

## SECTION 4 – PERSONAL CONDUCT EXPECTATIONS AND DISCIPLINARY ACTION

### 4-1. Communication/Chain of Command

Communication is extremely important in order to provide quality services to the residents of the Village. It also ensures that various Village service areas are kept up to date regarding concerns and issues. The Village works diligently to maintain a high level of professional communication. All employees have a responsibility to maintain this level of professionalism. See also the section on confidentiality (Section 1-9 & 5-6 C.).

The Village also adheres to a standard chain of command. All employees are expected to follow the established chain of command regarding issues of concern. Concerns should first be directed to your immediate supervisor or Department Head. If the concern is not adequately addressed, the issue should be brought before the Department Head or Village President/Administrator. If the situation is administrative in nature, the decision of the Village President/Administrator shall be binding. In cases where the issue is policy related, the matter will be brought to the Village Administrator, who will bring it before Village President and Village Board for review if necessary.

### 4-2. Standards of Conduct

It shall be the duty of employees to maintain high standards of cooperation, efficiency and integrity in their work with the Village. The following references are purely guidelines and the Village reserves the right to discipline employees based on what it deems to be appropriate in any given situation. Unless otherwise set forth under a written contract of employment, employees of the Village are at-will and can be discharged, demoted, suspended, or otherwise disciplined without cause at any time at the sole discretion of the Village.

These guidelines do not form a contract of employment nor should employees have any expectation that such guidelines form a contract. In addition, these guidelines are not all inclusive of what conduct will result in discipline. The decision of what disciplinary action will be taken rests solely with the management of the Village and is made on a case-by-case basis. These guidelines do not establish that employees will be terminated only for just cause.

### 4-3. Reasons for Disciplinary Action

Some general things for which an employee may be disciplined include, but are not limited to:

- A. Violation of any lawful or official regulation, ordinance, law, order, rule, or policy in this manual.

- B. Insubordination by failing to comply with any lawful direction given by a superior, or any other disrespectful conduct.
- C. Reporting to work under the influence of intoxicants or non-prescription/illegal drug(s), or using such substances while on Village property. Failure to report to a Department Head the use of any legal/authorized prescription drug(s) which may affect the employee's ability to perform necessary job duties.
- D. Absence without leave; failure to report to a Department Head when absent; or, the use of leave in an unauthorized manner.
- E. Excessive or chronic absenteeism and/or tardiness, or being wasteful with working time.
- F. Incompetence, negligence, inefficiency, or failure or inability to perform assigned duties.
- G. Causing damage to public property or being wasteful of Village supplies through negligence or willful misconduct, or failure to take reasonable care of Village material or property.
- H. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.
- I. Immoral, unethical, or disgraceful actions or any other personal conduct likely to impact the efficiency of the Village service or bring the Village into disrepute, while on or off duty.
- J. Commission of a felony or gross misdemeanor while on or off-duty.
- K. Speaking critically or making derogatory or false accusations so as to discredit other employees or Department Heads.
- L. Misappropriation of Village funds.
- M. Use of Village vehicles, equipment, supplies, or tools for personal use or unauthorized purposes.
- N. Making false statements, failing to provide requested information, or falsification of any records when applying for employment.
- O. Falsification of personnel and/or Village work records including, time worked records, time off records, or any other Village records, improperly withholding information from a Department Head in connection with your job, or assisting in the concealment or failing to report such a falsification of another employee.

- P. Being on Village premises, during a period of administrative leave, —without permission of the employee's Department Head.
- Q. Divulging or misusing confidential information, including removal from Village premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
- R. During work hours, the solicitation, selling, or distribution of any donation, gift, service, product, information, or other item of value not authorized by the Village; accepting fees, gifts, or other items of value in connection with work performed on Village time or as a representative of the Village.
- S. The use of profanity or abusiveness in attitude or language; conduct resulting in physical harm, injury, or harassment of Village employees or the public.
- T. Any other good and sufficient reason.

#### **4-4. Forms of Disciplinary Action**

Disciplinary actions may take, but are not limited to, the following forms:

- A. Verbal Reprimand
- B. Written Reprimand
- C. Village Review: The Department Head will place the employee on Probationary status for a maximum of 60 days with a performance evaluation after 30 days, but prior to 60 days. Separation from employment may occur at any time during this time.
- D. Suspension
- E. Discharge/Termination from employment: Permanent separation of the individual from Village employment.

Notwithstanding the above, any disciplinary actions taken in reference to a police officer employee shall be in accordance with any additional procedure required or protections afforded under the Uniform Peace Officers Disciplinary Act.

The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable policies and procedures as well as local, State or Federal laws and regulations. Immediate Department Heads may have the authority to issue discipline to supervised employees. The Village Clerk has the authority to issue discipline to the Deputy Clerk. For discipline rising to the level of termination, a Department Head the Village Administrator must provide a written report to the Village Board within 24 hours. For discipline rising to the level of termination of the Deputy Clerk, the Village Clerk must provide a written report to the Village Board within 24 hours.

However, nothing herein should be construed in any way to limit the Village's right to summarily discharge or suspend an employee for serious offenses.

#### **4-5. Appeal of Discipline**

Disciplinary action resulting in suspensions or terminations, as outlined in Section 4-4, may be appealed to the ~~Village President~~ Village Administrator within ten (10) calendar days of the disciplinary action. In the event the employee or the Department Head is not satisfied with the Village ~~President's~~ Administrator's decision, within five (5) calendar days receipt of said decision, the employee or Department Head may then appeal in writing to the Corporate Authorities by providing the Deputy Clerk and Village Clerk a copy of the appeal for scheduling with the Corporate Authorities. The decision of the Corporate Authorities shall be final.