The contents of the DuPage County Election Commission Personnel Policy Manual establish the employment policies for Commission employees. This Manual does not constitute the terms of a contract of employment between you and the DuPage County Election Commission and, accordingly, should not be construed as such. Nothing contained in this Manual should be construed or interpreted as conferring a promise or expectation of continued employment. Employment at the DuPage County Election Commission is on an "at will" basis. As such, this Manual does not alter, amend or change in any way the "at will" employment relationship, which may be terminated at any time, by either the employee or the DuPage County Election Commission without cause and for any reason not expressly prohibited by law. The policies outlined herein are subject to amendment or discontinuation at any time, without prior notice, at the discretion of the DuPage County Election Commission as the needs of the Commission require.
OVERVIEW

Welcome to the DuPage County Election Commission

As a DuPage County Election Commission employee, you play an important part in the administration of the voting process in DuPage County. Regardless of your specific job, your work is necessary and vital to the people we serve.

This Manual has been prepared to introduce you to the policies and benefits of the DuPage County Election Commission. These policies are meant to protect the rights and safety of employees, not to restrict the rights of anyone.

You are encouraged to read this Manual thoroughly. The topics in this Manual are designed for easy reference. Please use it in the future as a reference when you have questions. The contents of this Manual are for general information and are not intended as an employment agreement. Policies and programs present are in summary form and are subject to the detailed interpretations of and revisions of the practices. The DuPage County Election Commission reserves the right to make the final decision concerning the interpretation and application of the policies and programs and to change or discontinue them at any time. The Executive Director shall enforce the provisions of this Personnel Policy, or may delegate portions of this administrative responsibility.

The Administrative Division Manager or Executive Staff will be happy to answer any questions you might have concerning the contents of this Manual.

WAIVER

This handbook is not to be construed as an employment contract or to create contractual rights, but rather to serve as a guideline for day-to-day policies. The County reserves the right to vary these policies to meet individual needs. Nothing in this handbook may be construed as altering the employment status of any employee at will. Policies and procedures in this handbook are subject to change from time to time as the needs of the County require. We will attempt to keep you informed of changes as soon as practical.
DuPage County Election Commission Mission Statement

The DuPage County Election Commission is an independent, bi-partisan government entity operating under state and federal election laws to promote accurate, efficient, accessible and secure elections in DuPage County. We serve the public through education and information about the election process, voter registration, election administration and leadership in improving election procedures. We maintain the highest professional standards to ensure the integrity of the election process.

Who We Are

The DuPage County Election Commission is unique within the State of Illinois, since it is the only countywide election commission. Legislation passed in 1973 provided for the formation of this independent bipartisan agency in January 1974. The Election Commission is charged with the conduct of all federal, state, county and local elections occurring within its boundaries.

Presently, there are four regularly scheduled elections in a two-year cycle. Even-numbered year elections are the General Primary in March and the General Election in November; odd-numbered year elections are the Consolidated Primary Election in February and the Consolidated Election in April.

Every two years a training and certification session is conducted for the judges of election appointed to serve their parties in the precincts of DuPage County. Each judge is trained and tested in the proper procedures in the polling place.

A redistricting of precincts occurs in the odd-numbered years. This is required when the population of a precinct shifts and thereby calls for the redefinition of that precinct, as well as subsequent redefinitions or creation of other precincts. Maintaining political district lines as well as even population distribution between districts and formulating concrete boundary lines are some of the complicated tasks involved in redistricting.

Additionally, the Election Commission orchestrates the complete voter registration program. Overseeing the training and proper conduct of numerous deputy registrars is an ongoing procedure. Processing the newly registered and updating those currently registered falls within the jurisdiction of the Election Commission.

The Election Commission was instrumental in creating signature digitalization legislation and was the first in the state to implement it. This program eliminated in-office storage of bulky voter registration binders and their transport to the polling places on Election Day, in addition to saving several thousand dollars of taxpayers' money.

This is all accomplished under the auspices of a bipartisan Board of Election Commissioners and the appointed Executive Director. The Executive Director is charged with the ongoing functions of elections including administration, budgeting, reporting, training, planning and forecasting.
How We Are Organized

**Election Commission Chair**

- Chairs Election Commission and DuPage County Electoral Board meetings
- Votes on questions at Election Commission and DuPage County Electoral Board meetings
- Appoints Executive Staff with the advice and consent and a majority vote of the Election Commission Board, working within the provisions of approved headcount

**Election Commission Board Members**

- Serves on the Election Commission and DuPage County Electoral Board
- Votes on changes impacting the operations of the Election Commission
- Responsible for the management of Election Commission funds and business and also fiscal and regulatory powers
- Implements policies and programs and the appropriation of funds
- The Election Commission Board operates on the committee system. Items concerning the Election Commission are discussed in depth by staff which then refers the items to the Election Commission Board with recommendations for passage or denial.
- Approves Election Commission budget

**Executive Officers**

Appointed by the Board of Election Commissioners, the Executive Director acts as the Chief Executive Officer charged with the office of the Election Commission. The Assistant Executive Director acts as the Chief Operating Officer and, in the absence of the Executive Director, designee.

**Administrative Division**

The Administrative Division is charged with handling personnel and fiscal responsibilities in the Election Commission. They manage human resources activities, including but not limited to employment and placement, job analysis and compensation, benefits and workers’ compensation, payroll, employee training, employee relations as well as utilizes prudent, professionally recognized management practices to protect the financial condition of the Election Commission. Finance is responsible for development of the annual operations and capital budget, including the budget document and applicable ordinances and resolutions. The Division helps ensure budget compliance through financial reporting, monitoring, internal controls, and cash flow management. The Department also provides financial compliance reporting for most grants received by the County. The Department provides project cost analyses and studies for cost effective utilization of County financial resources.
**Election Division**

The Election Division is responsible for preparing and overseeing all aspects of running elections in DuPage County, and also providing information to the Local Election Officials. The Election Division includes set up and direction of Vote by Mail, Early, Grace Period and Election Day voting. The Election Division locates Election Day polling places, Early Voting sites and Grace Period voting locations. The Election Commission maintains a production facility where the voting equipment is stored and maintained between elections. Before an election the production facility is used to prepare and test the voting equipment. Training and assigning of Election, Early Voting and Healthcare Judges is also a part of the Election Division.

**Registration Division**

The Registration Division handles the continuous maintenance of the DuPage County registered voter file. This includes entry of new registrations, cancellations or transfers received from deputy registrars, online or by mail, and/or registering individuals who come to the Election Commission office to register to vote. The Registration Department receives reports from the State of Illinois and from various other entities to keep the registered voter file up to date.
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**Effective Date:** 8/28/2014

**Applicable Law/Statute:** None

**Source Doc:** None

**Department:** Election Commission

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**EMPLOYEE PHILOSOPHY**

As an employee of the DuPage County Election Commission (hereinafter referred to as the “Commission”) your job is to serve the public with efficiency, respect and courtesy. You represent the Commission and DuPage County. The public forms its opinions of the efficiency and effectiveness of their government as a whole on the impression you give them.

Greet individuals and groups pleasantly. Listen attentively and patiently, then do your best to provide the information, material, or service required, or refer them promptly to the proper department or authority.

If you are undecided as to how to handle a situation, take the name and telephone number of the inquirer and inform them a response will be forthcoming. Finally, do everything possible to close the contact on a friendly note. Remember, when necessary, to follow up on any requests made.

As an employee you have definite duties and responsibilities. Your job exists because the Commission has decided your position can contribute to the efficiency of its function.
The Executive Director, or his/her designee, shall have the general responsibility for executing and administering this Policy. This Personnel Policy Manual shall, as is practical, be distributed to all full and part-time personnel of the Commission. All full-time and part-time employees shall be provided with a current copy of this Personnel Policy Manual upon commencement of employment. A copy of this Manual shall be available to all employees of the Commission during office hours. The contents of this Personnel Policy are for general information and are not intended as an employment agreement and should not be construed as such. Executive Officers will discuss with the Commission Managers or Supervisors all matters having to do with employees under their charge and line of authority.
### Policy 1.03

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**POLICY REVISIONS 1.03**

The Board may from time to time, abolish, alter, or revise the Personnel Policy by resolution. The policies contained herein are not to be considered a part of any employment agreement with any Commission employee.
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**SEVERABILITY 1.04**

If any provision of these policies is held invalid as a result of any change in Federal or State law, or for any other reason, the remainder of the polices shall not be affected thereby.
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<td><strong>Department:</strong> Election Commission</td>
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**EMPLOYEE PRACTICES 1.05**

All Commission employees shall carry out their respective duties in accordance with these personnel policies, practice complete cooperation with their fellow employees, exhibit loyalty to the Commission and treat all DuPage County residents and customers of the Commission with consideration, respect and courtesy.
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**MINIMUM STANDARDS FOR EMPLOYMENT 1.06**

All new employees are subject to certain minimum standards for employment with the Commission. Employees must:

A. be a United States citizen

B. possess a valid driver’s license appropriate for any vehicle, which may be operated in the course of performing job duties

C. be fit to perform assigned job duties

D. agree to be subject to a criminal background check and sexual offender check prior to employment
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**EMPLOYMENT RESPONSIBILITIES**

All employees are charged with the duties, obligations and responsibilities contained within this Personnel Policy Manual, a copy of which shall be provided to the employee upon commencement of employment, and copies of which will be made available to all other employees during normal hours of Commission operation.
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<td>Source Doc: None</td>
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**PERSONNEL CLASSIFICATION 2.01**

It is the policy of the Commission to classify all employees according to the Fair Labor Standards Act (FLSA).

The Commission has adopted various classes of personnel, as follows:

**Executive Officer** - The Executive Director is charged with the office of the Board of Election Commissioners. Except where specified, for operational purposes, the Assistant Executive Director is acting Executive Director by designation.

**Regular Employee** - A regular employee is one whose term with the Commission is indefinite.

**Full-Time Employee** - An employee who is regularly scheduled to work at least 37-1/2 hours per week.

**Part-Time Employee** - An employee who is regularly scheduled to work less than 37-1/2 hours per week.

A. A regular part-time employee is paid only for the actual number of hours worked.

B. A regular part-time employee who is budgeted to work at least 20 hours per work week is eligible for limited benefits, as provided for herein.

**Temporary Employee** - An employee hired for a defined term or a specific assignment, to work on a full or part-time basis.

A. Temporary employees will be paid for the actual number of hours worked.

B. Temporary employees are not eligible for any employee benefits.

**Probationary Employee** - An employee who is serving a period of probation as a result of new hire, promotion or demotion.

**Non-exempt Employee** - An employee assigned to a clerical, technical or service position who, by the nature of his/her assignment, is eligible for the overtime pay provisions of the Fair Labor Standards Act (FLSA).
**Exempt Employee** - A salaried executive employee assigned to a management, administrative, professional or supervisory position who, by the nature of his/her assignment, is exempt from any overtime pay provision of the FLSA.

Exempt level employees at a grade of 315 or lower are eligible for Statutory Election Deadline compensation.

**Independent Contractors**

A. Independent contractors are not employees of the Commission and are not subject to this Personnel Policy.

B. An independent contractor is one who, in providing service to the Commission or the public, agrees to perform certain services according to his or her own methods or according to methods mandated by law, without being subject to the control of the Commission, except as to the product or result of the services and to the extent the Commission is required to ensure that the services provided are in conformance with the law.

C. Independent contractors who perform services for the Commission and the public include but are not limited to Election Judges, Field Representatives, Election Day Assistants, Early Voting Processing Clerks, Early Voting Technical Support Personnel, Absentee Drivers and other individuals hired on a temporary basis concerning activities related to a specific election.
RECRUITMENT PROCEDURES

Policy

It is the policy of the Commission to follow recruitment procedures that will attract, hire, and retain the most qualified applicants for job vacancies. The Commission considers educational background, previous experience, and proven skills and abilities while maintaining compliance with applicable employment law. It is also the Commission’s policy to encourage a career within the County by promoting current employees to fill vacancies whenever appropriate.

Eligibility

- All regular full-time and part-time employees regardless of employment, all applicants, citizens, or residents.

Guidelines

A. All employment contacts for full-time, part-time and temporary positions may be originated by the Administrative Department, including direct contact with prospective employees.

B. Summer employment applications may originate from the Commission; however, all posting will be centralized within the County Human Resources Department.

C. When a promotional or external job opportunity arises, the hiring decision may include the following factors: job knowledge, education, ability and skills, disciplinary record, attendance record, past performance, advancement potential and other job-related criteria.

D. The Administrative Division is responsible for coordinating pre-employment testing with the appropriate Division Manager.

E. Interviewing may be conducted by the respective Division Manager and/or the Assistant Executive Director.

F. The Administrative Division is responsible for conducting reference, criminal background and driving record checks, screening applications and conducting reference checks.
G. The Executive Officer is responsible for placing applicants for employment and post-offer drug screening.

H. The County of DuPage supports hiring based on merit and does not discriminate in favor of, or in opposition to, the hiring of more than one member of a family. An employee hired after December 1, 2010 will not be permitted to supervise or be supervised by immediate relatives.

Relatives of County employees are not precluded from applying for positions within the County. No employee shall participate in the interview or selection process or recommend the selection, promotion, or transfer of a person to whom he/she is related.

I. The Commission has two (2) methods for posting vacant job opportunities:

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<td>1. A position may be posted internally on a County-wide basis as a promotion or transfer opportunity.</td>
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<tr>
<td>2. The length of an internal job opportunity posting is five (5) County business days and is normally posted prior to an External Job Opportunity.</td>
</tr>
<tr>
<td>3. If the Commission is unable to fill a vacancy after the five (5) day internal job opportunity posting, or if no applications are received, the department may request that the position be posted as an External Job Opportunity.</td>
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</table>

<table>
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<th>External Job Opportunity</th>
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<tr>
<td>1. A position is posted externally for any qualified, interested applicant to apply.</td>
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<tr>
<td>2. The external job opportunity will be posted until the position is filled or until a sufficient amount of applications have been accepted.</td>
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</table>
J. Recruitment procedures may be modified for a temporary period of time due to financial situations, as determined by the Election Commission Board and approved by the Executive Director. At that time, the divisions may be asked to document the need to fill the vacant position.

**Procedures**

1. All applications and resumes will be screened thoroughly by the appropriate Division Manager to determine if the applicant meets the minimum educational and skill requirements established in the approved job description/job posting.

2. DuPage County employees who apply for a position will be contacted by an Administrative Division Representative to discuss their qualifications for the position. If qualified, those employees will be considered for the position through an interview process. Factors that will be considered in assessing a current employee for a new position include, but are not limited to, duration of time in current position, past performance reviews, and disciplinary history. All other considerations being equal, DuPage County employees who meet the qualifications for the new position will be given first consideration for job opportunities. When a current employee is not chosen for a position, a Career Development form may be completed with the employee by the Executive Officer. The form may be shared with the employee.

3. The Commission is committed to aiding veterans who have served and received an honorable discharge from the Armed Forces of the United States, in order to make a transition into civilian employment. Therefore, when considering applicants with equal qualifications for a position, an applicant who can demonstrate that they have served and received an honorable discharge will be given preference for job opportunities, with special preference given to disabled veterans and those who have served on active duty or in a combat zone within the last year immediately prior to application.

4. The Commission requires criminal background checks, work-related references from previous employers and, if applicable, pre-employment and post-offer testing including, but not limited to, drug screening. Driving record checks will be conducted on all new employees who are required to operate a vehicle as a condition of their employment. As a continuing condition of employment, periodic driving record checks, criminal background checks, and drug tests may be required.

5. The Administrative Division will be responsible for collecting information from applicants and ensuring that all required information is collected and complete and that results are acceptable, prior to the new hire’s start date. Offers of employment may be made contingent upon acceptable results of pre-employment and post-offer testing with the approval of the Executive Director.

6. Once approval has been authorized, an offer shall be extended to the selected candidate. The Executive Officer will conduct any discussions and negotiations regarding terms of employment, including, but not limited to: starting salary, hiring date, vacation time and/or other benefits.
7. All employment offers will be contingent upon approval of the Personnel Resolution by the Commission Board, and new hires will not be permitted to start prior to Board approval.

8. For the purpose of transparency, the Personnel Resolution will include all new hires, re-hires and promotions that result in an increase in pay.
**Policy 2.03**

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**EMPLOYMENT APPLICATIONS**

**Policy**

It is the policy of the Commission to receive resumes and applications for employment through the Human Resources Department or at other locations authorized by the Executive Officer. Resumes may be accepted, but all applications for employment must be on an approved County application for employment form prior to the interview process. The application for employment form is posted on DuPage County’s web site.

**Eligibility**

- All employees regardless of employment status, all applicants, citizens, or residents.

**Guidelines**

The Commission may require applicants to furnish such evidence of legal work authorization, references, education, physical condition, certifications, licenses, criminal background history, and drug testing results, where these are applicable to performing the essential functions of the position. Evidence shall be furnished by applicants at their own expense.

A. An applicant may be disqualified from a position if the respective Division Manager and the Executive Officer examines the application/resume and it is found that:

1. The person will not meet the requirements established for the position within one (1) year.

2. The person has failed to submit a signed and completed application by the posted closing date.

3. The person has failed to indicate that they have been formerly employed with DuPage County or a DuPage County Elected Official on the Employment Application.

4. The person has failed to disclose all required employment history on the Employment Application.
5. The person has taken part in the creation, administration or correction of the examination for the position for which they are applying.

B. The Administrative Division Representative or Executive Officer may disqualify an applicant, refuse to certify an eligible applicant, or discharge a previously appointed applicant, if it is found that:

1. The person has falsified any documents or tests or has made false statements in securing employment.

2. The person has used, or attempted to use, bribery to secure advantage in the selection to a position.

3. The person has obtained information regarding the examination to which, as an applicant, he is not entitled.

4. The person does not furnish proof of licenses and/or certificates of competencies for technical or other specialized professions.

5. The person has failed or refuses to take an employment test, background check or drug/alcohol test, when applicable for the position.

6. The person has been convicted of a misdemeanor or a felony when that conviction is job-related, or when crimes of violence are on their record and/or pending open court cases.

**Procedures**

1. All applicants for employment will be referred to the Administrative Division where they are to complete the approved DuPage County application for employment and/or submit a resume.

2. Current employees wishing to apply for a vacancy will be referred to the Administrative Division, where they are to complete the approved internal DuPage County application for transfer/promotion and/or submit a resume.

3. All applicants must reapply or reactivate their application to be considered for employment with the Human Resources Department if they are not hired within ninety (90) days of their original application.
PRE-EMPLOYMENT TESTING 2.04

Policy

It is the policy of the Commission to use Pre-Employment Testing as a measure to assess applicants where appropriate. All testing will be conducted in compliance with applicable employment laws.

Eligibility

- All employees regardless of employment status, all applicants, citizens, or residents.

Guidelines

A. All applicants may be required to complete pre-employment tests for positions. Examples of pre-employment tests that an applicant may be required to take include, but are not limited to: computer skills testing, accounting skills testing and other job-related skills questionnaires and/or tests.

B. Typing tests may be taken twice within a thirty (30) day period. The applicant’s highest score will be kept on file. For all other pre-employment tests, applicants may take the test one time per posting period.

C. If an external applicant fails to complete a test as scheduled, the applicant will be disqualified from being considered for positions for six (6) months.

D. An applicant’s test scores will remain valid for one (1) year. Applicants with test scores on file for longer than one (1) year will be required to retest unless approval is received from the Executive Officer, to use the test on file.

E. If an employee is currently in a position requiring the same or lower typing speed as the position for which they are applying, the employee is not required to retest.
F. Certain Commission positions may require that the person(s) selected for employment successfully pass a test for alcohol and controlled substances. The purpose of the examination is to determine whether the individual is physically able to perform the job with or without reasonable accommodation, and to ensure their physical condition will not endanger the health, safety, or well-being of other employees, the public, or residents of County-operated facilities. The offer of employment may be contingent upon the results of the examination.

Procedures

1. Applicants should contact the Administrative Division to schedule all tests.

2. The hiring supervisor will have the flexibility to waive the testing for a particular position, if approved by the Executive Officer.
Policy 2.05  Workplace Accommodations

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WORKPLACE ACCOMMODATIONS 2.05

Policy

It is the policy of the Commission to comply with the requirements of the Americans with Disability Amendments Act (ADAA) relating to County programs, services, activities or employment. This policy is intended to protect the rights of interested persons, to have appropriate due process standards and to ensure that the Commission complies with the ADAA.

Eligibility

- Any qualified applicant for employment with disabilities who applies for Commission jobs.
- All employees regardless of employment status with disabilities that qualifies for accommodation under the ADAA and is able to perform the essential functions of their position with or without accommodations.

Guidelines

A. The Administrative Division will be responsible for maintaining current job descriptions that outline the essential functions of every position. These essential functions will be communicated in all job opportunity postings and through the recruitment process.

B. It is the responsibility of the individual in need of a reasonable accommodation to notify their Division Manager or the Executive Officer what essential functions they are unable to perform without accommodation.

C. The Commission will communicate and work with individuals to provide reasonable accommodations that qualify under the ADAA. These accommodations will not impose an undue financial or administrative burden to the Commission.
Procedures

Accommodations – Each step of the accommodation process will be subject to the approval of the Executive Officer.

1. Upon notification from the individual that they are unable to perform the essential functions of their position due to a disability, the Executive Officer will provide a letter to the employee’s treating healthcare provider explaining what information is needed to determine if a reasonable accommodation is needed and available to the employee.

2. It is the employee’s responsibility to present this letter to their treating health care provider. All responses must be sent directly from the treating healthcare provider to the Commission within fifteen (15) days of receipt of employer’s letter.

3. Once medical documentation is received by the Commission from the treating healthcare provider, the information will be discussed with the employee and the employee’s Division Manager to determine if the essential function(s) of a job are impacted by the disability and if a reasonable accommodation is available to the individual.

4. If the disability qualifies under ADAA and an accommodation is available, the Assistant Executive Director and the employee’s Division Manager will discuss the provisions of the accommodation with the employee and it will be implemented immediately.

5. Accommodations will be reviewed annually by the Assistant Executive Director, the employee, and the employee’s Division Manager to determine if the accommodation is still necessary and if it is meeting the needs of the Commission and the individual.

6. If no accommodation is available, the Assistant Executive Director and the employee’s Division Manager will meet with the employee to discuss available options. If all options have been exhausted, and the employee is still not able to perform the essential functions of the position, the employee will follow the Commission’s leave of absence policy. Any additional leave requests will be reviewed and determined by the Executive Officer.

Complaints

A. Discrimination against any employee, resident, or applicant on the basis of disability will not be permitted or tolerated. Any deliberate attempt by any employee of the Commission to bypass this policy will be subject to disciplinary action, not to exclude termination.

B. The Executive Officer will serve as the Americans with Disabilities Act Coordinator of the Commission. Any employee or applicant who believes that they have been subject to discrimination shall inform the Executive Officer, in writing.
C. This written statement must be specific regarding:

1. Complainant’s name and position or, if complainant is an applicant, please include name and address
2. Nature of discrimination
3. Date(s) incident occurred
4. Individuals involved
5. Individuals involved who have information regarding the charge

D. All reports will be investigated. Results of the investigation shall remain confidential to the extent practical.

E. If the Executive Officer finds that the claim has merit, appropriate action will be taken. This may include disciplinary action, not to exclude termination.
EMPLOYMENT PHILOSOPHY

The Commission seeks to attract and employ qualified, dedicated employees. The Commission strives to treat all employees fairly and equally. The Commission will make all reasonable accommodations for individuals with disabilities pursuant to the Americans with Disabilities Act, and as provided within this Personnel Policy.
**Policy 3.02  Equal Employment Opportunity**

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<td>Election Commission</td>
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**EQUAL EMPLOYMENT OPPORTUNITY 3.02**

The Commission is an “Equal Employment Opportunity” employer. As such, the Commission is committed to complying with all State and Federal laws in regard to the Equal Opportunity in Employment and to administer all other aspects of employment without regard to race, color, religion, sex, national origin, age, ancestry, marital status, political belief, or veteran status. The exception to this consideration will be in cases where sex or physical requirements of a position constitute bona fide occupational qualifications necessary for proper and efficient function within the position. Any complaint relating to the Commission’s efforts to provide equal opportunity in employment should be brought directly to the attention of the Executive Officer.

**Guidelines**

A. **Terms and Conditions of Employment.** This policy is to ensure that all terms and conditions of employment are in full compliance with Federal and State laws with respect to the following areas:

1. Recruiting, hiring, training, and promoting all persons in all job classifications and in all other aspects of employment, without regard to race, color, religion, sex, national origin, age, marital status, political belief, disability or history of disability (except where physical or mental abilities are a bona fide occupational qualification), veteran status or any other non-job related characteristic.

2. Ensuring that all employment and promotional decisions will be based solely upon an individual's qualifications, merit, personal capabilities, previous experience and education relating to the requirements of the open position and in accordance with the Equal Employment Opportunity requirements.

3. Ensuring that all personnel actions relating to compensation, benefits, transfers, discipline, layoffs and return from layoffs, termination's, education programs and all other privileges, terms and conditions of employment are administered in a nondiscriminatory manner and in compliance with the Equal Employment Opportunity requirements.

4. In advertisements for employment. The Commission will use the term “Equal Employment Opportunity” or “EEO” in all employment advertisements.
5. In Election Commission Services. Utilization and or provision of all services provided by the Commission employees or through contracts or agreements.

B. Reasonable Accommodations for Qualified Individuals with a Disability. It is against the policy of the Commission to discriminate against qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job. When dealing with situations involving job applicants or employees with a disability, the Commission will endeavor to follow these guidelines:

1. As specified by law, an individual may be considered disabled if he or she has a physical or mental impairment that substantially limits one or more of the individual's major life activities, has a record or history of such an impairment, or is perceived as having such an impairment.

2. The Commission is committed to making reasonable accommodations in job duties, the work environment, and the application process to enable a qualified individual with a disability to enjoy equal opportunities, so long as such accommodations do not constitute an undue hardship on Commission operations. However, there may be instances where the Commission is not aware that an individual has a disability that might impact an aspect of his or her employment or whether an existing facility is accessible to and useable by the individual(s) with disabilities. It is incumbent upon any job applicant or employee to alert the Commission, or his/her Supervisor, as to the existence of a disability that the job applicant or employee believes needs to be accommodated so that he or she will enjoy and be afforded equal employment opportunity in the workplace.

3. The Commission has an obligation to provide a safe work environment for all employees, applicants, citizens, residents, contractual staff and/or other professional staff of the Commission. Reasonable precautions will be taken to ensure that an individual’s disability, or any attempted reasonable accommodations thereto, do not present a direct threat to the health and/or safety of the individual with a disability.

C. The policy of equal employment opportunity will be enforced by requiring compliance with the foregoing practices and procedures by all Commission staff. Every good faith effort will be taken by the Commission to fulfill the objectives of this policy.

D. The Executive Officer will serve as the Equal Employment Opportunity Officer of the Commission and will be responsible for the communication and implementation of this policy.

Procedures

1. Discrimination against any employee or applicant for employment based on any of these conditions will not be allowed or tolerated. Any deliberate attempt by any employee of the Commission to bypass this policy will be subject to disciplinary action, including demotion or dismissal.
2. Any employee who feels subjected to discrimination shall inform the Administrative Division Manager or the Executive Officer, in writing within ten (10) days from the date of the alleged discrimination.

3. This written statement must be specific regarding:
   - Complainants name and position
   - Nature of discrimination
   - Time period incident occurred
   - Individuals involved
   - Individuals involved who have information regarding the charge

4. All reports will be investigated. Results of the investigation shall remain confidential to the extent practicable.

5. If the Executive Officer finds that the claim has merit, appropriate action will be taken. This may include disciplinary action, not to exclude termination.
It is the policy of the Commission to have each of its employees serve a period of probation when newly hired, promoted or demoted. During the probationary period the appropriate Division Manager and the Executive Officer shall determine if the employee demonstrates the ability and qualifications necessary to perform the job for which the employee was hired. During the probationary period of an employee he/she may be subject to a criminal background check. The Commission shall not inquire into or use the fact of an arrest or criminal history record information ordered expunged, sealed, or impounded under Section 5 of the Criminal Identification Act, as a basis to refuse to hire or to act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprentice, discharge, discipline, tenure, or terms, privileges or conditions of employment.

Guidelines

A. All regular full-time and part-time employees are required to complete a Probationary Period.

B. The Probationary Period shall last for a total of six (6) months from the first day of full employment with the Commission.

C. During the initial Probationary Period following appointment, any employee who fails to demonstrate the ability and qualifications necessary for satisfactory job performance may be discharged or demoted without cause or hearing.

Procedures

1. The Probationary Period for all classifications will be six (6) months.

2. Employees will be notified of their Probationary Period through a new hire, promotion, demotion or transfer letter prepared by the Executive Officer.

3. Employees are encouraged to seek performance feedback during their Probationary Period.

4. The appropriate Division Manager shall submit a Performance Appraisal following the Probationary Period to the Executive Officer.
5. If during the initial Probationary Period the Executive Officer determines that an employee has failed to demonstrate the ability and qualifications necessary for satisfactory job performance, he/she may be terminated or demoted without cause or hearing.
ACCESS TO PERSONNEL RECORD

Upon hiring, a Personnel File will be established for each employee. All pertinent information, such as salary, salary increases, evaluations, commendations and other records related to performance will be contained in this file. This file will be maintained in a confidential file case and may be reviewed by the employee only in the presence of the Administrative Division Manager or Executive Officer. Newly hired employees will be required to complete a post-hiring personal information form which will be used for insurance, payroll, or personnel purposes. This form will become a part of the Personnel File. Additional information regarding planning, training, promotion, and other information related to the employee may be retained by the Commission with access to the employee granted upon request made to the Administrative Division Manager or Executive Officer.

Guidelines

A. Such records shall be maintained for a period of two (2) years from the date of the employee's separation, which shall then be disposed of in accordance with the Personnel Records Act.

B. This file will be maintained in a confidential file case and may be reviewed by the employee only in the presence of the Administrative Division Manager or Executive Officer after signing a required authorization form.

C. All Personnel Record reviews shall take place in the Administrative Division Manager’s or Executive Officer’s Office. Copies can be made at the request of the employee.

Procedures

1. Employees should contact the Administrative Division Manager or Executive Officer to obtain information regarding their Personnel Records.

2. A request to Review Personnel Records Form must be completed in advance of inspecting the records. The form is available in the Administrative Division Manager’s office.
3. In cases where the employee wishes to allow their representative to inspect that employee’s personnel file, the employee must provide consent, in writing, containing a designation of the representative authorized to inspect the employee’s personnel record, prior to being permitted to review a file. The designated representative will be allowed to inspect the personnel record in the same manner, and under the same terms, as provided to the employee.
VERIFICATION OF EMPLOYMENT 3.05

**Policy**

It is the policy of the Election Commission to handle all inquiries concerning current and former employees in compliance with legal requirements.

**Eligibility**

- All employees regardless of employment status.

**Guidelines**

A. All inquiries concerning former or current employees should be directed to the Administrative Division Manager.

B. No employee other than authorized employees in the Administrative Division or executive staff is authorized to verify any information about a current or former County employee to any outside requestor.

C. Unless otherwise required by law, the Commission will provide only the following information on employees: dates of employment, job title, employment status, and base salary information.

D. Inquiries requesting information about current or former employees must be submitted in writing and accompanied by the employee or former employee’s signed authorization.

The request for verification of employment form is available on the Internet under the Human Resources tab.
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<tr>
<th>Policy 3.06</th>
<th>Job Evaluations/Headcount Title Changes</th>
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**JOB EVALUATIONS/HEADCOUNT TOTAL CHANGES 3.06**

**Policy**

It is the policy of Commission to provide compensation policies and procedures that are objective and equitable. In order to maintain these standards, job evaluations will be conducted by the Executive Officer as deemed necessary.

**Eligibility**

- All employees regardless of employment status.

**Guidelines**

A. **Job Evaluation:** A job evaluation is a comprehensive review of an existing or new position to determine the appropriate classification, Hay pointing and salary grade.

B. **Headcount Title Change:** A headcount title change is an adjustment from one existing position to another existing position.

C. The same position should not be evaluated more than once within a twelve (12) month period.

The Executive Officer will evaluate the content of all positions and assign existing or newly created classes or make appropriate changes to the classifications.

**Procedures**

1. A Commission’s approved headcount is developed in accordance with Finance budget policies. The Commission is responsible for maintaining an annual staffing plan which includes a list of budgeted positions.

2. Requests for changes to a Department’s budgeted headcount shall be initiated by the Executive Officer through a written request to the Board describing the change in position responsibilities or qualification which justifies the requested change. The Board will review the request and determine if the request necessitates a job evaluation or headcount title change.
3. If the Board determines that the position should be reclassified to an existing position, a headcount title change will be initiated. Otherwise, a job evaluation will be conducted, a job description shall be developed and a salary grade shall be assigned based upon the analysis. In situations where the outcome of the headcount title change or job evaluation results in a change to the employee’s salary grade, the Executive Officer may recommend an appropriate and equitable salary adjustment. The employee’s salary will be within the salary range of the new position. All recommendations for headcount title changes and/or job evaluations along with salary adjustment recommendations shall be reviewed by the Board for analysis of financial impact.

4. In cases where a salary increase is recommended, the Executive Officer shall submit the recommendation to the Board for approval through the Placing Names on Payroll Resolution.

5. An employee whose position is re-evaluated will not be required to serve a probationary period and will continue to receive performance appraisals in accordance with Policy 3.07: Performance Appraisals.
PERFORMANCE APPRAISAL

3.07

The Commission provides and maintains a Performance Appraisal system which promotes individual development and job satisfaction, and evaluates employees on the basis of performance and productivity. All regular full-time employees are eligible for Performance Appraisals. Temporary employees may be eligible at the discretion of the Executive Officer.

Guidelines

A. All employees shall be evaluated in accordance with the Performance Appraisal system established by the Commission.

B. The Performance Appraisal process is used to evaluate performance. It does not guarantee a salary increase under the Commission merit system.

C. Performance Appraisals shall be considered in determining training needs, salary increases, order of layoff, transfer, recall and as a means for identifying employees who should be promoted, demoted or terminated.

D. A newly hired employee will be eligible for a Performance Appraisal twice during his/her first year. The first Performance Appraisal shall occur at the end of six (6) months and the second at the end of one (1) year.

E. Employees with more than one (1) year of service in their current position are normally eligible for an annual performance appraisal according to the Performance Appraisal system.

F. Promoted employees are normally eligible for a Performance Appraisal at the end of the probationary period in the new position. Thereafter, the employee will be on the annual performance appraisal cycle.

G. Demoted employees are normally eligible for a performance appraisal at the end of the probationary period in the new position. Thereafter, the employee will be on the Annual Performance Appraisal cycle.
Procedures

1. Performance Appraisal Forms are available from the Administrative Division Manager.

2. During the Performance Appraisal meeting, the appropriate Division Manager and employee should discuss each portion of the form, focusing on the employee’s performance and set written goals for the future.

3. The employee is encouraged to write any comments they may have under the “Employee Comments,” and sign the Performance Appraisal.

4. The completed Performance Appraisal form should be forwarded to the Assistant Executive Director. The employee shall also receive a copy of their evaluation. The original performance appraisal form shall be filed in the employee’s personnel file.

5. Salary increases may be recommended in accordance with Section 4.01 Promotion Practices.
**Policy 3.08**

**Resignation/Voluntary Separation of Employment**

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**RESIGNATION/VOLUNTARY SEPARATION OF EMPLOYMENT 3.08**

Any employee resigning a position with the Commission shall, if he/she desires to leave service in “good standing,” give fourteen (14) days’ notice of the intention to terminate his/her employment with the Commission to enable the Commission to make proper provision for the filling of his/her position. All resignations shall be in writing, giving the reason for leaving, and be tendered to the Executive Officer or Administrative Division Manager. All letters of resignation shall become part of the employee's personnel file.

**Guidelines**

A. An employee who voluntarily separates their service with the Commission should submit a written resignation to their Division Manager or the Executive Officer at least ten (10) working days prior to the effective date of the resignation, if applicable.

B. When adequate notice of separation is provided, an exit interview is generally scheduled and conducted by the Administrative Division Manager.

C. The Executive Officer may, at his/her discretion, choose to set the date for actual termination.
Policy 3.09  
Termination/Involuntary Separation of Employment

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**INvoluntary Separation of Employment**

It is the policy of the Commission to separate an employee for cause as a method of dealing with any conduct that interferes with or adversely affects employment.

**Guidelines**

A. A system of progressive discipline may be followed against any employee for conduct non-conducive to employment with the Commission.

B. An employee with regular status is entitled to a full explanation as to the reasons for dismissal.

C. An employee with regular status may appeal the dismissal to the Commission Board.

D. Job abandonment is defined as an employee who does not report to work for three (3) days without communicating with their supervisor and/or complying with departmental call in procedures. Job abandonment will result in termination of employment.

**Procedures**

1. When the decision is made to involuntarily separate an employee, that decision must be recommended by the appropriate Division Manager and/or the Assistant Executive Director and approved by the Executive Director.

2. The employee should return any property entrusted to him/her, including, but not limited to, the identification badge, office key and employee handbook to the Administrative Division Manager.

3. Paperwork associated with the employee's separation will not be processed until all outstanding obligations to the Commission have been met.

4. In case of job abandonment, the Executive Officer will send notification of termination of employment via certified mail to the employee.
5. Temporary employees and regular employees who are terminated before the completion of their six (6) months Probationary Period are not eligible to file a grievance regarding their termination.
CRIMINAL BACKGROUND INVESTIGATION POLICY

3.10

Purpose

The Commission is committed to preserving the integrity of the voting process in DuPage County, and ensuring that elections in DuPage County are run fair, efficiently and without any improper interference. In furtherance of this commitment, this section is to help ensure a secure environment to protect the integrity of records and property of the Commission by conducting criminal background investigations on those employees of the Commission that have access to physical ballots, tabulation equipment, or election tabulation programming used by the Commission.

Scope

This policy applies to all full and part-time employees of the Commission who have access to physical ballots, tabulation equipment or election tabulation programming.

Policy

A. Criminal background investigations may be performed by the Commission through its Legal Counsel prior to an offer of employment or at any time after an affected employee has started working with the Commission.

B. The Commission may require a criminal background investigation for all full and part-time employees who have access to physical ballots, tabulation equipment, or election tabulation programming.

C. A decision to hire an employee, or the decision to retain an employee, is contingent upon the satisfactory results of criminal background investigation for that applicant or employee.

D. Any criminal background information released to the Commission is to be used only for purposes of assisting the Commission in making decisions concerning the hiring of an applicant or retention of an employee.

E. If a criminal background investigation identifies issues which may preclude hiring or continued employment with the Commission, the matter will be referred to the Executive Director.
Procedure

1. During the application process to the Commission, or as part of the continued employment of any affected employee, the Commission may require the completion of a consent form by the applicant or employee, consenting to the Commission conducting a criminal background investigation. Refusal to provide adequate or correct information or to provide consent for a criminal background investigation will result in the applicant not being considered for the position of employment or may impair the continued employment of the affected employee.

2. The Commission will conduct criminal background investigations through Legal Counsel for the Commission. A copy of the consent form will be forwarded to Legal Counsel to perform a criminal background investigation. Legal Counsel will be instructed to provide results to the Executive Director of the Commission only when results are received by Legal Counsel which may preclude the hiring of an employee or an employee’s continued employment with the Commission.

3. The Commission will not inquire into or use the fact of an arrest or criminal history record information ordered expunged, sealed, or impounded as a basis to refuse to hire, to segregate, or to act a certain way with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure, or terms, privileges or conditions of employment.

4. The existence of the conviction does not automatically disqualify an individual from eligibility for employment or continued employment with the Commission. Relevant considerations may include, but are not limited to:

   • the date, nature and number of convictions;
   • the relationship of the conviction to the duties and responsibilities of the applicant or employee; and
   • successful effort taken toward rehabilitation.

Any decision to reject or accept an applicant for employment with the Commission or any decision concerning an employee’s continued employment with the Commission is solely at the discretion of the Executive Officer, with input from Legal Counsel for the Commission.

Results

A. Confidentiality. Reasonable efforts will be made to ensure that the results of criminal background investigations are kept as confidential, with a limited number of persons authorized to review the results.
B. **Access to Results.** Legal Counsel will review all criminal background investigation results. Thereafter, Legal Counsel will confer with the Executive Director when results identifying issues may preclude employment, or continued employment, with the Commission. If adverse information deemed to be relevant to the applicant’s acceptance for employment or continued employment with the Commission is contained in the background investigation report, the Executive Officer will notify the applicant/employee in writing.

C. **Information Available Through Background Investigations.** The criminal background investigation will not include a record of arrest or criminal history record information ordered expunged, sealed or impounded under Section 5 of the Criminal Identification Act.

D. **Review of Criminal Background Investigation Report.** The applicant/employee may review the criminal background investigation report received by the Commission by contacting the Executive Officer in writing. In the event a criminal background check reveals adverse information which would negatively affect the applicant’s prospect of employment with the Commission or an employee’s continued employment with the Commission, the applicant or employee may present information or documentation to the Commission to evidence the incorrect information.

E. **Right to Change and/or Terminate Policy.** Reasonable efforts will be made to keep applicants/employees informed of any changes in this policy. However, the Commission reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time.
PROMOTION PRACTICES 4.01

A promotion is considered movement into a job classification that is at least one (1) salary grade higher than an employee’s current position. An employee is also normally eligible for a promotional increase based on the following considerations:

A. The amount of additional responsibility, including education and training, required for the new position

B. The employee’s performance history

C. The location of the employee’s current salary in the new salary range

D. Present salaries of current employees in comparable positions

E. Departmental budgetary constraints

F. If the minimum of the new salary range is higher than the proposed promotional increase, the employee shall be moved to at least the new minimum of the salary range, unless on trainee status

Guidelines

A. The Probationary Period for all classifications on a promotion will be six (6) months.

B. The appropriate Division Manager, prior to promotion, shall conduct the Performance Appraisal. A salary adjustment may be recommended by the Executive Officer.

C. The promoted employee will complete a six (6) month probationary period in the new classification. The employee will be eligible for a Performance Appraisal six (6) months from the date of the promotion.

D. Employees promoted may be eligible for a wage adjustment and a merit increase. When considering the amount of an employee’s merit increase, the Executive Officer may pro-rate the increase from the date of the promotion.
E. When an employee has been promoted but fails to successfully complete the Promotional Probationary Period, the employee shall revert to his/her former position or a suitable position, if available and vacant. If the former position or other suitable position is not available the employee may be laid off.
<table>
<thead>
<tr>
<th>Policy 4.02</th>
<th>Demotions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date: 8/28/2014</td>
<td>Applicable Law/Statute: None</td>
</tr>
<tr>
<td>Last Amended Date:</td>
<td>Source Doc: None</td>
</tr>
<tr>
<td></td>
<td>Department: Election Commission</td>
</tr>
</tbody>
</table>

**DEMOCTIONS 4.02**

A demotion, whether voluntary or involuntary, is considered movement into a job classification that is of lower salary grade and range than the employee’s current position.

**Guidelines**

A. The Probationary Period for all classifications on a demotion will be six (6) months.

B. The appropriate Division Manager, prior to the demotion, shall conduct a Performance Appraisal. The appraisal shall be submitted to the Assistant Executive Director for review.

C. The Assistant Executive Director may recommend a salary adjustment.

At the time of demotion, an employee’s salary may be decreased based on the following considerations:

1. A decrease in the amount of responsibility within the new classification
2. The employee’s performance history
3. The location of the employee’s current salary in the new salary range
4. Present salaries of current employees in comparable positions
5. Departmental budgetary constraints
A. An employee who transfers positions but keeps the same classification in the same Department will not serve a new Probationary Period.

B. An employee who transfers to a different classification within the same salary grade; or an employee who transfers to the same classification but a different Department shall complete a six (6) months probationary period.

1. The appropriate Division Manager, prior to the transfer, may conduct a Performance Appraisal and may recommend a salary adjustment, based on the following considerations:
   a) The amount of additional responsibility, including education and training required for the new position
   b) The employee’s performance history
   c) The location of the employee’s current salary in the salary range
   d) Present salaries of current employees in comparable positions
   e) Departmental budgetary constraints

2. The employee's Performance Appraisal schedule will be altered in accordance with the date of transfer.
It is the policy of the Commission to follow Salary Practices that will attract and retain quality employees. New employees may be hired at any salary within a position's salary range based on available funding. Consideration should be given to applicant's educational background, previous experience, proven skills and ability as compared to current employees.

A. An employee who has completed one year of continuous service with the Commission will be eligible for a Performance Appraisal and a salary adjustment, if appropriate.

B. Employees may be eligible for salary adjustments when an employee’s salary is inequitable compared to his/her peers and/or the outside labor market. Factors to be considered include:

   1. employee performance
   2. employee education and experience
   3. labor market salaries
   4. ease of recruitment
   5. Commission budget
   6. salary of other employees in same department within the same classification.

C. When the Assistant Executive Director recommends a salary adjustment for an employee, he/she must submit a written request for approval to the Executive Director.
It is the policy of the Commission to establish uniform Hours of Work within the office and to provide an efficient and safe work environment for all employees. In order to help maintain this efficiency, a Rest Period or break will be provided.

**Guidelines**

A. NORMAL WORKDAY - The normal workday for the Commission consists of seven and one-half (7-1/2) hours, beginning at 8:00 a.m. and ending at 4:30 p.m. with one (1) hour provided for lunch. Employees are required to begin work at 8:00 a.m.

B. NORMAL WORKWEEK - The normal workweek for the Commission consists of 37-1/2 hours, Monday through Friday.

C. OVERTIME - The Executive Officer may direct an employee(s) to work overtime when necessary in order to meet emergency situations or operating needs, such as prior to and during any scheduled election.

1. Overtime is defined as compensation for all actual hours worked over forty (40) hours per week for Non-Exempt employees (hours between 37.5 and 40.0 hours per week are not overtime, but paid at straight time). Overtime pays at one and one-half of employee’s rate of pay. Training time will be included as actual hours worked for purposes of overtime. Sick days, vacation days, personal days, designated holidays, jury duty, bereavement time, will not be included in calculating actual hours worked for purposes of overtime.

2. Unscheduled overtime are hours of actual performed work that are outside an employee's normal work schedule and are not scheduled in advance by the Division Manager or Executive Officer. All unscheduled overtime hours must be approved by the Division Manager or Executive Officer. Sick days, vacation days, personal days, designated holidays, jury duty, bereavement time, is not counted toward the calculation of actual hours worked for weeks with unscheduled overtime hours worked by an employee.
D. REST PERIODS - Two rest periods may be scheduled during a normal workday at the discretion of the appropriate Division Manager. These periods should be uniform throughout the office, limited to fifteen (15) minutes in the morning and fifteen (15) minutes in the afternoon.

E. PART-TIME & TEMP EMPLOYEES - Employees who are scheduled to work more than four (4) hours but less than 6.0 hours are entitled to a paid fifteen (15) minute rest period. Employees who are scheduled to work six (6) hours or more are required to take an unpaid (30) minute meal period.

F. FLEXIBLE SCHEDULE - A flexible schedule is defined as an ongoing alternative to the Department’s regularly scheduled hours. Flextime is available at the Executive Officer’s discretion to allow for the option of varying an employee’s starting and ending time within established limits. Flextime designation is a matter of departmental discretion. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor and the employee and if it meets the needs of the department and the public. Once the employee, the Division Manager and the Executive Officer have agreed on a beginning and ending time, the employee is expected to work the agreed-upon schedule on a consistent basis. Flextime is a privilege, not a right, nor a benefit. Flextime is neither possible nor appropriate for every type of employment. An employee in a supervisory position may work a defined flexible schedule with the approval of the Executive Officer.

G. STATUTORY ELECTION DEADLINE - Statutory Election Deadline is defined as a situation (where meeting deadlines required by statute is at risk that could impact the integrity of an election) in which an employee is called back to work or held over beyond their normal work hours in order to meet statutory deadlines as requested and approved by the Executive Officer.

Exempt level employees at a grade of 315 or lower will be eligible for Statutory Election Deadline compensation at time and one-half of the employee’s regular rate of pay or at a minimum of two and one-half (2 ½) hours pay. This will start at the point the employee arrives at the designated site to work on the task(s). The payment of statutory election deadline pay must be approved by the Executive Officer.

On a holiday in a statutory election deadline situation, an employee will be paid their normal holiday pay plus statutory election deadline pay.

Procedures

1. Division Managers are responsible for communicating the Hours of Work and Rest Periods to employees within the department or division.

2. Division Managers may adjust Hours of Work and Rest Periods as necessary to meet the operational needs of the department.
3. The Executive Officer is authorized to stagger, rearrange and adjust the hours of employment of their various employees in such a manner as to enable them to keep their place of business open at all times required. The work schedule for each department shall be established by the Executive Officer.

4. The payment of any Overtime and Statutory Election Deadline Compensation must be scheduled and approved in advance by the employee’s Division Manager or the Executive Officer.

5. Employees are responsible for accurately recording Overtime and Statutory Election Deadline Compensation pay in the appropriate payroll time document and submitting to their Division Manager in accordance with payroll deadlines. The Division Manager is responsible for ensuring the employee’s compliance with accurately recording Overtime and Statutory Election Deadline Compensation pay in the appropriate payroll time system.
It is the policy of the Commission to provide employees with holidays as declared annually by the Board of Commissioners. All Official Holidays will be posted on the Commission bulletin board and a copy will be available in the Commission office. All eligible employees will receive time off with pay for all recognized holidays.

Eligibility

- All regular full-time employees are eligible for holiday pay. However, to be eligible for holiday pay, employees must work the last scheduled workday before the holiday and the first scheduled workday after the holiday, unless absence on either or both is approved by the appropriate Division Manager or Executive Officer.

Guidelines

When an eligible employee is required to work on a recognized holiday, equivalent time off may be granted in lieu of overtime pay. An employee may request compensatory time off in lieu of overtime pay, provided that the use of the compensatory time does not unduly disrupt the operations of the department.

Exceptions

- Temporary employees, including summer employees, are not eligible for holiday pay.
It is the Policy of the Commission to provide eligible employees with up to five (5) Personal Days per year. Personal Days may be used for personal business or any other purpose.

**Eligibility**

- All regular full-time employees.
- All regular part-time employees working in excess of twenty (20) hours per week.
- Newly hired employees are not eligible to take Personal Days until after successful completion of any probationary period.

**Guidelines**

A. Except in the case of an employee hired during a calendar year, eligible full-time employees shall be awarded five (5) Personal Days per calendar year, and eligible part-time employees shall be awarded Personal Days in proportion to the number of hours they are regularly scheduled to work. Except for employees hired during a calendar year, Personal Days shall accrue at the beginning of the calendar year. Personal Days may be taken anytime during the calendar year, except the period from sixty (60) days prior to the date of an election through thirty (30) days after such date, during which time no Personal Days shall be granted. Employees must give a minimum of twenty-four (24) hours’ advanced notice of the desire to take a Personal Day. If the employee wishes to take two (2) or more Personal Days in a row, the advanced notice required shall be twenty-four (24) hours times the number of Personal Days requested (e.g., if three [3] Personal Days in a row are desired, notice must be given seventy-two [72] hours in advance of the first of the days).

B. During the first calendar year of employment the employee shall be awarded Personal Days on a pro-rated basis after passing the six month probationary period. The following schedule shall apply:
<table>
<thead>
<tr>
<th>If Hired in the Period</th>
<th>Eligible for</th>
</tr>
</thead>
<tbody>
<tr>
<td>January through February</td>
<td>5 days</td>
</tr>
<tr>
<td>March through April</td>
<td>4 days</td>
</tr>
<tr>
<td>May through June</td>
<td>3 days</td>
</tr>
<tr>
<td>July through August</td>
<td>2 days</td>
</tr>
<tr>
<td>September through October</td>
<td>1 day</td>
</tr>
<tr>
<td>November through December</td>
<td>0 days</td>
</tr>
</tbody>
</table>

Eligible part-time employees will receive Personal Days at a proportional rate, based on the number of hours they are regularly scheduled to work.

C. An employee who separates from the Commission shall not receive payment or any other form for unused Personal Days. Personal Days may not be carried over from one calendar year to the next, and any Personal Days that are unused at the conclusion of a calendar year shall be forfeited.

**Procedures**

Personal Days shall be requested from an employee to their immediate supervisor in writing.
Policy 5.03 | Vacation
---|---
**Effective Date:** 3/11/2015 | **Applicable Law/Statute:** None
**Last Amended Date:** 1/11/2013, 8/28/2014 | **Source Doc:** None
**Department:** Election Commission

VACATION 5.03

It is the policy of the Commission to provide employees vacation time with pay based upon the number of hours worked and the length of continuous service.

**Eligibility**

- All regular full-time and regular part-time employees who are budgeted to work at least twenty (20) hours per week and have completed six (6) months of continuous service are eligible to take vacation time.

- Eligible part-time employees will receive vacation time at a proportional rate based on the number of hours they are scheduled to work.

**Guidelines**

A. Vacation accruals are calculated and credited to employees in advance for each calendar year. If an employee separates employment before the end of the calendar year and has used all of their vacation time, the employee should follow the applicable procedures to reimburse the Commission for the value of the used portion of vacation time as the same rate it was advanced.

B. Upon separation, vacation paid after the last day worked shall not extend an employee’s length of service.

C. Accrual of vacation time ceases during any medical leave after (30) days. Vacation time does not accrue during a personal leave of absence.

D. Employees who have been rehired shall accrue vacation time as of their rehire date, unless the employee is separated for less than thirty (30) days as a result of layoff or employer initiated separation. In that case, if the separation is less than thirty (30) days, the accrual shall continue from the original date of hire.

E. Upon initial hire, up to five (5) days of vacation beyond the authorized schedule may be offered.

F. Prior to an offer of additional vacation, approval must be received from the Executive Officer.
G. Division Managers should schedule vacation time for their employees in such a way that temporary help is not required and overtime payments are not needed.

H. Eligible part-time employees will receive vacation time at a proportional rate, based on the number of hours they are regularly scheduled to work.

I. Division Managers and/or the Executive Officer may deny a vacation request if it interferes with the efficient operation of the department.

Exceptions

- Temporary employees, including summer employees, are not eligible for vacation time.

### VACATION SCHEDULE

<table>
<thead>
<tr>
<th>Years of Continuous Service</th>
<th>Vacation Days Paid Annually</th>
<th>Hours Per Work Week</th>
<th>Accrued Hours Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through the completion of the 4th year</td>
<td>10 days</td>
<td>37.5 hours</td>
<td>6.25 hours</td>
</tr>
<tr>
<td>Beginning of the 5th year through the completion of the 9th year</td>
<td>15 days</td>
<td>37.5 hours</td>
<td>9.37 hours</td>
</tr>
<tr>
<td>Beginning of the 10th year through the completion of the 19th year</td>
<td>20 days</td>
<td>37.5 hours</td>
<td>12.50 hours</td>
</tr>
<tr>
<td>Beginning of the 20th year through the completion of the 29th year</td>
<td>25 days</td>
<td>37.5 hours</td>
<td>15.63 hours</td>
</tr>
<tr>
<td>Beginning of the 30th year or more</td>
<td>30 days</td>
<td>37.5 hours</td>
<td>18.75 hours</td>
</tr>
</tbody>
</table>

### Procedures

1. Vacation time-off shall be requested by the employee in writing to the employee’s immediate supervisor at least thirty (30) days in advance of the proposed start date of the vacation. Requests for payment of accrued vacation in lieu of time off shall be made in advance of employee’s regular pay date.
2. In reviewing requests for vacation time-off, the following factors shall be considered:

- The amount of the employee’s accrued vacation time.
- The vacation dates requested.
- Current staffing levels.
- The number and positions of employees already scheduled for vacation and other leave.
- Seasonal election activity demands.

3. Employees may carry over up to ten (10) days of vacation from one year to the next. All accrued vacation from prior years in excess of that amount shall be forfeited.

Requests for carryover of accrued vacation in excess of ten (10) days shall be in writing, directed to the employee’s division manager, and submitted prior to the end of the calendar year. The request shall fully state the reasons that the employee is unable to take the excess accrued vacation in the current year. Any such excess time which an employee is allowed to carry over must be used by the conclusion of the second quarter of the year to which the excess is carried over.

4. Once an employee has completed five (5) years of continuous service he or she may elect to receive monetary payment for up to five (5) days of their earned vacation accrual at full value, in full day increments. Upon completion of fifteen (15) or more years of continuous service the employee may elect to receive monetary payment for up to ten (10) days of his or her earned vacation accrual at full value, in full day increments.

An employee electing to receive a monetary payment for accrued vacation time may do so only once per calendar year. Payment for vacation will be made on the employee’s regular pay date following the Commission’s receipt of the employee’s request for monetary payment and the Commission’s verification of eligibility for payment, provided that the request is received in advance. The pay date will determine the calendar year in which the employee receives the monetary payment. For example, if an employee requests monetary payment during the last month in December of a given year, but his or her next regular pay date is not until January of the following year, the monetary payment will be for that following year. Accrued vacation carried over from a prior year is not eligible for monetary payment. Request for Payment of Earned Vacation forms are available in the Intranet under Human Resources tab.

5. In situations where an employee separates employment before the end of the calendar year and has used all of his/her vacation time, the employee shall sign paperwork provided by the Payroll Division, which indicates the amount of time to be reimbursed to the County.

6. Employees shall not request any combination of vacation, personal days, or comp time for more than fourteen (14) consecutive days/ten (10) business days and shall not be absent for no more than fourteen (14) consecutive days/ten (10) business days in a thirty (30) day period. Supervisors shall schedule vacation and comp time for their employees so as to avoid the necessity of payment of overtime or hiring of temporary help. Management may deny a vacation, personal day or comp. time request if it interferes with the efficient and effective operation of the
Commission. Time off requested in excess of the fourteen (14) consecutive days/ten (10) business days may be allowed under special circumstances but must be approved by the Executive Officer.

7. Requests for vacation/time off shall be submitted in advance, and are subject to the approval of Management. No vacation/comp time shall be granted within the period from sixty (60) days prior to the date of an election through thirty (30) days after such date.

8. An employee who has completed one (1) or more years of service, upon separation or layoff, will receive monetary compensation for unused vacation accrued during the year of separation or layoff and for a maximum of ten (10) days carry over accrued vacation, provided that the total current and carry over accrued vacation does not exceed thirty-five (35) days.
<table>
<thead>
<tr>
<th>Policy 5.04</th>
<th>Sick Leave</th>
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<tbody>
<tr>
<td><strong>Effective Date:</strong> 8/28/2014</td>
<td><strong>Applicable Law/Statute:</strong> None</td>
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<td><strong>Last Amended Date:</strong> 12/13/2013 – 2/6/2016</td>
<td><strong>Source Doc:</strong> None</td>
</tr>
<tr>
<td></td>
<td><strong>Department:</strong> Election Commission</td>
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</table>

**SICK TIME**

5.04

It is the policy of the Commission to recognize that employees may occasionally be absent because of illness or injury. The Commission believes that employees should be protected against a loss of income because of such temporary absences.

**Eligibility**

All full-time Election Commission employees are eligible for sick time benefits in accordance with the Guidelines below.

**Guidelines**

A. Employees will accrue eight (8) sick days annually. Sick time credits will accrue on a monthly basis as follows:

1. Employees working 75.00 hours Bi-Weekly – 5.00 hours

2. Any other Bi-Weekly hours should be pro-rated, not to exceed sixty-four (64) hours of sick time annually.

B. Eligible part-time employees will receive sick time at a proportional rate, based on the number of hours they are regularly scheduled to work.

C. Sick time will be calculated at 1/10 of the normally scheduled bi-weekly work hours.

D. Sick time hours accrued and banked may be used during the course of employment for the employee’s own health condition or to care for an immediate family member who requires the employee’s care or other reasons as stated within the Personnel Policy.

E. Effective January 1, 2012, all sick time hours accrued, unused, and banked will be frozen for purposes of eligibility for monetary compensation. This accrued sick time will continue to be eligible for pay based on years of service at time of separation, as outlined in procedures 11 and 12.
F. Employees who have been rehired shall accrued sick time as of their rehire date, unless the employee is separated for less than thirty (30) days as a result of layoff or employer initiated separation. In that case, if the separation is less than thirty (30) days, the accrual shall continue from the original date of hire.

G. Sick time earned after January 1, 2012, may be accrued up to a maximum of 120 days. The bank will be maintained separately from sick time banked prior to January 1, 2012. Sick time may be used as follows:

1. For the employee’s own health condition or to care for an immediate family member who requires the employee’s care or other reasons as stated within the Personnel Policy.

2. To obtain service credit to the full extent allowed by Illinois law and IMRF policies, if any.

H. An employee who transfers out of a position eligible for sick time, and then returns to a position that is eligible for sick time, may accrue sick time as of the date returning to the sick time eligible position, unless the transfer is less than thirty (30) days.

**Procedures**

1. Sick time will not accrue during any personal leave of absence or during any medical leave of absence greater than thirty (30) days.

2. Sick time accrued prior to January 1, 2012, will be carried over from year to year up to a maximum of 250 days, any sick time greater than 250 days will be forfeited.

3. An employee must notify their Division Manager directly when illness or injury prevents the employee from coming to work. Notice to the Division Manager should be given within a time frame established by the Department and should continue at the beginning of each work day for which the employee is unable to report to work.

4. If the Executive Officer does not consider the evidence submitted as adequate for the use of sick time, additional documentation may be required, regardless of the number of days absent. If this additional documentation is not supplied, the request for sick time shall be denied and the time shall be coded as without pay. The time without pay may include a preceding or following designated holiday or vacation day.

5. A doctor’s note will be required of an employee who is out three (3) days, at the discretion of the Executive Officer. The doctor’s note must include a release to work and indicate if any medical restrictions are required.

6. Any employee determined by the Executive Officer to be abusing the provisions of the sick time policy shall be subject to disciplinary action, not to exclude termination.

7. Eligible employees may receive payment for accrued, unused sick time as indicated below, based on employment date.
8. Employees who sign a formal notice of separation may receive such payment for accrued, unused sick time up to six (6) months prior to their separation.

9. Employees may not request payment for sick time that has not yet been earned.

10. A special sick leave provision may be approved by the Executive Officer during flu season to extend the sick benefit and grant an employee sick time if they have insufficient sick leave hours.

11. **For employees hired prior to November 1, 2005:**

   a. Once an employee accrues thirty (30) days of sick time, they have the option to receive monetary compensation for up to five (5) days of sick time, one time per calendar year, at the payout percentage based on their length of service as indicated in the Payout Table below.

   b. Upon separation or layoff, the employee has the option to either:

      1) Receive monetary compensation for accrued, unused, sick time, based on the Sick Time Payout Table below; or

      2) To obtain service credit to the full extent allowed by Illinois law and IMRF policies, if any.

<table>
<thead>
<tr>
<th>YEARS OF COMPLETED CONTINUOUS SERVICE</th>
<th>MONETARY COMPENSATION PERCENTAGE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 through 7 years</td>
<td>50%</td>
</tr>
<tr>
<td>8 through 10 years</td>
<td>67%</td>
</tr>
<tr>
<td>11 through 15 years</td>
<td>75%</td>
</tr>
<tr>
<td>16 years or greater</td>
<td>100%</td>
</tr>
</tbody>
</table>

12. **For an employee hired after November 1, 2005:**

   a. For an employee who has completed eight (8) years of service, upon separation or layoff, the employee will have the option to either:

      1) Receive monetary compensation for accrued, unused sick time at 50% of the value no more than once per calendar year; or,
2) To obtain service credit to the full extent allowed by Illinois law and IMRF policies, if any.

Request for Payment of Accrued Sick Leave forms are available from the Administrative Division.

13. **Donated Sick Leave**

   a. **Eligibility.** To qualify, the employee requesting donated sick time must:

      1. Have non-work related illness or injury, as verified in writing by a health care provider, which meets the definition of a serious health condition under the Family and Medical Leave Act (FMLA) and an estimated date of return to full duty from a health care provider; or

      2. Have a spouse, domestic partner, or dependent who resided in the employee's household with a serious illness or injury, as verified in writing by a health care provider, which meets the definition of a serious health condition under the Family Medical Leave Act (FMLA);

      3. Have an insufficient amount of accrued and unused sick time to cover the estimated period of absence;

   b. **Approval.** Upon approval of an employee’s request for donated sick time, the Administrative Division Manager shall;

      1. Notify Election Commission employees of the requesting employee’s need for donated sick time while respecting the employees right of privacy;

      And the Executive Officer shall;

      2. Approve payment of any such donated sick time to the requesting employee up to the amount of donated leave, or the hours necessary to provide the employee with their regular, straight-time pay for such pay period, whichever is less.

   c. **Donated Sick Leave.** An Election Commission employee may donate accrued and unused sick time to any Election Commission employee who has been approved to receive donated sick time as long as the donating employee retains a sick leave balance of at least 37.5 hours after deduction of the hours offered for donation.

   d. Donations of sick time shall be in one hour increments.

   e. An employee receiving sick time shall be paid at their regular rate regardless of the rate of pay of the employee donating such leave.

   f. Sick time shall be deducted from donating employees in the order donated and shall be credited to the receiving employee’s account on pay day up to the amount necessary for the
employee to be paid their regular two week’s pay. No sick time shall accumulate in the account of a receiving employee or be converted to cash or compensatory time. Any sick time donated by an employee that is not used shall remain in the account of the donating employee.

g. An employee using donated sick time shall be in active pay status and shall accrue sick time, and be entitled to any other benefits they would normally receive. All sick time or other paid leave provided to or accrued by an employee while using donated sick time shall be used in the following pay period first before donated sick time is used.

h. An employee approved to receive donated sick time leave shall be eligible to receive such leave until the employee:

1. Returns to full duty; or

2. Exhausts all donated leave; or

3. Has been on donated sick leave for a total of six (6) months. Employees absent from work and receiving donated sick leave may not work, perform services, receive, or earn compensation for or from any other entity, including the employee’s own business, from beginning of such absence until the employee returns to work.

14. **Donated Sick Leave**

a. An employee requesting the use of donated sick time must submit a Request to Receive Donated Sick Time Form, to the Administrative Division Manager along with a written certification from a health care provider of the employee’s serious health condition, on a Health Certification Form, and an estimated date of employee’s return to full duty, must be attached to the request.

b. Upon approval by the Executive Officer, of a request for donated sick leave, the Administrative Division Manager shall complete a Notice to Donate Sick Leave and forward to Election Commission Staff.

c. An employee wishing to donate sick time to a fellow employee eligible for donation shall complete their portion of the Notice to Donate Sick Time, sign and date it (including the time of signature) and return it to the Administrative Division Manager.

d. The Administrative Division Manager shall confirm the employee(s) wishing to donate sick time have sufficient balance to do so and shall allocate sick time pursuant to this Policy.
PERSONAL LEAVE

It is the policy of the Commission to allow employees to take a Personal Leave of Absence without pay ("Personal Leave") for extraordinary circumstances of personal need when it is determined to be in the best interest of both the Commission and the employee.

Eligibility

- All regular full-time and part-time employees are eligible to take a Personal Leave. Temporary and summer employees are not eligible for Personal Leave benefits.

Guidelines

A. Personal Leave is an approved temporary suspension of employment, initiated at the employee’s request and subject to the Executive Director’s approval. Personal Leave shall not exceed ninety (90) days, unless approved by the Board of Election Commissioners.

B. Because Personal Leave is potentially disruptive to Commission operations and debilitating to employee morale, it should be requested and will be granted only where an extraordinary need for it is demonstrated and only for the period of time necessary to address such need. In evaluating a request for Personal Leave, all aspects of the employee's personal situation and employment history with the Commission will be considered, including personal circumstances, length of employment, performance, disciplinary action, overall attendance, and probability of return. The paramount consideration in whether to grant Personal Leave, and when and how much, shall be the effect of the Personal Leave on the operational needs and efficient functioning of the Commission.

C. Consideration will be given to requests for Personal Leave to participate in federal-, state-, or local government-sponsored humanitarian initiatives. Full documentation of the initiative is required for consideration of such request. As in the case of requests for other reasons, requests for Personal Leave to participate in such humanitarian initiatives shall be evaluated on the basis of their effect on the operational needs and efficient functioning of the Commission.
D. When the Commission determines that it cannot accommodate the length of time or dates of a Personal Leave request, the Commission may offer the requestor alternative dates, intermittent leave during the period, or a reduced period.

E. To be eligible for a Personal Leave, an employee must have used all of his or her accrued vacation, comp time, personal days, and, if applicable to the reason for which Personal Leave is requested, all Sick Leave credits earned prior to the beginning of Personal Leave. An employee shall not accrue any Sick Leave or vacation days or holiday pay while on Personal Leave.

F. During a Personal Leave, an employee may continue participation in the Commission's benefit programs by paying all of costs to the Commission for such and all of his or her costs for any such programs that require an employee contribution.

G. The date of any salary review for an employee approved for or on Personal Leave will not be effective until the employee’s return to full active work at the Commission.

H. During the approved Personal Leave, the employee will not be allowed to engage in any other employment.

I. Where an employee is on Personal Leave for a personal medical condition, the employee shall not be allowed to return to work without presenting a physician's statement to the Executive Officer or Administrative Division Manager that the employee is fit and able to return to work and resume the duties of his or her position. The statement must expressly state the date on which the employee is approved for return to work and resumption of his or her duties. If the statement imposes restrictions on the employee’s activities, the Administrative Division Manager and Executive Officer shall determine whether and how the Commission may accommodate such restrictions. If the restrictions affect the employee’s ability to perform the fundamental requirements of his or her position, or would affect the health and safety of Commission personnel or the public, the employee will not be allowed to return to work and will be deemed as not returning to work for purposes of this Policy.

J. While the Commission will make every effort to place an employee in his or her former position, the Commission cannot guarantee the availability of such position to an employee returning from Personal Leave. If the position is not available, the employee will be offered a position of like seniority, status, and pay if such a position is available. If such position is not available, the employee will be placed on layoff status.

K. If the employee does not return to active employment by the agreed upon date, not to exceed ninety (90) days, the employee will be terminated from his or her employment and all Commission employment benefits will end as of the termination date.
Procedures

1. A Personal Leave of Absence request for up to ninety (90) days must be approved by the Executive Director. If more than ninety (90) days have been requested approval must be made by the Executive Director and the Board.

2. An employee requesting a Personal Leave must submit a written request to the Executive Director, stating both the purpose and the beginning and ending dates of the Personal Leave. The request must be submitted at least thirty (30) days in advance of the requested beginning date. If the need for Personal Leave was not foreseeable because the situation or condition requiring Personal Leave did not occur or the employee did become aware of it thirty (30) days prior to the requested beginning date, the written request shall be made as soon as practicable and shall state why the employee was not able to make the request thirty (30) days in advance.

3. The Executive Director will review the request and approve or deny a Personal Leave.

4. Where at least thirty (30) days’ notice of a request for Personal Leave is given, the employee will be notified not less than five (5) days before the requested start date whether and how much and when Personnel Leave will be granted. Where the employee gives less than thirty (30) days’ notice, the employee will be notified as soon as is practicable, but the Commission cannot guarantee that notification in such instance will be given before the requested beginning date.

5. When an employee is granted Personal Leave, regardless of the length of leave, the Executive Officer or Administrative Division Manager shall inform the employee that return to work is always subject to, and contingent upon, the availability of his or her former position or a position of like seniority, status, and pay.

6. As soon as Personal Leave is approved, the Administrative Division Manager shall forward the appropriate payroll change form to the County Department of Human Resources which notes that the employee is on Personal Leave.

7. Normally, the workload of the employee on Personal Leave shall be absorbed by other employees during the period that the employee is on Personal Leave. If this is not practical, the Executive Director may determine whether the employee must be temporarily replaced.

8. If requested by the Commission, an employee on Personal Leave shall report to the Commission periodically on whether he or she intends and is able to return to work on the date Personal Leave concludes.

9. During the approved Personal Leave, the employee will not be allowed to engage in any other employment.
BEREAVEMENT/FUNERAL LEAVE

It is the policy of the Commission to provide employees with Bereavement/Funeral Leave due to a death in the employee’s immediate family.

Eligibility

All regular full-time and part-time employees are eligible to take Bereavement/Funeral Leave.

Guidelines

A. Bereavement/Funeral leave should be taken consecutively but may be split at the discretion of the Division Manager and with the approval of the Executive Officer.

B. If the death should occur during regularly scheduled time-off or holiday, eligible employees may still receive the full bereavement/funeral leave.

C. Eligible part-time employees will receive bereavement pay at a proportional rate, based on the number of hours they are regularly scheduled to work.

D. Bereavement will be calculated at one-tenth (1/10) of the normally scheduled bi-weekly work hours.

E. If an employee requests additional Bereavement/Funeral leave due to an out of state death or other extenuating circumstances, additional leave may be granted with the approval of the Executive Director.

F. In the event of a death outside the immediate family, vacation, personal days or compensatory time may be scheduled, subject to the approval of the Executive Officer or Division Manager.
G. Members of the immediate family include:

<table>
<thead>
<tr>
<th></th>
<th>UP TO THREE (3) DAYS LEAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother</td>
<td>Spouse</td>
</tr>
<tr>
<td>Father</td>
<td>Child</td>
</tr>
<tr>
<td>Brother</td>
<td>Mother-in-law</td>
</tr>
<tr>
<td>Sister</td>
<td>Father-in-law</td>
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<tr>
<td></td>
<td>Grandparent</td>
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<tr>
<td></td>
<td>Grandchild</td>
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<tr>
<td></td>
<td>Grandparent-in-law</td>
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<tr>
<td></td>
<td>Stepparent</td>
</tr>
<tr>
<td></td>
<td>Daughter-in-law</td>
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<tr>
<td></td>
<td>Stepchild</td>
</tr>
</tbody>
</table>

* The above also applies to a person who is legally acting as a guardian in one of the above capacities.

* Employee’s immediate family member does not include a former spouse or a member of the former spouse’s family.

H. Management discretion in handling bereavement/funeral leave issues should reflect respect and sensitivity for the nature of the individual’s circumstances, while ensuring consistency and fairness to other employees.

**Procedures**

1. An employee shall notify the Administrative Division Manager or Executive Officer as soon as practical, immediately following the death of an immediate family member.

2. The Administrative Division Manager shall notify the employee of the duration of his/her leave and be responsible for coding the time document accordingly.
MILITARY LEAVE 5.07

It is the policy of the Commission to comply with all applicable Federal and State laws in granting Military Leave to employees who voluntarily or involuntarily serve, or are reserve members of the United States Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, and/or the Commissioned Corps of Public Health Service, and others designated by the President of the United States in times of war or emergency.

Eligibility

- All regular full-time and part-time employees are eligible for military leave.

Guidelines

A. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Election Commission is obligated to release employees for service with Armed Forces when the employee participates in:

1. Annual Training (Summer Camp)
2. Active Duty of Training (School)
3. Inactive Duty Training Assemblies (Weekend drills)
4. Extended leave of absence for voluntary active duty service (Enlistment)
5. Involuntary call-up

B. Military Leave of absence shall not result in a loss of seniority status or benefits, which would have normally accrued if the employee had not been absent for such purposes.

C. In accordance with Federal law, Military Leave of absence shall have a five (5) year limit (with some exceptions) on the cumulative length of time an employee may serve in the military and remain eligible for reemployment.

D. The Commission is not required to provide additional work hours to compensate for Military Leave.

E. During times of war, the Commission will adopt a resolution indicating any special exemptions or considerations to be put into practice.
**Procedures**

1. Any regular full-time or regular part-time employee who enlists, is drafted or is called to active/inactive duty shall immediately notify the Executive Officer verbally or in writing prior to departure for military service.

2. An employee who is called to uniformed service shall provide a copy of official orders as soon as available reflecting the length and character of the service to the Administrative Division Manager or Executive Officer.

3. In accordance with applicable law(s), the employee shall be compensated for the difference between the payment received from the military and their compensation paid by the Commission. The employee may request the use of vacation, compensatory time, or leave without pay to supplement absences; however, he/she is not required to do so.

4. The employee’s insurance benefits will continue through his/her Military Leave period, unless the employee decides to discontinue benefits.

5. If the employee has discontinued their insurance benefits during Military Leave, coverage will be immediately reinstated, without a waiting period, following the employee’s return.

6. The employee will continue to accrue vacation and sick leave. Vacation, Sick Leave and Personal Days that were unused at the time the military service began will be resumed upon the employee’s return.

7. In accordance with Federal law, upon completion of the period of military service, the returning employee shall notify the Executive Officer or Administrative Division Manager that he/she intends to return to employment. The employee will provide documentation of the length and character of their uniformed service. The length of time the employee has to contact the Executive Officer depends upon the amount of time spent in service as explained below:

<table>
<thead>
<tr>
<th>Length of Absence from Employment Due to Uniformed Service</th>
<th>Deadline for Applying for Reemployment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 31 days or to take an exam to determine fitness for military service</td>
<td>Employees have <em>eight hours</em> following their return from service to report for their next scheduled work period.</td>
</tr>
<tr>
<td>Between 31 and 180 days</td>
<td>Employees will have <em>14 days</em> following their return from service to apply for reemployment.</td>
</tr>
<tr>
<td>More than 181 days</td>
<td>Employees have <em>90 days</em> following their return from service to apply for reemployment.</td>
</tr>
</tbody>
</table>
8. The employee shall submit to the Administrative Division Manager his/her military pay voucher, or equivalent, which details the amount of payment received for the Military Leave as soon as possible.

9. An employee’s compensation shall reflect any adjustments made to his/her classification during the leave, excluding merit increases.
## Policy 5.08

<table>
<thead>
<tr>
<th><strong>Jury Duty/Called Trial Witness</strong></th>
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<tbody>
<tr>
<td><strong>Effective Date:</strong></td>
</tr>
<tr>
<td><strong>Applicable Law/Statute:</strong></td>
</tr>
<tr>
<td><strong>Source Doc:</strong></td>
</tr>
<tr>
<td><strong>Department:</strong></td>
</tr>
</tbody>
</table>

### JURY DUTY/CALLED TRIAL WITNESS

It is the policy of the Commission to follow all Federal and State laws regarding Jury Duty or Court Service such as being called to act as a subpoenaed witness.

#### Eligibility

All regular full-time employees and regular part-time employees are eligible to serve on a jury, or as a result of his/her duties may appear before a court as a witness in response to a subpoena or other directive.

#### Guidelines

A. Employees are granted a leave of absence with pay for the time they are required to serve, less payment received for acting as a juror or witness.

B. All employee benefits will continue in effect during subpoenaed jury duty or performance of witness duties.

C. Employees who appear as a subpoenaed witness or as a juror will be reimbursed for those hours they are required to testify, less payment received for being a witness.

#### Procedures

1. Upon receipt, the employee shall present the court document, which gives instructions to report for jury duty or the subpoena to testify to the Administrative Division Manager. A copy will be retained in the employee’s personnel file.

2. If an employee is released as a witness or from jury duty for any period during normal working hours, the employee shall immediately notify his/her Supervisor. The employee may be instructed to report back to work.

3. The employee shall submit any witness or juror compensation to the Administrative Division Manager. A deduction of the Jury Duty, minus any travel allowance, will be made on the next paycheck processed.
4. Employees who appear in court as the plaintiff or defendant in any action not related to his/her official duty shall not be paid for time away from work unless that time is accrued vacation, Personal Day or sick time.
FAMILY AND MEDICAL LEAVE

It is the policy of the Commission to comply with all Federal and State laws in granting Family Medical Leave. This policy is meant to comply with the Family Medical Leave Act and is not intended to grant leave in addition to what the Act requires.

Eligibility

- All regular full-time and part-time employees who have worked at least 1,250 hours during the twelve (12) months preceding the leave and who have completed twelve (12) months of service are eligible to take Family Medical Leave.

Guidelines

A. Basic Leave Entitlement. An eligible employee will be entitled to a total of twelve (12) work weeks of unpaid leave during a designated twelve (12) month period for one or more of the following reasons:

1. The birth and care of the newborn child of the employee. (Leave to care for a newborn child or for a newly placed child must conclude within twelve (12) months after the birth or placement).

2. The placement of a child with the employee for adoption or foster care. (Leave to care for a newborn child or for a newly placed child must conclude within twelve (12) months after the birth or placement).

3. To care for an immediate family member (spouse, child, or parent), of the employee with a serious health condition.

4. When the employee is unable to work because of a serious health condition.

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

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service-member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service-member medically unfit to perform his or her duties for which the service-member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

C. An eligible employee will be entitled to a total of twenty-six (26) work weeks of unpaid leave during a designated twelve (12) month period to care for an injured or ill military service member who is the employee’s spouse, son or daughter, parent or “next of kin.” The leave is applied on a per-service member, per-injury basis.

D. The Election Commission uses a rolling twelve (12) month calendar to calculate an employee’s Family Medical Leave, measured backward from the date the leave is taken. Each time an employee requests Family Medical Leave; the Election Commission will compute the amount of available time based upon the date of the employee’s previous leave, if applicable.

E. In most circumstances, an employee may be required to use any accrued vacation, personal days, and sick time during any unpaid portion of Family Medical Leave granted, providing this does not interfere with Workers’ Compensation benefits or eligibility for IMRF disability benefits. FMLA leave will run concurrently with any other applicable leave. For instance, IMRF disability or Workers’ Compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA qualifying.

F. The Commission will provide basic life, medical and dental insurance coverage to an employee who is on Family Medical Leave at the current employee rate. If an employee is off work after exhausting their twelve (12) weeks of Family Medical Leave, the employee will be responsible for the entire premium, from that point forward. If an employee fails to pay their share of the premium, coverage may be canceled.

G. Under certain circumstances, an employee may take Family Medical Leave intermittently, which means taking leave in blocks of time, or by reducing the employee’s normal weekly or daily work schedule.
H. If Family Medical Leave is for birth and infant care, or placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval. The Commission’s approval is not required for intermittent leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

I. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment during non-working business hours so as not to unduly disrupt the operation of the department.

J. Spouses employed by the Commission may be limited to a combined total of twelve (12) weeks of Family Medical Leave for birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. In the situation where the husband and wife have both used a portion of the total twelve (12) weeks of Family Medical Leave, for birth and care of a newborn child or for placement of a child for adoption or foster care, each would be entitled to the difference between the amount they have taken individually for other purposes.

K. An expectant mother is entitled to FMLA leave for incapacity due to pregnancy, for prenatal care, or for her own serious health condition following the birth of the child. Circumstances may require that FMLA leave begin before the actual date of birth of a child. An expectant mother may take FMLA leave before the birth of the child for prenatal care or if her condition makes her unable to work. The mother is entitled to leave for incapacity due to pregnancy even though she does not receive treatment from a health care provider during the absence, and even if the absence does not last for more than three (3) consecutive calendar days.

L. A husband is entitled to FMLA leave if needed to care for their pregnant spouse who is incapacitated or if needed to care for her during her prenatal care, or if needed to care for the spouse following the birth of a child if the spouse has a serious health condition.

M. Spouses employed by the County are entitled to FMLA leave if needed to care for a child, adopted child or foster child with a serious health condition if the requirements of the applicable FMLA regulations are met and provided they have not exhausted their entitlements during the applicable twelve (12) month FMLA leave period.

N. An employee who expects to be absent from work due to personal illness or injury for more than thirty (30) days may be eligible for IMRF disability benefits. (Personnel Policy 6.02: Illinois Municipal Retirement Fund/IMRF)

O. An employee with twelve (12) or more months of service who is eligible for Family Medical Leave and is absent on Family Medical Leave for twelve (12) work weeks or less will have the right to return to the same, or equivalent, position. However, an employee has no greater right to reinstatement or other benefits and conditions of employment than if they had not taken leave. If the employee does not return to work on the first business day after the approved FMLA leave ends, the employee will forfeit their right to be reinstated under the FMLA.
P. Certain “key” employees (highly compensated salaried employees) may not be returned to their former or equivalent positions following a leave if reinstatement to employment will cause substantial economic injury to the Commission. The Commission will notify those who qualify as “key” employees and those who will be denied reinstatement, and it will also notify these employees of their rights.

Q. Before returning to work, the employee must provide a written medical release from their physician before returning to work with a specific return date noting any restrictions. If restrictions are noted, the Executive Officer and Administrative Division Manager will determine whether and how the restrictions may be accommodated. If such certification is not received, their return to work will be delayed.

R. Accrual of vacation and sick time will cease during any family medical leave of absence over thirty (30) days. In addition, employees will not be eligible to receive jury duty/court services pay or blood donation leave pay at any time during FMLA leave, and will not be eligible to receive holiday pay or bereavement pay following thirty (30) days of an FMLA leave. Unpaid leave is defined as time off during which the employee is not receiving any compensation for previously accrued benefit sick time (sick, vacation, personal days, or compensatory time).

**Procedures**

1. An employee must submit written request for Family Medical Leave at least thirty (30) days in advance, where practical, stating both the purpose and the beginning and ending dates of leave. If the need for leave is not foreseeable, or the employee does not receive thirty (30) days advance notice themselves, notice is required as soon as practicable, generally within one (1) to two (2) days of learning of the need for leave.

2. Requests for Family Medical Leave must be approved by the Executive Director.

3. The Election Commission will require that the employee obtain a Certification of Healthcare Provider form and have it completed by a certified health care provider. The employee will be responsible for providing updated medical re-certifications as requested by the Commission during Leave.

4. The Commission may contact the healthcare provider directly to authenticate a certification or obtain clarification.

5. An employee will be required to provide a treatment schedule or a one (1) to two (2) day notice in anticipated absences.

6. If an employee fails to provide a one (1) to two (2) day notice or call on the same day of an absence, it will not be counted as FMLA time. Instead, it will be treated as a regular absence and will be subject to the department’s attendance policy unless it was an emergency; then the employee must have a doctor/facility note to verify the emergency.
7. An employee may be required to provide periodic updates of their status and intent to return to work while on Family Medical Leave.

8. If an employee was on Family Medical Leave due to their own serious health condition, the employee must provide medical documentation from their treating health care provider indicating they are able to perform the essential functions of their position before returning to work. The medical documentation must include a list of restrictions that would impact their ability to perform the essential job functions of the position.

9. If circumstances of a Family Medical Leave change, enabling the employee to return to work earlier than the date specified, the employee may be required to notify the Executive Officer at least two working days prior to their return.

10. If a reduced work schedule or intermittent leave is approved, the employee may be temporarily transferred to an available alternate position for which the employee is qualified. All salary and benefits status will remain the same.

11. If an employee fails to return from Family Medical Leave for reasons other than the continuation, recurrence or onset of a serious health condition or other circumstances beyond the control of the employee, the Election Commission may recover the premium that was paid for maintaining group health plan coverage.

12. Consistent with the Commission’s policy regarding all types of leave, the following conduct is strictly prohibited in relation to FMLA leave:
   
a. Engaging in fraud, misrepresentation or providing false information to the County or any health care provider.
   b. Having other employment during the leave, without prior written approval from the Commission.
   c. Failure to comply with the employee’s obligations under this policy.
   d. Failure to timely return from the leave.

13. Employees who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline, up to and including discharge.
The Victims’ Economic Security and Safety Act (known as “VESSA”) provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

**Eligibility**

- All employees who have been a victim of domestic or sexual violence, or whose family or household members have been a victim of abuse, or anyone related to the victim by blood or by presence or prior marriage, and anyone who shares a relationship with the victim through son or daughter (provided the employee is not the perpetrator) may take up to twelve (12) weeks of unpaid leave in any twelve month period to seek medical attention, legal assistance and counseling.

**Guidelines**

**A. An employee may take VESSA leave to:**

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee’s family or household member;

2. Obtain victim services for the employee or employee’s family or household member;

3. Obtain psychological or other counseling for the employee or the employee’s family or household member;

4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the employee’s safety
5. Seek legal assistance or remedies to ensure the health and safety of the employee or employee’s family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the domestic or sexual violence.

B. Leave taken under this policy which also qualifies as FMLA leave shall run concurrently under both VESSA and FMLA and shall be counted against the twelve (12) week entitlement under both VESSA and FMLA.

C. The Election Commission uses a rolling twelve (12) month calendar to calculate an employee’s VESSA Leave, measured backward from the date the leave is taken. The Election Commission will compute the amount of available time based upon the date of the employee’s previous leave under either VESSA or FMLA, if applicable.

D. The County will provide basic life, medical and dental insurance coverage to an employee who is on VESSA Leave at the current employee rate. If an employee is off work after exhausting their twelve (12) weeks of VESSA Leave, the employee will be responsible for the entire premium amount.

E. VESSA leave may be taken intermittently or on a reduced work schedule.

F. An employee with twelve (12) or more months of service who is absent on VESSA leave for twelve (12) work weeks or less will have the right to return to the same or equivalent position. If the absence is longer than twelve (12) work weeks, the employee may return to their former position if available. If it is not available, the employee may be separated.

G. An employee who expects to be absent from work due to personal injury or illness for more than thirty (30) days may be eligible for IMRF disability benefits.

H. An employee who expects to be absent from work due to personal injury or illness for more than thirty (30) days may be eligible for IMRF disability benefits.

I. DuPage County will make a reasonable accommodation to an employee for a known limitation resulting from domestic or sexual violence unless it would cause an undue hardship to the County. The County will also consider a request for transfer reassignment or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence.

**Procedures**

1. When the leave is foreseeable, the employee shall provide the Commission with at least forty-eight (48) hours advanced notice of the employee’s intention to take leave, except in such cases where it is not practicable to provide such notice. If an unscheduled absence occurs, the Commission may not take action against the employee if the employee provides certification within a reasonable period after the absence.
2. The Commission may require certification that VESSA leave is to be taken for one of the purposes enumerated above and that the employee or employee’s family or household member is a victim of domestic or sexual violence. An employee may satisfy such a certification requirement by providing a sworn statement of the employee and:

- Documentation from an employee, agent or volunteer victim services organization, attorney, member of the clergy, or a medical or other professional from whom the employee or employee’s family or household member has sought assistance;
- A police or court record; or
- Other corroborating evidence.

3. Employees may be required to provide periodic updates of their status and intent to return to work while on VESSA Leave.

4. If circumstances of a leave change, enabling the employee to return to work earlier than the date specified, the employee may be required to notify the Human Resources Department at least two (2) working days prior to their return.

5. If a reduced work schedule or intermittent leave is approved, the employee may be temporarily transferred to an available alternate position for which the employee is qualified. All salary and benefits status will remain the same.

6. If an employee fails to return from leave for reasons other than the continuation or recurrence of domestic or sexual abuse, or circumstances beyond the control of the employee, the County may recover the premium that was paid for maintaining group health plan coverage.

7. The Commission will take all reasonable efforts to maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee’s intention to take VESSA leave, and certification provided by the employee. The Commission shall post a notice in the workplace summarizing the requirements of VESSA
Policy 5.11  

<table>
<thead>
<tr>
<th>Blood Donation Leave</th>
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<tbody>
<tr>
<td>Effective Date:</td>
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<tr>
<td>8/28/2014</td>
</tr>
<tr>
<td>Last Amended Date:</td>
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<tr>
<td>Applicable Law/Statute:</td>
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<td>None</td>
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<td>Source Doc:</td>
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<td>None</td>
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<tr>
<td>Department:</td>
</tr>
<tr>
<td>Election Commission</td>
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</tbody>
</table>

BLOOD DONATION LEAVE

Policy

It is the policy of the Commission to comply with all applicable Federal and State laws on granting full-time employees up to one (1) hour of paid leave to donate blood.

Eligibility

- All full-time employees who have been employed for at least six (6) months.

Guidelines

A. Employees may request up to one (1) hour of paid leave to donate blood, one time every fifty-six (56) days, in accordance with appropriate medical standards (e.g. American Red Cross, American Blood Centers, American Association of Blood Banks, or other nationally recognized standards).

B. Employees must obtain approval from their Division Manager in advance of the day of the donation in order to receive paid leave.

C. Employees are required to submit official and/or medical documentation of the blood donation before compensation will be awarded for the leave time.

D. Any employee determined by the Division Manager of Executive Officer to be abusing the provisions of the blood donation leave policy shall be subject to disciplinary action, not to exclude termination.

Procedures

1. An employee shall notify their Division Manager or Executive Officer as soon as practical of their intent to request paid leave to donate blood.

2. An employee should submit official and/or medical documentation to their Division Manager or Executive Officer to be compensated for the leave time of up to one (1) hours to donate blood.
3. The Division Manager shall notify the employee of the approval of their blood donation leave and be responsible for coding the time document accordingly.
MEDICAL AND DENTAL INSURANCE

It is the policy of the Commission to provide employees protection from the costs of health care by offering Medical and Dental Insurance coverage to eligible employees and their dependents at group rates.

**Eligibility**

- All regular full-time employees are eligible for Medical and Dental Insurance.

**Guidelines**

A. Coverage becomes effective the first day of the month following completion of thirty (30) days of employment.

B. Employees must contribute to the cost of dependent coverage and their own coverage.

C. Guidelines regarding eligibility and contributions may change as conditions dictate. Plan guidelines are published annually by the DuPage County Benefits Division of the Human Resources Department.

D. An open enrollment period is held each year during which an employee may elect to change medical and dental benefits.

E. An employee may make certain changes during the year for certain life-changing events as defined under the “Policy for Changes in Benefit Selections Outside of Open Enrollment” available in the Human Resources Department.

**Procedures**

1. Employees are responsible for enrolling in health coverage as soon as possible after employment. Information is distributed through new employee orientation and is available through the DuPage County Benefits Division.

2. It is the employee’s responsibility to notify the Benefits Division of any change in spouse and/or dependent status within thirty (30) days.
3. **Upon termination of employment with DuPage County, all medical/dental benefits will cease on the employees last day of work. The employee may, under certain circumstances, elect to continue coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA).**

4. **Employees who separate employment and are immediately eligible to receive an IMRF pension may continue their medical insurance under Public Act 86-1444. Contact the Benefits Division for more information about this program.**

See the Personnel Policy Reference sheet for information on DuPage County’s medical and dental insurance.
<table>
<thead>
<tr>
<th>Policy 6.02</th>
<th>Illinois Municipal Retirement Fund (IMRF)</th>
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</thead>
<tbody>
<tr>
<td>Effective Date: 8/28/2014</td>
<td>Applicable Law/Statute: None</td>
</tr>
<tr>
<td>Last Amended Date:</td>
<td>Source Doc: None</td>
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<td>Department: Election Commission</td>
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**ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) 6.02**

It is the policy of the Commission to provide employees and their families’ income protection in the event of disability, retirement or death. This protection is provided through the Illinois Municipal Retirement Fund (IMRF).

**Eligibility**

- All regular full-time employees and part-time employees hired after February 25, 1992, who are budgeted to work at least one thousand (1,000) hours per year are required to participate in and contribute to IMRF. All regular full-time and regular part-time employees hired before February 25, 1992, who are budgeted to work at least six hundred (600) hours per year are required to participate in and to contribute to IMRF.

An employee must have been employed for at least eight (8) years and be at least 55 years of age to qualify for IMRF retirement benefits.

**Guidelines**

A. An employee who has twelve (12) consecutive months of service and cannot perform the duties of his/her position because of illness or injury lasting more than thirty (30) days may be eligible for IMRF disability benefits.

B. IMRF is the sole authority in determining benefits eligibility and the amount of benefit payments.

C. IMRF Retirement Benefits

1. Retirement benefits are based on the employee’s length of service credit and salary. Contributions to the retirement fund are mandatory for eligible positions and are deducted from the employee member’s salary each pay period.

2. An employee who terminates employment prior to qualifying for retirement benefits may request a refund of his/her own contribution.

3. An employee who is eligible for pension benefits is not eligible for a refund.
4. Benefits statements are provided by IMRF to participating members. Employees may request an estimate of benefits from IMRF at any time to obtain an approximate projected retirement benefit figure.

D. IMRF Disability Benefits

1. IMRF disability benefits begin on the 31st day of an eligible employee’s absence due to injury or illness and equal 50% of average monthly earnings. The employee must apply for this benefit through IMRF. Forms are available in the Benefits Division.

2. An eligible employee who is absent for an extended period of three (3) days due to illness or injury may be placed on Family Medical Leave and be subject to applicable guidelines regarding benefit continuation and job security.

3. Employees who are unable to work in excess of thirty (30) days due to a work-related injury or illness should contact IMRF in order to maintain service credits and death benefits.

E. IMRF Death Benefits

1. The amount IMRF pays as a death benefit will vary depending upon the amount of the employee’s service credit.

2. Upon the death of a participating IMRF member who has at least one (1) year of service, his/her named beneficiary is eligible for a death benefit as determined by IMRF.

Procedures

1. Information regarding IMRF enrollment and benefits is distributed to new employees during orientation. Additional information is available from the Executive Officer or Administrative Division Manager.

2. It is the employee’s individual responsibility to keep information on file related to their retirement fund (i.e. name, address, and beneficiary) up to date.

3. Employees who plan to retire from the system are encouraged to contact IMRF at least ninety (90) days in advance of the anticipated retirement date to secure an estimate of benefit information.

4. As soon as it is anticipated that an employee may be absent for an extended period of time, the employee should notify their Division Manager or Executive Officer.

5. Prior to returning to work, the employee may be asked to obtain a note from the doctor approving his/her return to work on a specified date and noting any restrictions. If restrictions are noted, the Administrative Division Manager will consult with the Executive Officer and determine whether and how the restrictions may be accommodated.
6. It is the employee’s responsibility to notify the Administrative Division Manager if the situation changes and he or she will be unable to return to work as scheduled.

Information and forms on Illinois Municipal Retirement Fund can be found on the intranet under the Human Resources tab at http://dupage.dupageco.org/HR/index.cfm?doc_id=49
<table>
<thead>
<tr>
<th>Policy 6.03</th>
<th>Workers’ Compensation</th>
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<tbody>
<tr>
<td>Effective Date:</td>
<td>Applicable Law/Statute: None</td>
</tr>
<tr>
<td>8/28/2014</td>
<td>Source Doc: None</td>
</tr>
<tr>
<td>Last Amended Date:</td>
<td>Department: Election Commission</td>
</tr>
</tbody>
</table>

**WORKERS’ COMPENSATION**

It is the policy of the Commission to follow State and Federal laws that provide for protection of employees who experience job related injuries or illnesses.

**Eligibility**

All employees regardless of status are covered by Workers’ Compensation. Eligibility begins the first day of employment.

**Guidelines**

A. Workers’ Compensation is a statutory requirement provided by law to all eligible workers who sustain job-related injuries or illnesses. Guidelines and procedures are in accordance with State and Federal requirements of the Workers’ Compensation Act.

B. Eligible employees are entitled to receive benefits for compensable work-related injuries or illnesses. Benefits include payment for all medical and rehabilitative care and, in cases that involve lost time, Temporary Total Disability benefits (TTD).

C. An employee who is unable to work as the result of work-related injury or illness will be placed on Family Medical Leave, if eligible, and will be subject to applicable guidelines regarding benefit continuation and continued employment as stated in Personnel Policy 5.09: Family And Medical Leave. For employee’s absences that do not qualify for Family Medical Leave, employees must request a Personal Leave of Absence; Policy 5.05: Personal Leave.

The Election Commission works with the County HR department who has a third party administrator to administer Workers’ Compensation Benefits.

**Procedures**

1. If a work related fatality occurs, the Division Manager or Executive Officer must report to the Illinois Department of Labor within 8 hours as well as notifying Human Resources.
2. If a work related injury requires inpatient hospitalization (not just an ER visit), loss of an eye or amputation, the Division Manager or Executive Officer must report to the Illinois Department of Labor within 24 hours, as well as notifying HR. See the Personnel Policy Reference Sheet for guidelines.

3. An employee who sustains a work-related injury is required to notify the appropriate Division Manager or Executive Officer immediately. If necessary, the employee will be sent for medical treatment. A post-accident drug and/or alcohol test may be required of all employees requiring medical treatment. Positive drug and/or alcohol tests will be subject to disciplinary action, not to exclude termination for a first offense in compliance with Personnel Policy 7.05: Drug Free Workplace.

4. The employee must contact the Employee Injury Call Center which can be found on your Personnel Policy Contact Reference sheet to report work related injuries.

5. The employee will complete the Employee Statement of Injury/Illness within 24 hours of the injury. The Division Manager will complete the Supervisor’s Statement of Injury/Illness within 24 hours and submit to the Administrative Division Manager or Executive Officer for processing. The documents must be processed and will be sent to HR within 24 hours. If an employee refuses medical treatment, the Division Manager or Executive Officer should document the employee’s refusal on the Supervisor’s Statement of Injury/Illness. To locate forms see the Personnel Policy Reference Sheet.

6. The employee must complete the online Preferred Provider Program Participation Election Form. To locate forms see the Personnel Policy Reference Sheet.

7. The employee is responsible for informing the treating physician that the injury is work-related and that all claims should be forwarded to the Human Resources Department. The claim is then submitted to a third party administrator for review.

8. Follow up visits, physical therapy, etc. should be scheduled during non-working hours, as this time off is not covered under Workers’ Compensation. An employee who takes time during their work day to attend follow-up visits, PT, etc., must use their accrued sick time.

9. Employees who receive Temporary Total Disability (TTD) benefits are not eligible for IMRF disability benefits. However, the employee should contact IMRF if the employee will be unable to work for thirty (30) or more days in order to maintain service credits and death benefits; see Personnel Policy 6.02: Illinois Municipal Retirement Fund.

10. The employee is responsible for notifying the Administrative Division Manager or Executive Officer when the employee is released to return to work from a work-related injury or illness. Written notice from the Physician, specifying work restrictions, if any, is required before the employee can return to work.
11. See the Personnel Policy Reference Sheet for contact information and clarification of Workers’ Compensation procedures.
TUITION REIMBURSEMENT

It is the policy of the Commission to provide educational assistance to eligible employees who want to further their education in courses that are work-related. The Commission is committed to the career growth and development of its employees by enhancing their knowledge and skills through further education.

Eligibility

- All full-time employees who have completed one (1) year of continuous employment with DuPage County.

Guidelines

A. Funds for tuition reimbursement may be allocated at the discretion of the County Board at the beginning of the fiscal year. Funds are available on a first come first served basis.

B. Tuition will be reimbursed if the course is directly related to the employee’s present position, job family or part of a job-related degree program. The course must be taken for college credit at an accredited educational institution.

C. The amount reimbursable is a maximum of $1,500 per year as determined by the last day of scheduled classes.

D. Tuition will be reimbursed 100%, up to $1,500 annual maximum, upon completion of the course, provided a grade of C or better is obtained.

Procedures

1. Pre-approval for course eligibility shall be obtained in advance from the Executive Officer. Pre-Approval Forms for tuition reimbursement are available from the Administrative Division Manager.

2. The request for pre-approval should be filled out by the employee, signed by the Executive Officer prior to the start of the course.
3. Receipt for reimbursement must be turned in no more that ninety (90) days after completion of the course.

4. Reimbursement will be paid to the employee ninety (90) days after completion of the course, provided that the appropriate documentation and receipts have been received.

**Exceptions**

The following are not covered under the tuition reimbursement policy:

- Seminars
- Travel/Parking Expenses
- Books
- Lab Fees
- Certifications and/or licenses required to meet the minimum requirements of a position.
Policy 6.05

EMPLOYEE RETENTION 6.05

Policy

It is the policy of DuPage County to provide retention incentives in order to provide long-term employees additional income in protection for retirement in the form of a capital accumulation program.

Eligibility

- All full-time and part-time employees who participated in the Illinois Municipal Retirement Fund and began their employment with the Commission on or before November 30, 2002.
- Eligibility begins at age fifty-five (55) and ten (10) year of continuous service or twenty (20) years of continuous service independent of age.

Guidelines

A. At the time of voluntary separation or layoff, retention benefits will be paid based on the following schedule:

<table>
<thead>
<tr>
<th>Continuous Years of Service</th>
<th>Total Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 years</td>
<td>50 days</td>
</tr>
<tr>
<td>15 years</td>
<td>90 days</td>
</tr>
<tr>
<td>20 years</td>
<td>120 days</td>
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</tbody>
</table>
B. For the purpose of this policy, continuous service will be calculated from the earlier date of hire with the Commission unless there has been a gap of over one year, in which case the most recent date of employment would be sued to calculate retention benefits. Last day worked will be considered the final day of service.

Procedures

1. Payment for applicable days will be made upon notice of separation.

2. If gap in service is one (1) year or less, any retention paid previously would be deducted from future retention payouts.

3. Pay will be calculated at the same formula as sick days and vacation days.

4. Employees who sign a formal notice of separation may receive payment for retention benefits up to six (6) months prior to their separation.

Exceptions

- Employees who are involuntarily terminated are not eligible

- Employees who have voluntarily resigned due to a conviction are not eligible.
Optional Benefits

Policy
It is the policy of DuPage County to provide optional benefits to employees.

Eligibility
- All full-time and part-time employees are eligible to participate in optional benefit programs.

Guidelines
A. The County provides the following optional benefits:

1. Credit Union – Provides employees and their families the opportunity to save a fair dividend and to borrow at a fair and reasonable rate of interest.
2. Deferred Compensation – allows employees to contribute a portion of their present earnings in a tax-deferred investment plan.
3. Fare Checks – provide the purchase of RTA/CTA transit fares on a pre-tax basis
4. Optional Vision – provides additional vision coverage beyond what is offered through the health plan.
5. Optional Life Insurance – provides additional term life insurance for employee, spouse and children.
7. Movie Tickets – available to employees at a discounted price
8. Pre-Paid Legal Services – provides legal assistance at a reduced group rate.
9. Supplemental Insurance – provides supplemental insurance coverage for specific health conditions and/or income for time off work due to a disability.

B. With the exception of movie tickets, all optional benefits (pre-tax or post-tax) are taken through automatic payroll deductions.
Procedures

1. Eligible employees should contact the Administrative Division Manager for additional information.
<table>
<thead>
<tr>
<th>Policy 6.07</th>
<th>Adoption Assistance</th>
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<tr>
<td>Effective Date: 8/28/2014</td>
<td>Applicable Law/Statute: None</td>
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<td>Source Doc: None</td>
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<tr>
<td>Department: Election Commission</td>
<td></td>
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ADOPTION ASSISTANCE 6.07

Policy

It is the policy of DuPage County to provide assistance to all employees who are building families by providing eligible employees with adoption benefits including financial assistance, paid time off, and a pretax reimbursement account.

Eligibility

- All full-time employees who have been continuously employed with the Commission for one (1) year.

Guidelines

A. Reimbursement

1. Eligible adoption-related expenses will be reimbursed to a maximum of $1,500 per child per year.

2. Eligible expenses include:
   a. Agency and placement fees
   b. Medical expenses of the birth mother
   c. Medical expenses of the child prior to adoption
   d. Transportation and lodging expenses
   e. Expenses to meet the needs of a special needs child are eligible in the case of U.S. special needs adoptions
B. Adoption Leave

Adoption leave time may be used either pre or post adoption and will be considered as part of the twelve (12) weeks allowed under the Family and Medical Leave Act (Personnel Policy 5.9: Family Medical Leave). For more information on adoption leave, please contact a Benefits Representative.

Procedures

1. All reimbursements will be consistent with the provisions of Section 137 of the IRS code.

2. A portion of the reimbursement amount may be taxable for employees whose family income exceeds $75,000 per year.

3. Within thirty (30) days of notification that a child will be placed in an employee’s home, they should contact a Benefits Representative.

4. Documentation of the placement and adoption petition as well as itemized receipts for expenses incurred for reimbursement will be needed.

Exceptions

- Adopted children must be under eighteen (18) years of age to be considered for this benefit.

- This policy does not apply in the case of the adoption of a stepchild.

The Adoption Assistance Reimbursement Request form is available on the internet under the Human Resources tab.
Policy 6.08 Service Awards

Effective Date: 8/28/2014
Last Amended Date: None
Applicable Law/Statute: None
Source Doc: None
Department: Election Commission

SERVICE AWARDS 6.08

Policy
It is the policy of DuPage County to recognize and reward the service of employees at milestones in their careers through a uniform and consistent recognition program. The County will award certificates and a gift to identify and recognize employees’ years of service.

Eligibility

- All full-time employees

Guidelines

A. Years of service will be counted from the date of hire when an employee commences employment with the County.

B. Employee service awards will be provided to employees who complete ten (10) years of service and at five (5) year intervals thereafter.
<table>
<thead>
<tr>
<th>Policy 6.09</th>
<th>Conferences, Schools and Professional Organizations</th>
</tr>
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<tbody>
<tr>
<td><strong>Effective Date:</strong></td>
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<td>Election Commission</td>
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</table>

**CONFERENCES, SCHOOLS AND PROFESSIONAL ORGANIZATIONS 6.09**

For the employees to keep abreast of new concepts and new methods of doing business thereby enabling them to become more valuable to the Commission through self-improvement, these employees should be encouraged to affiliate with their professional organizations, and to attend conferences and short courses at the Commission’s expense and with the approval of the Executive Officer and the Board. Such memberships and attendance must have prior approval by the Commission during budget deliberations and by providing funds in the budget. Upon return from a conference or short course, the employee shall submit a claim for reimbursement and necessary receipts.
EMPLOYEE ASSISTANCE PROGRAM (EAP) 7.01

It is the policy of the Commission to provide assistance to employees in dealing with problems which from time to time that may affect work performance if left unresolved. The Employee Assistance Program (EAP) is a confidential service that offers professional guidance, counseling and referral services.

Eligibility

- All regular full-time and part-time employees and their families are eligible to participate.

Guidelines

A. Participation in the EAP is voluntary. An employee cannot be required to seek assistance; however, Supervisors may make a formal written referral if job performance has deteriorated and counseling is appropriate. It is only with written permission from the employee that information can be shared with the workplace.

B. Some indications that an employee may be formally referred to the EAP are:

- Deteriorating job performance
- Excessive use of sick time
- Difficulty meeting deadlines
- Negative changes in attitude

C. Problems addressed by the EAP counselors may include:

- Marital or family problems
- Job stress
- Emotional stress or depression
- Credit counseling; budget emergencies, financial planning
- Alcohol and drug dependencies
- Legal difficulties
- Psychological counseling
• Childcare problems

D. The EAP is free of charge to all eligible employees. If referral to an outside agency is necessary, the outside agency may require additional fees from the employee for their services.

E. Employees who seek assistance through the EAP or who have been formally referred continue to be bound by Commission policies, practices, performance expectations and disciplinary procedures.

F. If formally referred by the Executive Director, the employee's first counseling session may be scheduled during normal work hours, if necessary. If any other sessions are needed afterwards, it will be on the employee's own time. Self-referrals shall also be scheduled on the employee's own time.

**Procedures**

Contact the Administrative Division Manager, Executive Officer or an EAP counselor directly.
REPORTING EMERGENCIES

7.02

Policy

The intent of this section is to establish response procedures in case of an emergency medical situation at DuPage County.

Eligibility

- All employees, visitors, vendors and guests of the County.

Procedures

1. Medical Response Procedures:

   A. Any staff member or contractor designated to provide emergency medical care, treatment, first aid, etc. must be fully trained as applicable to State and Local guidelines. Persons who are not properly trained in emergency medical procedures should not administer such measures. Personnel that are expected to administer medical aid as per their job description shall be fully trained as a condition of employment.

   B. Employees should notify security at ext. 5262 to report any injury or illness requiring emergency aid.

   C. Employees should notify their Division Manager.

2. Employee Procedures

   In the event of a major medical emergency (i.e. cardiac arrest, unconscious individual, etc.) or where Security cannot be contacted immediately, the employee/witness should:

   A. Remain calm. Maintaining a calm and professional atmosphere will help the patient and others at the scene of the incident.
B. Immediately contact 9-1-1 and indicate the nature of the emergency and location of the incident. *Remember that when calling 9-1-1 from an internal county phone, you must first dial 9, then 9-1-1.*

C. Once 9-1-1 has been summoned, immediately follow up with Security by calling ext. 5262; provide your location and other pertinent information related to the incident.

D. If other persons are available, enlist them to assist as needed prior to Security’s arrival.

E. Once Security arrives, follow their instructions and assist as needed.

F. Attend to the victim as needed to provide comfort until Security and/or paramedics arrive.
The Commission is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices.

It is the policy of the Commission to provide a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, familial status, disability, sexual orientation, status as a veteran, order of protection status, or any other protected status. Offensive or harassing behavior will not be tolerated against any employee. This policy includes all employees, applicants, citizens, residents, contractual staff, vendors or others who enter our workplace.

**Guidelines**

**Definitions of harassment**

A. Sexual Harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment includes, but is not limited to: defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature.

2. Any statement or implication that an individual’s submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Any conduct whether physical or verbal, which has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.
B. Sexual Harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; sexually oriented “kidding” or “teasing”; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual displays or conduct of a sexual nature.

Sexual Harassment shall encompass such behavior regardless of form, whether visual, audio, or text, or the medium through which it is conveyed, including mail, inter-office mail, messenger, telegraph, telephone, facsimile, email, texting, “sexting” (i.e., the transmission of obscene, pornographic, sexually explicit, or scatological messages, text, photographs, graphics, videos, or audio via a cellular or land-line telephone or other electronic device), or any other form of electronic communication.

C. Harassment based on other protected characteristics is also strictly prohibited.

Under this policy, harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity, order of protection status, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law, and that:

1. Has the effect of creating an intimidating, hostile or offensive work environment;
2. Has the effect of unreasonably interfering with an individual’s work performance; or
3. Otherwise adversely affects an individual’s employment opportunities.

D. Harassment includes, but is not limited to: epithets, slang, nicknames, slurs, negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes, and written or graphic material or material that is transmitted electronically that demeans or shows hostility or aversion toward an individual or group.

Procedures

A. Informal Procedures: The Commission encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. The Commission encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often, this action alone will resolve the problem. However, this informal procedure is not a required first step for the reporting of harassment. The Commission also recognizes that an individual may prefer to pursue the matter through formal complaint procedures.

B. Formal Procedures: Individuals who believe that they have been subjected to harassment (or who have reason to believe that someone else has been subjected to harassment) should
discuss their concerns with the Administrative Division Manager immediately. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by the Executive Officer. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

1. Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action.

2. Disciplinary action will be taken against any employee found to have engaged in the harassment of any other employee. The Commission has the right to apply any disciplinary action or combination of disciplinary action, not to exclude termination, to deal with unreasonable conduct, discrimination, or harassment.

3. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, not to exclude termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

4. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints, which, even if erroneous, are made in good faith), may be subject to disciplinary action, not to exclude termination.

5. If an employee is dissatisfied with the resolution of the issue, they may appeal using the Election Commission’s grievance procedure.

Any employee who believes he/she has been subjected to sexual harassment has the right to file a complaint with the Illinois Department of Human Rights, 100 West Randolph Street, 10th Floor, Intake Unit, Chicago, Illinois 60601; (312) 814-6245 and/or the Equal Employment Opportunity Commission, 500 West Madison, Suite 2800, Chicago, Illinois 60661; (312) 353-2713. The Illinois Human Rights Act provides that complaints of harassment must be filed within 180 days of the alleged incident. A complaint with the EEOC must be filed within 300 days of the alleged incident. It is also a violation of Section 6-101 of the Illinois Human Rights Act to retaliate against an employee for opposing or complaining about conduct believed to be a violation of the Act.
WORKPLACE VIOLENCE PREVENTION AND WEAPONS  7.04

Policy

It is the policy of the Commission to develop practices that ensure a safe and respectful work environment for anyone who works at or visits our facilities. In order to minimize risks within the workplace, it is the responsibility of each employee to report conduct or situations that may pose a possible threat or danger.

Eligibility

- All employees regardless of employment status.

Guidelines

A. Employees are expected to conduct themselves in an appropriate and professional manner and treat others with courtesy and respect at all times.

B. Workplace Violence shall be defined as any act of physical violence, threat of physical violence (verbal, written, electronic or otherwise), harassment, intimidation, or threatening, disruptive behavior towards an employee, customer, vendor or visitor, including any workplace-related incident initiated or prompted by an employee’s significant other (i.e., domestic violence) or an individual who perceives such a relationship (i.e., a stalker) which causes emotional or physical harm to the employee. This shall include any statement or threat, whether verbal, implied, written, electronic or otherwise, that instills the fear of present or future harm to the recipient or to a third party.

C. Any conduct or behavior that directly or implicitly threatens, intimidates, or coerces another employee, customer or member of the public will not be tolerated. This includes but is not limited to:

1. Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety
2. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress

3. Intentionally damaging employer or co-worker property

D. Employees are not permitted to have weapons of any kind in County buildings or County vehicles, with the exception of authorized security, or law enforcement personnel. A weapon may be any object, device or instrument designed as a weapon, or through its use capable of threatening or producing bodily harm, or which may be used to inflict self-injury.

E. Employees may not, while in the course of conducting County business, carry a firearm or any other weapon, with the exception of authorized security or law enforcement.

Procedures

1. Any conduct that is perceived to be an act of workplace violence or a violation of this policy should be reported immediately to security and/or a supervisor. If necessary, 911 should be called.

2. Upon report of an incident, Security in conjunction with the Executive Officer shall initiate an investigation. Employees may be asked to provide as much information as possible.

3. All reports of threats, harassment, acts of violence, suspicious individuals or suspicious activities will be promptly and thoroughly investigated. Confidentiality will be maintained throughout the investigative process to the greatest extent possible. During the investigation process, an employee may be suspended from work, with or without pay, pending the outcome of the investigation.

4. All County vehicles, work areas and storage areas are subject to inspection at any time.

5. When a threat has been reported, and a determination that a potential for violence exists, the employee may be required to undergo an assessment to determine the risk of danger. Further assessment may be in the form of a Fitness for Duty evaluation or formal referral to the Employee Assistance Program (EAP).

6. An employee should immediately and confidentially report to the Administrative Division Manager of Executive Officer any order of protection (i.e., a restraining order) they have received against an individual or themselves, whether temporary or permanent, so that the appropriate levels of support can be provided.

7. The Commission will make a reasonable effort to protect victims of workplace violence. Victims may also need special accommodations or adjustments to their work schedule, location, or working conditions in order to enhance their safety.
8. In situations where it has been determined that an employee was responsible for conduct in violation of this policy, the employee will be subject to disciplinary action, not to exclude termination, and/or reporting of the act(s) to local law enforcement for further investigation.

9. A formal written referral to the Employee Assistance Program (EAP) may be issued in accordance with this policy.

10. Retaliation against an individual for reporting conduct as defined within this policy or for participating in an investigation in accordance with this policy will not be tolerated and will be subject to disciplinary action, not to exclude termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

11. The Commission encourages employees to bring disputes or differences with other employees to the attention of their Division Manager or Executive Officer before the situation escalates into a potentially violent situation.
**Policy 7.05**

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**Guidelines**

A. Any location at which Commission business is conducted is, whether at the County Complex or any other worksite, declared to be a Drug-Free Workplace. This will include Commission vehicles and any private vehicles parked on Commission premises or worksites.

B. All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace. The following is a partial list of controlled substances. The Commission can provide a complete listing and explanation of controlled substances.

- Alcohol
- Narcotics (heroin, morphine, etc.)
- Cannabis (marijuana, hashish)
- Stimulants (cocaine, diet pills, etc.)
- Hallucinogens (PCP, LSD, “designer drugs,” etc.)

C. It is the employee’s responsibility to inform their Division Manager or the Executive Officer, if he/she is currently on prescription medication that may affect his or her ability to safely and effectively perform the duties of his/her job. If there is no appropriate work available for the employee, the Division Manager should notify the Executive Officer.

D. Any employee violating the above policy is subject to disciplinary action, not to exclude termination for the first offense.

E. By law, acknowledgement and agreement of this Policy is required of employees as a condition of employment. All employees will receive a copy of the policy and an acknowledgement form to sign. This acknowledgement form will be filed in each employee’s personnel file.
F. Any employee convicted of violating a criminal drug statute in the workplace must inform the Executive Officer of such conviction (including pleas of guilty and *nolo contendere*) within five (5) days of the conviction occurring. By law, the Commission must notify the federal contracting officer within ten (10) days of receiving such notice from the employee or any other verifiable source.

G. The Commission reserves the right to conduct reasonable suspicion drug testing when properly documented by the Administrative Division Manager and when approved by the Executive Director.

H. The Commission reserves the right to offer employees participation in an approved rehabilitation or drug abuse assistance program, at the employee’s cost, as an alternative or in conjunction with disciplinary action. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.
**Policy 7.06**

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<th>Drug and Alcohol Testing</th>
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**DRUG AND ALCOHOL TESTING**

It is the policy of the Commission to establish programs designed to ensure the safety of the Commission employees and help prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances. The Omnibus Transportation Employee Testing Act of 1991 requires the testing of covered employees and mandates anti-drug and alcohol misuse prevention programs.

**Eligibility**

- All employees performing a safety-sensitive function, as defined by the Omnibus Transportation Employee Training Act of 1991, are eligible. This includes Commission employees who operate, and/or service, a commercial motor vehicle (CMV) and are required to maintain a commercial driver’s license (CDL) in the performance of their job duties.

**Guidelines for Employees Performing Safety-Sensitive Functions**

A. As prescribed by law, a commercial motor vehicle shall be defined as:

1. Having a gross vehicle weight rating of 26,001 or more pounds.
2. Having a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit, with a gross vehicle weight rating of more than 10,000 pounds.
3. Designed to transport sixteen (16) or more passengers, including the driver.
4. Any size vehicle transporting hazardous materials requiring placards.

B. As prescribed by law, a safety-sensitive function shall be defined as all-time from the time an employee reports to work or is required to be in a readiness to work, until the time he is relieved from all work duties and responsibilities.

C. As prescribed by law, alcohol and/or drug tests may be required in the following circumstances:

1. Pre-employment.
2. Post motor vehicle accident.
3. Documented reasonable suspicion.
5. Return to duty, when an employee has violated the prohibited alcohol and drug standards.
6. Follow-up testing as directed by a substance abuse profession.
D. Although alcohol is a legal substance, a covered employee is prohibited from any alcohol misuse that could affect performance of safety sensitive function, including:

1. Use or possession of alcohol while performing safety-sensitive job functions.
2. Use during the four (4) hours before performing safety-sensitive functions.
3. Reporting for duty or remaining on duty with an alcohol concentration of 0.04 or greater.
4. Use during eight (8) hours following an accident, or until undergoing a required post-accident test.
5. Refusal to take a required test.
6. A driver found to have an alcohol concentration greater than 0.02 and less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least twenty-four (24) hours, and may be subject to the same proceedings as that of a positive test result and disciplinary action may be taken, not to exclude termination.

E. Any drug use that could affect performance of a safety-sensitive function is prohibited. This includes the use of any drug, except by doctors’ prescription and only then if the doctor has advised the driver that the drug will not adversely affect the driver’s ability to safely operate the CMV; testing positive for drugs; and refusal to take a required test.

F. Controlled Substances testing shall include, but is not limited to the following drugs:

1. Marijuana THC (metabolite)
2. Cocaine, any form or derivative of
3. Amphetamines (including methamphetamines)
4. Opiates – Heroin, Opium, etc.
5. Phencyclidine (PCP)

G. Some over the counter vitamins or health supplements may contain THC and will result in a positive screen and be treated as a positive drug screen.

H. Refusal to submit to a required alcohol or drug test is prohibited. Refusal to submit to a test means failing to provide adequate samples for testing or engaging in conduct that obstructs the testing process. Failure to submit to a test will result in the same measures as a positive test result and disciplinary action shall be taken, not to exclude termination.

I. An employee who does not pass a required alcohol or drug test shall be relieved immediately of safety-sensitive duties such as driving.

J. An employee who violated the alcohol misuse or drug use rules may be required to complete a program under the supervision of a substance abuse professional.

K. An employee violating the above policy is subject to discipline, not to exclude termination for a first offense.

L. Alcohol and drug testing records will remain confidential as prescribed by law.
Employee Guidelines

A. By law, acknowledgement and agreement to this policy is required of covered employees as a condition of employment. All regular employees who are covered by this policy will receive:

A. A copy of Section 7.06 of this Personnel Policy concerning drug and alcohol testing procedures.
B. An acknowledgement form to sign, which will be placed in the employee’s personnel file.

B. The Executive Officer shall maintain compliance with drug and alcohol testing procedural guidelines as prescribed by law.

C. It is the employee’s responsibility to inform their Division Manager if he/she is currently on prescription medication that may affect his/her ability to safely and effectively perform the duties of his/her job. If there is no appropriate work available, their Division Manager should notify the Executive Officer.

D. All drug and alcohol test results will be conducted, reviewed and interpreted by professionally trained and certified technicians and/or medical review officers.

E. In cases where an employee is notified of a positive drug or alcohol test, the employee will be removed from duty for up to 72 hours. The employee may request that the second sample of the split sample be tested, at their own expense. If the results of the second sample are negative, the Election Commission will reimburse the employee for the cost of the test. Upon being informed of a positive drug test, the employee will be encouraged to complete an evaluation with the Employee Assistance Program. The employee may choose to use accrued paid time off during this evaluation period.

F. According to regulations, the employee may only return to safety-sensitive duties after being cleared by a Substance Abuse Professional (S.A.P.) and having a negative drug screen.

G. The Commission reserves the right to offer employees participation in an approved alcohol rehabilitation or drug abuse assistance program, at the employee’s cost, as an alternative to, or in conjunction with disciplinary action. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

H. Disputes that arise under this policy shall be handled pursuant to the Grievance Policy.

I. Questions regarding drug and alcohol testing policy and procedures should be directed to the Administrative Division Manager.

The Commission reserves the right to terminate an employee based upon a positive drug or alcohol test result.
Policy 7.07  

**Fitness for Duty**

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**FITNESS FOR DUTY**  

**Policy**

The Election Commission is committed to providing a safe working environment and to protecting the health and safety of all employees. If an employee lacks the essential physical and mental requirements necessary to perform the essential functions of the job, or poses a significant risk to their own safety, safety of co-workers or the safety of the public, they may be referred for a fitness for duty evaluation.

**Eligibility**

- All employees regardless of employment status.

**Guidelines**

A. Employees are responsible for managing their health in such a way that they can safely perform the essential functions of their job, with or without a reasonable accommodation.

B. Employees must come to work fit for duty and must perform their job in a safe, secure, productive and effective manner during the entire time they are working.

C. Employees are responsible for notifying their supervisor if they are not fit for duty.

D. Employees are responsible for notifying their Division Manager or Executive Officer when they observe a co-worker acting in a manner that indicates the co-worker may be unfit for duty.

**Procedures**

1. A fitness for duty assessment may be requested when there is reasonable cause for serious concern about an employee's ability to perform their role and duties safely, when the employee’s behavior is grossly inappropriate for the workplace, or if there is reasonable concern for workplace safety.

2. An impartial, independent healthcare evaluator with expertise in the disciplines of medical, psychological, alcohol, or other drug conditions will conduct a fitness for duty evaluation.
3. Referrals for Fitness for Duty assessments will be made by the Executive Officer.

4. Employees will be removed from the workplace while in the process of completing a fitness for duty assessment.

5. Employees who cooperate in a fitness for duty evaluation and are in compliance with recommendations for medical, psychological and/or chemical dependence treatment may be returned to work provided appropriate discipline, if warranted, has taken place.

6. Non-compliance with a request for a fitness for duty evaluation or a determination that an employee is unfit for duty may result in disciplinary action, not to exclude termination.
SMOKE FREE FACILITIES AND COUNTY VEHICLES

Policy 7.08

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The Commission supports the policy set forth in the Smoke Free Illinois Act (410 ILCS 82/1 et. seq.), and is dedicated to providing the safest possible environment within DuPage County facilities or in any vehicle owned, leased, or operated by DuPage County Government. In the interest of promoting and encouraging healthful practices among employees and citizens of DuPage County, smoking and the use of smokeless tobacco products is not allowed within the interior premises of the Administration Building including private offices, stairwells, corridors, and parking structures; within twenty-five (25) feet of any entrances, exits, windows that open, and ventilation intakes for any DuPage County building; or in any vehicle owned, leased, or operated by DuPage County Government.

Guidelines

A. “Smoke” or “Smoking” means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted tobacco equipment, including e-cigarettes.

B. Other Tobacco Use. “Other tobacco use” means all other use of tobacco other than smoking including the inhalation, ingestion, or chewing and expectorating of tobacco or snuff. All other tobacco use is prohibited within Commission facilities

C. These guidelines recognize the detriment of smoking to the smoker and the health hazards of “passive” smoke to the non-smoker.

D. Smoking will be permitted in designated areas only, outside of each County building, in adherence with local laws and regulations

Procedures

1. An employee may report any violation to the Administrative Division Manager or Executive Officer.

2. Violation of these regulations by Commission employees may result in disciplinary action, in accordance with the Disciplinary Guidelines.
3. The Illinois Department of Public Health, local public health departments, and local law enforcement agencies may assess fines to any person for violating the no smoking provisions of the Smoke Free Illinois Act and all other applicable administrative rules and regulations.
## Policy 7.09

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### Policy

The Commission places the utmost importance on employee safety. The Commission’s goal is zero employee workplace accidents and injuries. Unfortunately, even in the safest workplaces, accidents and injuries occasionally happen. When injuries occur, it is the Commission’s responsibility to follow the applicable laws related to workplace injuries.

### Eligibility

- All employees regardless of employment status.

### Guidelines

**Recordable/Reportable Claims.** This policy is also intended to ensure that injuries and occupational diseases that arise out of and in the course of an employee's employment with the Election Commission are reported for workers' compensation purposes and/or recorded for OSHA reporting purposes.

A. The following claims are recorded for OSHA reporting purposes:

1. Any injury that results in loss of consciousness, significant injury diagnosed by a health care professional, or death
2. Any injury where an employee is off work other than the remainder of the day the injury occurred
3. Any injury where the employee returns to work on less than full duty
4. Any injury for which medical treatment beyond first aid is required

B. The following claims are reportable for workers' compensation purposes:

1. Any injury where an employee is off work, other than the remainder of the day the injury occurred
2. Any injury where the employee returns to work on less than full duty, other than on the date of injury
3. Any injury for which medical care is provided that will result in fees being billed by a health care provider
Procedures

1. Employee's Responsibilities. An employee who suffers a work-related injury or illness shall:
   a. Immediately report the injury or illness to their immediate supervisor, regardless of the apparent seriousness of the injury and whether or not medical attention is required. Failure to report any injury or illness by the end of the work assignment during which the injury or illness occurred may result in corrective action;
   b. Obtain all necessary and appropriate medical treatment;
   c. Complete and sign an Employee's Report of Incident and Injury as soon as practicable following the injury or illness, and no later than 24 hours after the incident;
   d. Communication and cooperate with the Administrative Division Manager during the workers' compensation claim process; and
   e. Return to work as soon as determined capable of performing the work of the employee's regular employment position or a temporary transitional duty position.

2. Division Manager’s Responsibilities. Upon notification of an employee’s work-related injury or illness, the employee’s immediate Division Manager if available, or the next available supervisor shall:
   a. If emergency medical attention appears to be required, call 911.
   b. Contact the Employee Injury Call Center with the employee present if possible and report the details of the incident/injury as soon as possible and no later than the end of the workday on which the injury occurred. The Division Manager shall also report the incident/injury to the Administrative Division Manager or Assistant Executive Director.
   c. Provide the injured worker with the Employee Injury Information form and have the employee complete and sign an Employee's Report of Incident and Injury as soon as possible after the incident, and submit same to the Administrative Division Manager, along with the Supervisor's Statement of Illness or Injury Report, no later than 24 hours after the incident/injury (if possible).
   d. Conduct a thorough investigation of the incident/injury by obtaining a Statement of Witness to Accident from each witness or witnesses to the incident and completing a Supervisor's Statement of Illness or Injury Report. The investigation should be completed and all reports and documents submitted to the Administrative Division Manager or Assistant Executive Director within 24 hours of the incident/injury. In all cases where requested and deemed necessary, a Risk Management representative will assist with the investigation.
e. Determine the injured employee's return to work status:

1) If the employee is able to return to work immediately without restrictions allow the employee to return.
2) If the employee is able to return to work but with restrictions, or is temporarily totally disabled and unable to return to work, forward all documentation to the Administrative Division Manager.
3) Immediately correct or remedy any unsafe conditions or practices which may have been indicated by the investigation. The details of any such action should be submitted to the Administrative Division Manager of Assistant Executive Director immediately.
4) Maintain contact with the employee regarding the employee's condition and return to duty.

3. Administrative Division Managers Responsibility. When notified by a division manager of a work-related illness or injury of an employee, the Administrative Division Managers will:

a. Assist the immediate supervisor with the incident/injury investigation if requested.

b. Prepare and send the Illinois Form 45 - Employer's First Report of Injury to the County's workers' compensation administrator. The County’s workers’ compensation administrator will then set up a claim and administer the claims process.

c. If the injured employee is unable to immediately return to full duty, determine the employee's eligibility for wage continuation or workers compensation.

d. Prepare an OSHA Form 300: Log of Work-related Injuries and Illnesses and report the incident/injury if required, to OSHA.

4. Payment of Wages.

a. Day of Occurrence. An employee who suffers a work-related injury or illness and who receives medical treatment for the injury or illness during work hours on the day of occurrence will be compensated for any lost time while receiving treatment as regular wages. If the employee does not return to work on the day of occurrence, the employee will be paid for a full day's work as regular wages. Overtime will not be paid for any medical treatment allowed.

b. Subsequent Days. Employee may be required to use sick, vacation, or personal business for medical appointments.
Policy 7.10

Return to Work (from Illness/Injury) Program

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Return to Work (from Illness/Injury) Program 7.10

Policy

The Commission Return to Work (RTW) Program provides temporary modified duty to employees who have suffered a work related injury or illness as defined by the Illinois Workers’ Compensation and/or Occupational Disease Acts, and as a result are not immediately able to return to full duty. The goal of the RTW Program is for the Commission to work with injured/ill employees and the employee’s physician to transition the employee back to full, unrestricted duty.

Eligibility

- All regular full-time and part-time employees

Guidelines

A. Workplace Injuries/Illnesses. Employees who suffer a job-related injury or illness within the scope of employment and who are determined by their physician to be able to return to work but with restrictions on their next scheduled work day shall qualify for RTW. An employee injured within the scope of employment who is not returned to full duty by their physician on their next scheduled work day must:

1. Report the injury to their immediate division manager and complete all required documentation pursuant to Policy 7.09 – Workplace Injury Reporting;

2. Immediately after receiving medical care, contact their immediate division manager and provide the division manager with all documentation from the treating physician, which must include a diagnosis of the injury and a list of physical restrictions;

3. Meet with the Executive Officer in conjunction with the appropriate Division Manager to discuss the terms and conditions of a temporary modified duty position within the restrictions outlined by their physician; and

4. Report to work under the terms and conditions of the modified duty position offered.
**Procedure**

1. Prior to the employee’s start date in the RTW program, the employee will be scheduled to meet with the Executive Officer and the division manager to review and sign an RTW Modified Duty Agreement. The agreement will include at a minimum the following:

   a. A specific start and stop date for the RTW modified duty assignment. Said dates will be, in part, based on information provided by the physician relative to the nature of an employee’s condition and the anticipated recuperation time. The time an employee may remain in a RTW modified duty position shall be determined at the discretion of the Executive Officer on a case by case basis, but in most cases will not exceed 12 weeks;

   b. Reporting requirements relative to the progress of prescribed treatment and the frequency of those reports;

   c. Specific treatment ordered by the physician; and

   d. A specific listing of limits established by the physician which may include, but is not limited to:

      1) Limits in the number of hours per day the employee can work;
      2) Climbing limitations (ladders, steps, etc.);
      3) Limitations in the use of equipment;
      4) Walking and/or standing limitations;
      5) Stooping and/or twisting limitations;
      6) Lifting limitations both for weight and height, as well as frequency; and
      7) Pushing and/or pulling limitations.

   8) Specific steps developed in conjunction with the physician to "condition" the employee so that they can return to their position as quickly as possible. An example of a conditional objective may be to gradually increase the number of hours per day an employee works or gradually increase the number of days per week the employee participates in normal job duties versus transitional work.

2. **Refusal to Participate-Workplace Injury.** Should an employee with a workplace injury refuse approved RTW modified duty, the Election Commission may cease payment of wage continuation and/or the County’s worker’s compensation claims management services provider may terminate temporary total disability compensation to the fullest extent allowed by Illinois law.
3. **RTW Guidelines.** While on RTW modified duty, employees will:
   
   a. Not be eligible for overtime or special duty (except court duty for sworn personnel);
   b. Not be permitted to respond to emergencies, drive marked safety vehicles or, for sworn personnel, wear any part of the uniform of the day (unless authorized);
   c. Be assigned to perform duties the employee is capable of performing in the department where such work is available, as determined by the department director(s);
   d. Be paid the compensation the employee would have received had they continued to perform their regular duties.
   e. Be required to use sick, vacation, or personal business time for medical appointments related to any injury/illness whether work related or not.

4. **Number of RTW Positions.** The availability and number of RTW positions available in a department shall be determined by the Executive Officer. When considering RTW requests, priority shall be given to employees who have suffered workplace injuries.

5. **Return to Work.** Employees will be returned to full duty only upon a full written release from their physician indicating the employee may return to full duty without restriction. The Commission may require a fitness for duty exam.
Policy 8.01

Electronic Communications Policy

Policy

This Section is in recognition of the evolving communications practices of the Commission, which has seen a growth in the use of electronic means of communication with its employees, officials, vendors and citizens. The Commission encourages the use of electronic communications for the conduct of Commission business, subject to the restrictions set forth in this Section.

In adopting this Section, the Commission recognizes the principles of privacy and freedom of speech, as well as the Commission’s need for efficiency, confidentiality and compliance with federal and state laws, including, but not limited to the Federal Electronic Communications Privacy Act, the Illinois Eavesdropping Act, the Illinois Open Meetings Act and the Illinois Freedom of Information Act.

This Section applies to (a) all electronic communications systems and services provided by the Commission, and involving Commission business, (b) all staff users of the Commission computers and electronic communications systems, and (c) all electronic mail messages in the possession or control of the Commission. This Section further applies in equal fashion to all transactional information, including summaries, headers, addresses, and addressees of Commission business.

A. Confidentiality

Confidentiality of electronic mail and other means of communications cannot be assured. For this reason, all electronic messages and other means of electronic communications shall be limited to items which are not confidential in nature.

B. Privacy and Monitoring of Messages

All electronic mail messages sent to or received by Commission employees are “public records” under the Illinois Freedom of Information Act. Accordingly, all messages are to be available to the public to inspect and copy, subject to the exceptions enumerated in the Illinois Freedom of Information Act. All use of the electronic communications system is subject to monitoring and review by the Executive Officer.
C. **Restrictions on Electronic Communications Usage**

While the Commission encourages the use of electronic mail (“email”) and communications for Commission business, certain restrictions on the use of Commission electronic communications systems and Commission-owned or issued hardware, including but not limited to personal computers, laptops, electronic tablets, and cell phones and other hand-held devices, are required to protect the Commission’s electronic communications, the efficient use of the Commission time and equipment, and the workplace atmosphere.

1. No personal use of electronic communications systems shall be allowed including but not limited to the following:
   a. Electronic mail or other Internet communications such as instant messaging.
   b. Social-networking Internet services, including but not limited to, *Facebook*, *MySpace*, *Twitter*, *Bebo*, *Classmates.com.*, *Flickr*, *Flixter*, *Friendster*, *Habbo*, *LinkedIn*, *Tagged*, or *Windows Live Spaces*.
   c. Social Internet Media, including but not limited to, *YouTube* and *Hulu*.
   d. Internet gaming, including but not limited to, any Massively Multiplayer Online Game (MMOG) such as *World of Warcraft* or *Mafia Wars*.
   e. Texting, twittering, and “sexting” (i.e., the transmission of obscene, pornographic, sexually explicit, or scatological messages, text, photographs, graphics, videos, or audio via a cellular or land-line telephone, or other electronic device).
   f. The use of any Commission-owned or issued electronic hardware to access, view, or transmit obscene, pornographic, or sexually explicit text, photographs, graphics, videos, or audio.

2. Commission electronic mail systems shall not be used for unlawful activities, commercial purposes, political purposes, personal financial gain, or in any other manner inconsistent with this Section.

3. All use of the Commission’s electronic communications system shall be conducted in a professional, businesslike manner for Commission purposes, with each mail or communications item identifying the true identity of the sender(s). No false name, alias, or anonymous messages shall be allowed or sanctioned.

D. **Records Retention**

All electronic mail messages subject to this section shall be retained by the Executive Officer, and shall be printed in hard copy format and retained in the usual course of business. The Executive Officer shall create a file system on-line, and manually, to maintain all electronic communications sent or received involving Commission business. Each record shall be reviewed and determination as to the length of time for its retention will be made pursuant to the established State Records Act.
E. **Copying of Records**

Requests for copies of records maintained pursuant to this Section will be made in compliance with the Illinois Freedom of Information Act, or the Personnel Records Review Act, or any other Act as it applies in any given situation. Each request will be evaluated to determine whether responsive documents exist, and whether such documents are exempt from disclosure. Responses to said requests will be made as is required by State law as set forth herein.

F. **Violations**

Any violation of this Section shall be immediately reported to the Executive Officer. Violations of this Section may result in restriction to access to Election Commission electronic communications systems, disciplinary action up to and including immediate dismissal, and any and all other remedies provided by law.

H. **Acknowledgment and Consent**

All Commission employees who use the Commission computers and electronic mail services shall be given a copy of this Section, and must sign an acknowledgment of its receipt, and consent to the Section terms. Full compliance with this Section is a condition of employment by the Commission, and is required of all Commission employees.
PERSONAL ELECTRONIC DEVICE USAGE 8.02

Guidelines

Use of personally owned electronic devices, including but not limited to, laptops, electronic tablets, cell telephones and other hand-held devices in any Commission facility or during working time is subject to the following restrictions:

A. Personal communications, including emailing, texting, and twittering, shall be governed by the same policies as that for personal telephone calls on the Commission’s telephone system.

B. Internet shopping and gaming, accessing social networking and media sites, “surfing the net” or web browsing, and all other personal, non-work-related usage, other than for personal communications as set forth in the preceding paragraph, are prohibited during work hours, except while the employee is on break or on a lunch hour, including when an employee is on or traveling to or from out-of-office business.

C. “Sexting” (i.e., the transmission of obscene, pornographic, sexually explicit, or scatological messages, text, photographs, graphics, videos, or audio via a cellular or land-line telephone or other electronic device) is prohibited whenever an employee is in a Commission or County occupied facility or while on or traveling to or from out-of-office business.

D. Only personally-owned electronic devices with self-contained power units may be used in a Commission or County occupied facility or while on or traveling to or from out-of-office business. No personally-owned electronic device shall be plugged into any Commission or County facility electrical system, used in conjunction with any Commission-owned electronic device or hardware, or interfaced with any Commission electronic system.

E. Any permitted electronic devices must be put on “silent” mode or at a level that is not a distraction to other employees while in the office.
Policy 8.03

Emergency Preparedness

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EMERGENCY PREPAREDNESS 8.03

Policy

It is the policy of the Commission to provide for the safety of its staff and the citizens of DuPage County, as well as to ensure continuity of essential services in those situations declared to be a State of Emergency or State of Disaster, or incident of significant impact to the County by the County Board Chairman. Due to the nature of DuPage County being a public service organization, it is expected that employees be available to respond to the needs of citizens during such situations.

Eligibility

- All Election Commission employees regardless of employment status.

Guidelines

A. For the purpose of this policy, all County employees will be considered to be first responders who, in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence and the environment, including emergency response providers as defined in Section Two of the Homeland Security Act, as well as emergency management, public health, clinical care, public works and other skilled support personnel that provide immediate support services during prevention, response and recovery operations.

B. In situations declared as a State of Emergency or State of Disaster or incidents of significant impact to the County, it may be necessary to reprioritize the provision of services. This may involve reassignment of staff to emergency assignments, including duties outside of their normal job classification.

C. Employee skills and capabilities will be taken into account when being provided with emergency assignments.

D. All efforts will be made to schedule employees to work at or near their normal work facility.
E. Emergency or disaster situations may require changes to employee work hours or locations outside of what is typical in order to meet the needs of the situation. Work schedules may be adjusted including, but not limited to: longer hours per day; different starting and ending times; evening, weekend or holiday assignments; suspension of vacation; or other time off requests.

F. All necessary precautions will be taken to ensure the safety of employees. Employees will not be asked to perform activities that knowingly jeopardize their health or safety.

G. DuPage County recognizes that there may be legitimate reasons that would prevent an employee from responding when called upon. Employees are required to get approval from the Executive Officer if they are not able to report to emergency assignments.

H. Refusal to report to emergency assignments may be cause for disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)

I. Upon hire, employees are expected to provide accurate emergency contact information so that they may be called upon in the event of an emergency. It is the responsibility of the employee to keep their emergency contact information current, and to notify the Administrative Division Manager if there is a change in their emergency contact information.

**Procedures**

1. Only the County Board Chairman or designated successor may declare a County-wide State of Emergency or Disaster.

2. The Comprehensive Emergency Management Plan, developed by County Departments and maintained by the Office of Homeland Security & Emergency Management, shall include protocol to determine the number of employees needed to respond or assist in emergency situations.

3. The Comprehensive Emergency Management Plan shall also include procedures for partial activations based on the type of emergency being experienced.

4. The Director of Emergency Management, or designee, will coordinate the assignment of employees to emergency duties as determined necessary.

5. Employees will document arrival and departure per protocol.

6. Upon arrival, employees will be informed of, and expected to adhere to, incident requirements related to the use of safety or personal protection equipment.

7. Employees will receive appropriate emergency response training through the County's Emergency Preparedness program.

8. Employees will receive compensation in accordance with the guidelines of Emergency Call-Back pay.
VEHICLE USAGE 8.04

Policy

It is the policy of the Commission to ensure the safety of its employees and to provide guidance on the proper use of vehicles for those individuals who drive Commission or rented vehicles and/or personal vehicles to conduct Commission business. The Commission endorses all applicable state motor vehicle regulations relating to driver responsibility, and expects each driver to drive in a safe and courteous manner.

Eligibility

- All employees regardless of employment status.

Guidelines

A. All employees driving a Commission vehicle, a rented vehicle or driving a personal vehicle to conduct Commission business must possess a valid Illinois driver’s license of the proper vehicle classification.

B. Commission vehicles are to be driven by qualified and authorized employees only. Spouses and children may not operate or ride in a Commission vehicle at any time.

C. Only authorized passengers (election commission employees, commission approved contractors, etc.) are allowed in Commission vehicles. Passengers are limited to those individuals who may be required to ride in the vehicle to conduct Commission business.

D. Use of assigned Commission vehicles for personal business, other than commuting to and from work is strictly prohibited.

E. All County vehicles are to be used exclusively for Commission business purposes. Personal use, or use of Commission vehicles for personal profit, is prohibited.

F. Employees must ensure that all passengers including the driver are secured appropriately in the vehicle and wearing seat belts at all times.
G. Employees are responsible for the security of any Commission vehicles being used by them. The vehicle engine must be shut off, ignition key removed and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

H. Any emergency situation that occurs while an employee is driving a Commission owned vehicle, a rented vehicle or driving a personal vehicle to conduct county business, whether a vehicle emergency, or medical emergency involving the driver, animal or passengers, should be immediately reported to appropriate authorities (police, fire, ambulance, etc.) and reported to the employee’s supervisor.

I. Any accident involving a Commission owned vehicle, a rented vehicle or a personal vehicle used by an employee to conduct Commission business should be *immediately* reported to the appropriate law enforcement authorities and the employee’s immediate supervisor.

J. Any damage to a Commission owned vehicle, noted by an employee, not attributed to an accident, must be reported to the employee’s immediate supervisor, by the start of the next business day.

K. Any employee who has a driver’s license revoked or suspended shall immediately notify their Division Manager by the start of the next business day, and immediately *discontinue operation of the County vehicle*.

L. Employees driving a Commission vehicle, rented or personal vehicle on Commission business are responsible for maintaining a valid license, keeping current and adequate auto insurance, driving in a safe and courteous manner, obeying all traffic laws, and assuring safe operations of the vehicle.

M. The Commission reserves the right to run a driving record check on any employee while they are assigned a Commission vehicle for the performance of their job duties.

N. An employee who fails to report any citations or an accident involving the Commission owned vehicle, may result in termination of employment, suspension, or loss of driving privileges for Commission business. Suspension of vehicle use may be enforced until the completion of any trial related to a citation or accident. In the event of suspension of use of a county vehicle, further disciplinary action not to exclude termination of employment may occur.

O. Employees are required to follow all Illinois state traffic laws while operating a Commission vehicle. Employees who are ticketed for failure to follow Illinois state traffic laws will be solely responsible for the cost of the violation.

P. Employees are expected to adhere to Personnel Policy Smoking within DuPage County Facilities and Vehicles which states that smoking is not permitted in any vehicle owned, leased or operated by DuPage County Government.
Q. Employees are required to adhere to Commission Personnel Policy Drug Free Workplace. This policy requires that employees notify their Division Manager if they are on any prescription medication which may impact their ability to drive. In addition, the Commission reserves the right to conduct pre-employment, random, reasonable suspicion, post-accident, and return to duty drug and alcohol testing. Failure to submit to testing, or positive test results will result in progressive disciplinary action not to exclude termination for a first offense.

R. Employees who possess a Commercial Driver’s License (CDL) are required to adhere to the Commission Policy on Drug and Alcohol Testing, which states that, any drug used that could affect performance of a safety-sensitive function is prohibited. This includes the use of any drug, except by doctors’ prescription and only then if the doctor has advised the employee that the drug will not adversely affect the employee’s ability to safely perform their job duties. Employees are expected to notify their Division Manager immediately if they are on any prescription medication which may impact their ability to drive.

S. No alcoholic beverages (whether opened or unopened), narcotics, weapons of any kind, or explosive materials may be transported, stored or carried in a County vehicle.

T. Operating a Commission vehicle while under the influence of alcoholic beverages or non-prescription narcotics as identified by state statutes, is prohibited.

U. Stickers and decals are not allowed on any Commission vehicles other than those required by law indicating inspection or registration renewals, and those required by the Commission.

V. Commission vehicles shall not be parked in front of or in parking areas associated with taverns or liquor stores, unless the employee is on official county business. (Restaurants serving liquor are not included in this prohibition).

W. Use of electronic devices, including but not limited to cell phones, by the driver when the vehicle is in motion is prohibited unless a hands free device is utilized or is specifically permitted by law.

X. The I-PASS transponder is to be used for business purposes only, and must remain in the county vehicles at all times. Employees failing to pay tolls or utilize an assigned I-Pass transponder, resulting in violations attributed to the Commission owned vehicle, will be responsible for the costs.

**Procedures**

1. Any violation of this policy may be subject to progressive disciplinary action, not to exclude termination.
2. Employees must maintain a current copy of a valid Driver’s License on file with the Administrative Division Manager demonstrating that they are licensed in the appropriate class for the type of vehicle they are to be driving.

3. Examples of unacceptable motor vehicle records check results include:
   a. One or more of the following serious violations within the past three years:
      - Reckless or negligent driving
      - Driving while impaired by or under the influence of alcohol or drugs
      - Homicide, negligent homicide, or involuntary manslaughter by vehicle
      - Fleeing or attempting to elude police officers
      - Driving without a license or while license is suspended or revoked
      - Hit and run or failure to stop after an accident
      - Using a motor vehicle for the commission of a felony
      - Operating a motor vehicle without the owners authority (theft)
   b. Two or more of the following occurrences in the past three years:
      - Major speeding (20 or more MPH over limit)
      - “At fault” accident
   c. Three or more of the following occurrence in the past three years:
      - Speeding (less than 20 MPH over limit)
      - Any moving violation
      - Not “at fault” accident

4. Employees who are required to operate a vehicle as an essential function of their job and receive an unacceptable motor vehicle records check may be determined to be unqualified for their position and may be subject to termination.
Policy 8.05

Building Access and Control

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BUILDING ACCESS AND CONTROL

Policy

The following policy outlines security measures specifically designed to govern access control to the DuPage County Government Complex. This policy applies compliance and established protocol to minimize the risk associated with intentional or unintentional acts or breaches of access against DuPage County.

Eligibility

- All employees including temporary personnel as defined within the policy.

Guidelines

A. Control Procedures

In order to effectively manage Access Control to DuPage County Government and to protect the safety of all employees and the visiting public, the following procedures shall be adhered to:

1. All personnel shall be issued an ID card upon hire. An ID card shall consist of a photo ID for identification, and an access card for approved access to the facility.

   Employees, Vendors and other ID Card Holding personnel must display their ID Cards on their outer-most garment of clothing at all times.

2. It is not permitted to share ID cards, or to “piggy back” into a building or secured area.

3. The Access Control System should contain programming information to limit access areas and timings, as designated by the employee’s manager.

4. The issued ID card shall contain sufficient information to identify the individual (i.e.: name, photograph)
5. Security shall be notified of all separations or terminations of employees to deactivate the card. The administrative division manager is responsible for collecting the ID card upon separation and returning it to Security.

B. **Access Card Issuance**

Requests for new ID cards must be accompanied by an “Access Application Form” available from Security.

All requests for the production of a new access card or modification of an existing card shall be provided by:

1. Administrative Division Manager or Assistant Executive Director for new employees,
2. Administrative Division Manager or Assistant Executive Director for transferred employees or for current employees requiring access modification
3. Administrative Division Manager or Assistant Executive Director for vendor/contractors

It is the responsibility of Security Services to enter the new employee data into the access control system following the guidelines of the system and this policy.

C. **Temporary Personnel/Volunteers**

1. In some scenarios, temporary personnel, vendors or volunteers (referred to as temporary employees) may be required to support Election Commission operations. Temporary personnel that frequent the Campus or are assigned to the Complex shall be eligible to receive ID cards.

2. The Background color of temporary personnel ID cards shall be different in color than the background of employee cards to easily distinguish them.

3. The Administrative Division Manager or Assistant Executive Director shall complete an Access Application form and authorize the required access. This form shall be provided to Security Services.

4. All temporary cards shall have a maximum length of 90 days prior to automatically expiring. This will ensure limited exposure to temporary personnel who are no longer servicing DuPage County where security has not been notified. In all separations or terminations, Security should be notified.

5. The length of expiry on any temporary card may be extended upon the manager’s written approval (i.e.: e-mail). This extension request will then be filed with the temporary employees original access application form by Security.
6. To simplify the expiration process, all temporary cards shall be set to expire on the last day of the quarter (i.e.: March 31, June 30, September 30, December 31). Managers will be able to easily identify the first day of each quarter as the date by which authorization extensions are due in to Security.

D. **Key Issuance**

1. Security shall maintain a listing of issued keys and share this listing with HR on a frequent basis. Facilities Management manages key issuance in some buildings, and their system of tracking and maintaining keys should be identical to Security’s.

2. Procedures for issuing keys should mirror that of access control cards, in that an application form for keys should be completed by the employee’s manager. The issuance of physical keys should be limited and highly scrutinized, as the management of lost, stolen or unreturned keys is a difficult process.

3. Keys that control the perimeter of any building shall not be issued unless required specifically for an individual’s job function, or as approved by the Director of their department. Issuance of such keys will be to departments only – not to an individual, unless approved by the Chief Security Officer. Perimeter keys, when issued, should remain in a departmental lock box or other secure area, and should not be taken home by personnel.

4. Temporary employees, contract employees and/or volunteers shall not be issued keys on a permanent basis. Should physical key use be required to fulfill a job function, keys should be managed within the department and signed in/out to the temporary employee on an as-needed basis.

E. **Resignations and Terminations**

1. Security shall be notified in writing, where possible, of a termination or separation slated to take place. As this is a sensitive area for HR, Management and the Employee, caution should be used in the handling and timing of the deactivation of terminated employees ID card.

2. Once a termination has taken place, the ID card shall be collected by the Administrative Division Manager or Executive Officer. The ID card shall be returned to Security, and all access to the ID card removed, and the card destroyed.

3. If the terminated employee did not have his/her ID card on their person, Management shall ask that the ID card be mailed back to Security. Security shall be notified, and will remove all access associated with the card.

4. If Management was unable to retrieve the card for any other reason, Security shall be immediately notified, and the above steps shall be followed.
5. Terminated employees should not be allowed back into the workspace following the termination for any reason.

F. **Lost or Stolen ID Cards/Badges**

1. Access ID cards act as keys, and should be treated as such if lost or stolen.

2. Lost or Stolen badges must be reported to Security immediately. Lost or stolen badges shall have access removed from the card. The “tracking” feature shall be enabled on any lost/stolen card in hopes that any unauthorized use can be discovered by Security personnel and/or CCTV.

3. There shall not be any fee associated with lost or stolen badge/ID cards or keys.

4. If ID card that was lost is later found, it should be turned into security to be destroyed. Employees may not possess more than one ID card.

**Exceptions**

- Exceptions to policy are not possible, unless approved in writing by the Chief Security Officer.
## Policy 9.01

### Ethics

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### Eligibility

- All employees regardless of job status.

### Guidelines

All employees are required to familiarize themselves with and abide by all provisions of the DuPage County Election Commission Ethics Ordinance including, but not limited to, sections on the gift ban and exceptions to the gift ban, prohibited activities, complaint filing procedures and whistleblower protection, employee cooperation, employee ethics, conflict of interest, former employment relationship, and use of proprietary or confidential information. In the event of a conflict between the Ethics Ordinance and the Personnel Policy, the terms of the Policy shall not be deemed reproduced in the Ordinance, and the terms of the Ordinance shall control. The Ordinance can be found on the Election Commission website:

http://www.dupageco.org/Election/Docs/37195/

### Procedures

Complaints may be reported to the Investigator General of DuPage County or to any person holding a supervisory position within the County.

The full Ethics Ordinance can be found on the Election Commission website:

http://www.dupageco.org/Election/Docs/37195/

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**ETHICS 9.01**

**Policy**

It is the Policy of the Election Commission to establish guidelines for ethical standards of conduct and to maintain a workplace that is in conformance with applicable laws and government regulations. Due to the responsibilities held by the Election Commission employees and the nature of the positions, employees are subject to public comment, both positive and negative, for personal conduct.

**Eligibility**

- All employees regardless of job status.

**Guidelines**

All employees are required to familiarize themselves with and abide by all provisions of the DuPage County Election Commission Ethics Ordinance including, but not limited to, sections on the gift ban and exceptions to the gift ban, prohibited activities, complaint filing procedures and whistleblower protection, employee cooperation, employee ethics, conflict of interest, former employment relationship, and use of proprietary or confidential information. In the event of a conflict between the Ethics Ordinance and the Personnel Policy, the terms of the Policy shall not be deemed reproduced in the Ordinance, and the terms of the Ordinance shall control. The Ordinance can be found on the Election Commission website:

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**Procedures**

Complaints may be reported to the Investigator General of DuPage County or to any person holding a supervisory position within the County.

The full Ethics Ordinance can be found on the Election Commission website:

http://www.dupageco.org/Election/Docs/37195/
Policy 9.02

OUTSIDE/SECONDARY EMPLOYMENT

Policy

No employee shall be employed in any other business, position or occupation (including self-employment) that interferes with his/her position at the Commission or the full and proper performance of his/her duties. An employee engaged in outside employment must first notify the Commission of such employment, and the Commission may withdraw approval for outside employment for cause. Military service is not secondary employment for purposes of the reporting requirements of this policy. All outside employment activity must be discontinued while on approved sick leave.

Employees shall not work for a second employer where the employee is in a position to influence decisions of the Commission in favor of that second employer. Specifically: Employees shall not do any work in a private capacity which may be (1) interpreted by the public to be an official act; (2) compromises the employee(s) position with the Commission to further their own personal interests; (3) conflicts with the full and proper discharge of duties and responsibilities of their Commission employment; and/or (4) conflicts with Commission interests.

Guidelines

A. Regular full-time employment by the Commission shall be considered an employee’s primary occupation and take precedence over all other occupations. Full-time employees shall not have other employment which presents a time conflict. A “time conflict” for purposes of this section exists when the working hours of a secondary job directly conflict with an employee’s scheduled working hours or mandatory overtime or emergency service obligations, if any, or when the demands of a secondary job prohibit adequate rest or otherwise negatively affect the employee's job performance.

B. No employee, full or part-time, shall have other employment which presents an interest conflict with their employment position with the Commission. An “interest conflict” for purposes of this section exists when an employee engages in any secondary employment which tends or appears to compromise the employee’s judgment, actions or job performance or which conflicts with the policies, objectives or operations of the Commission.
**Procedure**

All Commission employees are required to notify the Administrative Division Manager in writing of any secondary employment, including self-employment, partnership in a business, or prior to accepting such employment or immediately if currently working, by completing a Secondary Employment Notification form which can be found on the County website under the HR department, employee forms.
Policy 9.03

Solicitation, Distribution and Posting

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Last Amended Date: 5/29/2012, 8/28/2014

SOLICITATION, DISTRIBUTION AND POSTING

9.03

Policy

It is the policy of the Commission to prohibit the solicitation, distribution and posting of materials on or at DuPage County property by any employee or non-employee, except as permitted in this policy.

Eligibility

- All employees regardless of employment status.

Guidelines

A. Solicitation, Distribution and Posting includes, but is not limited to, such activities as: selling, promoting or delivering products, goods or services; use of County-provided employee address listings for the purpose of solicitation; seeking contributions or pledges, including the distribution of printed materials that are not DuPage County related. These activities are prohibited whether in person, through mailings or phone contact, or through the use of other technology such as e-mail or the Internet.

B. Employees are not permitted to engage in acts of solicitation or distribution of literature during working time or during non-working time in areas where it may cause disruption to the workplace. “Working time” refers to the portion of any workday during which an employee making the solicitation or receiving the solicitation is supposed to be performing any job duties; it does not include lunch breaks or other duty-free periods of time.

C. Non-Employees may not solicit employees or distribute literature of any kind on DuPage County non-public premises or other non-public areas without receiving prior approval from the Executive Officer.

D. Employees and non-employees are prohibited from posting non-work-related materials or literature on County Bulletin boards, e-mail, and/or other areas designated by the Executive Officer.

E. Employees may only admit non-employees to work areas with approval from the immediate Division Manager or Executive Officer, or as part of a DuPage County sponsored program.
F. In accordance with the Privacy Protection Act of 1976, DuPage County will not provide employee information (i.e., names, addresses, and telephone numbers) to outside companies, organizations or individuals for solicitation purposes.

**Procedures**

1. The posting of materials on County property or the use of email sent or received by Commission computers is permitted only with approval of the Executive Officer, and must be consistent with Commission policies.

2. Violations of this policy are to be reported to the Executive Officer.

3. A violation of this policy may result in disciplinary action, not to exclude termination.
GROOMING, APPEARANCE AND DRESS CODE 9.04

Purpose

The purpose of this Policy is to provide guidelines for employees and management as to what does and does not constitute grooming, appearance, and attire appropriate to the work environment and public image of the Commission. The Commission seeks to maintain an efficient, orderly, professionally-operated work environment and convey that image to the broad cross-section of the public with whom it regularly deals. This is necessary so that the public will have confidence in the integrity and ability of the Commission and the electoral system. Together with the condition of Commission facilities, the general appearance, dress and grooming of Commission employees will constitute the Commission’s “first impression” on the public, and this impression needs to be favorable and fully support the image which the Commission seeks to project. This Policy is not an all-inclusive, and the itemizations herein are therefore a guide, and not an exhaustive listing of what is and is not acceptable choices for work wearing apparel, grooming, and appearance.

Policy

A. Appearance and Dress Standards.

1. General. The appearance, grooming, and attire of all employees, regardless of where and when they work, shall convey the image of an orderly, efficient, and professional operation. All clothing shall be clean and unwrinkled and without rips, holes, tears, fading, abraded or worn spots, etc., regardless of whether intended as part of a look or style. Clothing shall not be conspicuously tight, sheer, or revealing of either midriff or cleavage, or contain cartoons, images, slogans, or other wording (other than a discrete manufacturer’s trademark, trade name, logo, or slogan). Vinyl, rubberized, plastic, and lamiae clothing shall not be worn, except as may be required for a particular position or duties. Women’s dresses, skirts, or skorts shall not be higher than two inches (2”) above the knee and, if split, shall split below the knee; no strapless dresses or shirt/blouse. Spaghetti straps are allowed if covered with a jacket or sweater. Women’s pants or slacks shall be at least mid-calf length. Because the Commission is a public agency whose function relates directly to the political process, the wearing of clothing or buttons, ribbons, or other paraphernalia bearing political, issue-related, or religious messages,
slogans, icons, or images (exclusive of traditionally worn religious emblems, such as a cross) are forbidden.

Employees shall appear neat and clean. Hair shall be trimmed appropriately according to the style; shirts and blouses tucked in, unless designed to be worn out and all clothing buttoned or fastened appropriately. Pink, green, blue, lavender or other colored hair that is an unnatural hair color is prohibited. Those portions of men’s faces without a beard or moustache shall be clean-shaven. Individual tattoos with offensive language or images or excessively tattooed portions of the body shall be covered to the greatest extent possible.

All employees shall observe proper personal hygiene so as to avoid offensive odors. The minimal dress standard for all employees assigned to work in the Commission’s Jack T. Kneupfer Administration Building offices is “business casual.” This standard is in effect Monday through Fridays during regular office hours, or other days and times when the office shall be open to the public, unless employees are advised otherwise. “Business casual” shall be standard for field work and other out-of-the-office assignments for all Jack T. Kneupfer Administration Building office employees. The following is a guide to articles as appropriate and not appropriate to the business casual standard and not inclusive of all articles:

a. Men.

- Full-length dress pants, slacks, chinos, or pants similar in style to Dockers or other makers of cotton, synthetic, wool, or pants. No jeans, denims, cargo, sweatpants, exercise or athletic pants; shorts; bib overalls; or warm-up suits and any spandex-like material pants that are intended for exercise.
- Dress shirt, polo shirt, golf shirts, sweater shirt, or other collared, short- or long-sleeved shirt. No T-shirts, athletic shirts or jerseys, or other collarless shirts; denim, flannel, or chambray shirts; tank-tops, or other sleeveless shirts; “Hawaiian” or other large-patterned, loud-colored shirt. Ties are not required, but if worn, shall not be large patterned and loud-colored.
- Oxfords, loafers, deck shoes, or chukkas. No sandals, tongs, or other opened-toed or open- or pierced-vamp shoes; moccasins; “gators” or other plastic or rubber shoes; boots; clogs; ducks; any kind of athletic shoes; shower footwear, flip-flops, espadrilles, or slippers. Socks shall be worn at all times
- Jewelry should not be over conspicuous and worn sparingly and is limited to finger rings, gold neck and wrist chains, and ear studs. No pierced body jewelry other than ear studs.
- Dress or casual belt, appropriate to the pants style, shall be worn if the pants are designed for use with a belt.
- Dress pull-over, cardigan, or vest sweater, or sport coat or suit jacket may be worn over a shirt. No sweat shirts or loud, large-patterned sports coats.
- No hats, caps, head bands, bandanas, or other headdress, except where required to conform with religious beliefs.
b. Women.

- Casual dresses, skirts, skorts, dressy pants, or slacks. No jeans, denims, cargo, sweatpants, or athletic pants; shorts; bib overalls; or warm-up suits and any spandex-like material pants that are intended for exercise.
- Dress blouse or shirtwaist, polo shirt, golf shirts, sweater, or other short- or long-sleeved blouse or shirt. No T-shirts, athletic shirts, or sweat shirts; denim, flannel, or chambray shirts; tank-tops, halter-tops, midriff tops, tube tops, or athletic jerseys; swimming suits.
- Dress heeled or flat pumps, dress boots, and (May 1 through September 30th) sandals, huaraches. No “gators” or other plastic or rubber shoes; work boots; clogs; ducks; or any kind of athletic shoes; shower footwear, flip-flops, or slippers.
- No hats, caps, head bands, bandanas, or other headdress, except where required to conform with religious beliefs.
- Jewelry in style and amount should reflect a professional office image. Large, flashy, brightly colored and excessive amounts of jewelry are to be avoided. No pierced body jewelry other than earrings.

On occasion deemed appropriate by the Executive Officer, all or certain classifications of employees may be required to wear standard business attire. “Standard business attire” for men shall mean dress slacks, tie, dress shirt and dress shoes and socks. For women, “standard business attire” shall mean a dress or pants suit or blazer and skirt or slacks; dress blouse; dress heeled or flat pumps; and nylon or other sheer light-colored stockings if a dress or skirt is worn; no evening or other floor-length gowns or stretch pants. Business casual requirements for headdress and jewelry shall apply to standard business dress. Employees shall receive written notification at least one day prior to any day on which standard business attire shall be required.

2. Warehouses and other non-office areas

The minimal dress standard for all employees assigned to work in the Commission’s warehouses and other non-office areas are long or knee length industrial work pants or jeans; long or short-sleeved shirt; overalls or coveralls, work boots or work, athletic, or other appropriate shoes; belt (if pants-style provides for); and socks. No sandals, thongs, or other opened-toed or open or pierced-vamp shoes; moccasins; shower footwear, flip-flops, espadrilles, or slippers. Employees assigned to the warehouses and other non-office areas may be required to comply with the “business casual” standard for any extended work with the Commission’s Jack T. Kneupfer Administration Building offices.


In adopting and implementing this Policy, it is not the intent of the Commission to discriminate against the rights of any employee based upon religion, age, disability or medical condition, or gender. Exceptions to this Policy may be made on these grounds on a case-by-case basis. Employees who believe that enforcement of any requirement of the Policy would discriminate against them in this regard should submit a written request for waiver or adjustment of such to their immediate supervisor. The supervisor shall review and shall forward the request to the Executive Officer with the supervisor’s written comments and recommendations. The Executive Officer shall review and approve or deny in
whole or in part the requested waiver or adjustment, along with any appropriate conditions or requirements. The Executive Officer shall notify both employee and Division Manager in writing of the action on the requested waiver or adjustment, and such written notification shall be placed in the personnel file of the requesting employee.

C. Enforcement of Policy.

This policy shall be enforced as provided for in Section 7.02 of these Personnel Policies. Additionally, at the discretion of an employee’s immediate supervisor or the Executive Officer, an employee subject to Step I, Oral Reprimand, or Step II, Written Reprimand, actions as set out in that section may be required to immediately leave his or her assigned work location to correct the violation. An employee directed to correct a grooming, dress, or appearance violation will not be paid for time for which he or she is absent from the assigned work location to correct the violation.
IDENTITY PROTECTION

Policy

It is the policy of the Election Commission to maintain practices in compliance with applicable laws and regulations in order to protect the identity of employees, persons doing business with the Commission and persons receiving services from or through the Commission.

Eligibility

- All employees of DuPage County shall adhere to the guidelines of this policy.

Guidelines

A. Protection of social security numbers under the Illinois Identity Protection Act

1. Restricted Access and Use

   a. In General

   1) Where feasible, the Election Commission will use only the last four digits of a Social Security number.
   2) The Election Commission will not require an individual to submit a Social Security number over the internet unless encryption is available.
   3) Paper documents containing Social Security numbers will be stored in locked files or restricted areas. Social Security numbers retained in electronic format or entered into on-line databases will be protected through limited password access, encryption or other appropriate means for securing the data.
   4) The Election Commission will not print an individual’s Social Security number on any ID card or other card required for the individual to access products or services provided by the Commission.
   5) The Commission will not, unless otherwise provided by statute, print an individual’s Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery. If otherwise permitted, any such mailing or delivery will be enclosed in an envelope.
b. By County Employees

1) Only employees who are required by their job duties to use or handle Social Security numbers are permitted to have access to such Social Security numbers. Employees will take care not to post or display a Social Security number except as necessary in the performance of their duties.

c. By the Public

1) Social Security numbers, including partial Social Security numbers, will not be publicly posted or publicly displayed in any manner.
2) Social Security numbers, including partial Social Security numbers, contained in a public record, including records in electronic format, will be collected and recorded in a manner to permit the Social Security number to be easily redacted for purposes of a Freedom of Information Act request or other proper dissemination of a record.

2. Permitted collection, use and disclosure of Social Security numbers

a. Collection, use or disclosure of Social Security numbers is permitted in the following circumstances:

1) Where necessary in order for the Election Commission to perform its duties and responsibilities.
2) Pursuant to a court order, warrant, or subpoena.
3) Where necessary to ensure the safety of State and local government employees and others as provided by statute.
4) For internal verification or administrative purposes.
5) To any entity for the collection of delinquent child support or of any State debt.
6) To a governmental agency to assist with an investigation or the prevention of fraud.

b. Collection or use of Social Security numbers is permitted where necessary or useful to locate a missing person, a lost relative, or a person who is due a benefit, or where otherwise statutorily permitted.

3. Statement of purpose

a. Upon request by the individual, a statement of the purpose or purposes for which the Election Commission is collecting and using the individual’s Social Security number will be provided.

4. Exclusions

a. This section of the Policy does not apply to the collection, use, or disclosure of a Social Security number as required by State or federal law, rule, or regulation.
B. Identity Theft Protection under the Fair and Accurate Credit Transaction Act (FACT)

1. General

   a. This section of the Policy is for the protection of covered accounts, defined as those which permit multiple payments or transactions, including but not limited to utility accounts. It applies to business, personal and household accounts established with or by the County.

   b. As used in the Policy, “private identifiers” means any data which would allow the identification of an individual. The term includes but is not limited to credit card numbers, information such as number, expiration date, cardholder name and address, and card security code; service account information such as name, address phone, e-address, date of birth, and account number.

   c. To the greatest extent possible, the Election Commission will afford private identifiers the same protections as Social Security numbers.

2. Description of Red Flags

   a. Red Flag means a pattern, practice, or specific activity that indicates the possible existence of identity theft. The County identifies the following red flags in regard to covered accounts:

      1. Suspicious documents, such as

         • an application or supporting documents appearing to be altered, forged or destroyed and reassembled
         • those where the photograph or physical description does not match the applicant or card holder
         • those containing other information which is inconsistent with that provided by the applicant or account holder or with other information the Election Commission has on file

      2. Suspicious personal identifying information, such as:

         • information associated with known fraudulent activity
         • information of a type commonly associated with fraudulent activity (e.g., use of a mail drop, prison address, fictitious address, etc.: invalid phone number or pager/answering service)
         • information that is the same as information submitted by another
         • information limited to that which could be readily obtained through public sources or from a stolen wallet
Procedures

1. Only employees who are required to use documents containing Social Security numbers will have access to such information.

2. Proper facilities and equipment will be provided to safeguard documents containing Social Security numbers and other private identifiers.

3. All employees who have access to Social Security numbers and other private identifiers – whether received in verbal, written or electronic form – as part of their job duties will be trained to protect the confidentiality of the Social Security number. Training will include instruction on the proper handling of information that contains Social Security numbers and other private identifiers from the time of collection through the destruction of the information. Training will also include, where appropriate, instruction in recognizing and responding to red flags.

4. This policy will be reviewed and updated as necessary to conform with technology which may affect the security of Social Security numbers and other private identifiers.

5. Misuse of any identity-related data will subject the employee to appropriate disciplinary action, not to exclude termination.
GRIEVANCES

It is the policy of the Commission to make an effort to settle employee grievances promptly and within appropriate time limits, as contained within this policy.

Eligibility

- All regular full-time and regular part-time employees are eligible to file a grievance.

Guidelines

A. A grievance is any question, dispute or disagreement raised by an employee against the Commission concerning the meaning, interpretation or application of work rules, terms or conditions of employment which directly affect the employee in the performance of his/her duties.

Policy decisions approved by the Commission regarding the salary and benefit structure are non-grievable. However, issues concerning equal application of those policies are grievable.

B. Employees have the following rights in the grievance process:

1. The opportunity to file a grievance.
2. The opportunity to participate in informal resolution procedures.
3. The opportunity to have a hearing.
4. The opportunity to amend the grievance prior to a hearing under this section by withdrawing issues, but shall not be permitted to raise any new issue(s) at Step II, III or IV of the Grievance Procedure Policy.

C. An employee making use of the grievance procedure shall not be subjected to any unjust treatment.

D. Any extension of time needed to comply with this grievance procedure will be by agreement of all parties concerned.

E. The employee may submit a written request to withdraw his/her grievance at any time.
**Procedures**

Grievances will be processed in the following manner, within the stated time limits:

**STEP I: Division Manager**

The aggrieved employee will present in writing the grievance to the Division Manager. The grievance must be presented within ten (10) working days of the occurrence. The Division Manager will give a written response to the employee within five (5) working days after the grievance is presented. If no response is received within the time frame or if the grievance is not resolved, the employee may proceed to Step II.

**STEP II: Assistant Executive Director**

In the event the grievance is not resolved in Step I, it shall be signed by the aggrieved employee and the appropriate Division Manager and presented by the employee to the Assistant Executive Director. The grievance will be presented within three (3) working days after the Assistant Executive Director’s written response is given. The grievance shall be prepared in detail and dated. The Assistant Executive Director will reply to the grievance in writing within five (5) working days after the written grievance is presented. If no response is received within the time frame or if the grievance is not resolved, the employee may proceed to Step III.

**STEP III: Executive Director**

If the grievance is not resolved in Step II, the written grievance shall be presented by the employee to the Executive Officer within three (3) working days after the Assistant Executive Director’s written response is given. The Executive Director will attempt to resolve the grievance. The Executive Director may respond to the grievance in writing within fifteen (15) working days of the date of presentation of the written grievance. The Executive Director may hold a hearing or decide the grievance upon the written record before him.

**STEP IV: Formal Hearing with the Board**

The hearing shall be private unless the employee requests all involved be present. The hearings shall be informal, and pertinent information shall be brought forth.
It is the policy of the Commission to allow for progressive disciplinary measures to promote consistent application of disciplinary guidelines to all employees. Any conduct that interferes with or adversely affects employment is grounds for disciplinary action.

**Guidelines**

A system of progressive discipline will be used against an employee for conduct non-conducive to employment with the Commission. While a system of progressive discipline may be followed, it is not always appropriate that each step be completed before moving to the next level.

**Procedures**

1. Division Managers shall contact the Assistant Executive Director as soon as possible when an employee is displaying unsatisfactory behavior or performance issues.

2. The Assistant Executive Director shall review the documentation of the incident or issue before recommending appropriate disciplinary action. In addition, the employee will be given the opportunity to explain what may have caused their unsatisfactory behavior or performance.

3. Depending upon the seriousness of the situation, the Assistant Executive Director will complete either a Personnel Action Report (PAR) or other type of documentation to the employee regarding the incident.

4. The employee can expect the Assistant Executive Director to discuss the following when an employee is displaying unsatisfactory behavior or performance:

   a. Specific conduct or unsatisfactory performance
   b. Policy or procedure that has been violated
   c. Timeframe in which improvement must occur
   d. Subsequent action to be determined if employee’s performance does not meet expectations

5. For all disciplinary action taken, the Supervisor and employee will sign the written memo or PAR. Both the supervisor and employee will receive, and should retain, a copy of this documentation. The original will be placed in the employee’s personnel file.
6. If the employee is already in disciplinary action and has not demonstrated satisfactory improvement, or should another violation occur, the Assistant Executive Director will proceed with further appropriate disciplinary action, not to exclude termination.

7. In most cases (i.e. cases that do not warrant immediate written reprimand, suspension or termination), formal disciplinary action will proceed in the following manner:

**STEP I: Oral Reprimand**

When a performance problem is identified, the Division Manager will give the offending employee an oral reprimand. An informal discussion will be scheduled with the employee to discuss the problem thoroughly.

**STEP II: Written Reprimand**

a. If the employee continues to have difficulties in the same area(s) or if the violation is more serious, the employee will receive a written reprimand. The Division Manager will schedule a meeting with the offending employee and the Assistant Executive Director to discuss the area(s) in which the employee is having difficulties and in which corrective action needs to be taken.

b. The original copy of the reprimand will provide for the employee's written response, date, and signature. A copy of the written reprimand will then be placed in the employee's permanent personnel file, and a copy will be furnished to the employee. This written reprimand shall remain in the employee's file for a period of twenty-four (24) months. Should conduct or performance not be satisfactory during that period of time, or should the violation or infraction become more severe, by recommendation from the Assistant Executive Director, shall proceed to the next appropriate disciplinary action, not to exclude termination.

**STEP III: Suspension**

a. The Executive Officer may, as a disciplinary action, suspend without pay any employee for cause. An employee may be suspended only by written order stating the reasons for the action and the duration of the suspension. This suspension shall remain in the employee’s file for a period of twenty-four (24) months. Should conduct or performance not be satisfactory during that period of time or should the violation or infraction be more severe, the Executive Officer shall proceed to the next appropriate disciplinary action, not to exclude recommendation for termination.

b. An employee with regular status may appeal the suspension of less than ten (10) days through established grievance procedures. Suspension of ten (10) or more days may be appealed directly to the Board.
STEP IV: Dismissal

a. For the most severe violation, or repeated violations, the Executive Director may discharge an employee. The Commission will furnish the employee with a written statement of the grounds and the specific reasons for the dismissal.

b. An employee with regular status may appeal the dismissal to the Board.

c. In cases of job abandonment, which is defined as an employee who does not report to work for three (3) days without communicating with their supervisor and/or complying with departmental call in procedures, the Executive Director will send notification of separation of employment to the employee via certified mail.
An employee may be dismissed for just cause by the Executive Director. The Executive Director may, at his/her discretion, meet with the employee, when practical, to discuss an incident leading to a decision to dismiss. A written termination notice shall be provided to the dismissed employee indicating the reasons for the dismissal, including the effective date and time of the dismissal.

Satisfactory performance of duties and acceptable conduct is required of every employee of the Commission. Failure to meet the minimum standards and work performance required for the following listed reasons shall be sufficient to dismiss the employee. Such list is not to be considered all inclusive:

A. Drinking on the job, or arriving on the job under the influence of alcohol or unprescribed controlled substances.

B. Insubordination or failure to follow the order of a Division Manager, Executive Officer or Board member.

C. Being absent from work without permission, or failure to report any absences to the appropriate Division Manager or his/her designee.

D. Being habitually absent or tardy.

E. Failure to perform work in an appropriate manner.

F. Being wasteful of material, property or working time.

G. Inability to work with fellow employees.

H. Being convicted of a felony involving crimes of moral turpitude by local, state or federal authorities.

I. Theft.

J. Fighting, disorderly or immoral conduct.

K. Falsifying any record of the Commission.
L. Intentionally giving false or misleading information in order to obtain employment.

M. Conduct which endangers the health, safety or general welfare of Commission personnel or those who use the services of the Commission.

Employees who are dismissed have the right to appeal, and may do so in accordance with the appeal procedure as outlined in Section 10.04.
<table>
<thead>
<tr>
<th>Policy 10.04</th>
<th>Appeals</th>
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<td><strong>Applicable Law/Statute:</strong> None</td>
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<tr>
<td><strong>Last Amended Date:</strong></td>
<td><strong>Source Doc:</strong> None</td>
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**APPEALS 10.04**

It is the policy of the Commission to provide a procedure allowing its employees to appeal his/her termination of suspension of any period of longer than ten (10) days.

**Procedures**

Any regular employee appealing the termination or suspension of longer than ten (10) days will present in writing such appeal to the Executive Director within three (3) days of the action. The Executive Director will inform and schedule with the Board the appeal hearing.

The hearing shall commence within thirty (30) days from receipt of the appeal by the Executive Director unless the time is extended by consent of the parties.

Written notice of time, date and place shall be served by the Executive Director to the parties at least five (5) calendar days before the date of the hearing.

The Board shall make written findings of fact, conclusions and a formal determination within ten (10) days from the hearing.
Policy 10.05

Violation of Policies

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VIOLATION OF POLICIES

These personnel policies are written in order to provide the employees and the Commission a clear understanding of their duties and responsibilities. Any employee who violates any provision of this Personnel Policy may be subject to disciplinary action, including reprimand, suspension or dismissal from his/her employment with the Commission.
## Policy 10.06

### Violations of the Law

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<tr>
<td>8/28/2014</td>
<td>None</td>
<td>None</td>
<td>Election Commission</td>
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### VIOLATIONS OF THE LAW

POLICE citations, summons to appear in court, or tickets for violations of the law issued to employees during the course of their duties as Commission employees are the responsibility of the employee. The Commission shall not compensate an employee for expenses related to the citation, summons or ticket, unless the Board first determines that the citation, summons or ticket was incurred as a direct result of the employee acting within the scope of his/her employment with the Commission.
Conclusion