

Non-Bargaining Unit Employee Handbook



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PREAMBLE

The City's Organizational Philosophy guides the behavior of the City and its employees. All activities of the City should be consistent with these values. By acting consistently in accordance with the Organizational Philosophy, the City should be successful in delivering quality services to each of its constituents.

ORGANIZATIONAL PHILOSOPHY

Responsive and Responsible Service: We represent the City of Champaign. Our mission is responsive and fiscally responsible service to our citizens. Our services enhance the safety, health, and general welfare of citizens within the community. Our commitment to serve involves respect, integrity, competence, and teamwork.

Respect: Courtesy communicates respect to which all persons are entitled. Fairness and objectivity are standards which guide our decisions regarding citizen services and employees. We are dedicated and loyal to the citizens for whom we work, the people with whom we work, the City, and the community. Our individual and collective commitment to serve reflects our concern for others. WE CARE!

Integrity: Our service is open and fair to all. We communicate honestly and accurately which establishes credibility and mutual respect. Our personal accountability and inter-dependability builds trust. Acceptance of responsibility is critical to our effectiveness. WE ARE RESPONSIBLE!

Competence: We seek excellence in work achievement in response to what needs to be done. We constantly strive to improve ourselves, our organization, and our community. Improvement is obtained through our individual and collective preparation, involvement, commitment, and creativity. WE DO THE JOB RIGHT!

Teamwork: Our team includes citizens, elected officials, board and commission members, and City staff. We work together for a better community. Our shared responsibility and leadership demonstrate our mutual commitment to serve. Our teamwork is built upon our trust, openness, and communication. WE WORK TOGETHER!

Service: We seek to understand the customers' needs and priorities to ensure that they are well served and that their concerns are treated in a fair, prompt, courteous, and respectful manner. WE LISTEN AND RESPOND!

1. INTRODUCTION

A. PURPOSE OF MANUAL

The purpose of this employee handbook is to briefly set out employment benefits and practices for those employees of the City who are not represented by any of the City's designated bargaining units. More details concerning certain benefits are contained in the Personnel Policies adopted by the City Council and City Manager. In addition, information concerning the administration of personnel policies is contained in the Administrative Procedures (AP's) adopted by the City Manager.

It is not the purpose of this Handbook, nor any specific provision of it, to create a contract of employment between the City and its employees. Neither the City nor its employees shall be liable for the failure of the City or anyone acting on its behalf to follow any of the provisions of these policies. The personnel policies contained in this Handbook may be amended at any time without notice.

B. COVERAGE

This employee manual covers all City employees except Library employees and those represented by unions. For employees who have individual contracts of employment with the City, the provisions of those contracts prevail, in the event of conflict with these policies. For Continuous Operations Fire Personnel, provisions contained in Appendix A control over policies contained elsewhere in this Handbook.

It is recognized that employees under this policy are employees at-will, and that the City Manager has the power and duty to appoint and remove all employees pursuant to Section 2-113(4) of the Champaign Municipal Code, 1985, as amended. All provisions articulated in this Handbook shall be interpreted in accordance with this general principle.

2. GENERAL CITY PRACTICES AND POLICIES

CITY VALUES

The City is dedicated to providing responsive and fiscally responsible community service, enhancing the safety, health, and general welfare of the citizens within the community. The City's commitment to serve involves respect, integrity, competence, teamwork, and service.

A. GENERAL EXPECTATIONS

The City expects all employees to be prompt, productive employees and report on time for their scheduled times and places of work, ready to work. While performing the duties of the job, the City expects all employees to abide by Federal and State laws and City ordinances. The City is committed to treating employees fairly and to upholding all relevant laws.

B. AFFIRMATIVE ACTION POLICY

It is the policy of the City of Champaign to be fair and equitable in all its relations with employees without regard to race, color, religion, sex, age, national origin, or disability as required by Federal and State anti-discrimination laws.

The City is committed to the principle that all persons shall be afforded equal access to positions in the public service limited only by their ability to do the job. This commitment is strengthened by making a good faith effort to seek out, employ, train and promote under-represented protected group members within and into the City's work force.

C. DISCRIMINATION PROHIBITED

The Municipal Code for the City and this Handbook prohibits discrimination, including, but not limited to, discrimination by reason of age, color, creed, family responsibilities, marital status, matriculation (students), national origin, personal appearance, physical and mental disability, political affiliation, race, religion, sex, sexual preference, prior arrest or conviction record or source of income or any other discrimination based upon categorizing or classifying a person which is not based upon factual data about the persons or group and is not related to the purpose for which it is used.

D. HARASSMENT POLICY

The City is committed to providing a work environment free of harassment, including but not limited to sexual harassment, to all employees. All harassment complaints shall be investigated, according to Administrative Policy 3.07.

Sexual harassment includes any person making unwelcome sexual advances in the workplace or related to working conditions, an employee requesting sexual favors of another employee, or verbal or physical conduct of a sexual nature, worker's submission or rejection of such conduct as a condition of employment, or by otherwise creating an intimidating, hostile, or offensive working environment by such conduct.

Any employee who witnesses or knows of sexual harassment at work should immediately report the harassment to his/her Department Head, or the Human Resources Director.

The City will not condone any sexual harassment of its regular or temporary employees in the workplace, whether by other employees or any City contractor, and all violations of the sexual harassment policy will lead to discipline, up to and including discharge.

E. NO SMOKING POLICY

The City is committed to providing a work environment and climate that is as free as possible from hazards for health and safety of all employees. Because it has been proven that second-hand smoke is hazardous to a person's health, smoking is prohibited in all enclosed, City-owned facilities and City vehicles. (See Smoking Cessation Benefit Program, Section 7. A. Health Insurance of this Handbook)

F. SAFE ENVIRONMENT COMMITMENT

The City is committed to achieving and maintaining a safe working environment for its employees. The City strives to provide a work place where employees feel comfortable actively participating in an open and honest exchange of ideas and concerns without fear of retaliation or repercussions when expressing dissenting points of view in a respectful manner. A safe work environment enhances working relationships with other employees and customers. The Safe Environment brochure can be downloaded from the K-drive.

To achieve this end, the City organization is focusing its efforts on the areas of fair process, employee development, recognition/awards, relationship building, and accountability. For further information about safe environment initiatives, employees should contact their supervisor, department head, or the Human Resources Department.

G. “CAN WE TALK” PROGRAM

Conflict in the work place is normal and is usually resolved between parties in a normal and constructive way. For those times when an employee(s) is unable to accomplish this, the City has instituted an informal conflict resolution process called the “Can We Talk Program.” The City has trained employee facilitators to informally mediate conflicts.

The Human Resources Department does not need to be notified, nor will the program be documented in any employee’s file. For further information about this program, contact the Personnel Services Department. The brochure, with a list of mediators, can be downloaded from the K-drive.

H. EMPLOYEE MEDIATION PROGRAM

The mediation program is an alternative method of dispute resolution that stresses establishing mutual written agreements between co-workers and emphasizes future cooperation and strengthening the employee’s working relationships. This service is to be utilized only after informal and/or normal attempts at conflict resolution have been made by the employees involved. City employee trained mediators facilitate the process and are assigned by the Personnel Services Department. Mediation service requests can be made by any employee through the Community Relations Office or the Human Resources Department. For further information about this program, contact the Human Resources Department. The Employee Mediation Program brochure can be downloaded from the K-drive.

I. PERSONNEL FILES

The Human Resources Department maintains a personnel file on every City employee. This file includes employee application information, work and educational background, discipline, benefits, payroll changes, training records, and performance evaluations. An employee has the right to view his/her file; please contact the Human Resources Department for procedures.

J. PERFORMANCE APPRAISAL/PAY-FOR-PERFORMANCE PROGRAM

The City offers a Pay-for-Performance Program (PFP). On an annual basis, an employee may be eligible for a pay increase based on performance or merit as determined by a performance appraisal. Eligible employees will be advised of the Pay-for-Performance procedures by their supervisor.

1. Non-Exempt Employees

If a non-exempt employee is hired at the beginning salary range for their position, he/she will receive performance evaluations at six months, one year, and two years of employment. If the overall performance evaluation rating is “Superior Performance”, “Highly Proficient”, or “Competent”, the employee will receive a 5 percent increase at each step. There is no increase available for an overall performance evaluation rating of “Improvement Needed” or “Not Acceptable.” Once an employee has completed two years of employment, or his/her salary is at 115.8 percent of the minimum salary, whichever occurs sooner, the employee will participate in the annual fall PFP review process and will be eligible to receive a prorated increase that year, dependent upon the overall rating received.

If a non-exempt employee is promoted, demoted, or transferred to another non-exempt position during the first two years of employment, the employee remains on the two-year step program until the employee’s salary is at the second-year rate of pay for that position.

If a non-exempt employee is promoted, demoted, or transferred to another NBU non-exempt position and he/she is outside the two-year step program, he/she will be subject to a six-month performance evaluation and may be eligible for a PFP increase.

If a non-exempt employee is promoted to an exempt position during the first two years of employment, the employee will participate in the PFP program according to procedures for other exempt employees.

2. Exempt Employees

During the first year of employment, exempt employees will receive performance evaluations on a quarterly basis.

After six months of employment, the employee may be eligible for a PFP increase based on the six-month performance evaluation. From then on, the employee will participate in the annual PFP review process.

If an exempt employee is promoted, demoted, or transferred to another non-bargaining position, he/she will be subject to a six-month performance evaluation and may be eligible for a PFP increase.

For more information on the PFP program, contact the Human Resources Department.

3. HOURS OF WORK

A. NORMAL HOURS OF WORK

For the City Building, normal hours of operation are 8 a.m. to 5 p.m. The Public Works facilities operate on different schedules depending upon peak work loads and seasonal weather conditions. The City also has 24-hour continuous operations at the Police Department, Fire Department, and METCAD.

For non-exempt employees, there will normally be eight working hours in a day and 40 hours in a week, Monday through Friday. Exempt employees will normally work 40 hours in a five-day work week period. "Exempt" employees refers to employees the City is not required to pay overtime to under the Fair Labor Standards Act (FLSA). The City is required to compensate non-exempt employees at time and one-half for overtime in accordance with the FLSA.

The employee's Department Head or supervisor will determine the employee's regularly scheduled starting and quitting times. An employee may request his/her Department Head to establish daily starting and quitting times which vary from the normally assigned work hours. Such a schedule may only be approved by the Department Head when it can be satisfactorily shown that an employee's proposed hours of work will not jeopardize or interfere with the daily functions and operations of the Department.

B. POSITION CLASSIFICATION/FAIR LABOR STANDARDS ACT (FLSA) STATUS

1. Position Classifications

For purposes of salary administration, eligibility of overtime payment and employee benefits, the City classifies its positions as follows:

a. Regular Employees: Employees are hired to work on a regular basis. Such employees may be exempt or non-exempt.

(1) Full-Time Continuous: Employed on a regularly scheduled 40-hour per week basis for a non-specified period, including any Non-Bargaining Unit Fire Department employees working a 24-hour-on/48-hour-off schedule. Such employees are eligible to participate in all benefit plans offered to Non-Bargaining Unit employees.

(2) Part-Time Continuous:

(a) Employed on a regularly scheduled basis of 0-20 hours per week for an unspecified period. Employees in this class receive no benefits other than legally mandated benefits (Workers' Compensation and Unemployment Insurance for example).

- (b) Employed on a regularly scheduled basis of between 30 and 39 hours per week for an unspecified period. Employees in this class are eligible to participate in benefits and accrue prorated leave (sick, holiday, vacation, and personal leave) based on the number of hours of regularly scheduled work.
- (c) Scheduled hours from 21-30 hours per week are not allowed.

(3) Full-Time Limited Term of Employment: Employees that are scheduled 40 hours per week for any department, but have a limited term of employment. Such employees are eligible to participate in benefit plans offered to Non-Bargaining Unit employees, subject to relevant policies for premium contributions.

(4) Part-Time Limited Term of Employment:

- (a) Employees scheduled 0-20 hours per week for any department, but have a limited term of employment. Employees in this class receive no benefits other than legally mandated benefits (Workers' Compensation and Unemployment Insurance for example).
- (b) Employees are scheduled 30-39 hours per week for any department, but have a limited term of employment. Employees in this class are eligible to participate in benefits and accrue prorated leave (sick, holiday, vacation, and personal leave) based on the number of hours of regularly scheduled work.
- (c) Scheduled hours from 21-30 hours per week are not allowed.

b. Intern, Paid and Unpaid: College students meeting U.S. Department of Labor standards for internship, including law clerks. Person typically works 25 hours per week or less, with occasional increases in hours up to 40 per week not to exceed eight weeks in a calendar year. He/she is allowed to work up to two years. Interns are not eligible for any benefits, other than legally mandated benefits.

c. Temporary: Employed for a period not to exceed 90 days, 0-40 hours per week. Employment may not be extended, and the employee cannot be rehired for at least 26 weeks. Temporary staffing needs extending beyond 90 days (short-term, fill-in assignments) must be met by contract assignments utilizing temporary staffing agencies.

2. Fair Labor Standards Act (FLSA) Status

The Fair Labor Standards Act (FLSA) requires that positions be designated as exempt or non-exempt for considerations of overtime pay.

- a. Non-Exempt Employees** are employees required to be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked beyond 40 hours in a work week, in accordance with applicable Federal wage and hour laws.

- b. Exempt Employees** are employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond 40 hours in a work week.

See Appendix B for the list of positions by exempt or non-exempt status. Employees will be informed of their position classification and status as exempt or non-exempt during the initial orientation session. If an employee changes employment status as a result of promotion, transfer, or demotion, the Human Resources Department will inform the employee of any change.

C. FLEXTIME

In lieu of working more than 40 hours in a work week and earning compensatory time or overtime pay, the non-exempt employee and supervisor may mutually agree to a schedule that requires more than eight hours in one day or work on days the employee is regularly scheduled off. This time change is at straight time unless the total hours worked in a work week for non-exempt employees are in excess of 40 hours. Any hours worked in excess of 40 hours in a work week will be compensated in either overtime pay or in earned comp time on a one and one half times (1.5x) basis.

Exempt employees may work a flexible schedule equaling 80 hours in a pay period at their discretion and with the mutual agreement of the supervisor. Any hours worked in excess of 40 hours in a work week will be compensated in either special duty pay or in earned compensatory time at an hour-for-hour basis unless offset by flextime in the same pay period.

In accordance with departmental work rules or with the permission of a supervisor, an employee may regularly schedule hours other than the work unit's regular hours if it is mutually agreed by both the employee and the City.

D. OVERTIME/COMPENSATORY TIME

The City, as a matter of respect for its employees, strongly encourages its employees to complete their work within their regularly scheduled hours. Under some circumstances, which generally must be approved in advance, employees will work more than 40 hours in a week, or will work during times not regularly scheduled. The employee may choose to handle these occasions with flextime (non-exempt employee not working regularly scheduled hours during that same week; exempt employees not working regularly scheduled hours during the same pay period), overtime pay, special duty assignment pay, or compensatory time (time off at a later date) in accordance with the policies below. All overtime-compensatory time will be credited in 15-minute increments. Compensatory time may be accrued to a maximum of 40 hours. There are no limits on combining compensatory time with other leave times. Accrued compensatory time up to 40 hours will be paid out at termination.

1. Non-Exempt

All overtime must be directed and/or authorized by the employee's supervisor.
In lieu of overtime pay, non-exempt employees may elect to receive

compensatory time at one and one-half times rate, up to a maximum balance of 40 hours. All time above 40 hours will be paid, at the overtime rate.

All hours over eight hours in a day or over 40 hours in a week will be treated as hours worked for the purposes of overtime calculations. Overtime hours will be compensated at one and one-half times (1.5x) the rate of pay.

2. Exempt

a. Exempt Professional/Administrative

Exempt employees may accumulate compensatory time for emergency response, special duty assignments, or for known and predicted assignments at an hour-for-hour ratio, up to the maximum accumulation of 40 hours. All time above 40 hours will be paid at the straight time rate.

b. Division Heads

Division Heads may accumulate compensatory time for emergency response, special duty assignments, or for known and predicted assignments at an hour for hour ratio, up to a maximum accumulation of 40 hours. There is no compensation for time above 40 hours.

c. Department Heads

Department Heads may not accumulate compensatory time.

d. Special Duty Assignments/Emergency Response

- (1) Time worked outside of the regular work week must fit into the categories of emergency response or special duty assignment in order to be compensable.
- (2) All special duty assignments must be directed and/or authorized by the employee's supervisor in order to receive pay or compensatory time.
- (3) For exempt employees, work beyond 8 hours in a day or 40 hours in a week which is not special duty or emergency response is at the discretion of the individual employee. Any work performed beyond an employee's normal workday that is not a special duty assignment or emergency response is considered voluntary and is not compensable.
- (4) An emergency situation is defined by the need for an immediate response because it causes concern for public health and safety and/or interrupts the delivery of basic City services. This situation also requires a certain expertise and/or skills to respond, is unforeseen or unexpected.

Other criteria for qualifying for the emergency response include that the employee called out must be involved in supervising the emergency or

have ultimate responsibility for the situation to qualify as an emergency response assignment.

Such situations may include: natural disaster, snow and ice, flooding, sewer backup, police response to a violent crime incident, call out for response for fire, hazardous spill, or other chemical danger to the public's health and safety.

(5) Special duty assignments include:

- Public Works supervisor response to call out when the voluntary and mandatory overtime call-out list has been exhausted;
- Exempt employees who have been directed to attend and/or make a presentation for a Neighborhood or Citizen meeting within the community or other such functions where the employee must represent the City or be a spokesperson for the City, except for City Council meetings;
- Police firearms qualifications, TAC team and SWAT team training;
- Recruitment and applicant testing;
- Situations where it is necessary to have a supervisor on duty for work performed outside of the regular work shift because of the size of the crew or the nature of the response;
- Job duties related to seasonal or peak workload periods;
- Travel time outside regular work for the purpose of performing work for the City, but not travel for training or professional seminars; or
- Witness or expert testimony on City-related matters, outside of the employee's regular work hours.
- Computer network failures

E. RECORDING WORK HOURS

Each employee is required to keep accurate and timely records of hours worked and leave time. Falsification of time records is a serious offense and is grounds for disciplinary action, including discharge.

F. MEAL AND BREAK PERIODS

Break time is intended to refresh the employee for further productive work in the workday. Break and lunch periods are not to be used to shorten the day.

1. Non-Exempt Employees

Non-exempt employees will be granted an unpaid lunch period of between 30 and 60 minutes. Non-exempt employees are also granted flexible break time for a total of 40 minutes in the day. The timing of lunch and break periods shall be determined by departmental management.

If the supervisor directs a non-exempt employee to work through the unpaid lunch period, this time will count as work time for pay and overtime purposes.

2. Exempt Employees

Exempt employees determine their own lunch and break schedules. Some positions require as part of the regular job duties that an exempt employee remain at or in close proximity to work during the meal period. For employees in these positions, the meal period shall be paid for by the City. This time will count as part of the employee's regular work shift.

G. INCLEMENT WEATHER

Because of the nature of City services, work generally continues in inclement weather. Whenever inclement weather or any other emergency situation makes it necessary for the City to cancel work for all or certain employees, the affected employees shall not be compensated for their regularly scheduled hours of work during this work cancellation period, except to the extent that they elect to use accumulated leave time. Employees are encouraged to use caution when weather conditions make travel hazardous. If it is necessary to delay arrival or to leave work early, employees should seek approval from their supervisor.

4. PAY PRACTICES

A. PAY PERIODS

The current payroll cycle is on a bi-weekly schedule, with payday on every other Friday. If a scheduled payday falls on a City-observed holiday, employees will usually be paid on the day preceding the holiday. All required deductions (such as Federal, State and local taxes) and all authorized voluntary deductions (such as family health insurance premiums, Section 457 contributions) will be withheld.

Employees should review their paycheck stubs for errors. If a mistake is found, the employee should report this to his/her supervisor, who will take the necessary steps for correction. If an error results in overpayment to the employee, the employee will be required to pay back the overpayment.

B. PAYROLL DEDUCTIONS

The City offers several voluntary payroll deductions for savings or charitable contributions. Employees may:

- Save regularly in the Employee Credit Union.
- Purchase United States Savings Bonds.
- Save regularly and reduce taxable income in the ICMA-RC Deferred Compensation Plan.
- Reduce taxable income by the amount of the employee's dependent health and dental/vision insurance premium in the City's Flexible Benefits Plan (IRS Section 125).
- Contribute pre-tax dollars to a flexible spending account for unreimbursed allowable medical expenses to dependent care expenses (IRS Section 125). Other eligible expenses may be included in this program.
- Contribute to the Combined Charitable Contribution campaign.
- Repay a City loan for purchase of a personal computer.

C. LONGEVITY PAY

Employees hired into the NBU after January 1, 2003, receive an additional 5 percent increase to their salary as longevity pay at the end of each 10-year increment of service. This is added to base salary, based upon the following years of service:

<u>Longevity Rate</u>	<u>Years of Service</u>
5.0%	after 10 years
10.0%	after 20 years

Employees hired before January 1, 2003, receive an additional 2.5 percent increase to their salary as longevity pay at the end of each 5-year increment of service. This is added to base salary, based upon the following years of service:

<u>Longevity Rate</u>	<u>Years of Service</u>
2.5%	after 5 years
5.0%	after 10 years
7.5%	after 15 years
10.0%	after 20 years

Department Heads are not eligible for longevity pay.

D. INACTIVE STATUS

An employee is considered on inactive status when he/she is not receiving pay from the City either through work time or the use of accrued leave time. During periods of inactive status, there are no accruals of vacation or sick leave and employment seniority will be suspended for periods of inactive status longer than 30 days unless otherwise specially provided by the terms of a general leave approved by the City Manager. An employee on inactive status may remain on the City's group health, life, dental, and vision insurance plans, provided that he/she pays 100% of these insurance program premiums directly to the City. However, if the period of inactive status is due to a disability or a duty injury, the City will pay the City's portion of health and life insurance premiums through the first full month of inactive status. If the employee is on inactive status as the result of being on unpaid Family and Medical leave, the City will pay the City's portion of health insurance.

E. STAND-BY COMPENSATION -- PUBLIC WORKS

Compensation for holiday and weekend stand-by duty in Public Works is available for employees in the following positions:

Asphalt Supervisor	Sewer Supervisor
Building Services Supervisor	Streets Supervisor
Concrete Supervisor	Traffic and Lighting Supervisor
Forestry Supervisor	

On occasion, the Public Works Operations Manager may assume the weekend and holiday stand-by duty.

Stand-by duty will be compensated at 3 hours of straight time for each Saturday, Sunday, and City-designated holiday of stand-by duty.

F. WITNESS FEES

If an employee is called to give testimony (expert or witness) on a City-related matter, the City will pay the employee's full salary for the period of testimony. However, the employee must remit any payment for the testimony to the City.

If the employee's testimony on a City-related matter occurs outside of the employee's regular work hours, the period of testimony will be considered as a special duty assignment for overtime/compensatory time purposes.

If the testimony is for other than a City-related matter, the employee may request and use accumulated leave time. The employee then may retain any payment for the testimony.

5. EMPLOYMENT STATUS CHANGES

A. TEMPORARY ASSIGNMENTS

On occasion, employees may be temporarily reassigned to fill temporary position vacancies. There are two types of temporary assignments -- acting assignments and substitute assignments:

1. Acting Assignments

Acting assignment represents the temporary assignment of employees on a full-time continuous basis from their regular position classification to a higher-rated position classification, provided that they are regularly and routinely assuming and performing all or substantially all of the responsibilities and duties of the assigned position. The acting assignment is utilized when a position has no incumbent.

If the employee is temporarily assigned in an acting capacity, for any position other than a Department Head position, for any period of time, he/she will be compensated in the same manner as if he/she had actually been promoted to the higher-rated position classification, with the exception that the total annual salary for the temporary upgrade shall not exceed the total annual salary of the incumbent or predecessor (See Promotions, Demotions, Transfers).

If the employee is temporarily assigned to an acting Department Head assignment, the employee will receive a 10 percent salary increase, not to exceed the total annual salary of the incumbent or the predecessor.

While in the acting assignment, the employee will be subject to the benefit provisions, personnel policies, and terms and conditions of employment of the position to which he/she is assigned.

2. Substitute Assignments

A substitute assignment occurs when an employee fills in for another position classification on a part-time basis or when the employee is assuming and performing some of the responsibilities and duties of the assigned position. The substitute assignment is utilized when an employee is filling in due to vacation, sick leave, or other appropriate leave.

If the substitute assignment is to a position classification with a higher pay grade, and is for five consecutive workdays or more, additional compensation is available.

If the employee is temporarily assigned in a substitute capacity for a Department Head, for the first four weeks of substitution, he/she will be compensated with a bonus of \$110.00.

For all other substitute assignments, the employee will receive, on a weekly basis, 10 percent of the weekly base salary of the minimum of the pay range for the substitute position. After the fourth week and for the duration of the substitute assignment, the employee will be compensated at the acting assignment rate of pay.

B. PROMOTIONS

When an employee is promoted, the employee will receive a pay increase equal to 5 percent for each pay grade that he/she is promoted into, to a maximum of 20 percent, or to the minimum of the new pay grade, whichever is greater, but not to exceed the total annual salary of the predecessor. For promotions to Department Head positions, an employee will receive a 10 percent salary increase, not to exceed the total annual salary of the predecessor, but at least to the minimum of the new pay grade.

C. DEMOTIONS

When an employee is demoted, whether the employee applies for, or is offered, a demotion, the employee will receive either: (1) no change in compensation if the employee's former salary is within the salary range of the new pay grade; or (2) if the salary is not within the new pay range, the new salary will be at the top of the employee's new pay range.

D. TRANSFERS

When an employee is transferred, whether the employee applies for, or is offered, a transfer (a lateral change in terms of job responsibilities), he/she will not receive a change in pay. In the case of commissioned Fire and Police personnel, demotions and transfers are governed by the Rules and Regulations of the Board of Fire and Police Commissioners.

In all cases, the City Manager retains the discretion to make individual agreements.

E. VACANCIES AND INTERNAL HIRING

The City will recruit internally and externally for all vacancies. With the City Manager's approval, the hiring Department Head and/or supervisor may determine that the position will be an internal posting only. However, the City operates under the merit principle, and no special consideration is given to internal candidates in the filling of vacancies.

In general, regular City employees may apply for any vacant position. Regular employee status is achieved upon successful completion of the initial six months in a position. However, if a regular employee has been promoted, demoted, or transferred, he/she must have successfully completed the initial six-months in the new position prior to being considered for other positions.

6. LEAVE BENEFITS

A. NOTIFICATION

All requests for leave must be made to an employee's immediate supervisor as far in advance as possible. Each Department will have procedures for granting leave requests. Please check with your Department.

B. DEFINITION OF "IMMEDIATE FAMILY"

For the purposes of various policy and benefits provisions, immediate family is defined as the following:

- Spouse of Employee
- Children of Employee (including children for whom the employee serves as legal guardian, foster child, and children of current spouse)
- Spouses of Employee's Children
- Parents of Employee or Employee's Spouse
- Brothers and Sisters of Employee or Employee's Spouse
- Grandparents of Employee or Employee's Spouse
- Grandchildren of Employee or Employee's Spouse

C. VACATION LEAVE

1. General

The City provides paid vacation leave so that the employees may take time to relax and refresh themselves.

The scheduling and use of vacation leave requires a request from the employee and authorization from the supervisor. Vacation leave is to be taken in one-hour increments. The use of vacation leave is not authorized during the first six months of employment.

In order to encourage employees to take time off, only 50 percent of each full calendar year's accrual (January 1—December 31) may be added to the vacation leave balance for the next year.

Employees will not be expected to use 50 percent of the full calendar year accrual until he/she is eligible to take vacation during the entire calendar year.

Accrued vacation benefits are paid out upon termination, according to law.

2. Vacation Leave Accrual Schedules

a. Vacation Accrual Schedule for Department Heads

<u>Year</u>	<u>Vacation Time Bi-Weekly/Year</u>	<u>Maximum Accumulation</u>
Beginning with Year 1 through 3	3 weeks/15 days	240 hours/30 days
Beginning with Year 4 through 8	4 weeks/20 days	320 hours/40 days
Beginning with Year 9	5 weeks/25 days	400 hours/50 days

In general, vacation will be done by allotment and not accruals. The vacation amount will be prorated the first year of employment, at the beginning of Year 4, and again at the beginning of Year 9, effective on the department head’s anniversary date. Otherwise, the eligible number of weeks will be deposited the first full pay period of each January.

Department Heads may carry over only 50 percent of each full calendar year's vacation accrual (January 1—December 31) to be added to the vacation leave balance. If Department Heads do not use 50 percent of each year's vacation accrual, the balance of the 50 percent will be forfeited.

Employees will not be expected to use 50 percent of the full calendar year accrual until he/she is eligible to use vacation during the entire calendar year.

b. Vacation Accrual Schedule for Exempt Employees

<u>Year</u>	<u>Vacation Time Bi-Weekly/Year</u>	<u>Maximum Accumulation</u>
Beginning with Year 1 through 5	4.62 hours/15 days	240 hours/30 days
Beginning with Year 6 through 8	5.54 hours/18 days	288 hours/36 days
Beginning with Year 9 through 14	6.15 hours/20 days	320 hours/40 days
Beginning with Year 15 through 19	6.77 hours/22 days	352 hours/44 days

Beginning with Year 20 to separation	7.69 hours/25 days	400 hours/50 days
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Exempt employees can carry over only 50 percent of each full calendar year's vacation accrual (January 1—December 31) to be added to the vacation leave balance. If exempt employees do not use 50 percent of each year's vacation accrual, the balance of the 50 percent will be forfeited.

Employees will not be expected to use 50 percent of the full calendar year accrual until he/she is eligible to use vacation during the entire calendar year.

c. Vacation Accrual Schedule for Non-Exempt Employees

<u>Year</u>	<u>Vacation Time Bi-Weekly Year</u>	<u>Maximum Accumulation</u>
Beginning with Year 1 through 4	3.69 hours/12 days	192 hours/24 days
Beginning with Year 5	4.31 hours/14 days	224 hours/28 days
Beginning with Year 6 through 7	5.08 hours/16.5 days	264 hours/33 days
Beginning with Year 8 through 9	5.54 hours/18 days	288 hours/36 days
Beginning with Year 10 through 11	5.85 hours/19 days	304 hours/38 days
Beginning with Year 12 through 14	6.00 hours/19.5 days	312 hours/39 days
Beginning with Year 15 through 19	6.15 hours/20 days	320 hours/40 days
Beginning with Year 20 through 24	6.77 hours/22 days	352 hours/44 days
Beginning with Year 25 to separation	7.69 hours/25 days	400 hours/50 days

Non-exempt employees may carry over only 50 percent of each full calendar year's vacation accrual (January 1—December 31) to be added to the vacation leave balance. If non-exempt employees do not use 50 percent of each year's vacation accrual, the balance of the 50 percent will be forfeited.

Employees will not be expected to use 50 percent of the full calendar year accrual until he/she is eligible to use vacation during the entire calendar year.

D. PERSONAL LEAVE

The City grants full-time employees three paid personal days or 24 hours annually available as of July 1 of each year. Personal leave is designed to be used for personal business that cannot be taken care of during regular business hours or outside of business hours and for religious observances, ethnic holidays and other events of personal significance.

Employees hired between November 1 and February 29 will be credited with 16 hours of personal leave. Employees hired after March 1 will be credited with eight hours of personal leave.

All employees forfeit unused personal leave time on June 30th, which is the last day of the fiscal year. Under no circumstances will personal leave be carried forward from one year to the next.

E. HOLIDAYS

The following shall be paid holidays for all eligible employees:

New Year's Day	Veteran's Day
Martin Luther King, Jr.'s Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day

In October of each year, the City will prepare and distribute a list of the dates of observation for holidays in the upcoming calendar year. In general, holidays which occur on Saturday will be observed on the preceding Friday; holidays which occur on Sunday will be observed on the following Monday.

For non-continuous operations, employees are not scheduled to work on the holiday date of observation and will receive eight hours of regular pay for each holiday during the pay period in which the holiday is observed.

Police Lieutenants and Deputy Police Chiefs may work on designated holidays and receive regular pay for hours worked in addition to eight hours of holiday pay.

F. SICK LEAVE BENEFITS

Employees accrue sick leave at the rate of 3.69 hours per pay period, beginning with the sixth month of employment.

The purpose of sick leave is to provide income protection for absences when an employee or a member of his/her immediate family is suffering from an illness or disability or is being examined or treated by a doctor, dentist or other licensed medical practitioner.

New employees will receive an initial deposit of 48 hours of sick leave upon hire, and will not accrue additional sick leave for the first six months of employment.

The maximum accumulation of sick leave is 1,200 hours.

Family and Medical Leave may also be available for serious health conditions of the employee or certain family members (see Section H, Family and Medical Leave). Sick leave usage will be counted toward Family and Medical Leave, if applicable.

Annually, employees may exercise a conversion privilege. Employees may convert any amount of sick leave hours above 600 hours at a 4:1 ratio into a cash payment. In other words, four hours of sick leave may be converted to one hour of pay at the employee's regular rate of pay to be paid out the last full pay period of the fiscal year.

1. If an employee retires or resigns under favorable circumstances with ten years of service, accrued sick leave will be paid at the following rates:

10-19 years of service	30 percent
20 years and above	60 percent

2. Employees who resign with less than ten years of service may convert all sick leave hours above 600 hours at a 4:1 ratio for payout to the employee. This sick leave conversion allows employees with less than ten years of service an opportunity to convert outside of the designated conversion time in May.

For employees with less than five years of service with the City, a short-term disability leave benefit is available. If an employee has a serious health condition leading to an absence for more than 10 consecutive workdays, the City will provide full pay and benefits of up to 30 consecutive workdays of absence, including the first 10 days of absence.

A major illness leave pool is available to employees with at least five years of service. When an employee incurs an extreme major illness that requires at least outpatient surgical treatment or overnight hospitalization, the employees in the Non-Bargaining Unit may donate a minimum of 8 hours, but not more than 80 hours per employee of their unused, accrued sick leave to the major illness leave pool, up to a total of 160 hours per illness occurrence per year.

The City will match up to 160 hours of employee-donated leave time for a maximum total contribution of 320 hours (eight weeks) to the employee's sick leave balance. In order to be eligible, the employee may not have been disciplined for excessive sick leave use or for sick leave abuse during the previous 24-month period and the employee must be able to provide a written doctor's statement verifying the need to be off work longer than five consecutive work days.

Use of the major illness pool is limited to once in any 12-month period.

If an employee has exhausted all accrued leave time and is still unable to return to work, he/she must apply to the City Manager for general leave (see general leave) or Family and Medical Leave (see Section H, Family and Medical Leave) in order to retain his/her employment status. If application for either leave is not made or approved, employment with the City will terminate.

The City will notify the employee in advance of termination action and will provide the employee a reasonable period of time to apply.

G. FAMILY AND MEDICAL LEAVE BENEFITS

1. Leave Entitlement

Eligible employees are entitled up to 12 work weeks of leave during any 12-month period for one or more of the following:

- a. The birth of a child of the employee or the placement of a child with the employee for adoption or foster care, and in order to care for such child.
- b. To care for a child, spouse or parent of the employee who has a serious health condition.
- c. A serious health condition renders the employee unable to perform the functions of his or her job.

Eligible employees are employees who have worked for the City for more than 12 months (not necessarily consecutively) and have worked for at least 1,250 hours in the previous 12 months.

Eligible employees may, under certain conditions, take leave on an intermittent basis or on reduced leave schedule. Employees are required to exhaust all applicable accrued paid leave before being eligible for unpaid leave, such as vacation, personal or compensatory time. Sick leave is not available for child care for a healthy child, but must be used in the event the leave is due to a serious health condition.

2. Effect on Benefits During Unpaid Leave

Employees granted unpaid leave under this policy will continue to be covered under the City's group health plan on the same conditions as coverage would have been provided if they had been continuously employed during the leave period.

Employee contributions will be required at the same rate as if working. Premium payments for which the employee is responsible are subject to any change in premium rates while the employee is on leave. Prior to beginning the unpaid leave, employees shall inform the Human Resources Department about whether they wish to continue employee-paid benefits during the leave and the amount of such payments shall be confirmed. Payments are due on a monthly basis.

If an employee's premium payment is more than 30 days late, the City may terminate health coverage; however, an employee, upon his/her return from leave, will have coverage restored, if desired.

If the City pays the employee's share of premiums missed by the employee while the employee is on leave, the City may require the employee to reimburse the City for such payments.

If the employee fails to return from leave for reasons other than the continuation of a serious health condition of the employee or a family member or because of circumstances beyond the employee's control, the City may seek reimbursement from the employee for the City's share of the premiums paid on behalf of that employee.

No employee who takes a leave under this policy will lose any employment benefit that accrued before the commencement date of the leave.

3. Job Protection

Generally, employees will be reinstated to their former position or to an equivalent position with equivalent pay and benefits following an approved leave.

4. Procedure

a. Notice Requirement

Employees are required to give the City 30 days notice in the event of a foreseeable leave. In unexpected or unforeseeable situations, employees should provide as much notice to the City as is practicable.

b. Request Certification

For leaves taken because of the employee's or a covered family member's serious health condition, employees must complete a "Request for Family/Medical Leave" form. Certification must be given within 15 days after requested, or as soon thereafter as is reasonably possible.

The City may require second or third opinions (at its expense) and a fitness-for-duty report to return to work. The City may also require periodic reports on the employee's status and intent to return to work.

H. MILITARY RESERVE LEAVE

Employees who are currently in a Reserve or National Guard Unit will be granted a temporary leave of absence to attend their annual active duty training session or when temporarily activated during a domestic emergency. Employees will have three options with regard to their compensation during this leave of absence: (1) employees may receive their full pay and benefits and submit their base plus longevity military reserve pay (not including allowances for travel, subsistence, or quarters) to the City; (2) employees may take the leave of absence without pay; or (3) employees may use accrued leave time during the absence.

I. MILITARY LEAVE

Employees drafted or recalled for military service of the United States shall, upon request, be granted a leave of absence without pay for up to 90 days beyond their release from active duty. During military leave, an employee does not accrue vacation or sick leave benefits, but

continues to accrue seniority. Return to duty provisions are determined by applicable Federal and State laws.

J. DUTY INJURY LEAVE

An employee with a service connected illness or injury, which prevents him/her from performing his/her job, will continue to be paid his/her regular salary for a maximum of six (6) consecutive months or a total of 180 calendar days. After that time, an employee who is still disabled may seek compensation under the Workers' Compensation Law. Other laws such as the Family and Medical Leave Act may also apply during this period. A special law applies to Fire and Police employees. See 5 ILCS 345/1.

A physician's release to duty is required before the employee may return to work.

K. GENERAL LEAVE

Employees may request a leave of absence, without pay, for professional, personal or educational purposes. The granting of general leave is at the discretion of the Department Head and the City Manager. The City may grant or deny general leave based upon the operating needs of the Department.

L. BEREAVEMENT LEAVE

Employees will be granted up to four consecutive workdays of full pay and benefits in the event of a death in their immediate family. Employees may use other leave, if necessary, for this event.

M. JURY DUTY

Employees who are called to serve on a jury will be paid their regular City salary while on jury duty. If an employee is being compensated for his/her regular work hours and must perform jury duty while on his/her work shift, then the compensation received for jury duty or witness fees will be returned to the City. If an employee is called for jury duty but does not serve on a jury or is released from jury duty, he/she should report to work each day. If a majority of the hours on any day spent on jury duty occurs outside of the regular work shift, then the jury duty pay may be retained by the employee.

When an employee is called to serve on a jury, he/she should notify the immediate supervisor as far in advance of the jury duty service as possible. The regular work shift for an employee on jury duty may be adjusted during the period of jury duty service.

N. COMPLIANCE WITH LAWS

The City will abide by State and Federal laws relative to employee benefits, health and life insurance, worker's compensation, FMLA, and IMRF Pension contributions.

7. BENEFITS PROGRAM

A. HEALTH INSURANCE

The City provides a group health insurance plan for regular full-time and regular part-time employees.

Single Employee Coverage. The City pays up to \$580.00 per month for single employee health insurance coverage for regular full-time continuous and regular part-time continuous employees that are regularly scheduled to work 30 hours or more per week. Premiums for single employee coverage in excess of \$580.00 per month are shared by the employee and the City, with the NBU group in total contributing 40 percent and the City contributing 60 percent of premium increases. The NBU group amount is allocated to each employee as a percentage of his or her base pay as of the date of the premium cost-share calculation each year. For purposes of this section, base pay is the annual payments made to an employee, including longevity pay, but excluding overtime, other compensation, and fringe benefits. The determination of base pay shall be made at a point in time prior to the beginning of the health insurance plan year, or as otherwise determined by the City Manager.

For employees classified as full-time limited term of employment, or part-time limited term of employment working 30-40 hours per week, the City pays the amount of the single coverage premium that is in excess of the employee's contribution of 9 percent of their pay, or the cost of the premium, whichever is lower.

Dependent Coverage. Employees who participate in Single Employee Coverage may, at their option, also participate in Dependent Coverage. The City pays 50 percent of dependent coverage for regular full-time employees on active status. For regular part-time employees on active status, the City pays 25 percent of dependent coverage.

Limited term of employment employees with single employee health coverage may opt for dependent coverage and pay 100 percent of the cost of the dependent premium.

The City may also offer a voluntary, employee-paid dental and vision insurance plan.

In accordance with Federal law, the City offers continued health insurance coverage, at employee cost, upon termination of employment with the City.

The City also offers Smoking Cessation benefits pursuant to the No Smoking in Facilities Administrative Policy.

Details of these plans are available in the Human Resources Department.

B. LIFE INSURANCE

The City provides term life insurance in the amount of \$25,000 for regular full-time non-exempt employees and \$13,000 for regular part-time non-exempt employees. Regular full-time and part-time exempt employees receive life insurance equal to their annual salary, or \$30,000, whichever is greater.

Employees have the opportunity to purchase additional life insurance for themselves and/or their dependents.

For more information about life insurance programs, contact the Human Resources Department.

C. PENSION

According to State law, City employees must participate in one of three pension plans: (1) the Illinois Municipal Retirement Fund; (2) the Fire Pension Fund; or (3) the Police Pension Fund. The amount of employee contribution is set by State statute.

D. OTHER PROGRAMS

The following other programs are available for voluntary employee participation. For more information, please contact the Human Resources Department.

- Tax Deferred Savings Plan
- Municipal Employees Credit Union
- Combined Charitable Contribution Payroll Deductions
- Savings Bonds Purchased Through Payroll Deductions
- Employee Computer Purchase Program

Regular full-time and regular part-time employees are covered by a supplemental disability plan. For more information, please contact the Human Resources Department.

E. PROFESSIONAL DEVELOPMENT

The City encourages each employee to develop and follow a professional development plan, reviewed on an annual basis. Each department prepares a department training plan identifying the likely training needs of each position. The individual's professional development plan should prepare the employee to meet the needs identified in the department training plan.

The City may provide for membership in professional associations, attendance at conferences, meetings and training seminars, and/or fees for credentials. Please consult the City's Administrative Policies for further information and details.

F. EDUCATIONAL REIMBURSEMENT

The City offers educational reimbursement to attend approved educational courses or programs. Requests for tuition reimbursement must be submitted in accordance with Administrative Policy No. 3.02. All requests will be evaluated on the basis of whether the proposed course work is relevant to the employee's present job or career path within the City. The employee will be required to furnish proof of satisfactory completion of the course(s) before he/she is fully reimbursed.

For further information, consult Administrative Policy No. 3.02 or contact the Human Resources Department.

G. LEGAL ASSISTANCE AND LIABILITY PROTECTION

The City provides for legal assistance and liability protection, and indemnification as explained in Section 25.5-1 of the Champaign Municipal Code, 1985, as amended. If an employee has a question or is served with legal documents, contact the Legal Department.

H. UNIFORMS, PROTECTIVE CLOTHING; REPAIR OF PERSONAL ITEMS

1. Uniforms

Certain Police, Fire, and Public Works positions receive City-issued uniforms and protective items. An annual uniform allowance will also be provided to these employees in the amounts listed below:

<u>Police Department:</u>	Lieutenant, Deputy Chief	\$700
<u>Fire Department:</u>	Deputy Fire Chief, Public Information Officer/Fire Investigations Manager, Fire Education Specialist	\$550
<u>Public Works Department:</u>	Operations Division Asphalt Supervisor, Concrete Supervisor; Streets Supervisor; Forestry Supervisor; Sewer Supervisor	\$200
	Engineering Division Traffic & Lighting Supervisor	\$200
	Special Services Division Fleet Services Manager; Building and Grounds Supervisor	\$200
	Parking Enforcement Supervisor	\$550

2. Protective Items

If the City requires an employee to wear protective clothing or any type of protective device as a condition of employment, the City will furnish or pay for the item. In addition, the cost of repairing, replacing or maintaining these protective items will be paid by the City.

3. Repair or Replacement of Personal Items

Clothing, uniform accessories, equipment, tools and other authorized items which are lost, stolen, or damaged while an employee is engaged in the proper performance of work shall be repaired or replaced by the City.

Eyeglasses, corrective lenses, wristwatches, or dental appliances which are damaged in the proper performance of work will be replaced in kind by the City, subject to the following dollar limitations:

Eyeglass Frames	\$125
Wristwatches	\$ 50

I. BREAKS IN SERVICE

In general, unpaid leaves of absence for periods of less than 30 days in an employee's tenure with the City will not affect longevity pay, benefit accumulation, or service pin awards. If the unpaid leave of absence is for 30 or more days, the employee will not receive credit for service to the City for longevity pay, benefit accumulation, or service pin award for the period of the unpaid leave of absence.

However, when an employee is absent for 30 days or more for reasons of a duty injury and returns to full service, the period of the duty injury leave will not constitute a break in service for the purposes of longevity pay, vacation and sick leave, and service pin awards.

When an employee is absent for 30 days or more for reasons of a medical disability and the employee has at least one year of service, service will be credited for a period of time equal to one-half of the break in service, but not more than 24 months of service credit, for purposes of longevity pay, vacation and sick leave, and service pin awards, upon return to full duty.

J. ABSENCES

Unscheduled absences require notification according to individual departmental rules.

8. EMPLOYEE RESPONSIBILITIES

A. STANDARDS OF CONDUCT

Employees must conduct themselves in a manner that is consistent with the City's Organizational Philosophy in order for the employee and the City to be a success. Employees whose behavior is contrary to the Organizational Philosophy should expect disciplinary action sufficient to correct the problem. Employees that do not exhibit appropriate performance standards may be terminated.

In cases that involve major violations of the standards of conduct, such as those described in this section, employees should expect serious disciplinary action up to and including discharge.

The General Conduct Standards are a statement of some of the ways an employee would be considered to have violated the Organizational Philosophy.

1. General Conduct

An employee shall not:

- a. Fight on the job
- b. Commit theft
- c. Be absent from work or leave the work site without authorization or notification
- d. Sleep on the job (except for continuous operations Fire personnel)
- e. Fail to respond to emergency situations when called out
- f. Engage in personal business while on duty
- g. Make improper use of sick leave
- h. Possess firearms on the job other than those authorized by the Police Department
- i. Use their access to City electronic communications contrary to the City's policy and procedures.

An employee shall conduct himself/herself in a manner both on and off duty that promotes the efficient operation of the City and shall perform his/her assigned duties in a productive, effective and efficient manner, consistent with the City's Organizational Philosophy.

2. Behavior Toward Others

An employee shall not:

- a. Be insubordinate, such as, but not limited to, refusing a direct work order or using disrespectful, abusive, or threatening language or action towards a superior.
- b. Be discourteous or demonstrate abusive conduct or communications toward employees or the public.

- c. Violate the City's sexual harassment policy.
- d. Violate any laws or City policies relating to accepting gifts.

3. Fitness for Duty/Drug Use

An employee shall not:

- a. Unlawfully manufacture, distribute, dispense, possess, or use a controlled substance, including cannabis, in the workplace.
- b. Fail to give his/her supervisor notice of conviction of any criminal drug statute for a violation occurring in the workplace within five (5) days after conviction.
- c. While on the job, be under the influence of alcohol or a controlled substance not prescribed by a physician as indicated by the employee's behavior impairment.
- d. Knowingly use or be under the influence of any substance prescribed by a physician while on the job, where such use impairs the efficiency or effectiveness of the employee, the department, or the City without notifying his/her supervisor.

4. Violation of Laws/Communication and Records

An employee shall not:

- a. Falsify application materials, accident reports, injury reports, or attendance records or make willful misrepresentations in any document or report.
- b. Commit a criminal offense that compromises the employee's ability to perform his/her duty or fail to notify the City of a felony conviction.

An employee shall transmit truthful, complete, and accurate information and shall treat confidential information in an appropriate manner. An employee shall perform his/her duties and make discretionary decisions in a manner consistent with the law.

Individual departments may establish and issue additional and/or more stringent rules for operations in their departments.

B. DISCIPLINARY ACTIONS

The City agrees with the concept of progressive disciplinary action, and when circumstances warrant, in the sole discretion of the City, disciplinary actions will be imposed in a progressive manner, according to the seriousness of the conduct involved. A violation of the Standards of Conduct is considered a major infraction and may lead to discharge. Disciplinary actions in order of severity include the following:

If a problem with an employee's performance arises, it may first be brought to the attention of the employee through a counseling session resulting in a written statement of future expectations regarding behavior.

1. Written Reprimand. A "written reprimand" is a written admonishment and warning.
2. Suspension. A "suspension" is a required temporary absence from duty without pay.
3. Discharge. A "discharge" is a permanent, involuntary termination of employment with the City.

Employees will be given a written notice informing them of the disciplinary action, and the reasons. Discipline involving time off for exempt employees shall be consistent with the employee's exempt status under the Fair Labor Standards Act.

In the case of commissioned Police and Fire personnel, disciplinary actions will, where applicable, be administered in accordance with the Rules and Regulations of the Board of Fire and Police Commissioners.

C. DISPUTE RESOLUTION PROCEDURE

An employee may raise a complaint or difference of opinion as a dispute, against the City and submit it to the formal dispute resolution process. The dispute resolution procedure includes the following:

1. An employee must complete and submit a "Dispute Form" to his/her immediate supervisor within seven days of the occurrence of his/her awareness of the occurrence of the event giving rise to the dispute. The immediate supervisor will review the dispute and present a written response to the employee within five business days.
2. If the employee is not satisfied with the immediate supervisor's written response, within five business days, the employee may submit the dispute to his/her Division Head. The Division Head has five business days to respond to the employee in writing.
3. If the employee is not satisfied with the Division Head's written response, or if there is no Division Head, the employee, within five business days, may submit the dispute to his/her Department Head. The Department Head will investigate the matter and hold a dispute resolution hearing within five business days following the submission of the dispute from the employee. At this point, both the City and the employee have the right to call witnesses who are necessary to the investigation and explanation of the dispute. The Department Head will submit a written response to the employee within five business days.
4. If the employee is dissatisfied with the Department Head's written response, the employee may submit the dispute to the City Manager within five business days of the Department Head's written response. The City Manager will hold a hearing and prepare a written decision within ten business days following the hearing. The decision of the City Manager is final and binding upon all parties.

The Human Resources Department is responsible for monitoring the dispute resolution process. At any point in the process, an employee may settle the dispute informally, or remove the dispute from the dispute resolution process.

D. DRUG TESTING

Random drug testing will be required for these sensitive Police assignments:

Property Evidence Clerk
Deputy Police Chief in charge of the TAC Team
Deputy Police Chief in charge of the SWAT Team
Investigations Lieutenant

E. BULLETIN BOARDS AND SOLICITATIONS

The City maintains bulletin boards that are used to communicate mandated information on Equal Employment Opportunity, wages and hours of work, health and safety, and other information. They are also used to communicate information regarding City operations and announcements, including, but not limited to, job postings, safety rules, health items, benefits programs and notices announcing special events.

Employees and outside parties are asked to refrain from soliciting other employees during work time for personal business or concerns.

F. SAFETY AND HEALTH

The City is committed to providing a safe and healthful working environment. The City's policy is aimed at minimizing the exposure of our employees, citizens and other visitors to our facilities to health or safety risks. All City employees are expected to maintain a safe working environment and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of the City in this regard include:

1. Exercising care and good judgment at all times to prevent accidents and injuries.
2. Reporting to supervisors all injuries and accidents, seeking appropriate medical attention, and completing appropriate accident forms for personal injury and vehicle accidents.
3. Reporting unsafe conditions, equipment, or practices to supervisory personnel.
4. Using at all times safety equipment, seat belts, and protective gear provided by the City.
5. Observing all safety rules and regulations at all times.
6. Notifying supervisors of any physical or mental condition of themselves or others that could prevent or impair the proper performance of assigned duties.

G. PERSONAL INFORMATION

The Human Resources Department maintains employee records that include home address, telephone number, and beneficiaries on benefit plans. Employees should maintain current information with the Human Resources Department to reduce possible problems with benefits and other City communications. To make changes in his/her personal information, the employee should visit or call the Human Resources Department.

H. DRUG-FREE WORKPLACE

It is the policy of the City to create a drug-free workplace in keeping with the spirit and intent of the State and Federal Drug-Free Workplace Acts. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. Violation of the Drug-Free Workplace Act could subject the employee to mandatory participation in a drug abuse or rehabilitation program, and to disciplinary action.

I. PARKING AND KEYS

The City provides parking spaces for full-time and part-time regular employees at each City location. For employees who elect not to take advantage of City-subsidized parking the Public Works Department issues bus passes. Upon termination, these privileges will be rescinded.

All employees are issued keys for the City facility where the employee is working. Use of these keys is strictly for City business. If at any time an employee finds that his/her set of keys has been lost or stolen, the employee should report the loss to the Human Resources Department immediately. Upon separation, an employee must return the set of keys to the Human Resources Department.

J. NOTICE OF RESIGNATION

Employees are expected to give a two-week notice of resignation.

K. RESIDENCY

With certain exemptions, employees are not required to maintain a place of residence within the City of Champaign, or within any other geographic limitation. However, employees must provide the Human Resources Department with a current address within two weeks of any change of residence. An employee should maintain on file with their department, a telephone number through which they can generally be contacted. Inability to report to work, to report to work on time, or to remain on duty may constitute cause for disciplinary action regardless of the location of the employee's residence. Key City Manager's staff and Department Heads are required to maintain a place of residence within the City of Champaign pursuant to the City's Municipal Code.

L. DRIVER'S LICENSE REQUIREMENT

The City requires employees in certain positions to maintain full driving privileges as a condition of employment. (See Appendix D for list of positions). Employees with restricted driving privileges may not work in any capacity for the City when these restrictions interfere with their ability to perform all the duties of their position. Employees will be allowed a reasonable period of time to regain complete driving privileges.

It is the employee's responsibility to notify his/her Department Head in writing within 24 hours of any suspension, revocation or restriction of driving privileges. During the period of suspension, revocation, or restriction on driving privileges, the employee will not be allowed to work but may use accumulated vacation leave, personal leave and compensatory time. After accumulated paid leave is exhausted, the employee will be granted general leave without pay.

During this general leave, benefit accruals will be suspended, as well as seniority after 30 calendar days. The employee will be responsible for the full premium for health and life insurance coverage.

After a driver's license is suspended, revoked or restricted, an employee has six months from the date of suspension, revocation or restriction to regain complete driving privileges.

"Complete driving privileges" means the ability to drive for work purposes, including overtime, anywhere within the State of Illinois at anytime of the day or week. If the employee does not regain complete driving privileges within six months, the employee will be terminated.

If driving privileges are reinstated during this six-month period, the employee may return to work after notifying the Department Head in writing of the reinstatement.

During the six-month period when complete driving privileges have been suspended, revoked or restricted, the employee is free to apply for vacant positions within the City which do not require full driving privileges.

Unannounced and unscheduled driver's license status checks may be conducted.

Failure to notify the employee's Department Head promptly of the suspension, revocation, or restriction of driving privileges or any changes in driving status constitutes just cause for discharge.

9. REVISIONS TO PERSONNEL POLICIES

These policies will be officially reviewed on a regular basis by a committee designated by the City Manager and chaired by the Human Resources Director. Committee recommendations will be made to the City Manager.

According to Section 25.5-16 of the Champaign Municipal Code, 1985, as amended, the City Manager may issue and revise employment policies. All such policies will be on file with the Human Resources Director. Employees will be informed of modifications through memos, meetings, newsletters or other means.

APPENDIX A

LIST OF POSITIONS BY EXEMPT/NON-EXEMPT STATUS

Exempt Positions

Asphalt Supervisor	METCAD Computer Services Specialist
Assistant City Attorney	METCAD Director
Assistant City Engineer	METCAD Operations Manager
Assistant City Manager	Neighborhood Programs Manager
Assistant Personnel Director	Neighborhood Services Coordinator
Assistant to the City Manager	Neighborhood Services Director
Assistant to the City Manager for Community Relations	Network Engineer
Assistant to the Police Chief for Community Services	Operations Manager Public Works
Building and Grounds Supervisor	Parking Enforcement Supervisor
Building Safety Supervisor	Parking Programs Manager
City Attorney	Personnel Services Director
City Engineer	Personnel Specialist
Civil Engineer	Planning Director
Community Development Specialist	Planner II
Community Relations Specialist	Planner III
Concrete Supervisor	Police Chief
Crime Analyst	Police Lieutenant
Community Services Coordinator	Police Network Administrator
Deputy City Attorney	Police Records Manager
Deputy City Manager for Development	Police Supervisor
Deputy Fire Chief	Principal Planner
Deputy Police Chief	Property Maintenance Supervisor
Engineer I	Public Information Officer/Fire Investigations Manager
Engineer II	Public Works Director
Finance Director	Records Manager/City Clerk
Financial Analyst	Risk Manager
Financial Services Manager/Budget Officer	Sewer Supervisor
Financial Services Manager/City Accountant	Special Services Manager
Fire Chief	Street Supervisor
Fire Education Specialist	Telecommunicator Supervisor
Fire Training & Safety Officer	Traffic & Lighting Supervisor
Fleet Services Manager	Zoning Administrator
Forestry Supervisor	
Hazardous Materials & Environmental Officer	
Housing Program Coordinator	
Implementation Planner	
IT Director	
IT Network Administrator	
METCAD 911 Coordinator	

APPENDIX A (continued)

Non-Exempt Positions

Accounts Coordinator
Clerk
Clerk-Typist I
Clerk-Typist II
Compliance Coordinator
Finance Technician
Legal Secretary
Neighborhood Intervention Specialist
Network Technician
Paralegal
Personnel Technician
Planner I
Property Evidence Technician
Rehabilitation Technician
Secretary I
Secretary II
Secretary to the City Manager
Telecommunications/AV Technician

APPENDIX B

LIST OF POSITIONS BY MANAGEMENT LEVEL

Department Heads

- Assistant City Manager
- City Attorney
- Deputy City Manager for Development
- Finance Director
- Fire Chief
- IT Director
- METCAD Director
- Neighborhood Services Director
- Personnel Services Director
- Planning Director
- Police Chief
- Public Works Director

Division Heads

- Assistant to City Manager for Community Relations
- Building Safety Supervisor
- City Engineer
- Deputy Fire Chief
- Deputy Police Chief
- Financial Services Manager/ Budget Officer
- Financial Services Manager/City Accountant
- Information Systems Manager
- Parking Programs Manager
- Principal Planner
- Property Maintenance Supervisor
- Public Works Operations Manager
- Public Works Special Services Manager
- METCAD Operations Manager
- Neighborhood Programs Manager

APPENDIX C

LIST OF POSITIONS WHICH REQUIRE FULL DRIVING PRIVILEGES AS A CONDITION OF EMPLOYMENT

Neighborhood Services Department

- Housing Programs Coordinator
- Neighborhood Services Coordinator
- Neighborhood Programs Manager
- Property Maintenance Supervisor
- Community Development Specialist
- Rehabilitation Technician

Fire Department

- Building Safety Supervisor
- Deputy Fire Chief
- Fire Chief
- Fire Education Specialist
- Public Information Officer/Fire Investigations Manager

Planning Department

- Zoning Administrator

Police Department

- Community Services Coordinator
- Deputy Police Chief
- Police Chief
- Police Lieutenant
- Police Network Administrator
- Property Evidence Technician

Public Works Department

Asphalt Supervisor	Forestry Supervisor
Assistant City Engineer	Parking Enforcement Supervisor
Building and Grounds Supervisor	Public Works Director
City Engineer	Public Works Operations Manager
Civil Engineer	Sewer Supervisor
Civil Engineer I	Special Services Manager
Civil Engineer II	Street Supervisor
Concrete Supervisor	Traffic & Lighting Supervisor
Fleet Services Manager	

CITY OF CHAMPAIGN

NON-BARGAINING UNIT PERSONNEL POLICIES

This Handbook is not a contract of employment. It is a means of communication between the City and the employee, and sets out what the City expects of employees. The Handbook may be modified at any time by the City Manager. A copy of all current Non-Bargaining Unit Personnel Policies is available from the Human Resources Department.

EMPLOYEE ACKNOWLEDGMENT

1. I understand that it is my responsibility to read, become acquainted with, and abide by the policies stated herein.
2. I understand that this Handbook does not constitute a contract of employment with the City.
3. I understand that my employment and compensation can be terminated, with or without cause, at any time, at the option of either the City or myself. I understand that only the City Manager and not a Department Head, supervisor or other representative of the City has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signature of Employee

Date

This document will be placed in your personnel file.