



# **Grafton Township Assessor's Office**

## **Employee Handbook**

**2014**

**Proudly and humbly serving the property owners of Grafton Township including Algonquin, Crystal Lake, Huntley, Lake in the Hills, Lakewood and unincorporated McHenry County.**

**This Employee Handbook replaces and supercedes all previous editions.**

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## ***WELCOME!***

***On behalf of your colleagues here at the Grafton Township Assessor's Office, welcome. We are pleased to have you with us.***

***We hope as you learn more about the Grafton Township Assessor's Office and the people who work here, you will come to share our feeling that this is a very special place.***

***We do important work here and we try to do it as well as we can. We hope you will find it both rewarding and enjoyable.***

***The information contained in this manual should be helpful and informative now and in the future as a reference source. Please read it carefully and be sure to contact the Grafton Township Assessor if you have any questions.***

***Once again, welcome and thank you for being here.***

A handwritten signature in black ink that reads "Alan D. Zielinski". The signature is written in a cursive style with a large, stylized initial "A".

**Grafton Township Assessor**

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## Section 100: Introduction

### 101. Introductory Message

Grafton Township's government is committed to providing and promoting a high quality of life, safety and business success to its residents, visitors and future generations. In doing so, it will help make Grafton Township an excellent place to live, visit, raise a family and run successful businesses.

Township employees are vital assets in the township's ability to attain those goals. Township employees' status and their daily exposure to public scrutiny, comment and criticism requires all township employees to be mindful of how deeply their conduct, abilities, appearance and personal interactions reflect on Grafton Township.

The level of public exposure will be substantial for your position so you will play a vital role in presenting the township in a favorable light. You may often be the first point of contact when the public makes inquiries and/or requests. Therefore, you have a responsibility in making a positive impression with all the property owners and citizens of our community.

Being an employee of the Grafton Township Assessor's Office puts you in a unique position of trust. Therefore, it's critical that you fully understand the emphasis placed on maintaining the public's trust in the Assessor's Office. The Assessor's Office expects and requires that you conduct yourself, personally and professionally, in a manner that will foster, maintain and strengthen the public's trust in, and respect for, us.

This handbook applies to all employees and compliance with its stated policies is a condition of employment. It supersedes all previous employment policies, written and oral, express and implied but is not intended to supersede any local, state or federal regulations or statutes that may apply to various aspects of the Grafton Township Assessor's Office's governmental functions.

This handbook provides guidelines to assist Grafton Township Assessor's Office employees in understanding the Assessor's Office's responsibilities, policies, benefits and procedures that relate to their employment with the township. It contains general statements of the Grafton Township Assessor's Office's policies and should not be taken as presenting the complete details of each policy nor creating an expectation that the policies discussed will be applied in all cases.

**THIS HANDBOOK IS NOT INTENDED TO AND DOES NOT CREATE A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, BETWEEN ANY EMPLOYEE AND THE GRAFTON TOWNSHIP ASSESSOR'S OFFICE. THIS HANDBOOK IS INTENDED ONLY TO DESCRIBE THE POLICIES AND PROCEDURES OF THE ASSESSOR'S OFFICE. NO CONTRACT OF EMPLOYMENT EXISTS BETWEEN THE ASSESSOR'S OFFICE AND ANY EMPLOYEE UNLESS THERE IS A SEPARATE WRITTEN AGREEMENT SIGNED BY BOTH THE EMPLOYEE AND THE GRAFTON TOWNSHIP ASSESSOR.**

BY LAW, AN EMPLOYEE MAY TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. THE ASSESSOR MAY ALSO TERMINATE THE EMPLOYMENT OF ANY EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. NO SECTION OF THESE POLICIES AND PROCEDURES SHALL BE INTERPRETED AS GIVING UP THIS RIGHT BY THE GRAFTON TOWNSHIP ASSESSOR OR ANY EMPLOYEE.

THESE PERSONNEL POLICIES AND PROCEDURES SUPERSEDE ALL OTHER ORAL OR WRITTEN PERSONNEL RULES, REGULATIONS, POLICIES AND PROCEDURES.

THE GRAFTON TOWNSHIP ASSESSOR, AT HIS SOLE DISCRETION, RESERVES THE RIGHT TO CHANGE, FROM TIME TO TIME AND WITHOUT NOTICE, ANY TERM OR PROVISION OF THESE POLICIES AND PROCEDURES.

This handbook is subject to change at any time with or without notice and will be reviewed and revised periodically. The Grafton Township Assessor reserves the right to modify, rescind, delete or add to the provisions of this handbook from time to time at his sole and absolute discretion. The Assessor will attempt to keep these guidelines current but there may be times when a policy will change before this handbook's material can be revised, published and communicated. The most up to date version of this handbook can always be found on the "Resources" page of the Grafton Township Assessor's website.

The Grafton Township Assessor believes this document fulfills the requirement of 35 ILCS 200/2.65(b).

#### 102. Purpose of, and issues relating to, this handbook

This handbook contains many of the policies and procedures you are expected to understand and follow as an employee of the Grafton Township Assessor's Office. The Assessor developed this handbook to provide general information to the Assessor's Office's employees regarding topics that commonly arise during a person's employment.

This handbook is not meant to include all of the policies that may apply in your specific role with the Assessor's Office. Rather, this handbook should be viewed as serving two important purposes. First, the handbook sets forth the Grafton Township Assessor's Office's expectations of you as an employee. Second, the handbook is meant to educate you on what you can expect from the Grafton Township Assessor's Office during your employment relationship.

As you review your handbook, consider how the policies it describes support the goals of the Assessor's Office. Some of those goals are described below.

1. Generating an accurate assessed value for the township so the resulting levy and tax rates will be completely transparent to Grafton Township's property tax payers.
2. By doing so, helping to ensure the prudent use of the township's resources, personnel,

property, equipment and funds.

3. Assuring the recruitment, retention and development of employees of the highest quality and loyalty to Grafton Township and the citizens we serve.
4. Assuring maximum responsiveness to the legitimate demands of our constituents.

The Grafton Township Assessor's Office expects its employees to always respond to the public in a professional and timely manner that will uphold the image of Grafton Township in general and specifically the Grafton Township Assessor's Office. Through this cooperative and collaborative relationship among all employees, the reputation of the Grafton Township Assessor's Office for providing quality services will continue to be achieved and strengthened.

Unless otherwise prohibited by law, final interpretation and implementation of the policies contained in this handbook are vested solely with the Grafton Township Assessor.

It is your responsibility to read, understand and fully apply these policies each and every day. It is also your responsibility to ask questions regarding any portions of this handbook or other policies that you do not understand.

**Ignorance will never be tolerated as an excuse for violations of any policy or substandard performance.**

### 103. Values, Mission and Responsibilities of the Grafton Township Assessor's Office

Our values guide everything we do. The primary lynchpins are:

- excellence in accuracy, timeliness and customer service;
- unwavering honesty, integrity and fiduciary responsibility
- and steadfast personal accountability for our actions.

Our values define our organizational culture that supports our mission of providing timely, accurate and statute-compliant assessments of all real property within Grafton Township.

To achieve that mission, the Grafton Township Assessor has broad authority to lead and manage the operations of the office. These responsibilities include, but are not necessarily limited to:

1. prescribing and administering all the rules and regulations essential to accomplishing all the requirements of the Illinois Property Tax Code relative to assessments and appeals.
2. Leading and managing all employees.
3. Hiring, promoting, transferring, assigning and retaining highly-qualified employees.
4. Suspending, demoting, terminating or undertaking any other disciplinary action deemed appropriate by the Assessor.
5. Relieving employees of their duties permanently or on an interim basis due to lack of work or for other legitimate reasons.
6. Optimizing the efficiency of all Grafton Township Assessor's Office operations.
7. Determining the methods and personnel by which those operations are to be conducted.
8. Establishing and adhering to the budget required to effectively perform those services.





Operation of any government agency depends on an effective chain of command and the Grafton Township Assessor's Office is no exception.

The ultimate decisions concerning policy within the Grafton Township Assessor's Office reside, by law, solely with the Township Assessor, an elected official, who serves a four-year term and is elected by the residents of Grafton Township.

The Grafton Township Assessor is responsible for the development, supervision and the efficient and effective operation of the Assessor's Office including its personnel and facilities.

As Township Assessor, the Assessor is authorized to exercise all of the executive and general administrative powers/duties granted and supported under 60 ILCS 1/77-5, 60 ILCS 1/100-5(a), 35 ILCS 200/2-20 and 35 ILCS 200/2-80 among others.

Assessor's Office employees have an obligation to assist the Assessor in providing professional advice to the Board of Trustees but the Township Assessor is given the latitude to determine the best method of implementing all policy decisions in the Grafton Township Assessor's Office.

All employees shall be responsible to the Grafton Township Assessor and shall refer matters requiring administrative attention directly to him. Each employee is to keep the Assessor informed of his/her work activities using tools and technology provided the Assessor's Office.

If an employee has any questions, opinions or suggestions about the information contained in this handbook or about any other aspect of his/her job, those questions, opinions or suggestions should be directed to the Grafton Township Assessor at the earliest possible opportunity.

The Assessor recognizes that employees will encounter directives or requests from the public on a daily basis as part of their positions. The Assessor expects employees to use sound judgment and common sense in determining which directives or requests are inappropriate or beyond their scope of responsibility and therefore should be immediately reported to the Assessor. If an employee is unsure whether a directive or request should be reported, the employee should err on the side of caution and discuss it with the Assessor before taking any action.

Any employee who receives inappropriate directives or requests for special treatment from any individual, property owner, business representative, elected or appointed official must immediately report such directives or requests to the Grafton Township Assessor. No specific directives or requests covered by this policy shall be fulfilled unless written permission to do so is given by the Grafton Township Assessor.

## Section 200: Workplace Environment

### 201: Equal Employment Opportunity Policy

**Policy: The Grafton Township Assessor's Office is an equal opportunity employer and all employment decisions are based solely on merit and operational needs.**

One objective of the Assessor's Office is employing individuals who are qualified using nationally-accepted, job-related standards which include applicable experience; motivation; demonstrated aptitude, attitude and skills; relevant education and training; state certifications; overall ability and other job-relevant considerations.

The Assessor's Office assures equal employment opportunity in all of its employment practices including:

- recruitment
- hiring
- compensation
- other benefits
- training
- transfers
- layoff and recall
- promotions
- demotions
- terminations
- all other Assessor's Office practices and procedures

The Grafton Township Assessor's Office policies will be administered without regard to race, color, creed, religion, ancestry, national origin, age, physical or mental disability, sex, marital status, Veteran status, sexual orientation or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.

The Grafton Township Assessor has the overall responsibility for the direction and enforcement of this Equal Employment Opportunity policy. It is the responsibility of the Grafton Township Assessor and all Assessor's Office employees to give this policy their full support by leadership and personal example. In addition, it is the duty of the Grafton Township Assessor and each employee to create a job environment that is conducive to this policy.

Any employee who believes that he or she has been treated unfairly because of his or her race, color, creed, religion, ancestry, national origin, age, physical or mental disability, sex, marital status, Veteran status, sexual orientation or any other basis prohibited by applicable federal, state, or local fair employment laws and regulations should immediately submit a written report of the incident to the Assessor. If an employee believes that he or she has been treated unfairly in any of these areas by the Assessor, the employee should submit a written report to the attention of the Grafton Township Clerk.

All written complaints of discrimination or unfair treatment based on race, color, creed, religion, ancestry, national origin, age, physical or mental disability, sex, marital status, Veteran status, sexual orientation or any other basis prohibited by applicable federal, state, or local fair employment laws and regulations will be promptly investigated.

If the complaint is found to have merit, the appropriate corrective action will be taken. Based on the investigation, any employee found to have violated the Assessor's Office policy will be subject to appropriate disciplinary action, up to and including termination of employment.

The Assessor's Office will not in any way retaliate against any individual who makes a report of discrimination for unfair treatment based on race, color, creed, religion, ancestry, national origin, age, physical or mental disability, sex, marital status, Veteran status, sexual orientation or any other basis prohibited by applicable federal, state, or local employment laws or regulations.

**Policy: The Assessor's Office will not permit any other employees to retaliate in any manner. Retaliation is a serious violation of this policy and should be reported immediately to the Assessor. Any person found to have retaliated against another individual for reporting discrimination or unfair treatment will be subject to appropriate disciplinary action, up to and including termination of employment.**

#### 202: Harassment & Retaliation-free Workplace

Sexual harassment is illegal and will not be tolerated under any circumstances.

**Policy: The Grafton Township Assessor's Office is committed to maintaining a work environment that encourages and fosters appropriate conduct among its employees and nurtures respect for individual values and sensibilities. Accordingly, the Assessor's Office intends to enforce its sexual harassment policy in every aspect of its operations in order to create an environment free from discrimination of any kind including sexual harassment.**

*Sexual harassment defined:* under Illinois law, sexual harassment is 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,
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.

*Sexual harassment described:* sexual harassment can occur between men and women or between members of the same sex. This behavior is unacceptable in the workplace and other work-related settings such as meetings, hearings and Assessor's Office-related or sponsored social events.

Sexual harassment affects the victim and other Assessor's Office employees as well. Each incident of harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually-oriented acts or sex-based conduct have no legitimate business purpose. Where such conduct is engaged in by the Grafton Township Assessor, he will be held to a higher standard of accountability because of the degree of control and influence he has or is perceived to have over the employment conditions and benefits of the subordinate.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact to overt physical contact. At times, the offender may be unaware that his or her conduct is offensive or harassing to others. Examples of conduct which could be considered sexual harassment include:

- persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching;
- sexually-suggestive jokes, gestures or sounds directed toward another;
- sexually-oriented or degrading comments about another;
- preferential treatment of an employee or a promise of preferential treatment to an employee in exchange for dates or sexual conduct;
- the denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances or activity;
- the open display of sexually-oriented pictures, posters, calendars or other material offensive to others and
- retaliation against an individual for reporting or complaining about sexually-harassing conduct.

*Complaint process:* While the Assessor's Office encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the Assessor's Office also recognizes that power and status disparities between an alleged harasser and a target can make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication between the individuals has occurred, the following steps should and will be taken regarding sexual harassment complaints.

1. Reporting the incident: all Assessor's Office employees are urged to report any suspected sexual harassment by another employee or person to the Assessor except where the Assessor is the individual accused of harassment. In that case, the complaint should be reported to the Township Clerk. In the event the employee wishes to make a complaint to an individual of the same sex, the complaint can be made to the Township Supervisor. The initial report can be oral or written but oral reports must be provided in written format before an investigation can be initiated and a resolution achieved.
2. Investigating the complaint: when a written complaint has been produced, the Assessor, or the individual informed pursuant to Step 1 of this section, will initiate an investigation of the suspected harassment within five working days of receiving the written notification. If necessary, the Assessor, Clerk or Supervisor can designate legal counsel to assist him or her in the investigation. The investigation will include an interview with the individual(s) making the initial report, the person(s) toward whom the suspected harassment was

directed and the individual(s) accused of the harassment. Any other person who may have information regarding the alleged sexual harassment can also be interviewed.

3. Preparation of a written report: the person responsible for investigating the complaint shall prepare a written report within 10 working days of his or her notification of the suspected harassment unless extenuating circumstances prevent him or her from doing so. The report shall include a finding that sexual harassment occurred, sexual harassment did not occur or there is inconclusive evidence as to whether sexual harassment occurred. A copy of the report will be given to the individual(s) who made the initial report, the person(s) to whom the suspected harassment was directed, and the individual(s) accused of the harassment.
4. Recordkeeping and confidentiality: employees or other persons who report incidents of sexual harassment are encouraged to keep written notes to accurately record the offensive conduct. Every effort will be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the Assessor's Office advises those records maintained by the Assessor's Office and any records maintained by the complainant cannot be considered privileged from disclosure. Written records will be maintained by the Assessor's Office for two years from the date of the resolution unless new circumstances dictate the records should be kept for a longer period of time.

*Time frame for reporting complaints:* the Assessor's Office encourages prompt reporting of complaints so a rapid response and appropriate action can be taken. Therefore, all complaints should be reported within one week of the alleged harassment. However, late filing will not, in and of itself, preclude the Assessor's Office from taking remedial action.

*Appeal process:* if either party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution of the matter, that individual has the right to appeal the outcome. The dissatisfied party should submit his or her written comments to the Grafton Township Clerk within two weeks of the outcome under appeal.

*Disciplinary and corrective actions:* disciplinary action will be taken against any employee found to have engaged in sexual harassment. The extent of that discipline can depend in part upon the particular employee's length and conditions of employment and the nature of the offense. The Assessor's Office has the right to impose any sanction, or any combination of sanctions, up to and including immediate termination, in dealing with unreasonable conduct or discrimination. Further, where a hostile work environment has been found to exist, the Assessor's Office will take all reasonable steps to eliminate the conduct creating such an environment.

*Legal remedies available via the Illinois Department of Human Rights and the Illinois Human Rights Commission:* in addition to the Assessor's Office complaint process, any Assessor's Office employee who believes that he or she has been the subject of sexual harassment can file a charge with the Illinois Department of Human Rights ("IDHR"). The IDHR has responsibility for accepting or initiating charges of sexual harassment and for investigating and attempting to resolve those charges. A charge of sexual harassment must be filed with the IDHR within 180 days after the alleged harassment. A charge can be filed with the IDHR in person, by mail or by

telephone. The Chicago office of the IDHR is located at 100 West Randolph, Chicago, IL 60601. Complaint forms can be requested or charges may be filed by telephone. A charge of sexual harassment can also be filed with the United States Equal Employment Opportunity Commission (EEOC). The claim must be filed with the EEOC within 300 days from the date of the alleged harassment. The EEOC's Chicago office is located at 500 W. Madison Street, Suite 2800, Chicago, IL 60661-2511.

*Protection against retaliation:* the Assessor's Office will not in any way retaliate against an individual who makes a report of sexual harassment or an individual who assists or who cooperates in the investigation. Further, the Assessor's Office will not permit any other Assessor's Office employee to retaliate. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment or who assists or who cooperates in the investigation will be subject to the same disciplinary action provided for the sexual harassment offenders.

*Americans with Disabilities Act:*

**Policy:**        **The Grafton Township Assessor's Office will comply with all provisions of the Americans with Disabilities Act ("ADA"). The Assessor's Office will not discriminate against any qualified employee or applicant with respect to any term or condition of employment based on a physical or mental disability or the perception of a physical or mental disability.**

**Policy:**        **If an individual is qualified to perform the essential and fundamental functions associated with a job, the Assessor's Office will make reasonable accommodations as necessary for applicants and employees with disabilities provided that such accommodations do not pose a threat to safety or cause an undue hardship to the Assessor's Office.**

Any applicant or employee who believes that he or she has been discriminated against based on a physical or mental disability or based on a perception that they suffer from a physical or mental disability should take and be afforded the following steps.

1. Report the incident: make a report of any suspected violation of the ADA to the Grafton Township Assessor. The report can be made initially in oral or written format but reports made orally must be produced in writing before an investigation can be initiated and a resolution achieved. If the complaint involves the Grafton Township Assessor, the report of any suspected violation of the ADA should be directed to the Township Clerk.
2. Investigating the complaint: when a written complaint has been received, the Assessor or Township Clerk, as the case may be, will meet with the complaining party within five working days to determine the nature of the complaint. If it is determined that a disability does not exist, the Assessor will notify the complaining party in writing within five working days of their meeting. If it is determined that a disability does exist, the Assessor will determine whether a reasonable accommodation can be made and, if so, what that reasonable accommodation is. Within seven working days from the date of the meeting,

- the Assessor will advise the complaining party in writing of the proposed resolution.
3. Recordkeeping and the confidentiality: applicants or employees who submit a written complaint of a potential violation of the ADA are encouraged to keep written notes to accurately record the chain of events. Every effort will be made to keep all matters related to the investigation and its reports confidential. However, in the event of a lawsuit, the Assessor's Office records and any records maintained by the complainant may not be considered privileged from disclosure. Written records will be maintained by the Assessor's Office for two years from the date of the resolution unless new circumstances dictate that the records be kept for a longer period of time.
  4. Time frame for reporting complaints: the Assessor's Office encourages prompt reporting of complaints so a rapid response and appropriate action can be taken. Therefore, all complaints should be reported within one week of the alleged conduct. However, late filing will not, in and of itself, preclude the Assessor's Office from taking remedial action.
  5. Appeal process: if an applicant or employee is dissatisfied with the outcome or resolution of an ADA complaint, that individual has the right to appeal the decision. Within seven working days from receipt of the Assessor's response, the applicant or employee should submit his or her written comments to the Township Board of Trustees.

*Victims' Economic Security and Safety Act:*

**Policy:** **In accordance with the Victims' Economic Security and Safety Act (VESSA) and subject to the conditions stated below, the Grafton Township Assessors Office will grant eligible employees reasonable accommodation, including job-protected leave, during which health insurance will be maintained as if the employee were working full-time and after which the employee will be reinstated to the same or equivalent position.**

*VESSA leave:* if an employee or a household or family member of the employee is a victim of domestic or sexual violence as defined by VESSA, the employee may take leave in accordance with VESSA for the purposes below.

- seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- obtaining services from a victim services organization for the employee or the employee's family or household member;
- obtaining psychological or other counseling for the employee or the employee's family or household member;
- participating in safety planning, temporary or permanent relocation or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security or
- seeking legal assistance or remedies to ensure the victim's health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

*VESSA leave schedule:* an employee shall be entitled to a total of 12 weeks of unpaid leave during any 12-month period. The leave may be taken all at once, intermittently or on a reduced work schedule.

*VESSA leave notice:* employees must give at least 48 hours advance notice of his or her intention to take VESSA leave unless such notice is not practical. If the employee takes an unscheduled absence, the Assessor's Office will require certification pursuant to the following section.

*VESSA leave certification:* the Assessor's Office may, in its sole discretion, require employees seeking VESSA leave to provide certification that the employee, family or household member is a victim of domestic or sexual violence as defined by VESSA and that the leave sought is for one of the permitted purposes. The employee must provide certification as soon as practicable after the Assessor's Office requests it. To the extent permitted by law, any certification provided to the Assessor's Office will be kept confidential. Examples of valid certification are:

- documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- a police or court record or
- other corroborating evidence.

*Maintenance of benefits relating to VESSA leave:* an employee returning to work after taking VESSA leave will be entitled to his or her current position or an equivalent position with no loss of benefits accrued prior to the date of leave. However, employees are not entitled to accrue seniority, benefits, rights or positions for the period of leave even if such leave is intermittent or on a reduced work schedule. Further, the Assessor's Office shall be entitled to require employees to report periodically on the employee's status and intention of returning to regular employment.

*Health benefits relating to VESSA leave:* health insurance for employees and family or household members will be maintained during any VESSA leave at the level and under the conditions coverage that would have been provided if the employee had continued in employment for the duration of the leave. Under certain circumstances, the Assessor's Office may recover premiums paid during leave if the employee fails to return to work after the allotted leave expires.

*Other leave as it relates to VESSA:* this policy does not create a right for employees to take unpaid leave that exceeds the leave time allowed under, or is in addition to, the unpaid leave time permitted by VESSA. Employees can elect to substitute paid benefit time off for the unpaid leave allowed under VESSA but the Assessor's Office may not require employees to do so.

*Employment sustainability relating to VESSA leave:* the Assessor's Office will not discharge, retaliate or discriminate against employees based on their having been a victim of domestic or sexual abuse, the employee's request for or taking of VESSA leave or the employee's request for a reasonable job-related accommodation based on actual or threatened domestic or sexual



violence. The Assessor's Office will endeavor to provide qualified employees subject to VESSA a reasonable accommodation so as to allow employee to continue working for the Assessor's Office as long as it does not pose an undue hardship for the Assessor's Office.

203: Violence in the Workplace

The Grafton Assessor's Office Assessor's Office is committed to providing a safe and healthy work environment free from threats or acts of violence.

**Policy:**        **The Grafton Township Assessor will not tolerate violence, threats of violence, harassment or intimidation in and around the workplace or among individuals conducting Assessor's Office business. The Assessor's Office will intervene in situations involving such acts that it becomes aware of and will take appropriate action to resolve issues when necessary. The Assessor's Office reserves the right to address any off-premises conduct involving violence, threats of violence, harassment or intimidation that has or may have an impact on the workplace or any Assessor's Office employee.**

*Violence defined:* actions include physical assault, aggressive behavior toward another person, purposeful destruction of Assessor's Office property, intimidation through verbal or implied threats, carrying weapons of any kind in the workplace and destruction of another's property.

**Policy:**        **Reported acts or threats will be investigated as serious infractions. Any confirmed act or threat will be grounds for disciplinary action, up to and including immediate termination of employment.**

*Employee Responsibility:* any employee who has been a recipient of a threat of violence or victim of an act of violence must make an immediate report to the Grafton Township Assessor. Such reports will be kept confidential to the extent possible.

**Policy:**        **The Assessor will investigate such reports and take action as appropriate. The Grafton Township Assessor's Office may involve and cooperate with local law enforcement representatives if it is determined that such action is warranted.**

Because acts of violence in the workplace may also be perpetrated by people from outside the workplace, the Assessor's Office requests any employee who feels an outside threat poses a risk within the workplace to immediately report such a situation to the Grafton Township Assessor. The Assessor will assess the need for special safeguards or other considerations.

**Policy:**        **The Grafton Township Assessor's Office prohibits all individuals entering the Assessor's office from carrying a handgun, firearm, knife or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not.**

The only exception to this policy is for sworn law enforcement officers or other persons who act in the interests of the Assessor's Office, have the legal authority to carry a weapon and have been given written consent by the Huntley Chief of Police and the Grafton Township Assessor to carry a weapon on the property.

**Policy: The Grafton Township Assessor prohibits its employees from carrying weapons in the course of their employment for the Assessor's Office including employees who are licensed to carry a weapon by the State of Illinois. This prohibition includes operating Assessor's Office-owned vehicles and while performing work outside of the Assessor's office.**

Nothing in this policy prohibits a licensed individual from keeping a concealed weapon in his/her personal vehicle or from keeping a concealed weapon in his/her personal vehicle while using that vehicle to travel in the course of his/her employment as required by law.

204: Pre-employment Physical Examination

The Grafton Township Assessor's Office can hire only employees who are able to meet the physical requirements of the job for which they are being hired.

**Policy: All applicants offered employment with the Grafton Township Assessor's Office must complete a physical examination including a drug test before commencing employment. This will be coordinated by a healthcare professional chosen by the Assessor's Office and at the Assessor's Office's expense. All applicants must be certified by that healthcare professional as being able to perform the functions of the position being offered in order to be employed.**

**Policy: The Grafton Township Assessor may require an employee at any time during the course of their employment to have a physical examination and/or drug test at the Assessor's Office expense with reasonable notice if in the opinion of the Assessor the employee's health or physical condition presents a hazard to the employee, fellow employees or the public or if the employee's health or physical condition can reasonably be expected to present a potential liability to Grafton Township.**

205: Drug-free Workplace

The purpose of this policy is to ensure a drug-free workplace, to eliminate and/or discourage drug/alcohol use and abuse in the workplace and to ensure delivery of services to the public in a safe and conscientious manner.

*Definition of drug and alcohol use:* the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol or reporting for work under the influence of the same by any employee is prohibited on all municipal premises, in any Assessor's Office

owned vehicle or at any other location where the employee is assigned to perform work.

*Drug-Free Workplace Act:* the Drug-Free Workplace Act applies to all organizations in the state of Illinois that receive government grants or contracts over \$5,000 or that have at least 25 employees. These organizations must certify that they are providing a drug-free workplace for their employees. State agencies may not enter into contracts with or award grants greater than \$5,000 to any contractor unless the contractor certifies that it provides a drug-free workplace and will continue to do so for the duration of the contract or grant.

**Policy:       The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis (i.e., marijuana, hashish), is prohibited in the Grafton Township Assessor's Office workplace or at any work site where Assessor's Office work is performed.**

*Drug-free awareness program:* to assist employees in complying with the Assessor's Office policies and procedures that have been adopted to comply with the Drug Free Workplace Act, the Grafton Township Assessor's Office will establish a drug-free awareness program to inform employees about the following.

1. The dangers of drug abuse in the workplace.
2. The Assessor's Office's policy of maintaining a drug-free workplace.
3. Any available drug counseling, rehabilitation and employee assistance programs.
4. The penalties that can be imposed upon employees for violating the Assessor's Office's policies and procedures adopted to comply with the Drug-Free Workplace Act.

*Employees to whom this policy applies:* This policy applies to all Grafton Township Assessor's Office employees engaged in the performance of work related to the Assessor's Office. A copy of this policy will be given to every such employee and a copy of this policy statement will be posted in the Assessors Office.

*Penalties for violation of this policy:* any employee who violates this prohibition may be subject to Grafton Township Assessor's Office disciplinary action and/or as provided by applicable state statute up to and including immediate termination of employment. Under certain circumstances, the employee can be referred for counseling or rehabilitation and satisfactory treatment.

*What employees are required to do:* employees who are convicted of a violation of a criminal drug statute as the result of their conduct occurring in the workplace or at an Assessor's Office work site must notify the Assessor's Office no later than five days after the conviction. Failure to so notify the Assessor's Office may result in disciplinary action, up to and including immediate termination of employment. Within 10 days of receiving notice of a conviction of an employee, the Assessor's Office will notify any and all appropriate state and federal agencies.

*Penalties for conviction of criminal drug statute:* within 30 days of receiving notice that an employee has been convicted of a violation of a criminal drug statute, the Assessor's Office will:

- take appropriate disciplinary action as set forth in this policy or as provided by state statute, whichever is applicable, up to and including immediate termination of employment or
- require the employee, at the employee's expense, to satisfactorily participate in a drug abuse assistance or rehabilitation program which has been approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

The Assessor's Office has the sole right to determine the course of action to be taken.

*Employee assistance program:* in the event drug counseling, treatment or rehabilitation is required, the Assessor's Office is establishing an employee assistance program to assist employees in selecting a course of action and to refer employees to qualified treatment facilities or agencies.

**Policy: To comply with the Drug-Free Workplace Act, the Grafton Township Assessor's Office has established an Employee Assistance Program (EAP) to help employees who are affected by a drug abuse problem. Through the EAP, the Assessor's Office hopes to identify drug abuse problems early and will provide confidential referral for treatment.**

Below are the details of Grafton Township Assessor's Office's employee assistance program.

- The Assessor's Office recognizes that drug abuse is an illness. This illness can affect an employee's job performance, health or personal relationships. Fortunately, this illness can be successfully treated.
- To assist employees in seeking treatment for drug abuse problems, the Assessor's Office has created the position of Program Administrator of the Drug Free Workplace Act. The Program Administrator is the Grafton Township Assessor.
- Employees who believe they have a drug-abuse problem are encouraged to voluntarily seek confidential assistance by contacting the Grafton Township Assessor.
- Through the EAP, the employee will be provided a referral coordinator. The referral coordinator is part of a trained referral team who can refer the employee to a specific professional counselor or treatment program which can help the employee deal with his or her drug-abuse problem.
- An employee who voluntarily seeks assistance under the Assessor's Office's EAP may not be subject to discipline because of his or her drug-abuse problem if, in the opinion of the Grafton Township Assessor: the employee can satisfactorily continue to perform his or her job duties, the employee is not a danger to himself or herself or to others and the integrity of the Assessor's Office is and will not be adversely affected.
- If an employee violates the Drug-Free Workplace Act, the Assessor's Office may require the employee to satisfactorily participate in an approved drug abuse assistance or treatment program at the employee's expense. If the employee refuses to participate, the employee can be subject to disciplinary action by the Assessor's Office and/or applicable state statutes.
- Contacting the Assessor, requesting diagnosis or undertaking treatment is the employee's sole responsibility. The employee may also seek help directly from any approved individual or agency. All treatment expenses are the sole responsibility of the employee.

- The relationship among the employee and the Grafton Township Assessor is confidential. When an employee is required to participate in a drug abuse assistance or rehabilitation program as the result of a violation of the Drug-Free Workplace Act, only the Grafton Township Assessor will be aware of the contact. No one in the Assessor's Office will be aware of any treatment recommendations unless the employee specifically authorizes disclosure to a specific person. When an employee is required to participate in a drug abuse assistance or rehabilitation program as the result of a violation of the Drug-Free Workplace Act, the employee will be required to provide the Grafton Township Assessor with proof of satisfactory participation in and completion of the program.

*Acceptance of this policy:* the Assessor's Office requires all employees acknowledge that they:

1. have received the Assessor's Office's policy statement of compliance with the Drug-Free Workplace Act,
2. will abide by the terms of this policy statement,
3. will notify the Assessor's Office of any criminal drug statute conviction for a violation occurring in the workplace or at any Assessor's Office work site no later than five days after the conviction.
4. will, if convicted of a criminal drug statute violation as the result of conduct occurring in the workplace or at any Assessor's Office work site and given the opportunity to do so, satisfactorily participate in a drug abuse assistance or rehabilitation program and provide the Assessor's Office with proof of satisfactory participation and completion.

**Policy:**        **The Grafton Township Assessor's Office may conduct drug and alcohol testing pursuant to the Grafton Township Road District's Drug & Alcohol Testing Program Guidelines. All Assessor's Office employees and job applicants who are offered employment with the Assessor's Office are subject to the Grafton Township Road District's Drug & Alcohol Testing Program. Use of adulterants to conceal drug or alcohol use will be considered a positive drug test.**

For specific questions about drug and alcohol testing, employees and potential employees should refer to the Grafton Township Road District's Drug & Alcohol Testing Program Guidelines.

*Reporting of medications:* Grafton Township Assessor's Office employees using medications prescribed by a doctor that may affect work performance should immediately inform the Assessor in writing of the possible side effects, performance limitations or any other safety hazards that may occur from the use of prescribed medication. Based upon this information, the Assessor may reassign the employee, transfer the employee or modify the employee's job to ensure the safety of the employee, co-workers and the public.

If the restrictions prohibit the employee from functioning as a normal employee for a prolonged period of time, the Assessor may relieve the employee of his/her duties until such time that the medication no longer affects his/her performance.

This policy is not intended to intrude on employees' privacy. Rather, the Assessor's Office needs to know about employee medications so it can prevent placing employees in situations that are dangerous to themselves, their co-workers and the public. All disclosures of medication use will remain strictly confidential as does all other employee health information.

*Reporting of arrest/conviction for DUI:* because field work involving prolonged periods of driving over varying terrain is crucial to the successful and efficient operation of the Grafton Township Assessor's Office, employees arrested or convicted of driving while under the influence should immediately inform the Assessor in writing. Based upon this information, the Assessor may reassign the employee, transfer the employee or modify the employee's job to ensure the safety of the employee, co-workers and the public.

If the arrest results in a conviction including revocation of the employee's motor vehicle operating permit for an extended period of time, this will prohibit the employee from functioning as a normal employee and the Assessor may terminate the employee for cause.

#### 206. Workplace Safety

The Grafton Township Assessor is committed to providing a safe place of employment. That includes the use of safety devices and safeguards, methods and processes reasonably adequate to render employment safe and other provisions necessary to protect the life, health, safety and welfare of its employees.

**Policy:**        **The Grafton Township Assessor subscribes to and follows the requirements of local, state and federal laws that relate to the protection of the life, health, safety and welfare of Assessor's Office employees.**

The Grafton Township Assessor is developing, and will maintain, a safety program conforming to proven and generally-accepted safety practices. This program encourages proper attitudes toward preventing injury and illness. It also requires cooperation in all safety and health matters among all members of the Assessor's Office team. The major objective of this safety program is to protect the Assessor's Office's most valuable asset: its employees.

**Policy:**        **Any unsafe practice or condition affecting persons, property or equipment must be reported immediately to the Assessor. Should a hazardous situation exist, safety always takes precedence over continuing operations.**

Job safety is *everyone's* responsibility. As an Assessor's Office employee, you are required to follow all safe work procedures and must conduct yourself carefully at all times. Most accidents are caused by inattentiveness, carelessness and horseplay.

**Policy:**        **When you observe unsafe working conditions, it is your obligation to immediately correct the problem or report it to the Assessor. It is not your responsibility to attempt a job which appears to be unsafe; ask the Assessor**

**for instruction or clarification.**

**Policy: All work areas are to be kept clean and free from debris. Tools and equipment are to be kept clean and in good repair. Failure to follow safe work procedures may result in disciplinary action up to and including immediate termination of employment.**

**Policy: Retaliation against employees for reporting workplace safety issues or a workplace injury is prohibited and will not be tolerated. Offenders will be subject to disciplinary action including immediate termination of employment.**

Assessor's Office employees are encouraged to submit suggestions to the Assessor regarding ways to increase workplace safety. It is our collective workplace and any reasonable suggestion to make it safer will receive careful consideration.

#### 207. Worker's Compensation

Grafton Township carries Worker's Compensation insurance to protect its employees against losses due to injury or illness caused while in the performance of his/her duties.

In case of injury in the workplace:

1. All injuries, no matter how slight, must be reported immediately to the Grafton Township Assessor.
2. If immediate medical attention is required, the injured employee shall be sent to the nearest medical facility capable of handling the type of injury involved.
  - a. If the injury demands immediate emergency medical treatment, the employee shall be sent to the emergency room at the nearest hospital.
  - b. If an ambulance is needed, 911 shall be dialed.
3. A return-to-work slip shall be provided to the Grafton Township Assessor directly following a doctor visit.

#### 208. Life-threatening Illness

The Grafton Township Assessor's Office recognizes that employees with life-threatening illnesses including cancer, heart disease and AIDS may wish to continue to engage in as many of their normal pursuits as their condition allows including work.

As long as these employees are able to meet acceptable performance standards and medical evidence indicates that their conditions are not a threat to themselves or others, the Grafton Township Assessor's Office shall be sensitive to their conditions and ensure that they are treated consistently with other employees, co-workers and the public.

Every precaution will be taken to ensure an employee's condition does not present a health and/or safety threat to other employees or citizens.

### 209. Employment of minors

The Grafton Township Assessor's Office strictly adheres to the Federal Labor Standards Act (FLSA) in regards to the employment of minors.

The FLSA's child labor provisions are designed to protect the educational opportunities of youth and prohibit their employment in jobs that are detrimental to their health and safety.

### 210. Introductory period

The first 180 days are considered an introductory period for all newly-hired employees.

During this time, you will learn your new responsibilities, get acquainted with fellow employees and determine whether you are happy with the position. Also during this time, the Grafton Township Assessor will monitor and assess your performance.

Upon completion of the introductory period, the Grafton Township Assessor will review your performance. If the Grafton Township Assessor finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. This is also an opportunity for you to make suggestions to improve the Grafton Township Assessor's Office's efficiency and operations.

**Policy:           Completion of the introductory period does not entitle you to remain employed by the Grafton Township Assessor's Office but rather allows you and the Grafton Township Assessor to evaluate whether or not you are right for the position. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice at any time by you or the Grafton Township Assessor's Office.**

### 211. Privacy

The Grafton Township Assessor's Office is respectful of employees' privacy. All employee demographic and personal information will be shared only as required in the normal course of business.

Healthcare enrollment information is kept in a separate folder from other personnel forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

The Grafton Township Assessor's Office does not create or receive any private healthcare information through its normal course of work. If any employee voluntarily shares private healthcare information with the Grafton Township Assessor, this information will be kept confidential. If applicable, the Grafton Township Assessor's Office will set up guidelines to ensure that the Grafton Township Assessor's Office and its employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).



212. Immigration law compliance

**Policy:** **In compliance with the Immigration Reform and Control Act of 1986, each new employee as a condition of employment must complete the Employment Eligibility Verification Form I-9 on his/her day of hire and present documentation establishing identity and employment eligibility within three business days of his/her date of hire.**

Former employees who are rehired must complete an I-9 form if they have not completed an I-9 form with the Grafton Township Assessor's Office within the past three years or if their previous I-9 form was not retained or is not valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

213. Religious accommodation

**Policy:** **The Grafton Township Assessor's Office will make reasonable accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on the Grafton Township Assessor's Office operations.**

If you desire a religious accommodation, you are required to make the request in writing to the Grafton Township Assessor as far in advance as possible. You are expected to strive to find co-workers who can assist in the accommodation (e.g., trade shifts, etc.) and cooperate with the Grafton Township Assessor's Office in seeking and evaluating alternatives.

214. Political neutrality

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination and election of our public office holders.

**Policy:** **The Grafton Township Assessor's Office will not discriminate against any employee because of identification with and support of any lawful political activity. Grafton Township Assessor's Office employees are entitled to their own personal political positions. The Assessor's Office will not discriminate against employees based on their engagement in lawful political activity outside of work.**

However, if you are engaging in political activity, you should always make it clear that your actions and opinions are your own and not necessarily those of the Grafton Township Assessor's Office. You should also make it perfectly clear that you are not representing the Grafton Township Assessor's Office in any manner whatsoever.

## Section 300: Personal Conduct Policies

### 301: General standards of professional and ethical conduct

Grafton Township Assessor's Office employees are expected to follow general work rules promulgated by the Assessor. Many of those work rules are covered in this handbook.

However, Assessor's Office employees' unique position of trust with the public requires them to embody a heightened level of professional and ethical conduct. The Assessor's Office expects you to honor that trust by holding yourself and your fellow employees to high ethical and professional standards.

**Policy:**        **The Grafton Township Assessor's Office holds its employees to high standards of professional and ethical conduct. Assessor's Office employees shall conduct themselves in a manner that reflects favorably upon Grafton Township and the Assessor's Office and shall show respect toward other employees and the public at all times. Assessor's Office employees shall not make comments or disseminate information which portrays any group or individual in a derogatory manner or creates disparaging images. Assessor's Office employees shall not use their position or Assessor's Office resources to convey information that is disrespectful toward any group or individual.**

The following policies address common situations that arise for many Assessor's Office employees and provide you with general guidance. However, these policies are not meant to cover every possible scenario that could arise.

The standards set forth in the following policies are intended to eliminate conflicts of interest, improve standards of service as well as promote and strengthen the faith and confidence of the citizens in the Grafton Township Assessor's Office.

If you have questions about the appropriate course of action for a specific situation that is or is not covered in this handbook, you should discuss it with the Grafton Township Assessor.

### 302: Employee Code of Conduct

All employees shall also comply with the "*Employee Code of Conduct & Guidelines*" provided to each employee on their first day of work. Following are some highlights of that document.

The loyalty and integrity of the Grafton Township Assessor and the Assessor's Office employees is a long-standing tradition within Grafton Township. Their faithful adherence to this Employee Code of Conduct will ensure the continuation of the favorable relationships that exist among the Grafton Township Assessor's Office, its employees, citizens and elected officials.

It is the Grafton Township Assessor's Office's policy to always obey the law. All personnel are expected to be reasonably well-informed about the law applicable to their areas of responsibility.

Deliberate disregard of the law will never be tolerated. Ignorance of the law is never an excuse.

There are a multitude of laws and regulations applicable to the Grafton Township Assessor's Office's activities. These are not always precisely worded or easy for employees to understand and/or apply. Nevertheless, all of us are responsible for making informed, good faith efforts to comply with the laws governing the Assessor's Office activities.

- All payments, transactions and reporting of information of any kind are to be properly entered in the books and records of the Grafton Township Assessor's Office.
- All employees must keep confidential all non-public information regarding the Grafton Township Assessor's Office. Unless authorized by the Assessor, employees may not release non-public information to any outside person or organization unless such information has been published in reports or otherwise made available to the public.
- Employees may not use the Grafton Township Assessor's Office funds or assets for any unlawful purpose. Funds or assets of the Grafton Township Assessor's Office shall not be used for improper or illegal commissions, fees or other payments intended to secure favored business treatment or special concessions of any kind. Payments to government officials or employees are prohibited as are commercial bribes or kickbacks.
- Any political contributions or expenditure on behalf of the Grafton Township Assessor's Office or the reimbursement of an employee for any political contribution or expenditure on behalf of the Grafton Township Assessor's Office is against Assessor's Office policy. This includes (a) any political contribution or expenditure of any nature on behalf of the Grafton Township Assessor's Office; (b) encouraging individual employees to make any such contribution or expenditure or (c) reimbursing an employee for any contribution or expenditure. Individuals are obviously free to make personal political contributions as they see fit. This prohibition also applies to payments made to trade associations or their political action committees on behalf of the Grafton Township Assessor's Office where the payments will be directly or indirectly used for political purposes including campaign contributions and lobbying expenses.
- Federal law prohibits the offer, promise or gift of anything of value to an employee, agent or official of the federal government or any employee or a union if made with an intent to influence the individual within his area of responsibility. A number of state and lesser government bodies, as well as foreign governments, have similar statutes or regulations. Since there is no clear way to establish that a particular gift was given with no intent to influence, in order to avoid any appearance of impropriety as well as any questions under the statutes and regulations, the Grafton Township Assessor's Office has adopted a policy of prohibiting gifts to government employees, agents or officials.
- The Grafton Township Assessor's Office has adopted a policy of prohibiting entertainment of government employees and employees of unions (i.e., business agents, bargaining

agents, etc.) at the Grafton Township Assessor's Office expense.

- Gifts to citizens, business persons or elected or non-elected officials must be in accord with normally accepted practices and be legal in all governing jurisdictions. Where entertainment is involved, significant expenditures are to be avoided and any exception must be approved by the Grafton Township Assessor. The cost and nature of the entertainment should be planned and carried out in a way which appropriately and reasonably furthers the conduct of the business of the Grafton Township Assessor's Office.
- Grafton Township Assessor's Office employees are subject to the same restrictions if they receive gifts or entertainment from any citizen, business person or supplier. Significant gifts and entertainment are subject to prior approval by the Grafton Township Assessor.
- A safe workplace for its employees and safe products and services for its citizens are crucial to the Grafton Township Assessor's Office. It is the Assessor's Office's policy that all of its facilities, products and services comply in all material respects with applicable federal, state and local laws and regulations governing safety and quality.
- The Grafton Township Assessor's Office complies with, and expects its employees to follow, all applicable environmental laws and regulations.
- It is the Grafton Township Assessor's Office's policy to comply with the requirements of all federal, state and local equal employment opportunity laws. The Grafton Township Assessor's Office makes all employment decisions without regard to race, creed, color, religion, sex, national origin, ancestry, age, marital status, Veteran status, physical or mental disability unrelated to a person's ability to perform the essential function of a job or any other characteristic protected under federal, state or local law.
- Employees shall not use their position for a purpose that is or gives the appearance of being motivated by the desire for private gain for themselves or another. In this regard, all employees, regardless of their level in the Grafton Township Assessor's Office, should specifically avoid the use or the appearance of use of their positions to obtain services of any kind, with or without remuneration, from another employee.
- The Grafton Township Assessor's Office will not allow any form of harassment based on race, color, religion, age, sex, national origin, disability or any other characteristic protected under federal, state or local laws. Employee selection and advancement will be solely on the basis of qualifications for the work to be performed without bias or favoritism. Employees will be compensated fairly according to their education, credentials and contribution and will be consistent with the Grafton Township Assessor's Office policies. The Assessor's Office intends to provide a work environment free from verbal, physical and visual (signs, posters, pictures or documents) harassment or behavior that may be offensive to employees. All employees must be sensitive to the rights of their co-workers.

- Every employee of the Grafton Township Assessor's Office must be alert to potential conflicts of interest and must avoid any situation in which a conflict of interest exists or which may give the appearance of such conflict.
- It is the Grafton Township Assessor's Office's policy to comply with the law and to cooperate with any reasonable demand made in a government investigation. In doing so, however, it is essential that the legal rights of the Grafton Township Assessor's Office and of the personnel involved be protected. Any employee who receives an inquiry, subpoena or other legal document regarding the Grafton Township Assessor's Office from any government agency should immediately notify the Grafton Township Assessor.
- The Grafton Township Assessor's Office policies are in strict compliance with all applicable local, state and federal regulations and laws.

The Grafton Township Assessor's Office recognizes its responsibility for fostering a climate so its affairs are conducted according to the highest standards of personal and professional conduct. This responsibility is characterized and reflected in this Code of Conduct and related guidelines.

The purpose of this Code of Conduct is to establish our principles with respect to our legal responsibilities and ethical business conduct. The Code of Conduct and related guidelines are required reading for every employee.

The principles contained in the Code of Conduct and related guidelines apply to all employees of the Grafton Township Assessor's Office. You must remember that the Code of Conduct and related guidelines cannot and do not anticipate every situation you may encounter. In those situations that are not addressed, use your common sense, good judgment and seek guidance from the Grafton Township Assessor.

The Grafton Township Assessor is responsible for seeing that the Code of Conduct and related guidelines are communicated to and followed by all employees.

To help ensure compliance with the Code of Conduct and related guidelines, the Grafton Township Assessor requires, on an annual basis, that all employees review the Code of Conduct and related guidelines and acknowledge their understanding and adherence in writing.

Any questions involving the application of the Code of Conduct and related guidelines should be brought to the attention of the Grafton Township Assessor.

**Policy: Employees who fail to disclose reportable interests or relationships, who knowingly make a false report or who fail to comply with the Code of Conduct and related guidelines will be subject to disciplinary action including termination of employment.**

The following segments of this section will expand and clarify the preceding fundamentals.

303. Political activities while on the job

The Grafton Township Assessor's Office serves all citizens without regard to political affiliations and encourages employees to be active citizens and engage in the political process.

However, Assessor's Office employees are expected to recognize the unique position they hold as public employees.

**Policy: Grafton Township Assessor's Office employees shall not take part in any political campaigning in their capacity as an Assessor's Office employee.**

**Policy: When engaging in political activity or engaging in discussion of issues of public importance, you are expected to ensure that your actions and positions are conveyed as your own and are not attributed in any way to the Grafton Township Assessor's Office.**

**Policy: Assessor's Office resources may not be used for promoting a particular candidate or a political party. The distribution or wearing of political badges, buttons or printed matter during working hours or their placement on Assessor's Office property is prohibited at all times.**

With due consideration for the spirit and letter of these policies, political activities outside of working hours not otherwise attributable to the Grafton Township Assessor's Office or your employment with the Assessor's Office are within the proper exercise of citizenship.

304. Incompatible outside employment

The Grafton Township Assessor's Office does not prohibit employees from accepting outside employment or following economic pursuits that do not interfere or conflict with the full and faithful discharge of their duties with the Assessor's Office.

However, employees shall not engage in outside employment which may tend to impair their independence of judgment and shall not engage in outside employment which is unlawful.

Outside employment is prohibited if it would affect the employee's ability to perform any and all of their Assessor's Office duties or responsibilities.

**Policy: Employees shall not participate in outside employment or actively participate in any outside business that is incompatible or creates any conflict of interest. No work unrelated to the Grafton Township Assessor's Office may be conducted on the Office's premises at any time. The use of Grafton Township Assessor's Office assets to perform unrelated work is strictly prohibited. You are required to notify the Grafton Township Assessor prior to accepting outside employment that may be potentially incompatible.**

Because the Grafton Township Assessor's Office will be compliant with the Uniform Standards of Professional Appraisal Practice (USPAP), certified appraisers may appraise properties without conflict. Because USPAP mandates that no conflict exists prior to accepting an appraisal assignment, the Assessor's Office will defer to, and avail itself of, USPAP's protection.

If you are uncertain regarding the compatibility of outside employment with your employment, you should immediately consult with the Grafton Township Assessor.

The Assessor's Office is required by law to prohibit those activities that will cause a conflict of interest to the employee or to the Assessor's Office. In general, Assessor's Office employees otherwise have all of the rights and privileges accorded to other citizens.

### 305. Confidential and privileged information

The Grafton Township Assessor's Office is bound by Illinois' Open Meetings and Freedom of Information Act (FOIA) laws to provide certain information to the public. It is the Grafton Township Assessor's Office's policy to follow these laws to their fullest extent.

However, Assessor's Office employees often receive information that would be inappropriate for them to disclose. Assessor's Office employees must be aware of the confidential information that they receive and refrain from disclosing it unless directed by the Grafton Township Assessor.

Confidential/privileged information is defined as any information which is obtained by reason of an employee's job position with the Assessor's Office that by law or practice is not available to the public.

**Policy: Grafton Township Assessor's Office employees shall not disclose any information gained during the course of or by reason of their employment with the Assessor's Office in a confidential capacity unless expressly authorized to do so or as required by Illinois public records laws.**

**Policy: Employees shall not use any information gained during the course of their service in a confidential capacity for their own personal financial gain unless such information is or becomes a public record.**

If you are uncertain regarding whether information is confidential or not, consult with the Grafton Township Assessor.

The Grafton Township Assessor or other authorized employee may contact the McHenry County District Attorney or the Illinois Attorney General's Public Access Counselor for assistance in interpreting the applicable public records laws.

### 306. Gifts and favors

Grafton Township Assessor's Office employees are trusted to act in the public's best interest when fulfilling their employment duties. It is inconsistent with that trust to accept gifts or favors for the execution of their duties. The following policies are in addition to 5 ILCS 430: *The State Officials and Employees Ethics Act*.

**Policy:** Grafton Township Assessor's Office employees shall not directly or indirectly solicit or accept any gifts, favors, services, money or anything with an individual or cumulative value of \$25 or greater from the public or any organization.

**Policy:** Employees shall not accept gifts, money or anything of value for services which they are employed by the Assessor's Office to provide.

**Policy:** Employees are required to immediately disclose to the Grafton Township Assessor any offer, or receipt, of a gift of money or anything of value which may tend to influence the impartial discharge of the employee's duties from any person, business or other organization to the employee or any member of his/her immediate family, e.g., father, mother, brother, sister, spouse, children, etc.

Employees with enforcement/inspection or decision-making responsibilities should bear in mind that the donor of gifts, presents or favors may come to later expect or seek preferential treatment. Gifts from "grateful" or "appreciative" citizens are not permitted. If gifts cannot be declined gracefully, the employee should report their receipt to the Grafton Township Assessor who will coordinate their appropriate disposition.

### 307. Use of Assessor's Office property or equipment

**Policy:** Assessor's Office property shall be used by employees only in conjunction with the performance of their Assessor's Office operations and duties. Assessor's Office property shall not be used by Assessor's Office employees for personal purposes.

**Policy:** Assessor's Office property may be opened, reviewed or examined by the Grafton Township Assessor at any time without infringing on any employee's right to privacy or any reasonable expectation of privacy.

**Policy:** No employee may remove Assessor's Office property from the premises without the Grafton Township Assessor's knowledge and written approval.

Assessor's Office property includes the office location and any computers, desks, lockers and equipment provided to the employees by the Assessor's Office to assist the employees in performing their work. Assessor's Office property also includes all written materials including



personnel policies, written agreements, contracts, project reports, formal Assessor's Office documents, financial information, etc.

In instances when Assessor's Office employees are uncertain regarding whether the use of Assessor's Office property for personal purposes is appropriate, they should consult with the Grafton Township Assessor for a determination.

**Policy: The Assessor's Office will not provide a place where employees can keep personal property while at work.**

**Policy: The Assessor's Office does not assume responsibility for the loss or theft of personal belongings that are not used in the course of employment.**

Employees are encouraged to exercise care and attention when safeguarding personal property brought to the workplace. If personal property is brought to work, the Assessor's Office will not compensate an employee if any items are lost or stolen. You are advised not to bring large sums of cash or other valuables to work.

#### 308. Requesting special privilege and representing private interests

**Policy: Assessor's Office employees shall not use their office, title, position or status as a member of the Assessor's Office staff to obtain financial or personal gain, exemption or any other special privilege not generally available to the public or to obtain advantage for any person beyond that which is generally available to the public.**

As a Assessor's Office employee, you are prohibited from representing any private interest before the McHenry County Board of Review, the Illinois Property Tax Appeal Board or serving as an expert witness in any appeal or case brought against the Grafton Township Assessor's Office.

Further, you may not review or approve work you perform for private individuals or organizations outside of your employment with the Assessor's Office or cause co-workers or subordinates to review such work if it may tend to compromise the professional credibility of other Assessor's Office employees or the Grafton Assessor's Office in general.

#### 309. Nepotism

All Assessor's Office employees can expect fair and impartial treatment from the Grafton Township Assessor.

Any familial, close personal or financial relationship between employees exposes them to possible charges of conflict of interest, favoritism, bias and inappropriate conduct and may adversely impact the performance of the Grafton Township Assessor's Office or its working environment.

In the public sector, it is essential to avoid situations that may lead to real or perceived favoritism, bias, conflict of interest or inappropriate conduct.

**Policy: Assessor's Office employees shall not be involved in any decisions by the Office relating to the hiring, appointment, promotion, evaluation or any other employment action of any person related to them by blood or marriage.**

The Assessor's Office will avoid placing family members in employment relationships. Should a marriage occur between two Assessor's Office employees and create such a situation, reasonable efforts will be taken to move one or the other so as to comply with the intent of this policy.

**Policy: When potential nepotistic situations arise as a result of organizational restructures, marriage or other developments, the employees involved have an obligation to immediately inform the Grafton Township Assessor.**

Violations of this policy, including but not limited to failure to disclose nepotistic relationships, will be investigated by the Grafton Township Assessor. Policy violations may result in discipline of employees up to and including immediate termination of employment. Employees may also be disciplined for taking or influencing employment actions based upon nepotistic relationships.

#### 310. Solicitation (non-political)

In order to help maintain a work environment that protects Assessor's Office employees from undue interference while performing their jobs, a no-solicitation policy has been established.

**Policy: Assessor's Office employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees while employees are working.**

Employees may solicit other employees or distribute written materials before or after the normal work day, during normal break or lunch times and any other time when they are not working.

The Assessor's Office may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in such drives is completely voluntary. Employees seeking authorization for such a charitable fund drive should contact the Grafton Township Assessor prior to their involvement.

#### 311. Use of technology including electronic communication and social media

The Assessor's Office's computers, networks, programs, communication devices and tools, other technology and Internet (collectively "technology") are intended as tools for the Assessor's Office to serve the public and the Assessor's Office and are provided so employees may better perform their job-related responsibilities. Inappropriate use will adversely affect the Assessor's Office, interfere with the work of its employees, increase its costs and possibly expose the Assessor's Office and/or Grafton Township to damage, liability, and security risks.

The work of the Assessor's Office on behalf of the public always comes first. Therefore, the public's best interests will always come first.

**Policy: Assessor's Office technology is provided to assist employees with the performance of Assessor's Office operations and their duties as employees. Personal use of Assessor's Office technology will not be permitted in order to ensure efficient and effective Assessor's Office operations.**

**Policy: To protect its interests, the Grafton Township Assessor reserves the right to monitor all use by employees of office technology. No employee should expect privacy or secrecy in the use of office technology. Employee use of Assessor's Office technology constitutes acceptance of the Grafton Township Assessor monitoring and disclosing the employee's use.**

Use of the Assessor's Office's technology can be directed, redirected or limited by the Grafton Township Assessor at any time for any reason.

The Assessor's Office may consent to disclose information from technology use or any other property as required by law or otherwise deemed appropriate by the Grafton Township Assessor.

No written policy can list every conceivable circumstance that relates to the proper use of technology. The Assessor's Office's employees are professionals who are expected to exercise reasonable and responsible professional judgment.

The Grafton Township Assessor has complete and sole discretion to determine whether any use or access is inappropriate even if the use is not expressly prohibited or addressed in this policy.

The Assessor's Office will ask employees to stop any use it believes is improper. In addition, the Assessor's Office will block access to any content it believes is not appropriate. Employees who do not adhere to this policy will be disciplined. That discipline can include restriction of Internet use or termination of their employment.

If you have a question about whether a particular use of the Assessor's Office's technology is proper, you should consult with the Grafton Township Assessor before engaging in such use.

To better serve the public, the Grafton Township Assessor's Office provides its employees with electronic communication tools such as email, voice mail, text messaging, computers and other communication tools and devices so they may better perform their job-related duties.

The Assessor's Office's electronic communications system includes all messages sent through the Assessor's Office's computer network externally via the Internet or internally and through Assessor's Office issued communication devices and networks.

**Policy: Electronic communications should always be courteous, concise, focused and written or spoken in proper business English.**

Because all electronic communications will be attributed to the Assessor's Office, the same care should be used in drafting electronic communications as is expected for drafting any other form of written communication. When composing electronic communications, employees should keep in mind that personal comments may be perceived as comments made on behalf of the Grafton Township Assessor's Office.

Electronic communications may reside on the system in different recoverable forms (system backup, sent mail folders, spool queues, etc.) and therefore employees should not assume deleting a personal electronic communication removes all incidents of its existence.

If there is a review of the information or an investigation, litigation or other proceeding that requires or makes desirable the review or production of Assessor's Office records, it is likely that electronic communications will be requested and potentially disclosed.

**Policy: All public information and data, in all forms (including written, spoken, recorded electronically or printed), will be protected from accidental or intentional unauthorized modification, destruction or disclosure. All public data stored on electronic media will be protected from misuse, unauthorized manipulation and destruction. Employees will not delete any communication that is considered protected by Illinois' Public Records laws.**

**Policy: No one should expect privacy or secrecy in the use of Assessor's Office technology or Assessor's Office-issued communication devices such as email, text messages, phone messages or calls. The Grafton Township Assessor's Office reserves the right to access and review electronic files, messages, Internet use, blogs, tweets, instant messages, text messages, email, voice mail and other digital archives and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Grafton Township Assessor's Office policies or any laws occurs. All such information may be used and/or disclosed to others in accordance with business needs and the law. The Grafton Township Assessor's Office reserves the right to keep a record of all passwords and codes used and/or to override any employee-initiated password system.**

**Policy: The Assessor's Office does not condone snooping so employees should not read or review communications not sent to them except for legitimate business reasons. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the Grafton Township Assessor. No employee may install or use anonymous e-mail transmission programs or encrypt e-mail communications.**

**Policy: Employees who use devices on which information may be received and/or stored, including but not limited to cordless phones, portable computers, fax machines and voice mail communications are required to use these methods in strict compliance with the confidentiality guidance within this handbook. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.**

**Policy: If an internal communication is confidential, it should be distributed personally or via a confidential routing envelope, not by e-mail.**

Employees should not presume an electronic communication sent via the Internet is confidential unless it has been encrypted by the Grafton Township Assessor's office technology.

The Grafton Township Assessor's Office recognizes that technology is changing at a rapid pace and the Assessor's Office and its employees must adjust to an ever-changing world.

The Grafton Township Assessor's Office is committed to utilizing social media to enhance its profile and reputation, to listen and respond to customer opinions and feedback and to help foster taxpayer trust and advocacy. The Assessor's Office encourages employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section.

For the purpose of this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels include Facebook, Twitter, LinkedIn, YouTube, blogs, review sites, forums, online communities and any similar online platforms.

Employees are always expected to conduct themselves in a professional manner, to respect the views and opinions of others and to demonstrate respect for Grafton Township, its Assessor's Office and especially its taxpayers. The Grafton Township Assessor's Office expects its employees to be committed to conducting themselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback and to communicating in a courteous and professional manner. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to the Grafton Township Assessor's Office interests or reputation are not permitted. The use of social media channels on Assessor's Office time or using Assessor's Office technology equipment for personal purposes is not allowed.

Any social media contacts, including "followers" or "friends" that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, YouTube, LinkedIn or other social media networks) created on behalf of the Grafton Township Assessor's Office will be the sole property of the Grafton Township Assessor's Office.

Employees must not disclose private or confidential information about the Grafton Township Assessor's Office, its employees or taxpayers on social networks. Employees must respect trademarks, copyrights, intellectual property and proprietary information. No third-party content should be published without the express, prior permission from the property's owner.

The Grafton Township Assessor's Office maintains the right to monitor company-related employee activity in social networks. Violation of policy guidelines is grounds for discipline up to and including termination.

**Policy: The Assessor's Office reserves the right to review employees' use of social media and determine if abuse is occurring. Under no circumstances shall employees use social media to engage in or post communications or material that violates any handbook policy including Harassment & Retaliation, Confidential/Privileged Information or the Assessor's Office's Work Rules.**

If you have questions about whether a particular use of electronic communication or social media is appropriate, you should consult with the Grafton Township Assessor before undertaking such communication.

### 312. Workplace searches

To protect Grafton Township Assessor's Office property and to ensure the safety of all employees, the Grafton Township Assessor reserves the right to inspect and search any employee's office, desk, drawers, cabinets, files, locker, equipment including computers, e-mail and voice mail, Grafton Township Assessor's Office vehicles and any area on the Grafton Township Assessor's Office premises.

**Policy: It should be noted that all offices, desks, file drawers, cabinets, lockers and other Grafton Township Assessor's Office equipment and facilities are the property of the Grafton Township Assessor's Office and are intended solely for business use. Employees should have no expectation of privacy with respect to items brought onto Grafton Township Assessor's Office property and/or stored in Grafton Township Assessor's Office facilities. Inspection may be conducted at any time, without notice, at the sole discretion of the Grafton Township Assessor.**

### 313. Dress code

The weather, assignments and locations of an employee's duties for that day will dictate the appropriate dress code. Representing the Grafton Township Assessor's Office at a PTAB hearing mandates completely different attire than conducting outside field work. A simple guideline is never dress in a manner that is more casual than the people you intend to meet.

Grafton Township Assessor's Office employees are expected to dress in business casual attire and all clothing should be clean, pressed, neat and not constitute a work hazard.

The following are never appropriate.

- Unclean, frayed or torn denim dresses/pants/skirts of any type.
- Any type of shirt or low-rise pant that exposes one's midriff.
- Sweat pants/shirts/jackets/hoodies or any similar type.
- T-shirts or undershirts of any type or color; all shirts should have a collar.
- Sports jerseys of any type, color or team.
- Tank tops of any type.
- Sleeveless shirts/blouses/sweaters of any type.
- Short-shorts of any type. Tailored shorts of acceptable length are acceptable.
- Flip-flops or casual/beach sandals of any type.
- Torn, ripped, holey or worn clothing of any type.
- Offensive clothing bearing inappropriate advertisements, offensive content, words or images that violate the Assessor's Office Harassment Policy or Code of Conduct.

#### 314. Office decor

Because the Grafton Township Assessor's Office serves the public, it is important for employees to exercise good judgment in the selection of items that will be seen by visitors.

**Policy:**        **The entire office and all work spaces will be kept in a neat and orderly fashion. The installation of any item requiring brackets, braces or holes in walls, floors or furniture must be approved by the Grafton Township Assessor and the installation performed by in a workmanlike manner to ensure township property is not permanently damaged.**

#### 315. Community/Charitable Time Contribution

The Grafton Township Assessor's Office is an integral member of the community. Because Grafton Township property tax owners pay our salaries via their property taxes, our commitment to them takes on a deeper perspective.

We are blessed to have well-paying jobs and should, therefore, give back to the community in some way. The best way to achieve that is through a small investment of our time.

**Policy:**        **All Grafton Township Assessor's Office personnel must contribute no less than four hours per month to the community via the cause or charity of their choice. While causes specifically related to Grafton Township are optimal and preferred, employees may chose to donate their four hours to any recognized 501(c)(3 )or similar organization of their preference.**

**Policy:**        **No records will be kept of the employees' time donations by the Grafton Township Assessor. However, if it becomes known and substantiated that employees are not fulfilling their commitment, it will be deemed a serious violation of the Office's honor code thereby resulting in discipline up to and including termination of employment.**

## Section 400: Workplace Policies

### 401: Rules of Conduct Overview

Public service as an employee of the Grafton Township Assessor's Office is a privilege.

The Assessor's Office strives to employ individuals who:

- value their public service,
- consciously choose to serve the public,
- protect and further the trust and confidence the public has placed in them,
- help their fellow public servants as a dedicated team member and
- seek and value professional growth and effective service.

High-quality performance, honesty, respect, reliability, professionalism and good judgment are required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants.

Employee actions that are inconsistent, incompatible or in conflict with the values established by the Grafton Township Assessor's Office negatively affect its reputation and detract from the Assessor's Office's ability to effectively and efficiently serve the public and conduct other essential business.

The following policies address common situations that arise for many Assessor's Office employees while working. They are intended to give only general guidance and are not intended to cover every possible scenario that could arise.

The standards set forth in the following policies are intended to eliminate conflicts of interest and improve standards of service while promoting and strengthening the faith and confidence of the citizens in their Assessor's Office.

If you have questions about the appropriate course of action in a specific situation that is or is not covered in this handbook, you should discuss it with the Grafton Township Assessor.

**Policy:           The Assessor's Office shall set forth work rules to guide employee behavior and outline the processes to be used in its relations with its employees.**

Many of these work rules are contained in this handbook and although many were already generally presented in the previous section, the Rules of Conduct will be covered again here with a higher level of specificity and greater detail.

### 402: Rules of Conduct

Your primary objectives are protecting and furthering the public's trust and confidence as well as performing at the highest-possible quality level so our citizens, businesses, representatives of other entities, property owners and visitors receive gold-standard services from each employee.



**Policy: Conduct that is inconsistent with those objectives, or in violation of any policy or general expectations of professional conduct is forbidden and will be subject to discipline up to and including termination.**

The Assessor's Office has established these Rules of Conduct to demonstrate its expectation of employees and assist them in having a successful career. No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct that is contrary to the interests of the Grafton Township Assessor's Office.

Nonetheless, the following non-exhaustive list of conduct is illustrative of the types of conduct that could warrant discipline up to and including termination:

- Dishonest, misleading or deceptive conduct.
- Violating your fiduciary responsibility as a valuation professional.
- Falsification of Grafton Township Assessor's Office records.
- Circumventing the chain of command.
- Undermining the authority of the Grafton Township Assessor.
- Refusing or failing to follow a legal order or directive.
- Theft or misappropriation of Assessor's Office property or the property of others including theft of work time which encompasses excessive time at break periods, misuse of sick leave or other designated leave, misrepresenting work time, causing or working unauthorized overtime or failing to accurately record allocation of your work time.
- Failing to completely and accurately document relevant information.
- Leaving the job without permission.
- Failing to cooperate with others in the performance of their and your duties.
- Engaging in conduct that creates an unsafe work environment.
- Fighting, threats, intimidation or harassment of others.
- Damage or defacing of Assessor's Office or it's employees' property.
- Misuse or unauthorized use of Assessor's Office property.
- Possession, use or being under the influence of drugs or alcohol while on duty.
- Engaging in immoral conduct (immoral conduct is defined by Illinois statutes and case law; some examples are presented in 225 ILCS 70/17).
- Engaging in illegal conduct.
- Unauthorized possession of weapons or firearms during work time or on/in Assessor's Office premises or property.
- Absence of two scheduled work days in succession without notice.
- Excessive absenteeism or tardiness.
- Failing to promptly report absence or tardiness.
- Working another job while absent.
- Unauthorized use or disclosure of confidential information to unauthorized sources.
- Loafing or sleeping on the job.
- Misuse of licenses, patents or copyrights while on work time or using office technology.
- Unauthorized solicitations or distributions.

- Failure to promptly report defective equipment or any safety hazards.
- Failure to immediately report any injury or accident.
- Horseplay or violation of the Grafton Township Assessor's Office safety rules.
- Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury.
- Substandard quality or quantity of work including deliberate reduction of output.
- Failure to complete assignments promptly and accurately.
- Smoking in the Grafton Township Assessor's Office buildings and vehicles.
- Discourteous treatment of others especially Grafton Township property taxpayers.
- Profane or disrespectful conduct.
- Conducting personal business on Assessor's Office time or property including promoting or selling any item or solicitation of any kind.
- Failing to fully comply with the Grafton Township Assessor's Equal Employment Opportunity, Sexual and General Harassment, ADA or Drug and Alcohol policies.
- Failing to comply with written or verbally-communicated expectations of conduct.
- Failing to report possible violations of any rule or policy to the Grafton Township Assessor (Office Honor Code).

The Assessor's Office reserves the right to modify the previous list at any time or determine that other conduct is contrary to the interests of the Grafton Township Assessor's Office and warrants disciplinary action up to and including immediate termination of employment.

#### 403. Evaluation Policy

All employees are expected to meet the performance requirements of their positions. The procedures below have been established in an effort to ensure impartial and consistent evaluation of an employee's work performance.

The following procedures are intended to provide an organized approach for handling situations in which an employee's work performance does not meet the standards established for his/her position or when the employee's behavior (absenteeism, tardiness, improper personal conduct or conduct in violation of established Grafton Township Assessor's Office's policies) is unsatisfactory. Additionally, these procedures are intended to ensure that prompt and appropriate measures are taken to assist those employees whose work performance or behavior is unsatisfactory and those employees clearly understand their level of behavior is unsatisfactory and, if it remains as such, termination will likely be the inevitable outcome.

Regardless of the foregoing, none of the following procedures replace the Grafton Township Assessor's Office employment at will policy.

**Policy:**            **Documentation will be maintained in a written format identifying the deficiencies in the employee's work performance or behavior. That documentation will include the action(s) taken working with the employee to correct the identified deficiencies.**

#### 404. Corrective action

The Grafton Township Assessor's Office considers all violations of its policies, rules of conduct and general expectations of professional behavior to be serious matters. Violations of any of those policies, rules and general expectations will subject an employee to discipline up to and including termination.

The Assessor's Office's training is designed to prevent misconduct before it occurs and to correct problem behavior so it's not repeated. Occasionally, it may be necessary to remove employees who cannot or will not meet the Grafton Township Assessor's Office's established standards of behavior and performance.

The Assessor's Office evaluates all disciplinary matters individually by considering a wide range of factors including:

- the nature of the employee's conduct,
- the rule, policy, or regulation that was violated,
- the employee's past disciplinary history,
- the employee's length of service with the Assessor's Office and
- any aggravating or mitigating factors relating to the conduct.

The following guidelines apply when employees are not performing according to the Grafton Township Assessor's Office expectations and its requirements of the employee's position. The Assessor's Office has discretion to impose various types of discipline including:

- counseling,
- verbal and written warnings,
- suspensions,
- demotions and
- termination of employment.

#### *Deficiency counseling*

When a performance problem is first identified, the Assessor will meet with the employee to:

1. review the problem,
2. permit the employee to present his/her views on the problem,
3. advise the employee that the problem must be corrected,
4. provide guidance as to how that can be accomplished and
5. inform the employee that failure to correct the problem will result in further disciplinary action which may include termination.

The Assessor will write a statement of what was discussed during counseling and what corrective action(s) was (were) agreed upon by the Assessor and the employee. This information will be placed in the employee's personnel file. This step may be skipped if the situation warrants it.

### *Verbal warning*

Verbal warnings will indicate clearly that repetition of the offense will necessitate further disciplinary action. The Assessor will deliver the warning and concentrate on helping the employee devise ways to prevent the problem(s) from recurring.

The employee will be advised that failure to immediately begin to correct the problem will result in further disciplinary action which could include termination.

The Assessor will create and maintain a brief written record showing when a verbal warning was given to the employee, summarizing what was discussed during the warning and stating what corrective action was agreed upon by the Assessor and the employee.

If further disciplinary action is required, the Assessor will reference the verbal warning. A written warning or probation may occur in lieu of a verbal warning if the situation warrants it.

### *Written warning*

A written warning is given when an employee continues to demonstrate unsatisfactory job performance or behavior after receiving counseling and/or a verbal warning. When the job performance or behavior is severe, a written warning may be the initial contact with the employee regarding the deficiencies.

The problem(s) that generated the written warning and the actions necessary to correct the problem(s) will be documented in a written format. The Assessor will ask the employee to sign and acknowledge that the warning has been given/received and that the reasons for the warning have been discussed and understood. The employee has the right to respond in writing to this warning. The written warning and any response will be placed in the employee's personnel file.

An employee may be placed on probation or terminated in lieu of a written warning if the situation warrants such action.

### *Probation*

Before an employee will be placed on probation (except during the initial probationary period), the problem(s) will be documented in a written format. The following steps will be taken.

1. The Assessor will review the facts with the employee with the discussion held in the presence of a third party.
2. Any employee who is placed on probation regarding matters that were previously discussed but not corrected will be advised that he/she will likely be terminated if the problem is not resolved within the time specified in the probation.
3. The employee will sign and receive a copy of the probationary notice to acknowledge that the matter has been discussed and the gravity of the situation understood. A copy of the probationary notice will be placed in the employee's personnel file.

### *Termination*

The Assessor will initially review the employee's file for completeness and compliance with applicable policies and legislation. If termination is deemed appropriate, the Assessor will inform the employee of the specific reason for, and the effective date of, the termination. That discussion will be held in the presence of a third party.

All corrective action or discipline will be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

### *Termination Based upon a Single Action*

Following are examples of situations where termination will likely result from a single action.

- Theft or any other act of blatant dishonesty.
- Willfully failing to perform lawful and requested duties (insubordination).
- Gross neglect in the performance of those duties.
- Performance of any act of physical violence against another person.
- Willful destruction of, or damage to, Grafton Township property.
- Violation of the Assessor's Office Harassment or Substance Abuse policy.
- Threats, harassment or intimidation of another person.
- Any deliberate action intended to bring discredit upon the Grafton Township Assessor.
- Any deliberate disclosure of Grafton Township Assessor confidential information.
- Refusal to comply with the Grafton Township Assessor's stated policies and procedures.
- Gross misconduct.

### 405. Investigations and Administrative Leave

The Assessor's Office will determine the scope, duration and steps of all internal investigations.

**Policy:**            **The Grafton Township Assessor reserves his right to place an employee on administrative leave, with or without pay, pending an internal investigation, pending disposition of a criminal matter or for any other reasons determined solely by the Grafton Township Assessor. The determination of whether that leave will be with or without pay is reserved specifically to Grafton Township Assessor.**

The appropriate level of discipline is determined by the Grafton Township Assessor on a case-by-case basis and any disciplinary measure may be superceded in favor of more severe discipline including termination of the employee.

**Policy:**            **The Grafton Township Assessor's Office's use of any form of progressive discipline does not change any employee's status of an at-will employee nor does it create any additional contractual rights.**

#### 406. Whistleblower Policy

The Assessor's Office recognizes as an employee you will often be in the best position to observe and report potential violations of Assessor's Office policies or applicable laws by employees, elected officials or other members of the public.

To ensure you are comfortable bringing forward good faith reports of any misconduct, the Assessor's Office offers protection for whistleblowers.

**Policy: The Grafton Township Assessor's Office promotes openness, honesty and transparency and therefore encourages good faith reports of alleged misconduct concerning compliance with Assessor's Office policies as well as all local, state and federal laws and regulations.**

**Policy: The Assessor's Office prohibits harassment, discrimination or any other form of retaliation taken against an employee for reporting, in good faith, possible compliance issues.**

The protection of this policy extend to:

- employees who directly report suspected violations of Assessor's Office policy and/or applicable laws,
- employees who provide information or cause information to be provided,
- otherwise assist in any investigation and
- who file, testify or otherwise participate in any proceeding related to suspected violations of law or Assessor's Office policy.

#### 407. Reporting suspected misconduct

The Assessor's Office provides various mechanisms to assist and encourage employees to come forward in good faith with reports or concerns about suspected misconduct.

An employee who becomes aware of a potential or actual violation of policy or law is expected to report such conduct regardless of whether the employee is personally involved in the matter.

Suspected misconduct should be immediately reported to the Grafton Township Assessor.

All reports of suspected misconduct will be handled as confidentially as possible with appropriate discretion and regard for the privacy of the reporting employee. Any employee may make anonymous reports understanding that any investigation may be hampered due to the inability to identify the employee in order to obtain a full and complete account of relevant and necessary facts, to ask additional questions or seek clarification as any investigation proceeds.

Employees should report all suspected retaliation violations. Employees should report any alleged retaliation directly to the Grafton Township Assessor.

The Assessor's Office will take appropriate steps to respond to all complaints that may or may not include or result in full investigations. The Assessor's Office reserves the right to determine what steps, if any, are necessary to respond to a complaint. All information disclosed in the complaint and any investigation will be held in confidence and only disclosed when necessary to fully investigate and/or resolve the matter subject to applicable public records laws.

Anyone who the Assessor's Office determines has willfully neglected to report suspected misconduct, brought forward reports of suspected misconduct in bad faith or retaliated against a whistleblower will be subject to discipline including immediate termination.

#### 408. Employee classifications

The following terms are used to describe employees and their employment status:

*Exempt employees:* employees whose positions meet specific tests established by the Federal Labor Standards Act ("FLSA") and Illinois state law. In general, exempt employees are the Assessor and those deputy assessors who have chosen the "appraisal career path" to advancement. They are paid a fixed salary and perform certain duties. Exempt employees are not subject to the minimum wage and overtime laws.

*Non-exempt employees:* employees whose positions do not meet the specific tests established by the FLSA and Illinois state law. All employees who are covered by the federal or state minimum wage and overtime laws are considered non-exempt. Employees working in non-exempt jobs are entitled to be paid at least the minimum wage per hour and overtime compensation.

*Regular employee:* employees who are hired to work on a regular schedule and can be either full-time or part-time. The distinction between full-time and part-time depends upon the number of hours per week an employee works.

*Full-time:* employees who are not temporary employees, independent contractors or independent consultants and are regularly scheduled to work 40 hours per week.

*Part-time:* employees who are not temporary employees, independent contractors or independent consultants and are regularly scheduled to work less than 40 hours per week.

*Temporary employees:* employees who are hired as interim replacements to temporarily supplement the workforce or assist in the completion of a specific project. Employment assignments in this category are of limited duration and temporary employees can be dismissed before the end of the defined period. Short-term assignments generally are periods of three or less months but may be extended. All temporary employees are at-will regardless of the anticipated duration of the project. Temporary employees retain their status unless and until notified in writing of a change.

*Independent contractor or consultant:* these individuals are not employees of the Grafton Township Assessor's Office and are self-employed. An independent contractor or consultant is engaged to perform specific tasks according to his/her own methods and is subject to control and direction only as to the expected results to be accomplished. Independent contractors or consultants are not entitled to benefits.

Each employee will be advised of his/her status at the time of hire and any subsequent change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by the Grafton Township Assessor or the employee at any time with or without cause.

#### 409. Job descriptions

The Grafton Township Assessor's Office has determined that dual career paths for its employees are in the short- and long-term best interests of Grafton taxpayers.

Those two mutually-exclusive career paths are:

- assessor and
- appraiser.

At the start of their employment, employees will be asked to choose which path best aligns with their personal and professional goals. The goals, needs and requirements of the Grafton Township Assessor's Office must always take priority.

The core college educational requirements established by the Appraisal Qualifications Board (AQB) for those pursuing the appraiser path might create insurmountable time and cost hurdles for some employees. Therefore, while changes in Assessor's Office career path might be approved on a case-by-case basis, they will in all likelihood be infrequent and highly-improbable.

Upon your acceptance of employment with the Grafton Township Assessor's Office, you will be provided with a comprehensive job description.



#### 410. Job vacancies and job postings

**Policy:**       **The Assessor's Office will advertise appropriate available positions internally when it advertises those positions externally. The Assessor's Office's goal is to hire the person who best meets the needs of the Assessor's Office for that specific position.**

#### 411. Promotions, transfers and demotions

Employment with the Grafton Township Assessor's Office is dynamic. You shouldn't expect you will never change positions as an employee. Employees change positions for a variety of reasons including career advancement, operational needs of the Assessor's Office and their performance.

The Assessor's Office recognizes that consistency and continuity are beneficial as well. All situations involving employee movement within the Assessor's Office's organizational structure are subject to review and approval by the Grafton Township Assessor. The following options are meant to address the various ways employees may change positions within the Assessor's Office. They cover many of the situations that arise and will serve as a valuable background if you are considering a change in your position within the Assessor's Office.

##### *Promotions*

The Assessor's Office recognizes that career advancement through promotion is an important aspect of most employees' careers. That makes promotion an important recruitment and retention tool for the Assessor's Office. The Assessor's Office further reserves the right to determine what the appropriate level of compensation and benefits an employee will receive if he/she chooses to accept the promotion. All promotions will include an orientation period determined by the Assessor's Office. If the employee is unable to satisfactorily complete the orientation period in the new position, the Assessor's Office may offer the employee the opportunity to return to his/her previous position if it is still available.

##### *Transfers*

Occasionally the Assessor's Office may require an employee to change jobs in order to better meet the needs of Assessor's Office operations and/or the public. In those cases, the Assessor's Office may seek volunteers to transfer to those positions. If there are no volunteers or the Assessor's Office determines that the volunteers do not meet the alternative position's minimum qualifications, the Assessor's Office may choose an employee for an involuntary transfer. Employees may also request to transfer to a vacant position. The Assessor's Office reserves the right to determine the appropriate compensation level for any transfer to a new position.

##### *Demotions*

There may be occasions when an employee is demoted due to performance issues, work-related misconduct or changes in the composition of the workforce. In such cases, the Assessor's Office will determine in its sole discretion the appropriate placement of the employee for wage and benefit levels. Further, employees may voluntarily request a demotion for a variety of reasons such as job satisfaction or personal needs. In those cases, the Assessor's Office will work with employees to help with their transition and ensure the position is meeting the employees' and the

Assessor's Office needs. As with other office movements, the Assessor's Office reserves the right to determine the employees' level of compensation and benefits in their new positions.

### *Reclassifications*

These can occur for a variety of reasons including changes in job duties that naturally occur in a changing work environment or potential reorganizations of the Grafton Township Assessor's Office. The Assessor's Office periodically reviews all position descriptions and the overall compensation plan to ensure employees are classified correctly. Should the Assessor's Office determine that a reclassification is necessary, it will review the position's compensation to determine if it is appropriate. The Grafton Township Assessor reserves the sole discretion to determine the appropriate classification and compensation level for each position.

### *Temporary appointments*

From time to time, employees may be temporarily appointed to positions with higher classifications. In those cases, the Assessor's Office reserves the right to offer an incentive such as increased pay to employees who assume additional responsibilities. Not all temporary appointments will qualify for increased pay. The Assessor's Office reserves the right to determine which temporary appointments qualify for temporary appointment incentives and will convey those to the employees prior to making the appointments.

### 412. Layoff and rehire

For any number of reasons including lack of work or budget considerations, it may be necessary to reduce the number of employees in the Grafton Township Assessor's Office.

**Policy: If a reduction in workforce through layoffs is necessary, the Grafton Township Assessor may consider the skills, abilities, state certifications and other qualifications of the employees needed to perform the remaining available work. The over-riding issue will be the mandate for the Assessor's Office to have the remaining available work performed effectively and cost-efficiently.**

The Assessor's Office may choose to solicit volunteers for any reduction. Should the Grafton Township Assessor determine that a reduction in the number of positions and/or employees by means other than attrition is required, the employees affected will be notified as soon as practical.

The Assessor's Office does not offer formal recall rights to employees who have been laid off.

### 413. Personnel file access

The following are examples of items that might be kept in an employee's personnel file.

- Employment application and /or resume.
- Tax Forms.
- Registration/certification.
- Orientation materials.
- Performance appraisals.

- Disciplinary notices.
- Commendation forms and letters.
- Incident reports.
- Vacation requests.
- Individual daily time sheets.
- Overtime records.
- Sick time records.

All employees hired after November 6, 1986 are subject to employment verification using the U.S. Immigration and Naturalization Service I-9 Form. All I-9 Forms and copies of supporting documentation will be kept in a separate file. Medical records pertaining to work will also be kept in a separate confidential file.

An employee can inspect his or her own personnel file twice a year. To inspect your personnel file, you should take the following steps.

1. Submit a written request to inspect your personnel file to the Assessor.
2. Every employee will normally be allowed to inspect his or her personnel file within seven days from the date of the written request. If the Assessor's Office cannot reasonably meet this seven day time period, it may request a seven day extension.
3. Every employee will be allowed to inspect his or her personnel file at the Assessor's Office during normal working hours unless other arrangements are agreed upon. No employee can remove his or her personnel file from the Assessor's Office but the employee may request the Assessor to mail a copy of his or her personnel file if the employee is unable to inspect it at the Assessor's Office. Employees may request copies of any documents in their file. The Assessor's Office will furnish copies upon payment by the employee of the cost of copying.
4. By law, these are some items which might be kept in an employee's personnel file that the employee has no right to inspect. Such items include letters of reference, test documents, materials relating to the Assessor's Office staff planning, information about other people if allowing inspection of those documents would invade the privacy of the people referred to, records involving the employee which are relevant to a judicial proceeding between the Assessor's Office and the employee and any records alleging criminal activity.
5. If an employee disagrees with any information contained in his or her personnel file, the information may be removed or corrected by mutual agreement of the Assessor and the employee. If an agreement cannot be reached, the employee may submit a written statement of his or her position which the Assessor will attach to the disputed record.

#### 414. Employee reference and credit inquiries

It is the policy of the Grafton Township Assessor's Office to protect the privacy of present and former employees.

**Policy: The Assessor's Office will refrain from releasing confidential and proprietary information without written authorization from the affected individual.**

All reference and credit inquiries must be referred to and processed by the Grafton Township Assessor.

**Policy: When responding to references, the following information will be confirmed:**

- **the position the employee currently holds or last held**
- **the employee's current or last annual pay and**
- **the employee's dates of employment.**

All credit inquiries will be completed promptly provided the financial institution furnishes a written request authorized by the employee as evidenced by his/her signature. Unless otherwise noted, all information on the application form will be supplied. The standard method of reporting salary information is based on annualized current and projected salary computations. Requests for exceptions to this method will not be honored.

#### 415. Separation from employment

There are many reasons an employee may choose to terminate or be terminated from his/her employment with the Grafton Township Assessor's Office.

*Assessor's Office property and records:* all voluntarily terminating or involuntarily terminated employees are required to return all Assessor's Office property and records upon termination.

*Final paycheck:* any employee who resigns or who is terminated will receive his/her final paycheck and any accrued but unused vacation on the next regularly scheduled payday.

#### 416. Cell phones

The use of personal cell phones at work is discouraged because it can interfere with work and be disruptive to others. Therefore, employees who bring personal cell phones to work are required to keep the ringer off or placed on vibrate when they are in the office and to keep cell phone use confined to breaks and meal periods. Conversations should be held away from areas where other employees are working. When cell phone use interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, may be imposed.

The Grafton Township Assessor's Office may provide cell phone allowances to employees in certain positions in an effort to improve efficiency and effectiveness. When cell phones are used for Grafton Township Assessor's Office business, employees must comply with all Assessor's Office policies governing conduct including its policies prohibiting discrimination, harassment and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential information. As a courtesy to others, please shut-off cell phones or place them on vibrate during meetings.

#### 417. Pet-friendly workplace

The Grafton Township Assessor's Office makes every attempt to create a mutually-rewarding

pet-friendly workplace. This policy has been statistically-proven to increase employee morale and productivity. It is hoped you will enjoy the benefit of bringing your dog(s) to work. Please use this benefit responsibly by adhering to the following terms.

1. All dogs must be treated humanely. A high standard of animal compassion is expected of all pet owner employees.
2. Pets will be allowed every day the employee is scheduled for office work. Employees should consider their schedules well in advance and take into account the critical issues of weather and potentially leaving their dog(s) in the car for extended periods of time.
3. Employees may bring as many dogs as they can reasonably and easily control without sacrificing their productivity or the safety/well-being of their co-workers, their pets or visitors to the office.
4. The Grafton Township Assessor's Office will make every effort to accommodate the needs of employees who have allergies or are afraid of animals. These accommodations could include establishing pet-free areas such as cafeterias, conference rooms, etc.
5. All pets must be kept on their leashes, in their crates or restricted to an employee's office space and must be accompanied by the employee-owner at all times. Dogs must not be allowed to wander unattended inside or outside the building. If dogs are left alone in employee work areas, they must be restrained in comfortable crates.
6. All pets must be housebroken. In the event of an accident, the employee is solely responsible for cleaning-up after their pets and compensating the township for any damage including carpet replacement.
7. All employees are expected to clean-up after their pets outside and walk them in only the designated exercise areas. Feces bags must be sealed and discarded in the dumpster.
8. All dogs must be clean, well-groomed, free of illness and disease and must be currently treated with a flea preventative.
9. Only well-behaved pets that are comfortable and reliably-safe around strangers will be allowed in the workplace. Dogs should not display any aggressive traits such as growling, snarling or biting toward people or other animals. Any display of aggressive behavior will require immediate removal from the premises. Any employee asked to take their dog home must do so immediately and employees will be responsible for making up any resulting lost productivity.
10. Dogs will have a common water bowl available and it is the pet owners' responsibilities to ensure it is always filled with clean, fresh water.
11. Employee pet owners will provide a safe and comfortable place for their dogs within their workspace by "dog proofing" the area. Dogs should have some toys to keep them occupied. However, squeaky toys or other disruptive items that might distract or annoy coworkers should be avoided. Barking is never acceptable.
12. No cats will be allowed on the premises under any circumstances.

**Policy: The Grafton Township Assessor reserves the right to deny any employee's request to bring their dog to work and to set a reasonable limit on the number of dogs allowed in the facility.**

**Policy: A release form for each dog must be completed, signed and submitted to the Grafton Township Assessor along with the supporting current veterinary record (renewed annually) proving wellness, heartworm prevention, parasite control and vaccine compliance at least five business days prior to the dog's intended beginning visitation. This release form can be obtained from the Assessor.**

**Policy: No employee is permitted to bring any pet that has not passed a behavior exam conducted by the Grafton Township Assessor.**

**Policy: Each employee will be fully responsible for his or her dog at all times while it is on township premises. Employees will be held fully responsible for any damage that is done to the property, its employees or visitors. This may include any medical costs and/or replacement of damaged personal or company property. Proof of adequate personal liability insurance will be required before approval to bring a pet to work is granted.**

#### 418. Children in the Workplace

**Policy: There are no children allowed on the premises of the Grafton Township Assessor or in any Grafton Township Assessor equipment or property.**

The presence of children in the workplace could cause liability problems due to the potential noncompliance this situation creates for our insurance policy. The presence of children also causes a likely disruption for you and your co-workers.

## Section 500: Benefits

### 501. Health Insurance

**Policy: The Grafton Township Assessor's Office provides a comprehensive health insurance plan for employees. Full-time and part-time employees who are regularly scheduled a minimum of 30 hours per week are eligible for benefits. Seasonal, long-term seasonal or temporary employees are not eligible for benefits.**

Regular full-time employees may participate in the comprehensive group medical insurance plan provided by the Assessor's Office. Each employee will receive a Group Insurance Handbook explaining in detail the benefits provided.

Employees who enroll in the plan will receive a summary of the plan for their use as a reference.

Each employee shall be eligible to participate in the Assessor's Office's group health insurance program in accordance with the terms of the program outlined in the insurance contract. Below are four general, over-riding rules.

1. All full-time and part-time Assessor's Office employees are eligible for Single or Family Health Insurance Coverage.
2. Married or domestic partner couples, where both individuals are employed by the Grafton Township Assessor's Office and are both eligible for health insurance may each elect single coverage or one employee may elect family coverage and enroll the spouse/domestic partner and any dependents under that person.
3. Enrollment is offered at the time of hire. Employees hired between the first and fifteenth of the month are eligible to begin coverage on the first of the month following their hire date. Employees hired after the fifteenth of the month are eligible to begin coverage on the first of their second full month of employment.
4. Open enrollment is not offered for the health plan. The plan provides for special enrollment if there is a loss of health coverage or a change in family status such as marriage, divorce, birth, adoption, etc. Check with the insurance provider as soon as possible to determine whether your change is a qualifying life event because those changes must be made within 30 days of that qualifying life event.

**Policy: Employee contributions: the Grafton Township Assessor's Office will pay a significant portion of the employee's health plan's monthly premiums. Employees may be asked to pay a portion of the cost of their health insurance based on their career path selection and their progress along that path.**

Part-time employees: the Assessor's Office will contribute 50% toward the single coverage plan premiums at the full-time active employee rate for part-time employees who regularly work a minimum of 30 hours/week. Regular part-time employees electing family coverage are responsible for the difference between the total monthly family premium and the Assessor's Office's contribution to the single coverage plan premium for full-time active employees.

Full-time employees on the assessor career path: the Assessor's Office will contribute between 75% and 90% toward the single coverage plan premiums at the full-time active employee rate who have chosen the assessor career path. The amount paid by the Assessor's Office will be on a linearly-graduated scale based on the employee's ICAO designation: 75% for basic CIAO, 80% for CIAO-I, 85% for CIAO-S and 90% for CIAO-M designations. Employees electing family coverage are responsible for paying the difference between the total monthly family premium and the Assessor's Office's contribution to the single coverage plan premium.

Full-time employees on the appraiser career path: the Assessor's Office will contribute between 80% and 100% toward the single coverage plan premiums at the full-time active employee rate who have chosen the appraiser career path. The amount paid by the Assessor's Office will be on a linearly-graduated scale based on the employee's Illinois appraiser certification level: Associate Real Estate Trainee Appraiser (557-designation): 80%, Certified Residential Real Estate Appraiser (556-designation): 90% and Certified General Real Estate Appraiser (553-designation): 100%. Employees electing family coverage are responsible for paying the difference between the total monthly family premium and the Assessor's Office's contribution to the single coverage plan premium.

**Policy: The above percentages for health care contributions will be waived if, at the sole discretion of the Grafton Township Assessor, the employee is actively pursuing a higher certification level. This exemption is to protect employees who are precluded from advancement by statutory time and/or experience requirements.**

Retiree coverage: retired employees may continue to participate in the Assessor's Office's health insurance coverage provided they pay the full cost of coverage.

**Policy: Where not otherwise prohibited by law, the Grafton Township Assessor's Office reserves the right to add, delete or otherwise modify its health insurance plan at its sole discretion including the plan's design and premium contributions levels.**

*Insurance continuation ("mini-COBRA"):* under state law, employees covered under the Assessor's Office's group health insurance plan are eligible for continuation of medical coverage under the group plan upon the employee's termination (except for gross misconduct) or when there is a reduction in hours to a level that does not qualify the employee for benefits under the Assessor's Office's insurance plan.

*Termination of employment:* in accordance with the Illinois Insurance Code, upon termination of employment, the former employee, and spouse or dependant of the former employee, who has been continuously insured by Grafton Township may be entitled to purchase continued major medical, hospital and surgical coverage so long as the employee/spouse/dependant pays 100 percent of the group rate premium. The premium must be paid in advance on a monthly basis. Continued coverage is not available for individuals covered by Medicare except if they have been covered under a group Medicare supplemental policy.



Grafton Township will notify the employee/spouse/dependant by regular mail sent to their last known address of their right to continued coverage. The individual has 10 days from the date of that notice to inform Grafton Township as to whether he/she wishes to elect continuation coverage. In no event may an individual elect continued coverage more than 60 days after the date of termination.

If elected, continuation coverage will terminate if any of the following occurs and/or in accordance with Illinois Laws.

- The employee/spouse/dependent becomes eligible for Medicare.
- The employee/spouse/dependent becomes covered under another group plan.
- The employee/spouse/dependent fails to pay the premiums.
- Grafton Township terminates the group policy and doesn't replace it with another group policy.

*Retirement or disability:* in accordance with the Illinois Insurance Code, an employee who retires from active service as an employee with an attained age, i.e., 55 years or older or in some cases 50 years or older, and accumulated creditable service which together qualify the employee for immediate receipt of retirement pension benefits under Article 7 of the Illinois Pension Code or an employee who becomes disabled as established under Article 7 of the Illinois Pension Code may be allowed to continue the group insurance coverage for the retirement or disability period so long as the employee was covered by the group policy on the day immediately preceding the day on which the retirement or disability period of the employee began. As long as the employee pays the required premium in accordance with the provisions of the group policy, the group insurance coverage will continue throughout the retirement or disability period for the employee and for any dependants of the employee who were covered by the group policy on the day immediately preceding the employee's retirement or disability.

*Spousal or dependent coverage in case of divorce or death:* in accordance with the Illinois Insurance Code, spouses and dependent children of deceased or divorced employees are entitled to continued group health insurance benefits for up to 24 months upon the payment of 100 percent of the group rate premium. Coverage will terminate upon one of the following events.

- The failure to timely pay premium payments.
- The date coverage would have terminated (except due to retirement for spouses 55 or older) had the divorce not occurred.
- Obtaining insurance from another carrier.
- Remarriage.
- Qualification for Medicare.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at their time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs that entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Continued participation will be solely at the participant's expense.

#### 502. Other Insurance

Term life insurance: term life insurance is provided for full-time and part-time employees in accordance with the terms of the group life insurance contract. The Assessor's Office pays the full cost of all non-optional premiums during employment with the Assessor's Office.

Voluntary insurance: the Grafton Township Assessor's Office provides the opportunity to purchase additional insurance at the employee's expense such as vision and dental insurance, optional life insurance and, in some cases, optional long-term disability insurance. Additional information can be obtained from the insurance plan's administrator.

**Disclaimer: The descriptions above are not intended to give a detailed explanation of the insurance benefits offered by the Grafton Township Assessor's Office but rather to provide a general overview. Complete details of insurance benefits are available from the insurance plan's administrator.**

#### 503. Social security benefits (FICA)

During your employment, you and the Grafton Township Assessor's Office contribute funds to the federal government in support of the Social Security Program. This program's intent is to provide you with retirement benefits and medical coverage upon reaching retirement age.

#### 504. Retirement

Retiring employees will be entitled to retirement benefits in accordance with the terms of the Illinois Municipal Retirement Fund (IMRF). Retiring employees must coordinate with Grafton Township prior to their retirement to sign and complete the necessary forms.

**Policy: The Assessor's Office contributes to the Illinois Municipal Retirement Fund for all eligible employees at the level determined annually and in accordance with state law.**

Notification of intent to retire: the Assessor's Office requests that if possible employees give reasonable written notice of their intent to retire.

Health insurance for retirees: employees with 10 years of full time service with the Assessor's Office are eligible to remain on the health plan with their current coverage if they retire from the Assessor's Office and immediately qualify for IMRF participation. Retired employees must pay the full cost of their coverage and comply with all provisions of the insurance contract. A retiring employee may keep the same coverage they had immediately before retirement or may switch coverage from family coverage to single coverage. However, coverage cannot be added (from single coverage to family coverage) at retirement.

Life insurance for retirees: employees who retire may continue their life insurance contract provided they pay the full cost.

## 505. Expense reimbursement

**Policy:** **Employees receive reimbursement for reasonable expenses incurred in the performance of Grafton Township Assessor's Office business. These expenses include the cost of meals, lodging, travel, registration fees, equipment, software and all business expenses approved by the Grafton Township Assessor. All expense reimbursements are processed by the township office in accordance with Internal Revenue Service guidelines.**

Advance payment by the Assessor's Office: generally, it is in employees' best interests to avoid using the expense reimbursement policy by having the Assessor's Office pay expenses directly through the requisition process. This prevents an employee from having to initially pay the expenses and wait for reimbursement. Where expenses are already known, employees are encouraged to use the requisition process rather than the reimbursement policy.

Proper documentation is required: the Assessor's Office requires original itemized receipts as substantiation for all expenses except meals less than \$10. Exceptions to this rule include tolls and parking meters. A credit card receipt that is not itemized does not provide adequate expense documentation and will not be paid.

The Grafton Township Assessor will review expense reports to ensure proper substantiation is submitted. Before submitting expense reports, the employee and the Grafton Township Assessor must sign the expense report. By signing the report each person is indicating to the best of their knowledge the requested reimbursements were incurred and only in the performance of Assessor's Office business.

Expense and mileage reports must be submitted within 30 days of travel except at year end. Any expenses incurred the last week of the year must be turned in the following week.

**Policy:** **Employees may pay for approved business expenses using cash, personal check or personal credit card. When using credit cards, only reimbursable business expenses can be shown on the receipt, i.e., mixing of personal and business expenses on the same receipt will not be accepted or approved.**

Meals: the Assessor's Office reimburses employees for the cost of meals based on the federal per diem at the location of a seminar, conference or meeting. The allowed per diem can be found at <http://www.gsa.gov/portal/content/110007>

1. The per diem is only for those meals not included in the seminar or conference fees.
2. The per diem rate for individual meals includes tips.
3. Meals while traveling to and from a meeting, seminar or training will not be reimbursed if the employee is within 100 miles of Grafton Township.
4. Reimbursements will not be made for meals before or after travel.
5. No reimbursements will be made for alcoholic beverages.

Lodging: the Assessor's Office reimburses employees for the costs of lodging subject to the following conditions and limitations.

1. Lodging reimbursement will be the true cost of lodging not to exceed the lowest available single occupancy rate.
2. If a deposit or prepayment is required, employees must enter a requisition for payment.
3. The Assessor's Office is exempt from certain sales and room taxes. Employees should notify the hotel that they are traveling on Assessor's Office business so they are not improperly charged for taxes.
4. If requested, the Grafton Township Assessor's Office can provide documentation that the employee is traveling on Assessor's Office business and is therefore exempt from sales and room tax.
5. Hotels may also give government employees lower room rates if notified when making a reservation.
6. Laundry fees and hotel tips are not reimbursable.

Mileage: employees using their personal vehicles for official business will receive the current Internal Revenue Service mileage rate for miles traveled in the performance of their duties.

Airfare: the Assessor's Office reimburses employees for the costs of air travel subject to the following conditions and limitations.

1. Air travel expenses must be authorized and itemized in the budget and approved in advance by the Grafton Township Assessor.
2. Employees will be reimbursed for the lowest-cost air fare when air transportation is used.
3. If an alternative form of transportation is used, the employee will be reimbursed at the current Internal Revenue Service mileage rate or the lowest cost airfare, whichever is less.
4. Proof of obtaining the lowest airfare is required using Travelocity, Kayak, Expedia or Orbitz. A list of available rates must be submitted showing the lowest rates with more than 30 days advance purchase. When selecting an airfare, reasonable transfers and departure/arrival times will be taken into consideration.
5. Additional charges such as over-weight baggage charges are not reimbursable unless the charges are unavoidable.

Transportation costs: taxi fares, public transportation fees, charges for parking and other incidental transportation expenses will be reimbursed based upon their actual costs. Fines or penalties of any form are not reimbursable.

Conference registration fees: the Assessor's Office reimburses employees for registration fees paid to attend conferences directly related to an employee's job subject to the following conditions and limitations.

1. The Grafton Township Assessor's written approval to attend the conference is required in order to be eligible for reimbursement.
2. The Grafton Township Assessor's approval might include the decision to only allow partial reimbursement for expenses due to budgetary or other considerations.
3. If an employee seeks reimbursement for conference registration fees, registration receipts are required.
4. Expenses for optional golf outings, sporting events and tours that are offered in association with a conference are not reimbursable.
5. Expenses for an employee's spouse, guest or children are not reimbursable.

Policy exceptions: occasionally, circumstances may warrant an exception to the above expense reimbursement policies. In those cases, the employee should request an exception and provide his/her rationale for the exception to the Grafton Township Assessor before the expense reimbursement request is submitted.

#### 506. Educational assistance

Employees of the Grafton Township Assessor's Office are encouraged to increase their education and thus their qualifications for higher level positions within the Assessor's Office.

The Assessor's Office is supportive of employees securing additional employee training and education but employees must understand they are the ones personally acquiring and retaining the new knowledge and skills. Therefore, all employees need to show a personal commitment and investment of their own time and finances in obtaining additional education and training.

**Policy: The Grafton Township Assessor's Office strongly encourages advanced and continuing education and training to improve the qualifications of its employees and prepare them for advancement in their service within the Assessor's Office.**

Employees interested in educational assistance should discuss it with the Grafton Township Assessor who can relate information regarding what types and levels of educational assistance are available as well as how to apply for assistance.

Employees who are eligible for educational assistance must enter into an agreement with the Grafton Township Assessor's Office covering the terms and conditions for receiving that assistance. The Grafton Township Assessor reserves the right to determine the appropriate terms and conditions for an employee to receive educational assistance.

In general, educational assistance will be reimbursed based on an employee's chosen career path, their progress along that path and their commitment to remain employed by the Grafton Township Assessor's Office for some period of time.

At the current time, the following guidance is offered.

Attaining a college or associate degree: none.

ICAO course work/continuing education: ICAO, none  
CIAO-I, 50%  
CIAO-S, 75%  
CIAO-M, 90%

Illinois appraisal course work: Associate Real Estate Trainee Appraiser, 75%.  
Certified Residential Real Estate Appraiser, 90%

Illinois appraisal continuing education: Associate Real Estate Trainee Appraiser, N/A.  
Certified Residential Real Estate Appraiser, 90%.  
Certified General Real Estate Appraiser, 100%.

**Policy: The above percentages for continuing education contributions will be waived if, at the sole discretion of the Grafton Township Assessor, the employee is actively pursuing a higher certification level. This exemption is to protect employees who are precluded from advancement solely by statutory time and/or experience requirements.**

#### 507. Tuition reimbursement

The purpose of this program is to encourage continuing relevant education for all employees. Within the limits described below, the Grafton Township Assessor's Office will reimburse employees for specific courses at accredited institutions.

**Policy: Courses must be specifically and directly career-related to the Grafton Township Assessor's Office. A course may be considered career-related if the course's prescribed studies are relevant to the activities and statutory requirements of the Grafton Township Assessor's Office. Generally, courses relating to appraisal, assessment, valuation, the Uniform Standards of Professional Appraisal Practice, finance, mathematics and business writing are approved. Typically, courses relating to history, religion, and recreation are not approved even though they may be required business degree program courses.**

The following conditions apply:

1. Employee's may participate in the program immediately as long as all conditions listed below have been met.
2. To receive reimbursement once the approved course is completed, you will have to be in an active pay status at the time of course completion.

3. Reimbursement is for tuition only. Fees, books and any other expenses related to the courses taken will not be reimbursed.
4. Participation in the program must be acknowledged and approved by the Grafton Township Assessor in advance of course registration.
5. Tuition reimbursement will be considered only for courses that are specifically and directly career-related to the Grafton Township Assessor's Office.
6. Career-related courses may be reimbursed at 75% to a maximum of \$3,000 for salaried employees and up to \$1,500 for hourly employees. These maximums are calendar-year per employee.
7. Reimbursement will be applied to the calendar year in which the course begins.
8. The proposed educational activity must not interfere with regular job requirements.
9. Course work that is deemed by the Grafton Township Assessor to be ineligible under this policy will not be reimbursed.
10. Tuition that has been paid by the employee with cash, personal checks, money orders or credit cards will be eligible for reimbursement. Tuition that has been paid by grants, scholarships, student loans, etc. will not be eligible for reimbursement.
11. The Grafton Township Assessor's Office must receive a completed "Tuition Reimbursement Prior Approval" form that includes the education provider and catalog course description no later than three weeks of registration. Any subsequent course changes must be immediately reported to the Grafton Township Assessor.
12. The course work must be completed with a grade of "C" or better. The employee must submit a copy of the grade report along with a receipt showing how the tuition was paid no later than two months after the pre-approved course is completed.

## Section 600: Time at work and time away from work

### 601. Work schedules and attendance

Work schedules for employees will vary based on the time of the year, the requirements of the job and the necessity for a timely submittal of the township's books to McHenry County's Chief Assessment Officer.

Scheduled hours of work will be set by the Grafton Township Assessor who will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked and variations in the total hours that are scheduled each day and week.

It is recognized there may be instances when employees desire a deviation from their regularly-scheduled work hours. The Grafton Township Assessor, at his discretion, may authorize temporary variations in work schedules for employees to accommodate their valid requests and needs. Each situation will be on a case-by-case basis determined by the needs of the Assessor's Office. For example, an authorized temporary variation might be feasible and therefore allowable at one point in time for an employee but not feasible or allowable for that same employee or another employee at a different point in time based on the circumstances existing at the time of each request.

The Grafton Township Assessor's Office places great emphasis on perfect attendance. Absence or tardiness places an extra burden on your co-workers and undermines the efficient operations of the Assessor's Office. Regular and timely attendance is expected of every employee. It is each employee's responsibility to be on the job, on time and fully able and ready for work each day.

Although there are justifiable reasons to take time off from work, each employee's employment is based on his/her availability for work. Employees are expected to arrive at work on time, return from scheduled rest/lunch breaks on time and work until the job is completed or the employee is relieved from duty.

An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before his/her expected arrival. Absenteeism or tardiness may lead to discipline including discharge and may also be taken into consideration when the employee is reviewed for wage changes, layoffs or promotions.

**Policy: Two or more unexcused tardiness or absentee incidents constitute habitual behavior which will be considered excessive and may result in disciplinary action up to and including immediate termination.**

The Assessor's Office is open for business regardless of weather conditions unless otherwise determined by the Grafton Township Assessor. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable



effort to report to work during inclement weather unless excused by the Grafton Township Assessor via voice or e-mail. When severe weather conditions exist, it will be the responsibility of each employee to contact the Grafton Township Assessor before his/her expected arrival if he/she is unable to report to work on time.

Time missed due to inclement weather is unpaid time. An employee may request to use vacation or personal leave time but in the event of severe weather or other exigent circumstances as determined by the Grafton Township Assessor, the Office's need for the employee's attendance to perform his/her duties will always prevail.

**Policy: Each employee is responsible for and required to accurately record his/her hours of work or use of paid time off each day and each employee will be held accountable for failing to completely and accurately record his/her time.**

**Policy: Each employee will be required to verify that the hours on the employee's time records are complete and accurate by signing the time records. Each employee will record his/her time only.**

Any errors must be immediately reported by the employee. Hourly employees must not report in more than 15 minutes before the start or leave more than 15 minutes after the end of their shift unless such time has been previously authorized by the Grafton Township Assessor.

#### 602. Time allocation records

Employees must complete weekly time allocation records either on paper or electronically to account for their time. The appropriate time recording method will be determined by the Grafton Township Assessor. These records must be completed daily and are used to allow time-usage analysis and facilitate processing of payroll information.

All time is charged either to a job or department number. The job number usually consists of four characters (digits only or combined with a single letter and digits) and is used as a means of identifying tasks. You should follow the instructions below when completing your time allocation records.

1. The job or department number is recorded in the first column. Only one job or department number should be recorded on each line.
2. The activity number is recorded in the second column. Activity numbers 80 to 85 are used with department numbers only. All other activity numbers, 86 to 89, can be used with job or department numbers. The activity numbers currently in use are:
  - 80: Serious Illness
  - 81: Personal Days
  - 82: Vacation
  - 83: Office Holiday
  - 84: Funeral

- 85: Jury Duty
- 86: General Supervision
- 87: Taxpayer/citizen interaction
- 88: Professional Development
- 89: All other activities. Time spent on activities that cannot be charged to numbers 80 through 88 should be charged here. However, this category should be used sparingly and only as a last resort.

3. Record your time in quarter hour increments:

- 2.00 indicates 2 hours
- 2.50 indicates 2 ½ hours
- 0.25 indicates 15 minutes

4. You should record "No Pay" or 0 hours for time you are taking without pay.

603. Performance evaluation

Proper execution of your job responsibilities requires a certain set of knowledge and abilities. All positions are periodically evaluated to maintain compliance with the Grafton Township Assessor’s Office policies and, when/if necessary, appropriate changes will be made.

Employees receive performance reviews on an annual basis. Your first review will be conducted three to eight months after your date of employment according to the following schedule:

<u>Date of Employment</u>	<u>Review Time</u>
January 1 through June 30	September
July 1 through December 31	March

Salary increases are not given automatically but are based on the financial performance of the Assessor’s Office relative to its budget and your individual job performance.

As a new employee, you may receive a performance review within 30 days of your date of hire or transfer to full-time status.

604. Payroll

**Policy: The Assessor’s Office has a standardized payroll system and its payroll procedures are in accordance with all applicable state and federal guidelines. Employees are paid biweekly directly or via direct deposit to the financial institution of their choice.**

Employees are responsible for all personal data changes and updates. For the system to be effective, it requires current information for all Assessor’s Office employees. Therefore, it is the employee’s responsibility to keep all payroll data current. Employees are to notify the Grafton Township Assessor of any changes to their name, home address, telephone number(s), marital

status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes or individual(s) to be contacted in case of emergency.

**Policy: It is the Assessor's Office's policy to comply with all applicable wage and hour laws and regulations.**

If you have any questions or concerns about your employment status or you believe a deduction was made from your pay that is inconsistent with your employment status, you should immediately contact the Grafton Township Assessor so he can assist you in understanding, as well as obtaining, the required information needed to investigate and resolve the matter.

#### 605. Wage garnishment

A wage garnishment, levy or assignment is a court order obtained through a court that attaches a wage deduction to an employee's earnings in order to satisfy a debt incurred by that employee.

Should a garnishment, levy or assignment be received by the Grafton Township Assessor's Office, employees will be informed immediately and they will be urged to handle the obligation without further involvement by the Grafton Township Assessor's Office.

Garnishments and levies will be deducted from the employee's pay until the Grafton Township Assessor's Office is released from the court order. Wage assignments that are not approved by the court will not be honored by the Grafton Township Assessor's Office.

**Policy: Should the Grafton Township Assessor's Office receive proper legal papers ordering a garnishment, deductions will continue to be made from the employee's paycheck until the full amount has been withheld or until the Office receives proper legal papers from the court terminating the garnishment.**

Even if you have already paid the debt, the Assessor's Office still needs the appropriate legal papers to stop the garnishment.

#### 606. Overtime

The work of the Assessor's Office has been budgeted and organized relative to the number of employees needed and the work schedules required to meet all statutory requirements as well as keeping our commitments to the taxpayers we serve. It is best to provide those services and activities within a normally-scheduled work day and work week.

**Policy: The Assessor's Office is committed to providing a consistent annual budgeting system and therefore overtime will be aberrant and compensated only in compliance with the overtime pay provisions of the Fair Labor Standards Act (FLSA) as described below.**

### *Overtime eligibility*

1. Only employees who are not exempt from the overtime provisions of the FLSA, described as non-exempt, are eligible for overtime payments. Non-exempt employees will receive overtime pay for all hours worked over 40 hours in a single work week.
2. Employees who are in classifications considered to be exempt from FLSA overtime provisions, described as exempt, are not eligible for overtime payments.
3. Exempt employees are those employees in classifications considered as professional, technical, administrative or supervisory and their hours of work are not necessarily limited to the normal weekly work schedule of the Grafton Township Assessor's Office.
4. Employees in exempt positions are expected to work in excess of the normal work schedule when the demands of the position require it and they shall not be eligible for compensation for the additional hours worked.
5. Exempt employees are not eligible for any form of overtime compensation including compensatory time off.

### *Overtime payment*

1. Employees eligible for overtime shall be paid at one and one-half times their regular hourly rate of pay for all hours worked in excess of 40 hours per week.
2. Hours worked for overtime purposes does not include hours in paid status where no work is performed such as vacation or sick leave.
3. Hours worked shall not include paid time off for the identified holidays set out in this handbook. However, hours worked on a holiday will only be counted once as hours worked for determining overtime liability for that work week.

### *Compensatory time off*

1. Eligible employees shall receive compensation for overtime as set forth above. Payment for overtime hours may be in cash or compensatory time off as the employee requests subject to the Grafton Township Assessor's approval.
2. Compensatory time off shall be considered as one and one-half hours off for one hour worked in excess of 40 hours worked in one work week.
3. Use of compensatory time off shall be subject to the approval of the Grafton Township Assessor.
4. Non-exempt employees may accumulate compensatory time during the course of a calendar year but all accumulated hours in excess of 40 hours as of payroll week 25 of each year will be paid to the employee at the straight-time rate of pay in effect when the payment is made.
5. All accumulated hours under 40 as of December 1 of each year will be paid to an employee who makes a request at the straight-time rate in effect when the payment is made.
6. All accumulated compensatory time and use of compensatory time shall be maintained in written and/or digital form by the Grafton Township Assessor. It is the employee's responsibility to ensure that the appropriate entries are made in the record.
7. Upon termination, an employee shall be paid for unused compensatory time off at a rate not less than the average regular rate received by such employee during the last three years of employment or the final regular rate received by such employee whichever is greater.

The process of scheduling overtime will rest solely with the Grafton Township Assessor.

If an employee feels that an assignment of overtime has not followed the established work rules for assigning overtime, the employee is encouraged to raise the concern with the Grafton Township Assessor who will make reasonable efforts to correct any mistake.

Call-in pay: circumstances may arise where it is necessary to call-in employees to perform work that needs to be done and which is outside of normal scheduled work hours. The procedure for calling-in employees will be determined by the Grafton Township Assessor to accommodate the needs of the Office. The Assessor's Office recognizes unscheduled call-ins are an inconvenience to its employees. Therefore, if an employee is called in and reports to work at other than his/her normal time, he/she will receive a minimum of two hours pay or comp time for such work, or pay for the actual time worked, whichever is greater. This provision does not apply to hours worked consecutively prior to or subsequent to the employee's normal work schedule.

#### 607. Holidays

**Policy: The Grafton Township Assessor's Office will pay eligible full-time and part-time employees when they are not working on identified holidays at specified rates of pay. Employees who work on an identified holiday will be paid at the specified rates of pay described below.**

All full-time employees and part-time employees working at least 30 hours per week are eligible to receive compensation for holidays. Temporary or limited-term employees are not eligible.

To be eligible for holiday pay, the employee must have worked at least eight hours on his/her last scheduled work day before the holiday as well as his/her first scheduled work day following the holiday unless the employee is on an approved form of leave.

#### *Identified holidays*

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

The day after Thanksgiving

Christmas Eve (half day)

Christmas Day

New Year's Eve (half day)

A half day the afternoon of Good Friday or a similar religious day of the employee's choice.

Whenever a holiday falls on a Saturday the preceding Friday shall be considered the observed holiday. Whenever a holiday falls on a Sunday, the following Monday shall be considered the observed holiday.

Floating holidays are other workdays in the year that may be used as holidays at the choice of the employee but are subject to department work rules and the approval of the Grafton Township Assessor. Floating holidays must be used within the year in which they are granted.

New employees shall be eligible to use floating holidays after they have completed three months of employment. All eligible employees shall receive five floating holidays per year. However, when the half-day Holidays (day before Christmas & day before New Years) fall on either a Friday or a Sunday, they shall be converted to one additional floating holiday.

Any employee who wishes to take a day off conforming to their religious/personal beliefs (in addition to the holidays listed above) may, with proper notification to the Assessor, take the day off as a vacation day or without pay.

608. Vacation

**Policy: The Assessor’s Office believes employees need time away from work and provides eligible employees with paid vacation according to established schedules of eligibility while still meeting the needs of the Assessor’s Office.**

The Assessor’s Office considers several factors when determining the amount of vacation for which an employee is eligible.

The Assessor’s Office considers years of continuous service to the Grafton Township Assessor’s Office to be one significant factor in making this determination. Therefore, employees will generally be granted paid vacation benefits as of January 1 of each year based upon their length of continuous service with the Assessor’s Office in accordance with the schedule listed below.

Years of Continuous Service

One to five years.....	1 week
Six to 15 years.....	2 weeks
Sixteen years or more.....	3 weeks

Because the Grafton Township Assessor’s Office places a high premium on professional development, employees will also generally be granted paid vacation as of January 1 of each year based upon their professional designation in accordance with the following schedule.

Professional Designation

CIAO-S.....	2 weeks
CIAO-M.....	3 weeks
Certified Residential Real Estate Appraiser.....	3 weeks
Certified General Real Estate Appraiser.....	4 weeks

Employees are eligible for the benefits listed above on January 1st of the year in which the employees’ anniversary date occurs or the year Illinois confers their professional designation.

Vacation eligibility for new employees will be established based on their hire date. New employees must be employed 90 days before any vacation can be approved. New employees who start employment on or before July 1st are eligible to use 1 week of vacation during a new employee's first partial year of employment.

Should two or more employees chose the same week for vacation and workload not permit all employees to use that week, seniority will take precedence only on the first occurrence. For example, if two employees seek to use the same week, on the first convergence the most senior employee's selection will be granted. However, should a second convergence occur between the same two employees, the junior employee's selection will be granted.

If an employee terminates his/her employment, any earned vacation for that year will be granted on a pro rata basis based on their departure date from the Assessor's Office.

Part-time employees earn vacation in proportion to the number of hours they are regularly scheduled to work.

**Policy: Employees must use all their accumulated vacation or it will be lost unless the employee qualifies for the following carryover exception. In limited instances where a scheduled vacation was canceled and could not be rescheduled, or where vacation could not be scheduled during the calendar year because of pressing operational requirements, employees may be allowed to carryover five vacation days into the next year. To qualify for the carryover provision, a written request must be submitted to the Grafton Township Assessor prior to December 1 requesting and justifying the carryover of unused vacation. Approval of the carryover request will be at the sole discretion of the Grafton Township Assessor. Under no circumstances will carryover vacation be paid out in cash.**

The Assessor's Office wishes to permit maximum flexibility regarding vacation scheduling. However, smooth functioning of the Office as well as the most efficient personnel planning must take precedence. Therefore, the following policies are implemented.

**Policy: Vacation time must be requested at least 48 hours in advance preferably in person. In rare occasions, that lead time might be reduced to 24 hours but only with the permission of the Grafton Township Assessor.**

**Policy: When conditions require that 48 or 24 hours advance notice is not possible, time off might still be granted but only as unpaid leave.**

**Policy: Vacation time must be requested from, and expressly granted by, the employee's immediate manager. Vacation should never be considered approved and granted until the employee receives express permission either personally or via e-mail.**

#### 609. Family Medical Leave

**Policy:** As required by law, the Assessor's Office grants eligible employees leaves in accordance with Illinois' Family and Medical Leave laws.

The Assessor's Office encourages employees who find themselves in situations where they are contemplating use of this policy to meet with the Grafton Township Assessor and the Assessor's Office counsel to assure a full understanding of how their particular situation may be handled under this policy. All such conversations and inquiries will be treated as confidential.

#### *Illinois Military Family Leave*

Employers with at least 15 employees must allow eligible employees to take time off to spend time with a spouse or child while that person's federal or state deployment orders are in effect.

The amount of leave available depends on the size of the employer:

- employers with at least 50 employees must provide up to 30 days of unpaid leave and
- smaller employers must provide up to 15 days of unpaid leave.

#### 610. Sick leave

The Assessor's Office is in favor of helping protect the income of its employees when they are away from work for reasons not of their own making. Sick leave is intended to provide a level of income protection for employees when they are unable to report to work due to illness. The level of income protection is determined by the length of their employment with the Assessor's Office.

**Policy:** The Assessor's Office provides employees with a level of income protection through paid sick leave in order to address their own personal healthcare needs or the healthcare needs of an immediate family member. Eligible employees will accrue paid sick leave over time at the rate and up to the stated maximum based on the normal work schedule for their position.

The Assessor's Office views paid sick leave as a form of insurance providing income protection to employees while they are away from work due to illness or injury.

**Policy:** Paid sick leave may not be used for any other purpose and may not to be used as additional paid time off. The Assessor's Office considers it a grave abuse to use sick leave in order to pursue personal interests including recreational activities or outside employment.

Eligible employees will accrue paid sick leave up to the stated maximum based on their normal work schedule. The objective is to allow employees to accrue enough paid sick leave so if they encounter any type of serious illness or injury, their regular income won't be severely influenced.

- Full-time employees will accrue sick leave at the rate of one day per month up to a maximum of 135 days.
- Sick leave balances and maximum accruals will be tracked in hours with employees receiving their regularly scheduled number of hours for each day. For example, employees



who regularly work eight hours per day will have a maximum accrual of 1080 hours (135 days x 8 hours/day) whereas employees who regularly work six (6) hours per day will have a maximum accrual of 810 hours (135 days x 6 hours/day).

Sick leave is provided for employees to address their own personal health care needs or the health care needs of an immediate family member. For the purposes of this sick leave policy, "immediate family" is limited to a family member who shares a common residence with the employee or is otherwise classified as a tax dependent of the employee.

Employees who will be missing work due to illness or injury must notify the Grafton Township Assessor as soon as reasonably practical but no later than 60 minutes prior to the start of their scheduled work day.

**Policy: The Assessor's Office may require verification of illness or of the estimated time needed away from work due to an illness or injury.**

**Policy: Sick leave may be used in increments of no less than one-half day.**

#### 611. Jury Duty

**Policy: The Grafton Township Assessor believes its employees should fulfill their civic duty as jurors. Therefore, all full-time employees of the Assessor's Office shall be granted a paid leave of absence while serving on a jury.**

Employees will receive their regular rate of pay for the time served as a juror plus any mileage reimbursement not covered by McHenry County. However, this requires employees to relinquish the "per diem" portion of the court-paid portion of their jury duty compensation to the Assessor's Office by sending a copy of the court check to the Grafton Township Assessor to have the amount, less mileage, deducted from the employee's next paycheck.

As a condition for the above payments, the employee is required to report for work at his/her scheduled hours both before and after jury duty when reasonably possible.

Part-time employees are not eligible for paid time off for jury duty but shall be allowed to modify their work schedule to accommodate jury duty when reasonably possible.

#### 612. Voting Time

**Policy: The Grafton Township Assessor believes its employees should fulfill their civic responsibility. Therefore, all full-time employees of the Assessor's Office who are registered voters and whose working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls may take up to one hour off work with pay to vote in any local, state and national election at a time decided by the Grafton Township Assessor.**

Employees should provide adequate advance notice when time off is required.

### 613. Military Leave Policy

**Policy: The Grafton Township Assessor's Office allows military leave for all employees who temporarily leave employment with the Assessor's Office to join and/or serve in the military forces of the United States. Further, the Assessor's Office's military leave complies with all requirements of state and federal law.**

All military leave from the Assessor's Office is subject to the Uniformed Services Employment and Re-Employment Rights Act (USERRA). Following is a brief explanation of employees' rights under USERRA.

1. Re-employment. Employees have certain re-employment rights under USERRA once their military leave ends. Employee rights to re-employment are generally determined by the length of the employee's military leave.
2. Compensatory Time. Compensatory time is not specifically covered under USERRA. The Assessor's Office reserves the right to pay-out an employee's accrued compensatory time prior to leaving for military duty. Requests for payout of accrued compensatory time may be made prior to the employee's departure.
3. Step and Cost-of-Living Increases. Per USERRA, returning Veterans are entitled to any rights and benefits that are accrued with their length of employment. The Assessor's Office will credit employees with time in a pay grade as though they were actively employed and will increase the pay rate by any pay increases granted while the employee was on leave.
4. Length of Service. Employees continue to accumulate credit for length of service during military leave as if they were active employees.

### 614. Leave without pay

An employee may request leave without pay. As a general practice, the Assessor's Office will review and evaluate the requested amount of time off, the current workload for the individual and the Office, the employee's past history of time away from work and other related circumstances as well as those presented by the requesting employee.

**Policy: With the prior written approval of the Grafton Township Assessor, an employee may take a leave of absence without pay for a period of time specified by the Grafton Township Assessor.**

When leave without pay is granted, the three following conditions apply.

1. In order to continue health insurance coverage, employees on a leave without pay for more than 30 days will be required to pay the entire premium for each month they are on a leave without pay.
2. Circumstances will vary. It must be recognized and understood that different workloads exist at different times of the year and a leave without pay that is granted at one time for a specific period may not be granted for the same person at another time or for a different person at the same time or a different person at a different time. Prevailing circumstances at the time of the request will determine whether a request for a leave without pay will be granted. Each request will be treated independently and the fact a similar previous request

was approved is no guarantee that any other individual request be approved.

3. Employees who take leave without pay will not accrue vacation, sick leave or other types of leave and/or benefits during their period of unpaid leave.

*Return from leave:* employees considering a leave of absence (other than military leave) must be aware that the Grafton Township Assessor's Office will not hold their jobs during the period of leave. There is no assurance of reinstatement in any capacity at the conclusion of the leave. If there is an open position for which the employee is qualified at the conclusion of his or her leave, the employee, along with all other qualified candidates, will be considered for the position.

#### 615. Bereavement leave

The Grafton Township Assessor's Office recognizes the need for employees to have time to make arrangements, handle family matters and attend funerals when a close member of their family dies. This policy is meant to address the legitimate time needs of employees during these difficult times.

**Policy: If scheduled to work, an employee is allowed up to three days off with pay in the event of a death in the employee's immediate family. "Immediate family" includes the employee's spouse, mother/father/ legal guardian/step-parent, child/stepchild/grandchild or brother/sister.**

**Policy: If scheduled to work, each employee is allowed one day off with pay in the event of a death in the employee's extended family. "Extended family" includes the employee's mother-in-law/father-in-law, spouse's legal guardian, grandparent, brother-in-law/sister-in-law and aunt/uncle.**

The Assessor's Office realizes that "immediate family" and "extended family" may not recognize people within a family who are deeply cared about. In those instances, other forms of paid or unpaid leave may be available for use by employees. Employees should contact the Grafton Township Assessor to discuss their specific requests. The Grafton Township Assessor may authorize additional days off if the circumstances warrant.

#### 616. Emergency conditions

The safety of Assessor's Office employees is the paramount consideration in all situations. It should be recognized that where emergency conditions exist in the jurisdiction of the Assessor's Office, it is often the expectation of the taxpayers that the Assessor's Office and its employees will be fully involved and engaged in providing assistance to others during these emergencies.

**Policy: The Assessor's Office will promptly notify employees of any emergency condition that may require the closing of the Assessor's office, a work site or other location, the reassignment of staff to alternative locations or work sites or other emergency measures.**

Weather conditions affecting only the ability to commute to and from work will generally not be considered a reason for closing a facility. Employees who do not report to work will generally be given a choice between use of unpaid leave or use of accrued paid leave to cover their absence.

In conjunction with local health and/or public safety authorities, the Grafton Township Assessor may decide to close the Assessor's office, a work site or other location or take other emergency measures to safeguard the health and welfare of Assessor's Office employees and the public and/or because a situation exists affecting the ability of employees to perform their duties.

Examples of emergency conditions might include widespread power outages, natural disasters, a quarantine imposed by health officials, etc. Under such circumstances, the Grafton Township Assessor may authorize paid leave status for employees.

The Assessor's Office will notify employees by reasonable and pre-arranged means of communication regarding the existence of any emergency conditions. Communication may be different based on the situation and the available means of communication during the emergency.

**Section 700: Employee Acknowledgment**

- I have received a copy of the Grafton Township Assessor’s Office Employee Handbook.
- I have read and understand its contents.
- I acknowledge it is my responsibility to ask questions about anything I do not understand.
- I understand it is my responsibility to comply with all Grafton Township Assessor’s Office policies, rules and expectations as set forth in this handbook as well as any policies, rules and expectations the Assessor’s Office may otherwise establish or change from time to time during my employment.
- I understand and acknowledge that while this handbook provides guidelines and valuable information, it is not, nor is it intended to constitute, an employment contract of any kind.
- I understand any contract or employment agreement must be in writing as well as authorized and signed by the Grafton Township Assessor.
- I stipulate I have not entered into any such individual agreement or contract by acknowledging receipt of this handbook or by following any of the provisions of this handbook.
- I understand the contents of this handbook may, and likely will, be changed by the Grafton Township Assessor at any time with or without notice.

\_\_\_\_\_ Employee’s Initials

- I have, as part of this handbook, received the Grafton Township Assessor’s Office Discrimination, Harassment and Retaliation-Free Workplace Policy. I have read and understand its contents.
- I have, as part of this handbook, received the Grafton Township Assessor’s Office Employee Code of Conduct & Guidelines. I have read and understand its contents
- I acknowledge that it is my responsibility to ask questions about anything I do not understand regarding this policy and it is my responsibility to comply with its provisions.

\_\_\_\_\_ Employee’s Initials

- I reviewed the handbook’s provisions on the use of compensatory time off in lieu of cash payment for overtime. I knowingly and voluntarily agree that the Grafton Township Assessor’s Office, based on my individual choice, may provide compensatory time off in lieu of cash payment for overtime in conformance with the Fair Labor Standards Act.

\_\_\_\_\_ Employee’s Initials

- I furthermore specifically acknowledge, in accordance with state statutes, that I have received the Grafton Township Assessor’s Office policy statement of compliance with the Drug-Free Work Place Act; that I will abide by the terms of that policy statement; that I will notify the Grafton Township Assessor of any criminal drug statute conviction for a violation occurring in the work place or at a work site no later than five days after the conviction; and that I will, if convicted of a criminal drug statute violation as the result of conduct occurring in the work place or at a work site and given the opportunity to do so, satisfactorily participate in a drug abuse assistance or rehabilitation program and provide the Grafton Township Assessor with proof of satisfactory participation and completion of such a program.

\_\_\_\_\_ Employee’s Initials

After you have carefully read this handbook, initial and sign this page. Then please return it to the Grafton Township Assessor who will place it in your personnel file.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Employee’s Printed Name