

## **UPCOMING MEETINGS**

### **Tuesday, July 6, 2021**

7:00 A.M. Highway Committee Meeting – Highway Department in Roberts

### **Wednesday, July 7, 2021**

9:00 A.M. Sheriff Committee Meeting – Sheriff's Boardroom

### **Thursday, July 8, 2021**

9:00 A.M. Finance Committee Meeting – Small Courtroom in Courthouse

### **Monday, July 12, 2021**

7:00 P.M. County Board Meeting – Sheriff's Boardroom

MONTH END REPORT  
MAY 2021

TOTAL DEATH INVESTIGATIONS	10
TOTAL RESIDENT DEATHS	6
TOTAL NON-RESIDENT DEATHS	4
Past Inquires or <u>Inquests Pending</u>	0
Inquires Pending this month	0
1) Natural Death Investigations	10
2) Undetermined Death	0
3) Suicide	0
4) Homicide	0
5) Accidental Death	0
5a) Accidental Motor Vehicle Death	0
5b) Accidental Drug or Alcohol Death	0
AUTOPSIES	
TOXICOLOGY	0
EXTERNAL EXAMINATIONS	0
HOSPICE CASE-----	7
INQUESTS CONDUCTED	0
CREMATION PERMITS INVESTIGATED AND ISSUED	0
NOTIFICATIONS FOR OTHER COUNTIES	0
ORGAN & TISSUE DONATION	0
INVESTIGATIONS RETURNED TO THE MEDICAL PROFESSION	0
CREMATION PERMIT FEES RECIEVED	\$ .00
REPORT FEES	.00
MISC.FEES (Grant)	.00
INVOICES RECEIVED	00.00
TOTAL REVENUE	\$ .00

RESPECTFULLY SUBMITTED,



BRANDON RODERICK  
FORD COUNTY CORONER

# SEMI-ANNUAL REPORT OF OFFICIAL FEES AND EMOLUMENTS RECEIVED

To the Chairman of the County Board of Ford County:

I, AMY FREDERICK, County Clerk in and for the County of Ford and the State of Illinois,  
respectfully present the following report of all fees and emoluments of my office, from

**01 December 2020 to 31 May 2021**

wherein I state the gross amount of all fees or emoluments.

## **NATURE OF SERVICES**

### **Clerk & Recorder Revenue**

For Recording Fees	\$42,183.00
For Certified Copies of Vital Records	\$12,628.00
For Miscellaneous	\$17,795.23
For County Revenue Stamps (1/3)	\$25,206.00
For Clerk Tax Fees	\$9,804.00

**SUB TOTAL**

**\$107,616.23**

### **Clerk & Recorder Dedicated Funds**

For Auto Recording Fees	\$22,540.00
For Auto Vital Fees	\$3,152.00

**SUB TOTAL**

**\$25,692.00**

### **Funds to the State & Assessment Office**

Domestic Violence Fund (DVF)	\$140.00
For GIS System Account	\$40,452.00
For Rental Housing	\$14,112.00
For Death Certificate Surcharge (DSC)	\$4,160.00
For Delinquent Tax Redemption	\$290,650.35

**SUB TOTAL**

**\$349,514.35**

**TOTAL**

**\$482,822.58**

Respectfully submitted this 1st day of June, 2021.

  
Ford County Clerk & Recorder

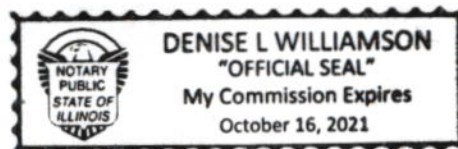
STATE OF ILLINOIS )  
                                  ) SS  
COUNTY OF FORD )

I, AMY FREDERICK, do solemnly swear that the foregoing account is in all respects  
just and true according to my best knowledge and belief, and that I have neither received  
directly or indirectly nor directly or indirectly agreed to receive or be paid for my own or  
another's benefit, any money, article or consideration than therein stated, nor am I entitled  
to any fee or emolument for the period therein mentioned, other than those specified.

  
Ford County Clerk & Recorder

Signed and Sworn to me, this 1st day of June, 2021.

  
Notary Public



# COUNTY CLERK & RECORDER'S OFFICE

To the Chairman of the County Board of Ford County:

I, Amy Frederick, County Clerk and Recorder, in and for the County of Ford and State of Illinois, respectfully present the following report of all the fees and emoluments of my office, for the month of **MAY 2021** and during the month where I state the gross amount of all fees.

## COUNTY CLERK

REVENUE FOR THE MONTH	RECORDING FEES	VITAL RECORDS	MISC FEES	COUNTY TAX STAMPS 1/3	TAX CLERK FEES	COUNTY CLERK REVENUE	DEDICATED FUNDS AUTO REC. FEE (RSSA)	DEDICATED FUNDS AUTO VITAL FEE (VRSSA)	DOMESTIC VIOLENCE FUND (DVF)	GIS	RENTAL HOUSING SURCHARGE (RHSP)	DSC	DELINQUENT TAXES COLLECTED
Dec-20	7,570.00	1,910.00	4,484.75	3,674.25	258.00	17,897.00	4,036.00	538.00	5.00	7,259.00	2,502.00	892.00	5,691.73
Jan-21	6,821.00	2,359.00	1,714.25	4,369.25	774.00	16,037.50	3,654.00	636.00	30.00	6,559.00	2,295.00	892.00	26,148.77
Feb-21	4,768.00	2,033.00	1,126.00	3,248.25	172.00	11,347.25	2,556.00	518.00	15.00	4,575.00	1,620.00	684.00	5,178.34
Mar-21	8,527.00	2,553.00	5,909.25	5,146.50	2,064.00	24,199.75	4,546.00	586.00	30.00	8,159.00	2,853.00	724.00	66,723.40
Apr-21	6,916.00	1,983.00	2,217.00	3,900.75	4,472.00	19,488.75	3,708.00	450.00	20.00	6,650.00	2,322.00	484.00	127,547.93
May-21	7,581.00	1,790.00	2,343.98	4,867.00	2,064.00	18,645.98	4,040.00	424.00	40.00	7,250.00	2,520.00	484.00	59,360.18
Jun-21						0.00							
Jul-21						0.00							
Aug-21						0.00							
Sep-21						0.00							
Oct-21						0.00							
Nov-21						0.00							
MID-YEAR	42,183.00	12,628.00	17,795.23	25,206.00	9,804.00	107,616.23	22,540.00	3,152.00	140.00	40,452.00	14,112.00	4,160.00	290,650.35
<b>TOTAL</b>	<b>42,183.00</b>	<b>12,628.00</b>	<b>17,795.23</b>	<b>25,206.00</b>	<b>9,804.00</b>	<b>107,616.23</b>	<b>22,540.00</b>	<b>3,152.00</b>	<b>140.00</b>	<b>40,452.00</b>	<b>14,112.00</b>	<b>4,160.00</b>	<b>290,650.35</b>

82.78% = Percent of estimated revenue generated for year to date.

Total County Clerk Receipt \$ 482,822.58  
Dedicated Funds = \$ 25,692.00

Total estimated revenue = \$ 140,000.00 Actual office revenue = \$ 107,616.23

STATE OF ILLINOIS }  
COUNTY OF FORD }

I, Amy Frederick, do solemnly swear that the foregoing account is in all respects just and true according to the best of my knowledge and belief, and that I have neither received directly or indirectly nor directly or indirectly agreed to receive or be paid for my own or another's benefit, any money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those specified.

Submitted this 3rd day of June 2021.

Ford County Clerk & Recorder





**FORD COUNTY  
OFFICE OF EMERGENCY MANAGEMENT  
200 W State Street Room B-5  
Paxton, IL 60957  
Phone 217-379-9415**



**Activity Report for 01 May, 2021 to 30 May, 2021**

03 May 2021	IEMA EOP Remediation Meeting (Paxton)
04 May 2021	Ford Highway Committee Meeting (Roberts)
04 May 2021	IEMA Monthly Starcom Radio Drill (Paxton)
05 May 2021	Ford County Sheriff's Committee Meeting (Paxton)
05 May 2021	Ford County EMA Meeting (Paxton)
06 May 2021	Ford County Finance Committee Meeting (Paxton)
07 May 2021	IEMA Weekly COVID Update (Paxton)
10 May 2021	Ford County Board Meeting ((Paxton)
14 May 2021	IEMA Weekly COVID Update (Paxton)
21 May 2021	IEMA Weekly COVID Update (Paxton)
25 May 2021	Ford County Finance Committee Meeting (Paxton)
26 May 2021	IDPH COVID Update (Paxton)
27 May 2021	IEMA Weekly COVID Update (Paxton) Ford County Insurance & Personnel Committee (Paxton) STIC Public Safety Webinar (Paxton) Ford County Zoning Committee Meeting (Paxton)

**Notes:**

This report was Respectably submitted By:

X 

Terry L. Whitebird  
Ford County EMA

Monthly Report to the Ford County Board  
On Activities at the Highway Department  
June 2021

The Ford County Highway Department completed the following activities during the month May, 2021.

Engineering Division

- Entered claims and allotments to various county and township funds.
- Assisted Maintenance Division.
- Completed annual county and township bridge inspections.

Maintenance Division

- Performed maintenance and repair on County owned equipment.
- Conducted routine inspection and maintenance of roads, entrances, shoulders and signs on county system.
- Assisted contractor on regrading ditch along Buckingham Road.

County Engineer

- Worked with landowners on field entrances and drainage requests.
- Worked with contractor and landowners to regrade ditch along Buckingham Road.
- Assisted commissioners with Ford County Wind Farm questions.
- Met with Morgan County Engineer to discuss wind farm construction issues.
- Attended District 3 County Engineers' meeting in Grundy County.

## Amy Frederick

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**From:** fordcohi@maxwire.net  
**Sent:** Tuesday, June 08, 2021 10:40 AM  
**To:** Amy Frederick  
**Subject:** Activity Report for May - Ford Co. Highway Department  
**Attachments:** June, 2021.docx

Good Morning, Amy,

I have attached the May activity report for the County Highway. Since there were not enough committee members attending the meeting this morning, there were no minutes to send to you.

Have a great day,

Katie Putnam  
Ford County Highway

Gregory L (Greg) Perkinson, PE  
Ford County Engineer  
305 N Highway 54  
Roberts, IL 60962  
217 395-2206  
217 395-2207 FAX

**FORD COUNTY PROBATION SEMI-ANNUAL REPORT**  
**COUNTY FISCAL YEAR DEC. - MAY 2021 STATS**

**TOTAL INTAKES:                      ADULTS - 38                      JUVENILE - 3**

**TOTAL CLOSURES:**

<b>ADULT SUCCESSFUL - 48</b>	<b>JUVENILE SUCCESSFUL - 1</b>
<b>ADULT UNSUCCESSFUL - 18</b>	<b>JUVENILE UNSUCCESSFUL - 1</b>
<b>ALTERNATE IDOC SENTENCE - 1</b>	

**COMMUNITY SERVICE HOURS WORKED:**

<b>ADULT -</b>	<b>453</b>
<b>JUVENILE -</b>	<b>20</b>
<b>TOTAL HOURS: :</b>	<b>473</b>

**PETITIONS TO REVOKE FILED:                      19**

**PRE SENTENCE INVESTIGATIONS COMPLETE FOR THE COURT: 12**

**NUMBER OF DIVERSION/RESTORATIVE JUSTICE PARTICIPANTS: 1**

**NUMBER OF VICTIM IMPACT PANEL PARTICIPANTS:                      0**

**no VIP scheduled due to COVID - clients completing approved online course**

**COGNITIVE PROGRAMS PARTICIPANTS-ADULTS: 11    JUV.: 0**

**(postponed due to COVID-19 pandemic)**

**RESPECTFULLY SUBMITTED,**

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**Suzanne Shell**  
**Chief Deputy Clerk**



# FORD COUNTY PROBATION AND COURT SERVICES

Stats for May 2021

## MAY of 2021

### ADULTS:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	63	Active	60
Misdemeanors	20	Warrants	131
DUI Cases	31	TOTAL	191
Traffic Cases	5		
TOTAL	119		

### JUVENILES:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	1	Active	2
Cont'd Supervision	3	Inactive	1
Informal	2	TOTAL	3
Other	0		
TOTAL	6		

### PUBLIC SERVICE:

<u>Adults</u>		<u>Juveniles</u>	
Cases	70	Cases	5
Hours	10260	Hours	170
TOTAL CASES:	75		
TOTAL HOURS:	10430		

### RESTORATIVE JUSTICE / DIVERSION:

Intakes this month 1  
 Cases reviewed this month 3  
 Active Conference/Diversion Cases 0 Restorative Justice / Juv. Diversion 1

### INVESTIGATIONS:

PSI's ordered 1 PSI's completed 1  
 Record Checks completed 0

### INTAKES:

Adults: 4 Juveniles: 0

### ELECTRONIC MONITORING / GPS:

Adults: 3 Juveniles: 0

### CONTACTS FROM POLICE AND / OR CLIENTS AFTER HOURS:

Police 1 Clients 0

### HOME / SCHOOL VISITS CONDUCTED DURING THE MONTH:

Home: 22 School 0

### RESTITUTION / COMMUNITY SERVICE COMPLETED:

Restitution collected this month: \$325

Community Service collected:

Adults: 50 Juveniles: 10

## MAY 2020 (Same month last year)

### ADULTS:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	101	Active	46
Misdemeanors	62	Warrants	99
DUI Cases	72	TOTAL	145
Traffic Cases	20		
TOTAL	255		

### JUVENILES:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	1	Active	2
Cont'd Supervision	5	Inactive	0
Informal	0	TOTAL	2
Other	0		
TOTAL	6		

### PUBLIC SERVICE:

<u>Adults</u>		<u>Juveniles</u>	
Cases	118	Cases	6
Hours	15800	Hours	245
TOTAL CASES:	124		
TOTAL HOURS:	16045		

### VIOLATIONS:

Adult: 2 Juveniles: 0

**COMMUNITY MEETING ATTENDED THIS MONTH:**

Ford County Board

Ford County Finance

Ford County Insurance/Personnel

**TRAININGS / PRESENTATIONS COMPLETED DURING THIS MONTH:**

UNITY Trainings

IPCSA Virtual Contact Study

**TOTAL NUMBER OF HOURS WORKED OUTSIDE MON. - FRI. 8:30 - 4:30:**

13

**OFFICER CASELOAD    ADULTS                      JUVENILES                      PRE-TRIAL**

Jennifer Anderson	52	1	
Rocky Marron	67	3	76
Ariel Ochoa	58	4	
Suzie Shell	5	0	
Warrant Status	128	1	

**INTAKES THIS MONTH:**

Adult:		Juvenile:	
Felony Cases	1	Probation	0
Misdemeanors	0	Cont'd Supervision	0
DUI Cases	2	Informal	0
Traffic Cases	1	Other	0
TOTAL	4	TOTAL	0

**CONFINEMENTS:**

Juvenile Detention	1
IDOC Commitments	0

Group Home                      Adults: 0                      Juveniles: 0

Residential Substance Abuse Treatment: Adults: 0                      Juveniles: 0

**ADULT PROGRAMS ORDERED THIS MONTH:****COMPLETED THIS MONTH:**

Alcohol / Substance Abuse Assessment	1	2
DUI Assessment	3	1
Alcohol / Substance Abuse Treatment	0	0
DUI Education / Treatment	1	2
Victim Impact Panel	3	0
Cognitive Classes	0	2
Anger / Domestic Abuse Classes	2	2
Mental Health	0	2
Sex Offender Treatment	0	0
Parenting Classes	1	1
Psychiatric / Psychological Assessment	0	0
Traffic School	0	0
Hunter Safety Course	0	0



# Ford County Public Health Department

Lana Sample, MS  
Public Health Administrator

## June Ford County Board Report

- COVID Contact Tracing—
  - Ford County's COVID positivity rate has been 5-9% in the past couple weeks. However, the number of tests being completed is lower.
  - Case numbers remain steady. There has **not** been a decline in cases like most counties are seeing.
  - Currently, FCPHD has 2 part-time Contact Tracers and 1 in-training. Office staff conduct contact tracing when there is an increase in cases/contacts.
- COVID Vaccines—
  - Ford County fully vaccinated population: 36.14% as of 6/8/21 (Illinois 44.26%)
  - COVID Vaccines are offered to all 18 and older for Moderna and Johnson & Johnson.
  - FCPHD has had vaccine clinics at the office, in Roberts, and in Kempton again in May.
  - FCPHD continues to work with Gibson Area Hospital to offer Pfizer vaccine to those 12-17 years old.
  - Individuals register for a vaccine clinic at [www.fordcountyphd.org](http://www.fordcountyphd.org) or call the office if not able to register online. 217-379-9281
  - FCPHD has been doing the best they can to utilize all doses within a vial as to not waste any doses or only waste the minimal amount.
  - FCPHD has set a regular vaccine clinic on Thursdays: 830a-1030a and 4p-6p.
  - FCPHD will offer vaccines at the Ford County Fair.
- Phase 5—Starts June 11. Businesses and organizations have the option to ask people to continue to wear a mask on their property.
- FCPHD continues to provide services in all programs based on guidance from grantors. These programs have not stopped. Staff continue to balance their full-time job responsibilities while willingly assist with COVID contact tracing and vaccine clinics.
- The Communicable Disease Nurse and Senior Service Specialist positions are still.

Lana Sample, Administrator

**Fully Vaccinated—14 days past 2<sup>nd</sup> Moderna/Pfizer dose or 1<sup>st</sup> Johnson & Johnson dose. You can resume normal activities without wearing a mask.**

The Ford County Public Health Department does not discriminate in admission to programs or treatment of employment in programs or activities in compliance with the Illinois Human Rights Act; the U.S. Civil Rights Act; Section 504 of the Rehabilitation Act; the Age Discrimination Act; the Age Discrimination in Employment Act; and the U.S. and Illinois Constitution. If you feel you have been discriminated against, you have the right to file a complaint with the Illinois Department of Aging; for information call 1-800-252-8966 (Voice & TDD), or contact Ford County Public Health Department at 1-217-379-9281

Office of  
**SHERIFF OF FORD COUNTY**

**Mark R. Doran, Sheriff**

235 N. American St.

Paxton, Illinois 60957

Telephone: (217) 379-9470

E-mail address: [fcsheriff@fcsheriff.com](mailto:fcsheriff@fcsheriff.com)

Fax: (217) 379-9489

**SHERIFF'S SEMI-ANNUAL REPORT OF  
OFFICIAL FEES AND EMOULMENTS RECEIVED**

To the Chairman of the County Board of Ford County:

I, Mark R. Doran, Sheriff in and for the County of Ford and State of Illinois, respectfully present the following report of all the fees and emoluments of my Office, for the period from December 01, 2020 to May 31, 2021 wherein I state the gross amount of all fees and emoluments by me earned by official services during said half year.

**NATURE OF SERVICES**

For Prisoner Boarding.....	\$219,776.00
For Sheriff's Contracts.....	\$ 54,314.54
For Civil Process.....	\$ 11,952.02
For Inmate Phones.....	\$ 5,382.56
For Seized/Forfeiture Fund.....	\$ 2,986.02
For Transport Reimbursement.....	\$ 1,667.14
For DUI Reinforcement Fund.....	\$ 1,330.78
For Sheriff Sales.....	\$ 600.00
For Arrestees Medical Fund.....	\$ 590.00
For Bond Fees.....	\$ 540.00
For Sheriff's Misc. Reimbursements.....	\$ 490.96
For Report Photocopies.....	\$ 110.00
For Dedicated Vehicle Fund.....	\$ 40.00
<b>Total Receipts.....</b>	<b>\$299,780.02</b>

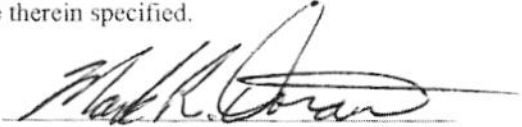
STATE OF ILLINOIS )

) ss.


COUNTY OF FORD )

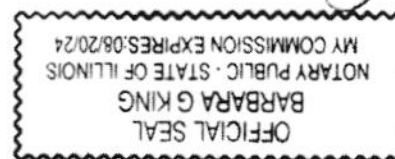
I, Mark R. Doran, do solemnly swear that the foregoing account is, in all respects, just and true according to my best knowledge and belief, and that I have neither received directly or indirectly, or directly or indirectly agreed to receive or to be paid for my own or another's benefit, any other money, article or consideration that therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those therein specified.

Respectfully submitted this 1<sup>st</sup> day of June 2021.

  
Sheriff

Signed and sworn to, before me, this 1<sup>st</sup> day of June 2021.

  
Notary Public





**FORD COUNTY SHERIFF'S OFFICE**

**MAY 2021**

**ACTIVITY SUMMARY REPORT**

**INCOME RECEIVED**

\$3,754.94 – Civil Process

\$3,333.34 – Contracts

\$1,879.34 – Inmate phones

\$ 560.00 – Seized/Forfeiture Fund

\$ 505.92 – DUI Reinforcement Fund

\$180.00 – Bond Fees

\$160.00 – Arrest Medical Fund

\$ 30.00 – Report Request

\$ 21.20 – Misc. Reimbursement

\$ 20.00 – Dedicated Vehicle Fund

**MONTHLY TOTAL**

\$10,444.74

**FY21 TOTAL TO DATE**

**\$299,780.02**

**CIVIL PROCESS ACTIVITY (SERVICES/ATTEMPTS)**

Court Summons: 34/34

Warrants: 24

**FORD CO. INMATE MANDAYS – 539 (FY21: 2665)**

**TRAFFIC ACCIDENTS – 03**

**WARNING CITATIONS – 12**

**TRAFFIC CITATIONS**

23 – Speeding

02 – DUI

02 – Operating Uninsured Vehicle

01 – Defect Windshield

01 – Unlicensed Driver

01 – Improper Lane Usage

01 – Disregard Stop Sign

01 – Fail to Reduce Speed to Avoid Accident

**FIELD INCIDENT/COMPLAINT REPORTS**

55 – Civil/Non-criminal complaint

14 – Other agency assists

13 – Custody Dispute

07 – Suspicious Vehicle

08 – Welfare Check

06 – Motorist assist

05 – Domestic Trouble

04 – Suspicious Activity

03 – Property Stand-by

02 – Noise Complaint

02 – Theft

02 – Missing Person

02 – Juvenile Complaint

02 – Animal Complaint

02 – Harassment

02 – Fraud

01 – Road Hazard

01 – Item found

01 – Fight in Progress

01 – E911 Hang up call

01 – Burglary

01 – Security Alarm check

01 – City Ordinance Violation

01 – Parking Complaint

01 – Trespassing

01 – Vandalism

01 – House Check

01 – Man with Gun/knife



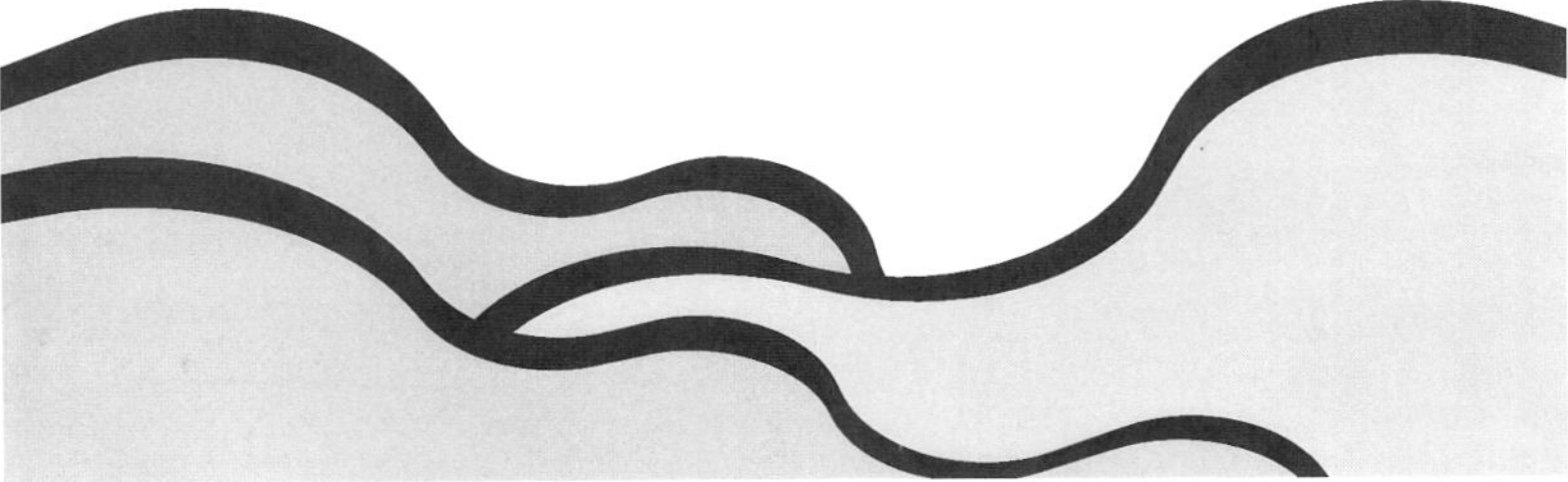
## JUNE 2021 SUPERVISOR OF ASSESSMENTS REPORT

As all of you know Ford County tax bills have gone out! Our office has been spending the majority of our time fielding calls regarding those bills.

The first meeting of the Board of Review has been scheduled for June 9<sup>th</sup>. We will review the rules, talk about what a board of two will mean for the hearings and schedule days for those hearings.

The Farmland Review Committee meeting has also been scheduled for June 9<sup>th</sup>.

2021 work continues, hopefully we will receive all permits and will be able to value any improvement information they contain by the end of the month.





# Ford County Public Health Department

Lana Sample, MS  
Public Health Administrator

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DATE: May 13, 2021  
TO: Debbie Smith, Ford County Board Chair  
FROM: Lana Sample, Ford County Public Health Department Administrator  
RE: Ford County Board of Health

At the April 20, 2021 meeting, the Ford County Board of Health voted to recommend to the Ford County Board the re-appointment of Suzie Shell to the Ford County Board of Health. This is for a 3-year term that would end June 30, 2024. Ms. Shell has previously served on the Ford County Board of Health as a member at large for the past three years. Members serve without compensation and come from various locations, so there is geographic representation on the Board. All are active members of the Board and are extremely dedicated to public health and serving the citizens of our county efficiently and effectively.

This letter is requesting approval of these recommendations at your next County Board meeting. Please let me know if any further information is needed.

Thank you!

Lana Sample

The Ford County Public Health Department does not discriminate in admission to programs or treatment of employment in programs or activities in compliance with the Illinois Human Rights Act; the U.S. Civil Rights Act; Section 504 of the Rehabilitation Act; the Age Discrimination Act; the Age Discrimination in Employment Act; and the U.S. and Illinois Constitution. If you feel you have been discriminated against, you have the right to file a complaint with the Illinois Department of Aging; for information call 1-800-252-8966 (Voice & TDD), or contact  
Ford County Public Health Department at 1-217-379-9281

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**RESOLUTION 21 -**  
**HEALTH INSURANCE RESOLUTION**

**WHEREAS**, a contract needs to be signed for the Employee Health Insurance for July 1, 2021 thru June 30, 2022; and

**WHEREAS**, United Health Care is currently the County's Health Insurance Provider; and

**WHEREAS**, Insurance & Personnel Committee met on May 27, 2021 and recommends to the full board to continue with United Health Care due to the rates will only increase to 4.3%.

**NOW THEREFORE BE IT RESOLVED**, that the County Board of Ford continue a contract with United Health Care for the dates of July 1, 2021 thru June 30, 2022.

Date: June 14, 2021

\_\_\_\_\_  
Debbie Smith  
Ford County Board Chairman

Attest: \_\_\_\_\_  
Amy Frederick  
Ford County Clerk & Recorder



RESOLUTION NO. 21-\_\_\_\_\_

**A RESOLUTION OF THE FORD COUNTY BOARD ADOPTING THE 2021  
REAPPORTIONMENT PLAN FOLLOWING THE 2020 FEDERAL DECENNIAL  
CENSUS**

**WHEREAS**, pursuant to 55ILCS 5/2-3002, the Ford County Board ("Board") is required to "reapportion its county so that each member of the county board represents the same number of inhabitants . . . ." every ten (10) years; and

**WHEREAS**, in reapportioning its county, the County Board shall first determine the size of the county board to be elected; and

**WHEREAS**, the County Board shall also determine whether board members shall be elected at large from the county or by county board districts; and

**WHEREAS**, if the Board determines that members will be elected by districts, it must develop an apportionment plan and specify the number of districts, the number of county board members to be elected from each district, and whether voters will have cumulative voting rights in multi-member districts (55 ILCS 5/2-3003(1)); and

**WHEREAS**, reapportionment of Ford County must be completed "by the day after the county board's regularly scheduled July meeting. . . ." (55 ILCS 5/2-3004); and

**WHEREAS**, if reapportionment of Ford County is not completed by the day after the county board's regularly scheduled July meeting, the Ford County Clerk "shall convene the county apportionment commission." (55 ILCS 5/2-3004); and

**WHEREAS**, 55 ILCS 5/3-3001, defines "Population" as "the number of inhabitants as determined by the last preceding federal decennial census; and

**WHEREAS**, the last preceding federal decennial census occurred in 2020; and

**WHEREAS**, the United States Census Bureau has announced operational adjustments and delays due to the COVID 19 pandemic and local data sets from the 2020 decennial census are not anticipated to be released by the Census Bureau until after July 2021; and

**WHEREAS**, the Board acknowledges the requirement to utilize the 2020 federal decennial census data, but given the delay in releasing local data sets, it will be impossible to meet the July 2021 deadline to complete the reapportionment; and

**WHEREAS**, despite the foregoing, the Board wishes to enact, to the extent it can, a reapportionment plan pursuant to 55 ILCS 5/2-3003.

**THEREFORE, BE IT BE RESOLVED** by the Ford County Board that the Reapportionment Plan attached hereto as Exhibit A is adopted this date.

Dated this \_\_\_\_ of \_\_\_\_\_, 2021

\_\_\_\_\_  
Debbie Smith, Chairperson  
Ford County

Attest:

\_\_\_\_\_  
Amy Frederick, Clerk and Recorder  
Ford County

**EXHIBIT A**  
**REAPPORTIONMENT PLAN FOLLOWING THE 2020 CENSUS**

Effective the first Monday in December 2022 the Ford County Board ("Board") shall consist of twelve (12) members, with four (4) members being elected from three (3) County Board Districts as described hereafter.

1. The three (3) County Board Districts shall consist of:
  - a. District 1 – To be determined
  - b. District 2 – To be determined
  - c. District 3 – To be determined
2. The chairperson of said Board shall be elected by the members of said Board for a two-year term commencing the first Monday in December of 2022 each succeeding chairperson of said Board shall serve a two-year term and would be elected in the same manner. If a vacancy in the office of chairperson of said Board should occur, the members of said Board shall elect one of them to serve for the balance of the unexpired term of said chairperson.
3. The salary of the members of the Board shall be computed on a per diem basis of \$\_\_\_\_\_ per day. In addition, the chairperson of the Board shall receive an additional per diem of \$\_\_\_\_\_ per day, or a total of \$\_\_\_\_\_ per day/\$\_\_\_\_\_ per annum. Members of the Board and the chairperson of the Board are also entitled to travel and expense allowances as determined by the Board.
4. The members of the Board elected in November 2022, shall determine by lot which half of their membership shall serve for a two (2) year term and which half shall serve a four (4) year term. Their successors shall be elected to the same terms as the original office holder.
5. If a vacancy on the Board occurs, said vacancy shall be filled by appointment by the remaining members of the Board within sixty (60) days thereafter, said appointment to be effective until next election of the Board members, at which time an election shall be held to fill said vacancy for the unexpired term.

## **RESOLUTION 21 -**

**WHEREAS**, is it necessary for Department Heads to get prior approve before destroying County property, records and documents; and

**WHEREAS**, Department Heads must first receive approval of destroying certain records, documents and equipment from the County Board; and

**BE IT RESOLVED**, that the Ford County EMA Coordinator would like to destroy the following Ford County equipment:

- HP Laser Jet 350                      - Inventory #: 1469
- HP Desk Jet 4280                   - Inventory #: 1473
- HP Laser Jet 2035N               - Inventory #: 1468
- HP Desk Jet 2050                   - Inventory #: 1481

**THEREFORE BE IT NOW RESOLVED**, that the Ford County EMA Coordinator sought approval from the Ford County Finance Committee and the Ford County Board.

Dated: June 14, 2021

---

Debbie Smith  
Ford County Chairman of the Board

---

Attest: Amy Frederick  
Ford County Clerk & Recorder



## **RESOLUTION 21 -**

**WHEREAS**, is it necessary for Department Heads to get prior approve before destroying and or removal of County property, records and or documents; and

**WHEREAS**, Department Heads must first apply to the State of Illinois first and properly receive approval of destroying certain records and or documents; and

**BE IT RESOLVED**, it was not necessary for the EMA Coordinator to receive approval from the State of Illinois in order to destroy certain records and or documents. The EMA Coordinator would like permission to destroy the following documents/records:

- 1987 LEPC Pipeline Plan
- 1993 LEPC Mapping
- 2010 & 2012 LEPC EOP
- 2010 Ford County EOP

**THEREFORE BE IT NOW RESOLVED**, that the Ford County EMA Coordinator sought approval from the Ford County Finance Committee and the Ford County Board to destroy certain documents/records.

June 14, 2021

---

Debbie Smith  
Ford County Chairman of the Board

---

Attest: Amy Frederick  
Ford County Clerk & Recorder

## **RESOLUTION 21 –**

**WHEREAS**, it is necessary for department heads to get prior approval before destroying County property, records and documents,

**WHEREAS**, department heads must apply to the State of Illinois first and properly receive approval of destroying certain records; and

**BE IT RESOLVED**, that the Ford County Probation and Court Service's Office successfully sought approval from the State of Illinois on April 21, 2021 to properly destroy certain records; and

**THEREFORE, BE IT NOW RESOLVED**, that the Ford County Probation and Court Services Office sought approval from the Ford County Finance Committee and the Ford County Board.

Dated this 14<sup>th</sup> day of June, 2021.

---

Debbie Smith  
Ford County Board Chairman

---

Attest: Amy Frederick  
County Clerk & Recorder

# RECORDS DISPOSAL CERTIFICATE

RECEIVED

APR 26 2021

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield, IL 62756  
217-782-7075

## Directions:

1. Fill in all blanks and columns.
2. Application item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
5. Retain records until approved copy is returned.
6. This form can be found online at <http://www.cyberdriveillinois.com/>.

LOC. REC. COMM

APPLICATION #: 05:125

COUNTY: FORD

FROM: Ford County Probation

ADDRESS: (Agency Division)  
200 W State St

(Street, P.O. Box)  
Paxton, IL 60957

(City, ZIP Code)

CONTACT TELEPHONE: (217) 379-9450

CONTACT EMAIL: [sshell@fordcounty.illinois.gov](mailto:sshell@fordcounty.illinois.gov)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
2✓	Adult Case Files	2012 ✓	4.5 Cu. Ft
7✓	Budget Records	2013 ✓	Neg.
9✓	Employee Time Sheets	2005-2017 ✓	.5 Cu. Ft
10✓	Employee Time Vouchers	2005-2017 ✓	Neg.
12✓	Expense Reports	2013 ✓	Neg.
16✓	Juvenile Case Files	2013 ✓	.5 Cu. Ft
21✓	Paid Bills and Invoices	2013 ✓	Neg.
25✓	Restorative Justice Case Files <i>2 years</i>	2001-2017 <i>2015</i>	.5 Cu. Ft <i>2000.5-2015</i>
29✓	Victim Impact Records	2015 ✓	Neg.
<p>DISPOSITION APPROVED</p> <p><i>as amended</i></p>			Total Volume from all pages
			Cu. Ft. <u>6.0</u> MB/GB _____

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after:

Date: 7/1/21  
Signature: Suzanne Montoya  
Suzanne Montoya, CMO/Director

Approved by ILSOS  
Date: 4/21/2021

Print name and title on line above

Prepared by: Suzanne Shell, Chief Deputy Clerk

(Signature required only if records have been microfilmed or digitized)

RESOLUTION 21-\_\_\_\_

**A RESOLUTION OF THE FORD COUNTY BOARD ESTABLISHING THE POSITION OF  
FORD COUNTY ASSISTANT STATE'S ATTORNEY**

**WHEREAS**, the Ford County State's Attorney is responsible for prosecution of all ordinance, traffic, misdemeanor, and felony cases in Ford County; and

**WHEREAS**, the Ford County State's Attorney also serves as the sole legal advisor to the Ford County Board, its members related to matters in their official capacity, as well as Ford County Elected and Appointed Officials; and

**WHEREAS**, the demands on the Ford County State's Attorney are such that it is no longer feasible for one attorney to handle all matters, traffic, criminal, and civil, and provide timely legal guidance and advice, when sought, by the Ford County Board, its members related to matters in their official capacity, as well as Ford County Elected and Appointed Officials; and

**WHEREAS**, the Ford County State's Attorney's Office is the only county-wide office elected office in which the Elected Official does not have the benefit of a Deputy or Assistant that is authorized to act on their behalf if the State's Attorney is absent or unable to perform the duties of the position; and

**WHEREAS**, 55 ILCS 5/4-2003 states in part, "the number of such [Assistant State's Attorneys] shall be determined by the county board, and the salaries of such assistants shall be fixed by the State's Attorney subject to budgetary limitations established by the county board . . . ."; and

**WHEREAS**, it is necessary to expand the Ford County State's Attorney's Office in order to allow that office to better serve the People of the State of Illinois and the citizens of Ford County, the Ford County Board, its members, and the Elected and Appointed Officials of Ford County.

**NOW THEREFORE BE IT RESOLVED** that there is hereby established the position of Ford County Assistant State's Attorney which position shall be filled by a single person at a salary not to exceed \$45,000.00 annually, said salary to be determined by the Ford County State's Attorney pursuant to statute and the salary for said position will be taken out of the State's Attorney's budget line 01-58-400.8.

Approved and Adopted in open session this \_\_\_\_\_ day of June, 2021

\_\_\_\_\_  
Debbie Smith, Ford County Board Chairwoman

Attested:

\_\_\_\_\_  
Amy Frederick, Ford County Clerk and Recorder



RESOLUTION 21 –

**WHEREAS,** The Ford County Circuit Clerk would like add a full time Deputy Clerk position in the Circuit Clerk's office; and

**WHEREAS,** it is necessary to receive approval to hire employees because of the Hiring Freeze Resolution 15-14, adopted March 9, 2015.

**WHEREAS,** said full time position will be paid from the Circuit Clerk's Dedicated Court Automation Fund, No 95-00-316; The Circuit Clerk is already paying for a part time position with her Dedicated Document Storage fund, 88-00-400.9.

**WHEREAS,** The Ford County Circuit Clerk will continue to pay for the two positions stated above as long as she has sufficient dedicated fees to do so, but if her dedicated fees should become inadequate to support these positions, it does not mean that these positions will be terminated automatically but will come up for review by the Personnel and Finance Committees.

**BE IT RESOLVED,** that the Ford County Circuit Clerk successfully sought approval from the Ford County Personnel Committee and the Ford County Finance Committee to add and hire one additional full time employee; and

**BE IT FURTHER RESOLVED,** that the Ford County Circuit Clerk's Office be allowed to hire one full time Deputy Clerk.

June 14, 2021

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Debbie Smith  
Ford County Board Chairman

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Attest: Amy Frederick  
Ford County Clerk & Recorder

2021

# FORD COUNTY, ILLINOIS EMPLOYEE HANDBOOK

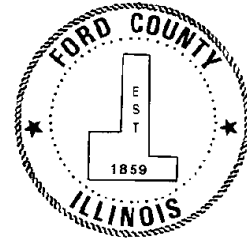


FORD COUNTY COURTHOUSE  
200 WEST STATE STREET  
PAXTON, ILLINOIS 60957

# *History of Ford County*

*468 Square Miles*

*Population: 14,081*



In 1818, Illinois, the 21st State, embracing an area of more than 55,000 square miles was organized and admitted to the Union. Two years later, when a general Census was taken, Illinois ranked 24<sup>th</sup> in population. Shortly after the organization of the Illinois Territory, 2 counties, St. Clair and Randolph, were formed. Over the years these counties were divided until now there are 102 counties represented within the boundaries of the state.

Ford County was the last to be formed, organized on February 17, 1859. It is shaped like an inverted "T" and was named after Governor Thomas Ford. It is 41 miles long from North to South and 27 miles wide from East to West consisting of 486 square miles. The population in 1860 was 1,197; in 1880 the population was 5,105. The 1980 Census indicated the population at 15,265, the 1990 Census recorded a population of 14,275, the 2000 Census recorded a population of 14,241 and the 2010 Census recorded a population of 14,081.

Ford County's first National Election was held in November of 1860, when Lincoln was Elected President of the United States. On January 16, 1860, the location of the Courthouse and Jail were decided on the block where they now stand. The first Courthouse was completed on February 15, 1862. The Sheriff's residence and Jail were completed in 1872. The decision to repair and rebuild the old Courthouse was made on June 11, 1908. The Ford County Courthouse is in the City of Paxton. It is a two-story and basement building approximately 94 feet by 80 feet. The building is surmounted by a distinctive copper covered dome.

A new Correctional Facility and Sheriff's Office was completed in 1993. The Courthouse was repaired and remodeled to make it comply with ADA requirements in 1996. Ford County adopted the Township form of Government at an Election held November 6, 1860. There are currently 12 Townships - Rogers, Mona, Pella, Brenton, Lyman, Wall, Peach Orchard, Sullivant, Drummer, Dix, Patton, and Button. Each has a Governing body consisting of a Supervisor, Clerk, 4 Trustees and a Road Commissioner. Other units of local Government in Ford County include 83 Drainage Districts, 13 Fire Protection Districts, 1 Park District, 7 Villages, 2 Cities, 7 School Districts, 4 Junior College Districts, 5 Public Library Districts, 4 Regional Office of Education Districts, 2 Land Commissions, 4 Cemetery Districts and 4 Multi - Township Assessment Districts.

The County of Ford, one of the largest Employers in the County, has approximately 100 Employees dedicated to the on-going service of the citizens of the County.

# FOREWORD

Whether you have just joined our staff or have been with Ford County, Illinois (hereinafter “Ford County” or “County”) for a while, we are confident that you will find this a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Ford County to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions with the Elected Official/Appointed Official. Neither this handbook nor any other document confers any contractual right, either express or implied, to remain in the County’s employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the County, or you may resign for any reason at any time. No supervisor or other representative of the County, other than the County Board, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above. Any such agreement with the Board must be by specific individual agreement in writing and signed by the Chairperson and the employee. No one has the authority to make any oral statements that should be considered or construed as a contract or guarantee of employment or compensation or guarantee of employment in a particular position with the County.

The procedures, practices, policies and benefits described here may be modified or discontinued at any time, with or without notice. We will try to inform you of any changes as they occur. This handbook supersedes all previous versions of the Ford County Employee Handbook. It is effective upon adoption and will not apply retroactively.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

This handbook applies to all employees listed in the Application of Handbook section herein unless otherwise provided under the terms of any applicable collective bargaining agreement. Additionally, in the event of any conflict between the provisions of this handbook and the terms of any collective bargaining agreement, the terms of the agreement will control as to the employees covered by such agreement.

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## **DIVERSITY**

### **AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Ford County to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

"Disability" refers to a physical or mental impairment which substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a "disabled individual". A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

The County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Ford County. Contact the Human Resource department with any questions or requests for accommodation.

### **ANTI-HARASSMENT & DISCRIMINATION POLICY**

Ford County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Ford County expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Ford County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Ford County prohibits any such discrimination or harassment.

Ford County encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Ford County to promptly and thoroughly investigate such reports. Ford County prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or employees, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on County time or using County equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Ford County (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Ford County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Ford County complies with applicable state and local laws governing nondiscrimination in employment in every location in

which the County has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Ford County expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Ford County employees to perform their expected job duties is absolutely not tolerated.

### **IMMIGRATION AND EMPLOYMENT**

It is the policy of Ford County to employ only those individuals that are legally authorized to work in the United States. In complying with the Immigration Reform and Control Act of 1986, it is against Ford County policy to discriminate because of an individual's national origin, citizenship, or intent to become a US citizen.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. These requirements must be fulfilled within three business days of the employee's first day of work. Former employees who are rehired must also complete the form if they have not completed an I-9 with Ford County within the past three years, or if their previous I-9 is no longer retained or valid.

If documentation is unavailable, and has been applied for by the employee, a receipt is required for verification. The employee must produce the receipt within three (3) business days of hire, and the actual document within ninety (90) calendar days of hire.

The County cannot lawfully employ anyone who fails to comply with the employment eligibility verification and/or Form I-9 requirements.

### **PROBLEM OR GRIEVANCE RESOLUTION PROCEDURE**

Ford County realizes that employees of the County from time to time may have complaints or concerns regarding their jobs, working conditions, Supervisors or fellow employees that the employee may be unable to resolve on an informal basis. Therefore, this formal procedure is designed to resolve such complaints or concerns as quickly as possible, and/or clearly communicate to the involved employee why the matter of concern cannot be resolved to their satisfaction.

#### **Procedure**

Any employee having a work-related concern, problem or grievance relating to his/her employment shall first discuss the concern, problem or grievance with his/her Elected Official/Appointed Official. If the problem is not settled to the employee's satisfaction, the employee may present his/her formal grievance in accordance with the following guidelines.

#### **No Retaliation Pledge**

No employee will be subject to reprisal due to his/her good faith involvement in a grievance. An employee may complete a grievance even if resignation, suspension or termination occurs.

#### **Subject Matter of Grievance**

Only one subject matter shall be covered in any one grievance. A grievance shall contain in writing the following:

- A statement of the employee's position;
- The date the dispute occurred;
- The relief sought;
- The signature of the grieving employee; and
- The date the grievance was given to the Elected Official/Appointed Official.

### **Steps in Formal Grievance Procedure**

An employee's failure to submit a grievance to the next step/level within specified time limits shall mean that the employee has accepted the last answer given in this process.

**Step 1:** The employee shall present the grievance in writing to their Elected Official/Appointed Official, explaining its nature and circumstances, within thirty (30) department working days after learning of the circumstances or conditions which gave rise to the grievance. The Elected Official/Appointed Official shall schedule a conference to discuss the written grievance within ten (10) department working days of its presentation. The Elected Official/Appointed Official shall respond to the grievance in writing as soon as possible, but not to exceed ten (10) working days after the conference.

**Step 2:** If the grievance is not satisfactorily resolved or no answer is given within the time limit set forth in Step 1, the employee may submit a copy of the written statement of grievance submitted in Step 1 within ten (10) working days from the date the decision was due, to the Ford County State's Attorney and the Ford County Board Chairman for review and determination. The State's Attorney and the Ford County Board Chairman shall schedule a conference with all parties heretofore mentioned, within twenty (20) working days of receipt of the grievance and shall respond to the grievance in writing, as soon as possible, but not to exceed ten (10) working days of the conference. This step shall also apply to grievances lodged against the Elected Official/Appointed Official. At this and later steps, the employee may be represented or accompanied by an individual of his/her choice.

**Step 3:** In the event the decision of the State's Attorney and the Ford County Board Chairman does not resolve the grievance to the employee's satisfaction, the aggrieved may request an appearance before the next regularly scheduled official meeting of the Ford County Board, such meeting may be held in closed session, in accordance with the Illinois Open Meeting Act. The decision of a majority of the members of the Ford County Board present at the meeting will be final. The results of their deliberations will be recorded in the minutes of the meeting and a copy of those results provided to the employee within thirty (30) working days after finalization.

In the discussions or meetings in Step 1, 2, and 3, the employee shall be present. The parties involved may present any relevant testimony during a grievance process. The parties may bring supporting documents to any grievance discussions or meetings. In each step of a grievance a formal written summary of the proceedings and outcome will be required; copies will be distributed to those involved. Accurate facts will be recorded from all involved and concerned. Time periods specified for County responses at each Step will be followed under normal circumstances; if the time frames cannot be met or new time frames cannot be agreed upon by both parties under the specific circumstances, the employee will be notified, and the remedy will be to advance to the next step.

If the employee's grievance is related to any Elected Official/Appointed Official, the grievance may be submitted to an Elected Official/Appointed Official as described in Step 1. If Step 1 does not resolve the grievance, a formal process may be developed based on the nature of the grievance.

The employee's right to prompt and equitable resolution of the complaint must not be impaired by his/her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice or any other appropriate federal agency. Furthermore, the filing of a lawsuit in state or federal district court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

## **EMPLOYMENT**

### **APPLICATION OF HANDBOOK**

The provisions of this Employee Handbook shall apply to all County employees, including the staff of the County Sheriff, except as provided below. In the case of an inconsistency with this handbook and the policies of the County Sheriff Merit Board or the Fraternal Order of Police Union, in which case those policies shall prevail.

This Employee Handbook does not apply to Elected and Appointed Officials and County Board Members, except as mandated by federal or state statutes. In addition, this handbook does not apply to employees of other agencies related to but not directly under the direction of the county including, but not limited to Secretary of the 708 Board, Animal Control Officer, Regional Office Education, and Community Resources and Counseling Center.

"Elected Official" shall include the Ford County Circuit Clerk, Clerk and Recorder, Coroner, Sheriff, State's Attorney, Treasurer, as well as all elected member of the Ford County Board, and any individual appointed to any of the above-listed positions.

"Appointed Official" shall include the Ford County Animal Control Officer, Chief Probation Officer, EMA Director, Engineer, Supervisor of Assessments, Zoning Officer, and Health Department Administrator.

"Supervisor" shall mean an individual that has the authority to hire, transfer, suspend, lay off, recall, promote, discharge, discipline, and handle grievances, of other employees, by exercising independent judgement, regardless of whether the supervisor holds those powers over the employee alleging a violation of the policy. (See *Sangamon County Sheriff's Department v. Illinois Human Rights Commission*, 233 Ill.2d 125, 908 N.E.2d, 39, 330 Ill.Dec187 (2009)).

For purposes of this policy, the term "employee" includes individuals other than individual contractors, who receive compensation from the County for services, and unpaid volunteers when involved in activities covered by County provided liability insurance.

### **ATTENDANCE**

Employees are expected to report to work whenever scheduled and be at their work station at starting time, and again after lunch break at the prescribed time. Failure to observe working hours could result in disciplinary procedures.

When an employee is unable to report to work because of illness or emergency, the employee must notify his/her Elected Official/Appointed Official as far in advance as possible, but no later than one hour prior to his/her scheduled shift time, or in the event of an emergency, as soon as-practical. If the Elected Official/Appointed Official is unavailable, employees should notify the other office staff. Such notification should include a reason for the absence or tardiness and an indication of when the employee can be expected to report to work. The absent employee is responsible for ensuring that proper advance notice of absent or late arrival is given to the employee's Elected Official/Appointed Official or another office staff. Failure to provide proper notification on an absence or lateness, as well as unexcused absences, late arrivals or early departures from work may result in disciplinary action, up to and including discharge unless otherwise prohibited by law.

An employee who fails to report to work and who fails to notify his/her Elected Official/Appointed Official in advance for the reason of their absence for three or more consecutive shifts, will be considered to have voluntarily resigned his/her position with the County.

### **ATTIRE AND GROOMING**

It is important for all employees to project a professional image while at work by being appropriately attired. Ford County employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. If uniforms or specific dress requirements are provided, the employee must wear the uniform or comply with the dress requirement during all scheduled working hours.

All employees must be covered from shoulders to knees at all times (no see-through clothing is permitted at any time). No visible tattoos or body art are permitted in the workplace. Exceptions can be made for employees that have non-offensive tattoos that cannot be easily covered by standard clothing. All exceptions require Elected Official/Appointed Official approval. Piercings must be removed or covered except for earrings and studs.

Recognizing that employees and visitors to our offices may have sensitivity or allergic reactions to various fragrant products, employees are prohibited from bringing onto the premises natural or artificial scents that could be distracting or annoying to others. Scented personal products (such as fragrances, colognes, lotions and powders) that are perceptible to others should not be worn by employees. Other scented products (candles, potpourri and similar items) are also not permitted in the workplace.

Ford County is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Work time missed by a non-exempt employee will not be compensated. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

### **BACKGROUND CHECKS**

To ensure that Ford County maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment.



Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Ford County. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Ford County to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check. Any applicant who has been convicted of a felony offense will be ineligible for employment with the County. If an individual is hired by the County and convicted of a felony offense thereafter, the County will take appropriate disciplinary measures, which may include termination.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Ford County also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above, or upon suspicion of post-hire criminal conviction.

### **COMPUTER AND ELECTRONIC MAIL USAGE**

Ford County hereby determines that it is in the best interest of the County, its personnel and members of the community to promote use of and familiarity with the County Technology system and with the services which are available through that System to support and to improve communications between the County and community.

Knowledgeable and appropriate use of the County Technology System can facilitate access to information resources available on-line and provide for worldwide communication. For purposes of this policy, implementing rules, and acceptable use guidelines, the term "County Technology System" or "System" shall include all computer hardware and software owned or operated by the County, County electronic mail, County web sites, and County on-line services and bulletin board systems. "Use" of the County Technology system shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by the County.

The County Technology System was established to comprise part of the County's facilities and equipment, and is intended by this Board to function in support of the efficient operation of the County. The County reserves and retains the right to regulate the content of and links to the County Technology System. The County also has the right to and does monitor use of its Technology System. Except as provided by federal and state statutes protecting the confidentiality of record, no user of the County Technology System has an expectation of privacy in connection with its use.

The County Board recognizes that although the Internet and on-line services afford access to legitimate sources of information, they also enable access to materials which may be illegal,

obscene or indecent. The use of elements of the County Technology System including the Internet shall be consistent with the County's mission and operations as defined by the Board.

Such guidelines shall be distributed to County employees and other members of the Ford County community who are afforded access to the System.

Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

### **Guidelines for Acceptable Use of District Technology System by Employees**

**Acceptable Use** - All users of the County technology system ("System") must comply with the County's Acceptable Use Guidelines.

The System shall include all computer hardware and software owned or operated by the County, the County electronic mail, the County web site, and the County on-line services and bulletin board systems. "Use" of the System shall include use or obtaining access to the System from any computer terminal whether owned or operated by the County.

Employees have no expectation of privacy in their use of the System. The County has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent received, or stored on the County's electronic mail system. The County has the right to and does monitor use of the System by employees, including employees' access to the Internet, as part of System maintenance to determine whether the use is consistent with federal and state laws and County policies and guidelines.

Employees should be aware that their personal computer files or System use may be subject to public disclosure under the *Illinois Freedom of Information Act*.

Access to the System is provided to employees primarily for work-related purposes. Incidental personal use should be minimized.

**Privileges** - Access to the System is provided as a privilege by the County and may be revoked at any time. Inappropriate use may result in discipline, including the loss of System use privileges.

The System, including all information and documentation contained therein, is the property of the County, except as otherwise provided by law.

**Prohibited Use** - Uses of the System listed below are prohibited and may result in discipline or other consequences provided in these guidelines. The System shall **not** be used to:

- Engage in activities which are inconsistent with the County's operations or which interferes with an employee's performance of work responsibilities.
- Access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards, "Obscene

materials” are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which taken as a whole, do not have any serious literary, artistic, political or scientific value.

- Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation of County policy or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of the system to commit fraud, or with the intent to commit fraud; improper use of passwords or access copied; or disclosing the full name, home address, or phone number of any student, district employee, or user.
- Transfer any software to or from the System without authorization from the System Administrator.
- Engage in for-profit or non-County sponsored commercial activities, including advertising or sales.
- Harass, threaten intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
- Disrupt the County’s operations, including use that is reasonably foreseeable to result in a disruption or interfere with the rights of others at any time, either during or after work hours.
- Disrupt or interfere with the System.
- Gain unauthorized access to or vandalize the data or files of another user.
- Gain unauthorized access to or vandalize the system, or the technology system of any other individual or organization.
- Forge or improperly alter electronic mail messages, use an account owned by another user without authorizations, or disclose the user’s individual password or that of another user.
- Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
- Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
- Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes or obscene, harassing or other unwelcome messages.
- Send mass electronic mail to multiple users without prior authorization by the appropriate County Administrator.
- Conceal or misrepresent the user’s identity while using the system unless following specific department policy.
- Post material on the County web site without the authorization of the appropriate County administrator.

**Websites** - Any web site created by an employee using the system must be part of a County-sponsored activity, or otherwise be authorized by the appropriate County administrator. All content, including links, of any web site created by an employee using the System must receive prior approval by the appropriate County administrator. All contents of a web site created by an employee using the system must conform with these Acceptable Use Guidelines. Employees may not place any personal or editorial material on the County web site or any web site created by an employee using the System.

**Disclaimer** - The County makes no warranties of any kind whether express or implied for the System. The County is not responsible for any damages incurred, including the loss of data

resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The County is not responsible for the accuracy or quality of information obtained through the System. The County is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

**Security and User Reporting duties** - Security in the System is a high priority and must be a priority for all users. Users are prohibited from sharing their log-in I.D.s or passwords with any other individual. Any attempt to log in as another user will result in consequences as set forth in these guidelines.

A user who becomes aware of any security risk or misuse of the system must immediately notify the appropriate County administrator.

**Vandalism** - Vandalism or attempted vandalism to the System is prohibited and will result in consequences as set forth in above referring to disrupt or interfere with the System. of these Guidelines. Vandalism includes, but is not limited to, the downloading, uploading, or creating computer viruses.

**Consequences for Violations** - Any user of the System who engages in any of the prohibited acts listed above, shall be subject to discipline which may include: (1) discipline as provided in the County's policies, (2) suspension or revocation of System privileges, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

### **CONFIDENTIALITY**

Our residents and other parties with whom we do business entrust the County with important information relating to them personally and/or their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her Elected Official/Appointed Official.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All requests by the media for information shall be coordinated through Elected Officials/Appointed Officials. When the Elected Official/Appointed Official is not available, a designated employee may provide information to the media. If the department initiated the contact with the media (i.e. sent a news release), the contact person has approval to talk with the media regarding the specific topic of the release. The employee should request a copy of the release for proof reading prior to publication.

### **ELECTRONIC DEVICES CELL PHONES & SMARTPHONES**

This policy covers those aspects of an employee's work at the County regarding the use of cellular phones, Smartphones, or other handheld devices, whether County issued or personally owned, and the use of such electronic devices. Regardless of whether a cellular phone, or SMARTPHONES, is County or employee owned; such devices will be turned off, or set to vibrate/silent, during all meetings, conferences and other locations where incoming calls may disrupt workflow.

### **Use County Owned Electronic Devices**

Some job classifications require immediate access to an employee. Under such circumstances, the County may issue a cell phone, or other device, to an employee for work-related communication. The primary use of such a device is for County related communication. All personal use of such devices is expected to be kept to a minimum. If the personal use of these devices causes disruption, or loss, in productivity, the employee may be subject to disciplinary action.

Employees in possession of County equipment, such as cell phones and other electronic devices, are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request of the County, the employee may be asked to produce the electronic device for return or inspection.

Only when there is a necessity to do so will the County consider replacing a County issued electronic device. Under no circumstances will the County replace business cell phones, or other electronic devices, to keep up with the changes in technology when there is not a need for such a replacement.

In the event an employee goes out on a leave under the Family Medical Leave Act or other leave described in this policy, the County reserves the right to deactivate or request for the device to be turned in for the duration of the employee's leave.

### **Use of Employee Owned Electronic Devices**

While at work, employees are expected to exercise the same discretion in using personal cellular phones and other electronic devices as is expected of them in using County owned devices. Excessive personal calls during the work day, regardless of the type of phone used, can interfere with employee productivity and be distracting to other workers. Employees are encouraged to make any other personal calls on non-work time where possible and to ensure that friends and family members are made aware of the County's policy. Management reserves the right to request that the employee provide detailed cellular phone bills regarding usage reports of calls made during working hours to determine if such usage was excessive.

Use of personal cellular phones for making/taking County calls is discouraged. Under certain circumstances, an employee may submit a request to have such calls reimbursed. The County will not be liable for loss, or damage, to personal cellular phones, or other personal electronic devices brought into the workplace.

### **Safety and the Use of All Electronic Devices in the Workplace**

All employees are expected to follow applicable state and federal laws or regulations regarding the use of cellular phones and other electronic devices, at all times.

In compliance with state law regarding "hands-free" use of cell phones and electronic devices during the operation of any motorized vehicle, the County will issue employees hands-free equipment with County issued cellular phones and Smartphones. However, employees remain responsible for the continued safe operation of motor vehicles at all times.

## **EMPLOYEES WHO ARE CHARGED WITH TRAFFIC VIOLATIONS RESULTING FROM THE USE OF ANY CELLULAR PHONE OR**

**ELECTRONIC DEVICE WHILE OPERATING A MOTOR DRIVEN VEHICLE WILL BE SOLELY RESPONSIBLE FOR ALL LIABILITIES THAT RESULT FROM SUCH VIOLATIONS.**

**EMPLOYEE CLASSIFICATION CATEGORIES**

All employees are classified as either nonexempt or exempt under state and federal wage and hour laws. An employee's classification may be changed only upon written notification by the County Board. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Ford County.

- **Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Ford County has established the following categories for both nonexempt and exempt employees:

- **Full Time:** Employees who are not in a temporary status and who are regularly scheduled to work the County's full-time schedule of at least 30 hours each week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program. Irregular work schedules may be acceptable in appropriate situations.
- **Part Time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule of 30 or more hours per week or 1,000 hours per year based on hire date. While they do receive all legally mandated benefits (such as Social Security and worker's compensation insurance), they are ineligible for the County's other benefit programs.
- **Introductory:** Employees who are serving a 180 day introductory period from the date of initial hire. Employees who satisfactorily complete the introductory period will be changed to the appropriate employment classification.
- **Temporary:** employees are those who are hired as interim replacements, to temporarily supplement the work force or to assist in the completion of a specific project. Employment in this category is of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, (such as workers' compensation insurance and Social Security), they are ineligible for any of the other County benefit programs.
- **Independent Contractors/Contractual Staff:** Individuals or companies contracted on a limited basis for a specific purpose and are paid at a predetermined rate for a specific project. Such individuals or companies are considered "self-employed" or independent



contractors and are, therefore, not eligible for any fringe benefits or other indicia of employment available to employees of the County.

- **Volunteers:** Individuals who donate their time and talents in one or more services provided by the County and who are covered by County liability insurance. Volunteers shall preserve client confidentiality and shall observe the general rules of conduct applicable to regular employees.
- **Students and Interns:** Individuals who participate on a temporary basis in County activities and/or serve without compensation as a condition of fulfilling an academic requirement or training. The County will attempt to cooperate with college and high schools by allowing students to spend time in the County when it is convenient for the staff. The decision will be made by the Elected Official/Appointed Official. Students and interns shall preserve client confidentiality and shall observe the general rules of conduct applicable to other employees.

## **EMPLOYEE RELATIONS**

Ford County is in the business of providing services to the communities and individuals who reside within its borders. The success of Ford County is dependent upon the skill, dedication and productivity of its employees, and as such, employees are expected to act consistent with the County's purpose. Employee performance and achievement are enhanced in an open and supportive work environment which is characterized by mutual trust and respect. Elected Officials and Appointed Officials are responsible for creating and maintaining a positive work environment in their operations by implementing the policies contained in the Ford County Employee Handbook.

The pace of change and the need for greater flexibility necessitate that we work within a climate of openness and participation. This is achieved by establishing open channels of communications, developing personal ownership of our objectives and performance measures, and consulting over the strategic planning and management of Ford County.

If employees have concerns about working conditions, compensation, or any other employment matter, they are to discuss these concerns openly and directly with their Elected Officials or Appointed Officials. They are responsible for responding to employee concerns. Resolution of employee problems and concerns at the earliest possible opportunity is recognized as a fundamental principle of sound employee relations.

## **EMPLOYMENT APPLICATION AND REFERENCE CHECKS**

As part of the hiring process, applicants will be required to complete an employment application. Resumes will not be accepted as employment applications.

Ford County relies upon the accuracy of information contained in the employment application and other employment-related documents. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Skill tests, approved to the duties of position, may be administered by Elected Officials or Appointed Officials.

To ensure that individuals who join Ford County are well qualified and have a strong potential to be productive and successful, it is the policy of Ford County to check the employment references of all applicants. In addition, it is the policy of Ford County to verify the education background of all applicants.

### **ETHICAL CONDUCT / CONFLICT OF INTEREST**

In compliance with the Illinois State Officials and Employees Ethics Act, county employees (and certain relatives) are prohibited from soliciting or accepting any gift from any prohibited source, subject to certain exceptions. In addition, County employees are prohibited from: (1) performing prohibited political activities during compensated time; (2) using County property or resources in connection with any prohibited political activity; and/or (3) requiring any other employee to participate in any prohibited political activity as part of his/her duties, as a condition of employment, or during any compensated time off.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the County wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Employees should contact their Elected Official/Appointed Official for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the Elected Officials, Appointed Officials, and the County Board. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the outside firm or a County employee.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the County's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their Elected Official/Appointed Official as soon as possible the existence of any actual or potential conflict of interest in any situation that may give the appearance of a conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the County does business, but also when an employee or relative receives any bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving the County. Failure to comply with the above could result in disciplinary action, including discharge.

## **INTRODUCTORY PERIOD**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Elected Official/Appointed Official uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Elected Official/Appointed Official may end the at will employment relationship at any time during or after the introductory period, with or without cause or advance notice.

All new and re-hired employees work in an introductory status for the first 180 calendar days after their date of hire. Any significant absence that is approved by the Elected Official/Appointed Official will automatically extend the introductory period by the length of the absence. If the Elected Official/Appointed Official determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. The date the employee completes their introductory period must be noted in the employee's personnel file and payroll records.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other County provided benefits. Employees should read the information for each specific benefit program for the details on eligibility requirements.

Employees who are promoted within a department, or apply for and receive a job in another department of county government are subject to an introductory period, in that job. Benefits eligibility and employment status is not changed during this introductory period. If an employee does not succeed in the promotion within the department during the introductory period, the employee may be allowed to return to his or her former job or a comparable job, for which the employee is qualified, depending on the availability.

## **JOB POSTING / INTERNAL TRANSFERS AND PROMOTIONS**

Ford County provides employees an opportunity to indicate their interest in open positions. Normally, notices of all job openings are posted, although the County reserves the right not to post a particular opening. Elected Officials/Appointed Officials shall post new or vacant positions in a central location at the appropriate work site and on the official bulletin board in the courthouse lobby. Job openings will be posted and normally remain open for three (3) working days, after which the Elected Official/Appointed Officials may fill the open position.

Each job posting notice will include the dates of the posting period, job title, department, location, grade level, salary range, job summary, essential duties, and qualifications (required skills and abilities).

Employees who are on suspension or have a written warning on file for less than a year, are not eligible to apply for posted jobs. The County encourages employees to discuss their developmental and career plans with their supervisors before applying for posted positions.

Employees interested in applying for a posted position should contact the appropriate department and submit an application to the Elected Official/Appointed Official with the opening. After the three (3) working day posting period, the Elected Official/Appointed Official shall review all internal applications received and applications on file, and will interview those candidates that possess the required skills and abilities for the job. If the Elected Official/Appointed Official determines that no internal candidate is satisfactory within the three (3) day posting period, the Elected Official/Appointed Official shall begin recruiting activities outside of the organization.

This procedure does not preclude the County from recruiting from the outside when and if it is determined such a procedure is necessary.

Ford County offers the opportunity to be promoted or transferred, on the basis of need and the employee's work-related performance, job-related qualifications and County service.

For purposes of this policy and practice, a promotional opportunity is defined as a movement to a position in a higher classification. A lateral transfer is defined as a move from one position to another position which is not of a higher classification. Transfers may be initiated by the County to adjust to changes in workforce requirements, and other circumstances as determined by the County. Additionally, an employee may request a transfer in order to satisfy a personal preference. Such a transfer may also be suggested by the employee's supervisor when it is in the best interests of the County.

#### **Employee-Initiated Transfers and Promotions**

Employees may apply for posted internal positions (both lateral transfers and promotions) by applications through the job-posting program. Employees are eligible to pursue job opportunities for positions in which they are qualified. Employees are encouraged to contact their Elected Official/Appointed Official to discuss their qualifications and career interests prior to applying for an internal opening.

#### **County-Initiated Placements**

Placements may be initiated by the County to adjust to changes in workforce requirements, to accommodate an employee's disability or for other business reasons.

### **LAYOFF AND RECALL**

In some circumstances, it may become necessary to use a layoff procedure to adjust the work force. The term layoff is not used when employees are separated from the County because of failure to perform their duties satisfactorily. The County may lay off an employee due to shortage of funds to work, the abolition of the position, lack of work, or other material changes in the duties of the position, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by any employee laid off may be reassigned to other employees already working. In identifying employees to be laid off, the County will consider various factors, which may include, but are not limited to, length of employment, work performance, and/or ability to satisfactorily perform job duties that are or may be assigned.

Qualified employees on layoff may be recalled at the discretion of the County. Recall of any employees is contingent upon their ability to satisfactorily perform the work available. In addition,

recall is contingent upon the satisfactory results of any required physical examination. Employees affected by a layoff are placed on a recall list for a maximum period of one calendar year. Employees not recalled within one year are removed from the list. If an employee is recalled after an absence of three months or more, the seniority or start date is adjusted to account for the time the employee was absent. If the employee is recalled within three months, the starting date is not adjusted.

Employees receiving a recall offer will be notified by registered mail, return receipt requested. Letters will be sent to the last known address on record in the employment files. Letters should be receipted by the employee or a member of the employee's immediate family. Such notification will require a reply by telephone or electronic communication within three (3) days of receipt. Failure to reply within the prescribed time will result in withdrawal of the recall offer.

Where the terms of a collective bargaining agreement conflict with this section, the terms of the collective bargaining agreement shall control (as to the relevant employees in the applicable collective bargaining unit).

### **MEDICAL EVALUATIONS**

To help ensure that new employees are able to perform their duties safely, pre-employment drug screenings are required and may be performed randomly or with reasonable suspicion thereafter.

After an offer has been made to a first-time applicant entering employment with the County, a drug screening will be performed at the County's expense by a health professional of the County's choice. The offer of employment and assignment to duty is contingent upon satisfactory results of the examination.

Because of the nature of some of the County's operations and processes, pre-employment medical examinations may be required to determine physical fitness to perform the essential functions of pre-designated positions, including but not limited to employees of the following departments: (i.e. building maintenance, animal control, emergency management and county highway).

After an offer has been made to an applicant entering a designated position, a medical examination will be performed by a health professional of the County's choice. Employment is contingent upon satisfactory completion of the exam. Such examinations will be scheduled at reasonable times and intervals and performed at the expense of Ford County.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the expense of Ford County.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

## **NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS**

Ford County wants to ensure that County practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship, members of the same household, or those whose relationship with the applicant/employee is similar to that of persons who are related by blood or marriage are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, or nephew, or any such relative who is "step" or "in-law".

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform the Elected Official/Appointed Official of the relationship.

Ford County reserves the right to apply this policy in the case of actual or potential problems because of the relationship between employees, even if there is no direct-reporting relationship or authority involved. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

### **OFFICE CLOSURE**

At times, emergencies such as severe weather, fires, power failures, earthquakes or public health emergencies, may disrupt county operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When operations are officially closed due to emergency conditions (per the Ford County Sheriff), the time off from scheduled work will be paid. Provisions of this section are applicable only to employees in the Courthouse, Public Health Department, Highway office personnel and Sheriff's office personnel. Provisions of this section are not applicable to the Highway Department and the Sheriff's Department or union personnel.

### **OUTSIDE EMPLOYMENT**

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below unless prohibited by Union contract.

Activities and conduct away from the job must not compete with, conflict with or compromise the County interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for residents and/or businesses on non-working time that are normally performed by Ford County. This prohibition also extends to the unauthorized use of any County tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If Ford County determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.



Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

### **PERFORMANCE APPRAISALS**

Elected Officials/Appointed Official and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance appraisals are conducted at the end of an employee's introductory period in any new position. This allows the Elected Official/Appointed Official and the employee to discuss the job responsibilities, standards and performance requirements of the new position. Additional formal performance appraisals are conducted to provide both management and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Formal performance appraisals must be completed annually, on or near the employment date anniversary. These appraisals are to be placed in the employee personnel file, maintained by the Elected Official/Appointed Official.

### **PERFORMANCE STANDARDS**

To ensure orderly operations and provide the best possible work environment, the County expects employees to adhere to disciplinary rules and proper personal standards of conduct at all times. These rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted operation, and to protect the County's property and goodwill.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Misrepresentation or withholding information on the employment application or on any other records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or tardiness, or any absence without notice.
- Unauthorized absence from the work area during the workday.
- Unauthorized use of telephones, mail system, computers or other employer-owned equipment.

- Unauthorized disclosure of confidential information.
- Unauthorized purchases.
- Violation of personnel policies.
- Conviction of a felony.
- Sleeping or loafing on the job.
- Obstruction of the work of fellow employees.
- Unsatisfactory performance or conduct.
- Any work rule or regulation set by an individual Elected Official/Appointed Official.
- Use of Camera Cell Phones.
- Failure to maintain appropriate working relationships with others in the work environment.
- Gambling or soliciting on County property.

### **PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify his or her Elected Official /Appointed Official of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

### **PERSONAL SERVICES**

No employee may be required to perform personal services for any fellow employee, Supervisor, or Appointed/Elected Official. No employee may voluntarily perform such services during any compensated work hours, excluding holidays and/or vacation, or on county property. Personal services are defined as activity having value, or for which compensation is ordinarily paid between unrelated parties, other than as contained in an employee's job description or directly related to the operation of county business.

### **PERSONNEL FILES**

Employee files are maintained by the County and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Requests to review personnel files by current and former employees will be permitted in accordance with the Illinois Personnel Record Review Act. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

The County will only respond to written reference inquiries. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

### **PROGRESSIVE DISCIPLINE**

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established. Ford County supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance

issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Ford County reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Ford County's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Final Warning / Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.
- **Termination:** When a situation is deemed to be extreme, previous warnings have not resulted in a change in unacceptable behavior performance, or performance does not meet acceptable standards as determined by the County, an employee's employment may be involuntary terminated with the County.

Ford County reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and termination.

## **RECYCLING**

Ford County supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Ford County encourages reducing and, when possible, eliminating the use of disposable products. Source reduction, decreases the consumption of valuable resources through such workplace practices as:

- Communication through computer networks with e-mail;
- Posting memos for all employees;
- Two-sided photocopying;
- Minimum packaging;
- Eliminating fax cover sheets;
- Reusing paper clips, folders, and binders;
- Reusing packaging material;
- Turning off lights when not in use.

Whenever possible, Elected Officials/Appointed Officials, and employees of the County are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials. By recycling, the County is helping to solve trash disposal and control problems facing all of us in today environment.

### **REHIRE**

Former employees who left Ford County in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits. Termination from employment due to a policy violation will be ineligible for rehire.

### **RETURN OF COUNTY PROPERTY AND TERMINATION PROVISIONS**

The separating employee must return all County property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards.

The separating employee shall contact the Elected Official/Appointed Official as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Accrued vacation leave will be paid in the last paycheck.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

### **RIGHT TO MONITOR**

All County-supplied technology and County-related work records belong to the County and not to the employee. Ford County routinely monitors use of County-supplied technology. Inappropriate

or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

## **SEPARATION OF EMPLOYMENT**

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide as much notice as possible, with a minimum of two weeks' notice required, preferably in writing, to facilitate a smooth transition out of the organization. Once an employee has submitted a notice to terminate their employment with the County, they are no longer eligible to use accrued but unused vacation, personal or sick time. The County reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their Elected Official/Appointed Official in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three or more consecutive shifts shall be considered to have abandoned the job without notice, effective at the end of their normal shift. Employees who are separated due to job abandonment are ineligible for rehire.
- **Termination:** Employees of Ford County are employed on an at-will basis, and the County retains the right to terminate an employee at any time.
- **Death:** Separation will be effective as of the date of death. In the case of an employee death, all compensation due shall be paid to the estate of the employee.
- **Layoff** - involuntary employment termination initiated by the County for non-disciplinary reasons. The County may lay off an employee due to shortage of funds to work, the abolition of the position, lack of work, or other material changes in the duties of the position, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by any employee laid off may be reassigned to other employees already working. For benefit purposes, an employee's length of service will be reduced by the length of time the employee was laid off. Vacation time earned but not taken, as well as sick pay, will be paid according to current policy, to the laid-off employee. An opportunity to continue coverage under Ford County's employee benefit plan will be given in accordance with COBRA for covered individuals. The "Layoff and Recall" policy in this manual contains more information.

Since employment with Ford County is based on mutual consent, both the employee and Ford County Elected Officials/Appointed Officials have the right to terminate employees at will at any time for any reason or no reason. Employee's benefits will be affected by employment termination. All accrued, vested benefits that are due and payable at termination will be paid, on the payday for that pay period. Some benefits may be continued at the employee's expense if the

employee so chooses. The employee will be notified in writing of the benefits that will be paid and the benefits that may be continued, as well as the terms, conditions, and limitations of such continuance.

### **SOCIAL MEDIA—ACCEPTABLE USE**

Ford County recognizes that social networking may be used by employees for personal as well as business purposes. Ford County understands how the use of internet social network sites and blogs can shape the way the public views us and we respect the rights of any employee to maintain a blog or post a comment on social networking sites. However, Ford County is also committed to maintaining its identity, integrity, and reputation. Therefore, Ford County has established the following rules and guidelines regarding social networking forums.

1. Employees may participate in a social networking site, blog, or web page during working hours and use Ford County computers when explicitly instructed your Elected Official/Appointed Official.
2. Employees may not post on a personal blog or web page or participate in a personal social networking site during working time with Ford County equipment or property.
3. Any employee who mentions Ford County on a personal blog or social networking site must include a disclaimer that specifically states that the opinions expressed are those of the employee alone and may not be the same as those of Ford County.
4. Employees not authorized by Ford County to engage in social media on behalf of Ford County. They must use a personal email address, not a Ford County email address as a means of identification.
5. All Ford County rules and policies regarding disclosure of sensitive, proprietary, financial, or confidential information apply in full to blogs and social networking sites. This includes, but is not limited to, information about customers, products, finances, Ford County strategies and other information not previously publicly released by Ford County.
6. All Ford County rules and policies regarding discrimination and harassment apply in full force to blogs and social networking sites. Any conduct which is impermissible under the law if expressed in any other forum is also impermissible if expressed through blogs or social networks.

### **Amendments and revisions**

This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Use of the Internet via the Ford County computer system constitutes consent by the user to all the terms and conditions of this policy.

**Note:** As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snap Chat, among others.

### **Confidentiality**

Do not identify or reference Ford County clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

## **Expectations**

### *On-duty use of social media*

Social media use shouldn't interfere with employee's responsibilities at Ford County. Ford County computer systems are to be used for business purposes only. When using the Ford County computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

### *Off-duty use of social media*

If employees publish content after-hours that involves work or subjects associated with Ford County, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent Ford County positions, strategies or opinions."

Employees must ensure that social media activity does not interfere with their work. In general, Ford County considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

It is highly recommended that employees keep Ford County related social media accounts separate from personal accounts, if practical.

## **Competition**

Employees should not use a social media to criticize Ford County's competition and should not use it to compete with Ford County.

## **Respect**

Demonstrate respect for the dignity of Ford County, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

## **Discipline**

Violations of this policy may result in discipline up to and including immediate termination of employment.

***Note:*** Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

## **Legal**

Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

## **Links**

Employees may provide a link from a social media site to Ford County's website during employment (subject to discontinuance at Ford County's sole discretion). Employees should contact the Web design group to obtain the graphic for links to Ford County's site and to register the site with Ford County.

## **New ideas**

Please remember that new ideas related to work, or Ford County's business belong to Ford County. Do not post them on a social media site without the permission of Ford County.



### **Post disclaimers**

If an employee identifies himself or herself as a Ford County employee or discusses matters related to Ford County on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of Ford County and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to Ford County or Ford County’s business. Employees must keep in mind that if they post information on a social media site that is in violation of Ford County policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

### **Trademarks and copyrights**

Do not use Ford County’s or others’ trademarks on a social media site or reproduce Ford County’s or others’ material without first obtaining permission.

## **SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS**

Ford County prohibits the solicitation, distribution and posting of materials on or at County property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Ford County management and County-sponsored programs related to Ford County’s products and services.

### **Provisions:**

- Nonemployees may not solicit employees or distribute literature of any kind on County premises at any time.
- Employees may only admit non-employees to work areas with management approval or as part of a County-sponsored program. These visits should not disrupt workflow. An employee must account the nonemployee at all times. Former employees are not permitted onto County property except for official County business.
- Employees may not solicit other employees during work times, except in connection with a County-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a County-sponsored event
- The posting of materials or electronic announcements are permitted with approval from an Elected Official/Appointed Official.

Violations of this policy should be reported to your Elected Official/Appointed Official.

## **USE OF COUNTY VEHICLES AND EQUIPMENT**

When using County equipment and vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees are expected to adhere to all applicable state and federal law when operating a vehicle or piece of equipment while in an employment capacity. Employees are also expected to obtain and to keep current the appropriate license(s) for the type of vehicle(s) operated. The Elected Official/Appointed Official will provide and document initial training prior to verifying the employee’s qualifications and/or capabilities to operate equipment.

Employees are expected to notify their Elected Official/Appointed Official immediately if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. If employees have questions regarding their responsibility for maintenance and care of equipment or vehicles, they should contact their supervisor.

The improper, careless, negligent, destructive, unauthorized or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

All county owned vehicles are to be operated by County employees only and are to be used to conduct County business only. No unauthorized persons may operate County owned vehicles. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

All Ford County employees intending to operate County vehicles or use personal vehicles on County business must hold a valid driver's license. Employees intending to operate their personal vehicle(s) for County business must insure their personal vehicle. Each Elected Official/Appointed Official will keep a copy of current proof of automobile insurance for employees that use personal vehicle(s) for County business. Employees may be subjected to an audit of their driver's license record by the Elected Official/Appointed Official. Failure to provide the above may result in disciplinary action, up to and including termination of employment.

## **VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees and the properties of Ford County, only authorized visitors are allowed in the work areas. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

If an individual is observed on County's premise engaging in questionable behaviors, employees should immediately notify an Elected Official/Appointed Official or contact the Sheriff's office.

## **COMPENSATION**

### **ADMINISTRATION AND REVIEW OF SALARY AND WAGES**

The Ford County pay plan is intended to provide fair compensation for positions in the County within its affordability to do so. In establishing the pay plan, the County takes into consideration the general rates of pay for similar employment in private establishments and other public

jurisdictions in the area as well as the financial condition of the County. From time to time, the County may make comparative studies of factors affecting the pay plan to determine whether its pay objectives are being met.

The pay plan primarily consists of a classification system and pay ranges. The classification system includes groupings of positions into grades, by title, which are approximately equal in complexity and responsibility, which have the same general qualifications, and which can be equitably compensated within the same range of pay. A minimum and maximum pay range is established for each classification. New employees or current employees entering a new classification are generally paid at the entrance rate for that position.

While the performance of each employee is under constant review, overall performance and pay level shall be appraised at least once during each 12-month period. Employees are generally advanced to the new pay rate within their classification on December 1st of each year, provided his or her performance level is at a satisfactory level. Pay rate advancements, as well as any exceptions, must be recommended by the appropriate Elected Official/Appointed Official and must be approved by the Ford County Personnel Committee and have appropriate funding within the Fiscal Budget. A new employee hired 90 days before any effective wage increases will not be eligible for that wage increase.

### **BUSINESS TRAVEL EXPENSES**

Employees will be reimbursed for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the appropriate Elected Official/Appointed Official. The use of personal vehicles will be reimbursed at the rate set forth by County Board Resolution. Employees whose travel plans have been approved may be responsible for making their own travel arrangements.

The amounts approved for reimbursement of meals will be determined by County Board Resolution. All requests for payments must be accompanied with receipts and all payments for meals will be deducted from the appropriate line item of the approving department's budget. Employees are expected to limit expense to reasonable amounts. Expenses attributed to NON-EMPLOYEES OR ALCOHOLIC BEVERAGES WILL NOT BE REIMBURSED.

Employees who are involved in an accident while traveling on business must promptly report the incident to the appropriate Elected Official/Appointed Official. Deductibles for collision insurance will be paid by the driver or owner of the private vehicle. Vehicles owned, leased or rented by the County may not be used for personal use.

Employees must contact the appropriate Elected Official/Appointed Official for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **OVERTIME**

When operating requirements or other needs cannot be met during regular working hours, employees may be needed to work overtime. All overtime work must receive the Elected Official's /Appointed Official's written authorization normally in advance.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. This provision does not apply to Union employees.

Overtime shall be paid at a rate of time and one half for all hours exceeding forty hours in a workweek. The work week begins on Sunday and ends on the following Saturday.

Where appropriate, all Elected Officials/Appointed Officials are encouraged to offer comp-time in lieu of overtime pay for hours worked in excess of 37.5 hours in a workweek. Compensatory time will be granted to Non-Exempt employees at the rate of 1.5 hours for each hour of overtime worked. Compensatory time may accumulate to a maximum of 40 hours, after which additional overtime worked will be paid. Upon termination of employment, an employee will be paid for accrued unused compensatory time.

Exempt Employees, Administrative, and executive employees who have duties and responsibilities which are primarily managerial, or employees for whom specialized training or certification is required, may be determined exempt from the overtime requirements by the Fair Labor Standards Act (FLSA). When exempt employees work in excess of forty hours per week, they are not eligible for overtime pay.

## **PAYMENT OF WAGES**

All employees are paid biweekly, on every other Friday. The County reserves the right to alter pay date and schedule with one month's written notice to employees. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Payroll will be direct deposited into an account directed by the employee. Employees will receive a copy of their earnings each pay period. No salary or wage advances will be made.

In the event that a regularly scheduled payday falls on a recognized holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the County.

The law requires that the County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The County also must deduct Social Security taxes on each employee's earnings up to a specified limit called the Social Security' wage base'.

All full-time employees hired for the County of Ford shall be signed up for the Illinois Municipal Retirement Fund (IMRF) or SLEP in the Sheriff's Department at the time of hire. Wages will be deducted on a pre-tax basis at the rate required by the specific fund and deposited into the employee's account.

The County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

The County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his or her supervisor and the County Clerk and Recorder so that corrections can be made as soon as possible.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

### **WORK HOURS AND TIMEKEEPING**

Except for the County Highway Department, Ford County Public Health Department and the Sheriff's Department, the normal working hours of all full-time employees of Ford County shall be 8:30 a.m. and continuing through 4:30 p.m., Monday through Friday, including an unpaid half hour meal period each day. Employees are granted two paid 15-minute breaks, (one in the morning and one in the afternoon.) The breaks are permitted with the provision that the offices be staffed at all times. Break time is not to be added to the lunch period or used for late morning arrival or early afternoon departure.

The work week begins on Sunday and ends on the following Saturday. Due to seasonal and job requirements, the hours of employment of the County Highway Department, Ford County Public Health Department and the Sheriff's Department shall be established and communicated by those Elected Officials/Appointed Officials.

Accurately recording time worked is the responsibility of every employee and his or her supervisor. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. (The prior provision is not applicable to the Public Health Department.) Non-exempt employees should report to work no more than 15 minutes prior to their scheduled starting time, nor stay more than 15 minutes after their scheduled stop time without prior authorization from their Elected Official/Appointed Official. Overtime work must always be approved before it is performed by the Elected

Official/Appointed Official. If the employee's department has a time clock the employee must use it.

Each Elected Official/Appointed Official must maintain an accurate record of time worked by the employee in excess of the employee's regular workday.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

## **TIME OFF/LEAVES OF ABSENCE**

### **BEREAVEMENT LEAVE**

In the event of the death of an immediate family member, a full-time employee shall be permitted to be absent from his job for bereavement leave after their introductory period. The leave shall be up to three (3) paid days per occurrence and 2 maximum occurrences per year with the Elected Official's/Appointed Official's approval. If the employee desires to be absent for more than three (3) days, he/she may utilize previously earned, unused, vacation or personal time and receive compensation for each such additional day's absence at his normal rate of pay, provided that the Elected Official/Appointed Official approves such additional absence.

Definition of Immediate Family - A member of the immediate family shall be defined to be an employee's spouse, parent/stepparent/in-law, son/daughter in-law, grandchild, grandparent, sibling/step-sibling/half-sibling or legal guardian.

### **Child/Spouse Bereavement Leave**

In the event of the death of a child (natural, adopted, foster, stepchild, a legal ward or the child of a person standing in loco parentis) or spouse, employees who have worked a minimum of 1250 hours for the County during the immediately preceding 12 months are entitled to a maximum of 2 weeks of unpaid bereavement time and up to 6 weeks of unpaid bereavement time in the event of the death of more than one child during a twelve-month period.

The time may be used to attend the funeral or alternative to a funeral, make arrangements necessitated by the death, or to grieve the death of the child/spouse. The leave must be completed within 60 days after the date employee receives notice of the death of the child/spouse. Employees must give 48 hours of notice before the leave, unless it is not practicable, and may be requested to provide documentation demonstrating the need for the leave.

Child/Spouse bereavement leave may not be taken in addition to unpaid leave permitted under the Family and Medical Leave Act (FMLA) and may not exceed unpaid leave time allowed under that law.

## **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 Elected Official/Appointed Official to keep him/her advised of the extent of the disability and contact the County Clerk'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 as able 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 and 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 and vacation time 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 Clerk and Recorder'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 and Recorder'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.

- If the employee's leave continues beyond thirty (30) days, the County will attempt to return the employee to his or her former position or to a comparable position for which the employee is qualified if available when the employee returns from an approved leave. However, the County's need to fill a position may override its ability to hold a position open until an employee returns from his or her leave. The County, therefore, cannot assure that it will be able to return an employee to any position after an approved leave of more than thirty (30) days. If during the leave the employee's position has been filled or eliminated, or the duties and responsibilities have been significantly changed requiring new skills and abilities, the returning employee may be offered a position, if open, comparable to the position the employee held immediately prior to the leave. The County has the sole discretion to determine comparable jobs and the employee's qualifications for any such positions. In the event that the employee's same or a comparable position for which the employee is qualified is not open at the end of the leave of absence, the employee will be automatically terminated from employment. Additionally, if an employee refuses to accept any position offered within one week after such offer, the employee will be terminated from employment, at which time the employee will be notified, as applicable, of any conversion rights and/or rights to group health plan coverage.
- Health Insurance will be paid by Ford 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.
- Unused vacation, and personal time will be held pending the employee's return. In the event the employee does not return to work, unused benefits will be paid in accordance with the County's separation policy.
- In any event, if after six months of a disability leave the employee is unable or unwilling to perform the normal job functions of their position, the employee will be separated, and all unused benefits paid in accordance with routine separation policy.
- If the employee's disability continues beyond the original requested and approved leave time but the employee has not yet used the maximum six months allowed for a disability leave, the County may extend the disability leave for up to the maximum leave available upon written request for an extension and presentation of a statement from the employee's physician stating the reason why the employee cannot report back to work and the

estimated additional time that will be required for the employee to recover from the disability.

- Failure to return from a disability leave upon the expiration of the approved leave period will be considered a voluntary resignation.
- When an employee returns from a disability leave, the employee must provide a statement of disability from his or her physician stating that the employee is medically fit to return to work and further stating any limitations that may be imposed by the physician on the employee's ability to work. The County, in its sole discretion, may require an employee to be examined by a physician designated by the County before the employee is permitted to return to work from a disability leave. The final decision on whether an employee is ready to return to work rests with the County.

### **FAMILY AND MEDICAL LEAVE ACT**

Upon hire, Ford County provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities Under the Family and Medical Act.

The function 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, you must contact your Elected Official/Appointed Official in writing.

#### **General Provisions**

Under this policy, Ford County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) unpaid, job protected leave during a 12-month period to eligible employees.

#### **Eligibility**

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the County for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours for the eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the County within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

### **Type of Leave Covered**

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the County's sick leave policy are encouraged to consult with their Elected Official/Appointed Official.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the County may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- Qualifying exigencies leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) childcare and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (*Son or daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military Caregiver Leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

*Next of kin* is defined as the closest blood relative of the injured or recovering service member.

The term covered service member means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- 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 the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term serious injury or illness means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active

duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

### **Amount of Leave**

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the County will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the County will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the County and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the County and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

### **Employee Status and Benefits During Leave**

While an employee is on leave, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

### **Use of Paid and Unpaid Leave**

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

### **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

### **Certification for the Employee's Serious Health Condition**

The County will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Certification for the Family Member's Serious Health Condition**

The County will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Certification of Qualifying Exigency for Military Family Leave**

The County will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

**Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave**  
The County will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Recertification**

The County may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the County may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

### **Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide the Elected Official/Appointed Official with verbal or written notice of the need for the leave. Employees must use all accrued sick days in

conjunction with FMLA leave. Employees may (but are not required to) use vacation and personal days during an FMLA leave to continue their salary, after sick days are exhausted. Within five business days after the employee has provided this notice, the Elected Official/Appointed Official will provide the employee with the DOL Notice of Eligibility and Rights. Elected Official/Appointed Official will provide a copy of that notice to the County Clerk and Recorder.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the County's usual and customary notice and procedural requirements for requesting leave.

### **Designation of FMLA Leave**

Within five business days after the employee has submitted the appropriate certification form, the Elected Official/Appointed Official will provide the employee with a written response to the employee's request for FMLA leave.

### **Intent to Return to Work from FMLA Leave**

The County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

## **HOLIDAYS**

Ford County will potentially grant holiday time off to all full-time employees on the following days:

- New Year's Day
- Martin Luther King, Jr. Day (except highway dept)
- Lincoln's Birthday (or floating holiday)
- President's Day (except highway dept.)
- Good Friday
- Memorial Day
- Any other State Holiday declared by the General Assembly
- Independence Day
- Labor Day
- Columbus Day (except highway dept.)
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Any employee with unscheduled or unapproved time off the day before and/or after an observed holiday will not receive pay for that Holiday unless prohibited by Union contract.

Each year the County Board will set the holiday calendar. The County Board, when setting subsequent holiday calendar years for the Ford County employees, shall review the dates and days said holidays fall on, and shall confer with the County Officers before setting said holiday calendar.

The Highway Department will be allowed to work 3 normal weekday holidays, to be reviewed annually, and to replace them with 3 extra personal leave days such that, total holidays plus personal leave be equal for all full-time employees.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holiday pay is time and one-half and will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee worked on that day. In order to qualify for holiday pay, all employees shall work their last regularly scheduled workday before the holiday and their first regularly scheduled workday after the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. When a set holiday falls on a normal work week workday, the employee shall receive holiday pay providing any additional requirements are met. When a set holiday falls on a day that is not part of an employee's normal work week workday, the employee shall not receive Holiday pay.

An employee in a non-exempt position working on one of the above enumerated holidays may, at the option of the Elected Official/Appointed Official, be given an equivalent time off or time and one-half pay for the number of hours worked.

An employee in an exempt position who is required to work on a day designated as a holiday shall be entitled to exchange time for hours worked.

### **JURY DUTY**

Serving on a jury or serving as a witness when called is a civic duty, and as such is recognized and supported by Ford County.

An employee who receives a summons or subpoena from a civil authority and serves during work hours will be paid the difference between the earnings from the court system and his or her current base rate of pay. In order to receive full pay, an employee must submit evidence to the supervisor indicating the amount of pay received from the court system. Only full-time and part-time employees are eligible to receive paid jury and witness duty leave. Temporary employees are not eligible for paid jury and witness duty leave.

If an employee is asked to appear in court as a witness at the request of a party other than the County, the employee is free to use vacation leave. If the subpoena is County related, the employee will receive paid time off for the entire period of witness duty.

In the event the employee is engaged in litigation against the County, other County employees and/or County Elected officials, the employee will not be paid in any manner for their absence to appear as a witness and/or litigant. However, if an employee is witness for the County in a litigation matter, the employee will receive their regular hourly rate of pay for the time scheduled away from their assignment by their Elected Official/Appointed Official.



The County will continue to provide health insurance benefits for the full term of the absence, if the employee has coverage. Vacation, leave, and holiday benefits, will also continue to accrue during the leave.

### **LACTATION/BREASTFEEDING**

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The County will designate a room for this purpose upon request.

### **MILITARY LEAVE OF ABSENCE**

Ford County is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the County's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or County policy. If any employee believes that he or she has been subjected to discrimination in violation of County policy, the employee should immediately contact your Elected Official/Appointed Official.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact their Elected Official/Appointed Official to request leave as soon as they are aware of the need for leave.

### **PERSONAL TIME**

Personal time provides an all-purpose time-off policy for eligible employees to conduct personal business. Full-time employees are eligible, after thirty days of employment, to take personal time which equals one (1) paid working day per year. Personal days must be used by the end of the fiscal year and cannot be accumulated from year to year.

A personal day can be used in minimum increments of ½ day. To schedule a planned personal day, employees should request advance approval from their Elected Official/Appointed Official. When employees have an unexpected need to be absent from work, they should notify their Elected Official/Appointed Official before the scheduled start of their workday, if possible. The Elected Official/Appointed Official, based on business need and staffing requirements, will review requests for personal days.

Personal days are paid at the employee's base rate of pay at the time of absence, not including any overtime or special forms of compensation such as bonuses or shift differentials.

## **PREGNANCY RIGHTS AND ACCOMMODATIONS**

Pursuant to the Illinois Human Rights Act, the County provides reasonable accommodations, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. Employees requesting a leave or reasonable accommodation should promptly notify their Elected Official/Appointed Official.

### **Use of accrued paid leave**

The County requires employees to use accrued paid sick leave, concurrently with some or all of the leave taken under this policy. Additionally, employees must comply with the County's normal procedures for the applicable leave policy (e.g., call-in procedures, advance notice).

### **Maintenance of health benefits**

If employees and their families participate in the County's group health plan, the County will maintain coverage during leave under this policy on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their shares of health plan premiums while on leave. In some instances, the County may recover premiums it paid to maintain health coverage or other benefits for employees and their families. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.

### **Procedures**

When seeking leave or a reasonable accommodation under this policy, an employee must provide their Elected Official/Appointed Official with the following:

- As soon as practicable and if possible, prior to commencing leave, a statement from his or her health care provider supporting the request for leave or reasonable accommodation. The statement should confirm that the requested leave or reasonable accommodation is based on a pregnancy-related disability, and if the statement is provided in support of a leave request, the statement should include an anticipated start and end date. An employee must also supply periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
- Upon return from leave, medical certification of fitness for duty before returning to work. The County will require this certification to address whether employees can perform the essential functions of their positions.]

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

### **Employer responsibilities**

To the extent required by law, the County will inform employees whether they are eligible for leave under this policy. As detailed in the Family and Medical Leave Act (FMLA) Policy, the

County will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlements. If employees are not eligible for FMLA leave, the County will provide a reason for the ineligibility.

### **Job restoration**

Upon returning from leave, employees will typically be restored to their original positions or to equivalent positions with equivalent pay, benefits, and other employment terms and conditions.

### **Failure to return after leave**

If an employee fails to return to work as scheduled after leave under this policy, or if an employee exceeds the leave entitlement, the employee will be subject to the County's other applicable leave of absence, accommodation and attendance policies. This may result in termination if the employee has no other County-provided leave available to him or her that applies to the continued absence. Likewise, if leave under this policy ran concurrently with FMLA leave, following the conclusion of the FMLA leave, the County's obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

## **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act of 1993 provides employed parents and guardians (who are otherwise unable to meet with educators because of work conflicts) the right to 8 hours of unpaid time off during the school year to attend necessary education or behavioral conferences at their children's schools. The County will provide employees their rights under this act as follows:

- This act applies solely to public and private employers with fifty (50) or more individuals in Illinois.
- The employee must have been employed at least six (6) months and have been employed at least half time.
- The employee can be granted up to eight (8) hours during any school year; no more than four (4) hours may be taken at any one day.
- This time can only be taken if the employee has exhausted all earned leave time, except PTO leave or disability leave.
- The employee must provide the employer with a written request for leave at least 7 days in advance. In an emergency situation, 24 hours' notice is required.
- The leave permitted under this Act will not be paid time.
- The school administrator shall provide the employees with documentation of the school visitation.
- The State Superintendent of Education and the Director of IDOL must develop the form. The following link takes you to the visitation form. <http://www.illinois.gov/idol/Laws-Rules/FLS/Documents/FLSSVA01.PDF>

## **SICK LEAVE**

Ford County provides paid sick leave benefits to all eligible employees for periods of temporary absence due to non-occupational illness, injury or disability. In addition, sick leave can be used in

the event of illness, injury or medical appointment for a child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

Full-time employees are eligible to use accrued sick leave after 90 days of employment. Eligible employees will accrue sick leave benefits of 12 days per year (credited pro-rata on a bi-weekly basis) beginning on the date of employment.

Paid sick leave can be used in minimum increments of one hour. Employees who are unable to report to work due to illness or injury should notify their direct supervisor at least one hour before they are to report to work. The direct supervisor must also be contacted on each additional day of absence. Failure to notify the direct supervisor, except under extenuating circumstances, shall be cause for disciplinary action.

For absences greater than three (3) consecutive calendar days, employees are required to provide a physician's statement to their supervisor verifying the absence and the employee's inability to perform the duties of the position during the absence. For absences greater than five (5) consecutive calendar days, employees are required to provide a physician's statement to their supervisor verifying the absence and the employee's inability to perform the duties of the position during the absence, plus a statement that the employee safely return to work and listing restrictions or accommodations, if any. A physician's verification is not required for absences of three (3) days or less, except in cases where there is a pattern of suspected abuse or repeated illness.

Any employee who submits a falsified absence report and/or physician's statement will be subject to discipline, up to and including termination.

An employee "abuses" sick leave when the employee uses or attempts to use sick leave for reasons that do not qualify for sick leave (as identified above). An employee who is determined to have abused sick leave will not be paid for the inappropriate sick leave. "Abuse" of sick leave shall subject the employee to disciplinary action.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as bonuses or shift differentials.

Accumulated unused paid sick leave is an earned benefit granted during employment. Upon an employee's resignation or retirement, but not if the employee is discharged for cause, accumulated unused paid sick leave shall be paid as part of their final compensation. Sick leave may be paid upon resignation or retirement at the rate of \$25 per day or a prorated share thereof only if the employee is employed by the County more than one year. An employee retiring or resigning has the option to use up to 240 accumulated days for pension enhancement with IMRF (Illinois Municipal Retirement Fund) or SLEP or has the option to be paid up to a maximum of 100 sick days. Employees should refer to IMRF guidelines to determine if the pension enhancement option is appropriate.

Employees shall be notified in writing of leave balances, including vacation, sick leave, personal time, comp time, etc. on each paystub.

In recognition of the financial hardship that an extended catastrophic illness can cause employees, the County is willing to facilitate the voluntary donation of sick leave among employees. If an employee voluntarily requests that the County transfer a portion of that employee's accrued sick time to an employee with a catastrophic illness, the County will facilitate that transfer. Such a request must be submitted in writing to the Clerk and Recorder's Office for processing. The name of the donor can be kept anonymous.

An employee seeking to donate sick leave will be required to retain enough sick time to equate to one month of scheduled work time off, hours and number of days will vary based on part time or full-time status. Donated time is not otherwise limited in the amount of sick time the employee can donate. An employee can only receive donations of sick time from employees once they have otherwise exhausted all accrued time off.

### **UNPAID LEAVE OF ABSENCE**

An Unpaid Leave of Absence is intended to provide Ford County with a means to allow employees to be reinstated with past seniority if they need to suspend active employment status. Unpaid leaves are granted to employees in good standing at the discretion of the appropriate Elected Official/Appointed Official.

An employee requesting an unpaid leave must be a full-time employee with at least 90 days of service. An employee requesting an unpaid leave must provide a written request (to the appropriate Elected Official/Appointed Official) which relates the anticipated term of the leave and its purpose. The Elected Official/Appointed Official will recommend its acceptance or denial on the basis of operational needs. Unpaid leaves are without pay with a minimum duration of one month, a maximum duration of six months. At the end of an unpaid leave of absence, at the request of an employee who is unable to return to work, the Elected Official/Appointed Official will review the situation to determine whether additional leave should be granted.

During the leave of absence, employees can continue to receive group benefits provided such continuances are acceptable under the terms of the adopted programs (employees must pay full premium costs for employees and dependents in advance). Employees will not earn sick leave or vacation credit while on an unpaid leave and no pay will be given for holidays occurring during this period. Time spent on an approved unpaid leave shall not be credited toward seniority or vacation benefits.

An employee returning from an unpaid leave is requested to provide the supervisor with at least two weeks' advance notice of the date the employee intends to return to work. The employee may be reinstated to his or her former position, if it exists, or, if not, to another vacant position in the same class. Reinstatement from an unpaid leave is not guaranteed.

### **VACATION**

The Ford County vacation policy is intended to provide eligible employees with opportunities for rest, relaxation, and personal pursuits. Employees earn vacation time according to their length of service on their anniversary date as shown below:

YEARS OF SERVICE	VACATION TIME EARNED
From eligibility thru 5 years	10 days
From eligibility 6 through 10 years	15 days
From eligibility over 10 years	20 days

The length of eligible service is calculated based on a "benefit year". This is the 12-month period that begins when the employee starts to earn vacation time. Vacation shall be earned during the work year and granted to employees once a year on the anniversary date of their employment. An employee's benefit year may be extended for any significant leave of absence except a military leave of absence (military leave has no effect on the vacation calculation). Earned vacation time is available for use in the year following its accrual.

Paid vacation time can be used in minimum increments of one hour. To use vacation benefits, employees must request advance approval from their Elected Official/Appointed Official. Vacation requests are reviewed based on business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials.

Employees may accumulate a maximum of 20 days of vacation time. Once the maximum accrual is reached, all further accruals will cease. Vacation time accruals will recommence after the employee has taken vacation time and their accrued hours have dropped below the maximum.

Vacation time is granted in addition to any recognized holidays which may fall during the employee's vacation.

When an employee's service with the County is terminated, he or she will receive compensation for any unused, accumulated vacation leave up to a maximum of 20 days. The payment of accrued vacation leave will be based on time that has been earned through the last day of work and applicable to the base pay rate of the individual on that day with Elected Official/Appointed Official written authorization.

### **VICTIMS ECONOMIC AND SAFETY ACT (VESSA)**

In accordance with the Illinois Victims Economic Security and Safety Act (VESSA), leave shall be granted to an employee who is a victim of domestic (sometimes referred to as "intimate partner violence") or sexual violence or who has a family or household member (defined as any person related by blood, or by present or prior marriage, and any other person who shares a relationship through a son or daughter) who is a victim. Up to twelve (12) weeks of unpaid leave per year (52 consecutive weeks) may be taken. For purposes of this policy, the initial one-year period will commence on the first day that VESSA is taken. VESSA does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted

by the Family and Medical Leave Act (FMLA). For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the 12 week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA, but depletes the 12 week FMLA entitlement when used.

An employee, who may have exhausted all available leave under FMLA for a purpose other than that which is available under VESSA, remains eligible for leave under VESSA. Employees taking leave under VESSA may “voluntarily” use accumulated, unused leave days, first. However, the employer cannot require that these unused personal leave days be used. When an employee is taking a VESSA leave of absence concurrently with FMLA, they will be required to use accumulated, unused leave days (PTO) as outlined in FMLA policy.

While on a VESSA qualifying leave, employees will retain health insurance benefits at the same level as if continuously employed. Upon return to employment following a VESSA leave, the employee is entitled to be returned to his or her same or equivalent position. Contact your Elected Official/Appointed Official for additional information.

## **VOTING LEAVE**

### **Voting Time**

The County encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. All employees who are scheduled to work on election day are encouraged to vote absentee. If the polls are not open at least two hours before or after the employee is scheduled to work, the County will grant up to two hours off to vote.

Employees are required to request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt to their Elected Official/Appointed Official on the first working day following the election to qualify for paid time off.

### **Election Leave**

Employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records.

## **BENEFITS**

### **CONTINUATION OF BENEFITS (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the County's Health plan when a 'qualifying event' would normally result in the loss of eligibility. Some common "qualifying events" are as follows:

- Death of the employee;
- Termination of the employee's employment for any reason other than gross misconduct;
- Reduction in the employee's hours of work below the minimum required for eligibility under the plan;
- Divorce or legal separation;
- Employee becoming entitled to Medicare; or
- Dependent child ceasing to be a "dependent child" under the terms of the County's health care plan.

Under COBRA, the employee or beneficiary pays the full premium at applicable rates as determined by the plan actuary, plus a service fee. The County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the County's Health Insurance plan. The notice contains important information about the employee's rights and obligations.

## **RETIREMENT, INSURANCE AND OTHER BENEFITS**

The County provides retirement, group health insurance, life insurance, disability insurance and other benefits for eligible employees. These various benefits are described below. Additional information, including summary plan descriptions ("SPDs") which explain coverage of our benefits in greater detail are available from the County Clerk' Office. Please note, however, that the actual plan documents are the final authority in all matters relative to the benefits described in this handbook or the SPDs, and will govern in the event of any conflict, including any oral representations or statements concerning such benefits. Ford County also reserves the right to change or eliminate benefits at any time at its discretion in accordance with applicable law.

### **Retirement Plan**

The County of Ford shall on behalf of all full-time and part-time employees who work a minimum of 1000 hours per year contribute to a personal retirement account known as Illinois Municipal Retirement Fund (IMRF). The County's contribution shall be in accordance with the rules promulgated by the IMRF program and actions taken by the Ford County Board. The Ford County Clerk's Officer shall make a payroll deduction for the employees' proportionate share to his or her IMRF account.

### **Group Health Insurance**

The County of Ford shall provide group health insurance benefits to eligible full-time employees. The covered employee has the option to add their spouse and children for inclusion in the insurance plan, provided the appropriate deductions will be taken from the employee's salary. Those Ford County employees off work as a result of non-work-related illness or accidents, who have used up all sick leave and vacation time personal days shall pay the premium for coverage under the said policy.

After the designated waiting period, the full-time employee becomes eligible for group health insurance on the first day of the third full month of employment. Health Insurance deductions will start the second full month of waiting period.

County employees who retire, shall be eligible to participate in the County's insurance plan by



paying the premium for coverage under the said policies. For more details regarding such benefits, please contact the Clerk and Recorder's Office.

### **Life Insurance**

The County of Ford shall provide, on behalf of full-time employees, a life insurance policy.

### **Disability Insurance**

An employee who has twelve (12) consecutive months of service and cannot perform the duties of his or her position because of illness or injury that lasts more than thirty (30) days may be entitled to disability benefits, equivalent to 50% of average monthly earnings in accordance with IMRF regulations. For more details regarding such benefits, please contact the County Clerk's Office.

## **WORKPLACE SAFETY**

### **DRUG-FREE WORKPLACE**

Ford County has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Ford County is committed to the elimination of drug and/or alcohol use and abuse in the workplace through the adoption of a zero-tolerance drug and alcohol policy.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Ford County.

### **Employee Assistance and Drug-Free Awareness**

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from an Elected Official/Appointed Official.

Ford County will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

## **Work Rules**

The following work rules apply to all employees. Whenever employees are working, are operating any County vehicle, are present on County premises, or are conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- Smoke, consume, store or otherwise use cannabis in the workplace.
- Being under the influence of prescribed medications that adversely affect the employee's ability to safely and effectively perform their job duties.

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing County business or while in a County facility is prohibited.

Ford County will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. The County and employee must adhere to all provisions of the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130).

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## **Required Testing**

The County retains the right to require the following tests:

- **Pre-employment:** Applicants must pass a drug test upon acceptance of an offer of employment and before beginning work. Positions governed by the Department of Transportation and other federally regulated (49 CFR 40.151(e)), safety-sensitive positions will require applicants to test negative for illegal substances as well as cannabis. A positive test for cannabis that would result in the County losing a federal or state contract will result in disqualification of further employment consideration. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable suspicion:** Employees are subject to drug/alcohol testing based on observations by a supervisor of apparent workplace use, possession or impairment. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs, alcohol or legal substances that are adversely affecting the employee's ability to safely and effectively perform their job duties. Examples include:
  - Odors (smell of alcohol, body odor or urine).
  - Movements (unsteady, fidgety, dizzy).
  - Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
  - Face (flushed, sweating, confused or blank look).

- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).
- Negligence or carelessness in operating equipment or machinery
- Disregard for the safety of the employee or others
- Involved in any accident that results in serious damage to equipment or property
- Disruption of a production or manufacturing process
- Carelessness that results in any injury to the employee or others

When reasonable suspicion testing is warranted, the Department Head/Elected Official and another Elected Official will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

If discipline results due to the suspicion that the employee is under the influence or impaired by cannabis, the County will afford the employee a reasonable opportunity to contest the basis of the determination.

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.*

- **Post-accident/Injury:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a County vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a county forklift, pickup truck, overhead crane or aerial/man-lift) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.*

### **Collection and Testing Procedures**

Employees subject to alcohol testing will be transported to a Ford County designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath

specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing will be transported to a Ford County designated testing facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of cannabis, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO) retained by Ford County, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to the County until such time that the MRO has confirmed the test to be positive.

### **Consequences**

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

Employees who test positive, or otherwise violate this policy, may be terminated.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include two members of management and a union representative (if requested). Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### **Inspections**

Ford County reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in

inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

### **Crimes Involving Drugs**

Ford County prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on County premises or while conducting County business. Employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

As a condition of employment, each employee shall agree to notify his/her supervisor of his/her conviction of any criminal drug statute for a violation occurring on the department premises or while performing work for the department, no later than five (5) days after a conviction.

Employees shall be informed of dangers of drug and alcohol abuse in the workplace and about the Ford County policy of maintaining a drug and alcohol-free workplace.

“County premises” includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Ford County or any site on which the County is conducting business.

“Controlled Substance” is a substance which is defined as a controlled substance in the Illinois Controlled Substance Act (720 ILCS 570/1 et seq).

“Refuse to cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

“Under the influence of alcohol” means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

“Under the influence of drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken and the period of authorization).

### **Enforcement**

County Officials are responsible for policy interpretation, administration and enforcement.

## **SAFETY AND HEALTH**

To assist in providing a safe work environment for employees, customers and visitors, Ford County has established a workplace safety program. This program is a top priority for the County. The Sheriff's Committee has responsibility for implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The County provides information to employees about workplace safety and health issues through regular internal communication channels such as internal meetings of each department, bulletin board postings, memos or other written communications. The Sheriff's Committee assists in these activities and facilitates effective communications between employees and management about workplace safety and health issues.

Elected Officials/Appointed Officials and employees receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with the Elected Official/Appointed Official of their department.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate Elected Official/Appointed Official. When it is of eminent danger and it is impractical to report it to your Elected Official/Appointed Official report it to the nearest Elected Official/Appointed Official and then report it to your supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations and/or who fail to report it, or where appropriate, remedy such situations, maybe subject to disciplinary actions, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate Elected Official/Appointed Official. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. Reports necessary to complete are available in the Clerk and Recorder's Office or Sheriff's Office (for Sheriff's department). All reports must be completed and returned to the Clerk and Recorder's Office within one business day.

Since OSHA laws and regulation change frequently all the rules set forth above must be closely adhered to.

## **SMOKE AND TOBACCO FREE WORKPLACE**

Pursuant to the Smoke Free Illinois Act (410 ILCS 82/1, et seq.), smoking and use of tobacco products is prohibited in all County facilities and within 15 feet of all entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. In addition, smoking and use of tobacco products are prohibited in any vehicle owned, leased, or operated by the County. The law defines smoking as the "act of lighting, smoking or carrying a

lighted or smoldering cigar, cigarette or pipe of any kind." This policy also applies to the use of the "E-cigarette" technology currently available.

In keeping with the County's intent to provide a safe and healthful work environment, smoking or the use of tobacco products on County property is permitted only in outdoor smoking areas designated by the person responsible for the relevant County facility. Even while smoking outdoors, employees must remember that tobacco use of any kind (including "chewing" tobacco) in the presence of others may be offensive. The rights of others must be a consideration at all times. In situations where the preference of smokers and non-smokers conflict, the preferences of the non-smokers will be observed.

### **VIOLENCE IN THE WORKPLACE**

All employees, customers, vendors, and business employees must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, coerces or creates a hostile work environment towards another employee, customer, vendor or business employee will not be tolerated. Ford County resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Ford County treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to Elected Official/Appointed Official or security personnel, or a member of Ford County's Board. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their Elected Official/Appointed Official of any protective or restraining order that they have obtained that lists the workplace as a protected area. Ford County will not retaliate against employees making good-faith reports. Ford County is committed to supporting victims of intimate partner violence by providing referrals to and community resources.

Ford County will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Ford County will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Ford County may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Ford County encourages employees to bring their disputes to the attention of their Elected Official/Appointed Official before the situation escalates. Ford County will not discipline employees for raising such concerns.

### **WORKPLACE ACCOMMODATIONS / LIGHT DUTY**

In general, Ford County's light duty position classification is reserved for employees in the worker's compensation program and otherwise-qualified disabled employees subject to temporary work restrictions.

Each request by an employee for a deviation from the duties and requirements of his/her position will be treated on an individual basis in conformance with applicable State and Federal Laws. The employee must submit requests for work restrictions, in writing, to their Elected Official/Appointed Official, (with a copy to the Human Resources Department), on form (GC104) provided by the County. The form must be accompanied by a completed Work Capacities Form (GC104A) signed by their physician. Generally, any accommodation or modification of an employee's job duties will be permitted on a temporary basis and will be reviewed by the County at periodic intervals.

### **WORKPLACE BULLYING**

Ford County defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the Performance Standards, which clearly state that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the County will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Ford County considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.



- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

### **WORKPLACE CONTRABAND AND SECURITY INSPECTIONS**

Ford County wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the County prohibits the possession, transfer, sale or use of such materials on its premises. This shall not include law enforcement officers who are specifically authorized by law to carry a firearm or any other employee specifically authorized by law to carry a firearm in the course and scope of his/her employment with the County. The County requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the County. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the County at any time, either with or without prior notice.

The County likewise wishes to discourage theft or unauthorized possession of the property of employees, the County, visitors, and customers. To facilitate enforcement of this policy, the County or its representative may inspect not only desks and lockers, but also persons entering and/or leaving the premises and any packages or other belongings.

### **WORK-RELATED ACCIDENT, INJURY OR ILLNESS**

In accordance with applicable state law, employees will be paid benefits (lost salary and medical expenses) if disabled as result of a work-related accident or illness. The amount and duration of these benefits are specified by law based upon the nature and circumstances of the illness or injury.

Employees must immediately report to their Appointed Official/Elected Official all injuries, illnesses, or accidents that occur while working - no matter how minor. This ensures that the County can assist the employee in obtaining any necessary medical treatment, and determine if the employee is eligible for worker's compensation benefits. Failure to promptly report any illness, injury, or accident or to otherwise cooperate with the County's investigation and documentation of the incident may affect eligibility for worker's compensation benefits, and will result in disciplinary action up to and including immediate discharge. (See also Worker's Compensation Insurance section under Benefits)

## ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Ford County, and I understand that I should consult my Elected Official/Appointed Official regarding any questions not answered in the handbook. I have entered my employment relationship with Ford County voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Ford County can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that no manager, supervisor or representative of Ford County has any authority to enter into any agreement for employment other than at will.

This handbook 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 my employment with Ford County. By distributing this handbook, the County expressly revokes any and all previous policies and procedures that 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 Ford County, and the County 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 Ford County is employment at will, which may be terminated at the will of either Ford County or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Ford County or myself.

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

Date

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Employee Name (Print)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

## BLOOMINGTON OFFICE

2201 EASTLAND DRIVE, SUITE 1  
BLOOMINGTON, IL 61704

PHONE: 309/663-5433  
TOLL FREE: 888/543-3245  
FAX: 309/663-7024



## PONTIAC OFFICE

601 NORTH LADD STREET  
PONTIAC, IL 61764

PHONE: 815/844-1132

### LINKAGE AGREEMENT

The intent of this linkage agreement is to affirm that both LIFE Center for Independent Living (LIFE CIL) and Ford County Emergency Management Agency share a joint mission of bettering the lives of persons with disabilities through collaboration, supportive services, and information and referral services.

The purpose of this agreement is to work in cooperation with one another to ensure a more comprehensive and integrated delivery of emergency preparedness, mitigation and recovery services to individuals with disabilities in Ford County.

LIFE CIL serves people of all ages and all kinds of disabilities and their families who reside in DeWitt, Ford, Livingston and McLean Counties and can assist with preparing for and mitigating emergency situations, along with the recovery process, through the following services at no cost to the consumer:

- Advocacy
- Information and referral
- Independent living skills training
- Peer Support and mentoring
- Transition services
- Technical assistance
- Disability etiquette training
- Low vision services to seniors
- Mobility assistance for people who are blind
- Loan of durable medical equipment
- Assistance in hiring, training and managing personal assistants
- Amplified telephone or cellular amplifier selection

Both agencies agree to provide services without cost to the referring agency. All consumer information will be held by both parties as confidential and will only be shared with the consent of the consumer.

Website: [www.lifecil.org](http://www.lifecil.org)

Facebook: [www.facebook.com/lifecil](http://www.facebook.com/lifecil)

*"Assisting Persons with Disabilities to Achieve and Maintain Independent Lives."*

MEMBER OF  
**INCIL**

Referrals will take place on an as-needed basis and will be governed by all applicable laws, regulations, and organizational policies. Referrals can be made by contacting LIFE CIL at 309/663-5433, toll-free 888/543-3245 or by emailing [lifecil@lifecil.org](mailto:lifecil@lifecil.org).

This agreement will become effective immediately with the signature of both parties below and will be automatically renewed every twelve (12) months from the date of signing for a period of three (3) years, unless otherwise requested.

Meri Helbig  
Signature

Meri Helbig, Program Director  
**Printed Name, Title**  
LIFE Center for Independent  
Living

5/17/2021  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name, Title**  
Ford County Emergency  
Management Agency

\_\_\_\_\_  
**Date**