

NORMAL TOWNSHIP PERSONNEL MANUAL

Adopted by the Normal Township
Board of Trustees, Normal Township Highway
Commissioner, and Normal Township Assessor

Updated August 27, 2024

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This Manual supersedes all previous Manuals, Policies, Plans, and Memoranda issued by Normal Township, its Board of Trustees, or other authorized officers.

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RESERVATION OF RIGHTS

No terms in this Personnel Manual shall be construed to establish an employment contract between Normal Township and any of its employees.

The Township and any employee both have the unilateral right to terminate the employment relationship at any time, with or without cause and with or without notice.

These policies will be reviewed from time to time, and the Township reserves the right (in its sole discretion) to modify, eliminate or add to the benefits, policies, and procedures or terminate these benefits, policies, or procedures at any time with or without notice.

NORMAL TOWNSHIP EMPLOYEE GUIDELINES AND POLICIES

INTRODUCTION 1.1

Welcome to Normal Township! Normal Township was established in 1857 and provides the statutory responsibilities of road maintenance, property assessment, and general assistance. We also provide senior programs through the township's Activity and Recreation Center (ARC), partnerships and grants to local agencies serving children and seniors, and financial assistance for families experiencing life-threatening emergencies. At Normal Township, we pride ourselves on providing high quality services to the community.

EQUAL EMPLOYMENT POLICY 1.2

Equal Employment Policy: It is the policy of Normal Township that an individual's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information is not and will not be considered in any personnel or management decisions.

There is, further, a continuing policy that affirmative action to implement Equal Employment Opportunity shall include:

1. Recruiting, hiring, training, and promoting for all job classifications without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information. All decisions on employment are made to further the principle of equal employment opportunity.
2. All promotion decisions will continue to be made in accordance with Equal Employment Opportunity principles and only valid job requirements will be used.
3. All other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, township sponsored training, social and recreational programs, will be administered without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information.

EMPLOYEE CLASSIFICATIONS 1.3

The following definitions will be used in classifying all employees:

Full-Time A full-time employee is one who is regularly scheduled to work thirty-seven and one-half (37.5) hours or more each week throughout the year.

Part-Time A part-time employee is one who is regularly scheduled to work less than thirty-seven and one-half (37.5) hours per week throughout the year, even though in any given week that employee may work more than that number of hours.

Non-employee Individuals excluded from the definition of "employee" under the

Personnel

Fair Labor Standards Act, include elected officials, policy-making appointees, unpaid interns and independent contractors.

In accordance with the Fair Labor Standards Act (FLSA), an employee may be classified as an exempt employee if his/her duties and responsibilities meet the eligibility as set forth under the Act. The FLSA governing exempt classifications specifies in detail the restrictive guidelines for making such determinations. An exempt employee is paid a salary commensurate with his/her responsibilities without consideration of hours worked. As a result, an exempt employee is not paid overtime.

A non-exempt employee is paid for each hour worked and is paid overtime at the rate of one and one-half (1 ½) times his/her hourly rate for hours above 37.5 per week.

NOTE:

ALL EMPLOYEES, BE THEY FULL-TIME OR PART-TIME ARE CONSIDERED TO BE AT-WILL EMPLOYEES OF NORMAL TOWNSHIP, EXCEPT FOR THOSE WHO ARE ELECTED OFFICIALS OF THE TOWNSHIP.

WORK SCHEDULES 1.4

The official business hours for Normal Township are 8:00 AM to 4:30 PM, Monday through Friday. Because we provide a wide range of services, some employees may be scheduled to work on days and times outside the official business hours. Work schedules may vary by position. Most employees work a 37.5 hour work week although this may vary by individual job and department needs.

Employees are generally eligible for two fifteen-minute breaks during each work day. All employees working a shift of five or more hours are required to take an unpaid meal break. Breaks will be coordinated with the manager. Normal Township reserves the right to change work schedules based upon operational needs.

REGULAR PAY PROCEDURES 1.5

Employees are paid semimonthly on the 15th and the final day of the month. If an employee is not scheduled to work on a pay date, the paycheck may be picked up the office or mailed via the US Postal Service if requested. Employees are responsible for providing accurate and up-to-date mailing addresses. It is the employee's responsibility to notify the Supervisor's office immediately of any improper pay or deductions. The issue will be investigated promptly and steps will be taken to correct any overpayment or underpayment in a timely manner.

TIMEKEEPING 1.6

It is the responsibility of every employee to accurately record and report time worked to his/her manager. Federal and state laws require the Township to keep an accurate record of time worked in order to calculate pay and benefits. All employees must complete timesheets showing time worked. All time off should first be approved by the employee's direct supervisor and then clearly listed on the timesheet as to the amount and type used, including but not limited to holiday time, vacation time, sick time, and comp time.

ATTENDANCE AND PUNCTUALITY 1.7

Employees are required and expected to use their compensated hours on the job for official Township business only and for no other purpose. To maintain a productive work environment, the Township expects employees to be reliable and punctual in reporting to work. Absenteeism and tardiness place a burden on other employees. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their manager as soon as possible. Employees who are considered tardy or fail to notify their manager of their absence are considered in violation of this policy.

WAGE AND SALARY ADMINISTRATION 1.8

The manager shall determine wages and salaries for full time and part-time employees within the budget salary line items approved by the Board of Trustees.

PERSONNEL RECORDS 1.9

Appropriate personnel records will be maintained for each employee. Personnel files contain documentation regarding all aspects of the employee's employment with the Township, such as the employee's application, records of training, documentation of performance appraisals, salary increases, disciplinary action, and other employment records. Personnel files are Township property.

Personnel records are highly confidential and are to be made available only as set forth in the Personnel Records Review Act. No documents may be altered or removed from the file.

FREEDOM OF INFORMATION ACT (FOIA) 1.10

Employees are prohibited from destroying any Township records without a Records Disposal Certificate. The Illinois Freedom of Information Act (FOIA) regulates and sets requirements for the disclosure of public records by all public bodies in the State of Illinois. As a public institution in the State, the Township is subject to provisions of the FOIA. Under the FOIA, all persons have the right to inspect and/or receive copies of public records maintained by the Township. A request must be made in writing, which includes e-mail or fax. The Township Supervisor and Assessor are the designated FOIA officers responsible for handling all requests made to the Township. Any department or employee at the Township who receives a FOIA request must promptly forward the request to the Township Supervisor and Assessor.

STATEMENT OF CONFIDENTIALITY 1.11

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

Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the Township. Employees who are unsure about the confidential nature of specific information or regarding the release of information check with management for clarification.

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

Employees are also required to immediately report any unauthorized use or disclosure of confidential information that they become aware of to their manager.

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

TECHNOLOGY POLICY 1.12

The Township may provide certain employees with computer equipment and a variety of technologies, including the capability to send or receive voicemail and email, and access to online services and other external resources. The Township's voice mail, computer equipment, computer software, and peripherals are to be used for business purposes only.

Employees may not use the Township's equipment to send or receive any messages in violation of federal or state law, in violation of Township policy, in violation of the property or copyright interests of another, or in any inappropriate, discriminatory, or unauthorized manner. Use of Township-provided resources in violation of this policy will result in disciplinary action up to and including termination.

Employees should have no expectation of privacy on Township-supplied devices. The Township reserves the right to access, search, inspect and disclose any message, communication, or file on a voicemail or computer system owned and operated by the Township at any time or for any reason. All equipment, software, files, disks, diskettes, communications, or messages created, maintained, or sent or received on any system or diskette provided by Township are considered Township property.

Employees are restricted from adding any external subscriptions, software, or hardware to the workstations or network without first gaining permission from management and the network administrator.

VIOLENCE IN THE WORKPLACE PREVENTION POLICY 1.13

The township is firmly committed to providing a workplace that is free from acts of violence. In keeping with this commitment, we have established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on Township-related business, or while operating any vehicle or equipment owned, leased or rented by the Township. This policy applies to all employees, including supervisors and non-supervisory employees. It also applies to third parties, including employee guests, who are on Township property. Normal Township has a zero tolerance for individuals and employees who make threats, engage in threatening behavior, or commit acts of violence against employees, visitors, guests, or other individuals. Compliance with this policy is every employee's responsibility.

Employees are required immediately to report to their supervisor or the Township Supervisor any incident involving a threat of violence or violent behavior. If an employee is confronted with a potentially violent situation, the employee should attempt to handle the situation, but should report it immediately to the aforementioned persons. When a report is made, the Supervisor will immediately investigate and corrective action against the employees involved, if required, will be taken. This action will include disciplinary action, up to and including

immediate termination of employment, of any employee involved in such a prohibited behavior.

Employees who become aware of any workplace security hazards or who have suggestions for increasing security in the workplace, should speak with their supervisor or the Township Supervisor. The township encourages employees to help make the workplace as safe as possible.

Employees are required to report any violations of this policy, including any incidents involving actual or threatening acts of violence. Employees making a good faith reports may do so without fear of retaliation.

FIREARMS PROHIBITION 1.14

Employees are prohibited from bringing any firearms, weapons, explosives, incendiary devices, or similar material onto Township premises at any time. Employees who have a license to carry a weapon must comply with this policy at all times. Violations of this policy will result in disciplinary action up to and including termination of employment.

REQUIREMENT FOR CDL LICENSE 1.15

All employees who are required to have a valid CDL license issued by the State of Illinois are governed by the following:

All employees with a CDL must comply with the Secretary of State's request to submit to a drug and alcohol test at a designated testing site when requested to do so. The employee must not fail this test to continue as an employee of Normal Township.

Loss or suspension of the CDL will result in termination as an employee of Normal Township whether it be from failure to renew, revoked due to involvement in an accident, suspension for a DUI or refusing to submit to an alcohol test while driving a township vehicle or the employees personal vehicle.

If the license is suspended by the Secretary of State and then the employee is found not guilty in a court of law, such employee will be eligible for rehire by Normal Township upon our being notified by the Secretary of State of the decision and proof of reinstatement of the CDL license.

BENEFITS AND OTHER COMPENSATION

HEALTH INSURANCE 2.1

Health insurance is required to be provided to employees who are scheduled to work more than .8 FTE or 30 hours per week.

Full-time employees may choose to be covered by the township's health insurance, and the township will pay 100% of the employee's monthly premium.

Part-time employees who work 1000 hours or more may choose to be covered by the township's health insurance but will be required to pay 100% of the monthly premium.

Employees opting to be covered by the township's health insurance may also choose dependent coverage, but the cost of dependent coverage for eligible dependents will be born by the employee.

The Township reserves the right to amend or cancel insurance at any time.

CONTINUATION OF MEDICAL COVERAGE/COBRA 2.2

Upon termination of employment, employees may be eligible to continue medical coverage as outlined under the Illinois Continuation Law (mini-COBRA).

RETIREE HEALTH INSURANCE COVERAGE

Normal Township allows employees who have been employed with the township for fifteen continuous years or more at the time of retirement and who are also full-time and age 55 or older to continue to participate in the township's group health insurance plan at retirement. The retiree shall be responsible for paying 75% of the monthly premium and must submit payment to Normal Township by the 15th of the month prior to the month of coverage (For example, premiums for June coverage must be received by May 15th.) A retiring employee must notify the township in writing about the decision to continue coverage at least two weeks prior to the last day of employment. Coverage may not be resumed once discontinued.

MEMBERSHIP AT ARC 2.3

In order to promote health and well-being, Normal Township allows all employees to become members of its Activity and Recreation Center, including those employees who are not otherwise age eligible. As an added benefit to employees, Normal Township waives the annual membership fee for all employees who apply for ARC membership.

VACATION 2.4

The length of paid vacation time allowed an employee is based on his/her years of continuous service to the Township. For most employees, the anniversary of employment shall be defined as the same month and day of the month on which full-time employment began. The anniversary of employment for full-time employees whose service has been interrupted but resumed within one (1) year shall be the day after the remainder of one (1) year of full-time employment has been completed.

Within the above principles, all full-time employees earn and may accumulate paid vacation time on the following scale:

1 st Year (after 6mos. anniversary)	10 days	5 days max. carryover
2nd Year	10 days	5 days max. carryover
3rd Year	11 days	5 days max. carryover
4th Year	12 days	5 days max. carryover
5th Year	13 days	5 days max. carryover
6th Year and thereafter	15 days	5 days max. carryover
15th Year and thereafter	20 days	5 days max. carryover

Vacation time for part-time employees shall be granted as follows:

- a. Part-time employees, who are paid on an hourly scale, will not have paid vacation.
- b. Part-time employees who are salaried, will be on the vacation schedule of full time employees.

Terminating employees who have completed 1 year of full-time continuous employment will be paid for unused vacation days they have earned and accumulated.

Vacation pay (i.e., additional pay compensation for working during paid vacation time) in lieu of taking vacation is not allowed.

Vacation time must be scheduled far enough in advance to assure that the smooth performance of township functions is not in any way jeopardized. Schedules will be determined by the manager, after giving consideration to work requirements, the employee's length of service, and his/her preferences.

A maximum of 5 days of vacation time may be carried over to the next year. All other unused vacation time will be lost.

HOLIDAYS 2.5

The Township Supervisor will distribute the Holiday Schedule for the upcoming year by December 31st of the prior year.

PERSONAL DAYS 2.6.1

The Township provides full-time employees with fifteen hours of paid personal leave per fiscal year on April 1 of each year. During the first year of employment, employees hired after April 1 will accrue appropriate pro-rata portion. Personal leave not used on/before March 31 is forfeited. Employees will not receive payment for any unused personal leave. Managers may deny the personal leave request if the request cannot be accommodated.

ILLINOIS PAID LEAVE FOR ALL WORKERS ACT 2.6.2

Normal Township part time, hourly employees are eligible for "Illinois Paid Leave for All Workers Act" or IPLAWA . Employees are eligible for 40 hours of paid leave per 12-month

period, which can be used for any reason. Employees accrue paid leave at the rate of one hour for every 40 hours worked. Paid leave hours will begin to accrue on the Act's effective date (January 1, 2024) or the employees' first day of employment, whichever is later. Employees may begin to use their paid leave 90 days following commencement of their employment,

Paid leave will carry over to the next year, but employees are limited to 40 hours of IPLWA paid leave per calendar year. When using IPLAWA leave employees will be paid their regular rate of pay. Employees are not required to provide a reason for using IPLAWA leave nor are they required to find a replacement to cover their absence when using the leave. IPLAWA leave does not pay out upon separation from Normal Township.

Employees are able to determine how much paid leave they use but a minimum of two hours of leave per day must be used when using IPLAWA benefits. Employees should give notice as soon as possible for non-foreseeable leave and 5 days advance notice for foreseeable leave.

Denial of IPLAWA leave based on operational need.

In some limited circumstances it may be denied for operational needs. Examples of operational needs that may result in a denial include too many people off on the same day and the need for minimum staffing requirements for operations.

SICK LEAVE 2.7

All Township employees with regular weekly schedules shall be entitled to paid sick leave as set forth in this section. Employees with "regular weekly schedules" are those who work full-time or regular, weekly part-time schedules. It does not include any other employees, including but not limited to, those considered seasonal and/or temporary.

All employees shall accrue sick leave at the rate of 0.046 hours per hour worked up to the maximum set forth in this paragraph. Unused sick leave may be accumulated up to a maximum of 675 hours at any time during employment, and no sick leave above that amount shall otherwise be allowed to roll over. At the end of employment, an employee shall be entitled to be paid for accumulated, unused sick leave up to 75 hours.

The Township retains the right to take corrective steps to deal with perceived abuse of sick leave or if an employee has prolonged and/or frequent and regular absences which hinder the carrying out of the employee's responsibilities.

COMPENSATORY TIME OFF 2.8

Salaried employees who are asked by their manager to work hours beyond their normal work week are entitled to compensatory time off (CTO), up to five (5) hours per week. Compensatory time off should be scheduled within the seven days prior or seven after it is accrued and must be scheduled with the approval of the manager.

BEREAVEMENT 2.9

Any eligible employee may be absent from work for a period of up to three (3) working days due to a death in the immediate family. Managers may grant additional time for

unusual circumstances, as it relates to the death of an immediate family member. In addition, managers shall have the authority to grant bereavement leave in hourly increments for situations other than listed below.

For purposes of this policy, immediate family is defined as mother, father (which includes stepparents or legal guardians), mother-in-law, father-in-law, husband, wife, sister, brother, sister-in-law, brother-in-law, child or stepchild, grandchild or step grandchild, or grandparents (on both sides).

In the event of the death of a child, Illinois state law entitles employees to an additional 2 weeks (10 work days) of unpaid bereavement leave to:

- (1) attend the funeral or alternative to a funeral of a child;
- (2) make arrangements necessitated by the death of the child; or
- (3) grieve the death of the child.

"Child" is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. Under the law, the child bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the child. An employee shall provide the employer with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practical. The Township may require reasonable documentation, which may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, nor is it in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

OTHER TIME OFF WITH PAY 2.10

Employees will be compensated at their regular rate of pay during periods of service for jury duty, as duly appointed judges of election and for the annual training requirements of the U.S. Military Reserve and National Guard units. (Any compensation received from the above mentioned periods of service will be paid to the township payroll account, except for mileage.)

FAMILY MEDICAL LEAVE 2.11

Normal Township has a policy that is in compliance with the Family and Medical Leave Act of 1993 (FMLA), which is unpaid leave of absence. Eligible employees must be employed by Normal Township at least twelve (12) months (but this period need not be consecutive) and have worked at least 1250 hours of service during the twelve month period prior to request.

Under the Leave Policy a total of twelve (12) weeks unpaid leave is available to eligible employees under the following circumstances:

- The birth of a child, but only within the first twelve months of the birth.
- The need to care for a dependent, spouse or parent who has a serious medical condition.

- The serious health condition of the requesting employee, which renders the employee unable to perform the functions of his/her position.

Employees will be required to use all of their accrued vacation and personal days prior to being granted unpaid leave as outlined above for the birth or to care for a seriously ill family member.

The birth parent may choose to use the unpaid twelve week leave or to utilize the 6 week paid maternity leave, but cannot use both.

Upon return to Normal Township at the end of the leave, the employee will be restored to his/her former position with the same rights, benefits, pay and other terms and conditions which existed prior to the leave. Many other conditions exist and will be handled on a case-by-case basis should they arise during a request for family leave or while on leave in accordance with the Family Leave Act.

SCHOOL LEAVE 2.12

The Township recognizes there may be times when an employee is required, requested, or desires to attend an activity at a child's school. Although Illinois law only requires that the employers provide school leave when the employer employs at least 50 or more individuals in Illinois, the Township has adopted the leave policy because the township believes it is important. The township will provide up to eight (8) hours leave time to attend a child's school conferences or classroom activities each school year. No more than four (4) hours can be taken on any given day. At least two working days' notice must be provided by the employee before the leave begins. The employee can make up the unpaid leave hours if practical for the township. This policy is in compliance with the Illinois School Visitation Rights Act (820 ILCS 147/1 et.seq.) and is available to those employees that have worked at least six (6) consecutive months for the Township and have worked an average number of hours per week during the 6 month period to be equal to at least one-half of the Regular Full-time equivalent position in accordance with the Township's job classifications as set forth in this manual.

Victims Economic Security and Safety Leave Act (VESSA) 2.13

Normal Township will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is:

- a) seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- b) obtaining services from a victim services organization for the employee or the employee's family or household member;
- c) obtaining psychological or other counseling for the employee or the employee's family or household member;
- d) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the

employee's family or household member from future domestic or sexual violence or ensure economic security;

- e) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"Family or household member" means a spouse, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

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

PERIOD OF LEAVE: Employee shall be entitled to a total of 12 weeks of unpaid leave during any 12-month period. **(This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the Federal Family and Medical Leave Act.)**

EXISTING LEAVE: The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.

NOTICE: The employee shall provide the Township with at least 48 hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable. When an unscheduled absence occurs, the Township will not take any action against the employee if the employee, within a reasonable period of time after the absence (generally defined herein as 15 days) provides certification as shown under the next section.

CERTIFICATION: The Township may require the employee to provide certification to the Township that:

- a) the employee or the employee's family or household member is a victim of domestic or sexual violence; and
- b) the leave is for one of the purposes enumerated above. The employee shall provide such certification to the Township within a reasonable period after the Township requests certification. An employee may satisfy the above certification by providing to the Township a signed and dated statement of the employee, and upon obtaining such documents the employee shall provide documentation from a victim services organization, an attorney, a member of the clergy, a police report, or a medical professional as corroboration of the incident and its continuance.

RESTORATION TO POSITION: In general, an employee who takes leave under this policy shall be entitled to return to the position of employment held prior to the leave or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

LOSS OF BENEFITS: The taking of leave under this policy shall not result in loss of any employment benefit accrued prior to the date on which the leave

commenced. However, the employee is not entitled to:
The accrual of any seniority or employment benefits during any period of leave;
or any right, benefit, or position of employment other than any right, benefit, or
position to which the employee would have been entitled had the employee not
taken the leave.

REPORTING TO THE TOWNSHIP: The Township may require an employee on
leave under this policy to report periodically to the Township regarding the status
and intention of the employee to return to work.

MAINTENANCE OF HEALTH BENEFITS: Except as provided under "Loss of
Benefits," during any period that an employee takes leave under this policy, the
Township shall maintain coverage for the employee under the group health plan
for the duration of such leave at the level and under the conditions coverage would
have been provided if the employee had continued in employment continuously
for the duration of such leave. Any family coverage must be paid for on a monthly
basis just as it is currently withheld from the employee's bi-monthly check for
payment of the family health insurance coverage. Arrangement must be made
quickly to keep the coverage in force with the payroll office.

FAILURE TO RETURN FROM LEAVE: The Township may recover the
premiums that were paid for maintaining coverage for the employee and if the
employee did not reimburse for the employee's family or household member
during any period of leave should the employee not return to work at the end of
the leave. The employee must return to work or provide written proof that the
conditions still exist that gave cause for the leave and that it is not practical for
the employee to return. Without this written proof, employment will be terminated
in addition to cause for action mentioned above for payment of the medical
premiums by the Township.

An employee may satisfy the certification requirement mentioned above by
providing to the Township documentation from an employee, agent, or volunteer
of a victim services organization, an attorney, a member of the clergy, or other
professional from whom the employee has sought assistance in addressing
domestic or sexual violence and the effects of that violence; a police or court
record; or other corroborating evidence.

The Township will not fail to hire, refuse to hire, discharge, or harass any
individual exercising their rights under this policy or otherwise discriminate against
any individual exercising their rights under this policy with respect to the
compensation, terms, conditions, or privileges of employment of the individual, or
retaliate against an individual in any form or manner for exercising their rights
under this policy.

ILLINOIS MUNICIPAL RETIREMENT FUND AND SOCIAL SECURITY 2.14

- A. The Illinois Municipal Retirement Fund was created to provide for the operation of a
retirement and benefit fund for officers and employees (and beneficiaries) of
municipalities in Illinois. The Illinois Municipal Retirement Fund is coordinated with
Federal Social Security benefits for all employees. Therefore, employee-employer
contributions are distributed to both retirement funds.

- B. In brief, the following are a few facts in regards to benefits for employees:
1. Participation in Social Security Retirement program is mandatory of all classified employees.
 2. Participation in IMRF is mandatory if one is employed in a position normally requiring performance of duty over 1,000 hours per year. This benefit is not available to employees working less 1,000 hours per year.

As of January 1, 2017, deductions from your gross pay are as follows:

Social Security – 6.2% Medicare – 1.45% IMRF – 4.5%

As of January 1, 2017, the Township contributes toward these retirement programs as follows:

Social Security – 6.2% Medicare – 1.45% IMRF – 8.85%

3. Coverage: The IMRF plan provides for retirement, disability, separation, and death benefits. Application forms for securing these benefits are available in the Township Supervisor's Office.

4. Separation Benefits:
If you terminate employment while an IMRF participant, your contributions (4.5%) may be returned to you if you worked less than eight years if enrolled prior to January 1, 2011 or 10 years of service if enrolled after that date. It can be transferred to another IMRF Employer if you change jobs or may be placed into an IRA Rollover account of your choice. Refer to your IMRF Participant Handbook or contact the Township Supervisor as the authorized agent.

5. IMRF Death Benefits:
If you were employed less than one year and your death is not job related: return of members contributions.

If you were employed less than one year and your death is job related: one year's salary plus return of members contributions.

If you were employed more than one year but less than eight years: one year's salary plus return of members contributions with interest.

If you were employed for more than eight years: surviving spouse pension plus \$3,000 payment or one year's earnings plus return of member contributions with interest.

6. Disability Benefits under IMRF:
Please contact the Supervisor's office if you think you might have a disability claim. This program is coordinated with other injury benefits and at a minimum will continue your years of service for an IMRF pension.

This is a broad overview of the IMRF program as of the time of this publication. For up-to-date information, please contact

WORKER'S COMPENSATION INSURANCE 2.15

- A. The staff of Normal Township is entitled to benefits under the Worker's Compensation Act of the State of Illinois which provides for compensation for disability or death as a result of accidental injuries suffered in the course of employment.
- B. The employee shall receive full pay equivalent but in no instance will an employee be entitled to the full sick leave benefits, and the benefits as provided by the Worker's Compensation Act.
- C. Upon suffering an accidental injury in the course of employment, you should immediately report the injury to the Supervisor.

TAX DEFERRED SAVINGS SECTION 457 PLAN 2.16

Normal Township is proud to offer a Deferred Compensation Plan to help employees meet their personal retirement goals. The amount you specify will be withheld from your paycheck on a pre-tax basis and sent to your account at the vendor each pay period. This tax deferred savings program is wholly managed by the employee.

"PREMIUM ONLY PLAN" Under Section 125 of IRS Code 2.17

Section 125 of the Internal Revenue Code makes it possible for employers like Normal Township to offer their employees a choice between cash and a variety of nontaxable benefits without application of the constructive receipts rules with respect to income recognition by the employees.

All full-time employees who opt to take our family medical coverage will be eligible for the Section 125 plan benefit. This benefit will be construed as being in lieu of any cash benefit that the employee may be eligible or may not be eligible for. As of this printing our 125 program does not allow for any other allowed "cafeteria plan" options but could be amended in the future to do so.

Payroll deductions for your family medical and dental insurance premiums are made on a pre-tax basis. This means that they are taken out of your pay before federal, state and social security taxes are calculated. However, it does not reduce your gross income for IMRF withholding or benefits.

REIMBURSEMENTS

MILEAGE AND EXPENSES 3.1

Employees shall be reimbursed for necessary expenses incurred in the appropriate conduct of Township business when such expenses have been authorized by the Supervisor. IRS mileage rates will be paid to the township employees and elected officials for travel to training courses and for performing his/her employment. Parking expenses will be reimbursed as well whether using personal automobiles or township vehicles.

TRAINING 3.2

Allowable expenses reimbursed by the Township for Township approved education and training include travel, lodging, food, and registration fees.

TRAVEL: All commercial travel expenses will be reimbursed to the employee. Automobile mileage is reimbursed at the rate approved by the IRS per mile for education and training programs. If the employee decides to drive his/her car rather than use commercial transportation, the Township will reimburse the employee for the mode of transportation that costs the least money. Mileage reimbursement to the site of education programs is at the IRS rate. Parking fees will be reimbursed.

LODGING: The Township will pay for overnight hotel/motel expenses at the single-room rate. If you desire a double, the difference in the rate must be noted on your bill and paid by the employee.

FOOD: The Township will pay for the cost of your food as well as a 20% tip. No alcoholic beverages will be paid for by the Township. Also, no personal telephone service or television or movie rental will be paid for by the Township.

FEES: The Township pays registration fees.

APPENDIX A

Illinois Ethics Law and Receipt of Gifts

Normal Township Ordinance No. GT 04-01 and RD 04-01 adopted on May 20th, 2004 is made a part of this handbook and re-typed here for inclusion in this employee document.

ORDINANCE 04-01 ETHICS ORDINANCE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), 5ILCS 430/1-1 et seq., hereinafter the "Act", which regulates ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government, within six months after the effective date of 5 ILCS 430/1-1 et seq., to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, the Illinois Attorney General determined it is the clear intention of the Act to require units of local government to Implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, the Illinois Attorney General determined it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE TRUSTEES OF NORMAL TOWNSHIP AND NORMAL TOWNSHIP ROAD DISTRICT, AS FOLLOWS:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

(a) "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office in a political organization, or the selection, nomination, or election of Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

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

(c) "Collective Bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

(d) "Compensated Time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

(e) "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

(f) "Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election code (10ILCS 5/9-1.4).

(g) "Employee" means a person employed by Normal Township, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

(h) "Employer" means Normal Township and Normal Township Road District.

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

(j) "Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

(k) "Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

(l) "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to the collective bargaining, or (iii) that are otherwise in furtherance of the person's duties.

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

(n) "Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political

organization for political purposes or for or against any referendum question.

- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.
- (o) "Prohibited source" means any person or entity who:
 - (1) is seeking official action (i) by an officer or (ii) by an employee, or by the

officer or another employee directing that employee;

- (2) does business or seeks to do business (i) with the officer or (ii) with an employee or with the officer or another employee directing that employee;
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 2

PROHIBITED POLITICAL ACTIVITIES

Section 2-1. Prohibited political activities:

(1) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of Normal Township or Normal Township Road District in connection with any prohibited political activity.

(2) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

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

(4) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(5) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel

Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 3

GIFT BAN

Section 3-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2. Exceptions. Section 3-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - (i) the history of the relationship between the individual

giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- (10) Intra-governmental and inter-governmental gifts. For purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- (11) Bequests, inheritances, and other transfers at death.
- (12) Any item or items from any prohibited source during any calendar year having a cumulative total value less than \$100.

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

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

ARTICLE 4

ETHICS ADVISOR

Section 4-1. The Township Supervisor, with the advice and consent of the

Trustees, shall designate an Ethics Advisor for Normal Township. The duties of the Ethics Advisor may be delegated to an officer or employee of Normal Township unless the position has been created as an office by Normal Township.

Section 4-2. The Ethics Advisor shall provide guidance to the officers and employees of Normal Township concerning the interpretation of and compliance with the provisions of the Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Trustees.

ARTICLE 5

PENALTIES

Section 5-1. Penalties. (a) A person who intentionally violates any provision of Article 2 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 3 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 2 of this Ordinance shall be prosecuted as a criminal offense by an attorney for Normal Township by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 3 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for Normal Township, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 2 or Article 3 of this Ordinance is subject to discipline or discharge.

ARTICLE 6

Any amendment to the Act that becomes effective after the effective date of this ordinance shall be incorporated into this ordinance by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by units of local government shall not be incorporated into this Section by reference

without formal action by the Board of Trustees of Normal Township and Normal Township Highway Commissioner.

ARTICLE 7

If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this ordinance shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This ordinance shall be deemed repealed without further action of the Board of Trustees of Normal Township and Normal Township Highway Commissioner if the Act is found unconstitutional by the Illinois Supreme Court. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this ordinance shall remain in full force and effect; however, that part of this ordinance relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the Board of Trustees of Normal Township and the Normal Township Highway Commissioner.

ARTICLE 8

If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

ARTICLE 9

This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

ARTICLE 10

This Ordinance shall take effect 10 days after publication thereof as provided by law. The Board of Trustees of Normal Township hereby authorizes and directs that this Ordinance shall be published in pamphlet form by the Township Clerk of Normal Township.

NORMAL TOWNSHIP POLICY PROHIBITING SEXUAL HARASSMENT

SECTION I: Definitions.

- A. “Employee” means a person employed by the NORMAL TOWNSHIP, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
- B. “Employer” means the NORMAL TOWNSHIP.
- C. “Officer” means a person who holds, by election or appointment, an office in NORMAL TOWNSHIP, regardless of whether the officer is compensated for service in his or her official capacity.
- D. “Sexual Harassment” means any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:
 - 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment;
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - 3. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.
- E. “Working environment” is not limited to a physical location an employee is assigned to perform his or her duties.

SECTION II: Prohibition on Sexual Harassment.

- A. Each Employee and officer of Employer has the responsibility to refrain from sexual harassment in the workplace and is prohibited from engaging in conduct that constitutes sexual harassment.
- B. Conduct which may constitute sexual harassment includes:
 - 1. Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated

- requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
2. Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls”, “smacking” or “kissing” noises.
 3. Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
 4. Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
 5. Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).
- C. The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtler and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

SECTION III: Reporting an Allegation of Sexual Harassment

- A. An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee and her/his supervisor or the Township Supervisor.
- B. It is not necessary for sexual harassment to be directed at the person making a complaint.
- C. During the occurrence of an incident of sexual harassment or following reporting, the Employer must document or record each incident (what was said or done, the date, the time, and the place). Additionally, the Employer must collect and/or compile related written records such as letters, notes, memos, electronic messages, and telephone messages.

- D. All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the Employer. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.
- E. Proper methods of reporting conduct believed to be sexual harassment include the following:
1. Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
 2. Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or Township Supervisor. If the harasser is the immediate supervisor; the problem should be reported to the next level of supervision or the Township Supervisor.
 3. Formal Written Complaint. An employee may also report incidents of sexual harassment directly to the Township Supervisor. The Township Supervisor will counsel the reporting employee and be available to assist with filing a formal complaint. The Employer will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.
 4. Resolution Outside Employer. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is

a continuing offense. A complaint with the EEOC must be filed within 300 days.

- F. All reports shall be received and handled as confidential to the extent permitted by law and subject to any disclosure requirements pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*).
- G. The employee experiencing what he or she believes to be sexual harassment must not assume that the Employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the Employer will not be presumed to have knowledge of the harassment.

SECTION IV: Prohibition Against Retaliation for Reporting Sexual Harassment

- A. An Employee shall not be retaliated against by the Employer or the Employees or Officers of the Employer due to the Employee's:
 - 1. Disclosure or threatened disclosure of any violation of this policy,
 - 2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
 - 3. Assistance or participation in a proceeding to enforce the provisions of this policy.
- B. No individual making a report will be retaliated against even if a report made in good faith is not substantiated.
- C. The Employer will take reasonable steps to protect from retaliation any Employee or Officer who is a witness.
- D. Supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.
- E. Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:
 - 1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee

- that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
 3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.
- F. Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).
- G. According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.
- H. An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

SECTION V: Consequences

- A. In addition to any and all other discipline that may be applicable pursuant to the Employer's policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Employer

and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the Employer shall be separate and distinct from any penalty imposed by any ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

- B. False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. A false and frivolous charge is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable township policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.
- C. Any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

SECTION VI. Severability.

It is the intention of the Board of Trustees that this policy and every provision thereof shall be considered separable, and the invalidity of any section, clause, or provision of this policy shall not affect the validity of any other portion of this policy.

Normal Township SOCIAL MEDIA POLICY

Purpose and Objectives

The purpose of this social media policy is to establish enforceable rules for the use of social media by Township elected officials and employees when engaged in Township business.

Social media at this time refers to Facebook, Twitter, Instagram, Google Plus, and any other form of communication that is open to response or comment.

Rules are necessary to assure that:

Communications made on behalf of the Township are properly authorized and in correct form.

- Communications to the Township by means of social media which can be viewed by the public are appropriate and pertinent.
- All communications to the Township are directed to the proper recipient; and
- the sender is clearly and fully informed that a message received by means of social media is not a substitute for required reporting procedures.

The objective of the use of social media by the Township is to expand and facilitate communication between the Township and its residents, taxpayers and the general public, and so that interested citizens may also share Township information. Users are encouraged to submit comments, questions and concerns, but please note that Township social media sites may serve as moderated online discussions and not public forums. The Township's social media accounts are LIMITED PUBLIC FORUMS. These accounts are not available for general public discourse, and the Township reserves and limits the topics that may be discussed on its accounts.

As limited forums, the Township reserves the right to reject or remove (if possible) any content that is deemed in violation of this policy or any other applicable laws.

Content that is deemed not suitable for posting by the administrators of the Township's social media accounts based on the criteria defined above, shall be retained by staff pursuant to the records retention schedule in the form of a screen capture along with a description of the reason the specific content was rejected. The comment will then be removed, as technology allows, from the Township's social media account(s).

Standards

1. This policy governs all social media use by or on behalf of the Township.
2. The Township shall have a single, official presence on each social media site approved for use.
3. All Township presence and activity on social media are an integral part of the Township's information networks and must comply with all rules and policies governing the Township's computers and electronic media, as detailed in the Personnel Policy.
4. All Township users of social media are responsible for complying with applicable federal, state, and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of information Act (FOIA), First Amendment, privacy laws, sunshine laws, and information security policies (if applicable) established by the Township.
5. Wherever possible, links to more information should direct users back to the Township's official website.
6. When relevant, employees representing Township government on social media outlets must identify themselves by name and by role at the Township. All Township policies are applicable to interactions on social media sites when acting in an official capacity and representing the Township.
7. The Township Communications Coordinator (s) shall monitor content on all social media sites to ensure adherence to the Social Media Policy for appropriate use, message, and branding consistent with Township goals.
8. Employees and elected officials are prohibited from using Normal Township property for personal social media use. No "friending," "liking" or other special relationship between a Township elected official or employee and a third person is permitted from Normal Township equipment.
9. Social media sites are not to be used for making any official communications to the Township, for example, reporting crimes or misconduct, reporting dangerous conditions, giving notice required by any statute, ordinance or regulation (e.g. notice of claim). Prominent notice of this paragraph shall be displayed on every Township social media site,

along with the appropriate contact information for submitting such a communication.

10. The Township Administrator(s) or duly designated Webmaster shall have the authority to remove any Prohibited Content (see below) from any Township social media site at any time, subject to archiving and retention requirements.

Prohibited Content

The following content is prohibited and subject to removal:

- a. Comments or images not related to the original topic, including random or unintelligible comments
- b. Comments or images that promote, foster, or perpetuate discrimination based on creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- c. Comments or images containing vulgar, offensive, threatening, or harassing language, personal attacks, or unsupported accusations
- d. Defamatory statements or personal attacks
- e. Threats to any person or organization
- f. Profane, obscene, sexually suggestive, explicit, or pornographic content or links to such sites
- g. Illegal activity or encouragement of illegal activity
- h. Information that may compromise the safety or security of the public or public systems
- i. Content that violates a legal ownership interest, such as copyright or trademark
- j. Internet links of any kind unless authorized by the administrator
- k. Content that incites violence
- l. Information about a user that is private or personal
- m. Spamming or repetitive content
- n. Content in support of or opposition to political campaigns or ballot measures
- o. Promotion of services, products or activities not related to governmental business, including charitable solicitations or proselytizing
- p. Solicitation of commerce, including advertising any business or product for sale.

Persons posting prohibited content are subject to being barred from posting comments on Township Social Media.

Applicability

This policy shall apply to all Township elected officials and employees permitted by the Township to post on Township social media sites. This policy shall also apply to those members of the public who post on Township social media.

An employee may be subject to disciplinary action up to and including termination in accordance with the Township's Personnel Manual and this policy.

As the Township's social media accounts are not monitored 24/7, users are advised NOT to use the Township's social media accounts to report a crime or emergency situation. Crime reports and requests for police, fire or emergency medical assistance must be made by dialing 9-1-1.

Employee Acknowledgement of Social Media Policy

*I confirm that I have received, read and understand the “Social Media Policy” for employees of the **Normal Township**.*

I understand that as an employee, it is my responsibility to abide by this Policy. If I have questions about the Policy, I understand it is my responsibility to seek clarification from the proper supervisory department.

I further understand that this Acknowledgement does not establish any contractual rights for me, in whole or in part. Specifically, this Acknowledgment and my signature do not constitute, in any way, a contract for employment, and I further acknowledge that my employment can be terminated by me or my employer at any time.

Print Name:

Employee Signature:

Date:

Whistleblower Protection Policy

Purpose

The **Township of Normal** is committed to preventing improper governmental actions by its officials and employees. It is the responsibility of each Township official and employee to refrain from improper governmental action. Instances of improper governmental action will be investigated in a prompt and effective manner and an investigation may result in disciplinary action or referral to the proper law enforcement agency.

Accordingly, the Township provides whistleblower protections for those who report improper governmental actions in two important areas: confidentiality and against retaliation. The confidentiality of a whistleblower will be maintained to the extent allowable by law, however, an identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. A whistleblower may also waive confidentiality in writing. The **Township** will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblowers who believe they are being retaliated against must submit a written report to the Auditing Official within 60 days of gaining knowledge of the retaliatory action. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All employees will be provided with a copy of 50 ILCS 105/4.1 entitled “Retaliation against a whistleblower” and of this Policy.

Definitions

Whistleblower means an employee, as defined in Section II of this policy, of the **Township** who:

Reports an improper governmental action as defined under 50 ILCS 105/4.1 (hereinafter Section 4.1);

Cooperates with an investigation by an Auditing Official related to a report of improper governmental action; or,

Testifies in a proceeding or prosecution arising out of an improper governmental action.

Auditing Official means any elected, appointed or employed individual, by whatever name, in the **Township** whose duties may include: receiving, registering and investigating complaints and information concerning misconduct, inefficiency and waste within the **Township**; investigating the performance of officers, employees, functions and programs; and, promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the **Township**.

Until replaced by the **Township**, the Auditing Official shall be any member of the Normal Township Board of Trustees, unless that person is at issue or the reporting person does not feel comfortable reporting to that person, in which case, Normal Township Attorney John Redlingshafer should be contacted at (309) 444-5990.

If the **Township** does not designate an Auditing Official, the Auditing Official defaults to the State's Attorney of McLean County.

Employee means anyone employed by the **Township**, whether in a permanent or temporary position, including full-time, part-time and intermittent workers. Employee also includes members of appointed boards or commissions, whether paid or unpaid. Employee also includes persons who have been terminated because of any report or complaint submitted under Section 4.1.

Improper governmental action means any action by an employee of the **Township**; an appointed member of a board, commission or committee; or, an elected official of the **Township** that is undertaken in violation of a federal or state law or local ordinance; is an abuse of authority; violates the public's trust or expectation of their conduct; is of substantial and specific danger to the public's health or safety; or, is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, board member's, commission member's or committee member's official duties to be subject to a claim of "improper governmental action."

Improper governmental action does not include the **Township**'s personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

Retaliate, retaliation or retaliatory action means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under Section 4.1. Retaliatory action includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or, other disciplinary action made because of an employee's protected activity under Section 4.1.

Duties of an Auditing Official

Each Auditing Official has the authority to establish additional written processes and procedures consistent with (and in addition to) the terms of this policy and best practices for investigations for managing complaints filed under Section 4.1. Each Auditing Official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures, and all other provisions of Section 4.1.

The Auditing Official shall fully investigate the complaint and advise the complainant and the named official(s) and/or employee(s) of the results of the

investigation. If the Auditing Official finds that improper governmental action has taken place or that official(s) and/or employee(s) have hindered the investigation, the Auditing Official shall notify any individual or entity the Auditing Official deems necessary, including but not limited to the Board of Trustees, the appropriate law enforcement agency, and the State's Attorney's Office.

The Auditing Official must provide each employee a written summary or a complete copy of Section 4.1 upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable Auditing Official.

Auditing Officials may reinstate, reimburse for lost wages or expenses incurred, promote or provide some other form of restitution.

In instances where an Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purposes of aiding in that employee's, or the employee's attorney's, effort to make the employee whole.

Auditing Officials are responsible for reading the full context of Section 4.1 and complying with all requirements.

If no Auditing Official is designated, the State's Attorney of McLean County will be the default Auditing Official.

An employee may be subject to disciplinary action up to and including termination in accordance with the Township's Personnel Manual and this policy.

Duties of an Employee

If an employee has knowledge of, or a concern of, improper governmental action, the employee shall make a written report of the activity. All such reports of illegal and dishonest activities will be promptly submitted to the Auditing Official who is responsible for investigating and coordinating corrective action. To the fullest extent possible, the whistleblower's identity shall be kept confidential unless the employee waives confidentiality in writing.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; a designated Auditing Official is charged with these responsibilities.

Defend Trade Secrets Act Compliance (18 U.S.C. Sect. 1836):

"Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and, (ii) solely for the purpose of reporting or investigating a suspected violation of law; or, (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and, (B) does not disclose the trade secret, except pursuant to court order." (18 U.S.C. § 1833).

Employee Acknowledgment

Employees are required to sign a written acknowledgement that they have received, read and understand this Policy, and to submit that acknowledgement to the Auditing Official or other designated official of the **Township**. The form that follows on next page of this policy will satisfy this requirement upon receipt.

Employee Acknowledgement of Whistleblower Protection Policy

*I confirm that I have received, read and understand the “Whistleblower Protection Policy” for employees of the **Normal Township**.*

*I understand that as an employee, it is my responsibility to abide by this Policy. If I have questions about the Policy, I understand it is my responsibility to seek clarification from the proper supervisory department, the Auditing Official or the State’s Attorney of **McLean County**.*

I further understand that this Acknowledgement does not establish any contractual rights for me, in whole or in part. Specifically, this Acknowledgment and my signature do not constitute, in any way, a contract for employment, and I further acknowledge that my employment can be terminated by me or my employer at any time.

Print Name: _____

Employee Signature: _____

Date: _____

EMPLOYEE HANDBOOK

Acknowledgement Form

This employee handbook has been prepared for your information and understanding of the policies and practices of Normal Township. PLEASE READ IT CAREFULLY.

Upon receipt of this handbook, please sign the statement below and return it to your supervisor by the due date. A reproduction of this acknowledgement appears at the back of your booklet for your records.

I, _____, have received a copy of the Normal Township Employee Handbook which outlines the goals, policies, benefits, and expectations of The Township, as well as my responsibilities as an employee.

I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by NORMAL TOWNSHIP.

I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of The Township.

I understand that The Township Employee Handbook is not a contract of employment and should not be deemed as such and that I am an employee at will.

(Employee signature)

Date

Please return by: _____