

RESOLUTION 18 - 81

RESOLUTION AMENDING THE PERSONNEL POLICY

WHEREAS, the Employee Policy Manual was adopted Nov. 13, 2001 and last updated Dec. 14, 2015; and

AND WHEREAS, the Employee Policy Manual may be amended by the County Board, at its discretion, at any duly constituted regular County Board Meeting; and

BE IT HEREBY RESOLVED, Section 601 and Section 603 will be abolished, and Section 602 shall be amended in its entirety, as follows:

Volunteer Emergency Worker Job Protection Act

This County fully complies with all the regulations of the Volunteer Emergency Worker Job Protection Act. The definition of a "volunteer emergency worker" is a firefighter, licensed EMT, ambulance driver or attendant, or "First Responder" per the EMT System's Act who provides services to a fire department, fire protection district, or other governmental entity without receiving compensation. If you are an employee who is involved in such a role you must supply verification of that role per the employer's request. If you are going to be absent or late for your assigned shift due to volunteer emergency duties, it is your responsibility to make a reasonable effort to notify your supervisor. The employee will be asked to provide documentation of service. They will not be subject to discipline for absence or tardiness due to their service but their time off the job will not be paid.

Disability Leave

Disability is defined as a physical or mental condition that incapacitates an employee to a point that he/she is unable to perform their job requirements. Disability may be work or non-work related, and must be certified by a licensed physician. It is the responsibility of the employee or his/her representative to contact the Department Head to keep him/her advised of the extent of the disability and contact the Treasurer's Office for a disability application as soon as it is anticipated that the employee may go on disability. Employees with a disability may qualify for IMRF or workman's compensation disability benefits; however, IMRF disability benefits are not paid for the first 30 days of disability. An employee may also be eligible for leave under the Family and Medical Leave Act (FMLA) policy, if the employee meets certain eligibility requirements and the employee's disability qualifies as a serious health condition. In such cases, disability leave will run concurrently with FMLA leave and the terms of the FMLA policy will control to the extent such terms conflict with the provisions of this disability policy, until the employee's FMLA leave rights are exhausted.

- Employees requesting a disability leave must submit a request for leave in writing, stating the reason for the leave, at least thirty (30) days in advance to his or her supervisor. In emergencies, written notice must be provided as soon as possible under the circumstances.

The employee must also submit certification from his or her physician stating the diagnosis and nature of the disability, why the disability will preclude the employee from working and the recommended course of treatment, and the estimated length of time that the employee will be out of work because of the disability. This medical certification generally must be provided at the time of the request of the leave, but no later than fifteen (15) days after the request for leave is made. The County reserves the right to require a second medical opinion by another physician at its designation.

- Employees must use all accrued sick days in conjunction with a disability leave. Employees may (but are not required to) use vacation and personal days during a disability leave to continue their salary, after sick days are exhausted. Sick leave, vacation and personal time will continue to be accrued only during the period when the employee is being paid by the County. Otherwise, sick leave, vacation, or personal days will not be accrued while the employee is on disability.
- Disability beyond 30 calendar days may be covered by the Illinois Municipal Retirement Fund (IMRF). The County Treasurer's Office will prepare the required forms to request IMRF disability coverage and forward them to the disabled employee. It is the employee's responsibility to sign the forms as required, provide the necessary physician's statement or other proof of disability, and return all forms to the County Clerk's Office for processing. The amount of IMRF disability benefits is 50% of the employee's average monthly earnings for the 12 calendar months prior to the date he or she is disabled.
- An employee will be returned to his or her former position if the employee returns from a sick/disability leave within 30 calendar days after the first day of absence, provided that the employee is able to perform the essential job functions of the position. Employees who are unable or unwilling to resume their duties on the same schedule to which they were assigned immediately prior to the period of disability within the thirty days are not guaranteed reemployment. For example, a full-time staff member is not guaranteed the right to demand rehire on a part-time basis.
 - Health Insurance will be paid by **[County Name]** County only while on paid absence, unless otherwise required by applicable law. Continued participation by the employee in the Group Life and Health Insurance program during unpaid disability leave will be at the employee's expense of paying the premium for continued coverage.
 - During a disability leave, the County may require the employee to periodically report on his or her status and intent to return to work. The County may also periodically require certification of the employee's medical condition.