

2025

# FOUR RIVERS SANITATION AUTHORITY EMPLOYEE HANDBOOK

SEPTEMBER 22, 2025

FOUR RIVERS SANITATION AUTHORITY  
3501 KISHWAUKEE ST.  
ROCKFORD, IL 61109

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## **INTRODUCTION**

For employees who are commencing employment with Four Rivers Sanitation Authority (Four Rivers or FRSA), on behalf of Four Rivers, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at FRSA. We understand that it is our employees who provide the services that our citizens rely upon, and who will enable us to create new opportunities in the years to come.

Executive Director

## About This Handbook/Disclaimer

We prepared this handbook to help Four Rivers Sanitation Authority (FRSA or Four Rivers) employees find the answers to many questions that they may have regarding their employment with us. Please take the necessary time to read it.

Policies found in this document apply to all who perform work for Four Rivers including: employees, managers, the executive director and volunteers (via an approved educational program).

We do not expect this handbook to answer all questions. Your managers, supervisors and human resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Four Rivers Sanitation Authority adheres to the policy of employment-at-will, which permits FRSA or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Four Rivers Sanitation Authority representative other than the executive director, with approval from the Board of Trustees, may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate FRSA documents. These Four Rivers documents are always controlling over any statement made in this handbook or by any member of management.

Four Rivers Sanitation Authority may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at-will, which may only be modified by an express written agreement signed by the employee and the executive director.

Employees are responsible for the information contained in this handbook. Failure to comply with the defined policies could result in progressive discipline up to and including termination.

Nothing in this handbook is intended to interfere with an employee's rights under the Illinois Public Labor Relations Act, the National Labor Relations Act, or any other applicable law.

**This handbook is subject to the terms of any applicable collective bargaining agreement. In the case of a conflict between the two documents, the applicable collective bargaining agreement shall control. The handbook also controls in the case of a conflict with any other internal policy.**

This handbook supersedes all prior handbooks.

Note: Gender and Use of Singular and Plural. All pronouns will be deemed to refer to the masculine, feminine, neuter, singular, or plural, as the identity of the party or parties or their personal representatives, successors, and assigns may require.

## **SECTION 1 – GOVERNING PRINCIPLES OF EMPLOYMENT**

### **1.1 EQUAL EMPLOYMENT OPPORTUNITY**

Four Rivers Sanitation Authority is an Equal Opportunity Employer that does not unlawfully discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, unfavorable military discharge, physical or mental disability, genetic information, order of protection status, arrest record, conviction record, work authorization status, family responsibilities, reproductive health decisions, or any other characteristic protected by applicable federal, state, or local laws and ordinances (as defined by applicable law). Four Rivers' management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

### **1.2 GENERAL EMPLOYMENT PHILOSOPHY**

Four Rivers Sanitation Authority embraces the following employment philosophies:

- Employ the best-qualified persons regardless of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, unfavorable military discharge, physical or mental disability, genetic information, order of protection status, arrest record, family responsibilities, reproductive health decisions, or other factors prohibited by law (as defined by applicable law).
- Provide fair wages and benefits commensurate with the qualifications, skills, and experience necessary for successful job performance, subject to the financial resources of FRSA.
- Post all job opportunities so as to give each qualified employee an opportunity for advancement.
- Treat each person with respect, dignity, and integrity.
- Provide information to each employee regarding FRSA's goals and objectives and stimulate individual participation in achieving these goals and objectives.

### **1.3 PROHIBITION OF SEXUAL AND OTHER FORMS OF HARASSMENT AND DISCRIMINATION**

It is Four River Sanitation Authority's policy to prohibit intentional and unintentional harassment or discrimination in the workplace on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, unfavorable military discharge, physical or mental disability, genetic information, order of protection status, arrest record, work authorization status, family responsibilities, reproductive health decisions, or any other characteristic protected by applicable federal, state, or local laws (as defined by applicable law) (referred to as "protected characteristics"). Such conduct will not be tolerated by FRSA.

The purpose of this policy is not to regulate personal morality but to ensure that no one harasses or discriminates against another individual in the workplace, including while on Four Rivers premises, while on work-related business (whether on Four Rivers premises or not) or while representing Four Rivers Sanitation Authority. In addition to being a violation of this policy, harassment, discrimination, or retaliation

based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, unlawful retaliation includes taking a negative job action against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of sexual harassment.

This policy also applies to improper conduct toward employees by customers, contractors, vendors, or other non-employees. If an employee informs FRSA that they have been subject to sexual or other harassment in the workplace by a non-employee, that individual will be informed of the policy and appropriate corrective action and preventative steps will be taken.

All supervisors are responsible for enforcing this policy and are lawfully required to report any and all complaints and/or observations of harassment.

#### **A. Harassment Defined**

Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, touching, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

#### **B. Sexual Harassment Defined**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
3. The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violate this policy include the following. This is not an exhaustive list.

1. Unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement
2. Requests for sexual favors or demands for sexual favors in exchange for favorable treatment
3. Obscene or vulgar gestures, posters, or comments
4. Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
5. Propositions or suggestive or insulting comments of a sexual nature
6. Derogatory cartoons, posters, and drawings
7. Sexually explicit e-mails, text messages, social media posts or voicemails
8. Uninvited touching of a sexual nature

9. Unwelcome sexually related comments
10. Conversation about one's own or someone else's sex life
11. Conduct or comments consistently targeted at only one gender, even if the content is not sexual
12. Teasing or other conduct directed toward a person because of the person's gender.

### **C. Hostile Work Environment**

A hostile work environment is created when harassing or discriminatory conduct is so severe and pervasive it interferes with an individual's ability to perform their job; creates an intimidating, offensive, threatening, or humiliating work environment; or causes a situation where a person's psychological wellbeing is adversely affected.

### **D. Reporting Procedures**

If an employee has been subjected to or witnessed conduct which is believed to violate this policy, the employee should immediately report the matter to their supervisor, manager, or human resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy or any of the FRSA Trustees.

### **E. Investigation Procedures**

Every report of perceived harassment will be fully investigated, and corrective action, up to and including termination, will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy. No employee will be disciplined for making a good faith complaint under this policy or participating in good faith in an investigation of a complaint. False and frivolous complaints refer to cases where the accuser is using a complaint to accomplish some end other than stopping prohibited conduct. It does not refer to allegations made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous complaint is a severe offense that can result in discipline, up to and including termination.

### **F. Retaliation Prohibited**

Four Rivers Sanitation Authority will not allow any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigations of such reports in accordance with this policy. If an employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment or discrimination under this policy.

Violation of this policy, including any improper retaliatory conduct, will result in disciplinary action, up to and including termination.

### **G. Reporting Procedures**

Aside from the internal complaint process at Four Rivers Sanitation Authority, employees may choose to file a charge of discrimination or sexual harassment under the Illinois Human Rights Act with the Illinois Department of Human Rights (IDHR.) Employees may contact the IDHR at [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov), or at any of these offices:

Chicago Office Intake Unit  
100 W. Randolph St. 10th Floor  
Chicago IL 60601

Springfield Office Intake Unit  
525 W. Jefferson 1st Floor  
Springfield, IL 62704

Employees can also contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

Additional information regarding your right to be free from discrimination and sexual harassment is attached hereto as Attachment I.

#### 1.4 PROHIBITION OF BULLYING

Bullying is a pattern of repeated behavior that a reasonable person would find hostile, offensive, and unrelated to FRSA's legitimate business interests and is prohibited. Bullying behavior may take many forms including physical, verbal, or written acts or behaviors. Workplace bullying often involves an abuse or misuse of power. A single physical, verbal, or written act or behavior generally will not constitute bullying unless especially severe and egregious.

Examples of bullying may include (not an exhaustive list):

1. Persistent or egregious use of abusive, insulting, or offensive language directed at an employee
2. Spreading misinformation or malicious rumors
3. Criticism or feedback that is delivered with screaming, threats, or insults
4. Making repeated inappropriate comments about a person's appearance, lifestyle, family, or culture
5. Regularly teasing or making someone the brunt of pranks or practical jokes
6. Interfering with a person's personal property or work equipment
7. Circulating inappropriate or embarrassing photos or videos via e-mail or social media
8. Unwarranted physical contact
9. Purposefully excluding, isolating, or marginalizing a person from normal work activities

Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws.

If an employee has been subjected to or witnessed conduct which is believed to violate this policy, the employee should immediately report the bullying to their supervisor, manager, or human resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy or any of the FRSA Trustees. All reports will be investigated, and corrective action, up to and including termination, will be taken where appropriate.

It is important to identify the distinction between bullying behavior and appropriate workplace supervision as employees sometimes believe that every negative conversation with their supervisor could be interpreted as bullying. Reasonable supervisory actions, when carried out in an appropriate manner, include but are not limited to:

1. providing performance appraisals
2. coaching or providing constructive feedback
3. monitoring or restricting access to sensitive information for legitimate business reasons
4. scheduling ongoing meetings to address performance issues
5. setting aggressive performance goals to help meet departmental goals
6. counseling or disciplining an employee for misconduct; and
7. investigating alleged misconduct.

Reasonable supervisory actions which are taken to improve employee performance do not constitute bullying unless they rise to a level as defined in this policy.

Differences of opinion, interpersonal conflicts, and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute workplace bullying.

## 1.5 REASONABLE ACCOMMODATION

FRSA complies with the Illinois Human Rights Act, the Americans with Disabilities Act, and other applicable federal, state, and local laws providing for reasonable accommodation as required for disability, pregnancy or childbirth or medical or common conditions related to pregnancy or childbirth, and religious beliefs. Employees requiring accommodation should notify human resources, preferably in writing.

When appropriate, the employee will be expected to submit supporting medical documentation explaining the need and basis for necessary job accommodation, to the extent permitted and in accordance with applicable law. FRSA will then review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify possible accommodations that can be made and whether an accommodation may impose an undue hardship. Accommodations may be offered on a trial basis. The individual will be notified of Four Rivers decision regarding possible accommodations within a reasonable period. FRSA treats all medical information submitted as part of the accommodation process in a confidential manner.

Employees who are nursing will receive reasonable compensated break time to express milk in a private location other than a bathroom in accordance with applicable law.

Additional information regarding pregnancy rights is attached hereto as Attachment II.

## 1.6 DATING IN THE WORKPLACE

Four Rivers Sanitation Authority strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of appropriate friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions. As such, supervisors and managers are strongly encouraged not to form romantic relationships with employees where there is a direct reporting relationship or an inference of impropriety.

During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.

During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position. Additionally, all employees should be aware that such actions could be viewed by others as sexual harassment.

Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to Four Rivers' disciplinary policy. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

This policy does not preclude, nor is it intended to interfere with, the rights of employees protected by the Illinois Public Labor Relations Act, the National Labor Relations Act or any other applicable statute concerning the employment relationship.

## **1.7 WORKPLACE CIVILITY & RESPECT**

It is the policy of Four Rivers Sanitation Authority to promote workplace conditions that are humane, fair, dignified, civil, respectful, and non-discriminatory. FRSA will not tolerate any disorderly, abusive, or indecent conduct in the workplace that creates, encourages, or permits an offensive, intimidating, or inappropriate work environment or that endangers the safety, health, or wellbeing of another person.

All employees are expected to conduct themselves in a professional manner that promotes a safe, healthful, and productive work environment. Employees are expected to perform job responsibilities, adhere to workplace principles in matters of personal conduct, and exhibit a high degree of personal integrity, ethics, and professionalism at all times in the workplace. Employees are expected to be courteous, respectful, and helpful to customers, visitors, vendors, and other employees in all their work assignments. Employees are to support the mission and values of Four Rivers Sanitation Authority and perform their assigned duties and responsibilities in a manner deserving of the public's trust.

### **A. DEFINITIONS AND EXPECTATIONS**

1. Accountability refers to taking responsibility for one's behavior and activity.
2. Discrimination and harassment are detailed in the policies above.
3. Disrespectful or disruptive behavior includes, but is not limited to behaviors which a reasonable person would find embarrassing, offensive, or humiliating.
4. Ethical business practices are the wise use of resources and practices that are compliant with and appropriate under laws and regulations governing conflicts of interest and fiduciary responsibilities.
5. Excellence represents a dedication to the continuous improvement of the quality of FRSA's effectiveness. Pursuit of excellence should be accompanied by integrity, empathy, compassion, and respect for the diversity of values and opinions of others.
6. Professionalism includes but is not limited to a commitment to the highest standards of work product and work ethic, innovation, and respect for customers and co-workers.
7. Unprofessional behavior may include behavior that violates laws or rules regarding discrimination and harassment; violates rules of professional ethics, including professionalism in business practices; or is disrespectful or disruptive.

### **B. CONFLICT RESOLUTION**

Workplace civility and respect require that issues be addressed by a process that is fair, with a true desire for conflict resolution and without undue delay. The best resolution occurs when employees work out agreements privately among themselves. When attempting to resolve conflicts, be aware of the different perspectives and communication styles that others may have. However, if assistance is needed, then any employee is encouraged to bring the issue to their supervisor, human resources, or the next higher individual of authority (including to a Trustee) if concerns involve the supervisor.

The human resources department can provide individuals with advice and strategies to attempt to resolve these issues at the most informal levels between or among employees and with their supervisors.

## 1.8 WORKPLACE VIOLENCE

Four Rivers Sanitation Authority is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees or others and damage to personal property and to FRSA property.

Four Rivers does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, FRSA specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Four Rivers does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

### A. Prohibited Conduct

Threats, threatening language, or any other acts of aggression or violence made toward or by any Four Rivers Sanitation Authority WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation.

### B. Guns and Weapons in the Workplace

To the greatest extent permissible under applicable law, FRSA employees are prohibited from possessing or using weapons while on property owned, leased, or controlled by Four Rivers.

### C. Procedures for Reporting a Threat

All potentially dangerous situations, including threats by or to co-workers, should be reported immediately to any member of management. Reports of threats may be maintained confidentially to the extent that maintaining confidentiality does not impede FRSA's ability to investigate and respond to the reports of threats. All threats will be promptly investigated. All employees must cooperate with any such investigation. No employee will be subjected to retaliation as a result of reporting a threat in good faith under this policy.

If Four Rivers Sanitation Authority determines, after an appropriate good faith investigation, that an employee has violated this policy, FRSA will take swift and appropriate corrective/disciplinary action, up to and including termination.

If an employee is the recipient of a threat made by an outside party, that employee should follow the reporting steps detailed in this section. It is important for FRSA to be aware of any potential danger in its offices or on its property. Indeed, Four Rivers wants to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

## 1.9 WHISTLEBLOWER POLICY

Four Rivers Sanitation Authority is committed to high standards of ethical, moral, and legal business conduct. In line with this commitment, and FRSA's commitment to open communication, this policy aims to provide an avenue for employees to confidentially raise concerns about unethical, illegal, or dishonest business practices and receive reassurances that by reporting such concerns, there will be no reprisals for doing so.

## **A. Whistleblower Defined**

A whistleblower, as defined by this policy, is an employee of Four Rivers who in good faith reports an activity, policy, or practice that they consider to be illegal, unethical, or dishonest to one or more of the managers or to a Trustee specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures, if any; appropriate management officials are charged with these responsibilities.

Examples of illegal, unethical, or dishonest activities may include, but are not limited to, violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

## **B. Safeguards Against Harassment or Victimization**

Whistleblower protections are provided to employees who report potential improper action, cooperate in a related investigation, and/or testify in a proceeding or prosecution in two important areas – providing confidentiality and prohibiting retaliatory action. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Additionally, FRSA will not take retaliatory action against a good faith whistleblower, nor will it tolerate retaliatory action from any of its employees or others. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, and threats of physical harm. Any whistleblower who believes he/she is being retaliated against should contact human resources immediately. The right of protection from retaliatory action does not include immunity for any personal wrongdoing that is alleged and investigated.

## **C. Reporting Procedure**

If an employee has knowledge of or a concern of illegal, unethical, or dishonest activity, the employee should submit their concerns in writing to Human Resources, the Executive Director, and/or any of the FRSA Trustees. If Human Resources receives any such report, it must notify the Executive Director immediately. Any such report must also be shared with the President of the Board of Trustees promptly and prior to the Board's next meeting (or, if the report involves the President, it shall be shared with the other Trustees). An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. This does not include any report made in good faith, regardless of the outcome. Employees with any questions regarding this policy should contact human resources.

## **D. Compliance Officer**

The Head of the Human Resources Department or their designee will act as the compliance officer and is responsible for ensuring that all complaints alleging unethical, illegal, or dishonest conduct are promptly investigated and resolved. The compliance officer will advise the executive director and/or the board of trustees of all complaints and their resolution.

## **E. Illinois Law**

In addition to the protections within FRSA's Whistleblower Policy, Illinois law provides similar prohibitions against retaliatory action.

1. The State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or

denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

- a. Discloses or threatens to disclose to a supervisor or to a public body an activity policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation.
  - b. Provides information to or testifies before any public body investigating, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency, or other State employee
  - c. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act
2. Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not take retaliatory action against an employee who discloses or threatens to disclose to a public body conducting an investigation, or in a court, an administrative hearing, or any other proceeding initiated by a public body, information related to an activity, policy, or practice where the employee has a good faith belief that the activity, policy, or practice violates a State or federal law, rule or regulation or poses a substantial and specific danger to employees, public health, or safety. In addition, an employer may not take retaliatory action against an employee for disclosing or threatening to disclose information to a government or law enforcement agency related to an activity, policy, or practice where the employee has a good faith belief that the activity, policy, or practice violates, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation or poses a substantial and specific danger to employees, public health, or safety. (740 ILCS 174/15(b)).

## 1.10 DRUG-FREE AND ALCOHOL-FREE WORKPLACE

Four Rivers Sanitation Authority 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 certain lawful products, adversely affect 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.

This policy will apply to all employees, vendors, volunteers (via an approved educational program), and applicants for employment and will include the place of employment; prior to reporting for duty, while on duty and while on call; and/or outside of the workplace while performing work in furtherance of the interest of FRSA. For the purpose of this section, “illegal drug” or “drug” will be synonymous with “controlled substance.”

### **A. FRSA is a Drug & Alcohol-Free workplace and will take the following measures in furtherance of this goal:**

1. The unlawful manufacture, distribution, dispensing, possession, sale, use, or abuse of a controlled substance or alcohol is prohibited.
2. FRSA employees may not report to work or be at work while impaired by alcohol or drugs, even those lawfully prescribed. For those instances when the use is pursuant to a licensed medical practitioner’s instructions and the licensed medical practitioner authorized the employee or individual to report to work, the employee must have a full release to duty note on file with human resources. This exception does not extend to reporting to work under the influence of medical marijuana or to using medical marijuana as a defense to a positive drug

test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law or collective bargaining agreement.

3. The provisions of the above Accommodation Policy shall apply if an employee is certified by a health care provider to use medical cannabis.
4. Four Rivers will not allow employees to perform their duties while taking prescribed drugs that adversely affect their ability to perform their job duties safely and effectively.
5. FRSA employees convicted of any drug or alcohol related offenses prohibited under State or Federal law may be subject to discipline up to and including termination. Should an employee be convicted under a criminal statute for a drug or alcohol-related offense committed in the place of employment or outside of the workplace while performing work in furtherance of the interest of FRSA, or that in any way affects the employee's ability to report for work or perform the essential functions of the employee's job, the employee must notify Four Rivers Sanitation Authority within five (5) days of the date of conviction.

**B. Violation of these prohibitions may result in the following:**

1. Discipline up to and including termination.
2. Continuing drug and alcohol testing.
3. Referral to and compliance with a drug and/or alcohol treatment program as a condition of continuing employment.

**C. Drug & Alcohol-Free Awareness**

FRSA will establish a Drug & Alcohol-Free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse.
2. FRSA's Drug & Alcohol-Free Workplace policy ("Drug & Alcohol-Free Policy") as set forth above.
3. Available counseling under the Employee Assistance Program and rehabilitation options covered under FRSA's Health Plan.
4. The potential penalties for drug and alcohol use or abuse violations in the workplace or outside of the workplace while performing work in furtherance of the interest of FRSA.
5. The Drug & Alcohol-Free Policy is, and will be communicated to employees, applicants for employment, and others by the following means:
  - a. A copy of the Drug & Alcohol-Free Policy is included in this Policy Handbook and will be distributed to all current employees of FRSA.
  - b. A copy of the Drug & Alcohol-Free Policy will be posted on bulletin boards and/or at other locations where notices to employees and/or applicants for employment are customarily posted at each place of employment.

**D. Drug & Alcohol Testing**

Four Rivers Sanitation Authority will conduct drug and alcohol testing through neutral, third-party labs and will require all testing results to be reviewed by a Medical Review Officer (MRO).

FRSA may require drug and/or alcohol testing of employees under the following circumstances.

1. Applicants for Employment

After a conditional job offer has been extended, applicants for employment may be subject to testing for the presence of illegal drugs as part of a required physical examination, but before the candidate

has commenced employment. Applicants who refuse to cooperate or who test positive will have their offer of employment withdrawn and will not be allowed to reapply in the future.

## 2. Employees

Four Rivers Sanitation Authority may implement screening programs to test employees for the use of drugs and/or alcohol. These programs may include reasonable suspicion testing, post-accident testing and random testing. If FRSA has a reasonable suspicion to believe that an employee's job performance or conduct is being affected by the use or abuse of drugs and/or alcohol, or that the employee is under the influence of such substances while in the place of employment or outside of the workplace while performing work in furtherance of the interest of FRSA, FRSA may in good faith require drug and/or alcohol testing.

## 3. CDL and Safety-Sensitive Positions

All CDL holders who operate vehicles and certain employees who participate in safety-sensitive functions, as determined by FRSA in accordance with applicable law, are covered under the Federal Motor Carrier Safety Administration (FMCSA).

## 4. Reasonable Suspicion

Employees are subject to testing based on, but not limited to, good faith observations by management of apparent workplace use, possession, or impairment that are suspected to be caused by the use of drugs or alcohol. Refusal by an employee to participate in testing will be treated as a positive test result and will result in immediate termination of employment.

## 5. Post-accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage an FRSA vehicle, machinery, equipment, or property or if they are found to be at fault in a traffic accident; or if they cause injury to themselves or others which requires offsite medical attention. In any of these instances, testing must take place within two hours. Refusal by an employee to participate in testing will be treated as a positive test result and will result in immediate termination of employment.

## 6. Return to Duty Testing

Any employee who has not worked for FRSA for a period of 30 consecutive calendar days must undergo testing for illegal drug use upon returning from any leave of absence and commencing active employment. If a notice of a positive test result is received from the Medical Review Officer following said testing, then the employee will be subject to discipline up to and including termination.

## **E. Testing Abnormalities**

In some cases, a test will have an abnormality so that the test cannot be considered valid. If a test shows an abnormal result, FRSA may require a second test. Switching, altering, or adulterating any sample submitted for testing in accordance with this policy will be viewed as a positive test.

## **F. Failure to Comply with the Policy**

Failure to comply with this Policy or refusal to submit to testing under this Policy will be treated as a positive test result. Tampering with a sample to prevent a valid test constitutes a refusal to provide a sample and will be treated as a positive test result. Such refusal or tampering will constitute grounds for denial or termination of employment, suspension, or other disciplinary action. Applicants who refuse to cooperate in the testing process or who fail to pass a drug screening will have their employment offer withdrawn.

## **G. Positive Test Results**

The first time an employee tests positive for drugs or alcohol or possesses, consumes, or is under the influence of drugs or alcohol, the person will be immediately removed from performing their duties and suspended without pay pending the outcome of an investigation. If an applicant or employee tests positive for cannabis, they shall be provided a reasonable opportunity to contest the determination prior to discipline.

### **1. Discipline**

Employees who test positive will be terminated in the event FRSA has a good faith belief that the employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of their duties or tasks.

### **2. Last Chance Agreement**

An employee who tests positive may be provided the opportunity to participate in a Last Chance Agreement (LCA). The parameters of the LCA will include a referral to a substance abuse professional. The employee will not be allowed to return to duty unless they have been evaluated by a substance abuse professional, passed return to duty tests, and the substance abuse professional determines the employee has properly followed any prescribed rehabilitation program. A LCA will only be available the first time an employee tests positive and is at the discretion of the Executive Director.

### **3. Second Positive Test**

Employees who test positive for drugs or alcohol or violate this Policy's drugs or alcohol rules more than once will be terminated.

## **H. Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in secure files separate from regular personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

## **I. Employee Assistance Program**

Drug and alcohol counseling is available to employees under FRSA's Employee Assistance Program. Compliance with a drug and/or alcohol treatment program under the Employee Assistance Program may be mandated by FRSA as a condition of continuing employment.

Failure to cooperate with FRSA's Employee Assistance Program may result in discipline, up to and including termination.

## **J. Tests to be Conducted**

In conducting drug testing and/or alcohol testing authorized by this policy, FRSA will:

1. Use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has been or is capable of being accredited by the National Institute of Drug Abuse (NIDA).
2. Ensure that the laboratory or facility selected conforms to all NIDA standards.
3. Collect split samples in such a manner as to preserve the individual employee's right to privacy, and ensure a high degree of security for the sample and its freedom from adulteration; however, employees may nonetheless be witnessed by medical personnel at a hospital facility to ensure that the Employee does not attempt to compromise the accuracy of the test sample.
4. Confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography/mass spectrometry (GC/MS) or an equivalent or better scientifically accurate and accepted method that provides quantitative data about the detected drug or drug metabolites.
5. Provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing, at the employee's own expense; provided the employee notifies FRSA within seventy-two (72) hours of receiving the results of the tests and that the chain-of-custody for the transfer of such sample is confirmed by a neutral third party.
6. Require that the laboratory or hospital facility report to FRSA that a urine or blood sample is positive only if both the initial screening and confirmation test are positive for a particular drug. FRSA will take no adverse employment action against an employee whose test results are negative.
7. In reporting a positive test result, the laboratory will state the specific substance(s) for which the test is positive and will provide the quantitative results of the GC/MS confirmation test. All positive test results must be reviewed by the certifying scientist or laboratory director and certified as accurate. In the event that the results are reviewed by Medical Review Officers, they must be physicians trained in pharmacology.
8. For alcohol testing, for employees in non-safety sensitive positions, FRSA will regard test results showing an alcohol concentration as that currently established by the State of Illinois as being under the influence.
9. For drug testing, for employees in non-safety sensitive positions, FRSA will regard as positive those tests based on the cut-off levels as those currently established by the United States Department of Health and Human Services.
10. For alcohol testing, in safety-sensitive positions or CDL positions FRSA will regard test results showing an alcohol concentration as that currently established by federal law.
11. For drug testing, in safety-sensitive positions or CDL positions, FRSA will regard tests as positive based on the cut-off levels as those currently are established by federal law.

## 1.11 CODE OF ETHICS

The Code of Ethics in the Workplace (Code) covers a wide range of business practices and procedures. It does not cover every issue that may arise, but it sets out basic principles to guide all FRSA employees. All Four Rivers employees and officers must conduct themselves accordingly and seek to avoid the appearance of improper behavior in any way relating to their conduct while representing Four Rivers Sanitation Authority.

### A. Honest and Ethical Conduct

Each FRSA employee and officer owes a duty to Four Rivers to act with integrity. Integrity requires, among other things, being honest and candid. FRSA employees must adhere to a high standard of business ethics and are expected to make decisions and take actions based on the best interests of Four Rivers, as a whole, and not based on personal relationships or benefits. Generally, a “conflict of interest” occurs when a FRSA employee’s personal interests are, or appear to be, inconsistent with, interfere with, or opposed to the best interests of Four Rivers or give the appearance of impropriety.

Business decisions and actions must be made in the best interests of the Four Rivers and should not be influenced by personal considerations or relationships.

Specifically, each FRSA employee must:

1. Act with integrity, including being honest and candid while still maintaining the confidentiality of information when required or consistent with Four Rivers’ policies.
2. Avoid violations of the Code, including actual or apparent conflicts of interest with Four Rivers in personal and professional relationships.
3. Disclose to human resources any material transaction or relationship that could reasonably be expected to give rise to a breach of the Code, including actual or apparent conflicts of interest with Four Rivers.
4. Obtain approval from human resources before making any decisions or taking any action that could reasonably be expected to involve a conflict of interest or the appearance of a conflict of interest.
5. Observe both the form and spirit of laws and governmental rules and regulations, reporting and financial standards, and Four Rivers policies.
6. Maintain a high standard of accuracy and completeness in Four Rivers’ records.
7. Ensure full, fair, timely, accurate, and understandable disclosure in Four Rivers’ periodic reports.
8. Report any violations of the Code to human resources.
9. Proactively promote ethical behavior among peers in their work environment.
10. Maintain the skills appropriate and necessary for the performance of their duties.
11. Always provide truthful and honest statements.

## **B. Confidential Information**

FRSA employees must maintain the confidentiality of information entrusted to them by Four Rivers. Records containing personal data about employees or private information about customers are confidential. Such records are to be carefully safeguarded and kept current, relevant, and accurate. Confidential records should be disclosed only to authorized personnel or as required by law. The obligation to preserve confidential information continues even after employment ends.

All inquiries regarding Four Rivers from non-employees should be directed to the employee’s manager or director. Four Rivers’ policy is to cooperate with every reasonable request by government investigators for information.

## **C. Procurement**

Four Rivers Sanitation Authority must procure a wide range of goods and services to ensure it fulfills its core functions. Since FRSA uses public funds in acquiring these goods and services, the public has a vested interest in the management and maintenance of a transparent, ethical process. To achieve this goal, FRSA will follow the principles as defined by the Government Financial Officers Association (GFOA) of competitive bidding and economical procurement practices.

#### **D. Prohibited Political Activities**

No officer or employee will intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee will intentionally use any property or resources of Four Rivers Sanitation Authority in connection with any prohibited political activity.

“Prohibited political activity” includes any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (1) relating to the support or opposition of any executive, legislative, or administrative action, (2) relating to collective bargaining, or (3) that are otherwise in furtherance of the person’s official duties.

At no time will any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i.) as part of that officer or employee’s duties, (ii.) as a condition of employment, or (iii.) during any compensated time off (such as holidays, vacation, or personal time off).

No officer or employee will be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, nor will any officer or employee be awarded additional compensation or any benefit in consideration for their participation in any prohibited political activity.

Nothing in this section prohibits activities that are permissible for an officer or employee to engage in as part of their official duties, or activities that are undertaken by an officer or employee on a voluntary basis that are not prohibited by this Code.

No person either (i.) in a position that is subject to recognized merit principles of public employment or (ii.) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, will be denied or deprived of employment or tenure solely because they are a member or an officer of a political committee, of a political party, or of a political organization or club.

#### **E. Official Misconduct**

Accepting a bribe in exchange for performing an official act is a type of official misconduct.

FRSA employees commit official misconduct when, in their official capacity, they:

- Intentionally or recklessly fail to perform any mandatory duty.
- Knowingly perform an act they know is illegal.
- Perform an act outside their lawful authority to try to obtain a personal advantage for themselves or anyone else.
- Solicit or accept a bribe.

#### **F. Gift Ban**

Except as permitted by this policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as “recipients”), will intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source will intentionally offer or make a gift that violates this Section.

A prohibited source is defined as any person or entity who: (1) is seeking official action (i) by the member, officer, or judge or (ii) in the case of an employee, by the employee or by the member, officer, judge, governmental entity, or other employee directing the employee; (2) does business or seeks to do business (i) with the member, officer, or judge or (ii) in the case of an employee, with the employee or with the member, officer, judge, governmental entity, or other employee directing the employee; (3) conducts activities regulated (i) by the member, officer, or judge or (ii) in the case of an employee, by the employee or by the member, officer, judge, governmental entity, or other employee directing the employee; (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the member, officer, employee, or judge; or (5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act.

## **G. Exceptions**

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or their spouse or immediate family member, pays the fair market value.
3. Any (i.) contribution that is lawfully made under the Election Code or (ii.) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual based on a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or their spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided based on personal friendship, the recipient will consider the circumstances under which the gift was offered, such as: (i.) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii.) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii.) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i.) consumed on the premises from which they were purchased or prepared or (ii.) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume and are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee) if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee and are customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee, and “intergovernmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$50.

Each of the exceptions listed in this section is mutually exclusive and independent of each other.

Any questions about a gift received by an employee or officer should be addressed to human resources.

#### **H. Disposition of Gifts**

An officer or employee, their spouse or an immediate family member living with the officer or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

#### **I. Penalties**

In addition to any other penalty that may be applicable under the law, an employee who intentionally violates any provision of this policy is subject to discipline, up to and including termination.

#### **J. Ethics Advisor**

Human resources will serve as the ethics advisor and will guide officers and employees of Four Rivers Sanitation Authority concerning the interpretation of and compliance with the provisions of this policy and relevant State ethics laws. Any employee or officer who has questions about the Code should consult human resources.

### **1.12 CORRECTIVE ACTION**

Whenever an employee’s actions or conduct are contrary to or violate the work rules or other policies or procedures of Four Rivers Sanitation Authority, an employee may be placed on a corrective course of action. FRSA evaluates each case of misconduct and takes those steps it deems appropriate. Four Rivers will determine what level of discipline is appropriate, depending upon the seriousness of the violation, the employee’s past record, or other factors. Discipline can include, but is not limited to, documented verbal reprimand, written reprimand, suspension, or termination.

#### **A. Responsibilities of Employees**

It is the duty and the responsibility of every Four Rivers Sanitation Authority employee to be aware of and to abide by existing policies and work rules.

It is also the responsibility of employees to perform their duties to the best of their ability and to the standards set forth in their job descriptions or as otherwise established. Employees are encouraged to take advantage of all learning opportunities available and to request additional instruction when needed.

## **B. Responsibilities of Supervisors, Managers and Directors**

The immediate supervisor, manager or director should approach corrective measures in an objective manner. If the employee's performance of assigned tasks is the issue, the supervisor, manager, or director should confirm that proper instructions, appropriate orientation, and adequate training have been given and that the employee is aware of job expectations. Both single incidents and patterns of poor performance should be of concern.

If misconduct is the issue, the supervisor, manager, or director should take steps to ensure that the employee is aware of the Four Rivers' policies and regulations regarding employee conduct.

If, in either case, appropriate instruction or information was not communicated, the supervisor, manager or director should immediately develop a plan for delivering such instruction or information and should review the content with the employee.

## **C. Progressive Discipline Process**

Four Rivers supports the use of progressive discipline to address issues such as poor work performance or misconduct to encourage employees to become more productive workers and to adapt their behavior to Four Rivers standards and expectations. Generally, a supervisor gives a warning to an employee to explain behavior that the supervisor has found unacceptable. There are two types of warnings: verbal and written.

A verbal warning occurs when a supervisor verbally counsels an employee about an issue of concern. A written record of the discussion, noting the date, event, and recommended action, is placed in the employee's personnel file for future reference.

A written warning is used for behavior or performance that a supervisor considers serious or when a verbal warning has not helped change unacceptable behavior or performance. The director, in consultation with human resources (HR), may place the employee on a performance improvement plan (PIP) not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and work requirements specified by the supervisor and the organization. The supervisor and employee should meet regularly to assess the progress of the PIP. If the employee has met the goals and expectations described in the PIP, the supervisor will document that he or she has successfully completed the PIP. If established goals are not met, dismissal may occur, following consultation between Human Resources and FRSA legal counsel.

Four Rivers reserves the right to bypass one or more progressive discipline steps and to administer appropriate disciplinary action for all forms of disruptive or inappropriate behavior. Each situation will be dealt with on an individual basis.

## **D. Employee Conduct That Can Result in Disciplinary Action**

Four Rivers has established general guidelines to govern the conduct of its employees. No list of rules can include all instances of conduct that can result in discipline, and the list of examples below is not exhaustive. Furthermore, sound judgment and common sense should prevail.

1. Violation of any FRSA or departmental rule, regulation, policy, or directive.
2. Incompetence, ineffectiveness, inefficiency, or wastefulness in the performance of assigned duties and responsibilities.
3. Engaging in activities that interfere with an individual's or other employees' job performance, or off-duty misconduct that interferes with the employee's job performance or negatively impacts or reflects upon Four Rivers Sanitation Authority.

4. Abusive or profane language, harassment, or physical or verbal threats.
5. Engaging in personal business/other employment while on duty or the utilization of FRSA vehicles or equipment for personal use except when such use is in conjunction with a specific FRSA program or departmental assignment.
6. Disregard for safety policies, procedures, reporting requirements and/or proper use of safety gear, clothing, or equipment.
7. Filing fraudulent worker's compensation claims and disability claims or failing to report accidents or personal injuries.
8. Solicitation or acceptance of money or anything of value to influence decisions in public matters or as a reward for such decisions.
9. Use or attempted use of political influence in securing a position, promotion, leave of absence, transfer, change of classification or pay, or character of work.
10. Intentional failure or refusal to carry out instructions; acts of insubordination; and willful disregard of orders.
11. Misappropriation, destruction, theft, or conversion of Four River's property.
12. Removal of any kind of FRSA-owned material or equipment from the place of business for personal use or profit, including material deemed to have no value (trash/junk).
13. Possession of alcohol or drugs on Four Rivers property or in FRSA vehicles. Being under the influence of alcohol, drugs, or chemical intoxicants while on duty. This includes other violations of the drug and alcohol policies.
14. Refusal to comply with a request for physical or other examination.
15. Falsification of any FRSA document, information, or omission of information required by Four Rivers.
16. Offensive conduct or language toward the public, municipal officers or employees.
17. Tardiness and/or absenteeism and failure to maintain a satisfactory attendance record.
18. Absence without leave or permission, defined as three (3) consecutive workdays without proper notification.
19. Smoking in an unauthorized area.

Allegations of misconduct may result in an investigation wherein an employee whose conduct is at issue may be placed on a leave of absence, with or without pay, pending the outcome of the investigation and corrective action, if any.

Four Rivers reserves the right to determine the appropriate level of discipline for any performance or conduct issues, including oral and written warnings, suspension with or without pay, demotion, and discharge. Nothing herein is intended to interfere with an employee's rights under the Illinois Public Labor Relations Act, the National Labor Relations Act or any other applicable law.

## **SECTION 2 – EMPLOYMENT POLICIES**

### **2.1 RECRUITMENT & SELECTION**

Human Resources (HR), in cooperation with the director or designee, will determine which steps in the selection process will be used based on the nature of the position to be filled, and where relevant, the collective bargaining agreement. Consideration of an applicant for a given position will be based on the applicant's overall qualifications as determined by human resources.

Four Rivers Sanitation Authority recognizes and will comply with all laws, rules and regulations applicable to hiring, retention, and discharge.

#### **A. Recruitment**

Steps in the recruitment process may include the following:

1. Human resources will be notified of a vacant position or need.
2. Human resources will seek approval from the Board of Trustees to create a new position, change the organizational chart, or hire a director or assistant director (or equivalent thereof in the event of a title change)
3. HR will process all properly authorized Requests for Personnel submitted on the Employee Requisition form.
4. HR will distribute vacancy announcements listing the authorized opening(s) to all FRSA Departments/Divisions for posting and to selected employment or other agencies.
5. All Departments will post vacancy announcements in a designated location for the time period noted on the posting. The time period may vary to comply with collective bargaining agreements. The minimum time period for the posting of non-bargaining unit positions will be five (5) calendar days.
6. FRSA may advertise the vacancy in any manner it deems appropriate.
7. FRSA employees must have successfully completed their Introductory Period before applying for an open position.
8. FRSA employees interested in a posted position must complete and file an internal application with human resources. Employees are responsible for a complete and accurate application and must ensure that they have provided current contact information on their application. All internal applications must be received by human resources within the posting period listed.

#### **B. Selection Processes**

Human resources will review and screen applications. Qualified applicants will be referred to the hiring manager.

1. Applicants may be required to complete written or other performance tests or evaluations.
2. Only those applicants that have successfully completed all steps of the initial screening processes, will be scheduled for an interview. A representative of HR, or other appropriate managers may participate in the interview process.
3. The selection of the successful candidate will be made jointly by the director or designee and the supervisor with counsel from human resources.
4. Human resources will present a conditional offer of employment, contingent on the successful completion of the pre-employment process, to the applicant selected for the position. This conditional offer does not constitute an employment agreement. Applicants interviewed but not selected will be notified by human resources.

#### **C. Pre-Employment Process for New Hires**

1. The applicant to whom the position is offered is required to submit to a post-offer physical examination to determine the applicant's ability to perform the essential functions of the job.
2. A drug test will be administered to any applicant who accepts an offer of employment.
3. Applicants may be required to undergo reference checks, records checks, or other background checks depending on the position.
4. Completion of Form I-9 in accordance with applicable law.

#### **D. Employment of Relatives**

It is the policy of Four Rivers Sanitation Authority to avoid the hiring, transfer, or promotion of relatives of employees into situations where the possibility of favoritism or conflicts of interest might exist. Therefore, applicants will not be hired, or employees promoted or transferred into the same department at a location where a relative holds a supervisory position in the same department or there are concerns about relatives working in the same department. In addition, applicants will not be hired, or employees promoted or transferred into a position where a relative occupies a position in the supervisory chain of command under which the individual applicant or employee would work. Departments are as designated in FRSA's most recent organization chart.

#### **E. Introductory Period**

New hires, rehires, and employees new to a position will be considered to be in their introductory period for the first ninety (90) days of employment or re-employment. Persons promoted or demoted must serve a new ninety (90) day introductory period at the time of promotion or demotion. Employees are not eligible to apply for a different position until successfully completing their introductory period. During the introductory period, FRSA will be the sole and exclusive judge of the employee's qualifications for, and the ability to adequately perform the essential functions of the new position with any required reasonable accommodation and will be the sole and exclusive judge in deciding whether to continue the employment relationship at the completion of the introductory period.

During the introductory period, new hires, rehires, promoted or demoted employees will be subject to termination without recourse to the problem resolution procedure set forth below.

Any employee who during the introductory period resulting from a promotion does not adequately perform the functions of the new position with any required reasonable accommodation may, and without recourse to the problem resolution procedure, be:

Returned to the employee's previous classification and position (if the position is still approved and vacant).

Demoted or transferred to another available approved classification and position for which the employee is qualified.

Terminated from employment with Four Rivers.

## **2.2 EMPLOYEE CLASSIFICATION**

### **A. Classifications**

**Full-time employees** work on average at least 30 hours per week, or 130 hours per month. This classification does not include employees hired on a short-term basis.

**Part-time employees** regularly work fewer than 30 hours per week or 130 hours per month. This classification does not include employees hired on a temporary basis.

**Seasonal/Short-Term employees** are hired for a specific short-term project, or on a short-term project, per diem, temporary or seasonal basis.

**Intern Employee** is an individual hired by Four Rivers who is currently enrolled in an institution of higher learning and performs temporary duties, for a period not to exceed 900 hours.

## **B. FLSA Status**

In addition to the above classifications, employees are categorized as either “**exempt**” or “**non-exempt**” for purposes of federal wage and hour laws. Employees classified as non-exempt receive overtime pay at time and one-half their regular rate of pay for any hours worked over eight (8) hours a day or 40 in a workweek. Exempt employees are not eligible for overtime pay. Employees will be informed of their classification upon hire and informed of any subsequent changes during employment. The Board of Trustees must approve any change in employee classification.

## **C. Job Descriptions**

Job descriptions are maintained for each position at Four Rivers Sanitation Authority. Four Rivers management provides job descriptions detailing the essential functions (fundamental duties) and necessary working conditions for all FRSA jobs. Job descriptions are used as guidelines for normal work assignments; however, FRSA reserves the discretion to assign any other work it deems appropriate when no work is available for the employee in their specific job description, in cases of emergencies, or in other cases that may be considered to be in the best interests of Four Rivers.

## **2.3 CHANGES IN EMPLOYMENT**

Within employment at Four Rivers Sanitation Authority, on occasion, there are opportunities for employee transfers and promotions. Additionally, there are occasions where demotions are necessary. FRSA has the right to place individuals in positions based upon their qualifications, and in the best interest of the organization. FRSA will follow collective bargaining agreements, as pertinent.

### **A. Lateral Transfer**

A lateral transfer occurs when an employee moves from a position in one job class to a different position in the same class or another job class in the same pay grade. A lateral transfer may be voluntary, at the request of the employee; or it may be involuntary, at the direction of human resources.

An employee will not be transferred to a position for which the employee is not qualified. An employee who transfers to a different position will serve a new introductory period for the new position.

### **B. Promotion**

When practical and in the best interest of FRSA, vacancies will be filled by current Four Rivers employees provided that they are the best-qualified candidates. Promoted employees will serve a new introductory period.

### **C. Demotion**

A director may demote an employee for substandard performance and/or inability to perform the essential functions of the position, as a result of restructuring or for other possible reasons. An employee will not be demoted to a position for which the employee is not qualified. Demoted employees will see an adjustment in pay that is in accordance with the newly assigned position. Employees demoted for performance issues will serve a new introductory period. Human Resources and legal counsel shall consult prior to any demotion.

## **2.4 SEPARATION**

Separation means an employee whose employment with Four Rivers Sanitation Authority has ended, either voluntarily, involuntarily, or through retirement, layoff, permanent disability, or death.

**A. Retirement**

An employee leaving FRSA for retirement will be entitled to any benefits provided for under the Illinois Municipal Retirement Fund as specified by IMRF policy or by Illinois statutes.

Employees hired before January 1, 2011, are vested in the IMRF pension plan after eight (8) years of service and at age 55 or older. Employees hired on or after January 1, 2011, are vested in the IMRF pension plan after ten (10) years of service and at age 62 or older.

Employees considering retirement are encouraged to work directly with IMRF at least one (1) year before the elected retirement date.

**B. Resignation**

Employees wishing to resign in good standing must give their director a minimum of a two-week notice. Resignation notices should be in written form, dated and include the reason(s) for resignation. Once human resources receives the written notice of resignation, it cannot be rescinded without good cause and approval of the executive director. FRSA reserves the right to accept a resignation, effective immediately, if deemed in the best interest of FRSA.

**C. Termination**

Other than as provided by collective bargaining agreement, employees may be terminated from employment with or without reason, notice or cause. Dismissed employees who have completed their introductory period may use the Problem Resolution Procedure (starting at Step 2) to appeal termination. Human Resources and legal counsel shall consult prior to a termination.

**D. Layoff**

Four Rivers Sanitation Authority will make every effort to retain employees who have completed their orientation period. However, should it become necessary to reduce the work force due to lack of funds or work or for other appropriate reasons, Four Rivers may lay off employees, either temporarily or permanently. Such layoffs will be made at the discretion of the Board of Trustees and the executive director. The procedure detailed in collective bargaining agreements will be followed for employees covered by a CBA.

**E. Payment of Accumulated Sick Leave at Separation**

At separation, an employee who has completed one year of service at Four Rivers Sanitation Authority as a regular full-time employee will receive fifty percent (50%) of their current hourly rate of pay for all hours in their Sick Leave Bank. Sick leave hours above the maximum bank of 480 hours, or that have been credited to an employee's IMRF Sick Leave Account, are not included.

**F. Payment of Accumulated Sick Leave at Retirement**

An employee who is vested in IMRF at the time of their retirement and who will receive IMRF retirement benefits immediately upon leaving Four Rivers may elect to either receive eighty percent (80%) of their accumulated sick time upon retirement, paid at their current rate of pay, or apply the total balance of their accumulated sick leave balance to IMRF for the purchase of service credits.

In accordance with the Illinois Pension Code (ILCS 7/5-139(a)8), employees electing to contribute unused sick time to their IMRF account may convert up to 240 days, or 1920 hours, of unused, unpaid sick time. Employees must contribute 100% of their remaining sick time balance and they are prohibited from receiving any payment of sick time accrual at separation. In the event an employee has more than the IMRF-defined maximum of 240 days, the remaining sick leave balance will be forfeited.

If an employee has notified FRSA of their intent to retire and is otherwise qualified to receive eighty percent (80%) of their accumulated sick time upon retirement, but dies within 30 days of their retirement date, the employee's estate will be eligible for eighty percent (80%) of the accumulated sick time, as if the employee had retired on the day before they died.

#### **G. Payment of Unused Vacation**

A separated employee will be paid any accrued, unused vacation hours remaining in their vacation balance, which had been awarded to the employee on that employee's most recent anniversary date.

IMRF-eligible retirees, who provide notice of at least six weeks, will be paid their unused vacation time, as well as that portion of the following year's vacation time that the employee would have earned between their last anniversary date and their retirement date.

#### **H. Benefits After Separation**

##### **1. Health & Dental**

Employees leaving FRSA employment, who have remained current on their portion of the health and dental insurance premiums, will remain on the group health insurance until the end of the month of separation.

##### **2. COBRA Health Insurance Continuation**

Pursuant to federal law, Four Rivers Sanitation Authority will offer health care continuation coverage to employees and employees' dependents who would lose coverage under FRSA's health care plan due to certain "qualifying events", including death of an employee; termination of employment; reduction of hours; divorce, legal separation, and loss of dependent status. Eligible employees and eligible family members include only those who are covered by the health plan, at the time of qualifying event.

Terminated employees are responsible for 100% of the premium plus a 2% administrative fee. An employee must elect such continued coverage within sixty (60) days of separation.

##### **3. Continuation of Benefits at Retirement**

The Illinois Insurance Code covers continuation requirements for retired public employees and their dependents. When an employee retires from FRSA and is immediately eligible to receive an IMRF pension, the retiree must be afforded the opportunity to stay on FRSA's group plan at 100% of the premium. This option also extends to the retiree's eligible dependents provided they were already on Four Rivers' group plan. For a retiree and for a retiree's spouse, coverage under the group plan ends for each individual upon their attainment of Medicare eligibility.

##### **4. Health & Dental Benefits for Age 62 Retirees**

If an employee retires between ages 62 and 65 with at least 12 years continuous service at Four Rivers, FRSA will contribute the “Prevailing Group Premiums” for the retiree until the retiree reaches age sixty-five (65) (the current age for Medicare eligibility). If the age sixty-two (62) retiree dies prior to reaching age sixty-five (65), this benefit will be available to their surviving spouse until the date on which the age sixty-two (62) retiree would have reached age sixty-five (65).

5. Other Requests for Continued Health Insurance Coverage:

The executive director, with the approval of the Board of Trustees, may offer optional insurance coverages as a part of an early retirement program or as an incentive for individuals at separation.

**I. Payment of Monies Due at Separation**

A terminated employee will be paid all amounts due to them on the next scheduled payday following their separation. Upon separation, FRSA will withhold from an employee’s final paycheck any contributions or premiums due for the continuation of health insurance coverage, voluntary benefits, or deferred compensation. FRSA will also offer to provide a record of the outgoing employee’s paystubs from one year preceding the separation date.

**J. Return of FRSA Property**

A separated employee will return any work clothes, cell phone, computers, and related equipment, vehicle assigned to them, their employee identification card, all FRSA training manuals, equipment, tools, keys, and any other FRSA property in their possession at the time of termination. Failure to return FRSA property may result in contacting local authorities to report theft of FRSA property and/or a lawsuit being filed against the employee for the value of the property that is not returned.

**SECTION 3 – OPERATIONAL POLICIES**

**3.1 TIME & ATTENDANCE**

**A. Absenteeism & Punctuality**

Timely and regular attendance is an expectation for all FRSA employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their work schedule. In the event an employee is unable to meet this expectation, they must obtain approval from their supervisor in advance of any schedule changes. Four Rivers will have the discretion to evaluate extraordinary circumstances of tardiness, absence, or failure to clock-in or clock-out and determine the appropriate disciplinary response.

1. Tardiness: When an employee is not present at work at the time the shift is scheduled to begin.
2. Absence: Failure of an employee to be present at work when scheduled.
3. Excused Absence: Notification by an employee to a supervisor, and prior approval of that supervisor for the employee to be away from work when scheduled.
4. Unexcused Absence: The failure of an employee to be present at work when scheduled and to have obtained advance approval for the absence from the employee’s supervisor.

**B. Notification Procedure**

If an employee is going to be absent from work for any reason, they must contact their supervisor, or their supervisor’s designee. All absences will be reported as early as possible, but in no event later than the start

of the shift. However, wastewater treatment operators are required to report absences to the operator foreman on duty or his immediate supervisor at least one hour prior to the start of their shift.

Employees are required to report all absences in the manner and within the required time period prescribed. Exceptions will be made only in cases of extreme and documented emergencies.

### **C. Doctor's Note**

FRSA may request a doctor's note when an employee has been absent for three (3) consecutive workdays or more, if you have called in sick the day before or after a holiday or vacation, or if there is a concern about abuse of sick leave. The required note should verify that the employee was seen by the health care provider and should detail any period of incapacity or job-related restrictions.

### **D. Discipline**

Employees who have a pattern of abuse of time or who are in violation of this policy will be disciplined up to and including termination.

### **E. Job Abandonment**

Employees who fail to report to work for three consecutive workdays without notifying Four Rivers of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact Four Rivers for any absence, they should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact FRSA due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or their representative from contacting the company within three days), the employee or their representative must contact FRSA as soon as practicable to explain the situation. In extreme circumstances, FRSA will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

### **F. Working Hours**

Working hours are defined as the time assigned for the performance of an employee's employment duties but does not include time when an employee is relieved of their duties, such as break or mealtimes. Employees can use their meal break periods for personal purposes so long as the employee does not interfere with other employees during their working hours. Any such activity that causes interruption of another employee's work is strictly prohibited.

The workweek for all employees, begins at 12:01 a.m. on Sunday and ends at midnight on Saturday. Work shifts will be arranged to meet the needs of Four Rivers operations.

The scheduled work hours in this section are meant to define the normally scheduled hours of work, and do not affect management's right to reschedule hours for any employee or group of employees as set forth above.

### **G. Time Not Worked**

Per the Fair Labor Standards Act (FLSA), for non-exempt employees, Four Rivers Sanitation Authority does not count the following provisions as time worked:

- Paid leave. Approved paid absences, including sick leave, holiday leave, Family and Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.
- Lunch or dinner periods. Uninterrupted time off for lunch or dinner is not counted as time worked.
- Any unpaid time or unapproved absences.

## **H. Overtime**

Non-exempt employees will be paid overtime for all hours worked in excess of eight (8) hours a day or in excess of 40 hours in a workweek. Overtime will be paid at the rate of one and one-half (1 1/2) times the employee's regular hourly rate. For the purpose of calculating overtime, hours worked will be calculated to include vacation time but will not include any other form of paid time off or leave.

### **I. Prior Approval of Overtime**

An employee who works overtime must obtain prior approval from his supervisor. Overtime work performed without prior approval may result in a reduction in future hours to be worked, as well as other disciplinary action.

### **J. Overtime Pay for Holidays**

1. An employee who works on a holiday will either (a.) receive overtime pay for all hours worked on a scheduled holiday or (b.) be granted alternative time off, in which case the alternative time will equal the amount of time the employee worked on the holiday.
2. An employee that is required to work on a previously scheduled Floating Holiday may reschedule their Floating Holiday. Overtime will not be received unless the employee has worked more than eight (8) hours in the day, or 40 hours in the work week.

## **K. Break Period**

Employees whose regular shift includes an unpaid lunch period will be allowed one fifteen (15) minute break period during each half of each work shift. Employees whose regular shift does not include an unpaid lunch period will be allowed one twenty (20) minute break to be taken no more than five (5) hours following their starting time. The exact time of the break will be determined by the employee's immediate supervisor.

### **L. Scheduling and Location of Break Period**

Break periods will occur at a time acceptable to the supervisor of the department.

All breaks must be taken in areas assigned for break purposes. In cases where the employee's work requires the employee be off FRSA premises in the course of work, the break will be taken at the job site to which the employee is assigned, or at a location at the discretion of the employee's supervisor.

## **M. Scheduling of Work**

Four Rivers management will establish the starting and ending time of the workday, and the time and duration of the lunch period for each department and for each shift within the department based on the specific needs and workloads of the department.

Four Rivers may, as necessary, require an employee to work hours other than those normally scheduled, including overtime hours and hours on holidays and weekends. In order to ensure the proper operation and

maintenance of facilities and infrastructure, in case of major breakdowns or to respond to emergencies requiring sewer maintenance during evening hours, weekends, or holidays when personnel are not regularly scheduled to work, certain personnel will be assigned to standby status for one-week periods.

#### **N. Normally Scheduled Work Hours**

All normally scheduled work hours will be determined by management and communicated to the employees to which the schedules apply. The following is an overview of the types of shifts operated by FRSA:

##### **1. Hourly Paid (non-exempt) Employees**

All hourly paid employees are normally scheduled to work Monday through Friday with an unpaid scheduled lunch break during which no work should be performed. Employee starting and ending times will be determined by FRSA management. Employees who work 12 hours or more in a day are eligible to receive an additional meal break.

##### **2. Exempt Employees**

All exempt employees will work schedules established by their manager with approval from the executive director.

#### **O. Prior Approval to Work Alternate Hours**

An employee who wishes to work irregular hours or hours of work different than those assigned to the rest of the department must obtain prior approval from the department director. An employee failing to obtain such approval may be considered tardy or absent and may be subject to a reduction in future hours to be worked, as well as other disciplinary action.

#### **P. Time Records - Punch In and Out Times**

1. Time clocks will be used as the primary method of determining the number of hours worked for the computation of a non-exempt hourly employee's pay, whenever an employee's work assignment allows for access to time clocks. In some instances, the department director may allow staff to utilize alternative methods of recording time through a mobile device application or on their work-assigned computer.
2. When an employee's assignment is such that access to a time clock is not practical, in management's discretion, such employee will maintain such time records or will call in time as required by Four Rivers management.
3. To be eligible for payment, any hours worked by a non-exempt employee which are not recorded on the time clock due to the nature of the work involved or due to a malfunction of the time clock equipment must be reported to the employee's supervisor and entered in the timekeeping system by the employee's supervisor.
4. When applicable, Management may require an employee to punch in and out for lunch breaks whenever such employee has, in management's discretion, reasonable access to a time clock. An employee not required to punch in and out for lunch breaks will maintain such time records or will call in time as FRSA management may require.
5. Employees are solely responsible for the timely reporting of any time clock discrepancies or missed punches.
6. Employees are required to approve their time on a bi-weekly basis. Approvals must be completed by the last full working day of a pay period and include a self-audit of all use of paid time off.

## **Q. Rounding Rule**

1. A non-exempt employee will not record a time greater than .10 of an hour (six (6) minutes) earlier than the start of his scheduled work shift nor later than .10 of an hour (six (6) minutes) after the termination of his scheduled work shift without the approval of his immediate supervisor.
2. Any time less than .10 of an hour (six (6) minutes) prior to the start of the employee's scheduled work shift, or less than .10 of an hours (six (6) minutes) after the termination of his scheduled work shift, will be considered to be scheduled shift time, and the scheduled shift hours will be used in calculating pay. Lunch/dinner break time will not be used in calculating pay.
3. Rounding of time is an administrative step. It does not preclude an employee's responsibility to arrive to the workplace and to be prepared to work at their scheduled start time.

## **3.2 EMPLOYEE SELF-SERVICE**

Four Rivers Sanitation Authority's Employee Self-Service (ESS) portal is a secure, web-based tool through which FRSA employees can access relevant information and conduct certain transactions from a central online site. The ESS is the source of record for employees to change personal data, review time worked, print out pay slips, enroll in employer benefits, schedule vacations, register for benefits, and make changes to benefits when there is a qualifying life event, such as marriage, birth, divorce, or adoption.

Some of the processes found in ESS include but are not limited to:

### **A. Employee Personal Data and Updates**

ESS will act as each employee's master record for contact information, including phone number, address, and emergency contacts. With the ESS, it is the employee's responsibility to update personal information when changes occur. For name changes, a social security card with the updated name is required as proof of documentation.

### **B. Benefits Enrollment**

Annual open enrollment and qualifying life events will be made through the ESS site. For qualifying life events, a completed request and supporting documentation will be required to be submitted through ESS within 30 days of the occurrence.

### **C. Communications**

The ESS will act as a communication portal for FRSA announcements, updates, benefits information, and key messages. Employees are responsible for checking the ESS for timely updates.

### **D. Employee Onboarding**

All new employees will complete their Employee Onboarding process through ESS.

### **E. Employee Training**

ESS will be used to track employee training requirements, completion dates and recommended or optional training offerings.

## **F. Leave Requests & Leave Maintenance**

All requests for use of sick leave, vacation, FMLA, or any paid leave request will be made through the ESS. Employees are responsible for requesting, managing, and recording sick leave, vacation, FMLA, and paid leaves through Employee Self Service.

## **G. Manager Self-Service**

Access for Manager Self-Service (MSS) can also be found in ESS. Only those managers with the appropriate security will be allowed to view MSS. MSS will allow managers to handle the daily employee transactions with real-time access to workforce data for timely decision-making.

## **H. Payroll & Time and Attendance**

The ESS acts as the employee's centralized source for payroll and time and attendance information. Employees can review paid time off balances, request time off, print W-2's, and view paycheck details. Employees are responsible for confirming that paid time off balances and paycheck detail are accurate after each pay date. Discrepancies in pay or paid time off balances must be reported immediately to payroll and will be promptly investigated. Employees who do not approve their time or who do not adequately audit their use of paid time off may be subject to discipline.

In accordance with applicable law, employees may request copies of their pay stubs; any such requests must be in writing and directed to HR.

## **I. Performance Management**

The ESS portal will enable employees to complete self-evaluations, set goals, input information about training and development activities, and review, respond to, and sign performance evaluations.

## **J. Recruitment**

Postings for open positions at Four Rivers can be found in ESS. Interested internal applicants can complete their application, attach a cover letter, and resume for open positions through ESS.

## **K. Reimbursements**

All reimbursements, including participation in a continuing education, certification, or tuition program, travel, or safety equipment, must be submitted with supporting documentation within thirty (30) days of the receipt date.

## **L. Security**

Security features in the ESS ensure that sensitive, electronically stored information is secure and cannot be shared with unauthorized users. If an employee suspects a security breach, they are to notify IT immediately.

## **M. Vacation**

All requests for the use of vacation time must be made through the ESS. Employees are responsible for managing and recording vacation time through Employee Self Service.

Requests for payouts or rollovers of excess vacation on the employee's anniversary date are also made in ESS. Such requests must be received by payroll 30 days before the employee's anniversary date or balances will automatically be paid out.

#### **N. Wellness**

Information on wellness programs & discounts can be found on ESS.

### **3.3 PAY DAYS & PAYCHECKS**

#### **A. Pay Day Schedule**

Four Rivers will normally issue paychecks every other Thursday, twenty-six (26) times annually. Paychecks will provide compensation for the two (2) previous "work weeks".

If a payday falls on a holiday recognized by FRSA, the pay day will be the working day before that holiday, unless employees are specifically notified otherwise by management.

#### **B. Check Distribution**

Employees may elect and are encouraged to have their pay directly deposited into a financial institution account. The direct deposit form can be completed and returned to payroll. The direct deposit form is available on Employee Self-Serve.

Employees receiving physical checks will be required to personally obtain their checks from the finance department after 3:00 p.m. on the issue date of the check. Employees will be required to sign a receipt for the check.

#### **C. Pay Concern Procedures**

Employees who believe their pay has been improperly reduced or miscalculated or have any other pay issue should immediately contact Human Resources to request a review of the discrepancy. Human Resources will inform the Executive Director of any such concern that is not resolved within two (2) weeks or that has a potential financial impact to FRSA in excess of \$1,000.00; the Executive Director must then inform the Board of Trustees.

The employee will be asked to specify in writing the circumstances of the pay issue and whether the issue has occurred on other occasions. FRSA will review pay and time records to determine the merit of the allegation. If the pay issue was, in fact, improper, FRSA will reimburse the employee as promptly as possible (but not later than two (2) pay periods from the identification of the problem). FRSA will not retaliate against employees who make good faith pay complaints and/or participate in related investigations.

### **3.4 PROBLEM RESOLUTION PROCEDURE**

It is the goal of Four Rivers Sanitation Authority that managers and supervisors maintain an open-door policy for employees to discuss and resolve any questions or complaints that they may have regarding any aspect of their employment. To alleviate problems, air grievances, or resolve differences of opinion relating to employment, employees are encouraged to discuss these matters with their immediate manager or supervisor. This communication should resolve most misunderstandings. If these attempts do not resolve the issue(s), employees are encouraged to follow this Problem Resolution Procedure below. The procedure below does not apply to employees covered by a collective bargaining agreement grievance procedure or to new employees during their initial introductory period.

## **A. Step One**

Only after good faith open door discussions with the supervisor have not resulted in a resolution to the issue, an employee may initiate the problem resolution process by reducing the problem to writing and presenting the issue to the department director. If discussions have not occurred with the immediate supervisor, step one may be delayed until after such discussions have occurred.

Employees should submit a Problem Resolution Form to the department director within one (1) calendar week of the occurrence giving rise to the issue or problem. The completed form must:

1. Be signed by the employee.
2. Set forth the facts of the dispute.
3. Set forth the resolution desired.
4. Address only one issue.

The Problem Resolution Form can be found on the ESS site. The employee will continue to perform their assigned duties while the issue or problem is addressed.

The director or designee will investigate the problem and will prepare a written response to the employee.

## **B. Step Two**

If the response of the department director to the employee in Step One is not satisfactory, the employee may present the issue or problem in writing to Human Resources within one (1) calendar week after receipt of the response from the department director.

Human Resources will discuss the matter with the employee and other employees as necessary to fully review the employee's concern and make a written determination within ten (10) days of receipt of the Step Two request.

## **C. Step Three**

If the response of Human Resources in Step Two is not satisfactory, the employee may present the issue or problem in writing to the executive director within one (1) calendar week after receipt of the Step Two response.

The executive director or designee may discuss the matter with the employee and other employees as necessary to fully review the employee's concern. The Executive Director will make a written determination within ten (10) days of receipt of the Step Three request. This decision will be final.

## **3.5 HEALTH & SAFETY**

It is the goal of Four Rivers Sanitation Authority that all employees be provided a safe working environment and work in a safe manner. All employees, both supervisory and non-supervisory employees, must recognize and carry out their duties in a manner that gives due regard for their own safety and the safety of others. Any employee who believes they are subjected to unsafe working conditions must immediately report such conditions to the employee's supervisor or the human resources department.

### **A. Supervisory Responsibility**

In the event an employee experiences an injury on the job, it is the supervisor's responsibility to report the injury electronically to Human Resources within twenty-four (24) hours of the injury. The supervisor must

also obtain the completed Employee Injury Report and the Authorization for Medical Records and Communications Release forms from the employee, as well as any other required forms, and will forward all documents to the TPA and human resources.

## **B. Employee Responsibility**

Employees are expected to follow safe working practices, follow departmental safety policies, and contribute to a safe working environment. Any injury, no matter how slight, must be immediately reported to a supervisor.

## **C. Safety Committee**

The risk manager will work with individual departments to develop and facilitate safety committees that meet the needs of the department's operations and FRSA's risk management program. Departments may be required to coordinate reports and training and to participate in audits and classes that will encourage a safe work environment.

## **D. Reimbursement for Safety Glasses**

When an employee's work necessitates wearing prescription safety glasses, Four Rivers will reimburse employees for one pair of safety glasses annually. Employees must submit the appropriate receipts for reimbursement. Replacement of safety glasses or lenses will be at the discretion of Four Rivers. The cost of the eye exam is not included in the reimbursement. Requests for reimbursements must be filed within 30 days of receipt of the glasses.

## **E. Safety Equipment & Work Clothes**

Four Rivers will provide safety equipment and work clothes for an employee's use during the employee's employment as is determined appropriate by the needs of the operation. The employee will be required to use such safety equipment during employment as directed by the need of the operation and as defined by Occupational Safety & Health Administration (OSHA).

## **3.6 RETURN TO WORK & LIGHT DUTY POLICY**

Four Rivers believes it is in the best interest of the organization and its employees to facilitate the expedient return to work of employees after they have been absent due to a work-related injury or illness. Additionally, FRSA wishes to establish procedures for light duty, allowing employees to return to work from an on-the-job injury/illness prior to an appropriate and adequate medical release.

### **A. Fitness for Duty**

FRSA requires employees who were out of work due to an injury/illness to obtain a fitness-for-duty medical release before returning to work following an injury/illness. If the employee is released to return to work and can perform the essential functions of their pre-injury/illness position with or without a reasonable accommodation, the employee's physician must provide a release to return to work to human resources. HR will coordinate a start date for the employee to report to work if the employee's job position is still available.

### **B. Light Duty for Work Injury**

If a light duty assignment is available, an employee who is off work on workers' compensation but can fulfill the requirements of the light duty assignment, may be allowed to light duty on a short-term basis. In no event will an employee be allowed to perform light duty on an indefinite basis. On completion of 90 days of light

duty, the employee will be required to furnish a written statement from their physician, that indicates that the employee can perform the essential functions of their regular position. If the employee is not able to provide such a statement and light duty is available, a position will be assigned, depending on FRSA needs.

### **C. Light Duty for Personal Injury**

Light Duty is not generally available for a personal, non-work-related injury.

### **D. Employee Responsibility**

If, upon expiration of the 90 days of light duty, the employee is not able to return to their former position, FRSA will make a reasonable attempt to place the employee in an available job that s/he can perform at the rate of pay specified for that position. Should the employee decline that offer, or if another position is not available for which the employee is qualified, their employment may be terminated.

### **E. Light Duty Work Hours**

Light duty does not guarantee a 40-hour workweek or a full 8-hour workday. Light duties may differ from the employee's normal work schedule.

### **F. Light Duty Disclaimer**

FRSA cannot guarantee that an employee placed in a light-duty position will retain that position, or employment, for any specified length of time.

## **3.7 TELECOMMUTING/WORK-FROM-HOME GUIDELINES**

Telecommuting allows some employees to work at home, on the road or in a satellite location for all or part of their workweek. Four Rivers Sanitation Authority considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with FRSA. Telecommuting employees should be free from any personal caregiving responsibilities during work hours. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

### **A. Eligibility**

Before entering into any telecommuting agreement, the employee and manager, with the assistance of human resources and IT will evaluate the suitability of such an arrangement, reviewing the following areas:

1. Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
2. Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
3. Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.

Evaluation of telecommuter performance will include regular interaction by phone and e-mail between the employee and the manager; and weekly phone or online meetings to discuss work progress and problems.

Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance. An appropriate level of communication between the employee and supervisor will be agreed to as part of the work plan.

## **B. Equipment**

On a case-by-case basis, FRSA will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement. Human resources and IT will serve as resources. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. FRSA accepts no responsibility for damage or repairs to employee-owned equipment. FRSA reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The employee must sign an inventory receipt of all FRSA property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all FRSA property will be returned to FRSA, unless other arrangements have been made.

The employee will establish an appropriate work environment within their home for work purposes. Since telecommuting is voluntary, FRSA will not be responsible for costs associated with the setup of the employee's home office, which may include charges for personal electronic devices used for work, including smart phones, tablets, mobile phones, and cellphones, internet access/Wi-Fi, long-distance and local telephone charges using a landline, and electric bills.

## **C. Security**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Employees must use secure remote access procedures, such as a VPN and two-step security authentication. Employees must maintain confidentiality by using passwords and maintaining regular antivirus protection and computer backups. Employees must not download any confidential information onto a non-secure device. Employees must not share their passwords. If any unauthorized access or disclosure occurs, you must inform FRSA management immediately.

## **D. Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by our workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite. Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises.

## **E. Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement

## 3.8 GENERAL EMPLOYMENT POLICIES

### A. Employee Parking

Four Rivers Sanitation Authority employees are provided with secured parking areas adjacent to their assigned workplace. Employees are to park their personal vehicles in their assigned lots on a daily basis.

Employees in need of handicap parking are required to bring a copy of their State of Illinois issued handicap placard to human resources. Handicap parking requests must be updated on an annual basis. Employees in need of a short-term accessible parking assignment must make a request to Human Resource.

### B. Personal Information

All employees will provide their director or designee with their current contact information. Employees are also responsible for the maintenance of required contact information, including phone number, home address and email addresses, in the Four Rivers' electronic Employee Self-Service data base.

### C. Outside Employment

All outside employment must be disclosed in writing to human resources at the outset of an applicant's employment with FRSA. If a current FRSA employee engages in outside employment, the employment must be disclosed to human resources within five (5) days of the acceptance of the other employment. Outside employment may not interfere or conflict in any manner with FRSA employment.

No current employee will engage in or accept employment or render any service for private interest when such employment or service is incompatible or creates a conflict of interest with their Four Rivers employment. FRSA employees will not engage in any private business or outside employment-related activity while on duty or working for Four Rivers Sanitation Authority. If an emergency or necessary overtime situation arises, the outside employment must not interfere with the employee reporting for such necessary overtime. If a conflict arises, the employee will be given the opportunity to resign from either FRSA employment or the outside employment position. Failure to meet the obligations in this paragraph may result in discipline, up to, and including termination.

### D. Personnel Records

To the extent required by the Illinois Personnel Records Review Act, employees and/or their representative have the right to review and copy certain information in their personnel records. A request to review one's record must be made in writing to human resources and identify the following: what personnel records the employee is requesting or if the employee is requesting all applicable records; specify if the employee is requesting to inspect, copy, or receive copies of the records; specify whether records be provided in hardcopy or in a reasonable and commercially available electronic format; specify whether inspection, copying, or receipt of copies will be performed by that employee's representative, including family members, lawyers, union stewards, other union officials, or translators; and if the records being requested include medical information and medical records, include a signed waiver to release medical information and medical records to that employee's specific representative. Employees may not remove the file or its contents from human resources.

### E. Right to Search

To maintain a safe, healthy, and productive work environment, FRSA reserves the right at all times, with or without prior notice, when there is a reasonable basis for doing so, to search or inspect employees' surroundings and possessions. This right extends to the search or inspection of clothing, offices, files, file

cabinets, desks, credenzas, lockers, bags, briefcases, containers, packages, parcels, boxes, tools and toolboxes, lunch boxes, any employer-owned or leased vehicles, PC's, phones, and tablets.

Employees should have no expectation of privacy while on FRSA premises, except in restrooms, showers, or designated change areas.

Refusal to allow search or inspection may result in discipline.

#### **F. Severe Weather Policy**

Severe weather conditions may disrupt the services provided by Four Rivers Sanitation Authority to its citizens. In the event of heavy snow or other severe weather conditions inhibiting travel, Four Rivers will remain open during normal working hours. Employees will make every reasonable attempt to travel to their worksite. If an employee cannot safely travel to the worksite at the beginning of the employee's regularly scheduled shift, the employee will notify their supervisor in a manner prescribed by such supervisor. The following guidelines regarding compensation will apply in circumstances arising under this section:

1. With permission from the department director, those employees having the ability to work remotely and who have the required tools and equipment, may work from home.
2. Employees who notify their supervisor and who are unable to present themselves for work will be compensated through the use of accumulated vacation time. Part-time employees may use paid time off.

Employees who fail to notify their supervisor and who do not make a reasonable effort to present themselves for work will not be compensated in any manner and may be subject to discipline up to and including termination.

#### **G. Communication with the Media**

Four Rivers Sanitation Authority recognizes that sharing information with the public is an important responsibility. In order to ensure that accurate business information is disseminated to the public by the news media, only the Executive Director (or his or her designee) (and the Board of Trustees) may speak on specified topics on behalf of Four Rivers. Before disseminating any statement related to FRSA business, employees must discuss the content of statement(s), news release(s), or impending interview(s) with the Executive Director. The Executive Director will disseminate and/or advise the Board of Trustees of any such communication(s).

#### **H. Smoking Policy**

The Smoke-Free Illinois Act bans smoking in all workplaces, including FRSA vehicles. Four Rivers Sanitation Authority is a smoke-free workplace. Employees of Four Rivers are prohibited from smoking, including the use of e-cigarettes, within any FRSA facility, including any vehicle owned, leased, or operated by FRSA. Employees are also banned from smoking within 15 feet of Four Rivers building entrances, windows, and ventilation intakes.

#### **I. Dress Code**

Four Rivers Sanitation Authority requires its employees to present a neat, professional appearance in the workplace. Directors are responsible for setting the standard for dress in their specific operations. Directors, managers, and supervisors are responsible for monitoring and enforcing the dress code of the operation. It is expected that all employees will exercise good judgment and dress appropriately for employment. Employees will consider the following factors when determining appropriate dress in the workplace:

1. The nature of their work.
2. Safety considerations, such as necessary precautions when working near machinery or hazardous work areas (employees will be required to wear proper safety equipment at all times, without exception).
3. The nature of their public contact, if any, and the normal expectations of outside parties with whom they will work.
4. The prevailing dress practices of other employees in similar jobs.
5. Clothing with offensive or inappropriate designs or stamps are not allowed.

When an employee's dress does not comply with established standards, the employee's supervisor will counsel the employee on appropriate attire. If such counseling fails to correct the issue, the supervisor may initiate disciplinary action. If an employee's dress is inappropriate or obviously violates the dress code policy, the employee will be immediately sent home and instructed to return dressed in clothing approved by the director, manager, or supervisor. Such employee will be placed on authorized leave without pay for the period absent from work, depending on their exempt/non-exempt status.

Discretion and professional judgment should always be exercised when dressing for casual days or for operations that allow more casual dress codes. The ability to wear casual wear should never be considered an exemption to the neat professional appearance required by the Four River's dress code.

Four Rivers recognizes that some employees may hold a sincerely held religious belief which may conflict with the prescribed dress code policy. Exceptions to the dress code policy may be made through an accommodation request to human resources.

#### **J. Personal Hygiene**

Employees are expected to adhere to established hygiene requirements which ensure that employees are presenting themselves to our customers appropriately and that FRSA is being properly and professionally represented as an organization.

The following hygiene requirements are applicable to all employees:

- Maintain personal cleanliness by bathing regularly.
- Oral hygiene (brushing of teeth) is required.
- Use deodorant/antiperspirant to minimize body odors
- No heavily scented perfumes, colognes, and lotions. These can cause allergic reactions, migraines and respiratory difficulty for other employees and customers

#### **K. Political Messages in the Workplace**

With all due respect to our employees' rights to express their opinions when they are outside of the workplace, any attire, signage, buttons, or decorations that promote political perspectives or affiliations or intends to coerce or argue against individual personal beliefs are prohibited on FRSA property.

Employees' rights to display their union affiliation and union communication pieces is an exception to this rule.

#### **L. Uniforms**

FRSA will pay the cost of renting work clothes in quantities and type and for those job classifications as determined to be appropriate. In such cases, the employee will be required to wear such work clothing during the performance of work.

## **M. Cellular Phone Usage**

This section outlines the rules relating to the use of cell phones at work, including special issues relating to camera phones, the personal use of business cell phones, and the safe use of cell phones by employees while operating a vehicle or machinery.

### **1. Personal Phone Calls**

Employees are expected to exercise their discretion when making personal phone calls during work hours on personal cellular phones, FRSA landline phones, and FRSA cellular phones. Excessive personal calls during the workday interfere with employee productivity and distract others from their work and are prohibited. Whenever possible, employees should make personal phone calls during work breaks. Any call on work time should be kept as brief as possible.

### **2. Personal Cellular Phones**

The use of social media, accessing and responding to personal emails and text messages, and downloading, or viewing materials to your cell phone are restricted in use during work hours. Employees must also ensure that friends and family members are aware of the Four Rivers policy.

Four Rivers Sanitation Authority will not be liable for the loss of personal cellular phones.

### **3. Camera Phones**

To the greatest extent permitted under applicable law, unless use of a camera is part of an employee's duties, FRSA prohibits employees from using cameras, including photos or videos contained in cellular phones and other handheld devices, in the place of employment.

### **4. FRSA Provided Cellular Phones**

Employees may be provided cellular phones by FRSA to be used solely for business purposes and not for personal purposes. In these instances, Four Rivers will acquire and maintain the service plan and equipment. Employees are not allowed to download or add any apps, widgets, or software to their FRSA-provided cell phone without written approval from IT.

### **5. Safety Issues for Cellular Phone Use.**

Four Rivers employees are prohibited by law from using a cellular phone while driving and performing work in furtherance of the interest of FRSA. In such cases, employees will move their vehicle to a safe location, such as the side of the road, and stop the vehicle before placing or answering a call. If pulling to the side of the roadway is impossible, and the call must be answered, and when not prohibited by law, employees will: keep the conversation as brief as possible, use hands-free options, if available, refrain from the discussion of complicated or emotional matters, and keep their eyes and attention on the road. Special care should be taken in situations where there is heavy traffic, road construction, inclement weather, or unfamiliar driving conditions. Under no circumstances should employees place themselves or the public at risk to conduct FRSA business.

Employees who are charged with traffic or other violations resulting from cell phone use while driving will be solely responsible for all liability that results from such use.

#### **N. Solicitation**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature or printed material of any kind in working areas at any time.

Non-employees are likewise prohibited from distributing material or soliciting employees on FRSA premises at any time.

#### **O. Driver's License**

Any employee whose work requires a valid driver's license shall furnish a copy of their driver's license to HR and shall advise their manager or supervisor of any change in status of their driving privileges. No employee shall operate any FRSA vehicle without a valid driver's license in their possession; an employee who attempts to do so may face discipline, up to and including termination.

### **3.9 FOUR RIVERS SANITATION AUTHORITY PROPERTY**

#### **A. Four Rivers Sanitation Authority Name**

The unauthorized use of the Four Rivers Sanitation Authority's name by any employee for the purpose of obtaining unauthorized discounts, special privileges, or other considerations is prohibited.

#### **B. Access**

Access to Four Rivers Sanitation Authority property by parties not employed by FRSA or by FRSA employees at times other than their work shift will be controlled as determined appropriate by management to ensure the security and efficient operation of the facilities.

An employee who is not assigned to work and who wishes to be on FRSA property other than normal working hours must request permission of FRSA's executive director or his appointed representative. If permission is granted, the employee's name will be furnished to the guard service. The employee must furnish his employee identification card to the guard on duty to obtain access to FRSA. Only those employees who have received permission from FRSA's director for access to FRSA during hours other than normal working hours and who have shown a need to be on FRSA premises for reasons directly related to the performance of their work will be allowed access.

No relatives or friends of an employee will be allowed on FRSA property during hours other than normal working hours.

Anyone, including an off-duty employee wishing to see an employee during the latter employee's normal working hours, will go to the Administration Building to request approval for access to FRSA property. Access will be granted solely at the discretion of FRSA management.

#### **C. Use of FRSA Property**

No employee will use Four Rivers' property, including, without limitation, its facilities, vehicles, equipment, tools, supplies, computer hardware and software, for any illegal or unauthorized use, which will include prohibiting any use outside the scope of their employment which is expressly prohibited by FRSA policy. Four Rivers Sanitation Authority expressly prohibits the use or removal of scrap material by employees for personal use or profit.

**D. Reporting Loss, Theft or Damage to FRSA Property**

Immediately upon discovery, an employee will report to his supervisor any loss, theft, or damage to any FRSA property. In cases of theft, the employee will furnish any required information to the investigating authorities.

**E. Actions Resulting in Losses to FRSA**

Employees will perform their work and will use FRSA property responsibly and carefully. All FRSA property in the employee's possession will be properly maintained. Employees who have such FRSA-provided equipment are expected to protect that equipment from loss, damage, and/or theft. Upon separation from employment or upon long-term absence from work (e.g., leave of absence, reduction in force, etc.), the employee will be asked to return the equipment to FRSA. Employees who are unable to present the equipment in good working condition may be required to bear the cost of replacing that equipment. Employees who negligently or willfully damage or abuse FRSA equipment or property during the course of their employment may be subject to disciplinary action.

**F. Personal Use of FRSA Property**

Employees may not at any time use FRSA tools, equipment, or property for their personal or commercial use. This policy applies during the employee's working and non-working time, whether the employee is on or off Four Rivers' premises.

**G. Use of Lockers**

When FRSA management assigns an eligible employee a locker and key, the employee must return the key and relinquish the locker, both in normal working condition, either when FRSA management asks the employee to do so, or when the employee's FRSA employment ends. The employee may not use the locker for any purpose that would constitute a violation of law or of FRSA policy.

**H. Use of Refuse Pad**

Employees will not use FRSA facilities, including FRSA's refuse pad, to dispose of personal refuse, trash, or other discarded material.

**I. Fishing on FRSA Property**

FRSA property may be used by employees for fishing during lunch periods, but not during break periods or non-work time. FRSA vehicles may not be used by FRSA employees when fishing and their private vehicles must be parked at regular parking areas and not in the vicinity of the fishing site.

**J. Use of FRSA Vehicles**

Employees who are assigned vehicles for twenty-four hour-a-day use may not use FRSA vehicles for personal use at any time and may only use such vehicles in the direct execution of their work assignments or for commuting between their home and the work site or for executing their work assignments.

Employees who are assigned a work vehicle to use during their assigned work shift or while on call, are also required to follow the same rules regarding personal use of a FRSA vehicle.

**K. Reporting an Accident with a FRSA Vehicle**

An employee who has an accident with a Four Rivers' vehicle shall report the accident immediately to the appropriate police department and to their supervisor as soon as practicable. The report shall include the names and addresses of the drivers and owners of all other vehicles or pedestrians involved in the accident, the employee's driver's license number, a complete description of the accident, including diagrams as appropriate, and information regarding any violations the employee was charged with in connection with the accident. An accident report as required by Illinois state law shall be completed by the employee within the legally required time period.

**L. Reporting Loss of Security Controlled Devices**

The loss of any security-controlled devices which includes any key, fob, or swipe card, or any other device which allows for entry into any FRSA property or workplace, or material storage area will immediately upon discovery of the loss be reported to FRSA management.

**M. FRSA Cell Phones**

Any employee issued a FRSA cell phone must have that cell phone readily available to answer during working hours. It is the employee's responsibility to have the phone charged and to answer any calls received during work hours. If an employee does not have his cell phone available, the employee needs to report this immediately to FRSA management.

**N. Failure to Report an Accident or Damage to Property**

Any employee that fails to report an accident that results in damage to FRSA property or injury to self or others, will be subject to immediate termination.

**3.10 TRAVEL**

Four Rivers Sanitation Authority employees who must travel or engage in authorized work in furtherance of the interest of Four Rivers, are eligible for reimbursement for those expenses deemed to be directly related to necessary, and reasonable to the travel. All expenses must be approved thirty (30) days before the date travel begins. The approval process includes department director, finance, and the executive director, with advice and consent of the Board of Trustees. For the sake of clarity, so long as in budget, the Board of Trustees does not need to otherwise approve individual travel reimbursement requests.

**A. Transportation**

Employees are responsible for arranging their own flights at coach rates, or for other appropriate transportation, not to exceed the cost of travel by air. Except in an unforeseen event, airfare will be scheduled at least one month in advance to take advantage of any available discounts.

Except as otherwise provided, car rental is reimbursable only if, prior to the event, it has been determined that public transportation or taxi service is either unavailable or inappropriate for the situation.

If an unusual situation requires an employee to rent a car without the director's prior approval, the employee will carefully document the justification, itinerary and expenses for the rental and will submit them to the

executive director. Reimbursement for such rental will occur, if at all, at the executive director's discretion. However, the executive director will not unreasonably withhold reimbursement in the event of an emergency.

Employees may elect to drive a FRSA vehicle on a business trip when those trips are within the State of Illinois or if an air flight is not the most efficient means of travel.

Employees may use their own assigned vehicle or may request the use of a FRSA vehicle from the standing carpool.

Employees who elect to drive their own cars on business trips are reimbursed for miles driven at the current Federal IRS mileage rate. Reimbursement for personal auto use cannot exceed the cost of coach class airfare to the destination.

## **B. Lodging**

Employees are entitled to stay in a clean and comfortable hotel room while on business travel, but every effort should be made to find rooms at reasonable prices. Four Rivers will pay for lodging if travel is greater than 50 miles from the employee's assigned work location. Room rates will be based on single occupancy.

## **C. Meals**

Authorized meal expenses are reimbursed at the current IRS reimbursement per diem rate that is published each year in IRS Publication 535. Meals included in the cost of a seminar or workshop should not be listed as an expense. For most travel destinations the standard meal allowance will be used for reimbursement; however, if the location is considered a high-cost area, it will be reimbursed at the greater amount. The locations eligible for higher standard meal allowance reimbursement are found in the IRS publications. Reimbursements will be made only to the extent of actual expenses for that day, not to exceed the standard meal allowance. On travel days, employees are reimbursed for breakfast if they leave home before 6:00 a.m., and for dinner if they return home after 6:00 p.m.

## **E. Reimbursement for Travel**

To be eligible for reimbursement of any kind pursuant to this policy, an employee must submit receipts substantiating their expenses and complete a reimbursement form within thirty (30) days of their return. Employees are required to use FRSA issued credit card to pay for all travel expenses to the extent possible. For those travel-related expenses that cannot be paid for through an FRSA issued credit card, employees will be reimbursed with appropriate receipts and documentation. Personal expenditures (i.e., expenses not in furtherance of the interest of Four Rivers) will not be reimbursed.

## **F. Travel for Non-Exempt Employees**

Employees in positions classified as nonexempt (overtime eligible) under the Fair Labor Standards Act may be eligible for compensation for the time they spend traveling. The compensation an employee receives depends on the kind of travel and whether the travel time takes place within normal work hours.

Employees are responsible for accurately tracking, calculating, and reporting travel time on their time sheets for determination of compensation. Meal periods should be deducted from all travel time.

## **3.11 COMPUTER & NETWORK USAGE**

Four Rivers Sanitation Authority relies on computer systems and resources to support various business activities throughout the organization and expects everyone to use these resources responsibly.

Four Rivers maintains certain policies regarding acceptable use and security of computing resources. Individuals using any FRSA computer system must read and understand these policies. Noncompliance with these policies may be considered cause for disciplinary action up to and including termination of employment, and/or civil and criminal prosecution. Audits for compliance with FRSA computing policies will be conducted.

#### **A. Computer Usage Agreement**

This policy is intended to protect Four Rivers Sanitation Authority and its employees from business interruptions or liability due to inappropriate use of Four Rivers computing resources. It defines the responsibilities of individuals by presenting standards that:

1. Protect and prevent loss of computer data critical to FRSA operation
2. Protect data integrity and confidentiality
3. Provide for and maintain data compatibility between FRSA sites
4. Ensure compliance with licensing requirements for purchased software
5. Ensure proper accessibility of FRSA data
6. Ensure professional, legal, and authorized use of FRSA computer resources

#### **B. Policy Violation**

Violation of the provisions of this policy may be considered cause for administrative action that could include disciplinary action up to and including termination of employment. Violation of applicable laws will also be subject to such disciplinary action as well as civil or criminal prosecution. Illegal reproduction of software protected by copyright law is subject to civil damages and criminal penalties including fines and imprisonment.

#### **C. Computer Audits**

Routine scheduled and unscheduled computer audits will be performed to ensure compliance with this policy. Unauthorized devices, software, and/or data found in the course of an audit or routine computer assistance are subject to removal.

#### **D. Technical Support**

Computer users should first contact IT at (24/7 Support) 779-537-8469 or during normal business hours [email: support@fourrivers.illinois.gov](mailto:support@fourrivers.illinois.gov). Except in special and approved situations, the user should not directly contact the system vendor or developer. The appropriate IT representative should initiate any question that may require contact with the system vendor or software developer. For specialized circumstances and with departmental management approval, IT may set up policies, procedures, and mechanisms for users to directly interface with vendors.

Technical support for hardware and software used outside our facilities for remote access telecommuting is limited to support of FRSA-owned equipment provided for member use. This support will be provided during normally scheduled work hours, by phone, onsite or on a carry-in basis. The exception is items or activities adversely impacting the normal, safe, and permitted operation of the plant and/or collection system.

#### **E. Software Licensing**

FRSA does not own most software, but instead licenses the right to use it from a variety of suppliers. We must comply with the regulations set forth in these license agreements; unauthorized copying, redistribution, and republishing of such licensed, copyrighted, or proprietary material are strictly prohibited. FRSA-licensed software may not be removed from FRSA equipment or be reproduced except by authorized FRSA officials in accordance with the terms of the applicable software licensing agreements. Personally owned software must not be installed on FRSA equipment.

## **F. Hardware and Software Standards**

The rapid pace of technology change makes it impractical to establish a “hard and fast” list of approved computer software or devices. However, certain integral or “core” applications deemed potentially useful throughout FRSA have been identified as FRSA software standards, and a similar list of computing hardware standards has been established. The information technology department maintains FRSA information technology standards that outlines primary hardware and software architectures and standard applications used for our major business and communications systems.

Compliance with these standards promotes efficiency gains, cost reductions, improved support, and more effective communication within FRSA and with our business partners. Every FRSA site must comply with these standards except where a business partner requirement necessitates use of non-standard products. Any such variations from FRSA core/standard applications must be coordinated with/approved by Information Technology Services.

All computer hardware and software purchases must meet FRSA standards and quality requirements and must be compatible with other FRSA computer equipment and software. Computer software and equipment purchases are prohibited without prior approval from department management and must be coordinated/registered with the Information Technology Services Department.

No equipment that has not previously been approved by IT can be connected to FRSA’s network.

FRSA does maintain WIFI services in certain locations and in some locations these services may allow access to the Internet. These services are for FRSA use; there is no guarantee that non-FRSA equipment may use these services and no IT support is offered for the use of non-FRSA equipment.

## **G. Non-standard/Employee-owned Computer Products**

FRSA strongly discourages use of employee-owned computer hardware and software inside a FRSA facility, and IT personnel are not required to provide support for such products. Where required for a particular job, the department manager must follow established procedures to obtain/provide the necessary equipment or software for FRSA uses.

Non-standard, non-business related, or personal software consumes disk storage space, may change a computer’s system configuration, and may result in problems with the computer. Installation of non-approved software and/or making changes to computer hardware, software, or system configuration is prohibited without prior approval from IT. Further, such software or files should not be stored on FRSA computers or disk storage or shared with others electronically. If such files are found in the course of routine computer assistance or audits, FRSA reserves the right to remove program or data files that violate this policy.

## **H. User-developed Software and Documentation**

User-developed software programs (including database programs and spreadsheet or word processing macros) must be thoroughly tested and reviewed prior to actual use to support business function operations.

Written documentation should exist for any critical programs/reports used to support business functions. All program documentation must be accessible for viewing as appropriate by others via a shared network drive, the Intranet, or in printed form.

User-developed software and/or documentation are FRSA property and must not be sold or used for profit by any member, nor can it be shared or disclosed to any third party without IT and management approval.

Employees may not intentionally develop software that is inappropriate for business use, is defamatory to FRSA or individuals, disrupts other computer users, accesses private or restricted portions of the system, is malicious in nature, or produces virus-like results of any kind.

#### **I. Computer Systems Access**

Users must log in with an assigned User ID and a password to access FRSA computer systems. Only the user who is logged into the PC is allowed to use the PC. Users who allow others to use their login to gain access to applications and/or data in which they normally would be denied is prohibited. Likewise, allowing non-FRSA employees, who have not signed this policy, to use their credentials and/or systems in which the user is authenticated is prohibited without management and IT approval. It is the user's responsibility to ensure confidentiality for all system passwords and to change all passwords at least once every ninety days. Passwords should not be stored in readable batch files, automatic login scripts, software macros, etc., or in locations where unauthorized persons might discover them.

Users should choose passwords that are difficult to guess. The requirements for passwords to FRSA systems and to some vendor supplied systems are constantly evolving and becoming more complex. Derivatives of User IDs and common character sequences such as 123456 should not be used. Commonly known information such as vehicle model, family, and pet names, etc., should be avoided.

When leaving a PC unattended for extended periods of time and at the end of the day, users are required to log off. With certain applications, for example online credit card processing, you must log off the PC that you are using if you are going to be away from it.

#### **J. Out-of-Plant/Office Use of FRSA Owned Equipment**

With the exception of computer equipment designed for use while traveling (e.g., laptops, netbooks, tablets, and smart phones), the employee must have approval from the employee's department supervisor and IT to remove FRSA-owned computer hardware from FRSA premises. Take reasonable precautions to protect the equipment and data content from damage, theft, or malicious acts, including prohibiting access to the equipment by unauthorized persons (family, friends, associates, and others). Lost or stolen equipment must be reported immediately.

Use of FRSA equipment for personal gain or benefit is strictly prohibited, and all FRSA computer and network policies and procedures must be observed. Installation or use of personal software, games, Internet access, or other non-business-related use of FRSA-owned equipment that would result in illegal activity, damage to FRSA, FRSA data or equipment is prohibited.

#### **K. Protection of Systems and Proprietary Data; Unauthorized Use Prohibited**

FRSA computer systems, network, PCs, software, and data are all critical to daily business. Loss of use could endanger the ability to perform daily business activities. Users are responsible for protecting FRSA computing systems and proprietary data from loss, unauthorized access, and unauthorized use.

The term “unauthorized use” of FRSA computer systems, network, PCs, software, and data (collectively, the “computer system”) can include, but not be limited to, the following prohibited activities:

No user of FRSA’s computer system, or any component thereof, may:

1. Delete or alter data intentionally to cause inconvenience or hardship to FRSA or to an individual. Intentional damage to FRSA computing resources, such as PCs, servers, and the network infrastructure is prohibited.
2. Engage in any activity with the intent to degrade performance of systems, deprive authorized users access to data, or in any way harm the business. Never distribute confidential business information, plans, engineering drawings, etc., to those who should not have access to this information. FRSA e-mail is not encrypted by default, however secure links are available to some customers and vendors. Contact IT for assistance in determining if encryption or similar technologies need to be used to protect the data.
3. Circumvent computer security measures such as virus protection software, nor should they download or run security programs or utilities with the intent to compromise system security.
4. Divulge identification numbers, passwords, dial-up authorization data, system configuration files or any other information that might allow another person unauthorized access to FRSA’s computer system and data.
5. Establish web pages, social media sites, or any other mechanism, whether for business or non-business use, that provide public access to FRSA servers or any part of the network infrastructure without IT and business management approval in advance.
6. Engage in any illegal use.
7. Engage in any use inconsistent with FRSA’s policy on computer and network usage.

FRSA data must be stored on network drives; IT is responsible for data backup of network servers. If an individual stores FRSA data or files locally on the hard drive of a laptop or desktop computer, that individual is responsible for ensuring a backup copy is available in the event the files are corrupted, deleted, or lost due to computer failure, theft, or other disaster. Individuals using FRSA-owned laptops or handheld computers, etc. should use reasonable care to protect these devices from theft or damage. Additionally, confidential FRSA information should not be stored on personally owned computers.

Unauthorized use or suspicious incidents involving the security of FRSA data, computers, servers, or network infrastructure should be reported immediately to IT. If the incident involves imminent danger to the physical security of the data center, network, etc., IT should be notified immediately.

#### **L. Electronic Mail**

All electronic messages including e-mail generated on or handled by electronic communications systems are considered to be the property of FRSA. E-mail generally should be used only for business activities. Incidental personal use is permissible so long as:

1. It does not preempt any business activity
2. It does not interfere with worker productivity

E-mail messages are considered to be business records of FRSA. Accordingly, they may be used in administrative, judicial, or other proceedings. Electronic communications could be forwarded, intercepted, reviewed, printed, or stored by others. FRSA does not guarantee that e-mail and electronic communications will be kept private. Your use of e-mail (or any other FRSA electronic communications system) grants consent to the review of any items either to or from you that are on the system.

No employee is authorized to use FRSA electronic communication systems for any of the following: personal gain, private business activities, amusement/entertainment purposes, or sending files as attachments for entertainment or personal purposes. Using FRSA electronic resources for messages that could be interpreted as harassment is strictly prohibited and is cause for disciplinary action up to and including termination. It is expected that users will not use foul or abusive language and that everyone - whether inside or outside FRSA - will be treated with courtesy.\

#### **M. Email and Text Messaging**

FRSA provides certain employees with access to email and/or text messaging systems for use in connection with performing their job duties. FRSA seeks to provide stable and secure email and text messaging systems (including SMS and internet-based instant messaging) with rapid, consistent delivery times that promote communication for business purposes without incurring unnecessary costs or generating messages that are unproductive for the recipient. Many of the policies described below governing use of the company's email and text messaging systems are aimed at reducing the overall volume of messages flowing through and stored on the network, reducing the size of individual messages, and making the system more efficient and secure.

#### **N. Spam**

Unfortunately, users of email and text messaging will occasionally receive unsolicited commercial or bulk messages (spam) which, aside from being a nuisance and a drain on IT resources, might be a means to spread computer viruses and other malicious software. Avoid opening unsolicited messages and report any suspicious messages to the administrator. Delete all spam immediately. Do not reply to the message in any way, even if it states that you can request to be removed from its distribution list. If delivery persists, contact IT who will block any incoming messages from that address.

Users should be aware that spammers have the ability to access email addresses that are listed as senders or recipients on email messages, websites, user discussion groups, and other internet areas. Therefore, you should be cautious about using and disclosing your company email address.

#### **O. Etiquette**

Proper business etiquette should be maintained when communicating via email and text messaging. When writing a business email, be as clear and concise as possible. Sarcasm, poor language, inappropriate comments, attempts at humor, and so on, should be avoided. When communicating via email or instant messages, there are no facial expressions and voice tones to assist in determining the meaning or intent behind a certain comment. This leaves too much room for misinterpretation. Email communications should resemble typical professional and respectful business correspondence.

#### **P. Personal Use of Company-Provided Email**

Personal use of company-provided email is permitted on non-working time only so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity. Any personal uses of email are not private and subject to inspection and the Freedom of Information Act (FOIA). Additionally, employees should have no expectation that they may access company-provided email after termination.

#### **Q. Internet Access**

Users may be granted access to the Internet to assist them in performing their jobs. This access is provided at FRSA's expense for use in carrying out FRSA's business and should not be used for non-professional,

illegal, or unethical purposes. By using FRSA-provided Internet access, employees agree to follow the guidelines and requirements specified in this policy.

FRSA routinely logs access to Internet sites and can access information viewed or transmitted through use of the Internet. FRSA reserves the right to review and disclose all such information for any purpose and to any party deemed appropriate. FRSA may choose to block access to sites that it believes have no business value; failure to block access to a site is not to be construed as implied endorsement of that site.

## **R. Legal Implications**

FRSA shall have the right to, and from time to time may, in the ordinary course of its business, monitor any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by employees, monitoring chat activities and newsgroups, reviewing material downloaded or uploaded by employees, reviewing files stored on network and local drives, and reviewing e-mail messages sent and received by users.

Employees must always observe FRSA policies and guidelines regarding a harassment-free workplace when using FRSA computing resources. Examples of inappropriate use include, but are not limited to, distribution or storage of files containing offensive language, pornographic material, distasteful jokes, or vulgar content and/or graphics.

In addition to FRSA regulations and policies, all relevant local and federal laws apply. Employees will be held accountable for their use of FRSA computing resources.

Unauthorized use and/or misuse of computing, networking, or information resources may result in disciplinary action up to and including termination of employment and/or civil and criminal prosecution under applicable law. Any activity that is illegal, violates FRSA policy, or is contrary to FRSA's interests is strictly prohibited and may be cause for investigation. Complaints credibly alleging misuse will be directed to those responsible for taking appropriate action, whether by FRSA discipline or civil and/or criminal prosecution under applicable law.

Illegal reproduction of software protected by copyright law is subject to civil damages and criminal penalties including fines and imprisonment.

Computers, cell phones and/or data files are subject to FOIA laws and subject to subpoenas and legal discovery in civil proceedings. Prosecutors and private attorneys may access computer systems to gather evidence in the event of a legal proceeding. As such, you should conduct your work to the highest ethical standard with the knowledge that computer information (including deleted information) can be used against you, FRSA, and others in legal proceedings.

The Internet is recognized as a business tool and is a public forum used all over the world. Therefore, an improper statement on the Internet can cause serious damage since information can be quickly and effectively disseminated. You can and will be held responsible for offensive, discriminatory, libelous, and defamatory statements communicated on the Internet or other electronic communication technology.

Nothing herein shall be construed or interpreted to prohibit an employee from engaging in lawful collective bargaining activities and/or union-related solicitation.

## **S. Employment Termination**

All information on FRSA computer systems is considered FRSA property. Computer equipment and installed systems must be returned to FRSA in good working order.

Use of FRSA computer resources following voluntary or involuntary termination is strictly prohibited and may be subject to investigation. Examples of violations include, but are not limited to:

1. Deleting, altering, or sharing confidential, proprietary, or any other FRSA information.
2. Confiscating computer files, data, programs, or equipment.
3. Accessing FRSA computer systems or networks, whether as yourself or anyone else.
4. Providing access to FRSA systems or networks to third parties.

#### **T. Computer Systems Access**

To connect to any secured systems on FRSA computer network, you must log in with your assigned User ID and password. It is your responsibility to keep your User ID and password confidential, and to change that password at least once every ninety (90) days. Computers, with some IT approved exceptions, should not be set to login automatically.

#### **U. Computer Services**

Computer services (electronic mail, Internet access, remote connectivity, etc.) are tools provided for business-related use.

#### **V. Use of Social Media**

The internet provides unique opportunities to participate in discussion groups and activities and share information on particular topics using a wide variety of social media. Social media is technology that enables online users to interact and share information (including video, audio, photographs, and text) publicly or privately. FRSA respects the right of any employee to use social media. However, to protect the company's interests and ensure employees focus on their job duties, employees must adhere to the general internet use guidelines and rules in this policy.

Remember that anything you post or send using social media, even outside the workplace, could reflect on FRSA, and might create legal liabilities for FRSA or damage its business or reputation.

To avoid the risk of FRSA incurring legal liability or business damage as a result of employee use of social media, even outside of the workplace, employees must remember that they are solely responsible for all content posted or sent. FRSA prefers that employees avoid identifying themselves as employees of FRSA, using an FRSA email address, or mentioning FRSA or any of its or services unless the employee receives written instructions or permission from a manager to do so. If an employee identifies themselves as an employee of FRSA, the employee must state that they are not representing and that they include a disclaimer that their views do not represent those of FRSA. For example, consider such language as "the views expressed by me do not represent the views of my employer." This is necessary to avoid damage to FRSA's business reputation and goodwill in the community. Also note, if an employee endorses FRSA in any way, the employee must disclose their affiliation and role with FRSA.

Employees should carefully review FRSA's guidelines and restrictions related to all business use of social media. If an employee's job duties require the employee to speak on behalf of the company in a social media environment, the employee must be authorized by the Executive Director to act as FRSA's representative. Likewise, if an employee is contacted for FRSA's comment for any publication, including any social media outlet, direct the inquiry to Human Resources and do not respond without written approval. Note that FRSA owns all social media accounts used for business purposes on behalf of FRSA, including any and all content associated with each account, such as followers and contacts. FRSA owns all such information and content

regardless of the employee that opens the account or uses it and will retain all such information regardless of separation of any employee from employment with FRSA.

Employees should not post or send anything through social media that co-workers, customers, clients, business partners, suppliers, vendors, or other stakeholders of FRSA or its affiliates could reasonably find offensive, including ethnic slurs, sexist comments, discriminatory comments, or obscenity.

If an employee is unsure about the appropriateness of any posting or communication, the employee should discuss it with your manager or Human Resources and refrain from making the posting or communication until approved.

Any conduct that under the law is impermissible if expressed through any other public forum is also impermissible if expressed through social media.

If an employee sees content in a social media environment that reflects poorly on FRSA or its stakeholders, the employee should notify their manager or Human Resources immediately. Protecting FRSA's goodwill and business reputation is part of every employee's job.

Finally, all employees should keep in mind the speed at which information can be relayed through social media, and the manner in which it can be misunderstood and distorted by readers and subsequent re-posters. Accordingly, FRSA urges all employees not to post information regarding FRSA or their jobs that could lead to morale issues in the workplace or that might detrimentally affect FRSA's goodwill or business reputation.

This policy does not preclude, nor is it intended to interfere with, the rights of employees protected by the Illinois Public Labor Relations Act, the National Labor Relations Act, or any other applicable statute concerning the employment relationship.

#### **W. Use of the Internet (including Social Networking Sites)**

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. FRSA employees have the right to engage in or refrain from engaging in such activities. Employees who post via the Internet, including but not limited to, social networking websites, blogs, wikis, and any other site where text can be posted must always be aware that what they publish may reflect on FRSA. Employees should not make comments or otherwise communicate about customers, coworkers, supervisors, FRSA, its board Trustees, vendors, or suppliers in a manner that is vulgar, obscene, threatening, intimidating, harassing, libelous, or discriminatory on the basis of age, race, religion, sex, sexual orientation, gender identity, genetic information, disability, national origin, or any other legally recognized protected basis under federal or state laws. Those communications are disrespectful and unprofessional and will not be tolerated by FRSA. Similarly, employees should maintain the confidentiality of the confidential, proprietary, and similar information of FRSA, its Trustees, its customers, etc. If information of this type must be posted, advance permission must be received by the employee from their supervisor. Internet postings should not violate any other FRSA policies, whether or not cited here.

#### **X. Application Software Use**

Computers and smart phones are provided with access to a set of standard software (or "core applications") that is considered to be potentially useful throughout FRSA. Software outside of these core applications should not be loaded on any FRSA-owned machine or device without prior approval of the IT department and an employee's department manager. All employees are responsible for complying with license

agreements and are prohibited from unauthorized use or copying of software. The use of non-business-related personal software is not allowed.

#### **Y. Protection of Systems and Proprietary Data**

Users are responsible for protecting FRSA computing systems and proprietary data from loss or unauthorized access. Intentionally engaging in any activity with the intent to degrade or disrupt service, or depriving access to authorized users is prohibited. Never distribute or give access to confidential business information, documents, or plans to those who should not have access to this information.

To help prevent the loss of valuable business data, network resources are backed up on a regular basis. It is your responsibility to store such data on your network drive. Any data stored on a PC's hard drive is considered the user's responsibility.

#### **Z. Use of Artificial Intelligence**

This policy is intended to govern the responsible use of artificial intelligence (AI) to ensure confidentiality, legal and ethical compliance, and professional integrity. If and when using AI, FRSA employees must ensure that all confidentiality, legal, and ethical obligations are upheld at all times. Customer and/or employee names or data or any other sensitive, proprietary, and/or confidential information should never be entered into AI. AI may be used as a tool to vet and/or improve conclusions, language, and concepts but should not be exclusively relied upon. All AI content must be independently verified. Inappropriate reliance on AI may result in incorrect information being submitted. Common sense, critical thought, and further research are required both before and after using AI. Improper use of AI may result in discipline including but not limited to termination of employment. Concerns about AI use should be immediately reported to a supervisor and/or Human Resources.

### **SECTION 4 -COMPENSATION & BENEFITS**

#### **4.1 COMPENSATION & RATES OF PAY**

Four Rivers Sanitation Authority seeks talented, motivated staff, with a broad range of backgrounds that will take pride in achieving our organizational goals. Our base compensation system is designed to support FRSA in attracting, rewarding, and retaining top talent while controlling costs and enhancing compensation flexibility. This strategy describes FRSA's base compensation and pay for performance philosophy shaping the workforce to be focused on strategic performance goals aligned with the corporate goals of the organization for all non-represented groups.

#### **A. Rates of Pay**

The Board of Trustees will establish rates of pay for the employees of Four Rivers Sanitation Authority, either individually, for groups of employees, or for all employees, and will establish pay ranges for all jobs or classes of jobs at FRSA. Rates of pay are negotiated for employees who are covered by a collective bargaining agreement.

Notwithstanding the foregoing, the Executive Director, in concert with Human Resources, has certain discretion regarding compensation to ensure attraction of qualified candidates so long as such compensation is in budget and range; however, approval from the Board of Trustees is required for any across-the-board compensation increases and for any offer of compensation more than ten percent (10%) higher than the current compensation for the respective position *or* ten percent (10%) higher than the bottom of the applicable pay grade/band for the respective position, whichever is greater.

## **B. Salary Ranges**

The minimum salary in each range is typically the starting rate for each classification. Human Resources and/or the Board of Trustees may, however, approve other rates if the market conditions have changed so substantially that the minimum salary is not attracting qualified candidates. Approval from the Board of Trustees is required for any offer of compensation more than ten percent (10%) higher than the current compensation for the respective position *or* ten percent (10%) higher than the bottom of the applicable pay grade/band for the respective position.

## **C. New Hires**

New Hires will be offered a rate of pay that is fair and equitable. Consideration for the rate of pay may include:

1. Current incumbents within the same and similar classifications.
2. Internal or external equity.
3. Federal and State laws.
4. Other relevant criteria, including, but not limited to, an independent wage study.

## **D. Promotions**

Promotional increases must be approved in advance by the executive director (or, if applicable, the Board of Trustees) and may take into consideration:

1. Current incumbents within the same and similar classifications.
2. Internal or external equity.
3. Federal and State laws.
4. Other relevant criteria, including, but not limited to, an independent wage study.

## **E. Demotions**

Employees may be demoted for performance issues or to meet the business needs of the department. Employees, who have been demoted either for performance concerns, discipline, or because of departmental reorganizations, will be moved to the appropriate position in the new, lower, pay band. Demoted employees will serve a new introductory period. In the event a demoted employee exceeds the pay band, the employee's rate of pay will be frozen until equal to the appropriate rate of pay. Human Resources and FRSA's legal counsel shall consult prior to any demotion.

## **F. Reclassifications**

As a result of an audit or for other possible reasons, an employee's classification may change. If this happens, no change in the rate of pay will occur unless the employee's rate of pay is below the new range minimum. In such a case, the employee will be moved to the new minimum. Reclassifications that are a result of a job audit are not considered a promotion.

## **G. Out of Class Pay**

An employee temporarily assigned to a position classification in an equal or lower pay grade than their regular position classification shall be paid their regular rate of pay.

Whenever an employee is assigned work normally done by those in a higher classification, the employee will be compensated at a rate equal to the minimum of the higher range, or 5% above the employee's regular

base rate of pay, whichever is higher. The out-of-class compensation will not exceed the maximum of the higher pay band and will be paid retroactively to the first hour worked.

Employees cannot work in an out-of-class assignment for what is anticipated to be more than thirty (30) consecutive calendar days without prior approval by the executive director.

No out-of-class pay shall be paid to an employee during the employee's introductory period or while receiving training. "Receiving training" means being in the presence of a designated trainer, for a specific period.

#### **H. Plan Maintenance**

The compensation plan will be audited and reviewed on an annual basis to ensure that internal equity and market competitiveness have been maintained. Tools for the audit will include a study of the external market, the CPI-U, and current compensation best practices.

#### **I. Pay for Performance**

Four Rivers believes in rewarding their employees for strong performance. To support this philosophy, employees not subject to a collective bargaining agreement may receive an annual merit raise based on their performance, provided the board of trustees appropriates the funds. Eligible employees should be evaluated annually, and such raises will typically take effect on November 1st. Salary increase opportunities will be related to the quality of individual performance as determined by supervisory and management personnel and as documented as part of the employee performance evaluation.

### **4.2 ANNIVERSARY YEAR PAYMENTS**

All employees who have completed fifteen (15) consecutive years of service with FRSA will be eligible for payments on each following anniversary year they are employed. Payment will occur in the first payroll following the employee's anniversary.

Employees will receive fifty dollars (\$50.00) for each full year completed over fifteen (15), up to a maximum of five hundred dollars (\$500.00) according to the following schedule:

| Anniversary | Amount   |
|-------------|----------|
| 16          | \$50.00  |
| 17          | \$100.00 |
| 18          | \$150.00 |
| 19          | \$200.00 |
| 20          | \$250.00 |
| 21          | \$300.00 |
| 22          | \$350.00 |
| 23          | \$400.00 |

|             |          |
|-------------|----------|
| 24          | \$450.00 |
| 25 and over | \$500.00 |

Payment of the amounts indicated will be made on the pay date in which the anniversary date falls in.

### 4.3 PROFESSIONAL DEVELOPMENT & TRAINING

Four Rivers Sanitation Authority recognizes the importance of encouraging and supporting employees in professional development activities that are related to their employment. This extends to work related professional development opportunities including, but not exclusive to, eLearning, employee workshops, courses, classes, and professional conferences.

Professional development and training activities that require time away from the employee’s workplace must be approved by the supervisor. Professional development and training activities outside of and in addition to regular work hours for non-exempt employees require written approval in advance if the activities are to be considered as regular work for overtime compensation.

#### A. Mandated Training

To ensure compliance with federal, state, or local regulatory requirements as well as Four Rivers policy and procedures, staff may be required to complete specific training as a condition of employment. Failure to complete mandated training by a required deadline may result in disciplinary action up to and including termination. Training requirements may be added, deleted, or updated at any time.

FRSA also offers voluntary learning opportunities to enhance employee skills. Employees are encouraged to take advantage of these additional training opportunities.

Employees will be allowed to complete mandated training during work hours, and non-exempt employees must be paid for those hours. An employee who voluntarily elects to take advantage of learning opportunities that are not required by their department should discuss with their manager whether it is appropriate to do so during regular work hours and whether the hours will be paid.

#### B. Professional Licenses and Certifications

Payment for a professional license or certification must have a valid, documented business purpose and must apply to the employee’s current position. In order to maintain relevance and applicability, the time period covered by the professional license or certification should be limited (e.g., one or two years). Unless otherwise agreed upon, driver’s licenses required to perform an essential function of an employee’s position are not covered under this policy.

#### C. Tuition Reimbursement

Four Rivers Sanitation Authority will reimburse an employee up to a maximum of \$5250.00 per calendar year for continuing education through an accredited or certified program that either offers growth in an area related to their current position or that may lead to promotional opportunities. The amount does not roll into the next calendar year; it is forfeited if not used.

1. Employees must request permission from their immediate supervisor for review and approval to attend and to receive reimbursement for a desired training and/or resource. The request must include applicable course of study, purpose, job relevance, cost, dates, times of coursework and the name of the institution or source of training. It is expected that time

needed for completing the educational requirements of coursework will be limited to the employee's personal time off, vacation or in limited circumstances, unpaid leaves of absence. Occasional time allowances can also be made between the supervisor and employee to participate in required activities such as examinations, registration, etc.

2. Eligibility: To be eligible to request participation in the tuition reimbursement program, employees must meet the following criteria:
  - a. Have been with FRSA as a full-time employee for at least one (1) calendar year
  - b. Must meet the performance expectations of their current position
  - c. Must not have any formal disciplinary actions within the previous 18 months
  - d. Must have an individual development plan in place; reviewed and agreed to by a supervisor
  - e. Must have clear alignment between the employee's educational ambitions, the organization's needs and must be related to professional growth within the organization.
  - f. Must apply for and be pre-approved thirty (30) days before enrolling in courses or any other type of formal educational training.
  
3. Reimbursement
  - a. Upon satisfactory completion of the training and/or coursework, the employee must provide documentation to support completion and payment to receive reimbursement. All reimbursement requests must be received within 10 days of the completion of the course end date and must include proper documentation as listed on the reimbursement request form. Please allow a minimum of 30 days for reimbursement processing. Any grade less than a "C" is not eligible for reimbursement. A pass/fail course is 100% reimbursable if passed successfully.
  - b. For the purposes of this policy, FRSA will also recognize the numerical equivalents of a letter grade. However, Four Rivers will only do so as long as the college/university provides official verification that any such grade is equivalent to a letter grade.
  - c. FRSA will not provide any reimbursement if an employee withdraws from an approved course or if the approved course is canceled. Furthermore, an employee must promptly inform the appropriate manager, supervisor, director and human resources if they withdraw from an approved course or if the course is canceled.
  - d. If the employee receives an incomplete in a course, the employee will have until the end of the following semester to remedy the matter by meeting any and all requirements. Failure to do so will preclude the employee from participating in the tuition reimbursement plan and they must repay FRSA for any advance payments received.
  - e. Textbooks, testing, parking permits, travel, student ID cards, student event tickets, meals, costs for computers, hardware or software upgrades, equipment, and internet connections required for on-line coursework and other miscellaneous and related expenses are excluded from the tuition reimbursement program.
  
4. Termination of Employment: As a matter of record, employees accepting the terms of this policy will be required to sign a written agreement to remain with the organization for one year from the date of the educational reimbursement. Employees who terminate voluntarily or for cause within one (1) year of participation in the reimbursement program, will be required to repay 100% of the total reimbursement. Employees who terminate voluntarily or for cause within two (2) years of participation in the reimbursement program will be required to repay 50% of the total reimbursement. Employees that separate from FRSA employment due to a layoff or their own significant health event will not be required to reimburse the expenses.

#### 4.4 INSURANCE BENEFITS

This section summarizes types of insurance offered to Four Rivers Sanitation Authority employees. If there are any inconsistencies between the eligibility, descriptions of benefits, coverage and other provisions summarized in this Section and the terms of the summary plan description applicable to such benefits, the terms of the summary plan descriptions will control.

The type and scope of coverage, the carrier selected to provide such coverage, and the participation of Four Rivers in the cost of the premium will be determined solely at the discretion of the board of trustees and is subject to change. Neither FRSA nor the Board will be in any way responsible for any loss in benefits that may occur in the event Four Rivers changes insurance carriers, or due to default of an incumbent carrier. Employees covered by a collective bargaining agreement should consult their CBA for further details.

#### **A. Employer Paid Life Insurance**

Four Rivers offers an employer paid life insurance policy for all current, full-time employees who qualify for healthcare benefits. The value of the life insurance policy is \$50,000 and is payable in the event of the employee's death.

FRSA shall be relieved of any liability to any employee or beneficiary other than to maintain its portion of premium payments for the duration of an employee's active employment. The failure of the insurance carrier to provide for any of the benefits for which it is contracted will not result in a liability to Four Rivers, nor shall such failure be considered a breach by Four Rivers.

#### **B. Health Insurance**

Health and dental insurance comprise the core of FRSA's employer supported health insurance coverage. Vision insurance is also offered on a voluntary basis. Benefits are available for the employee and employees' families as meets the definition found in the Statement of Benefits. Employee responsibility for premium payments will vary by the level of coverage.

1. **Eligibility:** Unless otherwise stated in a collective bargaining agreement, new employees will be eligible for health insurance benefits on the first day of employment. Benefit information will be provided at hire, including how to enroll in benefits, and new employees will attend a benefits orientation conducted by human resources. As a new employee you must apply for benefits within 31 days of your benefits eligibility effective date; a period called the Initial Eligibility Period.
2. **Open Enrollment & Life Events:** After your Initial Eligibility Period, your application for enrollment in, and/or changes to your existing coverage will only be accepted during an annual Open Enrollment period or per the occurrence of a "life event" as defined by the IRS. Examples of life events are the birth, adoption, or death of a dependent, marriage, divorce, or loss of coverage due to a spouse's unemployment. You are responsible for requesting benefits changes due to a life event and you must submit your enrollment within 30 days of the effective date of the life event, including any supporting documentation required.
3. **Benefits during a Leave of Absence:** For employees on an approved paid leave of absence, benefit deductions will continue to be removed from your biweekly pay. For unpaid leaves of absence, employees are responsible for manually paying 100% of the medical, dental and any voluntary benefit costs by the 15th of each month.

#### **C. Voluntary Benefits**

At the discretion of Four Rivers Sanitation Authority’s Board of Trustees, FRSA may offer additional benefits during open enrollment. These additional benefits, or voluntary benefits, are at the sole discretion of FRSA. Premiums for voluntary benefits are paid 100% by the employee and must be included in a bi-weekly payroll deduction plan. Examples of voluntary benefits may include:

1. Additional Life Insurance products
2. Deferred Compensation participation (457b)
3. Vision Insurance
4. Medical & Dependent Care Flex Savings Accounts
5. IMRF Voluntary Additional Benefit (VAC) contributions

#### 4.5 PENSION: ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

IMRF began operations in 1941. IMRF is governed by Article 7 of the Illinois Pension Code (40 ILCS 5/), as may be amended from time to time. IMRF is a “multi-employer public pension fund” that administers a program that offers, disability, retirement, and death benefits for employees of local government in Illinois (excluding the City of Chicago and Cook County).

IMRF is funded by three sources: employee contributions, employer contributions, and investment returns. Investment returns fund the greatest portion of pension costs.

The benefits and provisions of this pension plan are governed by the Illinois State legislature and administered by IMRF. Benefits information regarding IMRF is available at [www.IMRF.org](http://www.IMRF.org).

##### **A. Eligibility**

An employee must be employed in a position normally requiring performance of duty for one thousand (1000) hours or more in a twelve (12) month period. It is the expected annual hourly requirements that determine participation; actual hours worked may be more or less than the hours expected.

##### **B. Retirement, Disability, Death Benefits**

Employees or their survivors are required to refer to the information found at [www.IMRF.org](http://www.IMRF.org) for additional information on the IMRF pension system.

#### 4.6 HOLIDAYS

Full-time employees will be entitled to pay equal to the number of hours in their regularly scheduled workday, times their regular rate of pay per hour for the holidays identified in this Section.

##### **A. Holidays Observed**

The following days will be observed as holidays by Four Rivers Sanitation Authority, subject to the provisions contained in this section:

NEW YEAR’S DAY: January 1st

PRESIDENTS’ DAY: Legally observed President’s Day

GOOD FRIDAY: Friday immediately preceding Easter Sunday

MEMORIAL DAY: Legally observed Memorial Day

INDEPENDENCE DAY: July 4th

LABOR DAY: Legally observed Labor Day

COLUMBUS DAY: Legally observed Columbus Day

VETERANS' DAY: November 11th or the Monday in November designated by the Federal government for observance of Veterans' Day

THANKSGIVING DAY: Legally observed Thanksgiving Day

FRIDAY AFTER THANKSGIVING DAY

CHRISTMAS EVE DAY: December 24th

CHRISTMAS DAY: December 25th

FLOATING HOLIDAY

Such other days as the board may from time to time designate.

## **B. Eligibility**

Unless otherwise defined by a CBA, all new full-time employees are eligible for paid holidays at their first day of employment. To be eligible for holiday benefits, an employee must have worked the employee's last complete scheduled workday both preceding and following the holiday, unless the employee is on an approved vacation leave, bereavement leave, FMLA, or jury duty.

Unless otherwise agreed by the executive director or his designee or unless the absent employee has completed an FMLA absence approved procedure, a doctor's certificate will be required for sick leave absences on the workday preceding or following a holiday or holidays. If an employee fails to provide the required certification, Four Rivers will classify the employee's absence as "unexcused". In this event, the employee may not receive sick leave payment for the workday or consecutive workdays the employee was absent preceding or following the holiday. The employee also will not receive holiday pay for the holiday or holidays on which the employee was absent. An employee will not be eligible for holiday benefits while on an unpaid leave of absence.

## **C. Holidays that fall on a Saturday or Sunday**

Employees who are regularly scheduled to work Monday through Friday will observe holidays falling on Saturday on the preceding Friday, and on the following Monday for holidays falling on Sunday, unless otherwise provided otherwise by the board. Those dates may be different for employees whose regular schedule includes Saturday or Sunday.

If an exempt salaried employee is required to work on a holiday, an alternate day off will be allowed.

## **D. Floating Holiday**

All full-time, regular employees receive one floating holiday per year, in addition to Four Rivers' regularly paid holidays. Floating holidays are available on January 1st of each calendar year for all current employees.

New hires, still serving their Introductory Period, will receive their floating holiday on their six (6) month anniversary or January 1st: whichever date comes first. The one floating holiday may be used for religious or cultural holidays, employee birthdays, or other state or federal holidays during which FRSA remains open.

Floating holidays must be used in full-day increments and may not be attached to vacation, FRSA holiday or sick time. The request must be scheduled and approved in advance by the employee's immediate supervisor. Whenever possible, floating holiday requests should be submitted at least 30 calendar days prior to the requested floating holiday. Requests for use of a floating holiday will be granted or denied as soon as possible, and in all cases within 15 days after an employee's written request.

Floating holidays may not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

#### 4.7 VACATION

Four Rivers Sanitation Authority's paid vacation plan is a part of the benefits package extended to full-time employees and is designed to provide employees with the opportunity to balance their work and home lives. The purpose of offering vacation time is to provide eligible employees with flexibility from work that can be used for such needs as vacation, personal or family business, appointments, volunteerism, and other activities of the employee's choice. Vacation is intended to include and incorporate paid leave allowed under the Illinois Paid Leave for All Workers Act and may be used for any reason.

##### A. Eligibility

All regular, full-time employees will be awarded vacation time after the completion of the Introductory Period. Employees covered by a CBA should consult the collective bargaining agreement.

##### B. New Hires

No vacation may be used until after an employee has completed the ninety (90) day Introductory Period.

##### C. Vacation Leave

Vacation leave is awarded on an employee's anniversary date.

Successful completion of first 90 days 1 workday

Successful completion of first 6 months 5 workdays  
(Total of 6 workdays for 1st year of employment) **May not be carried over.**

Completion of 1 year (12 months) through 4 full years 11 workdays

5 years through 6 full years 16 workdays

7 years through 8 full years 17 workdays

9 years through 10 full years 18 workdays

11 years through 12 full years 19 workdays

13 years through 14 full years 20 workdays

15 years through 16 full years 21 workdays

17 years through 18 full years 22 workdays

19 years through 20 full years 23 workdays

21 years through 23 full years 24 workdays

23 years through 24 full years 25 workdays

25 years and over

26 workdays

#### **D. Carry-over of Unused Vacation**

Employees will not be permitted to carry over more than 5 days of earned vacation from one anniversary year to another. If an employee has 5 or fewer days of earned vacation remaining on the employee's anniversary date, the employee may request a transfer of said vacation to the next year or receive vacation pay instead of taking vacation. Vacation may not be transferred to the next anniversary year unless it is scheduled to be taken within ninety (90) days of the employee's anniversary. Vacation time not requested to be carried over or transferred within thirty (30) days of the employee's anniversary date will be automatically paid out.

#### **E. Scheduling Vacation Leave**

Vacation leave requests must be made to an employee's manager or supervisor via Employee Self-Service. Employees are not allowed to go into a negative balance for vacation leave. Insufficient notice may result in the vacation leave request being denied. Vacation time must be taken in one-hour increments.

The manager or supervisor will determine the appropriate number of employees on vacation leave in any workgroup at any time.

Upon an employee's 5th anniversary, at least one block of time which covers five (5) consecutive workdays may be scheduled during each anniversary year that an employee is eligible for vacation. Such a five-day period may consist of vacation days and no more than one holiday.

The balance of the vacation time may be scheduled in increments of time of the employee's choice and is dependent upon management's approval. Vacation time cannot be used to offset tardiness.

#### **F. Calculation of Vacation Pay During a Holiday**

If a Four Rivers paid holiday falls within an employee's vacation period, the holiday will be paid as a holiday and not as a vacation day.

#### **G. Borrowing Vacation Time**

Employees are discouraged from borrowing vacation time from their future awards. Requests for borrowing vacation time must be made in writing to the Executive Director and will be approved only when extenuating circumstances are present.

### **4.8 PAID TIME OFF FOR PART-TIME EMPLOYEES**

In compliance with the Illinois Paid Leave for All Worker Act (PLAWA), Four Rivers Sanitation Authority will grant Paid Time Off (PTO) of up to forty (40) hours in a calendar year to qualifying, part-time employees and to seasonal employees to be used for any reason.

#### **A. Eligibility**

Employees shall be entitled to begin taking paid leave 90 days following the commencement of their employment or 90 days following the effective date of this Act, whichever is later.

#### **B. Award of PTO**

All part-time and seasonal employees will be awarded Paid Time Off (PTO) of one (1) hour for every forty (40) hours worked in a calendar year.

Employees are allowed to carry over or roll over unused, accrued leave from one year to the next. However, a part-time or seasonal employee will not accrue more than 40 hours of PTO in a calendar year.

### **C. Scheduling PTO**

PTO requests must be made to an employee's manager or supervisor via Employee Self-Service. Employees are not allowed to go into a negative balance for PTO. Insufficient notice may result in the PTO leave request being denied. PTO may be taken in no less than two-hour increments.

Operational needs will be considered for each PTO request. The manager or supervisor will determine the appropriate number of employees required to be in any workgroup at any time.

### **D. PTO at Separation**

Unused PTO does not qualify for payout at separation.

## **SECTION 5 -SICK LEAVE & OTHER LEAVES OF ABSENCES**

### **5.1 SICK LEAVE**

#### **A. Eligibility**

All regular full-time employees of Four Rivers Sanitation Authority who have completed their introductory period will be granted sick leave benefits under the terms and conditions outlined in this handbook. Employees will not be eligible for sick leave benefits during their introductory period.

#### **B. Sick Leave Accruals**

At the end of an employee's orientation period and following the employee's assignment to regular full-time status, a Sick Leave Accumulation Account will be established for the employee, and hours equaling three (3) working days will be credited to the employee's account.

For each successive month of regular full-time employment, thereafter, excluding any periods of time, an employee is on any unpaid or other disqualifying leave, hours equaling one (1) workday will be earned and credited to the employee's account.

#### **C. Requesting Sick Leave**

Employees are required to follow their department's procedure for calling in sick and for accurately recording their use of sick time in Employee Self-Service. Throughout each calendar year, all approved sick leave hours that are taken by the employee will be deducted from the employee's Sick Leave Accumulation Account.

#### **D. Doctor's Note**

FRSA may request a doctor's note when an employee has been absent for three (3) consecutive workdays or more or if there is a concern about abuse of sick leave. The required note should verify that the employee was seen by the healthcare provider and should detail any period of incapacity or job-related restrictions.

## **E. January 1st Sick Leave Account Balance**

The maximum accumulated hours in the Sick Leave Accumulation Account that may be carried forward to the new calendar year is 480 hours. On January 1st of each year, the employee's Sick Leave Accumulation Account will be reduced to 480 hours.

Employees who accumulate hours in excess of the maximum allowable limit in their Sick Leave Accumulation Account as of January 1st of any given year have two options concerning the excess hours, subject to IMRF laws and regulations:

1. The employee may elect to be reimbursed for eighty percent (80%) of the hours in excess of 480 hours at their regular hourly rate of pay and to have the remaining 20% of their sick leave balance will be contributed to the employee's IMRF Retirement Reserve Account; or,
2. The employee may elect one hundred percent (100%) of the hours in excess of 480 hours to be contributed to the employee's IMRF Retirement Reserve Account.

Upon retirement, all hours in the IMRF Sick Leave Retirement Reserve Account will be reported to IMRF to credit the employee with pension credits as provided for under Illinois law. The IMRF Retirement Reserve Account will not exceed a balance of one (1) year of sick leave. Sick Leave hours in the Retirement Reserve Account are not eligible for any other form of compensation or payout.

## **F. Worker's Compensation & Sick Leave**

The provisions for payment of sick leave benefits contained in this policy will not apply to any case where an employee of Four Rivers sustains any injury or illness for which Total Temporary Disability payments are payable under the Workers Compensation or Occupational Disease Acts.

## **G. Pay out of Sick Leave Balance at Separation**

Upon voluntary separation, all regular full-time employees, who have completed one year of consecutive service will be eligible to receive 50% of their current base hourly rate for all hours in their Sick Leave Bank. Employees terminated for cause are not eligible for sick leave payout.

## **5.2 FAMILY & MEDICAL LEAVE ACT (FMLA)**

### **Family and Medical Leave of Absence Policy (FMLA)**

Four Rivers Sanitation Authority complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns, or disputes with this policy, please contact human resources.

### **A. Basic Leave Entitlement**

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Employer for at least 12 months AND worked at least 1250 hours in the last 12-months AND if at least

50 employees are employed by the employer within 75 miles. The “12-month period” is measured in a rolling backward calendar for a 12-month period.

## **B. Reasons for Leave**

If an employee is eligible, the employee may take family medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or (4) because of the employee’s own serious health condition which renders the employee unable to perform the functions of the employee’s position. Leave because of reasons one and two above must be completed on a continuous basis within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Employer who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period. In cases where a married couple is employed by FRSA, the two spouses together may take a combined total of 12 weeks’ leave during any 12-month period for reason one and two or to care for the employees’ “parent” under reason three.

## **C. Military Family Leave Entitlement**

If an employee is eligible, the employee may use the 12-week FML entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter, or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; and (7) attending post-deployment briefings.

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12-month period. This single 12-month period begins with the first day the employee takes the leave. A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during 5 years preceding the date on which the veteran undergoes that medical treatment recuperation or therapy.

Employees may not be granted an FML leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

## **D. Notice of Leave**

If the FML is foreseeable, the employee must give the Employer at least 30 days’ notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Employer as soon as practicable and, absent unusual circumstances, in accordance with the Employer’s normal leave procedures.

## **E. Medical Certification—Leave for Employee’s Own or a Covered Family Member’s Serious Health Condition**

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Employer, at its expense, may require an examination by a second health care provider designated by the Employer, if it reasonably doubts the medical certification, you initially provide. If the second healthcare provider's opinion conflicts with the original medical certification, the Employer, at its expense, may require a third, mutually agreeable healthcare provider to conduct an examination and provide a final and binding opinion. The Employer may also require medical recertification periodically during the leave and employees will be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

#### **F. Certification for a Qualifying Exigency**

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active-duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty, including the dates of the active-duty service. The Employer may also request additional information pertaining to the leave.

#### **G. Certification for Servicemember Family Leave**

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Employer may require the employee to supply certification completed by an authorized healthcare provider of the covered servicemember. In addition, the Employer may also request additional information pertaining to the leave.

#### **H. Substitution of Paid Leave**

FML is unpaid leave. If you request leave for any FML-covered reason, you may be required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FML (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FML, employees must use their sick time. Employees must use vacation time once sick time has been exhausted.

#### **I. Benefits During Leave**

During an approved FML, the Employer will maintain the employee's health benefits as if the employee continued to remain actively employed. Employees remain responsible for their portion of their benefit premiums.

#### **J. Intermittent Leave**

Leave because of a serious health condition, to care for a servicemember with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Employer will reduce the employee's salary based on the amount of time worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Employer may temporarily transfer the employee to an available alternate position that

better accommodates the recurring leave, and which has equivalent pay and benefits. Employees on intermittent leave should make every effort to schedule leaves with a supervisor to lessen any negative impact on FRSA operations. A fitness for duty certification will be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

#### **K. Communication During an FMLA Leave of Absence**

Employees on leave are required to contact their manager or supervisor to keep them informed of the employee's leave status

#### **L. Job Restoration**

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee will be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

#### **M. Return to Work Following FMLA**

Employees are required to provide medical certification when returning to work after an extended absence, for certification of certain licenses, when requesting a leave of absence and for work related injuries and exposures. Employees may be asked to provide medical certification for use of sick leave that extends beyond three (3) business days or in other circumstances determined necessary by FRSA.

If Four Rivers has reason to doubt the validity of a medical certification, FRSA may require the employee obtain a second or third opinion at the employer's expense. To the extent possible, the appointment will be scheduled at a time convenient for the employee. The employee will be paid their regular rate of pay as appropriate and will be compensated for travel expenses incurred by the employee.

Pending receipt of additional medical opinions, the employee is entitled to continue all employment benefits. If the additional opinions do not ultimately support the original documentation, FRSA will adjust employment and leave decisions as appropriate.

### **5.3 FAMILY BEREAVEMENT LEAVE**

The Family Bereavement Leave Act (FBLA) allows employees ten (10) workdays of unpaid leave annually to grieve the death of any covered family member. Covered family member include an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent, and partners. Covered family members do not need to reside in the same household as the FRSA employee.

#### **A. Eligibility**

Four Rivers employees are eligible if they have worked for FRSA for at least twelve months, and for 1,250 hours over the 12 months preceding the start of the requested leave. The 12 months of service need not be consecutive. Employment before a break in service of 7 years or more will not be counted, unless the break in service was caused by the employee's active duty with the National Guard or reserve, or there was a written agreement that FRSA intended to rehire the employee after the break in service.

## **B. Qualifying Circumstances**

- Attend the funeral or alternative to a funeral of a covered family member
- Make arrangements necessitated by the death of the covered family member
- Grieve the death of the covered family member; or
- Be absent from work due to (i.) a miscarriage; (ii.) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii.) a failed adoption match or adoption that is not finalized because it is contested by another party; (iv.) a failed surrogacy agreement; (v.) a diagnosis that negatively impacts pregnancy or fertility; or (vi.) a stillbirth.

## **C. Employee Notice to Employer**

Employees are to notify their manager or supervisor within 48 hours of notice before the leave is required unless it is not practical.

## **D. Employee Responsibilities**

The leave must be completed within sixty (60) days after the date employee receives notice of the death or the date on which the other qualifying event occurs.

Employees must provide reasonable documentation of the need for leave. Such documentation may include a death certificate, published obituary, or written documentation of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

For parents experiencing the unexpected loss of an infant through miscarriage or failed invitro or a failed adoption process, the appropriate Department of Labor form can be requested from human resources.

## **E. Annual Entitlement**

Employees are allowed ten (10) workdays of leave annually. If an employee suffers the death of more than one covered family member in any 12-month period, the employee is entitled to take up to six weeks of unpaid bereavement leave in the 12-month period.

FBLA does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under the FMLA. Time off under any other policy for a reason which entitles an eligible employee to a leave of absence under the FMLA, whether or not paid, will be charged against the maximum amount of FBLA leave to which an employee is entitled. It also will be charged against any entitlement under an applicable paid vacation leave, sick or other unpaid time off policies.

## **F. Election of Paid or Unpaid Leave**

By law, FBLA is an unpaid leave unless the employee elects to use accrued paid leave. Employees requesting an FBLA Leave may utilize available paid time off, in the following order:

1. Sick time
2. Vacation time

## **G. Health Care Benefits & FBLA**

Four Rivers will provide continuous medical and dental coverage for the duration of the leave provided that coverage is in effect on the date the leave begins. All voluntary benefits will remain in effect for as long as the employee pays the premiums.

When a paid leave is in effect, the employee's share of the health care premium(s) will be paid through the payroll deduction method.

If the leave is unpaid at any point, the employee is responsible for paying their portion of the premiums on time. Insurance premiums made by the employee must be submitted on time to human resources. Nevertheless, health care benefits will be resumed upon the employee's return to work.

## **H. FBLA Administration**

The administration of an FBLA leave is managed through human resources. Employees are responsible for the timely and accurate recording of their FBLA time in Employee Self-Service. All communications and records regarding the leave are the responsibility of the employee and must be managed in a timely and appropriate manner with HR. Eligibility, duration, and certification of an FBLA leave are determined by human resources with current federal and state law.

### **I. Communication During a FBLA Leave of Absence**

Employees on leave are required to contact their manager or supervisor to keep them informed of the employee's leave status.

### **J. Child Extended Bereavement Leave**

Under the Child Extended Bereavement Leave Act, full-time employees employed for at least two (2) weeks may be eligible for up to six (6) weeks of unpaid leave if the employee experiences the loss of a child, stepchild, foster child, or a child for whom the employee stands in loco parentis by suicide or homicide. Employees should give reasonable notice to human resources of their intention to take such leave unless advance notice is not practicable. Leave may be taken in a single continuous period or in increments of no less than four (4) hours and must be completed within one (1) year of the loss. Four Rivers may require documentation in support of such leave. Leave under the Child Extended Bereavement Leave Act does not extend the maximum period of leave an employee is entitled to under the Family and Medical Leave Act or under any other paid or unpaid leave provided under applicable law or policy (including under the FBLA). Employees may use available paid time off.

## **5.4 NON-FMLA LEAVE OF ABSENCE**

The intent of this policy is to identify the types of situations for which a non-FMLA leave of absence may be provided. Employees may be eligible for non-FMLA leave only after the completion of their introductory period or otherwise in accordance with the Accommodation Policy. After the exhaustion of all other leaves of absence, a non-FMLA Leave of absence may be granted for reasons that do not qualify under the Family and Medical Leave Policy, and for employees who are ineligible for Family and Medical Leave under that policy, or for employees who have exhausted their leave under that policy. Such leaves of absences are granted solely at the discretion of Four Rivers Sanitation Authority and must be approved by the employee's director, human resources, and the executive director. The granting of a non-FMLA leave of absence will not be precedential to other requests.

### **A. Length of Leave**

Non-FMLA leaves will be approved in thirty (30) calendar day increments. The maximum amount of leave granted will depend upon the reason for the leave. A non-FMLA Leave of Absence will not extend beyond 60 days except for on a case-by-case basis where necessary as a reasonable accommodation to an employee's disability or pregnancy (including pregnancy, childbirth, or medical or common conditions related to pregnancy and childbirth) to the extent required by applicable law.

#### **B. Requesting Non-FMLA**

The employee must provide Four Rivers Sanitation Authority at least thirty (30) calendar days advance notice of the need for leave if the need for leave is planned or foreseeable.

If a 30-day's notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

When planning medical treatment, the employee should consult with their manager or supervisor and make a reasonable effort to schedule the leave, if granted, so as not to unduly disrupt FRSA's operations, subject to the approval of the health care provider.

#### **C. Unpaid Leave of Absence**

A non-FMLA Leave is an unpaid leave of absence. Performance evaluation and step increases, where applicable, may be delayed in equal proportion to the duration of leave.

During a non-FMLA, benefits do not continue to accrue. Employees on a non-FMLA will not be paid for scheduled holidays that occur during the leave period.

#### **D. Benefits**

The employee is responsible for paying 100% of the premiums for healthcare and voluntary benefits on time. Four Rivers has the right to cancel health insurance coverage if an employee's premium payment is more than thirty (30) days late. Nevertheless, health care benefits will be resumed upon the employee's return to work.

#### **E. Non-FMLA Administration**

The administration of a non-FMLA Leave is managed through human resources. Employees are responsible for the timely and accurate recording of their leave time in Employee Self-Service. All communications and records regarding the leave are the responsibility of the employee and must be managed in a timely and appropriate manner with HR. Eligibility, duration, and approval of a non-FMLA leave are determined by human resources, the employee's director and the executive director.

#### **F. Communication During a Non-FMLA Leave of Absence**

Employees on leave are required to contact their manager or supervisor to keep them informed of the employee's leave status.

#### **G. Return to Work**

An employee will be required to present a fitness-for-duty medical release, where applicable, upon return from a non-FMLA leave of absence.

When possible, Four Rivers will attempt to place an employee in their former position or position of similar nature upon return from a non-FMLA leave of absence; however, FRSA does not guarantee that the position will be available upon expiration of the leave. If the position is not available, the employee may be demoted or terminated.

Failure to return from any approved non-FMLA leave of absence will be considered a resignation which will be made retroactive to the first day of leave.

## 5.5 VICTIMS ECONOMIC SAFETY & SECURITY ACT LEAVE (VESSA)

Pursuant to the Illinois Victims' Economic Security and Safety Act ("VESSA"), Four Rivers Sanitation Authority grants unpaid leave to employees who are victims of domestic, sexual, gender, or another crime of violence or to those who have family members who are victims of domestic, sexual, gender, or other violent crimes, and whose interests are not averse to the employee as it relates to the domestic, sexual, gender, or other crime of violence based upon the following requirements, terms, and conditions.

### A. Eligibility

All employees are eligible for leave under this policy. Employees are entitled to a maximum of twelve (12) weeks of VESSA leave during a twelve (12) month period. VESSA does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by VESSA.

### B. Reasons for Leave

An employee who is a victim of domestic, sexual, gender, or another crime of violence or who has a family or household member who is a victim of any such violence and whose interests are not averse to the employee as it relates to the violence may be entitled to leave for the following reasons. ("Family or household member" means a spouse, parent, son, daughter, and persons residing in the same household.)

1. Seeking medical attention for or recovering from physical or psychological injuries caused by violence to the employee or the employee's family or household member.
2. Obtaining services from a victim services organization for the employee or the employee's family or household member.
3. Obtaining psychological or other counseling for the employee or the employee's family or household member.
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future violence or to ensure economic security.
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from such violence.

### C. Length of VESSA Leave

Four Rivers will use the "12-month rolling backward calendar" method in determining the number of weeks of leave to which an employee is entitled. Under this method, when an employee makes a request for leave, the FRSA examines the employee's VESSA leave use for the past twelve (12) months. In that twelve (12) month time period, an employee will be entitled to take a maximum of twelve (12) weeks of VESSA leave.

### D. Notice

Employees must give at least forty-eight (48) hours' notice prior to the commencement of their leave unless such notice is not practicable. If an employee cannot give forty-eight (48) hours' notice, the employee must provide certification of their need for leave as described below.

#### **E. Certification**

FRSA will require employees to provide certification that the employee or their family or household member is a victim of domestic, sexual, gender, or another crime of violence, and the leave is for one of the purposes outlined above.

Employees must provide certification to human resources within a reasonable period after the certification is requested. The certification may take the form of a sworn statement by the employee, and upon obtaining such documents the employee may provide:

Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing the violence and the effects of the violence; or

1. A police or court record
2. Other corroborating evidence

#### **F. Confidentiality**

All information about the use, notice, and certification of VESSA leave provided to Four Rivers will be retained in the strictest confidence, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable law.

#### **G. Intermittent Leave**

Intermittent leave or reduced work schedule leave (i.e., taking leave in separate blocks of time, rather than leave for a continuous period of time) may be available.

#### **H. Paid or Unpaid Leave**

When taking leave for VESSA, eligible employees may elect to use (1) unpaid leave, or (2) accrued time off in the following order:

1. Sick Time
2. Vacation Time

Upon an employee's VESSA leave request, an employee should indicate whether the leave is elected to be unpaid or paid. Both unpaid and paid leave will be counted toward the length of VESSA leave taken.

#### **I. Health and Benefits During a VESSA Leave of Absence**

During VESSA leave, health benefits will be continued under the same conditions as if the employee had remained actively employed.

#### **J. Accruals and Holiday Pay**

During an unpaid VESSA leave, other benefits do not continue to accrue. Employees on a VESSA leave will not be paid for scheduled holidays that occur during the leave period.

## **K. VESSA Administration**

The administration of a VESSA leave is managed through human resources. Employees are responsible for the timely and accurate recording of their VESSA leave time in Employee Self-Service. All communications and records regarding the leave are the responsibility of the employee and must be managed in a timely and appropriate manner with HR. Eligibility, duration, and approval of VESSA leave are determined by human resources with current federal and state law.

## **L. Communication During a VESSA Leave of Absence**

Employees on leave are required to contact their manager or supervisor to keep them informed of the employee's leave status.

## **M. Return to Work**

Upon completion of leave, FRSA will restore the employee to the position held prior to the leave, or to a substantially equivalent position, subject to exceptions as provided by law.

## **5.6 MISCELLANEOUS LEAVES OF ABSENCE**

### **A. Jury Duty Leave**

A leave of absence will be granted to regular full-time employees while on jury duty. Employees will be paid the difference between their jury duty pay and their regular base pay upon presentation of court receipts showing their participation and compensation. Jury duty leave will be granted to employees while in their introductory period.

### **B. School Visitation Leave**

Employees who have children in primary and secondary schools will be allowed a total of eight (8) hours of unpaid leave during any school year to attend educational and behavioral conferences or classroom activities that cannot be scheduled during non-work hours. Employees must use earned vacation or PTO before using School Visitation Leave.

### **C. Blood Donation Leave**

Full-time employees who have been employed by the Four Rivers Sanitation Authority for a period of six (6) consecutive months or more and who donate blood, will be allowed up to one (1) hour of paid leave to donate blood every fifty-six (56) calendar days, in accordance with the appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards. Employees must request and receive prior approval from their supervisor for the leave. Confirmation of blood donation may be required.

### **D. Election Leave**

Four Rivers Sanitation Authority allows employees up to two (2) consecutive hours of leave during polling hours in order to vote in federal, state, or local elections, both primary and general elections, if their working hours on the day of the election begin less than two (2) hours after the opening of the polls and end less than two (2) hours before the closing of the polls. Employees who have two (2) consecutive hours available during polling hours outside of their normal work schedule will not be eligible to take any additional time off for voting purposes. Employees who do not have two (2) consecutive hours available during polling

hours outside of their normal work schedule must pre-request time off for voting. The request for leave must clearly state the need for the leave. Time off for voting should be reported appropriately.

**E. Funeral Leave**

Four Rivers Sanitation Authority allows up to a maximum of three (3) days of paid funeral leave to regular, full-time employees when a member of their immediate family dies. Employees shall not be eligible for bereavement leave benefits during their orientation period.

In this policy, we define immediate family as spouses or domestic partners, all first-degree relatives (parents, siblings, and children), grandparents, grandchildren, aunts, uncles, nieces, and nephews. In-laws of the same types are included, as well as adopted parents, adopted children, legal guardians, half- and step-relatives.

**6.0 EMPLOYEE HANDBOOK RECEIPT ACKNOWLEDGMENT FORM**

The employee handbook describes important information about the Four Rivers Sanitation Authority (FRSA), and I understand that I should consult human resources regarding any questions not answered in the handbook.

I have entered into my employment relationship with FRSA voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or FRSA can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I understand and agree that no manager, supervisor, or representative of FRSA has any authority to enter into any agreement for employment other than at will.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with FRSA. By distributing this handbook, FRSA expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by FRSA, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the employee handbook creates, or is intended to create, a promise or representation of continued employment and that employment at FRSA is employment at-will, which may be terminated at the will of either FRSA or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

## MEMORANDUM OF UNDERSTANDING

WHEREAS: This Memorandum of Understanding (MOU), is entered into by and between Four Rivers Sanitation Authority (FRSA) and Teamsters Local Union No. 325, International Brotherhood of Teamsters (Union).

WHEREAS: FRSA has developed a new payroll system that has required implementation of payroll policies as they were defined in the Union Collective Bargaining Agreements for both the Office, Clerical and Technical Employees and the Maintenance, and Operations and Repair Employees (CBA).

WHEREAS: FRSA maintains that on August 26, 2023, they provided the Union with timely notice of the proposed return to the language of the CBA with an effective date of January 1, 2023, and are therefore were within their management rights to develop payroll policies in line with the language of the CBA.

WHEREAS: The Union filed three (3) grievances on February 1, 2023, on behalf of its members, requesting that FRSA return to past practice in the interpretation of payroll policies in the application of payroll rules as they apply to Family Medical Leave Act (FMLA), daily overtime, overtime on weekends, and out of class pay.

WHEREAS: The Union maintains through the grievance process, that FRSA must maintain past practices until 2026, when the current CBA will expire.

WHEREAS: As a resolution to the Step Three (3) grievance process, FRSA has proposed that they shall continue the past practices associated with the above defined matters, until May 1, 2026, which is the expiration of the current contract, and that the language associated with the grieved matters will be a mandated subject of bargaining at that time.

WHEREAS: The agreement to maintain past practices does not in any way diminish FRSA's management rights as defined in Section 2.1 of the CBA. Nor does this agreement diminish the role of the Union to negotiate the impact at a later date.

THEREFORE: As a resolution to the grievances filed FRSA and the Union agree to maintain past practices specifically as they apply to the grievance subjects:

1. FMLA
  - a. Accruals of sick and vacation time will continue as long as the employee is on a paid FMLA.
  - b. Holidays will be paid as long as the employee is on a paid FMLA.
2. Out of Class Pay
  - a. FRSA will continue to pay at the top tier of the higher pay level.
3. Overtime:
  - a. FRSA will allow for overtime to be paid after the completion of an employee's regularly scheduled hours.\*
  - b. FRSA will allow for overtime to be paid on weekends. \*\*
  - c. FRSA will allow for sick, vacation and holiday to count towards overtime as time worked.
  - d. There shall be no pyramiding of overtime.

*\*A regularly scheduled shift is defined as beyond 8 hours for employees regularly scheduled for an 8-hour day and after 12 hours for employees regularly scheduled for a 12-hour day*

*\*\*Weekends are defined as the two or three consecutive days off in an employee's regular work schedule that are not paid time off. Employees who are regularly scheduled for Saturday and Sunday have a weekend assigned that falls Monday through Friday.*

TERM OF THIS MOU: This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties of this MOU and shall remain in full force in effect until May 1, 2026. This MOU may be terminated, without cause, by either party upon thirty (30) days written notice, which shall be delivered by hand or by certified mail to the Executive Director at 3501 Kishwaukee St, Rockford, IL 61109.

AMENDMENTS: Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties of the MOU shall be incorporated by written instrument and effective when executed and signed by all parties of this MOU.