ 2613, 2614(c)(3); 29 C.F.R. § 825.305. The employer must give the employee **at least 15 calendar days** to provide the certification. If the employee fails to provide complete and sufficient medical certification, his or her FMLA leave request may be denied. 29 C.F.R. § 825.313. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

SECTION I – EMPLOYER

Either the employee or the employer may complete Section I. While use of this form is optional, this form asks the health care provider for the information necessary for a complete and sufficient medical certification, which is set out at 29 C.F.R. § 825.306. **You may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308.** Additionally, you **may not** request a certification for FMLA leave to bond with a healthy newborn child or a child placed for adoption or foster care.

Employers must generally maintain records and documents relating to medical information, medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

(1) Employee name: _____
First Middle Last

(2) Employer name: _____ Date: _____ (mm/dd/yyyy)
(List date certification requested)

(3) The medical certification must be returned by _____ (mm/dd/yyyy)
(Must allow at least 15 calendar days from the date requested, unless it is not feasible despite the employee's diligent, good faith efforts.)

(4) Employee's job title: _____ Job description (is / is not) attached.
Employee's regular work schedule: _____
Statement of the employee's essential job functions: _____

(The essential functions of the employee's position are determined with reference to the position the employee held at the time the employee notified the employer of the need for leave or the leave started, whichever is earlier.)

SECTION II - HEALTH CARE PROVIDER

Please provide your contact information, complete all relevant parts of this Section, and sign the form. Your patient has requested leave under the FMLA. The FMLA allows an employer to require that the employee submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to the serious health condition of the employee. For FMLA purposes, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment by a health care provider*. For more information about the definitions of a serious health condition under the FMLA, see the chart on page 4.

You may, but are **not required** to, provide other appropriate medical facts including symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment. Please note that some state or local laws may not allow disclosure of private medical information about the patient's serious health condition, such as providing the diagnosis and/or course of treatment.

Employee Name: _____

Health Care Provider's name: (Print) _____

Health Care Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

PART A: Medical Information

Limit your response to the medical condition(s) for which the employee is seeking FMLA leave. Your answers should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. **After completing Part A, complete Part B to provide information about the amount of leave needed.** Note: For FMLA purposes, "incapacity" means the inability to work, attend school, or perform regular daily activities due to the condition, treatment of the condition, or recovery from the condition. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

(1) State the approximate date the condition started or will start: _____ (mm/dd/yyyy)

(2) Provide your **best estimate** of how long the condition lasted or will last: _____

(3) Check the box(es) for the questions below, as applicable. For all box(es) checked, the amount of leave needed must be provided in Part B.

Inpatient Care: The patient (has been / is expected to be) admitted for an overnight stay in a hospital, hospice, or residential medical care facility on the following date(s): _____

Incapacity plus Treatment: (e.g. outpatient surgery, strep throat)
Due to the condition, the patient (has been / is expected to be) incapacitated for *more than three* consecutive, full calendar days from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).

The patient (was / will be) seen on the following date(s): _____

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (other than over-the-counter) or therapy requiring special equipment)

Pregnancy: The condition is pregnancy. List the expected delivery date: _____ (mm/dd/yyyy).

Chronic Conditions: (e.g. asthma, migraine headaches) Due to the condition, it is medically necessary for the patient to have treatment visits at least twice per year.

Permanent or Long Term Conditions: (e.g. Alzheimer's, terminal stages of cancer) Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

Conditions requiring Multiple Treatments: (e.g. chemotherapy treatments, restorative surgery) Due to the condition, it is medically necessary for the patient to receive multiple treatments.

None of the above: If none of the above condition(s) were checked, (i.e., inpatient care, pregnancy) no additional information is needed. Go to page 4 to sign and date the form.

Employee Name: _____

- (4) If needed, briefly describe other appropriate medical facts related to the condition(s) for which the employee seeks FMLA leave. (e.g., use of nebulizer, dialysis) _____

PART B: Amount of Leave Needed

For the medical condition(s) checked in Part A, complete all that apply. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your **best estimate** based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage.

- (5) Due to the condition, the patient (had / will have) **planned medical treatment(s)** (scheduled medical visits) (e.g. psychotherapy, prenatal appointments) on the following date(s): _____

- (6) Due to the condition, the patient (was / will be) **referred to other health care provider(s)** for evaluation or treatment(s).

State the nature of such treatments: (e.g. cardiologist, physical therapy) _____

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the treatment(s).

Provide your **best estimate** of the duration of the treatment(s), including any period(s) of recovery (e.g. 3 days/week)

- (7) Due to the condition, it is medically necessary for the employee to work a **reduced schedule**.

Provide your **best estimate** of the reduced schedule the employee is able to work. From _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy) the employee is able to work: (e.g., 5 hours/day, up to 25 hours a week)

- (8) Due to the condition, the patient (was / will be) **incapacitated for a continuous period of time**, including any time for treatment(s) and/or recovery.

Provide your **best estimate** of the beginning date _____ (mm/dd/yyyy) and end date _____ (mm/dd/yyyy) for the period of incapacity.

- (9) Due to the condition, it (was / is / will be) medically necessary for the employee to be absent from work on an **intermittent basis** (periodically), including for any episodes of incapacity i.e., episodic flare-ups. Provide your **best estimate** of how often (frequency) and how long (duration) the episodes of incapacity will likely last.

Over the next 6 months, episodes of incapacity are estimated to occur _____ times per (day / week / month) and are likely to last approximately _____ (hours / days) per episode.

PART C: Essential Job Functions

If provided, the information in Section I question #4 may be used to answer this question. If the employer fails to provide a statement of the employee’s essential functions or a job description, answer these questions based upon the employee’s own description of the essential job functions. An employee who must be absent from work to receive medical treatment(s), such as scheduled medical visits, for a serious health condition is considered to be *not able* to perform the essential job functions of the position during the absence for treatment(s).

(10) Due to the condition, the employee (was not able / is not able / will not be able) to perform *one or more* of the essential job function(s). Identify at least one essential job function the employee is not able to perform:

Signature of Health Care Provider _____ **Date** _____ (mm/dd/yyyy)

Definitions of a Serious Health Condition (See 29 C.F.R. §§ 825.113-.115)
Inpatient Care
<ul style="list-style-type: none"> • An overnight stay in a hospital, hospice, or residential medical care facility. • Inpatient care includes any period of incapacity or any subsequent treatment in connection with the overnight stay.
Continuing Treatment by a Health Care Provider (any one or more of the following)
<p>Incapacity Plus Treatment: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either:</p> <ul style="list-style-type: none"> ○ Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or, ○ At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health provider might prescribe a course of prescription medication or therapy requiring special equipment.
<p>Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.</p>
<p>Chronic Conditions: Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider (or nurse supervised by the provider) at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic rather than a continuing period of incapacity.</p>
<p>Permanent or Long-term Conditions: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer’s disease or the terminal stages of cancer.</p>
<p>Conditions Requiring Multiple Treatments: Restorative surgery after an accident or other injury; or, a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the patient did not receive the treatment.</p>

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 15 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR. RETURN TO THE PATIENT

APPENDIX III – Travel Expense Forms

CITY OF GALESBURG
FY 2021 Employee Travel Expense Report

Name of Employee: _____

Date of Report: _____

Purpose of Travel: _____

City/State: _____

Travel Dates/Time:

Departure Date/Time: _____

Return Date/Time: _____

1. Document ALL expenses for the entire trip on this form including charges to the PCard
2. Include any travel advances or purchase card charges in the boxes at the bottom of the form
3. To be reimbursed in full, the detailed receipts must accompany this form. Otherwise, the per diem amounts will be used.
 - ~Breakfast maximum - \$5.00 (allowed if departure is before 7:00 am)
 - ~Lunch maximum - \$7.00
 - ~Dinner maximum - \$15.00 (allowed if arrival is after 7:00 pm)
 - ~Per Deim maximum - \$32.00 (includes \$27.00 for meals and \$5.00 for incidentals)

ITEMS	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total
Lodging								0.00
Breakfast								0.00
Lunch								0.00
Dinner								0.00
Per Diem								0.00
Transportation Cost:								0.00
Train/Plane/Bus								0.00
Parking								0.00
Other								0.00
Mileage (0.56/mile)	See Chart Below for Mileage							0.00
Registration								0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

MILEAGE CHART

Private / City Vehicle	Date	From	To	Odometer		Mileage Claimed	Amount
				Start *	Finish *		
						0	0.00
						0	0.00
						0	0.00
					TOTAL	0	0.00

* Fill in ACTUAL Odometer start/ finish miles, spreadsheet will automatically calculate mileage
 * If claiming mileage, fuel charges will not be reimbursed

Employee Signature: _____

Total Travel Cost: _____ 0.00

Department Head Signature: _____

Less Travel Advance: _____ 0.00

Less Charges to City Pcard: _____ 0.00

Fund and GL Account: _____

Balance Due \$ _____ -

CITY OF GALESBURG

2021 Employee Travel Advance Report

Name of Employee: _____

Check Request Date: _____

Purpose of Travel: _____

City/State: _____

***Out of state travel needs City Manager approval below*

Travel Dates:

From: _____

To: _____

ITEMS	AMOUNT	Accounting Use Only
Transportation	0.00	001 -10706
Mileage @ (\$0.56/mile)	0.00	001 -10706
Lodging	0.00	001 -10706
Meals (# of days)	0.00	001 -10706
Registration & Fees	0.00	xxxx -54500
TOTAL AMOUNT REQUESTED	\$ -	
TOTAL TO BE PAID BY P CARD	\$ -	
TOTAL TO BE PAID DIRECTLY TO EMPLOYEE	\$ -	

Employee Signature _____

Department Head Signature _____

****City Manager Approval for Out of State Travel** _____

APPENDIX IV – Wellness Incentive Eligibility Form



City of Galesburg

Operating Under Council – Manager Government Since 1957

Wellness Incentive Eligibility

This confirmation form should be used to qualify for the wellness incentive as described in the City of Galesburg Personnel Policy covering Exempt & Non-represented Personnel.

Employee name: _____

Date of Wellness exam/screenings/services: _____

Attending Physician Section:

As physician for the above named employee/patient I confirm wellness-related* services were received by said patient on the above date.

Printed name of physician: _____

Physician's signature: _____

Employee Section:

I confirm wellness-related* services were received by me on the above date.

Employee's signature: _____

*Wellness-related services must include a general physical and may include but are not limited to the US Preventive Services Task Force A and B Recommendations

Submit the completed form to Jan Lytle, Benefits Coordinator, City Hall Administration.
Incentive will be paid on the next possible payroll.

Check one: _____ Hours in pay _____ Hours in Personal Time bank

USPSTF A and B Recommendations

Opie	Description	Grade	Release Date of Current Recommendation
Abdominal aortic aneurysm screening: men	The USPSTF recommends one-time screening for abdominal aortic aneurysm by ultrasonography in men ages 65 to 75 years who have ever smoked.	B	June 2014*
Alcohol misuse: screening and counseling	The USPSTF recommends that clinicians screen adults age 18 years or older for alcohol misuse and provide persons engaged in risky or hazardous drinking with brief behavioral counseling interventions to reduce alcohol misuse.	B	May 2013*
Anemia screening: pregnant women	The USPSTF recommends routine screening for iron deficiency anemia in asymptomatic pregnant women.	B	May 2006
Aspirin to prevent cardiovascular disease: men	The USPSTF recommends the use of aspirin for men ages 45 to 79 years when the potential benefit due to a reduction in myocardial infarctions outweighs the potential harm due to an increase in gastrointestinal hemorrhage.	A	March 2009
Aspirin to prevent cardiovascular disease: women	The USPSTF recommends the use of aspirin for women ages 55 to 79 years when the potential benefit from a reduction in ischemic strokes outweighs the potential harm of an increase in gastrointestinal hemorrhage.	A	March 2009
Bacteriuria screening: pregnant women	The USPSTF recommends screening for asymptomatic bacteriuria with urine culture in pregnant women at 12 to 16 weeks' gestation or at the first prenatal visit, if later.	B	July 2008
Blood pressure screening in adults	The USPSTF recommends screening for high blood pressure in adults aged 18 years or older. The USPSTF recommends obtaining measurements outside of the clinical setting for diagnostic confirmation before starting treatment.	A	October 2015*
BRCA risk assessment and genetic counseling/testing	The USPSTF recommends that primary care providers screen women who have family members with breast, ovarian, tubal, or peritoneal cancer with one of several screening tools designed to identify a family history that may be associated with an increased risk for potentially harmful mutations in breast cancer susceptibility genes (BRCA1 or BRCA2). Women with positive screening results should receive genetic counseling and, if indicated after counseling, BRCA testing.	B	December 2013*
Breast cancer preventive medications	The USPSTF recommends that clinicians engage in shared, informed decisionmaking with women who are at increased risk for breast cancer about medications to reduce their risk. For women who are at increased risk for breast cancer and at low risk for adverse medication effects, clinicians should offer to prescribe risk-reducing medications, such as tamoxifen or raloxifene.	B	September 2013 *
Breast cancer screening	The USPSTF recommends screening mammography for women, with or without clinical breast examination, every 1 to 2 years for women age 40 years and older.	B	December 2002†
Breastfeeding counseling	The USPSTF recommends interventions during pregnancy and after birth to promote and support breastfeeding.	B	October 2008
Cervical cancer screening	The USPSTF recommends screening for cervical cancer in women ages 21 to 65 years with cytology (Pap smear) every 3 years or, for women ages 30 to 65 years who want to lengthen the screening interval, screening with a combination of cytology and human papillomavirus (HPV) testing every 5 years.	A	March 2012*
Chlamydia screening: women	The USPSTF recommends screening for chlamydia in sexually active women age 24 years or younger and in older women who are at increased risk for infection.	B	September 2014*
Cholesterol abnormalities screening: men 35 and older	The USPSTF strongly recommends screening men age 35 years and older for lipid disorders.	B	June 2008
Cholesterol abnormalities screening: men younger than 35	The USPSTF recommends screening men ages 20 to 35 years for lipid disorders if they are at increased risk for coronary heart disease.	B	June 2008
Cholesterol abnormalities screening: women 45 and older	The USPSTF strongly recommends screening women age 45 years and older for lipid disorders if they are at increased risk for coronary heart disease.	B	June 2008
Cholesterol abnormalities screening: women younger than 45	The USPSTF recommends screening women ages 20 to 45 years for lipid disorders if they are at increased risk for coronary heart disease.	B	June 2008
Colorectal cancer screening	The USPSTF recommends screening for colorectal cancer using fecal occult blood testing, sigmoidoscopy, or colonoscopy in adults beginning at age 50 years and continuing until age 75 years. The risks and benefits of these screening methods vary.	A	October 2008
Dental caries prevention: infants and children up to age 5 years	The USPSTF recommends the application of fluoride varnish to the primary teeth of all infants and children starting at the age of primary tooth eruption in primary care practices. The USPSTF recommends primary care clinicians prescribe oral fluoride supplementation starting at age 6 months for children whose water supply is fluoride deficient.	B	May 2014*
Depression screening: adolescents	The USPSTF recommends screening adolescents (ages 12-18 years) for major depressive disorder when systems are in place to ensure accurate diagnosis, psychotherapy (cognitive-behavioral or interpersonal), and follow-up.	B	March 2009
Depression screening: adults	The USPSTF recommends screening adults for depression when staff-assisted depression care supports are in place to assure accurate diagnosis, effective treatment, and follow-up.	B	December 2009
Diabetes screening	The USPSTF recommends screening for type 2 diabetes in asymptomatic adults with sustained blood pressure (either treated or untreated) greater than 135/80 mmHg.	B	June 2008
Falls prevention in older adults: exercise or physical therapy	The USPSTF recommends exercise or physical therapy to prevent falls in community-dwelling adults age 65 years and older who are at increased risk for falls.	B	May 2012
Falls prevention in older adults: vitamin D	The USPSTF recommends vitamin D supplementation to prevent falls in community-dwelling adults age 65 years and older who are at increased risk for falls.	B	May 2012
Folic acid supplementation	The USPSTF recommends that all women planning or capable of pregnancy take a daily supplement containing 0.4 to 0.8 mg (400 to 800 µg) of folic acid.	B	June 2008
Gestational diabetes	The USPSTF recommends screening for gestational diabetes mellitus in asymptomatic pregnant	B	June 2008

weeks of gestation.
 gonorrhea prophylactic medication: newborns
 gonorrhea screening: women
 Healthy diet and physical activity counseling to prevent cardiovascular disease: adults with cardiovascular risk factors

The USPSTF recommends prophylactic ocular topical medication for all newborns for the prevention of gonococcal ophthalmia neonatorum.
 The USPSTF recommends screening for gonorrhea in sexually active women age 24 years or younger and in older women who are at increased risk for infection.
 The USPSTF recommends offering or referring adults who are overweight or obese and have additional cardiovascular disease (CVD) risk factors to intensive behavioral counseling interventions to promote a healthful diet and physical activity for CVD prevention.

A May 2009
 January 2014
 July 2011*
B September 2014*
B August 2014*

<http://www.uspreventiveservicestaskforce.org/Page/Name/uspstf-a-and-b-recommendations/>

Hearing loss screening: newborns	The USPSTF recommends screening for hearing loss in all newborn infants.	B July 2008
Hemoglobinopathies screening: newborns	The USPSTF recommends screening for sickle cell disease in newborns.	A September 2007
Hepatitis B screening: nonpregnant adolescents and adults	The USPSTF recommends screening for hepatitis B virus infection in persons at high risk for infection.	B May 2014
Hepatitis B screening: pregnant women	The USPSTF strongly recommends screening for hepatitis B virus infection in pregnant women at their first prenatal visit.	June 2009
Hepatitis C virus infection screening: adults	The USPSTF recommends screening for hepatitis C virus (HCV) infection in persons at high risk for infection. The USPSTF also recommends offering one-time screening for HCV infection to adults born between 1945 and 1965.	B June 2013
High blood pressure in adults: screening	The USPSTF recommends screening for high blood pressure in adults aged 18 years or older. The USPSTF recommends obtaining measurements outside of the clinical setting for diagnostic confirmation before starting treatment.	A October 2015*
HIV screening: nonpregnant adolescents and adults	The USPSTF recommends that clinicians screen for HIV infection in adolescents and adults ages 15 to 65 years. Younger adolescents and older adults who are at increased risk should also be screened.	A April 2013*
HIV screening: pregnant women	The USPSTF recommends that clinicians screen all pregnant women for HIV, including those who present in labor who are untested and whose HIV status is unknown.	April 2013*
Hypothyroidism screening: newborns	The USPSTF recommends screening for congenital hypothyroidism in newborns.	A March 2008
Intimate partner violence screening: women of childbearing age	The USPSTF recommends that clinicians screen women of childbearing age for intimate partner violence, such as domestic violence, and provide or refer women who screen positive to intervention services. This recommendation applies to women who do not have signs or symptoms of abuse.	B January 2013
Iron supplementation in children	The USPSTF recommends routine iron supplementation for asymptomatic children ages 6 to 12 months who are at increased risk for iron deficiency anemia.	B May 2006
Lung cancer screening	The USPSTF recommends annual screening for lung cancer with low-dose computed tomography in adults ages 55 to 80 years who have a 30 pack-year smoking history and currently smoke or have quit within the past 15 years. Screening should be discontinued once a person has not smoked for 15 years or develops a health problem that substantially limits life expectancy or the ability or willingness to have curative lung surgery.	B December 2013
Obesity screening and counseling: adults	The USPSTF recommends screening all adults for obesity. Clinicians should offer or refer patients with a body mass index of 30 kg/m ² or higher to intensive, multicomponent behavioral interventions.	June 2012*
Obesity screening and counseling: children	The USPSTF recommends that clinicians screen children age 6 years and older for obesity and offer them or refer them to comprehensive, intensive behavioral interventions to promote improvement in weight status.	B January 2010
Osteoporosis screening: women	The USPSTF recommends screening for osteoporosis in women age 65 years and older and in younger women whose fracture risk is equal to or greater than that of a 65-year-old white woman who has no additional risk factors.	January 2012*
Phenylketonuria screening: newborns	The USPSTF recommends screening for phenylketonuria in newborns.	B March 2008
Preeclampsia prevention: aspirin	The USPSTF recommends the use of low-dose aspirin (81 mg/d) as preventive medication after 12 weeks of gestation in women who are at high risk for preeclampsia.	B September 2014
Rh incompatibility screening: first pregnancy visit	The USPSTF strongly recommends Rh (D) blood typing and antibody testing for all pregnant women during their first visit for pregnancy-related care.	A February 2004
Rh incompatibility screening: 24-28 weeks' gestation	The USPSTF recommends repeated Rh (D) antibody testing for all unsensitized Rh (D)-negative women at 24 to 28 weeks' gestation, unless the biological father is known to be Rh (D)-negative.	B February 2004
Sexually transmitted infections counseling	The USPSTF recommends intensive behavioral counseling for all sexually active adolescents and for adults who are at increased risk for sexually transmitted infections.	B September 2014*
Skin cancer behavioral counseling	The USPSTF recommends counseling children, adolescents, and young adults ages 10 to 24 years who have fair skin about minimizing their exposure to ultra violet radiation to reduce risk for skin cancer.	B May 2012
Tobacco use counseling and interventions: nonpregnant adults	The USPSTF recommends that clinicians ask all adults about tobacco use, advise them to stop using tobacco, and provide behavioral interventions and U.S. Food and Drug Administration (FDA)-approved pharmacotherapy for cessation to adults who use tobacco.	A September 2015
Tobacco use counseling: pregnant women	The USPSTF recommends that clinicians ask all pregnant women about tobacco use, advise them to stop using tobacco, and provide behavioral interventions for cessation to pregnant women who use tobacco.	A September 2015
Tobacco use interventions: children and adolescents	The USPSTF recommends that clinicians provide interventions, including education or brief counseling, to prevent initiation of tobacco use in school-aged children and adolescents.	August 2013
Syphilis screening: nonpregnant persons	The USPSTF strongly recommends that clinicians screen persons at increased risk for syphilis infection.	July 2004
Syphilis screening: pregnant women	The USPSTF recommends that clinicians screen all pregnant women for syphilis infection.	A May 2009
Visual acuity screening in children	The USPSTF recommends vision screening for all children at least once between the ages of 3 and 5 years, to detect the presence of amblyopia or its risk factors.	B January 2011*

*The Department of Health and Human Services, in implementing the Affordable Care Act under the standard it sets out in revised Section 2713(a)(5J) of the Public Health Service Act, utilizes the 2002 recommendation on breast cancer screening of the U.S. Preventive Services Task Force. To see the USPSTF 2009 recommendation on breast cancer screening, go to <http://www.uspreventiveservicestaskforce.org/Page/Topic/recommendation-summary/breast-cancer-screening>.

*Previous recommendation was an "A" or "B."

<http://www.uspreventiveservicestaskforce.org/Page/Name/uspstf-a-and-b-recommendations/>