

City of Crest Hill Employee Handbook – DRAFT Updates 2026

The following summarizes all proposed changes for the Employee Handbook. The following overview includes recommended policy updates based on prior feedback from City Council Work Sessions and staff research. The overview also includes language from City labor attorney Melissa Wolf, of Storino, Ramello, & Durkin, and previous labor attorney John Kelly, related to changes in State and Federal laws which have been enacted or amended since the most recent Handbook update in January 2025. All proposed cleanup, such as capitalization, renumbering, or punctuation corrections have been included in this summary and incorporated in the redline version of the Handbook update.

Changes to Section 1 – General Provisions

Revisions add a number (1.8) to the “Gender” subsection, and specify that City Ordinance prevails over a conflict in language of the Handbook.

Section	Current Text	Proposed Text	Reason for Update
1.4 Application of Rules	The rules, regulations, policies, and practices contained herein shall apply to all employees of the City unless otherwise provided by State statutes, local Ordinance, or collective bargaining agreement and does not apply to elected or appointed officials. In the case of a conflict between the language in the Employee Handbook and a collective bargaining agreement, the collective bargaining agreement shall prevail.	The rules, regulations, policies, and practices contained herein shall apply to all employees of the City unless otherwise provided by State statutes, local Ordinance, or collective bargaining agreement and does not apply to elected or appointed officials. In the case of a conflict between the language in the Employee Handbook and a collective bargaining agreement <u>or City ordinance</u> , the collective bargaining agreement <u>or City ordinance</u> shall prevail.	Affirms that City Ordinance and collective bargaining agreements take precedent over Handbook policies, reducing question over possible conflicting policies.
1.8 Gender	<u>GENDER</u> Whenever the male gender is used in this handbook, it shall be construed to include both males and females equally.	<u>1.8 GENDER</u> Whenever the male gender is used in this handbook, it shall be construed to include both males and females equally.	Adds number to section title.

Changes to Section 2 - Definitions

Revisions include minor grammatical changes but adds some new definitions and removes duplicate content that is either covered elsewhere with a definition, or is no longer needed. Basic cleanup, such as capitalization, renumbering, and punctuation corrections are not included in this summary but are included in the redline version of the Handbook update.

Section	Current Text	Proposed Text	Reason for Update
Section 2 Definitions		<u>Unless otherwise defined within this Employee Handbook, the following terms shall have the following meanings:</u>	Adds a preface to section.
Section 2 Definitions	Appointment: The selection of a person to a full-time or part-time position on a regular or temporary basis in the City service who is not a present employee of the City.	Appointment: The selection of a person to a full-time or part-time position on a regular or temporary basis in the City service who is not a present employee of the City.	Removes duplicative language.
Section 2 Definitions		<u>City Code: The City of Crest Hill, Illinois Code of Ordinances, as amended from time to time.</u>	Adds definition/reference to City Code and ordinances.
Section 2 Definitions	Compensation Plan: A schedule of pay ranges in hourly, bi-weekly and annualized rates for each class within the City service.[	Compensation Plan: A schedule of pay ranges in hourly, bi-weekly and annualized rates for each class within the City service.	This term may be deleted because it is never referenced again within the Handbook.
Section 2 Definitions	Demotion: The movement of an employee from a position in one class to a position in another class having a lower salary range because of disciplinary reasons, incapacity to perform work, inefficiency or unsatisfactory work performance, by request of the employee or a re-organization.	Demotion: The movement of an employee from a position in one class to a position in another class having a lower salary range because of disciplinary reasons, incapacity to perform work, inefficiency or unsatisfactory work performance, by request of the employee or a re-organization.	Defined specifically within the Handbook on page 33.
Section 2 Definitions	Department: The term “department”, means a major operating functional unit of the City government.	Department: The term “department”, means a major operating functional unit of the City government.	Removes duplicative language.
Section 2 Definitions	Department Head: The term “Department Head” means the officially appointed head of any department or an employee appointed as “acting” head of any department.	Department <u>Headhead</u> : The term “Department Head” means the officially appointed head of any department or an employee appointed as “acting” head of any department.	Removes duplicative language.
Section 2 Definitions	FLSA: The Fair Labor Standards Act is a Federal act that establishes minimum wages, overtime and other labor standards including position classification as ‘exempt’ or ‘nonexempt’.	FLSA: The Fair Labor Standards Act is a Federal act federal law that establishes fundamental employment protections, including minimum wages, overtime pay and other labor standards including position classification as ‘exempt’ or	Legal recommends clarification.

		'nonexempt' for both full-time and part-time workers.	
Section 2 Definitions	Non-Exempt Position: A classification that is entitled to overtime payment as established under the FLSA or State wage and hour laws. Non-exempt employees' pay is calculated on an hourly basis.	Non-exempt position or employee: A classification that is entitled to overtime payment as established under the FLSA or State wage and hour laws. Non-exempt employees' pay is calculated on an hourly basis.	Legal recommendation, removes capitalized definition.
Section 2 Definitions		<u>Personnel Officer: The Director of Human Resources or such other individual designated by the City Administrator.</u>	Adds definition of term found throughout Handbook.
Section 2 Definitions		<u>Protected Category: Those actual or perceived characteristics of a person for which a person may not be discriminated against under Federal, State, and Local law. These include, but are not limited to, a person's: race, color, religion, sex and gender, pregnancy status, sexual orientation, gender identity and expression, national origin, ancestry, citizenship status, preferred language or language fluency, age (over 40 years old), physical or mental disability, military status, unfavorable discharge from military service, veteran status, genetic information, marital status, arrest record, order of protection status, persons who make legitimate complaints (e.g. retaliation, whistleblowing), association with a person with a disability or handicap, work authorization status, parental status, family responsibilities, reproductive health decisions, credit history, and criminal history, or any other characteristic protected by applicable law.</u>	Adds Definition for Protected Category. Reference: Illinois Human Rights Act, 775 5/2-101, et seq.

Section 3 – Recruitment and Employment

Changes recommended by Legal include newly added references to the Equal Pay Act, updates to Equal Employment Opportunity statement, clarifies position appointments are made in accordance with City ordinance, defines temporary employees. The Section also relocates the Dress Code policy and combines the former "Non-Uniformed Employees" section to a general Dress Code and Appearance policy. Finally, updates include minor formatting revisions to Sections 3.4 and 3.10 and rennumbers Sections 3.10-3.19.

Section	Current Text	Proposed Text	Reason for Update
3.1 General Policy	Appointments to all positions shall be solely on the basis of the applicant's or employee's qualifications to perform the essential functions of the position, with or without reasonable accommodation. These selection procedures enable the City to review applicant qualifications and suitability in a systematic approach.	Appointments to all positions shall be solely on the basis of the applicant's or employee's qualifications to perform the essential functions of the position, with or without reasonable accommodation. These selection procedures enable the City to review applicant qualifications and suitability in a systematic approach. <u>The City will not discriminate in the hiring process based upon any Protected Category.</u> <u>Where employment opportunities are advertised to external applicants:</u> <u>The job posting will include the position's pay range as well as a general description of benefits and other compensation.</u> <u>The City will announce, post, or otherwise share opportunities for promotion with all current employees within 14 days of the external announcement.</u> <u>Any evidence that an applicant, whether an internal applicant or one from outside the City, falsified information, made fraudulent statements, or failed to provide all of the required information may be subject to discharge and/or disqualified from consideration for employment.</u>	Legal revision. Reference from Equal Pay Act, 820 ILCS 112/10(b-25)
3.2 Equal Employment Opportunity Statement	It is the policy of the City that employment in City government shall be based on merit and individual qualifications. No	It is the policy of the City that employment in City government shall be based on merit and individual qualifications. No discrimination shall	Legal recommendations.

3.2 Equal Employment Opportunity Statement (cont.)	discrimination shall be exercised in any manner by a City official or employee against or in favor of any applicant for City employment or employee because of political or religious opinions or affiliations, race, color, sex, age, national origin, marital status, military or veteran status, order of protection status, genetic information, disability, sexual orientation, or other protected status or characteristic as established by law. An applicant or employee shall be considered solely on the basis of qualifications, abilities, skills and knowledge, with or without reasonable accommodation. Just and equitable incentives and conditions of employment are to be maintained to promote efficiency and economy in the operation of City government. The policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, promotion, benefits, termination and all other terms and conditions of employment. The City complies with Federal and State equal employment opportunity laws and strives to keep the workplace free from all forms of illegal harassment. The Personnel Officer has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns regarding this policy or violation thereof, should be referred to the Personnel Officer. Complaints are investigated immediately and handled as confidentially as	be exercised in any manner by a City official or employee against or in favor of any applicant for City employment or employee because of political or religious opinions or affiliations <u>or any other Protected Category, race, color, sex, age, national origin, marital status, military or veteran status, order of protection status, genetic information, disability, sexual orientation, or other protected status or characteristic as established by law.</u> An applicant or employee shall be considered solely on the basis of qualifications, abilities, skills and knowledge, with or without reasonable accommodation. Just and equitable incentives and conditions of employment are to be maintained to promote efficiency and economy in the operation of City government. <u>No employee shall be penalized or discriminated against for making truthful disclosures regarding any unlawful employment practices. The City shall take no action to prevent employee concerted activity to deal with work-related issues.</u> The policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, promotion, benefits, termination and all other terms and conditions of employment. The City complies with Federal and State equal employment opportunity laws and strives to keep the workplace free from all forms of illegal harassment. <u>Should the City be notified by any federal agency of any discrepancy regarding an employee's individual taxpayer identification number or any other identifying document, the City will take no action based on this notification and will notify the employee of the communication.</u>	
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	possible. The City ensures that employees following this complaint procedure are protected against retaliation. Appropriate disciplinary action will be taken against any employee violating this policy.	The Personnel Officer has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns regarding this policy or violation thereof, should be referred to the Personnel Officer. Complaints are investigated immediately and handled as confidentially as possible. The City ensures that employees following this complaint procedure are protected against retaliation. Appropriate disciplinary action will be taken against any employee violating this policy.	
3.9 Appointments	The City Council shall approve all full-time employees as recommended by the hiring Department Head, with the exception of employees subject to the Civil Service Commission and Department Head appointments which are otherwise provided by Ordinance. Appointments of Department Heads shall be made by the Mayor with the advice and consent of the City Council.	The City Council shall approve all full-time employees as recommended by the hiring Department Head, with the exception of employees subject to the Civil Service Commission and Department Head appointments which are otherwise provided by Ordinance. Appointments of Department Heads shall be made by the Mayor with the advice and consent of the City Council. <u>Employees are appointed in accordance with the City Code.</u>	Simplifies language; Section 1.4 (Application of Rules) specifies that City Code prevails over other policies, including the Handbook. City Ordinances describe the manner and method of appointments.
3.10 <u>3.11</u> Employee Categories	For payroll purposes, the City maintains the following employee categories: Regular Full-Time Employee: An employee that is routinely scheduled to work a forty (40) hour work week in a designated job or as designated by collective bargaining agreement. Regular Part-Time Employee: An employee that is routinely scheduled to work less than a forty (40) hour work week in a designated job.	For payroll purposes, the City maintains the following employee categories: Regular Full-Time Employee: An employee that is routinely scheduled to work a forty (40) hour work week in a designated job or as designated by collective bargaining agreement. Regular Part-Time Employee: An employee that is routinely scheduled to work less than a forty (40) hour work week in a designated job. Temporary or Seasonal Employee: An employee <u>that is hired on a temporary basis for a specific period of time, such as summer months and peak periods.</u> <u>Temporary or seasonal employees may</u>	Section heading renumbered. Language clarifies temporary/seasonal employee definition.
3.10 <u>3.11</u> Employee Categories	Temporary or Seasonal Employee: An employee whose employment is established for a period not to		

(cont.)	exceed 90 days or continued to a total of 180 days.	<u>work on a part-time or full-time basis. While they receive all legally mandated benefits, they are not eligible for the City's benefit programs, unless specifically included in the benefit description. Temporary or Seasonal employees can be considered exempt or non-exempt under the FLSA. Collective bargaining agreements may include additional regulation and shall be referenced.</u>	
3.12 <u>3.13</u> Changes in Personal Information	Employees are required to provide current information to the City including, but not limited to, home address, home and cellular phone numbers, driver's license, emergency contact information, and for benefit purposes, dependents and beneficiaries. Upon hiring, the employee must complete an <i>Emergency Contact Form</i> with contact information and submit it to the Personnel Officer. Employees must inform the City on a timely basis of changes in personal information as stated herein.	Employees are required to provide current information to the City including, but not limited to, <u>residence address, residence telephone number, secondary employment, number and names of dependents, individuals to be contacted in the event of an emergency, changes in marital status, and changes in banking and direct deposit information.</u> Employees must inform the <u>City Personnel Officer</u> on a timely basis of changes in personal information as stated herein.	Language clarification.
3.15 Non-Uniformed Employees Dress Code and Appearance 3.15 Non-Uniformed Employees Dress Code	All staff members must wear clothing suitable for a business environment and appear neat and well-groomed at all times. It is critical that employees present a professional image when serving the public. Unless required to wear a uniform, or addressed by a collective bargaining agreement (CBA), dress is business casual Monday through Thursday. Unripped denim and athletic shoes may be worn on designated Fridays. Employees are expected to exercise good judgment when dressing for work. If there is a question about whether something looks appropriate and complies with this policy or if you have need of an exception to this policy for religious or medical	<u>The City expects that all employees, uniformed and non-uniformed, will present a professional image at all times when performing job tasks. Employees are to dress in a clean and professional manner that is safe, appropriate to their job responsibilities.</u> All staff members must wear clothing suitable for a business environment and appear neat and well-groomed at all times. It is critical that employees present a professional image when serving the public. Unless required to wear a uniform, or addressed by a collective bargaining agreement (CBA), dress is business casual Monday through Thursday. Unripped denim and athletic shoes may be worn on designated Fridays. Employees are expected to exercise good judgment when dressing for work. If there	Combines Section 3.13 into related content; adds a summary of 3.13 to beginning of 3.15; replaces detailed language about jewelry and tattoos with simpler language (#8).

and Appearance (cont.) 3.15 Non-Uniformed Employees Dress Code	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; background-color: #e8f5e9;">Business Casual Attire</th> <th style="text-align: left; background-color: #e8f5e9;">Professional Business Attire</th> </tr> </thead> <tbody> <tr> <td style="padding: 10px; vertical-align: top;"> reasons, consult your supervisor, Department Director, or Human Resources. Employees are expected to be well groomed and dressed in a manner suitable for their responsibilities and positions. Employees whose clothing is deemed unacceptable may be sent home to change and will not be paid for the time not working to change clothing. Below is a list of acceptable and unacceptable business casual attire (not all-inclusive). Acceptable: 1. Approved City logo wear 2. Collared dress shirts, polos, knit shirts, blouses, sweaters, jackets, vests, collared shirts 3. Dress pants, chinos, capri pants, skirts, dresses 4. Non-athletic casual or dress shoes Unacceptable: 1. Athletic type shoes such as sneakers (except designated Fridays), Crocs, or Tevas, shoes that pose a potential safety risk, house slippers, open toed non-dress shoes 2. Jeans (except designated Fridays). 3. Shorts, pajamas, miniskirts or mini dresses. 4. Leggings or lycra/spandex clothing that is unprofessionally worn (i.e. not covered to mid-thigh or longer). 5. Shirts referencing alcohol, drugs, or potentially offensive graphics, political messaging, crop tops, spaghetti straps, off the shoulder, or tight/revealing clothing. </td> <td style="padding: 10px; vertical-align: top;"> is a question about whether something looks appropriate and complies with this policy or if you have need of an exception to this policy for religious or medical reasons, consult your supervisor, Department Director, or Human Resources. 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<u>and Appearance (cont.)</u> 6. Clothing which is wrinkled, faded, torn or tattered, or otherwise presents an unkempt or unclean appearance. 7. Excessive or potentially offensive tattoos (acceptable if covered). 8. Body odor and poor personal hygiene. 9. Excessive perfume, cologne, and/or after shave lotion. 10. Hats (except for religious or medical purposes or provided by the city). Due to the scope of work for particular positions (Inspectors, etc.), certain exceptions to this policy may apply. Employees may also be required to wear City authorized uniforms and/or City issued safety clothing. Departments are responsible for communicating these guidelines to their employees. Uniform allowances are addressed by current CBAs and/or Departmental regulations. Employees shall not wear a City uniform into any business establishment where the primary purpose of the business is the selling or furnishing of alcoholic beverages, cannabis, or cannabis related products unless in the performance of duty and in accordance with published standards of conduct. All City logo wear remains the property of the City and must be returned to the City at the time of termination of employment. APPEARANCE: Authorized uniforms provided by the City must be worn at all times during scheduled working hours unless otherwise indicated by the Department/Division directive. 3.15 Non-Uniformed Employees Dress Code	off the shoulder, or tight/revealing clothing. 6. Clothing which is wrinkled, faded, torn or tattered, or otherwise presents an unkempt or unclean appearance. 7. Excessive or potentially offensive tattoos (acceptable if covered). 8. <u>Jewelry or attire that poses a safety risk.</u> 9. <u>Body odor and poor personal hygiene.</u> 10. <u>Excessive perfume, cologne, and/or after shave lotion.</u> 11. <u>Hats (except for religious or medical purposes or provided by the city).</u> - Authorized uniforms provided by the City must be worn at all times during scheduled working hours unless otherwise indicated by the Department/Division directive. Uniform allowances are addressed by current CBAs and/or Departmental regulations. In no circumstance shall an employee be paid any compensation for uniform allowance unused at the end of the year or at the end of the employee's employment relationship with the City (regardless of the reason). - Employees shall not wear a City uniform into any business establishment where the primary purpose of the business is the selling or furnishing of alcoholic beverages, cannabis, or cannabis related products unless in the performance of duty and in accordance with published standards of conduct. - Like all other personnel policies in the Handbook, the City Administrator may periodically issue clarifications or determinations regarding interpretation of appearance
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<u>and Appearance (cont.)</u> Uniform allowances are addressed by current CBAs and/or Departmental regulations. In no circumstance shall an employee be paid any compensation for uniform allowance unused at the end of the year or at the end of the employee's employment relationship with the City (regardless of the reason). - Employees shall not wear a City uniform into any business establishment where the primary purpose of the business is the selling or furnishing of alcoholic beverages, cannabis, or cannabis related products unless in the performance of duty and in accordance with published standards of conduct. - Like all other personnel policies in the Handbook, the City Administrator may periodically issue clarifications or determinations regarding interpretation of appearance standards to ensure all employees present a proper image to the citizens of the community for unique events or business reasons. - Modifications or revisions to the appearance policy will be recommended by the City Administrator for consideration by the City Council. - The City Administrator may designate office workdays in which staff will be assigned to perform tasks consisting of organizing or moving files, etc. where the typical clothing standards would be relaxed for the activity and may apply only to specific staff. - Employees are expected to project a professional appearance and ready to work that presents the professional nature of the service and interactions expected of the residents. 3.15 Non-Uniformed Employees Dress Code	Enforcement	standards to ensure all employees present a proper image to the citizens of the community for unique events or business reasons. - Modifications or revisions to the appearance policy will be recommended by the City Administrator for consideration by the City Council. - The City Administrator may designate office workdays in which staff will be assigned to perform tasks consisting of organizing or moving files, etc. where the typical clothing standards would be relaxed for the activity and may apply only to specific staff. - Employees are expected to project a professional appearance and ready to work that presents the professional nature of the service and interactions expected of the residents. - Department Heads are responsible for monitoring the appearance of their respective employees, including advising employees of proper clothing choices for the work environment. The determination as to what is acceptable appearance shall be made by the City Administrator or designee and shall be final. If it is determined that an employee is not in compliance with City standards for appropriate workplace appearance or violating any safety guidelines, the employee may be sent home (without pay unless an employee is permitted to use accrued benefit time) to change. Additional disciplinary action may be taken for repeated violation of the dress code standards. <u>Jewelry and Tattoos</u>
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<u>and Appearance (cont.)</u> 3.15 Non-Uniformed Employees Dress Code	- Department Heads are responsible for monitoring the appearance of their respective employees, including advising employees of proper clothing choices for the work environment. The determination as to what is acceptable appearance shall be made by the City Administrator or designee and shall be final. If it is determined that an employee is not in compliance with City standards for appropriate workplace appearance or violating any safety guidelines, the employee may be sent home (without pay unless an employee is permitted to use accrued benefit time) to change. Additional disciplinary action may be taken for repeated violation of the dress code standards. Jewelry and Tattoos The City permits employees to wear appropriate jewelry and to display tattoos at the workplace. Department Heads and the Personnel Officer will determine if jewelry or tattoos may pose a conflict with the employee's job or work environment subject to the following conditions: a) Personal safety of self or others, or damage to company property. b) Productivity or performance expectations. c) Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature. d) Corporate or societal norms. e) Customer complaints. If it is determined an employee's jewelry or tattoos may present such a conflict, the employee will be required to identify appropriate	The City permits employees to wear appropriate jewelry and to display tattoos at the workplace. Department Heads and the Personnel Officer will determine if jewelry or tattoos may pose a conflict with the employee's job or work environment subject to the following conditions: a) Personal safety of self or others, or damage to company property. b) Productivity or performance expectations. c) Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature. d) Corporate or societal norms. e) Customer complaints. If it is determined an employee's jewelry or tattoos may present such a conflict, the employee will be required to identify appropriate options such as removal of excess or offensive jewelry, covering of tattoos or other reasonable means to resolve the conflict. Failure to do so will result in disciplinary action up to and including termination.	
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<u>and Appearance (cont.)</u>	options such as removal of excess or offensive jewelry, covering of tattoos or other reasonable means to resolve the conflict. Failure to do so will result in disciplinary action up to and including termination.		
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Section 4 – Hours of Work and Overtime

Proposed changes include clarifications for how employees are paid during break periods, paid for longevity, and for overtime. Updates add a clarification regarding the timing of the City's practice for employee merit evaluations and add a reference to the Illinois Wage Payment and Collection Act.

Section	Current Text	Proposed Text	Reason for Update
<u>4.2 Work Day</u>	Full-time employees generally will be scheduled for an eight and one-half (8 ½) hour day, including a sixty (60) minute meal period. Exceptions to the length of the work day and meal period can be made upon the recommendation of the Department Head and the approval of the Personnel Officer for specific job related reasons. The timing of meal periods is subject to the approval of the employee's assigned supervisor. This section should not be construed as a guarantee or limitation on the number of hours of work offered to employees on a daily or weekly basis. ***	Full-time employees generally will be scheduled for an eight and one-half (8 ½) hour day, <u>up to</u> a sixty (60) minute meal/ <u>break</u> period. <u>Although exceptions to the hours-length of the work day and meal period can be made upon the recommendation of the Department Head and the approval of the Personnel Officer for specific job-related reasons, each Department must prioritize the ability to effectively receive calls, meetings, and members of the public by maintaining sufficient staff during all operating hours.</u> The timing of meal periods is subject to the approval of the employee's assigned supervisor. This section should not be construed as a guarantee or limitation on the number of hours of work offered to employees on a daily or weekly basis. ***	The addition of “/break” period clarifies Section 4.8 below, where the 60 minutes is a maximum for break period, for an unpaid lunch and paid breaks. Changes also specify that maintaining City operation during business hours is the top priority.
<u>4.3 Compensation and Salary Increase</u>	Non-union employees' compensation may be increased annually at a rate determined by the city council. All salary increases are subject to budget availability and city council	Non-union employees' compensation may be increased annually at a rate determined by the city council. All salary increases are subject to budget availability and city council approval. Additionally, non-union employees may be eligible to receive merit-based salary increases based on merit evaluations, and are subject to	Clarifies current established practice, as of May 1, 2026.

	approval. Additionally, non-union employees may be eligible to receive merit-based salary increases based on merit evaluations and are subject to availability of funds dedicated for merit increases as part of an annual budget.	availability of funds dedicated for merit increases as part of an annual budget. <u>Evaluations for employees hired prior to June 1, 2025 are completed prior to May 1, and employees hired or promoted after June 1, 2025 have evaluations annually conducted in accordance with their anniversary of their selection and appointment to their position. Reclassification or changes made to a position that do not fundamentally change the duties of a role does not constitute a promotion or new hire.</u>	
<u>4.4 Longevity Incentive</u>	As an incentive for continuous service, the City of Crest Hill shall award longevity payment to employees with at least six (6) continuous years of service. Longevity payment shall be included in each paycheck for employees who have completed the required number of years. ***	As an incentive for continuous service, the City of Crest Hill shall award longevity payment to employees with at least six (6) continuous years of service. Longevity payment shall be <u>divided by the number of pay periods for the year and</u> included in each paycheck for employees who have completed the required number of years. ***	Clarifies how employees are paid longevity pay.
<u>4.5 Pay Day and Direct Deposit</u>	Employees are paid bi-weekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of that payroll period (including overtime). In the event a regularly scheduled payday falls on a day off (e.g., a holiday), employees will receive pay on the last day of work before the regularly scheduled payday. Employees are offered to participate in the City's direct deposit program. Upon completing a registration form, the employee's paychecks are automatically	Employees are paid bi-weekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of that payroll period (including overtime). In the event a regularly scheduled payday falls on a day off (e.g., a holiday), employees will receive pay on the last day of work before the regularly scheduled payday. <u>Each employee on the payroll will receive a payroll advice form (pay stub) electronically stating their pay, deductions, and accrued leave balances as of the end of the pay period. An employee may request a copy of their prior payroll advice maintained by the City by submitting a written request to Human Resources or the Finance Director.</u> Employees are offered to participate in the City's direct deposit program. Upon completing a registration form, the employee's paychecks	Illinois Wage Payment and Collection Act, 820 ILCS 115/10(d).

	deposited into (a) pre-specified account(s).	are automatically deposited into (a) pre-specified account(s).	
<u>4.6 Timekeeping Procedures for Non-Exempt Employees</u>	*** Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work performed but not reported on the time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination. It is the employee’s responsibility to sign their time record to certify the accuracy of all time recorded. The Department Head will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Department Head must verify the accuracy of the changes by initialing the time record.	*** Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work performed but not reported on the time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination. It is the employee’s responsibility to sign their time record to certify the accuracy of all time recorded. The Department Head will review and then initial the time record <u>confirm employee time records</u> before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Department Head must verify the accuracy of the changes by initialing the time record.	Clarifies and removes duplicative language.
<u>4.8 Break and Lunch Meal Periods</u>	Each Department Head shall establish reasonable lunch periods and two (2) break periods of no more than fifteen (15) minutes each during the workday and shall arrange them in the most appropriate manner for maintaining departmental operations. Upon approval from the Department Head, employees may combine their break periods with their lunch period. Employees	Each Department Head shall establish a reasonable lunch meal <u>period of approximately to thirty minutes but no less than twenty (20) minutes</u> and two (2) break periods of no more than fifteen (15) minutes each during the workday and shall arrange them in the most appropriate manner for maintaining departmental operations. Upon approval from the Department Head, employees may combine their break periods with their lunch meal period. Employees shall not shorten the workday by use of break time or lunch period. The two (2) fifteen (15) minute break times are considered paid working time and employees are	Clarifies current practice and removes conflicting language. Employees are unpaid for one (1) 30 minute lunch break and paid for up to two (2) 15 minute break periods.

	shall not shorten the workday by use of break time or lunch period. The two (2) fifteen (15) minute break times are considered paid working time and employees are considered to be available for any assignment during any break period.	considered to be available for any assignment during any break period.	
<u>4.9 Overtime Payment</u>	When operating requirements or other needs cannot be met during the regular workday, employees may be required to work beyond their regularly scheduled hours. A reasonable amount of overtime, as defined by the City, is a condition of employment. Overtime work must be approved by the employee's Department Head prior to the commencement of work. Non-exempt employees are entitled to overtime compensation at the rate of one and one-half (1 ½) times their regular straight time hourly rate of pay for all hours worked over forty (40). Overtime shall be paid in fifteen (15) minute increments to non-exempt employees. An employee's work schedule may be adjusted by the City during a workweek to avoid overtime. Any adjustments will be made in accordance with applicable collective bargaining agreements.	When operating requirements or other needs cannot be met during the <u>employee's</u> regular workday, employees may be required to work beyond their regularly scheduled hours <u>or workdays</u>. A reasonable amount of overtime, as defined by the City, is a condition of employment. Overtime work must be approved by the employee's Department Head prior to the commencement of work. Non-exempt employees are entitled to overtime compensation at the rate of one and one-half (1 ½) times their regular straight time hourly rate of pay for all hours worked over forty (40). Overtime shall be paid in fifteen (15) minute increments to non-exempt employees. An employee's work schedule may be adjusted by the City during a workweek to avoid overtime. Any adjustments will be made in accordance with applicable collective bargaining agreements. All paid leave time shall be considered as hours worked for overtime purposes, including sick leave. The following are examples of how the <u>overtime</u> policy will be administered. <u>In each example, all paid leave time—including vacation, personal, and sick leave—is counted as hours worked in determining whether the forty (40) hour overtime threshold has been exceeded, and overtime is paid in fifteen (15) minute increments at one and one-half (1 ½) times the regular rate:</u>	To improve clarity, replaced and updated the language in examples for how overtime is paid and added charts.

All paid leave time shall be considered as hours worked for overtime purposes, including sick leave.

The following are examples of how the policy will be administered

- a) If an employee works thirty-nine (39) hours from Monday to Thursday, then takes an eight (8) hour vacation day on Friday, he will be paid forty (40) hours at straight time pay and seven (7) hours of overtime
- b) If an employee works forty-six (46) hours from Monday to Thursday, then takes a vacation on Friday, he will be paid forty (40) hours at straight time pay, and fourteen (14) hours at time and a half (1 ½) for the forty-six (46) hours, and eight (8) hours of regular pay for the vacation time.
- c) An employee works sixteen (16) regular hours Monday and Tuesday,

- a) If an employee works thirty-nine (39) hours from Monday to Thursday, then takes an eight (8) hour vacation day on Friday, his or her thirty-nine (39) worked hours and eight (8) hours of vacation total forty-seven (47) hours, all of which count toward the overtime threshold. The employee will be paid forty (40) hours at his straight-time rate and seven (7) hours at one and one-half (1 ½) times the employee's regular rate.

Example	Overtime with a Vacation Day							
Days of Week	Sun	Mon	Tues	Wed	Thurs.	Fri	Sat	Total Hours
Hours Worked		10	10	10	9			39
Benefit Time						8		8
Total Hours Paid								47
Hours Paid ST								40 ST
Hours Paid OT								7 OT

- b) An employee works sixteen (16) regular hours Monday and Tuesday, then has Wednesday through Friday scheduled as vacation, but is called out on Thursday evening and works seven (7) hours. The employee's sixteen (16) worked hours and twenty-four (24) hours of scheduled vacation (Wednesday through Friday) equal forty (40) hours; the seven (7) call-out hours worked Thursday evening are therefore paid as overtime. The employee will be paid forty (40) hours at his straight-time rate (including vacation) and seven (7) hours at one and one-half (1 ½) times his regular rate.

Example	Overtime with a Vacation Day							
Days of Week	Sun	Mon	Tues	Wed	Thurs.	Fri	Sat	Total Hours
Hours Worked		8	8		7			23
Benefit Time				8	8	8		24
Total Hours Paid								47
Hours Paid ST								40 ST
Hours Paid OT								7 OT

- c) An employee works a combined thirty-two (32) hours for Monday and Tuesday, but only works three (3) hours on Wednesday and uses personal time to leave for the remainder of the day (five (5) hours), then works a combined sixteen (16) hours on Thursday and

then has Wednesday through Friday scheduled as vacation, but is called out on Thursday evening and works seven (7) hours. The employee will be paid forty (40) hours regular pay (including vacation) and seven (7) hours overtime.

- d) An employee works a combined thirty-two (32) hours for Monday and Tuesday, but only works three (3) hours on Wednesday and uses personal time to leave for the remainder of the day (five (5) hours), then works a combined sixteen (16) hours on Thursday and Friday. The employee will be paid forty (40) hours regular pay (including five (5) hours personal time) and sixteen (16) hours overtime.

Exempt employees are not eligible for overtime.

Friday. The employee's fifty-one (51) worked hours and five (5) hours of personal time total fifty-six (56) hours. The employee will be paid forty (40) hours at his straight-time rate (including five (5) hours of personal time) and sixteen (16) hours at one and one-half (1 ½) times his regular rate.

Example	Overtime with a Vacation Day							
Days of Week	Sun	Mon	Tues	Wed	Thurs.	Fri	Sat	Total Hours
Hours Worked		16	16	3	8	8		51
Benefit Time				5				5
Total Hours Paid								56
Hours Paid ST								40 ST
Hours Paid OT								16 OT

Exempt employees are not eligible for overtime.

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Section 5 – Employee Conduct

Updates include additions to the Employee Code of Conduct (5.2), incorporates elements of a recently adopted City Council policy applicable to City staff, into Confidentiality Policy (5.7). Changes also add a procedure for external resource for harassment reporting in Section 5.4.

Section	Current Text	Proposed Text	Reason for Update
<u>5.2 Employee Code of Conduct</u>	It is the policy of the City of Crest Hill to conduct its business activities and transactions with the highest level of integrity and ethical standards and in accordance with applicable laws and regulations. All employees must conduct themselves accordingly and seek to avoid even the appearance of improper behavior. Employees are expected to treat their co-workers as well as residents, vendors, and visitors with respect and dignity. Certain actions are inappropriate in the work setting. Listed below are some of the behaviors that are not appropriate. This is by no means an all-inclusive list. This list is illustrative rather than exhaustive and management reserves the right to decide upon appropriate disciplinary action for breaches of conduct. Violation of these standards will result in disciplinary action up to and including termination of employment. • Activities prohibited by State and Federal statutes or City Ordinances. • Failure to meet prescribed standards of work. • Unapproved absenteeism or tardiness.	It is the policy of the City of Crest Hill to conduct its business activities and transactions with the highest level of integrity and ethical standards and in accordance with applicable laws and regulations. All employees must conduct themselves accordingly and seek to avoid even the appearance of improper behavior. Employees are expected to treat their co-workers as well as residents, vendors, and visitors with respect and dignity. Certain actions are inappropriate in the work setting. Listed below are some of the behaviors that are not appropriate. This is by no means an all-inclusive list. This list is illustrative rather than exhaustive and management reserves the right to decide upon appropriate disciplinary action for breaches of conduct. Violation of these standards will result in disciplinary action up to and including termination of employment. • Activities prohibited by State and Federal statutes or City Ordinances. • Failure to meet prescribed standards of work. • Unapproved absenteeism or tardiness. • Threatening, intimidating, or coercing another employee or member of the public.	Provides clarity to list of violations that may lead to discipline, adds conduct examples typical for inclusion in employee handbooks. Including these in writing provides necessary support for addressing unwanted conduct when or if it occurs.

	• Threatening, intimidating, or coercing another employee or member of the public. • Willful destruction or damage to City property or the property of a fellow employee. • Dishonesty, including falsification of City records. • Insubordination or refusal to follow a direct lawful order. • Sleeping during work hours or leaving work without permission. • Theft or unauthorized possession of City property, the property of a fellow employee, or resident's property. • Acceptance of any consideration from a third party intended to inappropriately influence the employee in the performance of his duties. • Use of official position for personal advantage. • Intoxication during working hours, or while on call, including bringing intoxicating beverages, marijuana, and illegal substances on City property; the consuming of the same on City property or any other violation of the City's Substance Abuse Policy. • Violation of City safety rules. • Being found guilty of a crime that brings discredit to the City or hinders the employee's ability to satisfactorily perform the	• Willful destruction or damage to City property or the property of a fellow employee. • Dishonesty, including falsification of City records. • Insubordination or refusal to follow a direct lawful order. • Sleeping during work hours <u>(except during sleeping time for employees on a 24-hour shift)</u> or leaving work without permission. • Theft or unauthorized possession, <u>use or removal</u> of City property, the property of a fellow employee, or resident's property, <u>whether on or off duty and regardless of value.</u> • Acceptance of any consideration from a third party intended to inappropriately influence the employee in the performance of his duties. • Use of official position for personal advantage. • <u>Possession, use, or distribution of alcohol or drugs on City property or during working hours.</u> • <u>Possession or use of illegal substances at any time, whether on or off City property.</u> • <u>Reporting to work or working under the influence of alcohol or drugs or any other violation</u>	
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	essential duties and functions of his position. • Discussion of confidential City business with unauthorized persons. • Misuse or illegal use of City telephones, computer privileges, or equipment. • Refusal to cooperate in an officially sanctioned investigation. • Violation of the City's policies and procedures as set forth in the Employee Handbook. Employees have a duty to report behavior, misconduct, or activity that may be inconsistent with policies outlined in the Employee Handbook, illegal, or perceived to be inconsistent or illegal to their supervisors, Department Head, Personnel Officer, or City Administrator. Employees should exercise good judgement in determining to whom misconduct should be reported based on the perceived seriousness of the alleged behavior, misconduct, or activity. Additionally, employees have a duty to cooperate and comply with internal and external investigations regarding any violations of City policy or the Employee Handbook.	<u>of the City's Substance Abuse Policy.</u> • <u>Driving a City vehicle under the influence of drugs or alcohol.</u> • Violation of City safety rules <u>or policies.</u> • Being found guilty of a crime that brings discredit to the City or hinders the employee's ability to satisfactorily perform the essential duties and functions of his position. • <u>Gambling on City property.</u> • <u>Claiming sick or other leave under false pretenses.</u> • <u>Overstaying scheduled rest or lunch periods or taking excessive breaks.</u> • <u>Failing to maintain satisfactory or proper standards of dress, grooming, and cleanliness.</u> • <u>Use of foul or inappropriate language toward any employee or the public.</u> • Discussion of confidential City business with unauthorized persons. • Misuse or illegal use of City telephones, computer privileges, or equipment. • <u>Sexually or otherwise harassing another employee or member of the public.</u> • <u>Discriminating against another employee or member of the public on the basis of a Protected Category.</u>	
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		• <u>Being in unauthorized areas of City facilities.</u> • Refusal to cooperate in an officially sanctioned investigation. • Violation of the City's policies and procedures as set forth in the Employee Handbook. Employees have a duty to report behavior, misconduct, or activity that may be inconsistent with policies outlined in the Employee Handbook, illegal, or perceived to be inconsistent or illegal to their supervisors, Department Head, Personnel Officer, or City Administrator. Employees should exercise good judgement in determining to whom misconduct should be reported based on the perceived seriousness of the alleged behavior, misconduct, or activity. Additionally, employees have a duty to cooperate and comply with internal and external investigations regarding any violations of City policy or the Employee Handbook.	
5.4 Harassment, Discrimination, Retaliation Prevention Policy	The City of Crest Hill prohibits harassment, discrimination, or retaliation against claims of such in its entirety. *** An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge with the appropriate body (such retaliation charges are due within 300 days of the alleged retaliatory action).	The City of Crest Hill prohibits harassment, discrimination, or retaliation against claims of such in its entirety. *** An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge with the appropriate body (such retaliation charges are due within 300 days of the alleged retaliatory action). ***	Legal recommendation adds procedure for external resource and moves the 300 day reporting period to the added section.

		<u>External Procedures for Filing a Complaint of Harassment or Discrimination</u> <u>The City hopes that any incident of harassment, discrimination or retaliation can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 2 years of the incident. A charge with the EEOC must be filed within 300 days of the incident.</u> <u>The IDHR may be contacted as follows:</u> <u>CHICAGO (312) 814-6200</u> <u>TTY (866) 740-3953</u> <u>The EEOC can be contacted as follows:</u> <u>CHICAGO (312) 872-9744</u> <u>TTY (800) 669-6820</u>	
5.7 Confidentiality Policy	The public, employees, and other parties with whom the City does business entrust the City with important information relating to their businesses and personal situations. It is the City's policy that all information considered confidential will not be disclosed to external parties except as pursuant to judicial proceedings, legal requirements, or the Illinois Freedom of Information Act (FOIA). Employees must not release or share confidential information that may be subject to Federal and State laws, such as the Health Insurance Portability and Accountability Act (HIPAA) and the State of Illinois Identity Protection Act that protects	The public, employees, and other parties with whom the City does business entrust the City with important information relating to their businesses and personal situations. It is the City's policy that all information considered confidential will not be disclosed to external parties except as pursuant to judicial proceedings, legal requirements, or the Illinois Freedom of Information Act (FOIA). Employees must not release or share confidential information that may be subject to Federal and State laws, such as the Health Insurance Portability and Accountability Act (HIPAA) and the State of Illinois Identity Protection Act that protects	Adds a provision applicable to employees that attend closed session meetings. The provision closely mirrors the Confidentiality Policy approved by City Council in summer 2026.

	the usage of Social Security numbers. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. All inquiries from the media must be referred to the employee's Department Head. If there is a question of whether certain information is considered confidential, the employee should first check with his immediate supervisor. Questions related to the FOIA should be addressed to the City's FOIA officer(s).	the usage of Social Security numbers. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. All inquiries from the media must be referred to the employee's Department Head. If there is a question of whether certain information is considered confidential, the employee should first check with his immediate supervisor. Questions related to the FOIA should be addressed to the City's FOIA officer(s). <u>Employees who attend closed session meetings of the City Council must maintain the confidentiality of all closed-session information and may not disclose such information to anyone outside the closed-session meeting or beyond those elected officials and staff included in confidential communications, including attorney-client communications.</u>	
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Section 7 – Insurance and Other Employee Benefits

Updates include revision of Employee Assistance Program (EAP) contact information (7.9). Changes also include the addition of language related to the Illinois Transportation Benefits Program Act, 820 ILCS 63 (7.11), and adds a provision referencing a "Health Insurance Opt-Out Incentive" program (7.12). The inclusion of the language does not require the City to provide this benefit. If the City does move forward, the provision permits the City to establish and follow a policy if such a benefit program is approved and budgeted.

7.9 Employee Assistance Program	The City of Crest Hill recognizes that from time to time employees and their dependents (including children up to age 26) may need a little help coping or figuring out what to do. The City provides an assistance program to help address life issues such as:	<u>The City of Crest Hill recognizes that from time to time employees and their dependents (including children up to age 26) may need a little help coping or figuring out what to do. The City provides an assistance program to help address life issues such as:</u>	The City has changed its Employee Assistance Program provider as part of our benefits cooperative. This information has been updated.
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	a) Depression, grief, loss and emotional well-being b) Family, marital, and other relationship issues c) Life improvement, goal setting d) Addictions including drug and alcohol use e) Stress or anxiety at work or home The Employee Assistance Program (EAP) is available to employees and their dependents 24 hours a day, 7 days a week, 365 days a year. Each employee is entitled to 3 private sessions (per event) with a licensed counselor. There is no charge for these services and sessions are confidential. Employees can call 1-800-327-1833 or visit www.workhealthlife.com/Standard3. Employees are encouraged to speak with the Personnel Officer for more information.	<u>a) Depression, grief, loss and emotional well-being</u> <u>b) Family, marital, and other relationship issues</u> <u>c) Life improvement, goal setting</u> <u>d) Addictions including drug and alcohol use</u> <u>e) Stress or anxiety at work or home</u> <u>The Employee Assistance Program (EAP) is available to employees and their dependents 24 hours a day, 7 days a week, 365 days a year. Each employee is entitled to several sessions (per event) with a licensed counselor. There is no charge for these services and sessions are confidential. Employees can call 833.806.8722, visit https://www.compsych.com/guidance-resources/ or download the "GuidanceNow" app. Employees are encouraged to speak with the Personnel Officer for more information.</u>  Scan for more resources	
<u>7.11 Illinois Transportation Benefits Account</u>	No current language.	<u>The City supports environmentally friendly commuting options and the well-being of our employees. In accordance with the Illinois Transportation Benefits Program Act (820 ILCS 63), the City offers employees access to a pre-tax Transportation Benefit Account to allow employees to set aside up to \$340 per month to pay for transit passes on regional providers such as Metra, Pace, and CTA. For more information, employees should contact Human Resources.</u>	Added due to the passage of the Illinois Transportation Benefits Program Act, 820 ILCS 63. The amount of \$340 is dictated by IRC Section 132 (f).

7.12 Health Insurance Opt Out Policy	No current language.	<u>In accordance with the administrative policy established by the City Administrator, regular full-time employees may be eligible to participate in the City's Health Insurance Opt-Out Incentive, which provides an annual incentive payment to eligible employees who decline the City's health insurance plan and obtain health insurance coverage through another source. Employees should speak with the Personnel Officer for more information.</u>	Although the implementation of this program is subject to approval, the addition of this language allows the possibility of such a program and references the established policy for an employee benefit opt-out program.
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Section 8 – Holidays, Vacation & Leaves of Absence

Changes include addition of provisions from a variety of State of Illinois Acts, including the Illinois Child Extended Bereavement Leave Act, and Blood and Organ Donation Leave Act. Additionally, laws changed related to the Pregnancy Discrimination Act amendment to Title VII of the Civil Rights Act of 1964 and the Illinois Pregnancy Discrimination Law, and these are reflected in the proposed changes. A substantial portion of the laws cited in the Handbook's existing language about Military Leave and Military Honors/Funeral Leave, have been repealed by PA 100-1101 – ISERRA and by PA 100-1101, and the proposed language reflects current law and procedures. Section 8 also reordered the listed holidays (8.1) and clarifies the issuance of sick days for new employees (8.4).

8.1 Holidays	The following shall be general holidays for City employees. Only regular full-time employees shall be entitled to paid holidays. Regular part-time and temporary employees shall only receive pay if they are required to work on the holiday. ***	The following shall be general holidays for City employees. <u>These holidays are subject to change by action of the City Council.</u> Only regular full-time employees shall be entitled to paid holidays. Regular part-time and temporary employees shall only receive pay if they are required to work on the holiday. ***	Added sentence related to annual approval of an observed holiday schedule.
8.4 Sick Leave	Sick leave hours shall be credited on the 1st of each month to all full-time regular employees at the rate of eight (8) hours per month beginning on the first of full month of employment. Personal time may be used in place of sick time until it is accrued. Sick hours may be carried forward to the following	Sick leave hours shall be credited on the 1st of each month to all full-time regular employees at the rate of eight (8) hours per month. <u>New full-time regular employees are issued 8 hours of sick leave beginning on the first of the month, following their first 30 days. Personal leave hours</u>	The language has been revised to reduce confusion by clearly stating current practice.

	year up to a maximum of one thousand one hundred twenty (1,120). Accrued sick leave will carry over if employees change positions within the City as long as there is no break in service longer than thirty (30) days.	<u>may be used in place of sick hours until accrued.</u> Sick hours may be carried forward to the following year up to a maximum of one thousand one hundred twenty (1,120). Accrued sick leave will carry over if employees change positions within the City as long as there is no break in service longer than thirty (30) days.	
8.6 Emergency / Bereavement	*** Employers may require documentation to verify the necessity of the leave. Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act, 29 U.S.C. 2601 et seq. (FMLA), and may not exceed unpaid leave time allowed under that law (FMLA).	*** Employers may require documentation to verify the necessity of the leave. Child bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act, 29 U.S.C. 2601 et seq. (FMLA), and may not exceed unpaid leave time allowed under that law (FMLA). <u>In accordance with the Illinois Child Extended Bereavement Leave Act, full-time employees are entitled to use a maximum of 6 weeks of unpaid leave if the employee experiences the loss of a child by suicide or homicide ("CEBLA Leave"). CEBLA Leave may be taken in a single continuous period or intermittently in increments of no less than 4 hours, but CEBLA leave must be completed within one year after the employee notifies the City of the loss. An employee may choose, but is not required, to substitute any paid leave time an employer provides for time taken for CEBLA Leave. Employees must provide reasonable advance notice of the employee's intention to take leave, unless providing such notice is not reasonable and practicable. The City may require</u>	Adds provision related to the Illinois Child Extended Bereavement Leave Act, available to full time employees. For employers with 50-249 employees, the permitted leave time is up to 6 weeks. (820 ILCS156)

		<u>employees to submit reasonable documentation supporting their leave. This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the FMLA.</u> <u>An employee who uses CEBLA Leave because of the death of child may not take leave under the Child Bereavement Leave Act because of the death of the same child.</u>	
8.10 Military Leave	The following procedures and guidelines will apply to employees who serve in the United States Uniformed Services and who are absent due to active military service or training. This policy/procedure also clarifies the continuation of benefits and compensation during the period of leave. Uniformed Services Employment and Reemployment Rights Act (USERRA) Military Leave of Absence will conform to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). All employees who serve are covered by the Uniformed Services Employment and Reemployment Act (USERRA) whether full-time or part-time. An employee who is required to be absent from work because of service in the uniformed services of the United States will be granted a leave of absence. This includes voluntary or involuntary active duty, active duty training, inactive	<u>City employees who are members of the uniformed or military services receive extended employment rights as set forth in the Illinois Services Employment and Reemployment Rights Act (ISERRA) (330 ILCS 61/1-1 et seq.), the Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 USCA 4301, et seq.) and all other applicable state and federal laws. This policy is not intended to grant any rights or impose any responsibilities in excess of those contained in state and federal law.</u> <u>If an employee needs leave for uniformed or military service, the employee must provide notice to their Department Head and Human Resources, along with a copy of their orders for service, as soon as they become aware of their need for leave. The City will provide leave for uniformed or military service in accordance with the requirements of state and federal law. An employee may, but is not required to, use accrued leave in conjunction with</u>	A substantial portion of the laws cited in existing language has been repealed by PA 100-1101 – ISERRA and by PA 100-1101. Replacement language follows current laws and procedures.

	duty training, full-time National Guard duty or absence for examination to determine fitness for these types of duty. If an employee is called or volunteers for such military service, he will need to notify the Personnel Officer as soon as possible prior to commencement of the leave. Military Leave by Type and Corresponding Pay and Benefits: Leave Due to Mobilization by Presidential Order In accordance with the Local Government Employees Benefits Continuation Act (50 ILCS 140/1), full and part-time employees who are members of any reserve component of the United States Armed Forces, including the Illinois National Guard, are entitled to leave and differential pay. This becomes effective when the employee is mobilized to active duty by an order from the President of the United States and only for the duration of his active military service. 1. Differential pay is defined as the difference between an employee's pre-service regular pay and the employee's military base pay when the regular pay is the higher of the two. In cases where the military base pay is higher than the employee's regular pay, no differential will be paid. 2. Health insurance and any other benefits that the employee was receiving at the time of mobilization will continue during this leave period as well.	<u>periods of paid and unpaid active service.</u> <u>During periods of uniformed or military leave, the City's health-plan benefits will continue in accordance with state and federal law. For periods of leave for active duty, the City will continue to pay the employer's share of the full premium and administrative costs related to the continuation of health-plan benefits.</u> <u>During periods of military leave for annual training or orders in lieu of annual training, employees continue to receive full concurrent compensation for up to 30 calendar days per year. Employees who have exhausted concurrent compensation for annual training may receive differential pay for annual training, as set forth and limited by law.</u> <u>During periods of leave for active service, employees receive differential compensation, meaning pay due when the employee's rate of compensation for military service is less than their daily rate of compensation as a public employee. In the case of differential pay, the employee will receive their regular compensation as a public employee minus the amount of base pay for active service. Differential compensation is only provided for paid active service and excludes periods of unpaid active service such as travel, rest periods, and other service where the employee does not receive pay from the military. Employees may elect, but are not required,</u>	
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	3. Employees mobilized by order of the President must submit copies of the orders and documentation of military base salary prior to deployment, if possible. Leave Due to Annual Training In accordance with the Military Leave of Absence Act (5 ILCS 325/1), full-time employees who are members of any reserve component of the United States Armed Forces or Illinois State Militia are entitled to leave and full pay to attend annual training. The employee's seniority and other benefits shall continue to accrue during this leave period. Part-time employees are provided leave but will not receive pay. Leave Due to Basic Training Full-time employees who are members of the aforementioned Military Services are entitled to leave and to differential pay to attend basic training. The employee's seniority and other benefits shall continue to accrue. Part-time employees are granted leave but no pay to attend basic training. Procedures for Differential Pay and Benefit Continuation Differential pay will be paid to the employee in the form of a 1099. Differential payments are not subject to FUTA, FICA or income taxes. In accordance with the Public Employee Armed Services Rights Act (5 ILCS 330/1), vacation and sick time will continue to accrue while the employee is on leave. Any benefits the employee had before taking leave are	<u>to use accrued leave with pay in lieu of differential compensation during any period of military leave.</u> <u>Differential compensation for voluntary active service is limited to 60 workdays in a calendar year. After an employee is absent from employment for a consecutive 3-year period while performing voluntary active service, the employee shall no longer receive differential compensation. Such an employee must return to work for more than 90 calendar days in order to again be eligible differential pay.</u>	
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	preserved as well. Health insurance premiums may be deducted from the differential payments. In the event there is no deduction made for health insurance premiums, the employee is responsible for remitting payment to the City for monthly premiums. Procedures for Reporting Back to Work In accordance with the Uniformed Services Employment and Reemployment Act (USERRA), employees must adhere to the following procedures in reporting back to work after the military assignment is completed: Service of 1 - 30 days: The employee must report to work on the next scheduled work day following completion of service, safe travel home from the military duty location, and an eight (8) hour rest period. Service of 31 – 180 days: The employee must request reinstatement no later than fourteen (14) days after completion of the military service. Service of 181 or more days: The employee must request reinstatement no later than ninety (90) days after completion of the military service. The City reserves the right to request documentation for military leaves of absence in excess of thirty-one (31) days. If the employee fails to report to work or request reinstatement Family within the required time limits, he		
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	may be subject to the City's unexcused absences procedure.		
8.11 Family Military Leave / <u>Funeral Honors Leave</u>	In accordance with the Military Leave Act (820 ILCS 151/1), the City will grant up to thirty (30) days of unpaid leave to the spouse or parents of a soldier called to active military duty for more than thirty (30) days. The City will require certification from the proper military authority to verify employee eligibility for family military leave. Family military leave is unpaid. Before taking unpaid family military leave, employees must exhaust all accrued vacation leave, personal leave, compensatory leave, and any other applicable leave, except sick leave and disability. During unpaid family military leave, employees may continue their benefits at the expense of the employee. Employees who take family military leave will be reinstated to the same position or a position with the same seniority, status, benefits, pay and other terms and conditions of employment. The City is not required to reinstate employees if they are not reinstated because of conditions that are not related to taking family military leave. The City will not interfere with, restrain, or deny employees' rights to family military leave. The City will not discipline, or in any manner discriminate against employees who take family military leave. Employees must give the City at least fourteen (14) days' notice of the date they intend to start taking family military leave of five (5) or more consecutive work days. To	In accordance with the Family Military Leave Act (820 ILCS 151/1), the City will grant up to thirty (30) days of unpaid leave to the spouse or parents of a soldier called to active military duty for more than thirty (30) days. The City will require certification from the proper military authority to verify employee eligibility for family military leave. Family military leave is unpaid. Before taking unpaid family military leave, employees must exhaust all accrued vacation leave, personal leave, compensatory leave, and any other applicable leave, except sick leave and disability. During unpaid family military leave, employees may continue their benefits at the expense of the employee. Employees who take family military leave will be reinstated to the same position or a position with the same seniority, status, benefits, pay and other terms and conditions of employment. The City is not required to reinstate employees if they are not reinstated because of conditions that are not related to taking family military leave. The City will not interfere with, restrain, or deny employees' rights to family military leave. The City will not discipline, or in any manner discriminate against employees who take family military leave.	Updates language to adopt current laws; adds language related to participation in military funeral honors.

	the extent possible, employees must consult with the City to schedule the leave so as to not unduly disrupt the City's operations. Employees taking family military leave of less than five (5) consecutive days must give the City as much advanced notice as practicable.	Employees must give the City at least fourteen (14) days' notice of the date they intend to start taking family military leave of five (5) or more consecutive work days. To the extent possible, employees must consult with the City to schedule the leave so as to not unduly disrupt the City's operations. Employees taking family military leave of less than five (5) consecutive days must give the City as much advanced notice as practicable. <u>The City shall grant at least eight (8) hours of paid leave per month up to a total of forty (40) hours in a calendar year to allow an employee who is specifically trained to participate in funeral honors details for veterans to participate in these details. This leave shall not diminish or reduce in any way the employee's accrued paid leave. Any employee requesting this leave shall provide the City with evidence of their training and reasonable notice and documentation for the need for the leave.</u>	
8.12 Victims' Economic Security and Safety Act (VESSA)	In accordance with the Illinois Victims' Economic Security and Safety Act (820 ILCS 180/1), known as VESSA, an employee is entitled to up to twelve (12) weeks of unpaid leave per year, and/or reasonable accommodation for one of the following reasons: ***	In accordance with the Illinois Victims' Economic Security and Safety Act (820 ILCS 180/1), known as VESSA, an employee is entitled to up to twelve (12) weeks of unpaid leave per year, and/or reasonable accommodation for one of the following reasons: *** <u>The City shall not discriminate nor take any disciplinary action against an employee who uses a City-provided electronic devices,</u>	Adds provision that specifies no discrimination or discipline for an employee that uses City equipment to record instances of violence.

		<u>including laptops or cell phones, to record instances of domestic, sexual, or gender violence.</u>	
8.16 Blood Donation Leave Act	In accordance with the Employee Blood Donation Leave Act (820 ILCS 149/1), employees may be granted up to one (1) hour of paid leave every fifty-six (56) days to donate blood. The employee must have his time off approved by his supervisor in advance and provide verification of the donation upon request.	<u>Full-time employees may receive up to one hour of paid leave every 56 days to donate blood.</u> <u>Full-time and part-time employees may receive up to ten days of paid leave in any 12-month period to donate tissue such as organs, skin, bone, etc. to a living donor. For part-time employees, leave will be paid based on the employee's daily average pay during the previous two months of employment.</u> <u>An employee must have been employed by the City for at least six months to receive leave under this Section. Employees may take leave only after obtaining approval from their Department Head. The City may require employees to submit reasonable documentation supporting their leave.</u>	Updates section in accordance with the Employee Blood Donation Leave Act (820 ILCS 149/1) and specifies the terms and approvals required for employee use of the policy.
8.17 Workers Compensation	*** <u>Transitional Duty</u> A Transitional Duty program may be valuable in the rehabilitation of injured employees and may potentially reduce workers' compensation costs. The purpose of establishing a Transitional Duty program is to provide temporary work for employees who are temporarily disabled and cannot be assigned to regular work duties but are able to perform another types of production work. The duties to be performed	*** <u>Transitional (Light) Duty</u> A <u>transitional or light duty program—assignment</u> may be valuable in the rehabilitation of injured employees and may potentially reduce workers' compensation costs. The purpose of establishing a <u>transitional duty program assignment</u> is to provide temporary work for employees who <u>have been injured during work and</u> are temporarily disabled and cannot be assigned to regular work duties but are able to perform another types of production work. The duties to	Makes clarifications to Transitional/Light Duty provisions.

	by the employee will consist of bona fide work that will be limited in duration and is intended for employees who are expected to return to full duty in the near future. The City is not obligated to provide Transitional Duty assignments.	be performed by the employee will consist of bona fide work that will be limited in duration and is intended for employees who are expected to return to full duty in the near future. The City is not obligated to provide <u>transitional duty assignments and employees will only be assigned transitional duty assignments when the City Administrator determines that the need exists, and only as long as such need exists.</u>	
8.18 Pregnancy	None	<u>8.18 PREGNANCY</u> <u>Any employee who becomes pregnant while employed with the City shall immediately notify the City of her condition. Upon notice of pregnancy, the city shall provide the pregnant employee with options regarding the employee's duties with the City. The City shall offer the employee non-hazardous duty options, if the employee performs hazardous duties as a routine part of her duties, in order to enable the employee to avoid any potential hazards. The decision to accept non-hazardous duty or remain on her current duty shall be solely up to the pregnant employee. The pregnant employee will not lose her job, nor will the pregnant employee lose any pay, or benefits should she accept non-hazardous duty. The pregnant employee will not lose any seniority or eligibility for promotion should she choose the non-hazardous duty assignment.</u> <u>Should the pregnant employee choose to remain on her current duty assignment, it shall be the sole responsibility of the</u>	Adds provisions related to pregnancy; cites the Pregnancy Discrimination Act amendment to Title VII of the Civil Rights Act of 1964 and the Illinois Pregnancy Discrimination Law, 775 ILCS 5/2-102(I).

		<u>employee to receive clearance from her OB-GYN or physician to continue working in such capacity. The pregnant employee shall present the City with her OB-GYN's or physician's clearance immediately following each scheduled examination with her OB-GYN or physician. If at any time the City Administrator has reason to believe that the pregnant employee's condition interferes with her ability to perform her duties and may affect the safety of the pregnant woman, other employees or the members of the public, the City Administrator shall immediately place the pregnant employee on non-hazardous duty.</u> <u>The option for non-hazardous duty shall be available to any pregnant employee during her pregnancy and throughout the period of breastfeeding if the employee chooses to breastfeed her newborn child. The City shall hold the pregnant employee's job open for the same period of time afforded to other sick or disabled employees. The City shall further provide leave for an employee who is pregnant, recovering from childbirth, or caring for a newborn in accordance with the City's general leave policies.</u> <u>The City shall take no actions which discriminate against any employee based on pregnancy or any condition associated with pregnancy as provided by Federal or Illinois law, including the Illinois Nursing Mothers in the Workplace Act, 820 ILCS 260/1.</u>	
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		<u>The City shall provide to nursing mothers paid break time to allow the employee to express milk. This break time may coincide with other break times. The City may deny the use of break time for this purpose if allowing the employee to take the break will place an undue hardship on City operations.</u> <u>The City shall provide up to twenty (20) days of unpaid leave to any employee to care for a child who is a patient in a neonatal intensive care unit (NICU). This leave shall be in addition to any available leave under the Family and Medical Leave Act (FMLA) and may be used intermittently. This leave may be granted in minimum blocks of two (2) hours.</u> <u>Nothing in this policy shall violate the Pregnancy Discrimination Act amendment to Title VII of the Civil Rights Act of 1964 or the Illinois Pregnancy Discrimination Law, 775 ILCS 5/2-102(l).</u>	
8.19 Blood Donation Leave	None	<u>8.19 Blood Donation Leave</u> <u>Full-time employees may receive up to one hour of paid leave every 56 days to donate blood.</u> <u>Full-time and part-time employees may receive up to ten days of paid leave in any 12-month period to donate tissue such as organs, skin, bone, etc. to a living donor. For part-time employees, leave will be paid based on the employee's daily average pay during the previous two months of employment.</u> <u>An employee must have been employed by the City for at least</u>	Adds provision related to Blood and Organ Donation Leave Act (820 ILCS 8 149)

		<u>six months to receive leave under this Section. Employees may take leave only after obtaining approval from their Department Head. The City may require employees to submit reasonable documentation supporting their leave.</u>	
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Section 9 – Safety & Equipment Use

Change clarifies definitions related to City property and storage of legal, concealed firearms in a locked personal vehicle, based on the Illinois Firearm Concealed Carry Act. Subsection 9.9 (Personal Electric Devices in the Workplace) has been added with the purpose of promoting employee safety and preventing building damage.

9.6 Weapon Free Workplace Policy	*** “City property” is defined as all City owned and leased buildings and their contents and surrounding areas such as sidewalks and walkways under the City’s ownership or control and work sites where City employees are engaged. This policy applies to all City owned or leased vehicles.	*** “City property” is defined as <u>any building or facility owned, leased or controlled by the City; any vehicle or equipment owned, leased or controlled by the City; any public playground; or any area that is associated with City employment.</u>	Clarifies definition. The Illinois Firearm Concealed Carry Act prohibits employers (including municipalities) from prohibiting employees from storing, legal concealed firearms in their personal, locked vehicle.
9.9 Personal Electric Devices in the Workplace	No current language.	<u>If an employee wishes to use a personal electric device or appliance (microwave, refrigerator, kettle, heater or similar) within an office area of a City facility, they must submit the item specifications to their Department Director, who will direct the request for review to City staff appropriately trained in building and/or facilities. Prior to installation or use, approval is required to ensure the device is compatible with the facility's electrical systems and does not create safety or operational hazards.</u>	Provision was added to reflect current practice. It is important for employees who choose to bring personal electric devices to use in the office first check with staff knowledgeable about building to avoid instances of overloaded electric capacity. Once capacity is verified, staff is welcome to use such device.

Section 10 – Training & Development

Updates to Section 10 include the replacement of the per diem schedule with the rates established by the General Services Administration (GSA) (10.3), and incorporates language that captures established practice for travel and training approvals (10.2).

10.2 Seminar/Conference Attendance	*** The following are general eligibility guidelines that will be considered by the Department Head when reviewing requests to attend seminars or conferences: 1. The seminar(s) or conference(s) selected must be directly related to the employee's present position, or work that he may reasonably be expected to perform for the City in the future. 2. All seminar(s) or conference(s) must be approved by the Department Head, in advance of registration. Approval for Department Heads must be obtained by the City Administrator. Decisions on out-of-state seminars and conferences are made during the annual budget process. 3. Eligible employees are those employees who have a satisfactory work record. ***	*** The following are general eligibility guidelines that will be considered by the Department Head when reviewing requests to attend seminars or conferences: 1. The seminar(s) or conference(s) selected must be directly related to the employee's present position, or work that he may reasonably be expected to perform for the City in the future. 2. All seminar(s) or conference(s) must be approved by the Department Head, in advance of registration. Approval for Department Heads must be obtained by the City Administrator. Decisions on out-of-state seminars and conferences are made during the annual budget process. <u>Travel and training expenses not anticipated during the budget process may be subject to additional approvals.</u> 3. Eligible employees are those employees who have a satisfactory work record. ***	Reflects practice established/agreed upon at September 2026 Work Session.
10.3 Types of Expenses	Meals Meals during the events that are not made available as a part of the registration fees are reimbursable. Meals while traveling, the day before or following the day in which the last official function is held may be reimbursable with prior	Meals Meals during the events that are not made available as a part of the registration fees are reimbursable. Meals while traveling, the day before or following the day in which the last official function is held may be reimbursable with prior	Removes the per diem schedule and replaces it with the standard accounting for per diem rates from GSA.gov. Costs vary by location, and the GSA rates reflect a maximum per diem for area of travel. Added paragraph heading and

	approval. Employees are encouraged to attend all functions for which meals are provided as a part of the registration fee. Only meals occurring during work or travel time are eligible for per diem reimbursement. The per diem schedule for breakfast, lunch and dinner is as follows: Breakfast \$10 Lunch \$15 Dinner \$25 When travel is required to a part of the country where the listed per diem rates may not be sufficient, the City Administrator may grant exception to this policy. Prior approval is required and receipts must be submitted with Travel and Expense Report. Failure to do so may result in reimbursement ineligibility. *** Following an employee's return to work, the employee shall itemize expenses as required on the Travel and Expense Report. Completed purchase orders and Travel and Expense Reports must be submitted to the employee's Department Head within five (5) business days after the employee's return to work. All receipts must be submitted with the Travel and Expense Report including documentary evidence for expenses such as taxis and parking. When two (2) or more employees on City business	approval. Employees are encouraged to attend all functions for which meals are provided as a part of the registration fee. Only meals occurring during work or travel time are eligible for per diem reimbursement. <u>Expenses for breakfast, lunch, dinner and incidental amounts will be reimbursed in accordance with the meals and incidental expenses (M&IE) breakdown established by the GSA. (See www.gsa.gov). Reimbursement for expenses for meals shall not exceed the per diem amounts set forth in the published GSA Domestic Per Diem Rates. (See www.gsa.gov/perdiem). The M&IE rate will be paid based on the destination location of authorized travel.</u> When travel is required to a part of the country where the listed per diem rates may not be sufficient, the City Administrator may grant exception to this policy. Prior approval is required and receipts must be submitted with Travel and Expense Report. Failure to do so may result in reimbursement ineligibility. *** <u>Itemization of Expenses</u> Following an employee's return to work, the employee shall itemize expenses as required on the Travel and Expense Report. Completed purchase orders and Travel and Expense Reports must be submitted to the employee's Department Head within five (5) business days after the employee's return to work. All	the requirement to follow Illinois State law.
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	jointly incur expenses, each participant, when practical, will pay and report individual expenses. Where this is not practical, the employee requesting reimbursement shall list the names or identify the group of other employees for who expenses being reported have been incurred. If certain required receipts are not available, a statement signed by the employee documenting the amounts paid may be acceptable.	receipts must be submitted with the Travel and Expense Report including documentary evidence for expenses such as taxis and parking. When two (2) or more employees on City business jointly incur expenses, each participant, when practical, will pay and report individual expenses. Where this is not practical, the employee requesting reimbursement shall list the names or identify the group of other employees for who expenses being reported have been incurred. If certain required receipts are not available, a statement signed by the employee documenting the amounts paid may be acceptable. <u>All reimbursements will be in compliance with the Local Governmental Travel Expense Control Act (50 ILCS 150/1).</u>	
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Section 11 – Communications

An Artificial Intelligence Use Policy has been added as 11.7 to Section 11 (Communications). As a result, the subsections 11.8-11.10 have been renumbered. The full new policy has been included below:

11.7 USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

Purpose: The purpose of this policy is to set forth requirements and guidance that the City users must adhere to when acquiring and using solutions that meet the definition of generative artificial intelligence (AI). While AI is a broad and deep topic, this policy is currently concerned with solutions that use a specific type of AI called generative AI. Examples include ChatGPT, Claude, or Gemini and image/text generating applications. This policy also acknowledges that the boundaries of such solutions can be complex to define, and the nature of the technology is changing at a high rate. In the event of uncertainty about how any part of this policy applies, staff should first seek guidance from City leadership.

Acceptable Uses of Generative AI: Generative AI offers a wide range of applications, with new capabilities emerging frequently. The following examples provide guidance for appropriate staff use:

• Letters	• Emails	• Project Documentation
• Speaker Notes	• Presentation Slides	• Reports

• Procedures	• Policies	• Web content
• Press releases	• Job descriptions	• Requests for proposals (RFP) and similar documents

***In each case, AI should only be used as a starting point on all work products; final product must be human-authored.

Other Acceptable Uses may include:

• Suggesting writing improvements	• Learning about and exploring topics
• Analyzing different types of data	• Generating ideas
• Conducting research	• Summarizing or querying an existing document by copying it into a generative AI tool.

Requirements for Using Generative AI: All generative AI use for City purposes must follow these requirements:

- Authorized Accounts Only – All tools must be accessed using an account explicitly designated for City use. Personal accounts are prohibited for work-related activities.
- Public Records Compliance – All use is subject to applicable public records requests and must adhere to City data retention requirements.
- Public Disclosure Standards – Only input content suitable for public disclosure may be provided to AI tools.
- Human Accountability – Staff are fully responsible for the content generated and its consequences. Accountability cannot be deferred to the AI system.
- Fact Verification – All AI-generated content must be reviewed for factual accuracy. Staff must mitigate risks of "AI hallucinations" (false or nonsensical outputs).
- Attribution – Generated content, including images, must be attributed when published.
- Usage Logging – All AI use should be logged for potential future reference.

Where Usage of Generative AI is Not Acceptable: AI technology should not be used in the following situations:

- Using AI to create or disseminate harassing or otherwise inappropriate content.
- Decision-Making with Legal or Ethical Consequences – AI cannot be the sole decision-maker in matters affecting individuals' rights, employment status, legal proceedings, or disciplinary actions.
- HR and Employment Decisions – In accordance with 775 ILCS and 5/2-101, 5/2-102, (e.g., the AI in Hiring Act), AI cannot be used to sort through resumes or make employment decisions. This law mandates human intervention to ensure fairness, transparency, and compliance with anti-discrimination policies in hiring processes.
- Impersonation & Misinformation – AI must not be used to impersonate individuals, generate deepfakes, or spread misleading information that could harm individuals or public trust.

Procurement of Generative AI Solutions:

- Procurement must follow existing City's hardware and software purchasing policies.

- In order to maintain and follow required record compliance, Departments must report an intent to create and use a City-designated AI account and the employee authorized to use such account(s). The Assistant City Administrator/ HR Director will maintain a list of employee users.
- Risk and impact assessments may extend procurement timelines.
- This policy applies to all solution formats, including free-to-use, freemium, open-source, SaaS, and other platforms.
- Procurement approval is not required if the identical solution has been previously and formally approved.

The City may restrict or revoke AI tool use at any time if it is deemed to pose a compliance or legal risk.

Section 16 – Forms

The prior Handbook Update did not include the referenced Employee Evaluation Tool approved by City Council in 2024 and the full packet has been attached (included as Exhibit C).