

VILLAGE OF ORLAND PARK



Employee Manual

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**Village of Orland Park
14700 S. Ravinia Avenue
Orland Park, IL 60462
708/403-6100**

ATTENTION EMPLOYEES:

This Employee Manual is provided to you for your personal use during the course of your employment with the Village of Orland Park.

THIS IS NOT A CONTRACT OF EMPLOYMENT. Nothing in the Employee Manual is intended to create contractual obligations of any kind. None of these provisions may be deemed to limit the power of the Village Manager or Board of Trustees to repeal, modify or amend this Employee Manual at any time without prior notice. No policy, benefit, procedure or information set forth in this manual implies, or may be construed to imply, that it is an employment contract.

Please sign and date the bottom of this page.

This receipt will be made a permanent part of your personnel record.

Signature

Date

VILLAGE OF ORLAND PARK EMPLOYEE MANUAL

ARTICLE 1: PURPOSE AND SCOPE OF MANUAL	5
1.1 Statement of Purpose:	5
1.2 Disclaimer:	5
1.3 Brief History of the Village:	6
1.4 Form of Government:.....	6
1.5 Organization of Personnel Policies and Procedures:	7
1.6 Personnel Records:	7
ARTICLE 2: GENERAL EMPLOYMENT CONDITIONS	8
2.1 Equal Employment Opportunity Statement:.....	8
2.2 Employment of Relatives:	8
2.3 Drug Free Workplace:.....	8
2.4 Americans with Disabilities Act:	9
ARTICLE 3: REQUIREMENTS FOR EMPLOYMENT	9
3.1 Hiring Policy:	9
3.2 Recruitment Procedures:	9
3.3 Application:	10
3.4 Medical Examination:	10
3.5 Employment Forms:	10
3.6 Identification Cards and Village-Issued Equipment:	10
ARTICLE 4: EMPLOYMENT	11
4.1 New Employee Orientation:.....	11
4.2 Introductory Period:.....	11
4.3 Types of Employment:.....	11
4.4 Promotion:.....	12
4.5 Performance Evaluations:.....	12
4.6 Date of Hire/Anniversary Date:.....	13
4.7 Employee Separation:.....	13

4.8 Exit Interviews:	14
4.9 Employee Development Advisory Committee (EDAC):	14
ARTICLE 5: COMPENSATION	14
5.1 Payroll Period:	14
5.2 Payroll Deductions:.....	14
5.3 Time Sheets:	14
5.4 Direct Deposit:	15
5.5 Hours of Work and Work Schedules:	15
5.6 Flextime Policy:.....	15
5.7 Compensation Program:	15
5.8 Compensation Plan Structure:	16
5.9 Over-Time/Compensatory Time Policy:	16
ARTICLE 6: EMPLOYEE BENEFITS	18
6.1 Eligibility:	18
6.2 Longevity:.....	18
6.3 Paid Leave:	18
6.4 Unpaid Leave:	24
6.5 Family and Medical Leave:.....	24
6.6 Health, Life, Vision and Dental Insurance Coverage:	26
6.7 Employee Assistance Program:	26
6.8 Workers' Compensation Insurance:	27
6.9 Unemployment Insurance:	27
6.10 Retirement Plans:	27
6.11 Deferred Compensation:	27
6.12 Credit Unions:	28
6.13 Discounted Movie Tickets:	28
6.14 Training/Career Development and Tuition Reimbursement:.....	28
6.15 Professional Membership:.....	29
ARTICLE 7: GENERAL RULES OF CONDUCT	30

7.1 Personal Appearance:.....	30
7.2 Nonsmoking Policy:	30
7.3 Gifts and Gratuities:.....	30
7.4 Solicitation and Distribution:.....	30
7.5 Political Activities:	30
7.6 Work Area Housekeeping:.....	30
7.7 Personal Telephone Calls:.....	30
7.8 Safety:	31
7.9 Report of Injury:.....	31
7.10 Purchase of Goods and Services:.....	31
7.11 Use of Village Equipment:.....	31
7.12 Maintenance and Use of Village-Owned Vehicles:.....	31
ARTICLE 8: DISCIPLINARY ACTION.....	32
8.1 Employee Responsibilities:.....	32
8.2 Employer Responsibilities:.....	32
8.3 Notification of Disciplinary Action:.....	33
ARTICLE 9: CONFLICT RESOLUTION	34
ARTICLE 10: APPENDIX	35
10.1 Organizational Chart.....	35
10.2 Benefits Summary.....	35
10.3 Conferences and Seminars Authorization to Attend and Handling of Travel Expenses	35
10.4 Dress Code.....	35
10.5 Employee Assistance Program.....	35
10.6 FMLA	35
10.7 Flextime	35
10.8 Internet/Electronic Mail Policy.....	35
10.9 Personnel Action Form (PAF)	35
10.10 Reporting of Injuries	35
10.11 Sexual Harassment Policy	35

10.12	Short-Term Disability Ordinance 1189	35
10.13	Smoking Policy	35
10.14	Tuition Reimbursement Form	35
10.15	The State Officials and Employees Ethics Act Ordinance 3871	35

ARTICLE 1: PURPOSE AND SCOPE OF MANUAL

1.1 Statement of Purpose:

Effective village administration requires the availability and use of sound and well-publicized personnel policies and practices. This Employee Manual has been prepared to provide you with information about the Village of Orland Park's policies, procedures and employee benefits. From time to time you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask your supervisor or contact the Human Resources Office for assistance. This manual is intended to be used as a reference tool, so please read it thoroughly and retain for future reference.

1.2 Disclaimer:

THIS IS NOT A CONTRACT OF EMPLOYMENT

Nothing in the Employee Manual is intended to create contractual obligations of any kind. None of these provisions may be deemed to limit the power of the Village Manager or Board of Trustees to repeal, modify or amend this Employee Manual at any time without prior notice. No policy, benefit, procedure or information set forth in this manual implies, or may be construed to imply, that it is an employment contract.

Employment is at the sole and absolute discretion of the Village.

The guidelines in this Employee Manual are not presented as all inclusive. A variety of sources were used to incorporate the information in this manual. Those sources include: various policy statements from the Village administration, departmental rules and collective bargaining agreements. In the event of a conflict between this Employee Manual and any collective bargaining agreement, personnel contract, Village ordinance or state or federal law, the terms and conditions of that agreement, contract, ordinance or law will prevail, even when providing lesser privileges than this Employee Manual.

Nothing contained in this Employee Manual precludes the establishment of written departmental rules and regulations setting forth internal operational policies and procedures for a specific department's work force.

Village Administration retains all traditional rights to manage and direct its employees as may be necessary to carry out the function and purposes of the Village.

1.3 Brief History of the Village:

Although the earliest European settlers arrived in the area in the 1830's, Orland Park's beginnings can be traced to 1879, when tracks for the Wabash, St. Louis, and Pacific Railroad were laid through Orland Township on their way to connecting Chicago and St. Louis. A new station called "Sedgewick" was established at 143rd Street, just west of LaGrange Road.

The railroad and the new station invited development of the area around it. The first houses were built by 1881, and within a few years, there were several commercial enterprises and about a hundred residents. In 1892, the settlement was legally incorporated as a village. By the time of incorporation, the original name of "Sedgewick" had been replaced by a new name, "Orland Park", although the reason for the change and the origin of the new name is not clear.

During the early years, Orland Park served as a commercial and transportation center for the surrounding farming community. Growth of the new village was rapid, but the early building boom was followed by a period of stability that lasted for most of the first half of the 20th century. As late as 1950, Orland Park had fewer than 800 residents, and the village had not expanded much beyond the original borders.

During the 1950's and 1960's, rapid residential and commercial development began east of the original village boundaries along the LaGrange Road corridor. Within a few decades, Orland Park was transformed from a small, traditional Midwest town to a modern suburb of almost 50,000 residents.

1.4 Form of Government: The Village of Orland Park operates under the Managerial form of Municipal Government, per State Statutes. A Mayor and Board of Trustees are elected "at large," and serve as the policy-making body of the Village. They perform such functions as passing resolutions and ordinances, approving expenditures of money, levying taxes, approving land use regulations, and generally deciding on important issues which affect the Village of Orland Park.

The Mayor and Board of Trustees appoint the Village Manager, who is the administrative head of the Village. The Village Manager who reports directly to the Village Board, is responsible for the implementation of Board policy and appoints all employees and officers who are not elected, including department directors. Department Directors report directly to the Village Manager. (An organization chart is provided as Appendix 10.1).

1.5 Organization of Personnel Policies and Procedures: The Village Manager, or his/her designee, is responsible for the compilation, organization and distribution of personnel policies and procedures. From time to time there may be changes, additions, deletions or modifications to the information contained within this Employee Manual, which will be distributed to employees for your records.

1.6 Personnel Records: The Village of Orland Park maintains personnel files for every employee, including but not limited to initial application, dates of and reasons for hire and promotion/demotion, information relating to absences, commendations, reprimands, performance evaluations, damage involving Village property, education/training received at Village expense and salary records. Worker's Compensation claims and OSHA (Occupational Safety and Health Administration) files are maintained separately.

Medical records and Omnibus Transportation Employee Act (DOT) test results are maintained in separate, confidential medical files.

Personnel files are strictly confidential, with access only to the employee, the employee's Department Director, the Human Resources Office designee, the Village Manager or his/her designee, and in response to an inquiry only upon a proper release of information signed by the employee.

An employee may request in writing permission to inspect the contents of his/her file. The Village will comply within seven (7) work days. Viewing of personnel files will occur within the employee's working hours, in the presence of a Human Resources employee. Copies of the file will be made upon request, at a cost of \$0.15 per page.

If an employee challenges any of the contents of the personnel file, a dispute must be presented to the Human Resources Director in writing. The Human Resources Director, Village Manager or his/her designee will make every effort to facilitate the resolution of the dispute. An employee who is not satisfied with the resolution of dispute may submit a written statement explaining his/her position. This statement will become a part of the personnel file, and will be included should the disputed portion of the file be released to a third party. Nothing in this policy may be construed to imply the employer's consent or agreement with the employee's statement relative to the dispute.

ARTICLE 2: GENERAL EMPLOYMENT CONDITIONS

2.1 Equal Employment Opportunity Statement: The Village of Orland Park is committed to providing equal employment opportunity, and to the belief that equal employment and fair and consistent treatment of all individuals is necessary for the optimum utilization of human resources. In keeping with this goal, and in accordance with equal employment opportunity laws at the local, state and federal levels, it is the express policy of the Village of Orland Park to consider all applicants for Village employment without regard to race, color, religion, sex, age, marital status, disability, political affiliation or national origin (except where bona fide occupational qualifications exist) or any other basis declared to be unlawful discrimination under the Illinois Human Rights Act, or any other non-merit factors. The Village's policy applies to every aspect of employment, including, but not limited to recruitment, selection, promotion, placement, demotion, transfer, training, compensation, benefits, reduction in force and termination.

2.2 Employment of Relatives: Immediate relatives of any full-time or regular part-time employee will not be employed where one relative would have authority to directly supervise, appoint, remove, discipline or evaluate the performance of the other, or where other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the Village's interest and their own. For this purpose, an immediate relative is defined as: spouse, child, parent, brother, sister, grandparents, parent-in-law, daughter-in-law, son-in-law, or grandchildren.

2.3 Drug Free Workplace: The Village of Orland Park and its employees have a mutual obligation to ensure a safe and healthy environment, and a workplace that is free of employees whose job performance may be impaired by the use and/or abuse of drugs and/or alcohol. No employee shall be in the possession of, use, manufacture, buy, sell or distribute any alcohol, controlled substances (as defined in Illinois law), related paraphernalia or any prescription drugs without a doctor's prescription for use of such drugs while on duty for the Village, including during the employee's lunch period.

Employees may be required to submit to a test for the presence of drugs, narcotics or alcohol under the following circumstances:

Where there is reasonable suspicion of the use of such substances.

Where there is a serious on-duty injury to the employee or another person.

Where there is damage to Village equipment or property.

Where departmental policy requires such examination for promotion or special assignment.

Effective January 1, 1996, any employee required to hold a commercial driver's license must submit to drug and alcohol testing in compliance with the provisions of the Omnibus Transportation Employee Testing Act and the rules adopted under such Act by the Federal Highway Administration.

Any violation of this policy is grounds for disciplinary action, including immediate termination.

The Village recognizes that drug and alcohol abuse is a treatable illness, and that the interests of the Village and the employee may best be served by the individual's participation in a professional treatment and rehabilitation program. Therefore, the Village may elect to defer disciplinary action when a substance abuser voluntarily submits to professional evaluation and treatment if all other circumstances indicate that such a deferral is in the Village's best interest.

The Village maintains the right to discharge an employee who is in a rehabilitation program that performs his or her work poorly or fails to make progress in the program. (Employees covered by a Collective Bargaining Agreement should refer to their contract.)

Full copies of the Village of Orland Park Drug and Alcohol Policy and Testing Program for Non-Safety Sensitive Employees; for Safety Sensitive Employees Covered Under the Federal Motor Carrier Safety Administration; and for Safety Sensitive Employees Covered Under the Federal Transit Administration are available in the Human Resources Office.

2.4 Americans with Disabilities Act: The Americans with Disabilities Act of 1990 (the "Act") as amended protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, assignments, classification, referral and other aspects of employment, on the basis of disability. The Act also requires that covered employers provide qualified applicants and employees, with disabilities, reasonable accommodations that do not impose an undue hardship upon the employer. A qualified individual with a disability is a person who, with or without reasonable accommodation, can perform the essential functions of the job at issue. The Village of Orland Park is aware of its responsibilities under the Act and will comply with the Act in its entirety. All grievances with respect to ADA compliance shall be filed with the Human Resources Director, who shall acknowledge receipt of all grievances within 10 days. A thorough investigation will be completed, and a response shall be provided within a reasonable time.

ARTICLE 3: REQUIREMENTS FOR EMPLOYMENT

3.1 Hiring Policy: The Village of Orland Park is committed to the principle of recruiting, selecting and promoting employees on the basis of demonstrated and potential ability to perform the functions of the position being sought or held. All applicants or employees shall be considered in accordance with the Village's policy of equal opportunity, and on the basis of merit and qualifications, including experience, training, physical fitness, ability to perform the essential functions of the job, skills, education, certification (when required), knowledge and personal characteristics.

3.2 Recruitment Procedures: In keeping with the policy to recruit and hire the best available personnel for all positions of employment, in accordance with applicable law, the following guidelines will apply:

Notices of open positions, including position title, brief job description, salary range, department in which the position is assigned, to whom the applications are to be directed and deadline for submitting applications, will be posted at a public location designated for the purposes of viewing by current Village employees and the public.

When appropriate, notices of vacancies will be placed in a newspaper of general community circulation. All advertisements and external postings are the responsibility of the Human Resources Office.

Applications will be screened by the Human Resources Office. Screening may include, but will be not be limited to: review of evidence of skills and qualifications, initial phone screen; in-person interviews; reference checks; verification of education and experience related to the position job description; and tests designed to measure levels of skills required for job performance.

At the sole discretion of the Village of Orland Park, where it is determined that the qualifications of an existing Village of Orland Park employee who has applied for the position are equal to or greater than the qualifications of a non-employee, the existing employee shall be given preference. See section 4.3 for details on how to apply for an internal promotion.

Offers of full-time and regular part-time employment and notifications of rejection are the responsibility of the Human Resources Office.

These general guidelines are not in any way intended to limit the recruitment process.

3.3 Application: All applicants will apply on forms provided by the Village of Orland Park. The application will include complete information relating to applicable qualifications.

3.4 Medical Examination: Following the acceptance of an offer of employment, prospective employees are required to submit to a pre-employment physical examination, including a drug and alcohol screening, conducted by a licensed physician, arranged and at the expense of the Village. The confidential written report of results of the examination shall be maintained in the employee's confidential personnel medical file. If the exam indicates a positive drug or alcohol result, the individual will be denied employment.

3.5 Employment Forms: All appropriate tax, insurance, pension and other personnel-related forms must be completed and on file prior to reporting for work.

3.6 Identification Cards and Village-Issued Equipment:

Identification cards: ID cards will be provided to all full and part-time village employees to serve as visual identification and, in some cases, as a security card that is used for access to village buildings. Employees are required to wear their village-issued ID at all times when at work.

Employees working in maintenance or public safety positions, which may prove to be a safety hazard if wearing their ID on a lanyard or clipped to their clothing, must have their ID somewhere on their person (wallet, pocket) while at work. Loss of an ID (regular or security access) must be reported to your supervisor as soon as possible. Arrangements will be made with the Human Resources Office for a replacement. Continued replacement of the security access IDs is costly; thus, employees who repeatedly lose their ID may be required to share in the replacement costs.

Uniforms: The Village provides uniforms for certain personnel as a means of visual identification and in some cases employee safety. Uniforms are to be worn during work hours as regulated by departmental rules.

Personal Protective Gear: The Village assists in providing appropriate personal protective gear for the purposes of employee safety. Personal protective gear **must** be worn when specified by the supervisor or when engaged in a work activity which is designated as a hazard and requires certain protective gear. Negligence in use of personal protective equipment can cause serious injury and may be cause for disciplinary action.

Insignias: All Village insignias, symbols or department insignias remain the property of the Village of Orland Park, which will have sole discretion regarding their use.

Replacement of Village-Issued Equipment: Employees will be accountable for the replacement costs, including repurchase and reissue, of all equipment issued to the employee for his/her personal use.

ARTICLE 4: EMPLOYMENT

4.1 New Employee Orientation: New hires will report to the Human Resources Office on their first day of employment and attend a “New Employee Orientation”. During this orientation, new employees will complete all appropriate tax, insurance, pension and other personnel forms as well as learn more about working for the Village of Orland Park.

4.2 Introductory Period: The first six (6) full calendar months of employment represent a new employee’s (other than non-sworn officers) “Introductory Period”. The purpose of this introductory period is to observe a new employee’s performance, and to provide a period to familiarize the employee with the duties and responsibilities of the position.

Prior to the end of the six month introductory period, the employee will be evaluated by his/her supervisor to measure job performance and other applicable factors. Upon evaluation, if it is determined that an employee is not satisfactory for the position, it is the Village’s right to terminate him/her without prior notice.

Nothing in this manual may be construed to imply any rights of an introductory employee to complete his/her initial six-month introductory period before evaluation and possible termination of employment.

4.3 Types of Employment: Village of Orland Park employees are classified within, but are not limited to, the following types of employment:

Full-Time Employee: An employee who is hired for an indefinite period of time, and who works a minimum of 40 hours per week on a continuing basis. Full-Time employees are eligible for all employee benefits, which are offered on a non discriminatory basis.

Part-Time Employee: An employee who is hired for an indefinite period of time or who works **less** than 40 hour work weeks on a continuing or ongoing basis. Part-Time employees are not eligible for benefits, except as stipulated in Section 6.1 and listed below.

A part-time employee that works in excess of 1,000 hours annually on a regular and consistent basis as a part of their qualified position is eligible for participation in Illinois Municipal Retirement Fund.

A part-time employee who works an average of 20 or more hours per week, for a minimum of five (5) continuous, uninterrupted service years is eligible for one half the paid leave (sick, vacation, holiday and personal leave) available to full-time employees.

Temporary/Seasonal Employee: An employee is classified as temporary or seasonal when a specified duration of employment is indicated at the time of hire. Six months should generally be considered the maximum duration of employment of temporary employees. Employees in this category may return to employment with the Village, or may be offered extensions of their employment, as appropriate and in accordance with the relative Collective Bargaining Agreement. Temporary employees are not eligible for benefits.

Student Interns: From time to time, the Village will participate in student internship programs with colleges and universities, in an effort to contribute to the educational community and to provide the Village with an opportunity to benefit from fresh, new perspectives. Department Directors must receive approval from the Village Manager to

participate in such programs, and will be responsible for managing the supervision of such interns.

Any reference to “permanent employee” or “indefinite” time periods in any corporate document is used only as a label for regular full-time or part-time employees and does not imply a contract of employment for any specified length of time.

4.4 Promotion: As a job vacancy occurs or a new position is created, the Village of Orland Park prefers to promote or transfer an employee from within whenever possible. In evaluating an employee’s qualifications for the available position, the Village will weigh an employee’s past performance, relevant skills, experience, training, and length of service relative to the qualifications of other employees and outside applicants. Any and all promotions will be made consistent with the Village’s commitment to Equal Employment Opportunity as outlined in section 2.1 of this manual.

An employee interested in applying for a posted position (which is outside their current department) should contact the Human Resources Director for additional information regarding the responsibilities and qualifications of the position and to determine if the employee is qualified for the position. If the position is within their current department, the employee should work directly with their supervisor and/or Department Director.

Before receiving a formal interview for the job opening with the Human Resources Director, the employee should discuss their interest in the opportunity with their supervisor. The final decision to apply or not, is for the employee to make (with the advice and counsel of his supervisor, but not necessarily his approval) provided the employee:

- 1) Has been in their current position for at least six months.
- 2) Has a good performance record and is not on probation. At least an “average” rating on the last performance appraisal is necessary for both lateral and promotional opportunities.

Internal candidates applying for positions outside of their current department may be interviewed by the Human Resources Director. The qualifications of candidates under consideration will be presented to the hiring manager for final determination. Candidates will be notified by the Human Resources Director as to their status in the interview process. Employees who are promoted or transferred to subsequent positions will enter a six (6) month promotional introductory period relative to the new position.

4.5 Performance Evaluations: In keeping with the Village of Orland Park’s recognition of the value of regular feedback between employees and their supervisors regarding job performance, all employees will be evaluated at the following times:

1. Before the end of a new hire introductory period, six months after hire.
2. Before the anniversary date that corresponds to the employee’s initial hire date.
3. Before the end of a promotional introductory period, six months after promotion or transfer.
4. At any time deemed necessary by the Village Manager or his/her designee.

A performance evaluation generally consists of a written evaluation prepared by the employee’s supervisor and an oral discussion between employee and supervisor covering the written evaluation. Performance evaluations are considered to be a written record of an employee’s job performance, the purpose of which is as follows:

To promote an employee’s growth and skill development by a shared examination of performance and by development of a plan of goals for future growth.

To provide the basis for recommendations regarding continued employment, promotions and compensation decisions.

To recognize an employee's accomplishments, strengths and special abilities.

To provide an opportunity for correction or improvements of an employee's deficiencies.

To provide an ongoing performance record; which may become part of documentation in taking personnel actions. A copy of all performance evaluations will be placed in the employee's personnel file.

To provide information about each employee's job performance in order to effectively implement staffing needs and to meet the Village's objectives and goals.

If an employee does not agree with the supervisor on the facts and conclusions stated in the performance evaluation, the employee may write comments in the space provided on the evaluation form and return the form to the supervisor within a time limit set by the supervisor. Both the supervisor's evaluation and the employee's comments are put into the employee's personnel file.

All evaluations will be reviewed and discussed with the employee by the supervisor, and subsequently reviewed by the Department Director, Village Manager and the Human Resources Director.

4.6 Date of Hire/Anniversary Date: Date of hire is the original date an employee is hired, and will serve as the anniversary date for purposes of performance evaluation, compensation matters and accumulation of paid leave.

When an employee experiences a break in service with the Village, moves from part-time to full-time or moves from full-time to part-time, his/her anniversary date will change to the latter date reflected by the change in employment status. In these cases the anniversary date will serve as the basis for accumulation of paid leave and participation in IMRF pension, if applicable.

When an employee, with no break in service with the Village or classification change, moves from one position to another, his/her anniversary date for purposes of performance evaluation and compensation matters will change to the latter date reflected by the change in position status. However, the original hire date will serve as the basis for accumulation of paid leave and participation in IMRF pension, if applicable.

4.7 Employee Separation: The policy of the Village of Orland Park is that all employees serve on an "at will" basis, which means that either the employee or employer may terminate the employment relationship at anytime and for any reason. Examples of types of separation of employment include, resignation, retirement or dismissal.

If an employee decides to resign from the Village of Orland Park, the Village requests that he/she provide written notice to their supervisor and/or the Human Resources Office at least two weeks prior to the termination date. No paid vacation, personal, floating holiday, or sick leave will be permitted during the two weeks prior to the termination date unless prior approval has been granted by the employee's supervisor.

Terminating employees will be eligible for payment of all unused paid leave accrued including: vacation, unused prorated personal time, unused prorated floating holidays, and sick leave in excess of 600 hours. Terminating employees are not paid for unused holidays. Payout checks will typically be processed the pay period following an employee's last regular pay check.

4.8 Exit Interviews: Prior to or on their last day, full-time and regular part-time employees are encouraged to discuss their employment experience with the Human Resources Director at the time of his/her separation of employment with the Village. The purposes of the Exit Interview are as follows:

To facilitate the return of special issue items used by the employee that are the property of the Village of Orland Park, such as keys, ID's, building entry cards, gasoline cards, pagers, etc. (If not already collected by the department).

To gain valuable feedback about the employment experience, including orientation, training and support of employees' needs, in an effort to identify possible improvements that will mutually benefit the employees and the Village of Orland Park.

To clarify pay and benefits issues such as, receipt of last paycheck, amount of unused accrued paid leave, conversion or continuation of benefits, etc.

4.9 Employee Development Advisory Committee (EDAC): At the discretion of the Village Manager, a committee of employees representing each department of the Village has been formed with the goal of developing programs and fostering ideas to promote a positive work environment within the Village.

This committee will maintain a written account of their meetings, will serve in an advisory capacity to the Village Manager, and may sponsor special activities such as dress down days to benefit a local charity, employee wellness events, Take Your Daughter/Son to Work days, etc. All employees are encouraged to discuss such matters with their department's EDAC member for inclusion in the regular meeting agenda.

ARTICLE 5: COMPENSATION

5.1 Payroll Period: Employees of the Village of Orland Park are paid bi-weekly on every other Friday. Employees are paid on either an hourly or salaried basis.

Any requests for early distribution of paychecks must be reasonable, be requested in writing and include your Department Director's signature.

Payroll problems should immediately be brought to the attention of the employee's Department Director, then the Payroll Administrator, if the problem cannot be resolved contact the Human Resources Director. To the extent that there are differences between this policy and any collective bargaining agreement, the agreement will govern those represented under the agreement.

5.2 Payroll Deductions: Authorized requests for all payroll deductions must be received by the Payroll Department by 3:00 p.m. the Friday preceding a payroll week.

All taxes, garnishments, union dues and insurance co-payment deductions are made according to contracts and laws.

5.3 Time Sheets: The time sheet is considered the official Village document for recording and attesting to an employee's time worked and regular leave time taken. All employees are required to complete the appropriate time sheet for each pay period and submit it to the Payroll Department on Monday by 10:00 a.m. of the payroll week. Employees are responsible for the accuracy of their time and leave hours recorded on their time sheets. If an employee records leave time in excess of their accrual balance, he/she will be docked for that amount and may be subject to disciplinary action.

The time sheet will include the employee's name, department name and number, pay period, and signatures of the employee, supervisor and/or department director.

Time worked or taken as leave time, overtime, double time, comp-time etc. **must be recorded as the actual hours worked**. For example 4 hours of overtime must be recorded as 4 not 6 (4 x 1.5). The payroll system will make any necessary calculations.

Adjustments to prior pay periods will also be recorded on the time sheet. The Department Director must sign a time sheet that includes an adjustment.

Hourly rates must be listed on time sheets for recreation instructors, pool employees and employees holding more than one position with the Village.

5.4 Direct Deposit: Arrangements can be made with the Payroll Administrator if you wish to have your paycheck automatically deposited into your bank account. Keep in mind, participation in the Direct Deposit program is contingent upon the submission of a timely and accurate time sheet.

5.5 Hours of Work and Work Schedules: Work schedules shall be established by the Department Director, with approval of the Village Manager, and any deviation from the established hours of work must be approved by the Department Director and Village Manager. In the event of an emergency, as determined by the Department Director and/or Village Manager, all employees shall be required to report to work upon notification.

Illinois State law states that employees who work at least 7.5 continuous hours are entitled to at least 20 minutes (unpaid) for a meal period within 5 hours of the start of work. The Village provides unpaid meal periods ranging from 60 - 30 minutes as established by individual Department Directors as appropriate to meet their scheduling needs and collective bargaining agreements.

5.6 Flextime Policy: Certain designated employees may participate in the Flextime Policy, which is included in this manual under Appendix 10.7.

5.7 Compensation Program: The compensation program of the Village of Orland Park has been designed to ensure consistent and equitable compensation administration practices throughout the Village. The program is based upon, but not limited to, the following criteria:

1. Analysis of wages and salaries paid for comparable positions in public agencies, and when applicable in private industry.
2. Adjustments necessary to rectify problems in the personnel system, as identified by the Village Manager or his/her designee, and as approved by the Village Manager.
3. The ability of the Village of Orland Park to fund wages and salaries, with consideration given to other priorities in the annual operating budget and capital budget.
4. Market data related to the local economy.
5. Other factors deemed relevant by the Mayor and Board of Trustees.

5.8 Compensation Plan Structure: The compensation (wage) plan is structured as follows:

1. A series of position classifications has been established, organized by department, and based upon job descriptions which include responsibilities, authority, qualifications, skill and training level required.
2. Pay ranges are set for each position classifications according to an ascending step system, which is maximized at Step 7.
3. A newly hired employee's salary will be set at some point below midpoint in the appropriate pay range, unless the Village Manager determines the salary should be higher, based upon experience, qualifications or other criteria deemed appropriate by the Village Manager.
4. Employees will be evaluated and considered for annual merit increases at the time of the anniversary date of his/her date of hire or promotion to the current position. The promotional anniversary date will supersede the employee's employment anniversary date and previous promotional anniversary dates for pay adjustment purposes.
5. An increase in wages and salaries is based upon merit, as supported by at least an average performance evaluation, and must be made within the minimum and maximum range assigned to the respective position classification unless otherwise authorized by the Village Manager.
6. Performance evaluations of employees may be conducted at any time for non-wage purposes. It is the policy of the Village of Orland Park not to grant increases during the fiscal year unless they have been budgeted. However, based upon criteria deemed appropriate by the Village Manager, he may grant approval for salary adjustments at any time.
7. Performance and/or salary evaluations may also be made for demotion purposes. When an employee is demoted within the pay range of the same position classification, or to a lower classified position, his/her wages or salary may be decreased accordingly.
8. The Village Board of Trustees may determine to institute an annual cost of living increase in wages and salaries, based upon local economic and market conditions.

***Employees covered by a Collective Bargaining Agreement should refer to their respective agreements.**

5.9 Over-Time/Compensatory Time Policy: All work is to be accomplished within the regular work day. Where it is necessary to work beyond the regular work day, all additional work hours must be approved by the supervisor.

Failure to report for overtime work when directed by a supervisor, acting within established policy, may be grounds for disciplinary action unless it is clearly substantiated that the employee's absence was beyond the employee's control.

A. Non-Exempt (hourly) employees: With the exception of employees that are exempt by the Fair Labor Standards Act, overtime pay will be paid as listed below. The work week is defined as 12:01 a.m. Sunday to 11:59 p.m. Saturday.

Non-Union Employees: Time and one-half the employee's hourly rate of pay for all hours worked over 8 per day.

- Union Employees: Refer to respective contracts for explanation of overtime and compensatory time rules.
- Sworn Police Officers: Refer to respective contracts for explanation of over-time and compensatory time rules.
- Part-Time Employees: Time and one-half the employee's hourly rate of pay for all hours worked in excess of 40 per week.

Non-exempt employees may choose compensatory time at the rate of time and one-half the employee's hourly rate of pay for all hours worked over 40 per week, with approval of the Department Director and Village Manager, based upon staffing needs. At no time may an employee accumulate more than forty (40) hours of compensatory time, and all compensatory time must be taken within the 90 days immediately following accrual.

- B. Exempt employees:** It is implicit in the nature of certain professional, supervisory and management positions that time beyond the regular work schedule may often be spent on the job. Federal law does not require the Village to pay exempt employees overtime and it is Village policy not to pay exempt employees for overtime. However, the Village awards compensatory time (comp-time) to full-time exempt employees in recognition of long hours worked in meeting project deadlines and commitments to Village officials and residents.

Exempt employees, other than Department Directors will earn comp-time at the rate of one and a half hours per hour worked in excess of 88 hours per bi-weekly pay period. The employee's immediate supervisor must have approved or have knowledge of the extra hours worked to list time as comp-time. Employees must schedule their comp-time to ensure the absence will not effect the service delivery of the Village of Orland Park, and obtain approval from their supervisor or Department Director.

At no time may an employee accumulate more than forty (40) hours comp-time, and all comp-time must be taken within the 90 days immediately following accrual.

In special circumstances, Department Directors have the authority to change an employee's work schedule as an alternative to the comp-time policy. Said schedule changes should occur during the same pay period. For example, as directed by his supervisor or Department Director, John Smith completes a computer upgrade on a Saturday to avoid affecting the Village work flow during the week. The Department Director authorizes the employee to take the following Tuesday of the same pay period off to compensate the employee for working on Sunday.

For purposes of this manual, an exempt employee is a salaried employee (including managerial, professional and certain technical and administrative personnel) who is a member of the management group which has authority to direct the daily work activities of a unit or shift of employees, and whose principal work is substantially different from that of those employees who report directly to him/her.

ARTICLE 6: EMPLOYEE BENEFITS

6.1 Eligibility: Generally, employee benefits are extended solely to regular, full-time employees. There are exceptions, as follows:

1. **Part-Time Employees:** When a part-time employee who is consistently scheduled to work a minimum of 20 hours per week has worked for the Village of Orland Park a minimum of five (5) years of uninterrupted service, he/she becomes eligible for one half the paid leave (sick, vacation, holiday and personal leave) available to full-time employees. At no time are part-time employees eligible for health benefits.
- B. **IMRF:** Non-police employees who are expected to work more than one thousand (1,000) hours per year are required to participate in the Illinois Municipal Retirement Fund (IMRF).
3. **Worker's Compensation Benefits:** Any employee who is injured or becomes ill as a result of a duty-related event or condition is eligible, by State Statute, to Worker's Compensation benefits.

6.2 Longevity: Full-time employees, other than Department Directors, who have worked in continuous full-time employment for five (5) consecutive years, with no break in service to the Village and not including any part-time employment, are eligible for longevity. Employees should refer to their applicable agreements for details regarding their longevity schedules and benefits.

6.3 Paid Leave: The Village of Orland Park provides regular, full-time employees with paid leave as follows:

A. Vacation Leave: Full-time employees earn annual vacation leave with pay based on their date of hire as follows:

<u>Employment Period</u>	<u>Hours Earned</u>
At least 1 year but less than 5	80 hours
At least 5 years but less than 10	120 hours
At least 10 years but less than 20	160 hours
At least 20 years	200 hours

Employees are credited with increased vacation leave upon completion of their fifth, tenth, twentieth and twenty-fifth year anniversary dates of hire.

Vacation leave administration includes the following:

1. A new employee may be advanced up to 40 hours vacation leave with pay after completion of six months, at the discretion of the Department Director. Any vacation leave advance will be deducted from the annual accumulation of 80 hours at the time of the employee's anniversary. At no time other than the first year of employment may an employee be granted an advance of vacation leave.
2. Employees must take their accrued vacation during the eligible period.
3. Carryover of vacation time not used during the eligible period is discouraged and requires Village Manager approval.

All carryover requests must be submitted to the Village Manager on a

P.A.F. and at least 30 days prior to the employee's anniversary date.

In cases requesting more than 16 hours, a memo must accompany the P.A.F. explaining why the carryover is necessary and the proposed time-frame for taking the time.

Any carried-over time is to be scheduled within three months of the anniversary and should not exceed 40 hours.

Requested time cannot be carried over again during the next anniversary period.

4. Employees must make every effort to request vacation leave at least one month in advance. The Village Manager may, at his/her discretion, grant approval in special circumstances when requested by the Department Director.
5. Vacation must be scheduled in a manner not to interfere with the normal service delivery of the Village of Orland Park.
6. In the event of an emergency, the Mayor, the Village Manager, or their designees may cancel all vacation leaves in effect, scheduled or unscheduled, for the duration of the emergency.
7. Employees leaving the service of the Village of Orland Park shall receive payment for vacation balances and the pro-rata accrued portion to and including the day of severance.

B. Sick Leave: Paid sick leave is a benefit which will help reduce financial hardship if you are unable to work due to illness. It is not intended to be used as extra vacation days. Paid sick leave is earned at the rate of 64 hours annually, and will be credited on January 1 of each year.

A new employee will receive prorated sick leave according to the schedule listed in Appendix 10.2.

Sick leave administration includes the following: **(Union employees will conform to the rules set forth by the applicable collective bargaining agreement.)**

1. Employees are encouraged to be prudent in using sick leave benefits.
2. Sick leave may be taken in one-hour increments, when approved by the Department Director.
3. An employee may carry over unused sick leave each year.
4. To ensure 100% salary, employees may use sick leave in lieu of short-term disability leave benefits (per Village ordinance), which provides 75% salary.
5. Sick leave may be used to deal with family illness at the Department Director's discretion, in conjunction with FMLA.
6. Where practical, employees are responsible for notifying their supervisor of absence due to sickness at least one hour in advance of their scheduled starting time, or sick leave with pay may not be granted.
7. As mutual protection for the Village and the employee, the Village of Orland Park reserves the right to require an employee to submit to an examination by a

licensed physician, designated by the Village and at Village expense, to verify illness and to release an employee to return to work from sick leave. Failure to verify illness, when required, may result in the loss of pay for the period of the illness.

8. Employees who use more than 3 consecutive days of sick time must submit a doctor's note verifying illness or injury and that the employee is fit to return to work to their supervisor. If the employee needs accommodations to return to work, that will be outlined in the doctor's note.
9. Employees who have returned to work but who, due to any illness, injury, or medical condition require intermittent medical or physical treatment of any kind or medical services of any kind, are to make every reasonable effort to schedule appointments for the receipt of such services during non-work hours.

Employees who, despite reasonable efforts to do otherwise, must schedule any necessary medical or physical treatments or medical services during regular work hours may utilize any available paid sick leave, vacation, personal leave or comp-time to cover such absences. In the event that an employee has no available paid leave for such absences, unpaid leave shall be provided in accordance with the provisions of the FMLA and applicable Village policy.

10. Upon an employee's retirement, the Village will pay the employee the current straight-time hourly rate or equivalent for every hour of sick time in excess of six hundred (600) hours, which the employee has accrued.

C. Short-Term Disability Leave: A short-term disability leave plan for full-time employees is provided by Ordinance No. 1189, which is summarized below and provided in its entirety as Appendix 12.

Police: Disability compensation for police personnel falling within the provisions of the Illinois Revised Statutes, 1979, Chapter 70, paragraph 91, shall be as therein provided and no provisions of this ordinance shall be construed as in any way modifying the provisions of said Statute.

Eligibility: Full-time employees, whose employment requires 40 work hours per week and who has worked for the Village for a period encompassing 30 consecutive days.

An employee is considered disabled if he/she is unable to perform the duties of any position which might reasonably be assigned by their Department Director or the Village Manager, due to a non-work related injury or illness.

Benefit: The amount of benefit is 75% of a full-time employee's weekly salary, except as hereinafter provided for certain police department personnel. Said benefit shall be, however, coordinated with other benefits available to the full-time employee from disability plans to which the Village makes contributions.

1. The Illinois Municipal Retirement Fund
2. Worker's Compensation
3. Federal Social Security
4. Police Pension Fund of the Village of Orland Park

Timing of Benefit:

Payment of the benefits hereunder shall begin immediately in the case of an

accident and after seven (7) calendar days in the case of illness. The maximum period of payment of benefits hereunder shall be 52 weeks per illness or injury.

Employee must use five accrued leave days (or unpaid if they have no time accrued) before they are eligible to receive the disability benefit.

After meeting the above provision, an employee may choose to use sick days or vacation days at 100% of his/her salary in lieu of disability payments of 75%. If an employee exercises such option, disability payments will commence when the employee's sick or vacation days have been exhausted, provided that one (1) week has elapsed in the case of illness.

Filing a Short-Term Disability Claim:

1. Request a short-term disability form from the Human Resources Office.
2. The form must be completed by the employee's physician and supported by medical reports.
3. The completed form and a PAF approved by the Department Director must be returned to the Human Resources Office prior to the end of the pay period affected.
4. If the forms are not received until after the end of a pay period, the employee must continue to use accrued paid (or unpaid) time until which time verification of disability is received by Human Resources.
5. Because disability benefits and other paid leave are calculated differently, sick time, vacation time or other paid time cannot be reversed should the disability form be submitted late, and disability benefits will not be paid retroactively.
6. Should an employee need to apply for disability leave as a result of an emergency situation, the employee or family member shall be extended time that should be sufficient to provide a prudent person the opportunity to complete and submit the appropriate forms. Even in emergency situations, the initial five days leave will be attributed to accrued paid (or unpaid) time.
7. During the course of a disability leave, an employee will be required to resubmit disability forms every thirty (30) days. The employee may also be requested to submit to an independent medical exam (IME) after the first thirty (30) days of approved disability leave. Noncompliance may terminate the short term disability leave benefit.
8. With the recommendation of the employee's doctor or an IME the Village may ask that the employee return to a light duty assignment (if one exists) during their short term disability. If this should occur the employee will remain on short term disability and be paid accordingly at 75%. However, the light duty assignment may not exceed 75% of the employees regular work week.
9. Prior to returning to work after disability the Village requires a medical release verifying the employee's ability to return and outlining any necessary provisions.
10. The Village reserves the right to reject an employee's return to work from disability that restricts the employee from performing any part of his/her job when the Village does not have the appropriate assignment available.

- D. Holidays:** The Village of Orland Park typically provides paid time off to full-time employees for 9 days (72 hours) to observe certain recognized holidays.

With the exception of police personnel, employees may use paid holiday time only for those holidays set forth by the Village Manager in the Holiday Schedule. An employee who works on a recognized holiday may, at the Village Manager's discretion, take holiday time at his/her request.

The following holidays are typically recognized as leave days with pay.

New Year's Day
Memorial Day

Independence Day
Labor Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

Holiday administration includes the following:

1. If a recognized holiday falls on a Saturday, the holiday will be observed on the Friday prior to the holiday. If the recognized holiday falls on a Sunday, the holiday will be observed on the Monday following the holiday.
2. The number of paid holidays will be nine (9) annually.
3. To be eligible for pay for a holiday observed by the Village, an employee must work the entire day before and after the holiday, or be on an approved leave.
4. Non-exempt employees (hourly) who are required to work an observed Village holiday will receive eight (8) hours holiday pay and one and a half (1-1/2) times their regular straight-time hourly rate for all hours worked.
5. Exempt employees (salaried) who are required to work an observed Village holiday will receive eight (8) hours holiday pay and one and a half (1-1/2) times the number of actual hours worked in compensatory time. For example, an exempt employee worked the 4th of July for 4 hours he/she receives:
8 hours of holiday pay
6 hours (4*1.5) of compensatory time for the actual hours worked on the holiday.

***Employees covered by a Collective Bargaining Agreement should refer to their respective agreements.**

- E. Floating Holiday:** Upon completion of six months of employment with the Village, employees may schedule two 8 hour paid holidays during the course of each calendar year, to be utilized to celebrate days of special importance to the employee, such as birthdays or ethnic or religious holidays. These days must be scheduled in advance and approved by the Department Director. These days must be used at one time and may not be divided into hourly increments. New employees hired before June 30th will receive two (2) floating holidays to be observed that calendar year. Employees hired after June 30th are eligible for two (2) floating holiday after January 1 of the following year.
- F. Personal (Special) Leave:** On January 1 of each year, employees are credited with (32) hours of personal leave. New employees are credited with personal leave on a prorated basis according to the schedule listed in Appendix 10.2.

Administration of paid personal leave includes the following:

1. Where practical, personal leave must be approved in advance.
2. Personal leave may be used in any increment at the Department Director's discretion.
3. No employee will be allowed more than 32 hours personal leave in a given calendar year.

4. Personal leave not used by December 31st of each year may not be carried over and will be lost if not used during the year earned.

G. Bereavement Leave: One to three days leave with pay will be granted to an employee, upon approval of the Department Director, for the purposes of attending wakes and funerals of the following members of the employee's family: husband, wife, children, adopted children, mother, father, brothers, sisters, grandparents, grandchildren, step-mothers, step-fathers, step children, step-brothers, step-sisters, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents-in-law, son-in law and daughter in-law.

An employee may be granted permission to use other available leave for additional time needed for funerals that require travel or other hardship, at the Department Director's discretion.

H. Jury Leave: When called by a Jury Commission, employees will be allowed to serve with pay on days they normally would be scheduled to work based upon the employee signing over to the Village of Orland Park any compensation he/she receives for said service. Should an employee wish to keep the court payment, then the Village will not pay the employee for that day/s.

Your pay as a juror may include an amount to cover daily transportation costs. As stated above, to receive your regular Village pay on the days you served on a jury you must sign over compensation for that day. However, if you are interested in keeping the daily transportation amount you will need to follow the procedure below.

For example: You receive a check from the State for \$15.00 of that amount \$12.00 covers your jury duty and \$3.00 covers your transportation costs. (These are not actual amounts but serve as an example).

1. Deposit or cash the State of Illinois check received for jury duty \$15.00.
2. Submit a personal check made out to the Village of Orland Park covering the amount of juror pay you received, \$12.00. The result is you keep the per day payment from the State for transportation or \$3.00.

I. Military Duty Leave: Employees are provided military leave in accordance with applicable federal and state laws. Any full-time employee of the Village of Orland Park who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her employment for any period actively spent in such military service, including:

1. basic training
2. special or advanced training
3. annual training

During such leaves, the employee's seniority and other benefits shall continue to accrue. During leaves for annual training, the employee shall continue to receive his or her regular compensation.

During leaves for basic training and up to 60 days of special or advanced training, if such employee's compensation for military activities is less than his compensation as an employee, he or she shall receive his or her regular compensation minus the amount of his or her base pay for military activities.

Employees must make every effort to request time off in advance, with a PAF

(personnel action form) and official military orders submitted to their Department Director.

In order to process payroll appropriately, official military documentation of deployment orders and of base military pay will need to be submitted to the employee's Department Director and then to the Human Resources Director. A Military Leave "Application for Coordination of Village and Military Pay" form is available in the Human Resources Office.

Any employee who is a member of any reserve unit of the United States Armed Services, including the Illinois National Guard, and who is placed on active duty status shall continue to receive the same regular compensation that he or she was receiving as an employee at the time he or she was placed on active military status, plus any health insurance and other benefits he or she was receiving or accruing at that time, minus the amount of his or her base pay for military service, for the duration of his or her active military service.

Upon completion of military service, an employee is eligible for re-employment in accordance with federal and state laws.

6.4 Unpaid Leave: Leaves without pay for various purposes may be granted to full-time employees at the discretion of the Village Manager. A PAF with a detailed written request for such leave should be submitted as far in advance as is practical. Each request will be evaluated on its own merits, and will not be deemed a precedent to any other requests. Such leaves, if granted, will be considered an interruption in continuous service. Re-employment with the Village will be based upon job availability. Employees intending to return from a granted leave must provide all evidence required to demonstrate their employability for the position from which they were granted a leave.

6.5 Family and Medical Leave: All eligible employees are entitled to certain minimum unpaid leave days for medical and family purposes pursuant to the provisions of the Family and Medical Leave Act of 1993. Eligible employees are those who have been employed by the Village for at least 12 months and who have worked for at least 1,250 hours during the 12-month period preceding the leave.

Eligible employees are entitled to 12 work weeks of unpaid leave during any 12-month period **(the period shall be a fixed period of 12 months from January 1 through December 31 of each successive year)** for one or more of the reasons listed below:

- A. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- B. Because of the placement of a son or daughter with the employee for adoption or foster care.
- C. In order to care for the spouse, or a son, daughter, or parent of the employee, if such family member has a serious health condition.
- D. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

Eligible employees who have accrued paid vacation or personal leave must substitute such paid leave as a part of the 12 weeks of unpaid leave available under this policy for any of the purposes stated in subparagraphs A, B and C above.

Eligible employees who have any available accrued paid sick leave, or who have

available other unpaid leave must substitute such paid sick leave or available unpaid leave as part of the 12 weeks of unpaid leave available hereunder for any of the purposes stated in subparagraphs C and D above.

Eligible employees may take leave hereunder intermittently, or on a reduced hour schedule, for any of those purposes stated in subparagraphs C and D above, provided that it is medically necessary to do so.

Eligible employees must give at least 30 days notice to the Village of intention to take leave hereunder, unless the reason for the requested leave prohibits such notice, in which case the employee must notify the Village as soon as practicable. The Village requires that employees submit the appropriate FMLA forms and an approved PAF form indicating the use and timing of FMLA leave. Please contact the Human Resources Office to obtain the appropriate forms.

The Village, through the Village Manager or his/her designee, will require proper certification from a health care provider for any leave requested for the purposes stated in subparagraph C and D above.

During any of the 12 work weeks of leave provided hereunder or for 12 work weeks of any other substituted unpaid leave the Village shall maintain the employee's group health insurance coverage at the level and under the same terms and conditions as such coverage would have been provided if the employee had continued at work provided that if the employee fails to return to work for reasons not based upon circumstances beyond the control of the employee, the Village may recover from the employee the cost, if any, of such continued coverage.

Upon return from any leave provided hereunder, the employee shall maintain all seniority and benefits accrued as of the commencement of the leave. The employee shall be reinstated to the position the employee held at the commencement of the leave or an equivalent position provided, however, that an employee on leave hereunder shall be subject to lay-off or dismissal on the same terms and conditions as are applicable to employees who are not on leave.

Any paid leave available under any collective bargaining agreement taken for the purposes stated in A, B, C, or D above shall be counted as FMLA leave. Notice of this fact is hereby given to all employees. The leave provided for in this policy shall not be construed to diminish the right to any leave provided in any collective bargaining agreement or any other Village policy. Any questions regarding leave rights under this policy should be address to the Human Resources Director.

6.6 Health, Life, Vision and Dental Insurance Coverage: The Village of Orland Park offers a comprehensive employee benefit program as an integral part of the compensation plan for full-time employees' service with the Village. To insure that employees receive the maximum benefits entitled, the procedures outlined in the insurance program's booklets must be followed. See the Human Resources Director for said booklets.

New full-time employees will be allowed to enroll on the first day of employment to the extent allowed by the insurance company. Premium co-payment deductions, as established from time to time by the Village Board of Trustees, will be made directly from the employee's payroll check bi-weekly on a pre-tax basis. The cost, coverage and regulations of various Village health, life, vision and dental plans may be changed from time to time by the Village, at its discretion.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that the Village arrange for an employee to continue certain benefits that may be in force for the employees and or his/her dependents upon the occurrence of certain events which would normally result in termination of coverage under the Village's insurance programs, i.e.: death of employee, dismissal of employee, etc. Further information regarding COBRA can be secured from the Human Resources Office.

A. HEALTH INSURANCE

Full-time employees are eligible for health coverage upon their date of hire. New employees must enroll within thirty-one (31) days of their eligibility date. Village health insurance is provided through Blue Cross Blue Shield of Illinois. The Village currently offers both an HMO and PPO option. Please refer to your benefits handbook for specific plan details and to Appendix 10.2 for plan summaries.

The Village also provides supplemental health insurance coverage through **AFLAC**. For more information, contact Scott Lyden 630-437-5803 x 224 our AFLAC representative.

B. LIFE INSURANCE

Full-time employees are provided Village paid life insurance upon their date of hire. The benefit is twice your annual salary with maximum coverage of \$150,000, spouse \$2,000 and child \$1,000.

C. DENTAL

Full-time employees upon date of hire are eligible for dental insurance currently provided through Delta Dental. New hires must enroll within 31 days from eligibility date. See the Human Resources Director for more details regarding this plan.

Refer to the benefit summary included in the Appendix of this manual for more detail. Insurance carriers, premiums and coverage are subject to change at the discretion of the Village.

6.7 Employee Assistance Program: The Village provides free assessment and counseling services to all full-time employees and their families through the Employee Assistance Program (EAP) for matters such as the strain of both parents working, depression, financial problems, coping as a single parent, concerns about children, alcohol or substance abuse, marital difficulties or problems facing single, divorced or widowed employees.

The EAP is administered through **Metropolitan Family Services Southwest**. Additional information regarding the EAP can be obtained from the Human Resources Director. Or you can schedule an appointment directly by calling Sierra Brescia, LPC at 708-974-5130. You will

need to identify yourself as an employee of the Village of Orland Park. See Appendix 10.5 for more information regarding the EAP.

6.8 Workers' Compensation Insurance: Every employee of the Village is covered under Workers' Compensation as provided for by State Statutes. The total cost of this coverage is paid for by the Village.

To receive benefits, the employee must comply with accident reporting procedures established by the Village and the insurance carrier. These procedures are outlined in Appendix 10.10.

It is the Village policy to pay an employee on worker's compensation leave wages equal to 75% of his/her average base pay, 66-2/3% is non-taxable and 8-1/3% is subject to taxes and IMRF. Sworn police officers (under the PEDDA Act) will be paid 100% of their regular base pay, subject to all regular taxes and deductions.

6.9 Unemployment Insurance: The objective of Unemployment Compensation is to provide partial replacement of wages during short periods of involuntary unemployment. Benefits are defined by State Statutes and levels of benefits can be secured from the Illinois Department of Employment Security.

6.10 Retirement Plans:

A. IMRF:

Regular employees whose position regularly requires a minimum of 1,000 hours per year (except Police) are required to participate in Illinois Municipal Retirement Fund (IMRF), which provides retirement with surviving spouse benefit, disability and death benefits. Employees whose first hire date with the Village is prior to May 17, 1993 are under the IMRF 600 hour rule. Employees' pension contributions are tax deferred, and the Village contributes at a rate which is established by IMRF on an annual basis. Contact 1-800-ASK-IMRF for questions regarding the benefits available under this program.

B. Police Pension:

Regularly scheduled full-time sworn police officers are required to participate in the **Village of Orland Park Police Pension Fund**, which provides retirement with surviving spouse and disability benefits.

C. Social Security:

Social Security and Medicare taxes are levied on all employees (except Police Officers), as required by federal law. Sworn police officers are exempt from Social Security withholding. Sworn police officers hired prior to May 31, 1986 are exempt from Medicare withholding.

6.11 Deferred Compensation: The Village currently offers regularly scheduled employees the option of voluntary participation in ICMA-RC, The Hartford, or Nationwide deferred compensation plans. Deferred compensation is a tax sheltered retirement plan and involves deducting a portion of the employee's salary with the money transferred to an investment fund selected by the employee. If an employee elects to participate in either of the deferred compensation plans, an amount determined by the employee will be deducted from the employee's bi-weekly pay check. Under current federal tax law, the employee's gross (taxable) income is reduced by the amount of money deferred, thus income taxes are reduced. Income taxes are paid when the deferred funds are paid back to the employee upon retirement, termination of Village employment or in the event of an eligible emergency.

Questions regarding ICMA Deferred Compensation plan can be directed to 800-729-4457, Nationwide 877-677-3678, the Hartford 312-707-1100 x 237.

6.12 Credit Unions: Regularly paid full-time employees are eligible to participate in services provided by Central Credit Union of Illinois and New Century Credit Union. Upon authorization by employees, payroll deductions can be made and transferred to the Credit Union for deposit as savings, as payment for low interest loans and other personal financial services. Application forms and information can be obtained in the Human Resources Office.

6.13 Discounted Movie Tickets: Employees may purchased discounted tickets for the local movie theaters at the Cashier's Office.

6.14 Training/Career Development and Tuition Reimbursement: The Village recognizes that an employee's ability to provide professional, quality and personalized service to the citizens of the Village of Orland Park depends upon their having the knowledge, skills and tools necessary to perform their jobs well. In support of this objective, the Village provides numerous training and development opportunities as a means of:

1. Improving skills and knowledge required in the employee's current position.
2. Keeping abreast of changes in technology and work processes.
3. Increasing an employee's potential for growth and for assuming additional responsibility.
4. Determining an employee's interests and developing skills for career planning.

Department Directors are responsible for appraising their employee's performance, counseling and assisting them in developing their capabilities and skills. Directors are expected to arrange for department orientation, on-the-job and other training as required and to support efforts by employees to take advantage of other development opportunities, as deemed appropriate to meet the needs of the Village and the employees.

Conferences/ Seminars: Procedures for obtaining authorization to attend conferences, seminars and other training opportunities can be reviewed in Appendix 10.3.

Tuition Reimbursement: Employees who have been employed full-time with the Village for a minimum of one (1) year are eligible for tuition reimbursement for classes, related to their positions with the Village, that are taken at a college, university or technical school. See Appendix 10.14 for a copy of the tuition reimbursement form. Additional copies may be obtained in the Human Resources Office.

Eligibility for reimbursement is based upon the following:

1. Completion of the Request for Tuition Reimbursement form, and submission of the form to the employee's Department Director **prior to enrolling in the course.**
2. Obtaining the Department Director's and Village Manager's signatures on the form **prior to enrolling in the course.**
3. Successfully completing the requested course with a grade of "C" or better.
4. Submitting to the Village Manager proof of a grade of "C" or better, and proof of the amount spent for tuition. For the purposes of this policy, "tuition" is defined as the cost per hour charged for a class. Lab fees, book fees, etc., are not eligible for reimbursement.

5. If an employee terminates their employment with the Village within two (2) years of completing a class, the employee is obligated and understands that the Village is to be reimbursed for the cost of the class and it is the Village's intent to hold the employee responsible for such reimbursement.

Tuition reimbursement will be paid through payroll checks. Reimbursement for all graduate level classes is considered taxable income and will have Federal, State, Social Security and Medicare taxes withheld. Reimbursement for undergraduate and graduate classes is considered non-taxable income up to a \$5,250 threshold. Any undergraduate or graduate reimbursement in excess of \$5,250 in a calendar year will be taxed.

6.15 Professional Membership: It is the policy of the Village to encourage employees to become members of professional organizations and associations, when such membership will enhance or support their job performance, or will be deemed to benefit the Village in some manner. At the discretion of and approval by the Department Director and Village Manager, an employee may be reimbursed for costs associated with joining an approved work related professional organization.

ARTICLE 7: GENERAL RULES OF CONDUCT

7.1 Personal Appearance: In order to maintain a favorable public image with Village residents, to present a professional appearance at all times and to promote on-the-job safety, it is the policy of the Village that all employees wear clothing traditionally suitable for the position which they hold. Suitable attire may vary according to the location, job description, type and hours of work being performed.

Employees who have been issued uniforms will wear them according to departmental standards. Department Directors may establish guidelines for suitable appearance and attire to ensure that the work environment is conducive to effective and efficient operations.

For specific detail regarding the Village's dress code policy, see Appendix 10.4.

7.2 Nonsmoking Policy: All Village buildings, offices, vehicles are designated as "NON-SMOKING," in compliance with Village Ordinance, and the "NO SMOKING" policy, which is included in this manual under Appendix 10.13.

7.3 Gifts and Gratuities: Village officials and employees must follow the guidelines established by Ordinance 3871 which summarizes the State Officials and Employees Ethics Act. Ordinance 3871 can be found in this manual under Appendix 10.15. Questions regarding the State Officials and Employees Ethics Act should be directed to the Village's Ethics Officer as outlined in Ordinance 3871.

7.4 Solicitation and Distribution: Soliciting gifts, gratuities or donations is strictly prohibited and is cause for disciplinary action. Employees are expected to devote full attention to assigned work tasks during working hours.

Limited solicitations or requests for contributions for Village-sponsored activities, or for events of personal significance for employees, such as retirement, girl scout cookie sales, school raffles, etc. may be permitted at the discretion of the Village Manager. Such activity shall not interfere with the performance of Village business.

In general, solicitation by employees or non-employees during working hours on Village property is prohibited.

7.5 Political Activities: Village employees are prohibited from participating in any support or promotion of political interests during working hours or in using any Village resources for such activities.

Village employment, performance evaluation, retention, appointment, or termination will not be based upon political affiliations or activities.

7.6 Work Area Housekeeping: Recognizing that good housekeeping is essential for safety and maintaining pleasant and efficient working conditions, employees are held responsible for keeping their work area clean and orderly, free from unnecessary items.

Maintenance people have been employed by the Village to keep the buildings and facilities clean and orderly. It is, however, expected that employees assist in the housekeeping efforts with respect to their personal work area, as well as that of general use, such as lunchrooms and restroom facilities.

7.7 Personal Telephone Calls: Village employees are expected to make personal telephone calls, other than bonafide emergency situations, on their own time. Any non-

business related long distance telephone calls that are made on telephones billed to the Village must be reimbursed directly to the Finance Department.

7.8 Safety: It is the policy of the Village of Orland Park to provide and maintain safe and healthful working conditions for all employees.

It is the responsibility of each employee to observe safety regulations and to use any safety equipment provided in performance of their duties. Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of their employment, to prevent injuries to themselves, their fellow employees and to conserve Village property and equipment.

7.9 Report of Injury: It is the responsibility of all employees to immediately report all personal injuries, or injury to others, incurred while on duty, regardless of how minor, according to established procedure set forth by the Village Manager (Appendix 10.10).

7.10 Purchase of Goods and Services: Prior to the direct purchase of any goods or services for the Village, employees must secure permission from their Department Director. Authorization from the Village Manager may also be required. Employees must follow Village purchasing procedures.

7.11 Use of Village Equipment: Only authorized Village employees, elected and/or appointed officials are allowed to use and operate Village equipment which includes but is not limited to: office equipment, copiers, computers, maintenance equipment, power tools, etc. The use of this equipment should only be for authorized purposes required in the performance of an employee's assigned duties.

7.12 Maintenance and Use of Village-Owned Vehicles: Only authorized Village employees, elected and/or appointed officials are allowed to drive Village-owned vehicles, unless otherwise so authorized by the Village Manager.

When using Village-owned vehicles, employees will make every effort to obey the laws of the Village and State, and will use every available precaution to safeguard the condition of the vehicle and the public. All Village vehicles are non-smoking environments.

To minimize risk to the Village, it is required that employees be at least 18 years of age to operate Village owned vehicles. They must also have a valid driver's license appropriate for the vehicle they are operating.

When not in use, Village-owned vehicles and equipment will be properly locked so as to avoid any theft or destruction.

At the discretion of the Village Manager, specified employees may be authorized a take-home vehicle. Non-work use will be limited to commuting to and from their work site. However, because Department Directors are on 24-hour call, Directors with take home autos may use the autos for personal use. Employees with take home autos (except sworn police) are subject to the appropriate IRS regulations regarding take home autos.

Any employee that violates the above rules will be subject to disciplinary action.

ARTICLE 8: DISCIPLINARY ACTION

Any employment discipline will be in accordance with procedures established by the general personnel rules and regulations, the rules and regulations of each department and those set forth in collective bargaining agreements, whichever is applicable.

8.1 Employee Responsibilities: It is the responsibility of all Village employees to perform their duties and responsibilities to the maximum of their abilities, given the resources available, and to comply with and assist in carrying into effect the provisions of the Village's personnel rules and regulations. Failure to do so, and failure to follow reasonable work rules and expectations of their supervisors, in the judgement of the manager, will result in discipline which may include dismissal.

It is the duty of every employee to attempt to correct any faults or deficiencies in their performance when called to their attention, and to make every effort to avoid conflict with the Village rules and regulations.

8.2 Employer Responsibilities: It is the duty of every supervisor to discuss and document in written form, to the extent practical, improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action.

Normally, discipline will be of an increasingly progressive nature, provided that nothing herein shall be construed to require discipline in an increasingly progressive nature if the facts and circumstances warrant more severe disciplinary measures as determined by the Village in its sole discretion. The steps of normal progression are/but not limited or tied to: oral warning, written warning, suspension, and dismissal.

The following are examples of serious misconduct that could warrant severe disciplinary measures and will not be permitted and may result in immediate discharge:

- Unlawful use of possession of narcotics or other controlled substances while at work.
- Unauthorized usage of a keycard, such as use by an individual other than the person to whom the card was issued.
- Unauthorized possession of firearms or other illegal weapons while at work.
- Refusal or intentional failure to perform reasonable assigned work.
- Grossly insubordinate behavior toward Village management or officials.
- Severely inappropriate conduct on Village property including gambling, sexual harassment, fighting, criminal offense, or attempting to inflict bodily injury.
- Theft of any Village official or employee property or the property of another person (this includes duplication of copyrighted software products).
- Gross negligence causing damage to Village property.
- Material falsification of employment applications or other personnel records, time sheets, etc.

- Serious violations to the Village LAN security/Internet policy.
- Unexplained absence from work for three consecutive working days without notifying the appropriate supervisor.

The foregoing examples are not intended to be all inclusive.

8.3 Notification of Disciplinary Action: Notice of disciplinary action to unionized employees will conform to rules set forth by the applicable collective bargaining agreement. A written notice shall be given to each employee who is not subject to a collective bargaining agreement stating the reasons for a contemplated disciplinary action against that employee, except for an oral warning.

Non-probationary employees of the Village of Orland Park shall normally be subject to discipline in accordance with the procedures set forth in this Article of the Employee Manual. However, employees of the Village of Orland Park are employees at will, and have no legal right, contractual or otherwise, to continued employment or to any particular procedures for disciplinary action. These procedures are intended as a guide for Village supervisory and managerial personnel so as to make Village supervisors and managerial employees aware of the expectations of the Village Board as to the processes that should ordinarily be followed for employee discipline. A failure of Village supervisory or managerial staff to follow the policies or guidelines set forth in this Article will not entitle the employee to any right of court action or to any legal remedy.

Any probationary, temporary, seasonal or part-time employee may be suspended or dismissed at any time by the Village Manager, for any reason whatsoever, or for no reason at all. Such employees are at-will employees and shall not have the right of appeal from any such action.

ARTICLE 9: CONFLICT RESOLUTION

Employees covered under collective bargaining agreements should refer to their respective agreements.

9.1 The Village of Orland Park believes in the fair and equitable treatment of all employees. From time to time an employee may have a problem affecting his work or a difference of opinion with his supervisor's interpretation and/or application of a Village policy. In the event the problem cannot be resolved informally, a conflict resolution procedure exists for employees to seek assistance in resolving the conflict. Specific information regarding the conflict resolution procedure can be obtained by contacting the Human Resources Office.

Should an employee have a problem with another employee, the employees should discuss the issues and try to resolve it on their own and with little disruption to the work environment. However, in the event the problem cannot be resolved informally, the employee should contact their supervisor or the Human Resources Director for confidential assistance.

ARTICLE 10: APPENDIX

10.1 Organizational Chart

10.2 Benefits Summary

New Hire Sick and Personal Leave Accruals
HMO Summary
PPO Summary

10.3 Conferences and Seminars Authorization to Attend and Handling of Travel Expenses

10.4 Dress Code

10.5 Employee Assistance Program

10.6 FMLA

Federal Register Guide to Employee Rights
Village Forms and Notices

10.7 Flextime

10.8 Internet/Electronic Mail Policy

10.9 Personnel Action Form (PAF)

10.10 Reporting of Injuries

10.11 Sexual Harassment Policy

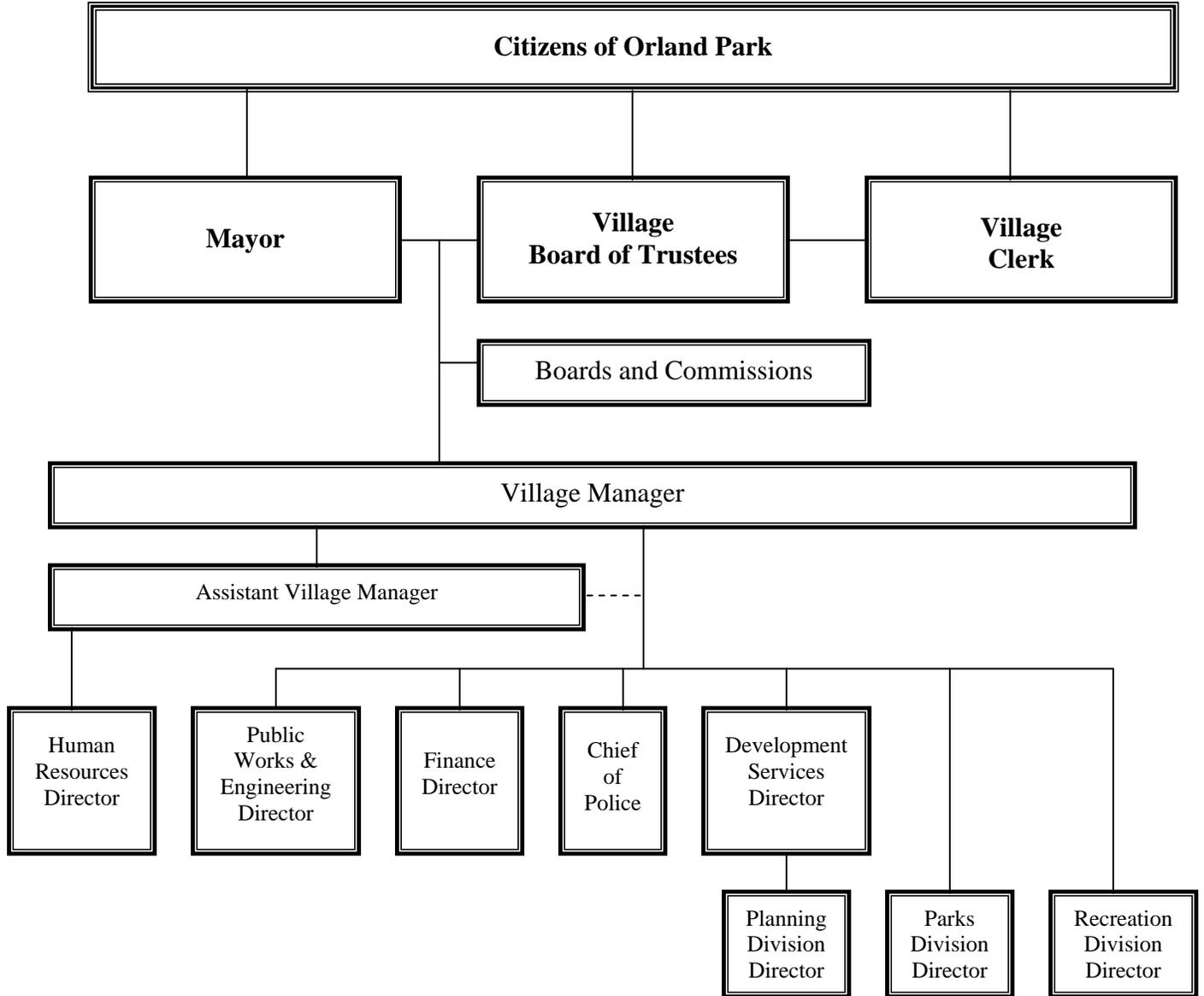
10.12 Short-Term Disability Ordinance 1189

10.13 Smoking Policy

10.14 Tuition Reimbursement Form

10.15 The State Officials and Employees Ethics Act Ordinance 3871

General Fund
Organizational Chart
Fiscal Year 2008



**2008 BENEFITS SUMMARY FOR
VILLAGE OF ORLAND PARK FULL-TIME EMPLOYEES**

Insurance Coverage

- Provider:** Blue Cross & Blue Shield of Illinois
- Optional Plan Coverage:** HMO or PPO: Either plan provides single or family coverage
- HMO:** No premium co-payment-single or family coverage. No deductibles apply.
- PPO:** Single coverage: \$60.00 premium co-payment per month. Family coverage: premium co-payment of \$120.00 per month. (employee premium subject to change each year)
- AFLAC:** Voluntary supplemental health insurance program, payable through pre-tax payroll deduction. Contact our AFLAC representative.
- Life Insurance:** Employee: Twice annual salary, maximum coverage: \$150,000. Spouse \$2,000 Child: \$1,000
- Dental (Delta):** Provider is Delta Dental. \$25 deductible per person up to \$75 maximum per family for PPO dentist. \$50 deductible per person up to \$150 maximum for participating dentist and same for non-participating dentist.
- Prescription Drug Plan:** PPO: \$8 per generic prescription; \$12 per name brand prescriptions.
HMO: \$5 per generic prescription; \$10 per name brand prescriptions.
\$20 co-pay if you choose a brand prescription when generic is available.
(employee premium subject to change 10/1 of each year)
- Vision:** Provider is VSP. Participating optician/doctor: \$10 deductible for eye exam; \$25 deductible for materials. Plan pays for necessary corrective lenses, employee pays for options. Plan pays up to wholesale cost of frames or \$95 toward contact lenses. Non-participating optician/doctor: employee is reimbursed according to schedule.
- Pension Plan (IMRF):** Employee contributes 4.5 % of salary, Village contributes at a rate that varies yearly.
- Deferred Compensation:** Voluntary/Contributory administered through Nationwide Retirement Solutions , ICMA, The Hartford.
- Credit Union:** Voluntary/Contributory with New Century Federal Credit Union or Central Credit Union of Illinois, administered through payroll department.
- Tuition Reimbursement:** Eligible after 1 year of employment upon pre-approval of Village Manager.
- Vacation:**
- | | |
|--------------------------|---------|
| 1 - 5 years of service | 10 days |
| 6 - 10 years of service | 15 days |
| 11 - 20 years of service | 20 days |
- Holidays:** 9 days, taken on designated Village holidays.
- Floating Holidays:** 2 days, must be taken as a full day, credited January 1.
- Sick Days:** 64 hours annually, credited January 1. New employees are credited with prorated sick leave until the end of their first year. No limit on accumulation and may be used in lieu of disability for 100% salary.
- Personal Days:** 32 hours annually (4 days, prorated), may be taken in one-hour increments. Must be used in the calendar year earned. Credited January 1.
- Jury Duty:** Employees receive full pay for service on normally scheduled workdays, provided they sign over to the Village of Orland Park any compensation received for said service.
- Bereavement Days:** 1 to 3 days as needed; immediate family.
- Employee Assistance Program (EAP):** Provides counseling services for full-time employees and their families free of charge. Appointments can be made by contacting Metropolitan Family Services at 708-974-2300.
- Movie Ticket Discounts:** Movie discount tickets for local theaters can be purchased through the Cashier's Office.

**Blue Cross and Blue Shield Of Illinois
PPO Benefits Highlight Sheet**

Village of Orland Park		
Lifetime Comprehensive Major Medical Coverage	\$2,000,000	
	PPO	Non-PPO
Deductible – common deductible for PPO and Non-PPO. Family deductible is on an aggregate basis.	Individual: \$200 Family: \$600	
Out-of-Pocket Limit (OPX) The maximum amount of money an individual contributes toward covered medical services during any one calendar year, including the deductible. (MSA benefit reduction for non-compliance, charges in excess of the Scheduled Maximum Allowance and other benefits noted below with an asterisk (*) do not apply to the out-of-pocket limit.) Family OPX limit is on an aggregate basis.	Individual: \$500 Family: \$1,500	Individual: \$5,000 Family: \$15,000
Hospital	PPO	Non-PPO
Inpatient Hospital Services Room allowance is based on the hospital's most common semi-private room rate. Pre-Admission Testing, Skilled Nursing Facilities, Hospice and Coordinated Home Health Care are also paid on the same basis. Per admission deductible applies: No	100 % N/A	80 % N/A
Outpatient Surgery and Diagnostic Tests Hospital Includes X-rays, blood tests, CAT scans, MRIs, annual routine and diagnostic mammograms and PSA tests performed at a hospital.	100 %+	80 %+
Outpatient Hospital Services Including Radiation, Chemotherapy, and Renal Dialysis.	100 %	80 %
Hospital Emergency Medical/Accident Care \$0 Copay* If admitted, copay is waived Initial treatment in hospital of accidental injuries or sudden and unexpected medical conditions with severe acute symptoms. If an inpatient admission occurs, MSA must be contacted within two business days or benefits will be reduced.	100 %+	100 %+
Serious Mental Illness Treatment		
Serious mental illness, as defined by the law and the Diagnostic and Statistical Manual (DSM) published by the American Psychiatric Association, includes the following psychiatric illness categories: schizophrenia; paranoia and other psychotic disorders; bipolar disorders (hypomanic, manic, depressive and mixed); major depressive disorders (single episode or recurrent); schizoaffective disorders (bipolar or depressive); pervasive developmental disorders; obsessive-compulsive disorders; depression in childhood and adolescence; and panic disorders. Outpatient: 60 visits/calendar year Inpatient: 45 days/calendar year. Inpatient: Per admission deductible applies: No	100 % 100 % N/A	80 % 80 % N/A

* Copayments do not apply to any out-of-pocket expense limit.
+ Deductible does not apply.
Coinsurance amounts, except as otherwise noted, apply to the PPO Out-of-Pocket Expense Limit.
In addition to the benefits in this document, benefits for covered individuals who live outside Illinois will meet all extraterritorial requirements of those states, according to the group's funding arrangements.
Note: This sheet only highlights the general program. Specific program details are contained in the Master Policy issued to the Group.
Rev: January 4, 2007 Effective Date:

**Blue Cross and Blue Shield Of Illinois
PPO Benefits Highlight Sheet**

Other Mental Health and Chemical Dependency Services (Payment for Professional Services will be based on SMA-Schedule of Maximum Allowances)	PPO Contracted providers agree to accept the SMA as payment in full	Non-PPO Providers may bill for the difference between the SMA and their billed charge
Mental Health Services Outpatient (30 visits/calendar year) Inpatient (30 days/calendar year)	50 %* 100 %*	50 %* 80 %*
Chemical Dependency Outpatient (30 visits/calendar year) Inpatient (30 days/calendar year)	50 %* 100 %*	50 %* 80 %*
Are Mental Health and Chemical Dependency combined? Yes		
Professional Services (Based on SMA-Schedule of Maximum Allowances)	PPO Contracted providers agree to accept the SMA as payment in full	Non-PPO Providers may bill for the difference between SMA and their billed charge
Physician Office Visits	90 %	80 %
Medical/Surgical Benefits or Inpatient/Outpatient Physician Services Includes radiologist's, anesthesiologist's and surgeon's charges.	90 %	80 %
Well Adult Care Benefits Age 16 and above, including physical exams, diagnostic tests and immunizations limited to \$500 per calendar year.	100 %+	80 %
Well Child Care Benefits To age 16, including physical exams, diagnostic tests and immunizations.	90 %	80 %
Muscle Manipulations	90 %	80 %
Physical, Speech and Occupational Therapy Maximum \$5,000 per calendar year per therapy	90 %*	80 %*
Other Covered Services		
<ul style="list-style-type: none"> • Ambulance • Durable Medical Equipment and Prosthetics (Rental price covered up to the purchase price) • Blood and blood components • Leg, arm and neck braces • Private duty nursing* Maximum \$1,000 per month • Temporomandibular Joint Dysfunction (TMJ)* Lifetime Maximum \$2,500 • Allergy shots • Oxygen (includes administration) • Surgical dressings • Casts and splints 	80 %	
Prescription Drugs*+	Participating	Non-Participating
Drugs paid at 100 % after copay at participating pharmacies. Drugs paid at 100 % after copay through home delivery for maintenance medications. Drugs paid at 75 % after copay at non-participating pharmacies. Oral contraceptives available at retail or mail order.	\$8 copay*+ for generic drugs \$12 copay*+ for brand name drugs with no generic equivalent available. \$20 copay*+ for brand drugs with generic equivalents available.	75% of allowable charge after copay*+

* Copayments do not apply to any out-of-pocket expense limit.

+ Deductible does not apply.

Coinsurance amounts, except as otherwise noted, apply to the PPO Out-of-Pocket Expense Limit.

In addition to the benefits in this document, benefits for covered individuals who live outside Illinois will meet all extraterritorial requirements of those states, according to the group's funding arrangements.

Note: This sheet only highlights the general program. Specific program details are contained in the Master Policy issued to the Group.

Effective Date:

Rev: January 4, 2007

**Blue Cross and Blue Shield Of Illinois
PPO Benefits Highlight Sheet**

Basic Provisions	
Medical Services Advisory (MSA):	When members receive covered inpatient hospital service, coordinated home health care, skilled nursing facility, or private duty nursing the member is responsible for notifying the MSA one day prior to elective admissions. Emergency and Obstetric Admission Notification required within two working days of admittance. If an employee elects not to notify MSA Advisor or follow advice given, hospital benefits will be reduced by \$1,000.
Transplant Coverage:	Cornea, Kidney, bone marrow, heart valve, heart, heart/lung, lung, pancreas, and pancreas/kidney, muscular-skeletal or parathyroid human organ or tissues. Transplants are paid as any other condition but must have prior procedural approval by MSA, and in addition, facility approval for transplants involving heart, heart/lung, lung, liver, pancreas and pancreas/kidney.
Dependent Eligibility:	Unmarried to age 19, part-time students to age 23, full-time student, to age 25..
Coordination of Benefits:	This program coordinates benefits with other group plans.
Pre-existing Conditions/ Waiting Period:	Timely enrollees and special enrollees subject to 12 month waiting period, with credit given for prior creditable coverage. Late enrollees subject to 18 month waiting period.

* Copayments do not apply to any out-of-pocket expense limit.

+ Deductible does not apply.

Coinsurance amounts, except as otherwise noted, apply to the PPO Out-of-Pocket Expense Limit.

In addition to the benefits in this document, benefits for covered individuals who live outside Illinois will meet all extraterritorial requirements of those states, according to the group's funding arrangements.

Note: This sheet only highlights the general program. Specific program details are contained in the Master Policy issued to the Group.

Effective Date:

Rev: January 4, 2007

The HMOs of Blue Cross and Blue Shield of Illinois

HMO Illinois and BlueAdvantage HMOSM

300 East Randolph, Chicago, IL 60601 • Member Services: (800)892-2803 • www.bcbsil.com

2006 Description of Coverage

Village of Orland Park H06652/0512, 1510, 2510, 8510

October 1, 2006

The Managed Care Reform and Patient Rights Act of 1999 established rights for enrollees in health care plans. These rights cover the following:

- What emergency room visits will be paid for by your health care plan.
- How specialists (both in and out of network) can be accessed.
- How to file complaints and appeal health care plan decisions, including external independent reviews.
- How to obtain information about your health care plan, including general information about its financial arrangements with providers.

You are encouraged to review and familiarize yourself with these subjects and the other benefit information in the attached Description of Coverage Worksheet. **SINCE THE DESCRIPTION OF COVERAGE IS NOT A LEGAL DOCUMENT**, for full benefit information please refer to your contract or certificate, or contact your health care plan at **(800) 892-2803**. In the event of any inconsistency between your Description of Coverage and contract or certificate, the terms of the contract or certificate will control.

For general assistance or information, please contact the Illinois Department of Insurance Office of Consumer Health Insurance at **(877) 527-9431** or in writing to either of the following addresses:

**320 West Washington Street
Springfield, IL 62767-0001**

**100 West Randolph Street, Suite 15-100
Chicago, IL 60601-3251**

You may also contact the department online at **<http://www.state.il.us/ins/>**.

(Please be aware that the Office of Consumer Health Insurance will not be able to provide specific plan information. For this type of information you should contact your health care plan directly.)



**BlueCross BlueShield
of Illinois**

Basics		Description of Coverage		
Your Doctor		Choose a medical group and primary care physician (PCP) for each member of your family from our directory or Web site. Each female member may select a Woman's Principal Health Care Provider (WPHCP) in addition to her PCP. A member's PCP and WPHCP must have a referral arrangement with each other. All care must be provided or coordinated by your PCP, WPHCP or medical group/Independent Practice Association (IPA).		
Annual Deductible		none		
Out-of-Pocket Maximum (excludes drugs, vision, durable medical equipment and prosthetics)	Individual	\$1500/calendar year		
	Family	\$3000/calendar year		
Lifetime Maximums		none		
Pre-existing Condition Limitations		none		
In the Hospital		Description of Coverage	Health Care Plan Covers	You Pay
Number of Days of Inpatient Care		unlimited days	n/a	n/a
Room & Board		private or semi-private room	100%*	\$0
Surgeon's Fees		covered	100%*	\$0
Doctor's Visits		covered	100%*	\$0
Medications		covered	100%*	\$0
Other Miscellaneous Charges		see exclusions	100%*	\$0
Emergency Care				
Emergency Services (medical conditions with acute symptoms of sufficient severity such that a prudent layperson could reasonably expect the absence of medical attention to result in serious jeopardy of the person's health, serious impairment to bodily functions or serious dysfunction to any bodily organ or part.)		covered services performed in a hospital emergency room in or out of area. Copay, if any, waived if admitted.	100%*	\$50
Emergency Post-stabilization Services covered if approved by PCP		primary care physician	100%*	\$0
		specialist	100%*	\$0
In the Doctor's Office				
Doctor's Office Visit (copayment covers the visit and all covered services provided)		primary care physician	100%*	\$0
		specialist	100%*	\$0
Routine Physical Exams		covered	100%*	\$0
Diagnostic Tests and X-rays		covered	100%*	\$0
Immunizations		covered	100%*	\$0
Allergy Treatment & Testing		covered	100%*	\$0
Wellness Care		covered	100%*	\$0

* HMO pays 100 percent of covered charges after member's copayment, if any, is paid.

Medical Services		Description of Coverage	Health Care Plan Covers	You Pay
Outpatient Surgery		hospital facility	100%*	\$0
		physician(s)	100%*	\$0
Maternity Care	Hospital Care	unlimited days	100%*	\$0
	Physician Care	copay, if any, for 1 st visit only	100%*	\$0
Infertility Services		based on your group policy	100%* if covered	\$0
Mental Health	Outpatient	20 visits/CY	100%*	\$20
	Inpatient	20 days/CY	100%*	\$0
Substance Abuse/ Chemical Dependency	Outpatient	20 visits/CY	100%*	\$20
	Inpatient	20 days/CY	100%*	\$0
Outpatient Rehabilitation Services (includes, but is not limited to, physical, occupational or speech therapy)		60 visits combined/CY	100%*	\$0
Other Services				
Durable Medical Equipment		covered	100%*	\$0
Prosthetic Devices		covered	100%*	\$0
Ambulance Service		covered	100%*	\$0
Hospice		covered	100%*	\$0
Coordinated Home Care (excludes custodial care)		covered	100%*	\$0
Prescription Drug – up to 34 day supply per script	Generic	based on your group policy	100%*	\$5
	Formulary Brand	based on your group policy	100%*	\$10
	Non-formulary Brand	based on your group policy	100%*	\$20
	Self-injectable	based on your group policy	100%*	\$50
Prescription Drug • up to 90 day supply per script • visit www.bcbsil.com or call Member Services for information on the 90 day pharmacy network	Generic	based on your group policy	100%*	\$5
	Formulary Brand	based on your group policy	100%*	\$10
	Non-formulary Brand	based on your group policy	100%*	\$20
	Self-injectable	based on your group policy	100%*	\$50
Dental Services		see limitations, pages 5-6	100%*	\$0
Vision Care	Exams	one every 12 months	100%*	\$0
	Eyewear	based on your group policy	0%	remainder

* HMO pays 100 percent of covered charges after member's copayment, if any, is paid.

Service Area

The HMO Illinois and BlueAdvantage HMO service areas include the Illinois counties of Boone, Christian, Cook, DeKalb, DuPage, Fulton, Greene, Grundy, Iroquois, Kane, Kankakee, Kendall, Lake, LaSalle, Lee, Livingston, Logan, Macoupin, Mason, McHenry, Menard, Monroe, Morgan, Ogle, Peoria, Sangamon, Stark, St. Clair, Stephenson, Tazewell, Whiteside, Williamson, Will, Winnebago and Lake county in Indiana. The HMO Illinois service area also includes Kenosha county in Wisconsin. *Please note: Some employer groups may have different service areas (see your employer for details) and the service area is subject to change.*

Exclusions and Limitations

To receive benefits, all care must be provided or coordinated by the member's Primary Care Physician (PCP) or Woman's Principal Health Care Provider (WPHCP) or medical group/Independent Practice Association (IPA), except substance abuse/chemical dependency, vision care and hospital emergency care benefits, which are available at contracting providers without a PCP referral.

Below is a summary list of exclusions and limitations. Your plan may have specific exclusions and limitations not included on this list – check *Your Certificate of Health Care Benefits*.

Exclusions

1. Services or supplies that are not specifically listed in *Your Certificate of Health Care Benefits*.
2. Services or supplies that were not ordered by your primary care physician or Woman's Principal Health Care Provider, except as explained in the *Certificate*.
3. Services or supplies received before your coverage began or after the date your coverage ended.
4. Services or supplies for which benefits have been paid under any Workers' Compensation Law or other similar laws.
5. Services or supplies that are furnished to you by the local, state or federal government and services or supplies to the extent payments or benefits for such services are provided by or available from the local, state or federal government (for example, Medicare) whether or not those payments or benefits are received; except,

however, this exclusion shall not be applicable to medical assistance benefits under Article V, VI or VII of the Illinois Public Aid Code or similar legislation of any state, benefits provided in compliance with the Tax Equity and Fiscal Responsibility Act or as otherwise provided by law.

6. Services or supplies rendered to you as the result of an injury caused by another person to the extent that you have collected damages for such injury and that the Plan has provided benefits for the services or supplies rendered in connection with such injury.
7. Services or supplies that do not meet accepted standards of medical or dental practice including, but not limited to, services which are investigational in nature.
8. Custodial care services.
9. Services or supplies rendered because of behavioral, social maladjustment, lack of discipline or other antisocial actions, which are not specifically the result of mental illness.
10. Special education therapy, such as music therapy or recreational therapy.
11. Cosmetic surgery and related services and supplies unless correcting congenital deformities or conditions resulting from accidental injuries, tumors or disease.
12. Services or supplies received from a dental or medical department or clinic maintained by an employer, labor union or other similar person or group.
13. Services or supplies for which you are not required to make payment or would have no legal obligation to pay if you did not have this or similar coverage.
14. Charges for failure to keep a scheduled visit or for completion of a claim form or charges for transferring medical records.
15. Personal hygiene, comfort or convenience items commonly used for purposes that are not medical in nature, such as air conditioners, humidifiers, physical fitness equipment, televisions or telephones.
16. Special braces, splints, specialized equipment, appliances, ambulatory apparatus or battery controlled implants.

17. Prosthetic devices, special appliances or surgical implants unrelated to the treatment of disease or injury, for cosmetic purposes or for the comfort of the patient.
 18. Nutritional items such as infant formula, weight-loss supplements, over-the-counter food substitutes and non-prescription vitamins and herbal supplements.
 19. Blood derivatives which are not classified as drugs in the official formularies.
 20. Marriage counseling.
 21. Hypnotism.
 22. Private-duty nursing.
 23. Routine foot care, except for persons diagnosed with diabetes.
 24. Self-management training, education and medical nutrition therapy.
 25. Services or supplies which are rendered for the care, treatment, filling, removal, replacement or artificial restoration of the teeth or structures directly supporting the teeth.
 26. Treatment of temporomandibular joint syndrome with intraoral prosthetic devices or any other method which alters vertical dimension or treatment of temporomandibular joint dysfunction not caused by documented organic joint disease or physical trauma.
 27. Services or supplies rendered for human organ or tissue transplants, except as stated in the *Certificate*.
 28. Hearing aids.
 29. Wigs (also referred to as cranial protheses).
- excision of exostoses of the jaws and hard palate (provided that this procedure is not done in preparation for dentures or other prostheses),
 - treatment of fractures of the facial bone,
 - external incision and drainage of cellulitis,
 - incision of accessory sinuses, salivary glands or ducts, and
 - reduction of, dislocation of or excision of the temporomandibular joints.
2. Benefits for treatment of dental injury due to accident are limited to treatment of sound natural teeth.
 3. Benefits for outpatient rehabilitative therapy are limited to therapy which is expected to result in significant improvement within two months in the condition for which it is rendered.
 4. Family planning benefits are not available for repeating or reversing sterilization.
 5. Benefits for elective abortion are limited to two per lifetime and are not covered under all benefit plans.
 6. Benefits for infertility, when covered, are not provided for services or supplies:
 - rendered to a surrogate for purposes of childbirth,
 - selected termination of an embryo in cases where the person's life is not in danger,
 - cryo-preservation or storage of sperm, eggs or embryos,
 - non-medical costs of an egg or sperm donor,
 - travel costs for travel within 100 miles of the covered person's home or which is not medically necessary or which is not required by the plan, and
 - infertility treatments which are determined to be investigational, in writing, by the American Fertility Society or American College of Obstetrics and Gynecology.
 7. Benefits for ambulance service are limited to certified ground ambulance, except for human organ transplants.
 8. Human organ transplants must be performed at a plan-approved center for human organ transplants and benefits do not include organ transplants

Limitations

In addition to the exclusions noted, the following limitations apply:

1. Benefits for oral surgery are limited to:
 - surgical removal of completely bony impacted teeth,
 - excision of tumors or cysts from the jaws, cheeks, lips, tongue, roof or floor of the mouth,
 - surgical procedures to correct accidental injuries of the jaws, cheeks, lips, tongue, roof or floor of the mouth,

and/or services or supplies rendered in connection with an organ transplant which are investigational as determined by the appropriate technological body; drugs which are investigational; storage fees; services provided to any individual who is not the recipient or actual donor, unless otherwise specified in this provision; cardiac rehabilitation services when not provided to the transplant recipient immediately following discharge from a hospital for transplant surgery; or travel time or related expenses incurred by a provider.

9. Hospice benefits are only available for persons having a life expectancy of six months or less.
10. Prescription drug benefits, when covered, do not include drugs used for cosmetic purposes; any devices or appliances; any charges incurred for administration of drugs; or refills if the prescription is more than one year old.
11. Vision exams are limited to one per 12 month period. Vision coverage does not include benefits for:
 - recreational sunglasses
 - orthoptics, vision training, subnormal vision aids, aniseikonic lenses or tonography
 - additional charges for tinted, photo-sensitive or anti-reflective lenses beyond the benefit allowance for regular lenses
 - replacement of lenses, frames or contact lenses, which are lost or broken unless such lenses, frames or contact lenses would otherwise be covered according to the benefit period limitations
12. Durable Medical Equipment rental is covered up to the price of purchase.
13. Mental health and chemical dependency treatment benefits may be limited – see your *Certificate*.
14. Rehabilitation therapy benefits may be limited – see your *Certificate*.
15. Maternity inpatient hospital benefits are limited to 48 hours after birth for vaginal deliveries and 96 hours after birth for cesarean deliveries, unless a longer stay is medically necessary.

Pre-certification and Utilization Review

All benefits are provided or coordinated by your PCP or WPHCP. Therefore, certification by the member is not required. Utilization review is conducted by your medical group/IPA, not by the HMO. To ensure fair and consistent decisions regarding medical care, the HMOs of Blue Cross and Blue Shield of Illinois require medical groups/IPAs to use nationally recognized utilization review criteria.

Primary Care Physician (PCP) Selection

Each member must join a contracting medical group/IPA and select a PCP affiliated with that medical group/IPA to provide and coordinate care. Each female member may also choose an OB/GYN to be her Woman's Principal Health Care Provider (WPHCP). A member's PCP and WPHCP must have a referral arrangement with each other. A member has access to her WPHCP as often as needed without a PCP referral. Members may change PCPs/WPHCPs – refer to the Member Handbook or *Certificate* for instructions and exceptions. Listings of contracting providers are available in the printed HMO directory or online at www.bcbsil.com.

Access to Specialty Care

If clinically appropriate, your PCP or WPHCP will refer you to a specialist, usually within the same medical group as your PCP. If the member's preferred network specialist does not have a referral arrangement with your PCP/WPHCP, you may choose a new PCP/WPHCP with whom the specialist has such an arrangement. You can ask your PCP for a standing referral for conditions that require ongoing care from a specialist physician. Standing referrals may be made for a specified number of visits or a time period up to one year. Specialist copays may differ, depending on plan design.

Out-of-Area Coverage

When you are out of state, urgent care and hospital emergency room services are available through a network of contracting Blue Cross and Blue Shield providers. When you are out of state for a minimum of 90 consecutive days, guest membership may be arranged in participating communities throughout the U.S. with the Guest Membership Coordinator.

Financial Responsibility

You are responsible for copayments at time of service, as shown in the Description of Coverage. You are also responsible for payment for care not provided or coordinated by your PCP or WPHCP, except where otherwise noted. You should contact your employer's benefit administrator to confirm the level of your contribution to the premium.

Continuity of Treatment (Transition of Care)

If a physician you are currently obtaining services from leaves the HMO network, you have the right to request transition of care benefits. To qualify for transition of care services, you must currently be undergoing a course of evaluation and/or medical treatment or be in the second or third trimester of pregnancy. The ongoing evaluation and/or medical treatment concerns a condition or disease that requires repeated health care services under a physician's treatment plan, with the potential for changes in a therapeutic regimen.

Transitional services may be authorized for up to 90 days from the date the physician terminated from the network. Authorization of services depends on the physician's agreement to comply with contractual requirements and submit a detailed treatment plan, including reimbursement from the HMO at specified rates and adherence to the HMO's quality assurance requirements, policies and procedures. All care must be transitioned to your new HMO PCP in the medical group/IPA after the transition period has ended. Coverage will be provided only for benefits outlined in your *Certificate*.

Existing members: Submit a written Transition of Care request *within 30 days* of receiving notice of the termination of the physician or medical group/IPA.

New members: Submit a written Transition of Care request *within 15 days* after your eligibility effective date. When submitting the transition of care form prior to your effective date, please include a copy of the signed application and/or confirmation of enrollment with the HMO.

Submit the request to:

Blue Cross and Blue Shield of Illinois
Customer Assistance Unit, Transition of Care
300 East Randolph Street, 23rd Floor
Chicago, IL 60601

Include the following information:

- Policyholder's name and work/home phone numbers
- Group and ID numbers
- Chosen medical group site
- Chosen PCP name, address and phone/fax numbers
- Current treating physician
- Clinical diagnosis
- Presenting clinical condition (if applicable)
- Reason for transition of care request
- Expected effective date with the HMO or new medical group/IPA (if applicable)

You will be notified within 15 business days of the outcome of your Transition of Care request.

Appeals Process

You can file an appeal by writing to the HMO or calling Member Services.

Non-urgent Clinical Appeal

After the appeal is received, the HMO Level II Appeal Committee will request any additional information needed to evaluate your appeal and make a decision about your appeal within 15 days after receiving the required information.

You will be informed in advance that you, or someone representing you, have the right to appear before the Committee either in person, via conference call or some other method. You will also receive a verbal notification of the HMO's decision. A written notification will be sent within five business days of the appeal determination. Your representative (if any), your PCP and any other health care provider involved in the matter will receive the same verbal and written notices.

Urgent Clinical Appeal

After the appeal is received, the HMO Level II Appeal Committee will request any additional information needed to evaluate your appeal and make a decision about your appeal and notify you by phone within 24 hours – or no later than three calendar days – of the initial receipt of the clinical appeal request.

You will be informed in advance that you, or someone representing you, have the right to appear before the Committee either in person, via conference call or some other method. You will also receive a verbal notification of the HMO's decision. A written notification will be sent within two business days of the appeal determination. Your representative (if any), your PCP and any other health care provider involved in the matter will receive the same verbal and written notices.

Non-Clinical Appeal

A non-clinical appeal concerns an adverse decision of an inquiry, complaint or action by the HMO, its employees or its independent contractors that has not been resolved to your satisfaction. A non-clinical appeal relates to administrative health care services that include (but are not limited to) membership, access, claim payment, denial of benefits, out-of-area benefits and coordination of benefits with another health carrier.

To begin a Level I appeal, notify Member Services by telephone or in writing that you want to pursue a non-clinical appeal. The HMO will send you a written confirmation within five business days of receiving your request. If your appeal can be resolved with existing information, the HMO will inform you of its decision within 30 business days.

If additional information is needed from either you or your medical group/IPA, the HMO will request that it be provided within five business days. The appeal decision will be made within 30 business days. When the decision cannot be made within 30 business days, due to circumstances beyond the HMO's control, the HMO will inform you in writing of the delay. A decision will be made on or before the 45th business day of receiving the appeal.

If the appeal is denied, you will be notified that your case is being referred to a Level II review. You or a representative has the right to appear in person, via conference call or some other method. After receiving your Level II appeal, the HMO will notify you in writing at least five business days before the Level II Appeals Committee meets. You will receive the Committee's decision in writing within five business days of the meeting and within 30 business days of beginning the Level II appeal process.

ANY ENROLLEE NOT SATISFIED WITH THE PLAN'S RESOLUTION OF ANY CLINICAL APPEAL, APPEAL OR COMPLAINT MAY APPEAL THE FINAL PLAN DECISION TO THE DEPARTMENT OF INSURANCE, CONSUMER SERVICES SECTION, THROUGH ONE OF THE FOLLOWING LOCATIONS:

- **100 West Randolph Street, Suite 15-100
Chicago, IL 60601-3251**
- **320 West Washington Street, Springfield,
IL 62767-0001**

You may also contact the Department of Insurance by phone or online at:

- **(877) 527-9431**
- **<http://www.state.il.us/ins/>**

IMPORTANT: External review determinations might not be appealable through the Department of Insurance.

Members have the right to request information on the financial relationships between the HMO and any health care provider; the percentage of copayments, deductibles and total premiums spent on health care; and HMO administrative expenses.

For any additional information concerning this Description of Coverage, call the HMO's toll-free number at (800) 892-2803.

To receive a Description of Coverage specific to your benefits, call **(800) 892-2803** or return the enclosed pre-paid card.

In the event of any inconsistency between your Description of Coverage and contract, the terms of the contract or *Certificate* shall control.

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

BENEFIT HIGHLIGHTS

PPO Network

This provides only highlights of the benefit plans(s). After enrollment, members will receive a Certificate that more fully describes the terms of coverage.

Program Basics

PPO
(In-Network)

Non-PPO
(Out-of-Network)

Lifetime Benefit Maximum

Per individual

\$5,000,000

Individual Coverage Deductible*

\$1,050

Family Coverage Deductible*

Entire deductible must be met.

\$2,100

Individual Coverage Out-of-Pocket Expense (OPX) Limit

The amount of money that any individual will have to pay toward covered health care expenses during any one calendar year, including the deductible. The following items will **not** be applied to the out-of-pocket expense limit:

\$2,050

- Copayments
- Reductions in benefits due to non-compliance with utilization management program requirements
- Charges that exceed the eligible charge or the Schedule of Maximum Allowances (SMA)
- Services that are asterisked below (*)

Family Coverage Out-of-Pocket Expense (OPX) Limit

\$4,100

Outpatient Prescription Drugs

80%

Physician Services

Well Adult Care (age 16 and over)

Coverage for annual physical exam including routine diagnostic test received or ordered on the same day as the physical exam.

- Limited to one physical exam plus one gynecological exam per calendar year.

100%+

80% after deductible
\$500 maximum per
calendar year

Well Child Care (to age 16)

Coverage for physical exams, immunizations and routine diagnostic tests.

100%+

80% after deductible,
\$500 maximum per
calendar year

Maternity Services

100% after deductible

80% after deductible

Medical / Surgical Services

100% after deductible

80% after deductible

Hospital Services

Hospital Admission Deductible

Per admission, per individual

\$0

\$300

Inpatient Hospital Services

Coverage includes services received in a hospital, skilled nursing facility, coordinated home care and hospice. Room allowances based on the hospital's most common semi-private room rates.

100% after deductible

80% after deductible

Outpatient Hospital Services

Coverage for services includes, but is not limited to outpatient or ambulatory surgical procedures, x-ray, lab tests, chemotherapy, radiation therapy, renal dialysis, and mammograms performed in a hospital or ambulatory surgical center. Routine mammograms performed in an in-network outpatient hospital setting are payable at 100%, no deductible will apply.

100% after deductible

80% after deductible

Outpatient Emergency Care (Accident or Illness)

Each calendar year the program deductible must be met before benefits will begin under this policy. The coinsurance applies to both in- and out-of-network emergency room visits. The copayment is waived if the member is admitted.

\$75 copay, then 100%*



BENEFIT HIGHLIGHTS

Mental Health & Chemical Dependency

Serious Mental Illness Treatment

- Inpatient: Limited to 45 days per calendar year.
- Outpatient: Limited to 60 visits per calendar year (copayment applies if in physician's office).

Other Mental Health & Chemical Dependency Treatment Services

- Inpatient: Limited to 30 days per calendar year.
- Outpatient: Limited to 30 visits per calendar year. Lifetime maximum 100 visits.

PPO Network

**PPO
(In-Network)**

Inpatient:
100% after deductible

Outpatient:
100% after deductible

**Non-PPO
(Out-of-Network)**

Inpatient:
\$300 hospital deductible, then 80% after program deductible is met

Outpatient:
80% after deductible

Additional Services

Muscle Manipulation Services

Coverage for spinal and muscle manipulation services provided by a physician or chiropractor. Related office visits are paid the same as other Physician Office Visits.

- \$1,000 maximum per calendar year.

100% after deductible

80% after deductible

Therapy Services – Speech, Occupational and Physical

Coverage for services provided by a physician or therapist.

- \$5,000 maximum per therapy per calendar year

100% after deductible

80% after deductible

Temporomandibular Joint (TMJ) Dysfunction and Related Disorders

- \$2,500 lifetime maximum

100% after deductible

80% after deductible

Other Covered Services

- Private duty nursing - \$3,000 maximum per month
- Naprapathic services - \$1,000 maximum per calendar year
- Artificial limbs and other prosthetic devices
- Blood and blood components
- Ambulance services
- Orthotic appliances
- Prosthetic appliances
- Medical supplies

100% after deductible

See paragraph below regarding Schedule of Maximum Allowances (SMA).

+ Deductible does not apply

Durable Medical Equipment (DME) is a covered benefit. Please refer to Certificate for details.

Discounts on Eye Exams, Prescription Lenses and Eyewear

Members present their ID cards for discounts on eye exams, prescription lenses and eyewear at participating vision centers. Call (866) 273-0813 to locate a provider.

Blue Care Connection (BCC)

When members receive covered inpatient hospital services, coordinated home care, skilled nursing facility or private duty nursing, members are required to contact the BCC pre-notification line **1 business day prior** to any elective inpatient admission or within **2 business days after** an emergency or maternity admission. Failure to pre-notify with the BCC when required will result in benefits being reduced by \$1,000.

***More on Individual Coverage and Family Coverage Deductibles...**

- If a member has individual coverage, each calendar year he/she must satisfy an individual coverage deductible before receiving benefits under this policy. The amount of the individual deductible is indicated above on this benefit highlight sheet. After a member has claims for covered services in a calendar year, which exceed this deductible amount, benefits will begin.
- If a member and his/her dependents have family coverage, each calendar year they must satisfy the family coverage deductible before receiving benefits under this policy. The amount of the family deductible is indicated above on this benefit highlight sheet. Once a member's claims for covered services in a calendar year exceed this deductible amount, benefits will begin. That is, for the remainder of the calendar year, no other family member will be required to meet the deductible before receiving benefits. No one is eligible for benefits under family coverage until the entire family deductible has been satisfied.
- **Please note:** The deductible amount may be adjusted based on the cost-of-living adjustments determined under the Internal Revenue Code and rounded to the nearest \$50. Should the Federal Government adjust the deductible for high deductible plans as defined by the Internal Revenue Service, the deductible amount in the Certificate will be adjusted accordingly.

Schedule of Maximum Allowances (SMA)

The Schedule of Maximum Allowances (SMA) is not the same as a Usual and Customary fee (U&C). Blue Cross and Blue Shield of Illinois' SMA is the maximum allowable charge for professional services, including but not limited to those listed under Medical/Surgical and Other Covered Services above. The SMA is the amount that professional PPO providers have agreed to accept as payment in full. Providers who do not participate in the PPO network are not obligated to accept the SMA as payment in full and may bill for the balance of their actual charge above and beyond the SMA. When members use PPO providers, they avoid any balance billing other than applicable deductible, coinsurance and/or copayment.

To Locate a Participating Provider: Visit our Web site at www.bcsil.com/providers and use our Provider Finder® tool.

In addition, benefits for covered individuals who live outside Illinois will meet all extraterritorial requirements of those states, if any, according to the group's funding arrangements.

AUTHORIZATION TO ATTEND CONFERENCES, SEMINARS,
AND HANDLING OF TRAVEL EXPENSES

The Village has always advanced the training and professionalism of its staff and authorizes attendance to certain schools and conferences, and sometimes allows travel outside the Village to conduct Village business. The purpose of this regulation is primarily to set forth the policies governing reimbursement for conferences, seminars and travel expenses, and to describe certain procedural matters concerning travel authorization, documentation and accounting.

The Village's objectives are to allow travel arrangements that (1) conserve budgeted travel funds, (2) provide a uniform treatment for all employees, while (3) allowing the employee to carry out his mission in a manner that is dignified and reflects favorably upon his employer.

REGISTRATION

1. The Travel Advance/Check Request form must be approved by the Department Director and Village Manager well in advance of the event. The Finance Department has been instructed not to process any requests for advance travel and conference registration funds unless a copy of the subject form has been signed by the Village Manager and accompanies the Travel Advance/Check Request form.
2. A training seminar must not duplicate a prior seminar attended by the employee. Each request for training must be materially and substantially different from previous sessions attended by the same employee. Determination of materiality and substantive differentiation is solely at the manager's discretion. So you are advised to submit an explanation sufficient for those purposes.
3. At the conclusion of a training program the employee should submit a concise narrative report to their Department Director outlining benefits received by attending this program.
4. A Department Director may attend a national conference every other year and a reasonable number of regional or state conferences.
5. Usually registration fees will be paid by the Village in advance; however, in those situations where time does not permit prior arrangements the employee shall be reimbursed via their Expense Report. A receipt must be provided.

GENERAL TRAVEL

1. Employees are expected to economize and incur reasonable travel expenses, as if they were paying for the program themselves.
2. Travel expenses must be itemized on an Expense Report. This report must include mileage and receipts.

MEALS

1. The full per diem will be \$35 per day. For part day travel, the per diem will be accounted for as follows: Breakfast \$5.00, Lunch \$10.00, Dinner \$20.00.
2. If the registration or tuition fees include one or more meals, the per diem will be reduced to reflect the included meals. Copies of registration materials (agenda) will need to accompany the travel request form.
3. In order to account for the per diem, the travel times will need to be stated on the travel request. For example, "Depart Orland Park at 5:30 a.m. to Springfield arriving at 8:30 a.m" meals that meet the following criteria will be included in the per diem.

Breakfast: When travel begins before 6:00 a.m and extends beyond 8:00 a.m.

Lunch: When travel begins before noon and extends beyond 2:00 p.m.

Dinner: When travel begins before 6:00 p.m or when travel occurs during evening hours due to

special assignment.

4. No per diem will be allowed for travel confined to the Orland Park area.
5. The Village Manager or his designee will decide if travel is, and which meals are, reimbursable. The per diem will be paid as a reimbursement as part of the expense report submitted after the travel has been completed. Expense reports will be processed as part of regular bill listings only, **and will be submitted within two (2) weeks of returning from the event.**

TRANSPORTATION

1. An employee may use the most economical mode of transportation they prefer and will be reimbursed on the basis established by the following paragraphs. Ordinarily, round trip tickets would be purchased, but going by one mode and returning by another is allowed if schedules so dictate or if there is some advantage to the village.
2. Air travel reimbursement shall be limited to "tourist" or "economy" fares where such services are available. Travel to and from airports should be by bus or limousine where such services are in operation and by taxi only as a last resort.
3. Rail travel reimbursement shall be limited to coach fares for trips not involving overnight travel and to first class plus Pullman or roomette fares where sleeping accommodations are required.
4. Village cars may be used to travel to destinations of up to 250 miles. Special approval for longer trips may be granted by the Village Manager if there will be more than one passenger making the trip or if there is some other justification. Parking and garage charges are reimbursable, but the employee should exercise care by selecting a facility that charges economical rates. For trips of more than 250 miles, the normal total allowance for transportation shall not exceed the air passage less tax exemption, if such service is reasonably available.
5. Personal auto may be used for travel to destinations up to 600 miles or within feasible driving distance. Employees shall be reimbursed at the rate of **31 cents** per mile (1999 rate, subject to change per IRS guidelines), and all parking charges are reimbursable. Expenses for travel in personal autos shall not exceed air passage rates unless intermediate stops or layovers are to be made for Village business. All details regarding the mileage log is required on the expense form when submitting for reimbursement.
6. Local ground transportation shall be itemized and should be receipted in full whenever possible. Use of conference travel rates or travel agent is required in order to insure most economical fare.

LODGING

1. An employee is expected to make hotel or motel reservations well in advance whenever possible and take other actions to ensure that lodging is secured at moderate rates.
2. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned Village business. If a conference, for example, opens on Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday nights would be allowed. If an employee chooses to arrive earlier or stay later, the additional lodging and other expenses related to this decision are their personal expenses.
3. If an employee's spouse or other family members share the lodging, reimbursement shall be limited to the rate for the room occupied. There is no objection to a spouse or any other family member accompanying the employee on an official trip provided their presence does not detract from their performance of duty with no expenses attributed to them, not even conference registration fees for spouses or special event charges will be reimbursed by the Village. In any situation where extraordinary travel expenses are to be incurred or where these regulations do not cover the situation, or would work a significant hardship if strictly applied, the Village Manager may authorize an exception.
4. Bills, invoices, or statements charged directed to the Village for lodging must be sent to the Village Manager with the expense report in order to make payment from the voucher. Failure to observe this procedure may cause the employee to bear this expense.

MISCELLANEOUS EXPENSES

1. Allowance for tips, newspapers, telephone calls and other miscellaneous expenses shall be limited to \$25.00 for each day and should be itemized in full.

Employee Dress Code

As an employee of the Village of Orland Park, you are expected to maintain a professional appearance while at work. The Village expects that employees will present a positive image to the public, business community and their co-workers. This Employee Dress Code pertains to all Village staff. The policy includes information regarding “Business Days” and “Business Casual Days” for non-uniformed employees and for uniformed employees.

Obviously, no parts are intended to be all-inclusive. Rather, these items should help set general parameters for proper business and business casual attire and allow employees to make intelligent judgments about items that are not specifically addressed.

Field Employees:

The Generally Acceptable, Business Casual Attire Standards apply to employees who spend more than 50% of working time outside Village facilities that do not wear a uniform. Field employees should always be easily identifiable as a Village employee.

Uniformed Employees:

Are expected to wear the uniform required by their position and Department Director. No modifications to uniforms are allowed without the express approval of the appropriate Department Director. Specifically, no cut-off T-shirts or cut-off pants may be worn by any uniformed Village employee as visible outer garments. Also, shirts must be worn at all times. Under no circumstances may an employee work shirtless.

Business Casual Days:

Are generally defined as every Friday, Saturday and any EDAC designated Business Casual Day. The exception to this is when an employee or Department Director believes that this is inappropriate for specific job assignments or for conditions within their department.

Exceptions:

The only exceptions to this code will be extenuating circumstances that the Department Director must approve. Normal disciplinary action will be used with those not following this code.

VILLAGE OF ORLAND PARK DRESS CODE GENERAL GUIDELINES

	Generally Acceptable Business Attire	Non-Acceptable Business Attire	Generally Acceptable Business Casual Day Attire	Non-Acceptable Business Casual Day Attire
Slacks	Dress slacks, classic trousers, cotton or khaki-type slacks, dress cropped gaucho style pantsuit/outfit.	Jeans, sweat/jogging pants, lycra/spandex, bib overalls, shorts. Also anything listed as Non-Acceptable Business Casual Day Attire.	Jeans, casual slacks, shin length or longer capri pants, dress legging with tunic length top.	Sweat/jogging pants, shorts, faded/torn jeans, spandex, baggy-look pants.
Tops/Shirts/Blouses	Suit coats, blazers, blouses, dress shirts, dress knit tops, ties, collared polo type shirts, sweaters, dress turtlenecks, vests.	Flannel shirts, sweat shirts. Also anything listed as Non-Acceptable Business Casual Day Attire.	Dress flannel shirts; casual shirts, knit tops, sweaters, blouses; sweatshirts, and Village monogrammed casual wear.	T-Shirts (crew neck/athletic type), work-out type sweatshirts, halter/tank tops, excessively tight, sheer or low-cut tops, and tops that expose the midriff.

	Generally Acceptable Business Attire	Non-Acceptable Business Attire	Generally Acceptable Business Casual Day Attire	Non-Acceptable Business Casual Day Attire
Dresses/Skirts	Business type dresses and skirts. Length should be office appropriate. Dress denim dresses and skirts.	Casual denim dresses or skirts. Also anything listed as Non-Acceptable Business Casual Day Attire.	Jean type dresses or skirts, appropriate casual summer dresses.	Backless or spaghetti strap type dresses. Skirts, shorts or dresses of an inappropriate length.
Footwear	Leather business type shoes and oxfords. Dress loafers, dress boots, dress flats, and dress sandals. Hosiery/Socks required between November – April, but are optional May – October only.	Casual leather boat shoes or casual loafers. White athletic socks. Also anything listed as Non-Acceptable Business Casual Day Attire.	Casual leather boat shoes or casual loafers. Sandals/shoes without hosiery/socks - May – October only.	Gym/athletic shoes/sneakers, flip-flop/tong type sandals.

General Appearance:

Employees are expected to come to work in attire that is appropriate for their position, that is wrinkle-free, well fitting (not over or under sized), and without holes, stains, fading, or frayed areas. Clothing should not include any inappropriate or offensive slogans, monograms, wording or pictures.

Offensive tattoos must be covered at all times.

Visible body piercings other than limited ear piercings are not acceptable work attire.

Hats are not acceptable office attire. Village or plain hats are acceptable field attire.

12/1/2003

EMPLOYEE ASSISTANCE PROGRAM

Most of the time, we are able to handle the challenges of daily life ourselves, or with the help of family and friends. But sometimes, despite our ability to cope, our lives may become too difficult or too stressful to handle alone. When that happens, counseling with an experienced and licensed professional can make a difference in your life.

To help resolve these problems, the Village of Orland Park provides an Employee Assistance program (EAP) for all of its full-time employees and their families. This confidential and professional counseling service is offered free of charge through Metropolitan Family Services Southwest.

WHY WOULD I NEED THE EAP?

Right now, perhaps you don't. But at some point you may need to talk with a professional about a problem you face at home or on the job, in your relationships with others, or perhaps a problem with depression or alcohol. This is where the EAP can be of great help, not only to you but to your family.

WHAT TYPES OF PROBLEMS WILL THE EAP ADDRESS?

The EAP is set up to address all kinds of personal, work-related and family problems. Listed below are samples of the different types of problems with which the EAP can be useful:

Family/Couple
Personal/Work Stress
Parent/Child
Coping with Illness
Depression/Anxiety
Domestic Violence
Single Parenting
Grieving and Loss
Divorce
Survivors of Abuse/Trauma

WHAT OTHER SERVICES DOES THE EAP OFFER?

Wellness Seminars
Stress Management
Prevention Programs
Referral Services
Crisis Intervention

WHAT TYPE OF HELP IS AVAILABLE?

The Village of Orland Park EAP offers to you at no cost:

- ◆ Counseling to help you resolve your problems as quickly as possible. Treatment plans are developed together with your counselor and all contacts are strictly confidential.
- ◆ Following an assessment, if services other than counseling are needed, such as drug or alcohol treatment, consumer credit counseling, self-help groups, etc., you will be provided with a referral to the most appropriate and highly skilled service provider.
- ◆ If there is a need for a psychiatric evaluation, the initial appointment will be free.

WHO PROVIDES THE HELP?

The four-member professional EAP team are all Licensed Clinical Social Workers and have a combined total of more than 80 years post-master's experience in counseling. Depending on the need, other professionals from Metropolitan Family Services, such as a psychiatrist, Spanish-speaking therapist, etc., may be utilized. All staff members have had in-depth training in counseling diverse populations, including ethnic, gender and age differences.

IS THE EAP REALLY CONFIDENTIAL?

Everything discussed in your EAP session(s) is completely confidential as required by law. No one will know that you have used the program or the content of the EAP meetings unless you have given your permission.

HOW DO I GO ABOUT SCHEDULING AN APPOINTMENT?

Begin by contacting Metropolitan Family Services Southwest at (708)974-2300 and identify yourself as an employee of the Village of Orland Park. (Remember, a family member can also call seeking services.)

Once you call, a confidential assessment will be scheduled at Metropolitan Family Services with one of the EAP professionals. (Male and female counselors are available.) Both day time and evening appointments can be scheduled. To learn more about the Village of Orland Park Employee Assistance Program (EAP), please contact Human Resources at (708)403-6166.

Federal Register / Vol. 58, No. 106 / Friday, June 4, 1993 / Rules and Regulations
Appendix C to Part 825 — Notice to Employees of Rights Under FMLA

FAMILY AND MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1250 hours over the previous 12 months, and if their are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care.
- to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: The employee may be required to provide advance leave notice and medical certification. Taking leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

UNLAWFUL ACTS BY EMPLOYERS: FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- The U.S Department of Labor is authorized to investigate and resolve complaints of violations.
 - An eligible employee may bring a civil action against an employer for violations.
- FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION: Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government Department of Labor.

IMPORTANT NOTICE TO EMPLOYEES SUBMITTING THIS REQUEST

You will be required to use any applicable paid sick leave (including short term disability) and accrued vacation and/or personal leave before unpaid leave will be granted, as outlined by Village policy or respective union agreement.

REQUEST FOR FAMILY AND MEDICAL LEAVE OF ABSENCE

NAME: _____ DEPARTMENT: _____

HIRE DATE: _____ SOCIAL SECURITY #: _____

TYPE OF LEAVE REQUESTED

- Employee** Medical Leave of Absence
- Extension of **Employee** Medical Leave of Absence - Dates of prior approved Medical Leave are:
_____ To _____
- Family** Medical Leave of Absence
- Extension of **Family** Medical Leave of Absence - Dates of prior approved Family Medical Leave are:
_____ To _____
- Leave to care for newborn or adopted child or a child placed (via state procedures) for foster care

The leave (or extension) requested will begin on _____ and end on _____. If the request is for multiple days off for recurring medical treatments of a child, parent, or spouse, or for your own medical treatments, specify dates as requested:

REASON FOR LEAVE

I request a family leave of absence for the following reason:

- My personal serious health condition
- Birth of my child
- Adoption of a child by me
- Placement (by the state) of a child with me for foster care
- Serious health condition of my child
- Serious health condition of my parent
- Serious health condition of my spouse

A physician's certification is required to support a leave because of a serious health condition. If the absence is for your serious health condition and you are eligible for short term disability benefits, have your physician complete a disability claim form. Otherwise, have your physician complete the attached physician's certification form. If the absence is for the care of a family member who has a serious health condition, have the family member's physician complete the attached form.

I understand that failure to return on the date my leave expires without written approval of an extension may result in my termination of employment. I also understand that if I fail to return to work after the leave for reasons other than the continuation, recurrence or onset of a serious health condition or other circumstances beyond my control, I will be financially responsible for the medical insurance premiums the Village of Orland Park paid while I was on unpaid leave. This payment is the total premium paid by the Village, not the reduced employee contribution.

Employee Signature _____ Date _____

TO:

FROM:

Human Resources Manager

RE:

Notice of Designated FMLA Leave

DATE:

Under the provisions of the Family and Medical Leave Act of 1993, ("FMLA"), the Village is entitled to designate any paid or unpaid leave from work caused by an FMLA qualifying event as FMLA leave and count such leave as FMLA leave. Exhibit A attached hereto sets forth the circumstances that qualify for FMLA leave.

We have determined that your leave from work on the following dates; _____ was qualifying FMLA leave. Accordingly, this is to notify you that your paid leave on those dates is designated and will be counted as FMLA leave.

If you have any questions or wish to dispute the determination of the Village that your leave on the above stated dates qualifies as FMLA leave, please contact the Human Resources Manager, at 708-403-6166 by _____.

I certify that a copy of the foregoing notice was given to the above-named employee on March 18, 1999 by fax and mail to the employee's address on record with the Village.

FLEXTIME**Goal:**

The goal of the Village of Orland Park's flextime policy is to enable only regular, full-time employees to participate in this program, subject to the guidelines set forth below. This policy is specifically limited to personnel in these classifications: managerial/supervisory, professional/technical, and secretarial/clerical. Excluded are police patrol officers, police supervisory staff and members of AFSCME.

Type of Flextime:

The adoption of a flextime policy simply permits an individual to work 5 eight hour days but choose their starting time. The policy applies to only those eligible employees in the departments captioned above.

Workday Hours:

All individuals are expected to be present and at work Monday through Friday, 8:00 a.m. to 5:00 p.m.

Lunch Period:

Individuals have a one hour **unpaid** lunch. Flextime is determined in this manner: Lunch time is reduced to one-half hour **unpaid** lunch. The second half hour of the lunch period permits employees to arrive at 8:30 a.m. and leave at 5:00 p.m., or arrive at 8:00 a.m. and leave at 4:30 p.m.

Notice:

Individuals must notify their supervisor of their decision with respect to flextime, as the supervisor/department director still needs to know when you will arrive and leave to control the department staffing schedules.

Changing Schedules:

Consideration will provide a method for an employee to change his or her decision concerning flextime. An employee may desire to change his or her decision concerning flextime. In such cases the change is not automatic.

Approval:

Authorization to initiate flextime selected by an employee or any subsequent schedule changes require prior approval by the immediate supervisor and the Department Director. In their absence, flextime must be approved by another level of management.

Record Keeping:

To ensure compliance with wage and hour requirements, participating individuals must maintain a written record of their flextime schedule on their weekly time sheet.

General Comments:

1. This system will be operated on an honor system and no additional paperwork will be created.
2. You cannot work through lunch, and then leave early unless you have prior approval for a given day from your immediate supervisor and Department Director.
3. Participants may not "accumulate" or carry forward flextime — it must be utilized per schedule.
4. Flextime schedules are subject to change based on personnel requirements of the department and the need to service and meet demands of the public and administrative services.
5. Flextime schedules shall be rotated weekly by the supervisor to ensure continuity of the Village services.
6. Participants are reminded that, while utilization of the program is encouraged, each employee must work the required eight (8) hours per day.

RIGHT TO ALTER OR REVOKE THIS POLICY

While the guidelines presented herein describe certain policies, procedures or practices, it is subject to change from time to time, with or without notice or may be altered or revoked at the sole discretion of the Village.

Internet/Electronic Mail Administrative Policy 99-01

This Policy Supersedes Policy 96-01

Purpose

To ensure the responsible and acceptable use of Electronic Communication Systems including, but not limited to internal and external electronic mail (E-mail), and the Internet while continuing to support the needs of citizens and Village employees.

Policy

The Village views the legitimate use of the Internet/E-mail systems as potentially enhancing a large number of its functions and services being provided to the public. The goal of the policy is to ensure the responsible and acceptable use of these resources. This policy applies to all employees, contractors, volunteers and other individuals who are provided access to these systems.

The Village reserves the right to review any and all data, information or computer files stored in or sent to, or from computers owned or supplied by the Village; this includes any type of E-mail, Internet, access usage, or other subscription services.

All data and other electronic messages within this system are the property of the Village. This includes all of the material and information created, transmitted or stored on this equipment. There should be no expectation of privacy for any of that material or information. All users must realize that material or information that has been deleted can be retrieved and viewed by others. That also includes E-mail that has been deleted.

The Village Manager reserves the right to change this policy at any time.

Eligibility

The Village Manager or his designee, may provide access to Internet and/or E-mail systems for some employees. This capability will be provided on an "as needed" basis and is a revocable privilege. Only the Village approved Internet provider may be used to access the Internet. Any additional hardware or software required for Internet access must be authorized by the Management Information Systems (MIS) Division.

General Guidelines for Internet/E-Mail Usage

1. These resources are to be used primarily to conduct Village business; however, incidental and occasional personal use during non-working hours is permitted with supervisory approval.
2. The safety and security of the Village's network and resources must be considered paramount when using the Internet. User passwords are confidential. It is the user's responsibility to maintain the confidentiality of their password(s). Individual users can be held accountable for use of their account by others. Users who remain logged in while away from the PC assume the responsibility for any and all information downloaded from the Internet.
3. Users must abide by copyright, contract, and other local, State and Federal laws, Village administrative directives and policies, as well as individual department guidelines. Downloading files that are not related to conducting business for the Village is not allowed.
4. Downloading of application programs without the consent of the MIS Manager is prohibited. The Village does not allow the downloading or installation of application software from the Internet on Village computers. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard Village applications. Any and all material downloaded from the Internet shall be downloaded to the user's local hard drive (C: Drive). No files should be copied to any network drive until after the files have been scanned manually or automatically for computer viruses. Any and all material downloaded from the Internet should relate to legitimate Village use.
5. There shall be no use of subscription based services without approval from the Department Director. Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without approval. Resources, of any kind, where fees are assessed may not be accessed without prior approval.
6. There are a number of prohibited activities, which include the following. This list is not intended to be inclusive of all prohibited activities, but only as general guidance.
 - Any illegal, illicit, improper, unprofessional or unethical activity, or any activity that could reasonably be construed to be detrimental to the interests of the Village.
 - Unauthorized attempts to access another's E-mail.

- Transmitting obscene or harassing messages to any other person.
 - Use for access to and distribution of indecent or obscene material, inappropriate text or graphic files; or files dangerous to the integrity of the network.
 - Use of Internet/E-Mail resources for commercial use or profit.
 - Extensive use of Internet/E-Mail resources for personal use.
 - Solicitation of funds, except on approved Village Internet Pages
 - Political messages
 - Harassing messages
 - Messages that could be construed as sexually explicit or discriminatory based on race, national origin, color, sex, sexual orientation, age, disability, or religious or political beliefs.
7. All E-mail messages must be professional, courteous, and written with the expectation that they could be made public at some time in the future. E-mail will enhance overall employee communications. Each user is responsible to process received E-mail appropriately. In order to protect computers from viruses, inbound E-Mail attached files are not allowed. The exception being E-Mail attached files from Federal, State or local government facilities, or other organizations that have a business relationship with the Village of Orland Park.
 8. All E-mail messages are subject to State and Federal Rules and Human Rights Acts.
 9. A wide variety of information is available on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the Village has no control over and can therefore not be responsible for the content of information available on the Internet.
 10. Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive another person's mail messages without authorization from the Village Manager.
 11. Alterations or enhancements shall not be made to the Village's Web Page without prior approval of the MIS Manager.
 12. Any unlawful use of the Internet/E-Mail, or use in violation of this policy may result in discipline up to and including dismissal. Unlawful use may result in referral for criminal prosecution.

All employees are cautioned that the use of the Internet for any purpose holds certain inherent risks. The Internet is a vast worldwide collection of networks that remain totally unregulated. Though the Internet provides excellent communications and research capabilities, there is always a possibility that information sent out on the Internet can be retrieved and redistributed. The Village of Orland Park will provide all available security to protect our users and information, but care should be used whenever out on the Internet on a Village account. No employee shall use the Internet/E-Mail until they have read and understand this policy.

PERSONNEL ACTION FORMS (PAF)

As a general rule a PAF should be used to record any action that affects a change in an employees' status or pay. Please forward completed PAFs to the Human Resources Office.

The following events **require** the completion and approval of a PAF:

- Change in Status (FT to PT vice versa)
- Demotion
- Disability (Workers' Compensation, STD, FMLA)
- Military Leave *
- New Hire
- Promotion
- Reclassification
- Records Update (address change, name change, marriage, etc.)
- Salary Increase/Decrease
- Termination
- Transfer
- Carryover/Transfer of Vacation Leave Balances

A PAF is not needed to record regular leave time that can be captured on an employee's time sheet. However, departments must still have an internal procedure to approve and track employee leave and ensure that time taken is reflected on individual time sheets.

The following requests **do not require** the submission of a PAF:

- Comp Time
- Funeral
- Holiday
- Jury Duty *
- Personal Time
- Sick (unless used in conjunction with STD, FMLA or Workers' Compensation)
- Vacation

***Jury Duty & Military Leave:** Departments must collect jury and military check from an employee and forward them to the Payroll Administrator

REPORTING OF INJURIES - WORKERS' COMPENSATION

When an alleged work-related injury/illness occurs, follow these procedures and administrative steps to comply with prompt and accurate reporting of all such incidents. Direct any questions and all information and correspondence to the Human Resources Manager at 403-6166.

1. Send the injured/ill employee to Palos Immediate Care Center during daytime hours (or Dr. Moisan's office call for appointment 448-1400) or Palos Hospital Emergency Room during evening and early morning hours.
2. If the alleged injury/illness is between 8:00 a.m. and 5:00 p.m., the hospital or care center will call the Human Resources Manager to verify that it is a work-related injury/illness.

Therefore, **it is absolutely necessary to notify the Human Resource Manager immediately that a person was sent for treatment as soon as they are sent.** In the event of the Human Resources Manager's absence or if she is otherwise unavailable, this information must be submitted to Mary Shanahan without delay.

Supervisors must complete an "Employer's First Report of Injury or Illness" form and a "Supervisor's Report of an Accident" form and a PAF if the injury results in lost time from work and return the forms to Human Resources within 24 hours of the accident. (Contact your supervisor or Human Resources for the forms)

If managerial personnel are not present at the scene of an accident, then whoever is in charge must be instructed that it is their responsibility to notify Human Resources of the alleged injury.

3. Should an injury occur before or after the normal business hours, 8:00 a.m. to 5:00 p.m. of the Village Hall, then Palos Hospital has been instructed to check with the employee's supervisor to verify any work-related injury/illness in all cases after hours.

This injury/illness must be promptly reported and without delay at the start of the next business day. There are no exceptions.

4. The injured/ill employee is to return with a statement from the examining doctor that details the injuries and whether or not the employee can return to work and with what restrictions. Both Palos Immediate Care and Palos Hospital have these forms and will automatically issue them to our employees.

This is important to avoid an employee returning to work and injuring themselves further and to establish if they require more time off to recover. This immediate care has greatly decreased our lost time due to injury/illness since injuries have not been complicated further by returning to work prematurely. **Remember: An employee with a work-related injury/illness must have a medical exam to determine fitness to return to work and a written doctor's note that allows him to return to his duties and outlines whether they must be modified and for how long.**

5. Should an employee be hospitalized or injured in such a way that he cannot return to work, it is the supervisor's responsibility to promptly notify Human Resources. If a supervisor has referred someone to medical treatment/evaluation, that supervisor must notify this office, in accordance with the reporting requirements set forth in paragraphs 2 and 3 above, concerning the nature and extent of the injuries.

6. In those cases of any injury/illness requiring hospitalization where the employee is unable to return to work, the supervisor is to notify this office.
7. If an employee has a work-related injury/illness that prevents him/her from returning to work, but does not require hospitalization, he or she will be expected to visit a doctor the next day. The injured employee must provide the Village with a doctor's statement authorizing additional time off. If employees fail to visit the doctor as required, then the employee will be required to use sick time, vacation time, unpaid time, etc. to cover said undocumented lost time until medical proof is furnished that the employee requires additional time off for recuperation. If the doctor's statement is not received for several days, then Workers' Compensation benefits will commence on the day the note is received. This does not pertain, of course, to exceptional cases where this procedure is absolutely impossible to follow. Whenever an employee fails to obtain and bring in additional medical verification as instructed, then the employee will have to use other paid or unpaid time to cover the period of invalid lost time days.
8. In cases involving extended treatment/recovery or rehabilitation, employees are required to submit updated medical evaluations. As soon as an injury is evaluated and the original estimate of length of time off is established, the Human Resources office will advise the affected employee on a case-by-case basis as to how often they must furnish this office with an updated evaluation of their medical condition and medical progress. This information will be monitored and evaluated by our Workers' Compensation Administrator.
9. It is important to note that an independent medical exam can be scheduled at any time where there is a length of time off that seems unreasonable due to the nature and extent of the injury or a reevaluation of treatment provided is necessary. Employees are obligated to go to these appointments regardless of time and location. Employees should be made aware that they must be available for additional medical opinions/evaluations and/or consultations as necessary.
10. Usually if an injury keeps a person off of work for more than a week and the injured employee is under the care of his personal physician, we do not automatically accept their doctor's opinion on length of recuperation and we have the right to seek a second and even a third opinion. **Employees must understand that providing us with a note from their personal doctor stating they must be off for a month does not mean they can be gone for that amount of time.**
11. Injured/ill employees must keep the Human Resources office advised and be readily available for medical examinations and evaluations and be sure to keep all scheduled appointments the Worker's Compensation Administrator may set up for them.
12. There is a general misconception that these doctors' notes will unquestionably exempt or excuse them from work. This is not true. If an employee is absent due to occupational injury/illness, it is expected that they can be reached at their home telephone number by this office whenever necessary.
13. As soon as an employee is deemed ready to perform light duty tasks, he will be assigned to limited or restricted duties and returned to work as quickly as possible, if a light duty assignment is available.
14. Each Department Director, or managerial, supervisory employee is responsible for informing all of his/her subordinates of this policy to insure that Workers' Compensation claims are handled correctly.
15. Employees must use their own time or accrued time off to attend doctor's appointments relating to worker's compensation injuries.

POLICY REGARDING SEXUAL HARASSMENT**I. STATEMENT OF POLICY**

The Village of Orland Park is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject this municipality and, in some cases, an individual to substantial civil penalties.

The Village's policy on sexual harassment is part of its overall affirmative action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion, national origin, unfavorable discharge from the military, marital status, disability and gender. Specifically, sexual harassment is prohibited by the Civil Rights Act of 1964, as amended in 1991, and the Illinois Human Rights Act.

Each employee of this municipality bears the responsibility to refrain from sexual harassment in the workplace. No employee -- male or female -- should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated. All employees of this government, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this Policy and to abide by the requirements it establishes.

II. DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

- Verbal:** sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature
- Non-Verbal:** suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises
- Visual:** posters, signs, pin-ups or slogans of a sexual nature
- Physical:** touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "cookie", and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment depending on the perceptions and values of the person to whom it is directed. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

III. RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

Any employee found by the Village to have sexually harassed another employee will be subject to appropriate disciplinary sanctions, ranging from a written warning up to and including dismissal.

The Village has designated the Human Resources Manager, to coordinate the company's sexual harassment policy compliance. The Human Resources Manager can be reached at 403-6166. The HR Manager is available to consult with employees regarding their obligations under this policy.

IV. RESPONSIBILITY OF SUPERVISORY EMPLOYEES

Each supervisor is responsible for maintaining the workplace free from sexual harassment. This

is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.

The courts have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a customer, contractor, sales representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline, or on the supervisor acting as an agent of the organization. As such, supervisors must act quickly and responsibly not only to minimize their own liability, but also that of the company.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it, and end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior that constitutes sexual harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

Supervisors in need of information regarding their obligations under this policy or procedures to follow upon receipt of a complaint of sexual harassment should contact the Human Resources Manager at 403-6166.

V. PROCEDURES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT

A. Internal

An employee who either observes or believes herself, himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor, and to the offending employee.

Each incident of sexual harassment should be documented or recorded. A note should be made of the date, time, place, what was said or done, and by whom. The documentation may be augmented by written records such as letters, notes, memos, and telephone messages.

No one making a complaint of sexual harassment will be retaliated against even if a complaint made in good faith is not substantiated. Any witness to an incident of sexual harassment is also protected from retaliation.

The process for making a complaint about sexual harassment falls into several stages.

1. Direct Communication. If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection to the offender that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
2. Contact Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation and cannot engage in direct communication with the offender, the problem must be promptly reported to the immediate supervisor or the Human Resources Manager. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision. A report of an incident or incidents may be made in writing directly to the corporate authorities of the Village if all levels of supervisory personnel and the Human Resources Manager are involved in the harassment.

3. Formal Written Complaint. An employee may also report incidents of sexual harassment directly to the Human Resources Manager. The Human Resources Manager will counsel the reporting employee and be available to assist with filing a formal complaint.
4. Investigative Process. All complaints of sexual harassment will be fully investigated. The person to whom the complaint has been made shall conduct the investigation within fourteen (14) days of receipt of the complaint and a written report of the disposition of the complaint shall be returned to the complainant within thirty (30) days of the receipt of the complaint. Where indicated or requested, immediate action shall be taken to separate the complainant from the suspected source of harassment but in no case shall such action be structured to constitute retaliation against the complainant.

B. External

The Village hopes that any incident of sexual harassment can be resolved through the internal process outlined above. All employees, however, have the right to contact, file a complaint with, request an investigation by, and/or seek recourse through the Illinois Department of Human Rights (the "Department") and the Illinois Human Rights Commission (the "Commission"). Any such complaint must be filed within 180 days of the incident of sexual harassment or of the incident of unlawful retaliation. The exact rules, procedures and other information regarding filing a complaint with, requesting an investigation by and/or securing recourse from, the Department or Commission (including the nature and extent of such recourse) can be obtained by contacting the Department or Commission as follows:

If the Department: Illinois Department of Human Rights
100 West Randolph Street
Suite 10-100
Chicago, IL 60601
(312) 814-6200 or
(312) 263-1579 - TDD

If the Commission: Illinois Human Rights Commission
100 West Randolph Street
Suite 5-100
Chicago, IL 60601
(312) 814-6269

VI. FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which can not be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

ORDINANCE NUMBER 1189, SHORT TERM DISABILITY

Be it ordained by the President and Board of Trustees of the Village of Orland Park, Cook Count, Illinois, as follows:

Section 1

That a short term disability salary protection plan as hereinafter set forth be and the same is hereby established for full-time employees of the Village of Orland Park, Illinois.

Section 2

Commencing May 1, 1982, the Village of Orland Park, Illinois, will guarantee 75% of a full-time employee's weekly salary, except as hereinafter provided for certain police department personnel. Said guarantee shall be, however, coordinated with other benefits available to the full-time employee from disability plans to which the Village makes contributions, to wit:

1. The Illinois Municipal Retirement Fund
2. Worker's Compensation
3. Federal Social Security
4. Police Pension Fund of the Village of Orland Park, Illinois

Section 3

Full-time employees, for the purposes of the Ordinance, shall be an employee whose employment requires 40 work hours per week and who has worked for the Village for a period encompassing 30 consecutive days.

Section 4

An employee is considered disabled if said employee is unable to perform the duties of any position which might reasonably be assigned by the department director of the employee or by the Village Manager.

Section 5

A full-time employee entitled to benefits hereunder shall make application on a form or forms to be provided by the Comptroller of the Village. An application shall be supported by medical reports. The Comptroller of the Village shall administer the Plan herein established. Periodic medical reports shall be required to determine if the employee continues to be disabled. The employee entitled to benefits shall also make application for such disability benefits as are available from the above cited sources, whichever is applicable.

Section 6

Payment of the benefits hereunder shall commence immediately in the case of an accident and after seven (7) days in the case of illness. The maximum period of payment of benefits hereunder shall be 52 weeks. Any employee receiving benefits from gainful employment from the Village or any source shall not be considered disabled and eligible for benefits hereunder.

Section 7

An employee may choose to use sick days or vacation days at 100% of his salary in lieu of disability payments of 75%. If an employee exercises such option, disability payments will commence when the employee's sick or vacation days have been exhausted, provided that one (1) week has elapsed in the case of an illness.

Section 8

Disability compensation for police personnel falling within the provisions of the Illinois Revised Statutes, 1979, Chapter 70, Paragraph 91, shall be as therein provided and no provisions of this Ordinance shall be construed as in any way modifying the provisions of said Statute.

Section 9

A separate fund shall be established known as the Employees Short Term Disability Fund, which shall be funded with monies from the General Corporate Fund. Any fund balance at the end of the fiscal year will be designated as reserved for benefits for the following fiscal year. Any fund deficit at the end of the fiscal year will be reimbursed by the General Corporate Fund. Sufficient monies shall be budgeted in the disability reserve account in each department in the General Corporate Fund to fund the Short Term Disability Fund. All expenses of administration of the Short Term Disability Fund will be paid from the Short Term Disability Fund.

Section 10

That all Ordinances or parts of Ordinances in conflict with the provisions hereof are hereby repealed insofar as they conflict herewith.

Section 11

That this Ordinance shall become and be effective from and after its passage and approval.

Passed this 12th day of July, 1982.

Signed by Village Clerk: Anne M. Limanowski
Voting Aye: Trustees Owens, Harlan and Stroh, Village President Doogan
Voting Nay: Trustee O'Sullivan
Absent: Trustees Wilson and Sellman
Abstain: None

Deposited in my office this 12th day of July, 1982

Signed by Village Clerk: Anne M. Limanowski

Approved this 12th day of July, 1982

Signed by Village President: Melvin Doogan

**NO SMOKING
EXTENDED THROUGHOUT POSTED AREAS
VILLAGE BUILDINGS AND OFFICES**

Employees have expressed personal concerns and complaints which provides sound impetus for administrative changes in the adoption and expansion of a modified and updated smoking ban now extended to all areas of Village buildings and operations as it impacts and relates to wellness, health and safety of Village employees.

More and more, "secondhand smoke" is a term which has become increasingly familiar to employers. Because it affects virtually every employee, it represents a wide spread occupational exposure. The Illinois Legislature passed the Illinois Clean Air Act (86-1018) in July 1990, which regulates compliance with "no smoking" provisions and compliance enforcement. Nonsmokers have become more concerned and vocal about the health dangers of secondary smoke, which is a known human carcinogen.

As announced this year the Occupational Safety and Health Administration (OSHA) will now consider regulating smoking in the workplace. The Environmental Protection Agency (EPA) studies strongly support OSHA's health and safety concerns regarding the health hazards of smoking and "secondhand" or passive smoking.

In view of these developments, the Village cannot leave itself exposed to potential liability and other actions. More importantly, the Village cannot justify exposing employees to this health and safety risk. The right of smokers to smoke ends where their behavior affects the health, safety and well-being of others. The environmental pollution problem source is smoke. Smoking is a significant health and safety issue. The focus of an effective policy simply means employees can go through their workday without breathing smoke.

Village Ordinance No. 1816 enacted September 18, 1988 restricting smoking states in part, "... that the effects of secondhand smoke are a health hazard and a discomfort to non-smokers, and that smoke is a form of air pollution, and that voluntary measures to protect the health and comfort of non-smokers have been inadequate."

In view of the foregoing, posted Village buildings and offices are designated as "NON SMOKING" effective Monday, March 31, 1993 and thereafter, subject to modification by administrative or legislative changes. Appropriate signs will be posted.

VILLAGE OF ORLAND PARK
Request for Tuition Reimbursement

TO: Village Manager

FROM: _____

DEPARTMENT: _____ **DATE:** _____

To Be Completed by Employee:

I hereby request permission to receive tuition reimbursement from the Village for the following coursework:

Name and Number of

Course _____

Description _____

Name of

School _____

Number of Credit

Hours _____

This course is part of a degree/certificate program: Yes _____ No _____

If yes, please state the name of degree or
certificate _____

**Please explain how this /these course(s) will benefit your position with the
Village** _____

Anticipated cost of tuition (books, fees and other charges excluded)

\$ _____

To be Completed by School Financial Assistance Officer (if applicable):

Name of

Official _____ **Title** _____

I hereby certify that _____ (Student Name) has applied for
scholarship tuition, waiver or grant assistance from this institution, and has been awarded (describe
award and dollar value).

Date _____

Signature _____

Approved by Department

Director _____ **Date** _____

Approved by Village

Manager _____ **Date** _____

I understand that if I terminate my employment with the Village of Orland Park within two (2) years of completing a class, I am obligated and understand that the Village is to be reimbursed by me for the cost of the class, and it is the Village's intent to hold me responsible for such reimbursement. Payments may be made through your final paycheck or other approved arrangements may be made with the Finance department.

Employee

Signature _____ **Date** _____



VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us

Ordinance No: 3871

File Number: 2004-0273

ADOPTION OF STATE OFFICIALS AND EMPLOYEES ETHICS ACT- AN ORDINANCE
IMPLEMENTING THE PROVISIONS OF THE STATE OFFICIALS AND EMPLOYEES ETHICS
ACT (5 ILCS 430/1-1 ET SEQ.) IN THE VILLAGE OF ORLAND PARK

VILLAGE OF ORLAND PARK STATE OF ILLINOIS, COUNTIES OF COOK AND WILL

Published in pamphlet form this 20th day of April, 2004 by authority of the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois.

VILLAGE OF ORLAND PARK

Ordinance No: 3871

ADOPTION OF STATE OFFICIALS AND EMPLOYEES ETHICS ACT- AN ORDINANCE
IMPLEMENTING THE PROVISIONS OF THE STATE OFFICIALS AND EMPLOYEES ETHICS
ACT (5 ILCS 430/1-1 ET SEQ.) IN THE VILLAGE OF ORLAND PARK

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., ("Act") which is a comprehensive revision of the State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, pursuant to Section 70-5 of the Act (5 ILCS 430/70-5), all units of local government and school districts are required to adopt an ordinance or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees, "in a manner no less restrictive" than the provisions of the Act, on or before May 19, 2004; and

WHEREAS, the Village desires to come into compliance with the provisions of the Act;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF ORLAND PARK, Cook and Will Counties, Illinois, as follows:

SECTION 1: Title 1 Chapter 8 of the Orland Park Village Code is hereby amended by repealing Section 1-8-5 thereof and substituting therefore a new Section 1-8-5 thereto which shall read in its entirety as follows:

"SECTION 1-8-5: STATE OFFICIALS AND EMPLOYEES ETHICS ACT:

A. The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the "Act" in this Section) are hereby adopted by reference and made applicable to the officers and employees of the Village to the extent required by 5 ILCS 430/70-5.

B. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee of the Village, is hereby prohibited.

C. The offering or making of gifts prohibited to be offered or made to an officer or employee of the Village under the Act, is hereby prohibited.

D. The participation in political activities prohibited under the Act, by any officer or employee of the Village, is hereby prohibited.

VILLAGE OF ORLAND PARK

Ordinance No: 3871

E. For purposes of this Section, the terms "officer" and "employee" shall be defined as set forth in 5 ILCS 430/70-5(c).

F. The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.

G. This Section does not repeal or otherwise amend or modify any existing ordinances or policies which regulate the conduct of Village officers and employees. To the extent that any such existing ordinances or policies are less restrictive than this Section, however, the provisions of this Section shall prevail in accordance with provisions of 5 ILCS 430/70-5(a).

H. Any amendment to the Act that becomes effective after the effective date of this Section shall be incorporated into this Section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this Section by reference without formal action by the corporate authorities of the Village.

I. If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Section shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This Section shall be deemed repealed without further action by the Corporate Authorities of the Village if the Act is found unconstitutional by the Illinois Supreme Court.

J. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Section shall remain in full force and effect; however, that part of this Section relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the Corporate Authorities of the Village."

SECTION 2: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

PASSED this 19th day of April, 2004

/s/ David P. Maher

David P. Maher, Village Clerk

VILLAGE OF ORLAND PARK

Ordinance No: 3871

Aye: 6 Trustee Fenton, Trustee Murphy, Trustee Dodge, Trustee Schussler, Trustee O'Halloran, and
Village President McLaughlin

Nay: 0

Absent: 1 Trustee Gira

DEPOSITED in my office this 19th day of April, 2004

/s/ David P. Maher

David P. Maher, Village Clerk

APPROVED this 19th day of April, 2004

/s/ Daniel J. McLaughlin

Daniel J. McLaughlin, Village President

PUBLISHED this 20th day of April, 2004

/s/ David P. Maher

David P. Maher, Village Clerk