

The Village of Bolingbrook Return-to-Work process requires that:

- Employees are not put back to work in jobs with the potential to harm them;
- Employees are not brought back to work in jobs with little or no value for the employer;
- Employees are not brought back to work in transitional/modified positions for unreasonable time expectations;
- Employees do not remain in transitional/modified duty positions after the therapeutic value is exhausted; and
- Return-to-work assignments or lack thereof are not perceived as punishing employees. The success of this process is the responsibility of all involved. All employees and management need to be alert for potential accidents and strive to eliminate them. If accidents occur, all employees need to work together with management to minimize the effects.

### **5.13 Vehicle Policy**

Use of any vehicle for Village of Bolingbrook business must be authorized by your immediate supervisor. Employees operating any vehicle for Village of Bolingbrook business must have a valid driver's license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. You must notify your immediate supervisor if the status of your driver's license changes.

In using a Village vehicle, employees must keep in mind that they are representatives of the Village of Bolingbrook and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection on the entire organization. Employees are required to obey all traffic regulations. This includes without limitation the use of seat belts and the "headlight law," where vehicles must have their headlights on when their windshield wipers are on.

Employees are not allowed to use a Village vehicle for personal use or to take a Village vehicle home after work hours unless permission has been granted by the Mayor or his designee. Whenever possible, Village employees should use Village vehicles when traveling on Village business. Employees are responsible for their own transportation to and from their work assignment.

All accidents must be immediately reported to your immediate supervisor as well as the police. A copy of the police report must also be obtained and provided to your immediate supervisor as soon as practical. Any documentation that is required to be completed by the police or State of Illinois must be completed in a timely manner.

No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for the Village of Bolingbrook. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy,

a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

All employees are required to follow guidelines set up in the current travel policy adopted by the Village Board.

Any employee who is required to have a Commercial Driver's License (DCL) as a condition of employment is subject to random drug and alcohol testing in accordance with Department of Transportation regulations.

Employees are responsible for the care and conservation of Village of Bolingbrook vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.

The Village of Bolingbrook has the right to search any Village of Bolingbrook vehicle at any time with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to Village of Bolingbrook vehicles.

#### **5.14 Travel Expenses**

Employees who are required to use their personal automobiles in the course of performing their duties for the Village shall be paid an automobile allowance at the prevailing rate. Whenever possible, Village employees should use Village cars when traveling on Village business. Travel regulations are set forth in the Village Travel Regulation and Reimbursement Policy.

#### **5.15 Drug Free Workplace Policy**

##### **5.15.1 Purpose / Introduction**

The Village is firmly committed to providing a productive, safe and healthy work environment. The use of illegal drugs, abuse and misuse of alcohol, prescription drugs and lawful products (such as cannabis), adversely affects those objectives by increasing absenteeism, lowering productivity and quality and most of all, jeopardizing the health and safety of those involved and the safety of others.

*The following policy and testing program requires compliance by all non-DOT regulated employees as a condition of employment and continued employment with the Village.*

The Village reserves the right to interpret, revise or discontinue any provision of this policy. However, the Village will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, marital status, order of protection status, national origin or ancestry, citizenship status, age, disability, military status or an unfavorable discharge from military service, or any other basis protected by applicable local, state or federal law.