

## **SECTION 5 – ADMINISTRATIVE POLICIES**

### **5-1. Personal Appearance**

It is expected that each employee will dress appropriately, maintaining a neat, well-groomed appearance at all times. Employees are expected to exercise reasonable judgment when selecting clothing to wear while representing the Village. Specific situations, such as representing the Village in court or at meetings with the public, may require dressing in a more conservative style than everyday work attire. While employees are not expected to abandon personal style, they are expected to be appropriately dressed, clean, and covered.

Foot apparel is mandatory. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. Your work assignment will determine which type of clothing is appropriate and your supervisor will advise you of what is acceptable attire.

If you are unsure if something is appropriate to wear to work, check with your Department Head. If you report to work in inappropriate attire, you will be sent home to change your clothes. (Law Enforcement Personnel refer to Lexipol Policy 1044)

### **5-2. Personal Telephone Calls**

Village phones are to be used for Village business and may be used for personal business on a limited basis only. Excessive personal telephone calls during the workday interfere with employee productivity and distract other employees. Telephone calls received during business hours must be held to both a minimum number and time limit and must not interfere with the employee's work. It is the employee's responsibility to ensure that no cost to the Village results from their personal phone calls. Violation of this policy will minimally result in cost reimbursement to the Village and may subject the employee to further disciplinary action.

Personal cellular telephones and texting must be kept to a minimum and should not impact employee productivity. Accessing the internet and texting should be reserved for break times. The Village will not be liable for any personal cell phones brought into the workplace.

### **5-3. Village Issued and Personal Cell Phones and Similar Electronic Devices**

As of January 1, 2014, the State of Illinois prohibits the use of hand-held devices while driving. Talking is allowed as long as the driver is using a hands free device, such as a headset or speaker phone built into the car. Drivers violating this law are subject to State fines.

Cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is Village-supplied or personally owned. Please also refer to Section 6 – Electronic Communications policy.

While on Village business, the Village requires employees to abide by all State, local, and Federal laws mandating the use of any cell phone or similar device while driving. An employee who uses a Village supplied device or a Village supplied vehicle or equipment is prohibited from using a hand held cell phone or similar device while driving, whether the business conducted is personal or Village related.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to the Village, elected officials, residents, contractors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Village; or any other Village or personally related activities not

named here while driving.

#### **5-4. Political Activity**

In accordance with the Hatch Act, it is the Village's desire to foster governmental efficiency, ensure that employees can perform their jobs without being pressured to support specific Village or other political candidates, and to ensure that regulations are not interpreted favorably for supporters of candidates for political office.

Employees of the Village may not engage in political activities at any time on Village owned property or while on duty, or while they may be identified as an employee of the Village by any means such as uniform, insignia, and motor vehicle, or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above.

For purposes of this section “while on duty” includes those hours you are scheduled to work and are working for the Village.

This section should not be construed to prohibit any employee or group of employees individually or collectively from expressing honest opinions and convictions or from engaging in political activities permitted by the Hatch Act and from supporting candidates of their choice.

No employee shall be disciplined or rewarded by reason of his/her political affiliation, personal political contributions, or political beliefs by the Village.

#### **5-5. Smoking**

The Village shall take every action to comply with the Smoke-Free Illinois Act effective January 1, 2008. Smoking will be prohibited in all Village places of work, including vehicles, and buildings open to the public. The Village may, at its own discretion, authorize designated smoking areas which are located at least 15 feet away from all public entrances.

#### **5-6. Conflicts of Interest**

The Village has established guidelines for ethical standards of conduct which shall govern Village employees in the performance of Village business and the duties of their respective jobs. This policy is intended to provide positive direction to Village employees in order to prevent potential conflicts of interest.

Employees, including municipal officials, must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the municipality, and avoid any potential or actual conflict of interest. A potential or actual conflict of interest occurs whenever an employee, including a municipal official, is in a position to influence a municipal decision that may result in a personal gain for the employee, or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee’s household. Employees are required to disclose possible conflicts so that the municipality may assess and prevent potential

conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Village President or designee to obtain clarification. Violations of this policy will result in appropriate discipline up to and including termination, in addition to any penalty that may be imposed by state law. All employees shall receive and must acknowledge receipt of a copy of Village Ordinance No. 04-07, and any amendments thereto, pertaining to, inter alia, the solicitation and acceptance of gifts.

- A. Acceptance of Gratuities: In accordance with the Gift Ban Act, no Village employee shall, through his or her position with the Village, intentionally solicit or accept any gift from any prohibited source as defined under the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/5 et al. Municipal employees may be required to file a Statement of Economic Interest each year.
- B. Decision Making: An employee should not make a unilateral decision, about his or her private employment. Employees are required to consult with their Department Head or the Deputy Clerk if there is any doubt about a potential issue with a conflict of interest with their private employment, outside interests or a business they own.
- C. Confidential Information: No Village employee shall disclose or use, without authorization, confidential information concerning property or affairs of the Village to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Village.
- D. Financial Interest: No Village employee shall have a financial interest or personal interest in any legislation coming before the Village Board or participate in discussion with or give an official opinion to the Village Board unless the employee discloses on the record of the Board the nature and extent of such interest.

### **5-7. Use of Village Property**

No employee of the Village shall request, use or permit the use of Village-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Village property is to be restricted to such services as are available to the Village generally and for the conduct of official Village business.

### **5-8. Solicitation**

In order to alleviate disruption of Village services during normal working hours, it is prohibited for employees, or non-employees to solicit other employees for donations, charity, and/or sales of product or services during working hours. Peddling or soliciting for sale or donation of any kind on Village premises can only occur during break and/or lunch periods.

### **5-9. Contributions and Honorariums**

Speeches and presentations made either during working time or for which the Village provides travel expense reimbursement, are made without charge. If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the Village, not to the individual employee.

#### **5-10. Employee Privacy Policies**

The Village reserves the right to search lockers, desks, filing cabinets, and personal belongings located on Village property at any time. Employees have no reasonable expectation of privacy in anything stored on Village property. If personal belongings are to be searched, the Village will make reasonable efforts to notify the employee and allow them to be present. Such searches will be conducted only if there are reasonable grounds to secure Village or other employee property or safety.

#### **5-11. Personal Mail**

Employees shall not use the addresses of the Village municipal buildings or offices for receipt of personal mail, except for police officers on their application for vehicle registration subject to Illinois law, nor shall they use Village postage machines or stationery. If an employee is an officer of a professional organization, specific written approval must be obtained from the Village President prior to utilizing Village facilities for professional organizational activities.

#### **5-12. Lactation Accommodation**

Each employee is entitled to a reasonable amount of break time to express breast milk for the employee's infant child. If possible, the break time should run concurrently with the employee's break time that is already provided. The Village will provide an appropriate and private location for such activity. Please contact the Deputy Clerk for additional information regarding lactation accommodation.

#### **5-13. Employee Personnel Records**

The Village has established procedures and responsibilities for the maintenance of personnel records.

A personnel file will be established for each employee. All personnel files shall be kept in the Village Office and managed by the Deputy Clerk or appropriate Department Head.

Employees are responsible for and must promptly advise the Village of any changes in:

- Name and/or marital status;
- Address and/or telephone number;
- Number of eligible dependents;

W-4 deductions.

All pertinent information and forms will be contained in the personnel file, including, but not limited to:

- Employee application;
- Job description and specification information;
- Job performance ratings and evaluations;
- Education/training information;
- Personnel action forms;
- Administration correspondence.

Medical, workers compensation, and benefit records will be maintained in a separate file.

Procedures for the release and accessibility of information and assessment of employee personnel files are as follows:

- A. Right of access to personnel files is granted to current employees, those on leave subject to recall, and those who have terminated their employment within the preceding year.
- B. An employee must make a request for personnel file review in writing to the Deputy Clerk or appropriate Department Head.
- C. Records will be reviewed at a place designated by the Village during working hours.
- D. An employee is entitled to a copy of any personnel materials inspected.
- E. Information contained in employee personnel files shall not be released or disclosed without the employee's written consent, except to persons with a lawful right or need to know.

This policy is periodically reviewed to ensure compatibility with current accepted personnel procedures. These records are maintained during the tenure of the employee and for seven (7) years after the employee leaves Village employment.

#### **5-14. Punctuality and Attendance**

Employees shall report promptly at the designated starting time ready to begin their assigned duties. In the event that an employee is unable to report for work due to illness or other emergency, they must verbally or through confirmed text message or email inform their Department Head as soon as possible and prior to the start of their shift. If a text confirmation is not returned, the employee must verbally contact their Department Head. ~~Email is not an acceptable means of reporting an absence.~~ Failure to do so may result in a loss of that day's pay. Any employee who is absent three (3) consecutive days without authorization will be considered to have resigned from Village service.

## 5-15. Prescription Drug Use

Employees who use prescription drug(s) or legal/authorized prescription drug(s) that may cause adverse side effects (i.e., drowsiness or impaired reflexes or reaction time) are required to inform their Department Head that they are taking such medication on the advice of a physician if it prevents them from performing the essential functions of the job, or presents a threat of imminent harm to other employees or the public. Employees are responsible for informing their Department Head of the possible effects of the drug(s) on work performance and expected duration of use. If the usage of such medication poses a safety risk for the employee or others, the employee may not work until a release is obtained from the employee's treating physician.

## 5-16. Remote Work

### Purpose

The purpose of this Remote Work Policy is to outline the guidelines and expectations for employees of the Village of Winnebago who work remotely. This policy ensures that remote work arrangements are structured, efficient, and align with the Village's goals while maintaining productivity, communication, and security standards.

This policy applies to all employees of the Village of Winnebago who may work remotely, either occasionally or on a regular basis, with approval from their respective department heads.

Employees eligible for remote work must meet the following criteria:

1. Demonstrated ability to work independently and meet deadlines.
2. Access to necessary technology and resources required to perform their job duties remotely.
3. Compliance with all Village policies and procedures.
4. Remote Work Arrangements

Employees interested in remote work must submit a formal request to their department head or Village Administrator outlining the proposed schedule, duration, and reasons for remote work. Approval will be based on Village needs, job responsibilities, and individual performance. Written permission signed by the Department Head and Village Administrator will be stored in the employees personnel file.

Remote work arrangements may begin with a trial period to assess feasibility and productivity. The trial period duration will be determined by the department head. Remote employees are expected to adhere to their regular work schedule unless otherwise agreed upon with their department head. Flexibility in work hours may be granted based on Village needs. Remote employees must be accessible during agreed-upon work hours

via email, phone, or instant messaging platforms. They should respond promptly to inquiries from colleagues and supervisors.

Remote employees must have access to reliable internet connectivity and necessary technology (e.g., computer, software) to perform their job duties. The Village may provide equipment and reimburse reasonable expenses as per the Village's reimbursement policy. Remote employees are responsible for creating a suitable workspace at their remote location that is conducive to productivity and free from distractions. They must ensure a secure and confidential environment for handling Village information.

### *Communication and Collaboration*

Remote employees are expected to participate in meetings as scheduled. They may utilize video conferencing and collaboration tools to maintain effective communication with colleagues. If a meeting is more effective in person, all reasonable efforts must be made to attend the meeting in person.

Remote employees are required to submit regular progress reports to their department head detailing their work activities, accomplishments, and any challenges encountered. Remote employees must actively engage with their team members through virtual channels, contribute to team projects, and collaborate on shared tasks.

### *Security and Confidentiality*

Remote employees must adhere to the Village's data security policies and procedures when handling sensitive information. Remote employees are responsible for the security of Village-issued equipment and must follow guidelines for device usage and storage to prevent loss or theft.

### *Termination of Remote Work Arrangement*

The Village reserves the right to terminate or modify remote work arrangements at any time based on business needs, performance issues, or violation of Village policies. Termination of Remote Work Arrangement will be initiated by either the Department Head or Village Administrator.