



COLLABORATIVE PLANNING FOR NORTHERN ILLINOIS

Region 1 Planning Council

RESOLUTION NO. 2022- 07

A Resolution Adopting Updates to Board Policy: Personnel Policy

WHEREAS, the Board of Commissioners of the Region 1 Planning Council has reviewed the proposed updates to the Region 1 Planning Council Personnel Policy;

WHEREAS, it is the finding and conclusion of the Board that the proposed policies, including any Board-proposed and adopted changes to the draft, meet the needs of Region 1 Planning Council in managing its human resources.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Region 1 Joint Planning Commission, the policy, as updated and attached hereto, is hereby adopted and shall become effective immediately.

Passed and approved this 17th day of November, 2022.

REGION 1 JOINT PLANNING COMMISSION

A handwritten signature in black ink, appearing to read "Gregory R. Jury".

Mayor Greg Jury
Commission Chair

A handwritten signature in black ink, appearing to read "Karl Johnson".

Chairman Karl Johnson
Commission Vice-Chair



PERSONNEL POLICY

TABLE OF CONTENTS

1		
2	INTRODUCTION.....	6
3	1. EMPLOYMENT PRACTICES	6
4	General Policy	6
5	Adoption and Amendment	7
6	Administration	7
7	Equal Employment Opportunity	7
8	Reasonable Accommodation	7
9	Disability-Related Accommodation.	7
10	Pregnancy-Related Accommodation	7
11	Religious Accommodation	8
12	Discrimination and Harassment Prevention.....	8
13	Pregnancy Discrimination	9
14	Genetic Information.....	9
15	Recruitment, Selection, and Disqualification of Applicants	10
16	Recruitment.	10
17	Disqualification of Applicants.	10
18	Selection.....	10
19	Employment of Relatives	11
20	Employment Status (Definitions).....	11
21	Drug Testing	12
22	Prohibitions.....	12
23	Testing.....	12
24	Testing Abnormalities.	12
25	Lack of Cooperation with the Employee Assistance Program.....	12
26	Introductory Employment Period.....	13
27	Promotions, Demotions, Transfers, and Grant Funded Positions	13
28	Promotions.....	13
29	Demotions.....	14
30	Transfers	14

31	Grant Funded Positions.	14
32	Performance Management.....	14
33	Performance Evaluations.....	14
34	Pay for Performance.	14
35	Disciplinary Action	15
36	Progressive Discipline.	15
37	Examples of Cause for Disciplinary Action.....	15
38	Separation from Service.....	16
39	Termination.....	16
40	Layoff.....	16
41	Resignation.	17
42	Retirement.	17
43	Termination after Three Month Absence.....	17
44	COBRA Health Insurance Continuation.....	17
45	Problem Resolution Procedure.....	17
46	Step One.....	18
47	Step Two.	18
48	Access to Personnel Records	19
49	Training	19
50	Attendance at Professional Conferences, Workshops, and Meetings	19
51	License or Membership Dues	19
52	2. EMPLOYEE CONDUCT.....	20
53	Code of Conduct	20
54	Conflict of Interest.	20
55	Misrepresentation.	20
56	Gifts and Gratuities.	20
57	Ethics Policy.....	20
58	Purpose.	20
59	Wrongful Conduct.....	21
60	Employee Responsibility Regarding Wrongful Conduct	21

61	Confidentiality.....	21
62	False Allegation.....	22
63	Whistleblower Policy	22
64	Retaliation Prohibited.....	22
65	Discrimination and Harassment Prevention Policy	22
66	General Policy.....	22
67	Discrimination.....	23
68	Unlawful Harassment.....	23
69	Sexual Harassment.....	23
70	Procedure for Reporting Discrimination and Harassment.....	24
71	Reporting Outside of R1.....	25
72	Investigation of Reports of Discrimination and Harassment.....	25
73	Malicious or False Accusations.....	25
74	Policy Against Retaliation.....	26
75	Consequences of a Violation of the Discrimination and Harassment Prevention Policy	26
76	Violence in the Workplace Policy	26
77	Prohibited Conduct.....	26
78	Responding to Violence in the Workplace.....	27
79	Violation of Policy.....	27
80	Weapons in the Workplace Inspection.....	27
81	Prohibited Weapons and Devices.....	27
82	Exceptions.....	27
83	Workplace Inspections.....	28
84	Handling Confidential or Proprietary Information	28
85	Attire (Personal Appearance/Dress Code).....	28
86	Communications with the Media	29
87	Outside Employment	29
88	Political Activity.....	29
89	Gift Ban Policy.....	30
90	Drug-Free Workplace Policy	31

91	Substance Abuse.....	31
92	Drug-Free Workplace Act.....	31
93	Violation.....	31
94	Smoking.....	32
95	3. OFFICE OPERATIONS AND POLICIES	32
96	Hours.....	32
97	Work Week	32
98	Office Hours.	32
99	Work Hours.....	32
100	Attendance.....	32
101	Attendance Expectations.....	32
102	Unplanned Absence Procedure.	33
103	Extended Absence.....	33
104	Severe Weather Policy.....	33
105	Safety in the Workplace.....	33
106	Employee Responsibility.	33
107	Supervisor Responsibility.....	33
108	Travel and Expense Reimbursement Policy.....	34
109	General Policy.	34
110	Overnight Accommodations.	34
111	Mode of Travel and Mileage.....	34
112	Meals.....	34
113	Computer and Electronic Communications Policy	35
114	General.....	35
115	Computer Usage.	36
116	Internet Access.....	36
117	Email.....	36
118	Violation.....	37
119	Notice.....	37
120	Social Media Policy	37

121	Responsibility.....	37
122	Rules and Procedures	38
123	Cell Phone Use	39
124	Personal Cell Phone Use.....	39
125	Safety Issues for Cell Phone Use.....	39
126	4. PAY AND BENEFITS.....	39
127	Compensation.....	39
128	Overtime	40
129	Holidays.....	41
130	Observed.....	41
131	Floating Holidays.....	41
132	Personal Time.....	41
133	Sick Time	42
134	Use of Sick Time.....	42
135	Use of or Payment for Sick Time Upon Retirement.....	43
136	Vacation	43
137	Scheduling Vacation Leave.....	43
138	Maximum Vacation Accrual.....	44
139	Pay in Lieu of Time Off.....	44
140	Payment for Vacation Time at Separation.....	44
141	Leaves of Absence.....	44
142	Family and Medical Leave.....	44
143	Military Leave.....	47
144	Jury Duty Leave.....	47
145	Bereavement Leave (Funeral Leave.....	47
146	Family Bereavement Leave.....	47
147	Victims’ Economic Safety and Security Act Leave.....	48
148	Personal Leaves of Absence (Non-FMLA Leave of Absence.).....	50
149	Blood Donation Leave.....	50
150	Voting Leave.....	50

151

152 **INTRODUCTION**

153 These Personnel Policies (“Policies”) have been adopted by the Board of Commissioners
 154 (“Board”) of the Region 1 Planning Council (“R1”). These Policies cannot anticipate every
 155 situation that may arise in the work place. For that reason, these Policies address: (1) the basic
 156 and important information employees need to know; and (2) the common, day-to-day issues
 157 employees may experience.

158 R1 retains flexibility when addressing new, unique, or unforeseen situations or opportunities.
 159 These Policies, therefore, are not an employment contract or an employment agreement. They
 160 are merely a guideline to R1’s current employment policies and practices. From time to time, R1
 161 may need to change or proceed differently from these guidelines as the circumstances warrant.
 162 R1 retains the right, therefore, to revise, supplement, rescind or deviate from these Policies as
 163 may be deemed necessary or advisable. This version of the Personnel Policies replaces all prior
 164 versions, and any employment policies applicable to legacy agencies including the City of
 165 Rockford, Rockford Metropolitan Agency for Planning, and Winnebago County.

166

167 Further, where these Policies address R1’s statutory obligations as an employer (for example,
 168 statutory leaves of absence), it is R1’s intent merely to recite those statutory obligations, if any,
 169 as they may apply to R1. In such cases, it is not R1’s intent to create new or additional obligations
 170 where none may exist by statute.

171

172 Unless otherwise required by law or contract, employment relationships with R1 are employment
 173 at-will. This means that either employees or R1 can discontinue the employment relationship at
 174 any time for any reason. Nothing in this handbook should be considered as a promise for
 175 permanent employment and no one has the authority to enter into a contract changing the at-
 176 will nature of employment, except the Board. Any such contract, should it exist, must be in
 177 writing.

178

179 **1. EMPLOYMENT PRACTICES**

180 General Policy

181 It is the general policy of R1 to employ the best qualified persons regardless of actual or perceived
 182 race (including traits associated with race, such as hair texture and protective hairstyles), color,
 183 sex, national origin, religion, ancestry, age, disability, pregnancy, marital status, military
 184 discharge status, military status, order of protection status, sexual orientation, genetic
 185 information, citizenship, work authorization status, or other factors prohibited by law, with an
 186 intent to maintain a positive and inclusive workplace. Within the context of this policy, inclusive
 187 means people generally feel welcomed, respected, supported, and valued.

188 This policy applies to all personnel actions and procedures including, but not limited to:
189 recruitment, selection, training, compensation, benefit programs, promotion, demotion,
190 transfer, and termination of employment.

191 Adoption and Amendment

192 The R1 Personnel Policies contained herein have been adopted by the R1 Board of
193 Commissioners. Amendments to these Policies may be proposed by the R1 Executive Director
194 and such amendments shall become effective when approved by the Board.

195 Administration

196 The Executive Director is responsible for the proper administration of the Personnel Policies,
197 utilizing the advice and counsel of third-party experts in the interpretation and administration of
198 these Policies when needed. All employees shall receive a copy of the R1 Policies upon hire, and
199 all employees shall sign a statement acknowledging receipt.

200 Equal Employment Opportunity

201 R1 is an equal opportunity employer. R1 will apply these Policies and will address employment
202 matters without regard to actual or perceived race (including traits associated with race, such as
203 hair texture and protective hairstyles), color, sex, national origin, religion, ancestry, age, disability,
204 pregnancy, marital status, military discharge status, military status, order of protection status,
205 sexual orientation, genetic information, citizenship, work authorization status, or other factors
206 prohibited by law. R1 prohibits discrimination against any person in recruitment, examination,
207 hire, appointment, training, promotion, retention, discipline, dismissal, or any other aspect of
208 personnel administration.

209 Reasonable Accommodation

210 **Disability-Related Accommodation.** Consistent with the requirements of the Americans with
211 Disabilities Act (ADA) and other applicable federal and state laws, R1 will provide “reasonable
212 accommodation” to qualified individuals with disabilities who can otherwise perform the
213 relevant job’s essential functions.

214 When a qualified individual with a disability believes that he or she may be able to perform the
215 job’s essential functions but cannot perform all of the functions without reasonable
216 accommodation, the individual should address such a request in writing to the Executive Director
217 (or designated HR personnel.) Supervisors should also direct any employee communications
218 about accommodations to the Executive Director (or designated HR personnel.) Once a request
219 for a reasonable accommodation has been made, an interactive process with the individual and
220 the necessary external expert(s) will be applied in order to consider the appropriateness of the
221 requested accommodation and whether such an accommodation, or any other alternative
222 accommodation, can be granted without creating an undue hardship to R1.

223 **Pregnancy-Related Accommodation.** For any medical or common condition related to
224 pregnancy or childbirth, R1 will honor employee requests for a reasonable accommodation,

225 unless such accommodation imposes an undue hardship on the ordinary operation of R1
 226 business. Examples of accommodations include:

- 227 • More frequent or longer bathroom breaks;
- 228 • Breaks for increased water intake;
- 229 • Breaks for periodic rest;
- 230 • Private non-bathroom space for expressing breast milk and breastfeeding;
- 231 • Seating;
- 232 • Assistance with manual labor;
- 233 • Light duty;
- 234 • Temporary transfer to a less strenuous or hazardous position;
- 235 • The provision of an accessible worksite;
- 236 • Acquisition or modification of equipment;
- 237 • Job restructuring;
- 238 • A part-time or modified work schedule;
- 239 • Appropriate adjustment or modifications of examinations, training materials, or policies;
- 240 • Reassignment to a vacant position;
- 241 • Time off to recover from conditions related to childbirth; and
- 242 • Leave necessitated by pregnancy, childbirth, or medical or common conditions resulting
 243 from pregnancy or childbirth.

244
 245 Note that an employee may reject an accommodation offered that she does not desire, and
 246 employees may continue working during pregnancy if a reasonable accommodation is available
 247 which would allow the employee to continue performing her job.

248 **Religious Accommodation.** R1 prohibits discrimination based on religious beliefs, observances,
 249 and practices. When employees' religious beliefs interfere with their work schedule, task
 250 assignment, dress code, or other work-related matters, they should immediately contact their
 251 supervisor to discuss the possibility of a reasonable accommodation. R1 will make reasonable
 252 accommodations for religious beliefs, observances, and practices that do not create an undue
 253 hardship for R1 business.

254 Discrimination and Harassment Prevention

255 It is the policy of R1 to maintain an inclusive and safe work atmosphere that is free from unlawful
 256 discrimination or harassment and to insist that all employees be treated with dignity, respect,
 257 and courtesy. It is a violation of these Policies for any employee to harass or discriminate against
 258 another individual in the workplace based upon the person's actual or perceived race (including
 259 traits associated with race, such as hair texture and protective hairstyles), color, sex, national
 260 origin, religion, ancestry, age, disability, pregnancy, marital status, military discharge status,
 261 military status, sexual orientation, genetic information, citizenship, or other factors prohibited
 262 by law. R1 will not condone conduct in the workplace, either on the part of its employees or
 263 members of the public, if that conduct violates the right of someone to be free from unlawful
 264 discrimination or harassment.

265 Cross Reference: Discrimination, Harassment, and Sexual Harassment Prevention Policies under
 266 *Employee Conduct* herein.

267 Pregnancy Discrimination

268 The Illinois Human Rights Act, the Pregnancy Discrimination Act, and other laws make it illegal
 269 for an employer to fire, refuse to hire, or refuse to provide an individual with a reasonable
 270 accommodation because of pregnancy. In addition, R1 will not discriminate against any
 271 employee because of her pregnancy or retaliate against them because they have requested a
 272 reasonable accommodation. Employees may continue working during their pregnancy if a
 273 reasonable accommodation is available which would allow the employees to continue
 274 performing their jobs. For more information on a pregnancy related accommodation, please see
 275 the *Reasonable Accommodation Policy* found in this section.

276 Specifically, the Illinois Human Rights Act makes it illegal to refuse to hire, to segregate, or to act
 277 with respect to recruitment, hiring, promotion, renewal of employment, selection for training or
 278 apprenticeship, termination of employment, discipline, tenure or terms, privileges or conditions
 279 of employment on the basis of pregnancy, childbirth, or medical or common conditions related
 280 to pregnancy or childbirth. Women affected by pregnancy, childbirth, or medical or common
 281 conditions related to pregnancy or childbirth shall be treated the same for all employment-
 282 related purposes, including receipt of benefits under fringe benefit programs, as other persons
 283 not so affected but similar in their ability or inability to work, regardless of the source of the
 284 inability to work or employment classification or status.

285 R1 supports the rights provided under the Illinois Human Rights Act, including the right to be free
 286 from unlawful discrimination and the right to certain reasonable accommodations as listed in
 287 R1's *Reasonable Accommodation Policy*. Should an employee have an issue or concern that falls
 288 under this policy, please contact the Executive Director. Note that this law is also enforced by
 289 the Illinois Department of Human Rights.

290 Genetic Information

291 R1 understands that certain employee information is confidential. For that reason, and in
 292 compliance with the Genetic Information Nondiscrimination Act, R1 will not discriminate against
 293 employees and applicants for employment in hiring, firing, compensation, and other terms and
 294 conditions of employment on the basis of genetic information.

295 R1 also will not request or require an employee to provide genetic information, except: (1)
 296 inadvertently requesting or requiring family medical history; (2) requesting or requiring family
 297 medical history for purposes of complying with certification requirements of the Family and
 298 Medical Leave Act or state family and medical leave laws; or (3) genetic monitoring of the
 299 biological effects of toxic substances in the workplace, when required to do so by law.

300 Recruitment, Selection, and Disqualification of Applicants

301 R1, as an equal opportunity employer, will employ the best qualified person(s) to fill positions, in
 302 accordance with the R1 Equal Employment Opportunity Policy. Consideration of an applicant for
 303 employment will be based on the applicant’s overall qualifications for a given position.

304 **Recruitment.**

305 *Job Description.* Prior to commencing the recruitment process for any new or open position, the
 306 work responsibilities shall be reviewed by the position’s supervisor and the Executive Director to
 307 ensure the written job description clearly reflects the current responsibilities and necessary
 308 qualifications for the position.

309 *Process.* Recruitment begins with the announcement of a new or vacant position. This is done
 310 by posting the vacancy with a description of position on R1’s website and/or job site linked to the
 311 R1 website. R1 may also utilize other agencies and vehicles for advertising employment
 312 opportunities. R1 employees interested in a posted position must submit an application, as
 313 specified in the job posting.

314 **Disqualification of Applicants.** R1 may disqualify or reject an applicant, or withdraw an offer of
 315 employment from any applicant for any reason including but not limited to any of following:

- 316 • the applicant’s employment application indicates that he or she does not have the
 317 minimum qualifications for the position, or a determination is made at any step in the
 318 selection process that the applicant does not have the necessary qualifications;
- 319 • the applicant is unable to perform the essential functions of the position with a
 320 reasonable accommodation;
- 321 • the applicant makes false, fraudulent, or deceptive statements during the application
 322 process;
- 323 • the applicant fails to respond to R1 correspondence or fails to keep a scheduled interview
 324 or appointment without an acceptable reason, as determined by R1;
- 325 • the applicant refuses to authorize the disclosure of information pertinent to the hiring
 326 process or refuses to authorize a background or other required check;
- 327 • the applicant’s reference and background checks do not meet R1 criteria (administered
 328 within the parameters of 775 ILCS 5/Illinois Human Rights Act);
- 329 • the applicant has been previously discharged from R1 or one of its legacy organizations;
- 330 • the applicant fails a drug test (administered consistent with the Drug-Free Workplace Act
 331 of 1988, as a recipient of federal funding.)

332
 333 **Selection.** The selection of the successful candidate will be made jointly by the position’s
 334 supervisor and the Executive Director, with counsel from a contracted Human Resources agency
 335 when called upon to assist.

336 Prior to being hired, applicants who are being considered for an employment offer or who have
 337 been extended an employment offer will be required to undergo reference checks and/or other
 338 background checks depending on the position.

339 R1 will present a written offer of employment to the applicant selected for the position. This
 340 written offer does not constitute an employment contract inferring employment for a definite
 341 period (in that employment remains at-will.) A drug test shall be administered to any applicant
 342 who has been extended an offer of employment. Unless otherwise approved by R1, the drug test
 343 must be completed within 36 hours of the order being placed with the testing facility.
 344

345 Employment of Relatives

346 Two members of an immediate family or civil union relationship shall not be employed by R1
 347 under the same immediate supervisor, nor shall any R1 employee directly supervise any member
 348 of their immediate family, civil union, or romantic relationship.

349 Employment Status (Definitions)

350 For purposes of application of the leave policy and other fringe benefits, employees are defined
 351 as:

- 352 • Regular Full-Time Employees: A person who is scheduled to work a regular schedule of 40
 353 hours per week (or more in the case of salaried/exempt employees.)
- 354 • Regular Part-Time Employees: A person who is scheduled to work less than 40 hours per
 355 week.
- 356 • Temporary Employees: A person hired to work a full-time or part-time schedule for a
 357 limited period of time.
- 358 • Salaried Employee: A person whose rate of pay is based on an annual salary (also referred
 359 to as FLSA exempt employees).
- 360 • Hourly Employee: A person whose rate of pay is based on an hourly rate (also referred to
 361 as an FLSA non-exempt employee).
- 362 • Exempt: An employee who is a “bona fide” executive, administrative, or professional
 363 employee as defined by the Fair Labor Standards Act; such employees are exempt from
 364 minimum wage and overtime compensation provisions of the Act. R1 observes the
 365 Department of Labor “salary basis” regulations that provide (with limited exceptions) that
 366 exempt employees must receive their full weekly salary not subject to reduction because
 367 of variations in the quality or quantity of the work performed. Improper deductions from
 368 an exempt employee’s salary are prohibited. If an exempt employee believes he or she
 369 has been subject to an improper deduction, the employee is encouraged to contact the
 370 Executive Director. Exempt employees will be reimbursed for any improper deductions.
- 371 • Non-exempt: An employee who is covered under the minimum wage and overtime
 372 provisions of the Fair Labor Standards Act and therefore not exempt.
 373

374 Drug Testing

375 R1 will not tolerate drug or alcohol use or abuse by an employee during work hours.

376 **Prohibitions.** R1 prohibits employees from:

- 377 • selling, manufacturing, distributing, possessing, dispensing, or being under the influence
- 378 of drugs or alcohol on R1 property, or while performing R1 work duties—under the
- 379 influence of alcohol shall mean a detectable blood alcohol concentration of .02 or greater;
- 380 • switching, altering, or adulterating any sample submitted for testing in accordance with
- 381 this policy; or
- 382 • conviction of any drug or alcohol related offenses prohibited under state or federal law.

383

384 **Testing.** R1 may require drug and/or alcohol testing of employees under certain circumstances.

385 If R1 has a reasonable suspicion that an employee's job performance or conduct is being affected

386 by the use or abuse of drugs and/or alcohol, or that the employee is under the influence of such

387 substances while in the place of employment or outside of the workplace while performing work,

388 R1 may require drug and/or alcohol testing. The factors considered in developing a reasonable

389 suspicion may include changes in work performance, changes in on-the-job behavior, an on-the-

390 job accident, changes in personality, or other factors indicating drug and/or alcohol use or abuse.

391

392 **Testing Abnormalities.** In some cases, a drug test will come back negative, but will have an

393 abnormality so that the test cannot be considered valid. If a drug test shows an abnormal result,

394 R1 may require a re-test.

395

396 **Lack of Cooperation with the Employee Assistance Program.** Drug-free counseling is available

397 to employees under the R1's Employee Assistance Program. Compliance with a drug and/or

398 alcohol treatment program under the Employee Assistance Program may be mandated by R1 as

399 a condition of continuing employment. Failure to cooperate with R1's Employee Assistance

400 Program may result in discipline up to and including dismissal.

401

402 **Medical Cannabis Laws.** We will not penalize employees solely for their status as a registered

403 qualifying patient under Illinois's medical marijuana laws, unless failing to do so would put us in

404 violation of federal law or unless failing to do so would cause us to lose a monetary or licensing-

405 related benefit under federal law or rules. No employee, however, may possess or use medical

406 marijuana on work time or on our premises, including all vehicles, unless allowed by law. In all

407 other respects, we expect employees to abide by this policy, including the requirement not to be

408 under the influence at work.

409

410 **Recreational Cannabis.** Certain use and possession of marijuana may be legal under Illinois law.

411 *Marijuana use, however, remains subject to prohibitions in this policy.* Marijuana is an illegal drug

412 under federal law. We will continue to prohibit the possession, use, manufacture, or distribution

413 of marijuana on our premises, and/or while on work time, or while on-call. Our policy will also
 414 continue to prohibit employees from being impaired while on our premises, and/or while on
 415 work time, or while on-call. Further, we will not allow marijuana usage where failing to do so
 416 would put us in violation of federal law, or if failing to do so would: impact our ability to comply
 417 with federal or State law; cause us to lose a federal or State contract or funding; or lose other
 418 monetary or licensing-related benefit under federal law or rules.

419
 420 **Alcohol Use at Social Functions.** We recognize that in connection with social functions at which
 421 alcoholic beverages are served, the consumption of alcohol by our employees may be
 422 appropriate. Employees are reminded, however, of the following obligations in connection work-
 423 related alcohol usage.

- 424 • Employees are not to consume alcohol while on work premises unless in connection with
- 425 an explicitly sanctioned activity at which alcohol is being served.
- 426 • Employees are reminded that at all times they represent R1 and, therefore, your
- 427 consumption of alcohol at work-related events should not conflict with generally
- 428 accepted norms and/or standards of conduct.

429

430 Introductory Employment Period

431 Each new R1 employee will be considered to be in their introductory period for the first six (6)
 432 months of employment. During the employee's introductory period, R1 shall be the sole and
 433 exclusive judge of the employee's qualifications for, and the ability to adequately perform the
 434 essential functions of their position with any required reasonable accommodation. R1 shall be
 435 the sole and exclusive judge in deciding whether to continue the employment relationship at the
 436 completion of the introductory period. During the introductory period, employees shall be
 437 subject to dismissal without recourse to the problem resolution procedures set forth in these
 438 Policies.

439 Employees will not be entitled to benefits until the first day of the month following the month of
 440 their hire. The successful completion of the introductory period does not change the at-will
 441 nature of the employment relationship.

442 Promotions, Demotions, Transfers, and Grant Funded Positions

443 **Promotions.** When an employee has developed skills and abilities consistent with a higher
 444 position and their supervisor or the Executive Director has evaluated the employee's merit for
 445 promotion to a higher position, the Executive Director may promote an employee. Promotions
 446 are not guaranteed in any circumstance and all promotion decisions are made by the Executive
 447 Director at their sole discretion.

448 It is R1's desire to promote its employees to new or vacant positions whenever possible. It is the
 449 responsibility of the individual employee to take the initiative in applying for an open position by
 450 submitting the necessary application materials. In addition, based on an employee's professional

451 development and initiative to assume higher responsibilities, a merit promotion could be
452 considered, but is not guaranteed.

453 **Demotions.** Employees may be demoted for performance issues or to meet the business needs
454 of R1. Employees who have been demoted either for performance concerns or because of R1
455 reorganization will be moved to the appropriate position. Compensation will be adjusted as
456 appropriate for the new position.

457 **Transfers.** With approval from the Executive Director, an employee may be transferred by their
458 supervisor at any time from one position to another of the same job classification. A transfer
459 shall not be used to promote or demote an employee, nor shall an employee be transferred to a
460 position for which the employee is not qualified.

461 **Grant Funded Positions.** The longevity, tenure, and compensation of R1 positions funded by
462 grants will be determined by the grant’s ability to pay and sustain the position and the business
463 needs of R1. There shall be no guarantee of employment beyond the term of grant funding.

464 Performance Management

465 Performance management is a method of measuring an employee's past performance over a
466 certain period of time and identifying future performance expectations. Ideally, employees
467 should receive feedback from their supervisor on an ongoing basis regarding conduct,
468 performance, and areas of improvement. While this may often be done informally, at certain
469 times it is desirable to have a written evaluation of an employee in order to document past
470 performance, identify strengths and deficiencies, establish performance objectives to guide
471 future actions, provide a basis for merit salary increases and other personnel actions, and focus
472 attention on the individual's career development.

473 **Performance Evaluations.** Performance evaluations will take into consideration factors such as
474 an employee's productivity, work quality, initiative, skill development, judgment, dependability,
475 and progress made toward goals. All R1 employees will be evaluated at least annually, by June
476 30th. Additional reviews may be conducted at the discretion of R1 to give guidance, address
477 performance issues, or commend employees for outstanding work.

478 To have beneficial results, the performance management process must actively involve the
479 employee and the supervisor. The supervisor should meet with the employee to discuss their
480 performance evaluation and future expectations. During performance evaluation, the employee
481 will be afforded the opportunity to provide their input and include their written comments in the
482 review.

483 **Pay for Performance.** R1 believes in rewarding its employees for strong performance. To support
484 this philosophy, R1 may give employees an annual merit raise based on their performance,
485 provided the Board approves the funds to do so. Salary opportunity will be related to the quality
486 of individual performance as determined by the supervisor and Executive Director, and as

487 documented as part of the employee performance evaluation. The Executive Director also has
 488 the discretion to provide a merit raise to an employee at a time other than during the annual
 489 review process if warranted. Employees are not guaranteed salary increases at any time.

490
 491 Disciplinary Action

492 All R1 employees are subject to disciplinary action for misconduct, incompetency, inefficiency,
 493 poor job performance, insubordination, failure to comply with R1 policies, excessive absence
 494 without leave, and other conduct reflecting negatively on R1 or the employee’s job performance.
 495 Disciplinary action may take the form of verbal or written warning, suspension with or without
 496 pay, demotion, or termination of employment.

497 **Progressive Discipline.** R1’s interest lies in ensuring fair treatment of all employees and in
 498 making certain that disciplinary actions are prompt, uniform, and impartial. The primary purpose
 499 of most disciplinary action is to correct the problem, prevent recurrence, and prepare the
 500 employee for satisfactory service in the future.

501 Depending on the severity of the problem and the number of occurrences, disciplinary action
 502 may call for any of four steps: verbal warning, written warning, suspension with or without pay,
 503 and/or termination of employment. R1 will attempt to follow a progressive disciplinary process
 504 when possible and appropriate. Progressive discipline means that, with respect to most
 505 disciplinary issues, these steps will normally be followed: a first offense may call for a verbal
 506 warning; a next offense may be followed by a written warning; and, still another offense may
 507 then lead to suspension or termination of employment. However, there may be circumstances
 508 when one or more steps are bypassed. Further, there are certain types of employee conduct that
 509 are serious enough to justify immediate suspension or termination of employment without going
 510 through disciplinary steps. R1 may use progressive discipline at its sole discretion.

511 **Examples of Cause for Disciplinary Action.** Below are examples of conduct that may result in
 512 discipline, up to and including termination of employment. The list is not intended to be
 513 exhaustive and R1 may impose discipline, up to and including termination of employment, for
 514 other violations of policy or unacceptable conduct not listed below. These examples are provided
 515 to help make employees aware of the types of conduct and levels of work performance that are
 516 unacceptable. Common sense and the best interests of R1, however, must also be guides.

517 Employees with questions should contact their supervisor.

- 518 1. Poor work quality, productivity, work habits, or attitude in the performance of assigned
 519 duties and responsibilities.
- 520 2. Violation of any of R1 Policies.
- 521 3. Insubordination, including refusal to work on an assigned job, refusal to comply with
 522 instructions, or refusal to comply with R1 policies.
- 523 4. Unreported or excessive absence.
- 524 5. Violating criminal laws on R1 premises or while performing R1 duties.

- 525 6. Being convicted of a felony or crime that reflects negatively on an employee's
- 526 trustworthiness or dedication to personal safety, or that reasonably may be expected to
- 527 damage R1's reputation in the community.
- 528 7. Threatening, intimidating, abusive, violent, or otherwise harassing conduct.
- 529 8. Gambling or possessing a weapon or ammunition on R1 premises.
- 530 9. Falsifying, improperly altering, storing or disposing of R1 records.
- 531 10. Refusing to cooperate with R1 investigations, or providing false information during or
- 532 otherwise interfering with an investigation.
- 533 11. Drinking alcohol and/or the use of controlled substances on the job or reporting to work
- 534 under the influence of alcohol and/or a controlled substance.
- 535 12. Unauthorized or inappropriate use of R1's communication and computer systems.
- 536 13. Solicitation or acceptance of money or anything of value to influence decisions in R1
- 537 matters or as a reward for such decisions.
- 538 14. Dishonesty, fraud, or theft.
- 539 15. Misappropriation, destruction, or theft of R1 property.
- 540 16. Off-duty misconduct that interferes with the employee's job performance or negatively
- 541 impacts or reflects upon R1.

542 Separation from Service

543 All separating employees must return to R1 any keys, equipment, building passes, and other R1
544 property in the employee's possession or control.

545 **Termination.** Unless there is a statute, ordinance, or written contract to the contrary, R1
546 employees may be terminated from employment with or without reason, notice, or cause.
547 Terminated employees who have completed their introductory period may use the *Problem*
548 *Resolution Procedure* in this section to appeal termination (below). Terminated employees start
549 at step two of the procedure.

550 **Layoff.** A layoff is defined as a separation from the service of R1 because of a shortage of funds
551 or materials, budgetary constraints, decreases in staffing levels, or for other reasons as
552 determined by R1, not due to the affected employee's actions or circumstances. R1, acting
553 through its Executive Director, reserves the discretion to determine the necessity for and
554 implementation of a layoff in the R1 workforce. The Executive Director shall take into account
555 the needs of the organization, capabilities of all staff, and the resources that are available to
556 address those needs in making any decision regarding layoffs.

557 Severance pay is not guaranteed to employees who are laid off; the decision to offer severance
558 pay and any amounts offered will be at R1's sole discretion.

559 Employees scheduled to be laid off may be considered for transfer to any vacant position(s) which
560 might exist, provided they possess the necessary qualifications for such position(s).
561 Compensation will be adjusted as appropriate for the transfer to a new position.

562 **Resignation.** Employees who wish to resign in good standing must give their supervisor a
 563 minimum of 14 calendar days' notice to ensure orderly transition. Resignation notices should be
 564 in dated, written form, and include the reason(s) for and effective date of resignation. No accrued
 565 leave may be used by the employee during this notice period without prior approval of the
 566 supervisor.

567 Employees who voluntarily leave R1 may be asked to participate in an exit interview. This session
 568 is used to obtain feedback - both positive and negative - from the employee about the reason(s)
 569 for leaving, supervision, working conditions, policies, procedures, and fringe benefits of R1.

570 **Retirement.** Retirement is the voluntary termination of employment by an individual qualified
 571 for pension benefits. Terms of retirement are subject to the current rules established by Illinois
 572 Municipal Retirement Fund (IMRF) as they may exist at the time. Barring unforeseen
 573 circumstances, an employee is required to give a minimum of thirty (30) calendar days' notice of
 574 retirement. This notice shall be in writing and shall state the effective date of retirement.

575 **Termination after Three Month Absence.** Unless on an approved FMLA or Personal Leave of
 576 Absence (as defined herein), an employee who has been absent from work for any reason(s) for a
 577 period exceeding 12 weeks will be terminated from employment, subject to R1's *Reasonable*
 578 *Accommodation Policy*.

579 **COBRA Health Insurance Continuation.** Pursuant to federal law, R1 will offer health care
 580 continuation coverage to employees and employees' dependents who would lose coverage
 581 under the R1's health insurance plan due to certain "qualifying events" including: death of an
 582 employee; termination of employment; reduction of hours; divorce, legal separation, and loss of
 583 dependent status. Eligible employees and dependents include only those who are covered by
 584 the health plan at the time of qualifying event.

585 Problem Resolution Procedure

586 On occasion, a dispute, difference, or question may arise between an R1 employee and their
 587 supervisor or co-worker concerning an employment-related issue. It is R1's desire to resolve
 588 issues as they arise and try to arrive at a fair and equitable resolution.

589 To alleviate problems, air grievances, and resolve differences of opinion relating to employment,
 590 employees are encouraged to discuss these matters with their supervisor. This communication
 591 should resolve most issues.

592 If an employee feels that a satisfactory resolution has not been achieved by discussing the issue(s)
 593 with their supervisor, the employee should meet with the Executive Director (or designated
 594 internal HR personnel) and attempt to resolve the issue(s).

595 If these attempts do not resolve the issue(s), employees are encouraged to follow this Problem
 596 Resolution Procedure. The procedure does not apply to new employees during their initial
 597 introductory period.

Employees with discrimination or harassment concerns should follow the procedure contained in the *Discrimination, Harassment, and Sexual Harassment Prevention Policies*, found in these Policies.

598 No employee shall be disciplined or discriminated against in any way because of their proper use
 599 of this problem resolution procedure.

600 **Step One.** Only after good faith open door discussions with the supervisor and Executive Director
 601 (or designated internal HR personnel) have not resulted in a resolution to the issue, an employee
 602 may initiate the problem resolution process by reducing the problem to writing and presenting
 603 the issue to the Executive Director. If discussions have not occurred with the immediate
 604 supervisor and Executive Director, step one may be delayed until after such discussions have
 605 occurred.

606 The written presentation of the issue to the Executive Director must:

- 607 1. Set forth the facts of the issue.
- 608 2. Set forth the resolution desired.
- 609 3. Address only one issue (per written submission).
- 610 4. Be signed by the employee.

611 The employee will continue to perform their assigned duties while the issue or problem is being
 612 considered and addressed.

613 The Executive Director (or designee) will investigate the problem and will prepare a written
 614 response to the employee.

615 **Step Two.** If the written response of the Executive Director to the employee in Step One is not
 616 satisfactory, the employee may request in writing that the issue or problem be presented in
 617 writing to the “third-party” human resources consultant and/or labor counsel contracted by R1.
 618 This request will be acknowledged in writing by R1 providing the employee notice of third-party
 619 engagement, consistent with 820 ILCS 40/7 (1) Personnel Records Review Act.

620 The third party shall discuss the matter with the employee and other employees as necessary to
 621 fully review the employee's issue. The third party shall then make a decision with regard to the
 622 issue. The decision shall be final.

623 Copies of the employee's statement and the written answers will be maintained in their
 624 personnel file. No employee may be retaliated against in any way for utilizing the Problem
 625 Resolution Procedure. Grievances and complaints will be kept confidential to the extent feasible.

626 Although R1 will make all possible attempts to follow the above Problem Resolution Procedure,
 627 R1 may skip certain steps of the procedure as it deems necessary in its sole discretion, based on
 628 the facts and circumstances presented.

629 Access to Personnel Records

630 To the extent required by 820 ILCS 40/ Illinois Personnel Record Review Act, employees have the
 631 right to review certain information in their personnel records. A request to review one’s record
 632 must be made in writing to the Executive Director. Employees may not remove the file or its
 633 contents from the R1 office.

634 Training

635 It is the policy of R1 to provide its employees with relevant training and educational opportunities
 636 to enable them to achieve and sustain a high standard of work performance, and to meet
 637 particular training obligations required by law or contract.

638 All employees are encouraged to increase their skills and job potential through participation in
 639 voluntary training and educational programs. Conferences, seminars, and workshops shall be
 640 utilized to the maximum extent appropriate and possible within budget constraints.

641 Attendance at and/or completion of mandatory training is considered part of the employee’s
 642 work schedule. R1 will specify when such training is required.

643 Attendance at Professional Conferences, Workshops, and Meetings

644 All participation in job-related seminars, professional conferences, workshops, and third-party
 645 meetings shall be approved in advance by the employee’s supervisor. Attendance may be
 646 approved by the supervisor when (a) sufficient funds are available; (b) workload permits time for
 647 conference attendance; (c) attendance will contribute to the professional growth of the
 648 employee; and (d) the Executive Director has approved the request.

649 Expenses for necessary lodging, meals, travel, and registration will be covered by R1 at the
 650 approved participation levels and in accordance with the *Travel and Expense Reimbursement*
 651 *Policy* section of these Policies. Time required to attend seminars, professional conferences,
 652 workshops, and third-party meetings will be afforded employees as part of their work schedule.
 653 Compensation for time spent working during travel shall comply with the Fair Labor Standards
 654 Act.

655 License or Membership Dues

656 At the discretion of the Executive Director, R1 may reimburse certification/license or
 657 membership dues. An employee is not eligible for license or membership reimbursement until
 658 the completion of their introductory period of employment.

659

660 **2. EMPLOYEE CONDUCT**

661 R1 recognizes the importance of providing efficient and effective service to its member
 662 governments and agencies, as well as upholding the public trust and confidence. To that end, it
 663 is the policy of R1 to require its employees to maintain high standards of honesty, integrity, and
 664 conduct—both as public employees and as citizens of the region. Employees are expected to be
 665 responsible for and not misuse R1 property, equipment, and supplies. R1 employees shall also
 666 exercise courtesy, diplomacy, and tact in dealing with fellow workers, government officials, and
 667 the public.

668 Code of Conduct

669 R1 employees are responsible for carrying out their duties in a manner that contributes to a
 670 positive and productive work environment and further achieves R1’s goals and objectives.
 671 Employee behavior should reflect favorably on R1 and serve the public interest as opposed to
 672 individual interest.

673 **Conflict of Interest.** Employees may not solicit, obtain, accept, or retain any personal benefit
 674 from any supplier, vendor, customer/client, individual, or organization doing or seeking business
 675 with R1. This means that an employee may not maintain an outside business or financial interest
 676 or engage in any outside business or financial activity that conflicts with the interests of R1 or
 677 interferes with the employee’s ability to fully perform their job responsibilities. Employees may
 678 not benefit directly or indirectly from a third party who furnishes products, materials, or services
 679 to R1.

680 **Misrepresentation.** R1 employees are required to present themselves with the highest level of
 681 professionalism and courtesy. Employees must not misrepresent R1 policies, nor should they
 682 misrepresent their status and authority to enter into agreements on behalf of the organization.
 683 Employees are prohibited from using R1’s name, likeness, facilities, assets, or other resources or
 684 using the authority of their position with R1 for personal gain or private interests.

685 **Gifts and Gratuities.** R1 employees may not receive, give, pay, promise, or offer to suppliers or
 686 agents anything of value for the purpose of securing or appearing to secure preferential
 687 treatment. “Suppliers or agents” includes owners and employees of suppliers or agents, as well
 688 as members of their family.

689 Ethics Policy

690 **Purpose.** The purpose of this Ethics Policy is to:

- 691 1. define employee responsibility for reporting wrongful conduct;
- 692 2. establish procedures for employees to address wrongful conduct;
- 693 3. protect any employee who engages in good faith reporting of alleged wrongful conduct;
- 694 and

- 695 4. establish employee obligation to act consistently with the parameters set forth in 5 ILCS
696 430/ State Officials and Employee Ethics Act.

697 **Wrongful Conduct.** It is a violation of R1 policy for any employee to receive or use R1 resources
698 for non-R1 purposes, for personal gain, or unlawfully. Wrongful conduct can include:

- 699 1. a serious violation of R1 policy;
700 2. a violation of applicable state or federal law, regulation, or rule;
701 3. embezzlement or other financial misconduct; or,
702 4. fraudulent or gross misuse of R1 property, resources, or authority.
703 5. theft, misappropriation, or destruction of R1 resources;
704 6. forgery, falsification, or alteration of documents;
705 7. improprieties/misrepresentation in the handling or reporting of money or financial
706 transactions;
707 8. authorization or receipt of payment for goods not received or services not performed;
708 9. accepting or offering bribes, kickbacks, or rebates; or
709 10. actions relating to concealing or perpetuating the above-mentioned activities.

710 **Supervisor Responsibility Regarding Wrongful Conduct.** Employees who are supervisors are
711 responsible for attempting to detect fraudulent activities or misconduct by the employees they
712 supervise. Each supervisor should be familiar with the types of improprieties that might occur in
713 their area and be alert for any indication that improper or dishonest activity is or has taken place.
714 When dishonest or improper activity is detected or suspected, the supervisor should determine
715 whether an error or misunderstanding has occurred or whether possible fraud exists and the
716 matter must be reported to the Executive Director.

717 **Employee Responsibility Regarding Wrongful Conduct.** R1 employees have a duty to report the
718 wrongful conduct of fellow employees, including supervisors. Any employee who has knowledge
719 of a specific act that the employee in good faith believes constitutes wrongful conduct must
720 report the conduct to their supervisor or any appropriate member of management. If the
721 wrongful conduct involves the employee’s supervisor, the disclosure may be made to another
722 supervisor or the Executive Director. If the wrongful conduct involves the Executive Director, the
723 disclosure should be made to the Board Chair or Vice Chair.

724 Once a matter has been reported, the reporting employee shall refrain from further involvement
725 unless directed by R1. Employees are required to cooperate with R1 and law enforcement
726 agencies in the detection, reporting, and investigation of wrongful conduct.

727 **Confidentiality.** In matters of wrongful conduct that have been reported by employees, R1 will
728 make all reasonable efforts to respect the confidentiality of the employee making the report as
729 long as maintaining confidentiality does not interfere with conducting an investigation, taking
730 corrective action, or in circumstances when:

- 731 1. the employee agrees to be identified;
732 2. identification is necessary to allow R1 or law enforcement officials to investigate or
733 respond effectively to the report;

- 734 3. identification is required by law; or
- 735 4. the accused person(s) is entitled to the information in a disciplinary proceeding.

736 Where findings are required to be reported to any outside agency or entity, findings will be timely
737 reported.

738 **False Allegation.** Any employee who knowingly provides false information, or makes a knowingly
739 false report of wrongful conduct or false report of retaliation will be subject to disciplinary action
740 up to and including termination.

741 Whistleblower Policy

742 **Retaliation Prohibited.** Retaliation is defined as reprimand, discharge, suspension, demotion, or
743 denial of promotion or transfer, or change in the terms and conditions of employment that occurs
744 in retaliation for an employee's good faith report of wrongful conduct by another R1 employee.

745 R1 prohibits retaliation against any employee who in good faith makes a complaint, raises a
746 concern, or assists in an investigation or proceeding regarding any conduct the employee or
747 others reasonably believe to be a violation of this or other R1 policies (including the
748 *Discrimination and Harassment Prevention* and related policies), or a violation of law, rule, or
749 regulation. R1 prohibits retaliation even if complaints are later determined to be unfounded.

750 If employees believe they have been retaliated against, that any other violation of this policy has
751 occurred, or employees have questions concerning this policy, they are encouraged to contact
752 the Executive Director. R1 or its designee will investigate all complaints of retaliation and will
753 take appropriate corrective action against any employee who engages in retaliation, up to and
754 including dismissal.

755 Discrimination and Harassment Prevention Policy

756 **General Policy.** All employees are responsible for assuring that the workplace is free from
757 discrimination and harassment based on an employee's race, color, sex or gender, national origin,
758 religion, ancestry, age, disability, pregnancy, marital status, military discharge status, military
759 status, order of protection status, sexual orientation, genetic information, citizenship, or other
760 factors prohibited by law. All employees must be familiar and comply with this policy prohibiting
761 unlawful discrimination and harassment in the workplace.

762 This policy prohibits any R1 employee or member of the public conducting business with R1
763 employees from discriminating against or harassing an employee and from creating a hostile
764 work environment for an employee.

765 Likewise, it is a violation of this policy for an employee to harass non-employees on our premises
766 or during work related functions. Non-employees include individuals performing services for R1,
767 such as contractors and consultants.

768 Unlawful discrimination or harassment in any form by any employee or other person interacting
 769 with an employee will not be tolerated. All R1 supervisors are responsible for preventing and
 770 eliminating harassment in their respective work areas.

771 **Discrimination.** Discrimination, for the purposes of this policy, is defined as any action affecting
 772 the terms and conditions of employment that is taken against an employee because of the
 773 person's race, color, sex, national origin, religion, ancestry, age, disability, pregnancy, marital
 774 status, military discharge status, military status, order of protection status, sexual orientation,
 775 genetic information, citizenship, or any other characteristic protected by law. Discrimination also
 776 includes any such action taken against an employee because the person associates with another
 777 person of a certain race, color, sex, national origin, religion, ancestry, age, disability, pregnancy,
 778 marital status, military discharge status, military status, order of protection status, sexual
 779 orientation, genetic information, citizenship, or any other characteristic protected by law.

780 Forms of discrimination can include improper discipline, discriminatory hiring or promotion
 781 decisions, inequities in salary, benefits, or accommodations, as well as any other action or
 782 inaction by another which adversely affects the terms or conditions of employment.

783 **Unlawful Harassment.** This policy prohibits slurs or other verbal or physical conduct relating to
 784 an individual's race (including traits associated with race, such as hair texture and protective
 785 hairstyles), color, gender, national origin, religion, ancestry, age, disability, pregnancy, marital
 786 status, military discharge status, military status, order of protection status, sexual orientation,
 787 genetic information, citizenship, work authorization status, or any other basis prohibited by law.
 788 Prohibited harassment based on the above includes, but is not limited to, behavior that:

- 789 • has the purpose or effect of creating an intimidating, hostile, or offensive work
- 790 environment;
- 791 • has the purpose or effect of interfering with an individual's work performance; or
- 792 • otherwise adversely affects an individual's employment opportunity.

793
 794 Examples of harassment can vary widely depending on the circumstances; however, common
 795 examples include:

- 796 • racial or ethnic epithets;
- 797 • racial or ethnic slurs;
- 798 • racial or ethnic jokes;
- 799 • inappropriate use of slang terms; and
- 800 • use of derogatory terms.

801
 802 **Sexual Harassment.** Sexual harassment is a form of unlawful harassment defined by the Illinois
 803 Human Rights Act as any unwelcome sexual advances or any conduct of a sexual nature when:

- 804 • submission to such conduct is made either explicitly or implicitly a term or condition of an
- 805 individual's employment;
- 806 • submission to or rejection of such conduct by an individual is used as the basis for
- 807 employment decisions affecting such individual; or

- 808 • such conduct has the purpose or effect of substantially interfering with an individual’s
- 809 work performance or creating an intimidating, hostile, or offensive working
- 810 environment.

811

812 No employee, contractor, or any other person doing business with R1 shall be permitted to

813 engage in sexual harassment of any kind, including the harassment by R1 employees of non-

814 employees performing services for R1, such as contractors and consultants. The most severe and

815 overt forms of sexual harassment are easier to determine. Some sexual harassment is subtler and

816 depends, to some extent, on individual perception and interpretation.

817

818 Conduct which may constitute sexual harassment includes:

- 819 • Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex,
- 820 anatomy or gender-specific traits, sexual propositions, threats, repeated requests for
- 821 dates, or statements about other employees, even outside of their presence, of a sexual
- 822 nature.
- 823 • Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually
- 824 suggestive bodily gestures, “catcalls,” “smacking” or “kissing” noises.
- 825 • Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material
- 826 or websites.
- 827 • Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any
- 828 coerced sexual act, or actual assault.
- 829 • Textual/Electronic: “sexting” (electronically sending messages with sexual content,
- 830 including pictures and video), the use of sexually explicit language, harassment, cyber
- 831 stalking, and threats via all forms of electronic communication (email, text/picture/video
- 832 messages, on-line postings, blogs, instant messages, and social network websites like
- 833 Facebook and Twitter).

834

835 **Procedure for Reporting Discrimination and Harassment.** Employees who become aware of

836 possible discrimination or harassment, even if they are not victims, are responsible for reporting

837 the matter immediately to a supervisor.

838 An employee who believes that he or she has been subjected to or has been a witness to unlawful

839 discrimination or harassment by an employee or other person in the workplace should, if

840 comfortable in so doing, address the incident(s) as directly and firmly as possible by clearly

841 communicating to the offending employee that the conduct is unwelcome, offensive, or

842 otherwise unacceptable. If uncomfortable confronting an alleged harasser, or after confronting

843 the alleged harasser, employees must also report the incident to the employee’s supervisor or

844 any R1 supervisor, including the Executive Director.

845 An employee is not required to report an incident of discrimination or harassment to a supervisor

846 who the employee believes has engaged in such conduct. An employee may report the conduct

847 to any R1 supervisor, including the Executive Director. If the person alleged to have engaged in

848 discrimination or harassment is the Executive Director, reports shall be directed to the Chair of
849 the Board.

850 R1 supervisors who have received reports of discrimination or harassment shall immediately
851 contact the Executive Director about the report. Supervisors shall not discourage employees from
852 making a report.

853 All reports describing conduct that is inconsistent with this policy will be investigated promptly.
854 Documentation of any incident may be submitted with any report including, but not limited to,
855 written records such as letters, notes, memos, telephone messages, etc.

856 **Reporting Outside of R1.** The purpose of this policy is to establish prompt, thorough, and
857 effective procedures for responding to every report and incident of discrimination and
858 harassment so that problems can be identified and addressed by R1. However, all employees
859 have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal
860 Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint
861 with those agencies. An IDHR complaint must be filed within 180 days of the alleged incident(s)
862 unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. The
863 following is contact information for the Illinois agencies:

864		
865	Illinois Department of Human Rights	Illinois Human Rights Commission
866	100 West Randolph Street	100 West Randolph Street
867	Suite 10-100	Suite 5-100
868	Chicago, IL 60601	Chicago, IL 60601
869	(312) 814-6200	(312) 814-6269

870

871 **Investigation of Reports of Discrimination and Harassment.** All allegations, including
872 anonymous reports, will be accepted and investigated regardless of how the matter comes to
873 the attention of R1. Because of the serious implications of sexual harassment charges and
874 difficulties associated with their investigation an effective inquiry and an appropriate outcome
875 may depend on the ability and willingness of the claimant and other relevant parties' to
876 cooperate with the investigation.

877 In the event that a report is made, an investigation will be conducted to determine the facts
878 surrounding the allegation. Because of their inherently sensitive nature, complaints of
879 discrimination or harassment will be investigated in a confidential manner and shall remain, to the
880 extent possible, confidential.

881 After a thorough investigation has been conducted, any employee found to have violated this
882 policy shall be subject to appropriate training, coaching, or disciplinary action up to and including
883 termination.

884 **Malicious or False Accusations.** R1 recognizes that any knowingly false accusation of
885 discrimination or harassment can have serious adverse effects on an accused individual. Given

886 the seriousness of the consequences for the accused, a knowingly false report is a severe offense
 887 that can itself result in disciplinary action. All employees shall act honestly and responsibly in
 888 enforcing this policy. Anyone who knowingly makes a false accusation or knowingly provides false
 889 information during the course of an investigation shall be subject to discipline up to and including
 890 termination.

891 **Policy Against Retaliation.** R1 prohibits retaliation against anyone who reports alleged
 892 discrimination or harassment, or assists in the investigation of a discrimination or harassment
 893 report. An employee who retaliates against a person who reports or assists in the investigation
 894 of discrimination or harassment shall be subject to discipline up to and including termination.

895 R1 employees are prohibited from taking any retaliatory action against a fellow employee due
 896 to:

- 897 • disclosure or threatened disclosure of any violation of this policy;
- 898 • provision of information related to or testimony before any public body conducts an
 899 investigation, hearing, or inquiry into any violation of this policy; or
- 900 • assistance or participation in a proceeding to enforce the provisions of this policy.

901 For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension,
 902 demotion, denial of promotion or transfer, or change in the terms or conditions of employment
 903 taken against any employee in retaliation for involvement in protected activity pursuant to this
 904 policy.

905 No individual making a report will be retaliated against even if a report made in good faith is
 906 not substantiated. In addition, any witness will be protected from retaliation.

907 **Consequences of a Violation of the Discrimination and Harassment Prevention Policy.** In
 908 addition to any and all other discipline that may be applicable pursuant to R1 policies, any person
 909 who violates this policy may be subject to discipline or discharge by R1. Any discipline imposed
 910 by R1 shall be separate and distinct from any penalty or judgment imposed by a court of law.

911 Violence in the Workplace Policy

912 R1 is committed to providing a workplace that is free from acts or threats of violence Threats of
 913 physical harm and intimidation or acts of violence will receive a prompt, thorough, and impartial
 914 investigation. Every threat of violence is potentially serious and must be treated as such.

915 **Prohibited Conduct.** To ensure both safe and efficient operations, R1 requires all of its
 916 employees to display common courtesy and engage in safe and appropriate behavior on the job
 917 at all times. R1 prohibits the following:

- 918 • any act or threat of violence made by an employee against another employee;
- 919 • any act or threat of violence, including but not limited to intimidation, harassment, or
 920 coercion;

- 921 • any act or threat of violence made directly or indirectly by words, gestures, writings, or
- 922 symbols;
- 923 • any act or threat of violence that endangers the safety of employees, contractors, or the
- 924 general public;
- 925 • the possession, sale, or use of weapons in the R1 office and/or while on R1 time—
- 926 weapons include firearms, knives, explosives, or other objects used to harass, intimidate
- 927 or that may cause injury another individual or R1 property.

928 **Responding to Violence in the Workplace.** For any individual who becomes aware of any actual
 929 violence, imminent violence, or threat of imminent violence, obtaining emergency assistance
 930 must be a matter of first priority. The individual should immediately contact the Rockford Police
 931 Department by dialing 9-1-1. As soon as possible after calling 911, the Executive Director must
 932 be contacted. If the person alleged to have engaged in the conduct is the Executive Director, the
 933 Chair of Board must be contacted.

934 In instances where it has been determined that the Rockford Police Department does not need
 935 to be called, R1 employees must still contact the Executive Director immediately about workplace
 936 threat(s) or incident(s) of violence.

937 **Violation of Policy.** R1 will promptly investigate any physical or verbal altercation, threats of
 938 violence, or other conduct by employees that threatens the health or safety of other employees
 939 or the public, or otherwise might involve a breach of or departure from the conduct standards
 940 contained in this policy. All incidents of physical or verbal altercations are treated as gross
 941 misconduct and may result in disciplinary action up to and including termination.

942 Weapons in the Workplace Inspection

943 R1 prohibits employees from using or possessing deadly weapons or destructive devices while at
 944 the R1 office or while on work time.

945 **Prohibited Weapons and Devices.** This policy applies to using, carrying, or possessing any of the
 946 following weapons or devices:

- 947 • firearms, including, but not limited to, handguns, rifles, pellet guns, and similar devices;
- 948 • knives;
- 949 • instruments capable of inflicting a heavy blow, including, but not limited to, nightsticks,
- 950 clubs, and similar devices;
- 951 • explosive devices, including, but not limited to, firecrackers, bombs, grenades, and similar
- 952 devices; and
- 953 • other devices whose primary purpose is the infliction of bodily harm.

954
 955 **Exceptions.** Individuals licensed under the Illinois Firearm Concealed Carry Act may store a
 956 firearm or ammunition consistent with laws governing the license terms. Prohibited weapons
 957 and devices do not include tools, instruments, or equipment used in the normal course of an
 958 employee’s job duties.

959 Workplace Inspections

960 R1 reserves the right to search and inspect R1 owned or controlled property, equipment, and
 961 premises including, but not limited to, desks, offices, and storage areas. **Employees have no**
 962 **expectation of privacy in such property or premises that are owned or controlled by R1, or**
 963 **property brought onto premises owned or controlled by R1.** In addition, R1 reserves the right
 964 to inspect and search electronic resources such as computers, networks, servers, internet
 965 services, e-mail, voicemail, phones, scanners, and copy machines. For safety and similar
 966 purposes, R1 also reserves the right to conduct inspections of property brought onto its premises
 967 by employees, contractors, vendors, or others. A refusal to cooperate in an inspection may result
 968 in disciplinary action up to and including termination.

969 Handling Confidential or Proprietary Information

970 As a governmental entity, all records are subject to 5 ILCS 140/Freedom of Information Act.

971 Employees shall not remove, disclose, copy, or in any way share proprietary information, or assist
 972 in its removal, disclosure, copying, or sharing by any means (including disclosing access
 973 passwords) with any unauthorized person inside or outside of R1 without the express written
 974 permission of the owner.

975 Proprietary information is information that does not reside in the public domain and is viewed as
 976 the property of the owner. Information that is not generated by R1, information that is purchased
 977 from third parties, or information collected by other agencies and shared with R1 are several
 978 examples of what may constitute proprietary information. This information is often protected by
 979 copyright or other laws.

980 R1 employees may also come into contact with information that is confidential or of a sensitive
 981 nature. Access to this information is restricted to employees that require access to the
 982 information in the normal course of their work for R1 and they are obligated, as a condition of
 983 their employment, to abide by all license agreements and memorandums of understanding or
 984 contracts between R1 and third parties that govern the confidentiality of information.

985 Violation of this policy may result in disciplinary action up to and including termination of
 986 employment and, in extreme cases, may result in civil action or referral to appropriate law
 987 enforcement agencies.

988 Attire (Personal Appearance/Dress Code)

989 R1 requires its employees to present a neat, professional appearance in the workplace. It is
 990 expected that all employees will exercise good judgment and dress appropriately for their
 991 workday. Employees shall consider the following factors when determining appropriate dress in
 992 the workplace:

- 993 • the nature of their work;
- 994 • the nature of their public contact, if any, and the typical expectations of outside parties
 995 with whom they work;

- 996 • the prevailing dress practices of other employees in similar jobs; and
- 997 • safety considerations.

998 The option to wear casual wear should never be considered an exemption to the neat,
999 professional appearance required by R1’s dress code.

1000 Communications with the Media

1001 In order to ensure that accurate information is disseminated to the public by the news media,
1002 only authorized employees may speak on specified topics on behalf of R1. Before committing to
1003 provide or disseminate any statement or materials related to R1 business, all employees must
1004 discuss the content of statement(s), news release(s), or impending interview(s) with the
1005 Executive Director.

1006 Outside Employment

1007 All outside employment (including self-employment) must be disclosed to the Executive Director
1008 at the outset of an applicant’s employment with the R1. If a current R1 employee engages in
1009 outside employment after hire, the employment must be disclosed to the Executive Director
1010 within five (5) days of the commencement of the other employment. Outside employment shall
1011 not compete with or compromise R1’s interests or adversely affect job performance and the
1012 ability to fulfill all responsibilities to R1. No current employee shall engage in or accept
1013 employment or render any service for private interest when such employment or service is
1014 incompatible or creates a conflict of interest with their R1 employment. Employees shall not
1015 engage in any private business or outside employment-related activity while on duty with, or
1016 performing work for R1. If a conflict arises, the employee will be given the opportunity to resign
1017 from either R1 employment or the outside employment position. Failure to meet the obligations
1018 in this paragraph may result in discipline, up to, and including termination of employment.

1019 Cross Reference: Code of Conduct – Conflict of Interest

1020 Political Activity

1021 R1 employees, like all citizens, have constitutionally protected rights to vote, support political
1022 candidates of their choice, and freely express their political opinions outside the workplace. At
1023 the same time, employees are subject to certain restrictions due to R1's status as a governmental
1024 entity.

1025 As R1 receives a large amount of its funding from the federal government, R1 is subject to the
1026 provisions of the Hatch Act, which limits the political activity of persons employed in connection
1027 with federally-supported projects. This law specifies that employees of state and local
1028 governments receiving federal grants or loans may not:

- 1029 • use one's official authority for purposes of interfering with and/or affecting the results of
1030 an election or nomination for office;

- 1031 • directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer
 1032 or employee to pay, lend, or contribute anything of value to a party committee,
 1033 organization, agency, or person for political purposes; or
 1034 • be a candidate for elective office in a partisan election.

1035 Employees must also recognize the closeness of R1's relationship to political officials throughout
 1036 the region and its dependence on good working relationships with these officials in order to
 1037 achieve its goals and implement regional plans. R1's effectiveness depends in part on the
 1038 prudence with which its employees exercise their personal political rights. Any employee may
 1039 express their opinion on legislation being considered by other units of government. But one's
 1040 position must be clearly stated as their own personal position and not that of R1, unless R1 has
 1041 instructed the employee to take a position on its behalf.

1042 Similarly, while the Hatch Act permits other types of partisan political campaigning and
 1043 management aside from those activities above (including being a candidate for nonpartisan
 1044 office), it is important that employees not use R1 facilities, resources, or normal working hours
 1045 for such purposes. It is recommended that any employee who contemplates running for
 1046 nonpartisan office, or who manages the affairs or serves as an officer of a partisan political
 1047 campaign, party, or political club, informs the Executive Director of their intentions before the
 1048 activity begins.

1049 Both R1 and the individual employee may be held accountable for any violation of the Hatch Act.
 1050 Employees who intend to engage in any type of political activity should contact the Executive
 1051 Director for guidance. This policy is not intended to inhibit or prohibit any employee from
 1052 exercising political rights expressly protected by law.

1053 Gift Ban Policy

1054 No officer, member, or employee shall intentionally solicit or accept any gift from any prohibited
 1055 source, as the same is defined in 5 ILCS 430/1-1 State Officials and Employees Ethics Act, and
 1056 following or in violation of any federal or state statute, rule, or regulation. This ban applies to and
 1057 includes the spouse of the immediate family living with the officer, member, or employee.

1058 Except as otherwise permitted herein, the acceptance or solicitation of gifts from vendors,
 1059 contractors, or other third parties is prohibited. Any gifts or holiday items presented throughout
 1060 the year must be reported to the Executive Director.

1061 The acceptance of gifts is limited according to the following policy:

- 1062 1. Opportunities, benefits, and services that are available on the same conditions as for the
 1063 general public.
 1064 2. Educational materials, admissions, and travel expenses not prohibited by the
 1065 appropriate ethics commission or by the Auditor General for the Auditor General and its
 1066 employees.
 1067 3. Items that can be shared by employees in the office (i.e. candy, fruit baskets) are
 1068 acceptable but must be shared accordingly.

- 1069 4. Gifts that are intended to benefit individual employees are unacceptable.
 1070 5. Food or refreshments not exceeding \$50 per person in value on a single calendar day;
 1071 provided that the food or refreshments are consumed on the premises from which they
 1072 are purchased/prepared/catered.
 1073 6. Alcoholic gifts are prohibited.
 1074 7. Cash gifts, gift certificates, etc. are prohibited.

1075
 1076 These limitations should be construed as a guideline for the solicitation of gifts.

1077 Drug-Free Workplace Policy

1078 **Substance Abuse.** R1 endeavors to provide a productive, healthy, safe, and secure work
 1079 environment for its employees. R1 recognizes substance abuse as a potential endangerment to
 1080 these conditions because of the harmful or impaired behavior which may result from an
 1081 employee being under the influence of alcohol, illegal drugs, or inappropriately using/abusing
 1082 prescription drugs. Employees must be able to perform their responsibilities unimpaired by any
 1083 substance abuse problems.

1084 Employees have access to substance abuse counseling under the Employee Assistance Program
 1085 (EAP) and rehabilitation options covered under R1’s health plan. R1 will assist in identifying those
 1086 professional services which are available under its EAP or health insurance plan, as well as other
 1087 possible treatment options for employees who request assistance.

1088 **Drug-Free Workplace Act.** As a recipient of federal grants and contracts, R1 must comply with
 1089 the provisions of the Drug Free Workplace Act of 1988. In accordance with the provisions of this
 1090 federal law, R1 maintains a drug-free workplace. The unlawful manufacture, distribution,
 1091 dispensation, possession, or use of a controlled substance by any employee in R1’s workplace or
 1092 while performing R1 work is prohibited.

1093 If an R1 employee is convicted under a criminal drug statute (a criminal statute involving
 1094 manufacture, distribution, dispensation, use, or possession of a controlled substance) for a
 1095 violation occurring in R1’s workplace or while performing R1 work, the employee must notify the
 1096 Executive Director *no later than five (5) days after the conviction*. Under the Drug Free Work Place
 1097 Act, R1 must in turn notify the appropriate federal funding source(s) of the conviction within ten
 1098 (10) days after receiving such a notice.

1099 Each R1 employee will be required to acknowledge receipt of and agree to abide by this policy
 1100 by signing an Acknowledgement.

1101 **Violation.** Where unsatisfactory job performance occurs as a result of substance abuse, or where
 1102 an employee otherwise fails to comply with this policy, such violation may result in:

- 1103 • discipline up to and including termination of employment;
- 1104 • continuing drug and alcohol testing; and/or

- 1105 • referral to and compliance with a drug and/or alcohol treatment program as a condition
- 1106 of continuing employment.

1107 Smoking

1108 The Smoke-Free Illinois Act bans smoking in all workplaces. R1 maintains a smoke-free workplace.
 1109 Employees are prohibited from smoking within the R1 office and are also banned from smoking
 1110 within 50 feet of the R1 office entrance, windows, or ventilation intakes. Note that the use of “e-
 1111 cigarettes” or “vapor cigarettes” are considered smoking under this policy and are subject to the
 1112 same prohibitions.

1113 **3. OFFICE OPERATIONS AND POLICIES**

1114 Hours

1115 **Work Week.** For timekeeping and payroll purposes, the employee work week begins on Sunday
 1116 and ends on Saturday.

1117 **Office Hours.** The hours during which the R1 office is considered open for business to the public
 1118 are 8:00 a.m. to 5:00 p.m. Under certain circumstances or at certain times of year, the Executive
 1119 Director may approve revised office hours.

1120 **Work Hours.** The work hours of each individual employee may vary, depending upon the work
 1121 requirements of the position and the arrangements made with their supervisor. Full-time
 1122 employees are responsible for managing a forty (40) hour work week.

1123 Hourly employees who are not exempt from the Fair Labor Standards Act (FLSA) (non-exempt
 1124 employees) may not exceed 40 work hours in a week without the prior approval of their
 1125 supervisor. Each work day of six (6) hours or more requires a lunch period of at least thirty (30)
 1126 minutes during the workday; any time taken for the lunch period shall not be paid nor shall it be
 1127 counted toward fulfillment of the 40-hour work week.

1128 Attendance

1129 **Attendance Expectations.** Punctuality and good attendance are important for the efficient and
 1130 successful operation of any organization. Unscheduled absences, excessive absenteeism, and
 1131 tardiness make it very difficult to fulfill job requirements.

1132 When an employee knows he or she will need time away from work, the employee should contact
 1133 their supervisor as soon as possible. Unscheduled absences may lead to discipline.

1134 Regular office hours, attendance expectations, and Illinois law, define the workday as 8 hours. A
 1135 full-day absence requires the use of 8 hours PTO.

1136 Telework requests must be approved by the Executive Director, who is responsible for
 1137 authorization, limitations, and risk management.

1138 **Unplanned Absence Procedure.** If an employee will be absent from work unexpectedly (such as
 1139 sickness or personal issue), he or she must call or email their supervisor before their starting time.
 1140 Aside from extenuating circumstances, the employee should make the call or email and not have
 1141 someone else do it for them. An employee will be considered a “no call-no show” if he or she
 1142 calls in more than two hours following the start of the work day. It is the employee’s
 1143 responsibility to contact their supervisor on a daily basis regarding the status of attendance
 1144 during an unexpected absence that lasts more than one day.

1145 **Extended Absence.** If an employee is absent for more than three consecutive days, he or she
 1146 may be required to provide documentation of the reason for an unplanned absence.

1147 Severe Weather Policy

1148 It is the policy of R1 to grant its employees paid leave if the office is closed due to severe weather.
 1149 The determination to close the office will be made by the Executive Director.

1150 If an employee believes he or she cannot safely report to work or must leave work due to severe
 1151 weather when the office has *not* been closed due to severe weather, the employee shall notify
 1152 their supervisor as soon as practical. In this instance, the employee may utilize earned vacation,
 1153 sick, or personal time, or make specific arrangements with their supervisor to make up the time.

1154 If an employee is on vacation, sick, or personal time during a period when the R1 office is closed
 1155 by the Executive Director due to severe weather, the leave for that day will not be deducted from
 1156 the employee’s accrual.

1157 Safety in the Workplace

1158 It is R1’s goal that all employees be provided a safe working environment and work in a safe
 1159 manner. All employees must recognize and carry out their duties in a manner that gives due
 1160 regard for their own safety and the safety of others. Any employee who believes he or she is
 1161 subjected to unsafe working conditions must report such conditions to their supervisor or the
 1162 Executive Director immediately.

1163
 1164 **Employee Responsibility.** Employees are expected to follow safe working practices and
 1165 contribute to a safe working environment. Employees must report any injury they experience
 1166 while working, no matter how slight, to a supervisor immediately and in no event later than the
 1167 end of the scheduled workday in which the injury occurs or the employee realizes they have
 1168 suffered a work-related injury.

1169
 1170 **Supervisor Responsibility.** In the event that a supervisor becomes aware that an employee has
 1171 experienced an injury while working, it is the supervisor’s responsibility to report the injury to
 1172 the Executive Director within twenty-four (24) hours of the injury for appropriate follow up and
 1173 documentation with R1’s Worker’s Compensation insurance provider. The supervisor should
 1174 provide to the Executive Director a written statement summarizing the injury, including the
 1175 following information:

- 1176 • Date and time of the injury/illness, and/or date and time the work-related injury/illness
- 1177 was realized;
- 1178 • Description of the injury/illness;
- 1179 • Where the injury/illness took place; and
- 1180 • The circumstances surrounding the injury/illness.

1181
 1182 If medical treatment is required, the employee should be sent to an immediate care facility, or
 1183 taken to an emergency room by ambulance as appropriate.

1184 Travel and Expense Reimbursement Policy

1185 **General Policy.** It is the policy of R1 to reimburse employees for necessary and reasonable
 1186 expenses incurred in the conduct of their work or attendance at events such as seminars,
 1187 conferences, and training. Expenses must be approved in advance and in writing by the
 1188 employee’s supervisor and the Executive Director. Eligible travel expenses are limited to meals,
 1189 lodging, transportation, and registration required to participate in an event.

1190 It is the responsibility of the employee to avoid unnecessary or excessive expenses, including
 1191 entertainment-related expenses.

1192 **Overnight Accommodations.** As a general rule, expenses for overnight lodging may be
 1193 authorized when an employee would be required to leave home before 6:00 a.m., return after
 1194 12:00 midnight, or when the distance traveled calls for the need for overnight accommodations.
 1195 The hotel nightly rate plus applicable taxes are eligible for reimbursement. Employees are
 1196 strongly encouraged, whenever possible, to stay in lodging identified as having low rates for the
 1197 particular time and geographic area. Lodging rates must be approved by the employee’s
 1198 supervisor prior to booking.

1199 **Mode of Travel and Mileage.** An employee’s mode of travel may vary depending on the time,
 1200 distance, and cost factors involved. When in question, the mode of travel shall be decided in
 1201 consultation with the Executive Director. All air travel shall be for coach class. Authorized mileage
 1202 expenses will be reimbursed at the current IRS mileage rates ([IRS Publication 15-B](#)). Drivers are
 1203 responsible for maintaining a valid license, registration, and insurance. Mileage reimbursement
 1204 shall serve in lieu of actual costs of fuel, maintenance, fees, depreciation, and other ordinary
 1205 costs.

1206 **Meals.** Authorized employee meal expenses will be reimbursed consistent with the current State
 1207 of Illinois reimbursement per diem rate (Title 80, Public Officials and Employees, Chapter IV:
 1208 Travel Regulation Council, Part 300, Illinois Administrative Code [Appendix A](#)). The per diem rate
 1209 is inclusive of tax and gratuity. Employees entitled to three meals in a day may follow the State’s
 1210 per diem rate for the day rather than following the per diem rate by meal.

1211 Any meal expense which exceeds the maximum shall be the responsibility of the employee.

1212 Employees will not be reimbursed for the cost of meals that are otherwise provided at
 1213 conferences, seminars, or other meetings. For example, if a lunch is provided at a conference
 1214 and the employee decides to eat lunch offsite, the employee will not be reimbursed for the cost
 1215 of their lunch, and the employee must not submit that expense for reimbursement. Likewise, if
 1216 lunch is provided at the conference, the employee cannot use the per diem day rate as the
 1217 maximum allowed for the two remaining meals expensed for the day.

1218 Reimbursement. Eligible expenses may not exceed the limits established by this policy and
 1219 authorized in advance. Receipts for expenditures shall be submitted for reimbursement within
 1220 30 days.

1221 Computer and Electronic Communications Policy

1222 **General.** R1 e-mail, its computer network, voice mail, and related equipment (including,
 1223 computer hard drives, software, telephone, or other transmission lines, etc.) are to be used for
 1224 R1 business. Without the prior approval of a supervisor, non-work-related use of such equipment
 1225 is strictly prohibited. Employees are prohibited from:

- 1226 • using passwords, accessing files, or retrieving stored information without proper
 1227 authorization;
- 1228 • displaying or transmitting any communication that may be construed as harassment on
 1229 the basis of race, sex, national origin, age, disability, pregnancy, religion, ancestry, genetic
 1230 information, citizenship or other groups protected by law. Such prohibited
 1231 communications include, but are not limited to, explicit images, messages, cartoons,
 1232 ethnic slurs, racial epithets, and similar communications;
- 1233 • deleting, examining, copying or modifying or altering data, files, e-mail and/or voice mail
 1234 belonging to R1 or its employees, without prior consent;
- 1235 • introducing computer viruses or other disruptive or destructive programs into R1's
 1236 network, equipment, or programs;
- 1237 • accessing any inappropriate web site, including but not limited to any sex-related, dating,
 1238 hate crime, or other web sites inappropriate to the employment environment;
- 1239 • using other employees' passwords without authorization;
- 1240 • disclosing the password another employee without proper authorization;
- 1241 • using the internet or email system for gambling;
- 1242 • sending messages anonymously or with fictitious names; or
- 1243 • maintaining R1 files off-network, except on agency hard drives designated for archival
 1244 purposes authorized by the Executive Director;
- 1245 • using email, the computer network, voicemail, or related equipment in other non-
 1246 business or a non-work-related manner that R1 determines, in its sole discretion, is
 1247 inappropriate.

1248

1249

1250 **Computer Usage.** Regarding employee computer workstations:

- 1251 • The installation of non-standard hardware or other equipment on workstations or the
- 1252 network by employees is strictly prohibited without the approval of or installation by R1's
- 1253 contracted IT service provider.
- 1254 • The installation of software by employees is prohibited. All software must be installed by
- 1255 R1's contracted IT service provider.
- 1256 • Employees shall neither share any password for any R1 computer with any unauthorized
- 1257 person, nor obtain any other user's password by any unauthorized means.
- 1258 • Employees shall not connect their own personal computer or laptop computer to the R1's
- 1259 network or phone lines without the permission of their supervisor and, if such permission
- 1260 is given, with the assistance of R1's contracted IT service provider.

1261 **Internet Access.** The internet is a useful research and communication tool provided to R1

1262 employees for performing R1 work. The following guidelines pertain to information obtained

1263 from or provided on the internet:

- 1264 • Employees may not represent the employee's individual opinion as R1 policy.
- 1265 • Employees shall report all suspected computer viruses, adware, and malware to R1's IT
- 1266 service provider.
- 1267 • Any resource, website, or information of any kind for which a fee is required must not be
- 1268 accessed or downloaded without prior approval of a supervisor.

1269 Office internet service and phone lines are made available on-site to employees in the discharge

1270 or their duties. Therefore, reimbursement for costs associated with either will not be reimbursed.

1271 **Email.** The following email guidelines apply to the use of R1 email:

- 1272 • Employees must be aware of and at all times attempt to prevent potential R1 liability in
- 1273 their use of email. For that reason, all outgoing messages which do not reflect the official
- 1274 position of R1 must include the following disclaimer:
 - 1275 ○ "The opinions expressed in this email are my own and not those of the Region 1
 - 1276 Planning Council."
- 1277 • The following activities constitute abuse of R1's email system and are strictly prohibited:
 - 1278 ○ sending messages that disrupt or threaten to disrupt the efficient operation of R1
 - 1279 business or administration;
 - 1280 ○ sending messages that violate existing law, public policy, or individual rights, and
 - 1281 create potential liability for R1;
 - 1282 ○ sending messages that contain confidential, privileged, or private information
 - 1283 except when such messages are transmitted for an authorized purpose and in an
 - 1284 appropriately secure manner;
 - 1285 ○ sending personal messages, including the following:
 - 1286 ■ messages for personal gain or for private commercial activity;
 - 1287 ■ messages to promote, distribute materials for, or solicit individuals for
 - 1288 commercial ventures, political or religious causes, and/or charitable or
 - 1289 other social organizations in which the employee is involved;

- 1290 ▪ “chain” or “junk” email;
- 1291 ▪ email sent via distribution lists that concern non-R1-related topics; or
- 1292 ▪ participation in non-R1-related “blogs” or “chat-room” discussions during
- 1293 work hours.
- 1294 • Employee email messages may be subpoenaed as part of an investigation or requested
- 1295 pursuant to the Illinois Freedom of Information Act. They may also be used as evidence
- 1296 in court or other legal proceedings. The content of email messages is subject to complete
- 1297 disclosure and may be publicly released without an employee’s permission or knowledge.
- 1298 • Email should not be used for the transfer of highly sensitive information such as bank
- 1299 account numbers, social security numbers, and other sensitive information at risk for
- 1300 theft. This type of information should be communicated using an electronically
- 1301 encrypted method.

1302 **Violation.** Failure by any employee to comply with the provisions of this policy may result in
 1303 disciplinary action up to and including termination. If necessary, R1 also reserves the right to
 1304 advise appropriate legal officials of any potentially unlawful conduct.

1305 **Notice.** All computer systems, hardware, software, and related equipment are the property of
 1306 R1. All electronically generated information and files, including email, produced on R1
 1307 equipment are the property of R1.

Employees shall have no expectation of privacy in their use of any R1 computer equipment.

1308 To ensure the proper use of R1 computers, email, computer network, and/or related equipment,
 1309 R1 reserves the right to monitor and access any of those systems and equipment at any time with
 1310 or without notice to an employee.

1311 **Social Media Policy.** The purpose of this policy is to address the rapidly evolving landscape of
 1312 social media on the internet and the way the public communicates with and obtains
 1313 information from R1 via social media.

1314 Social media is defined as a web-based tool that allows for interactive communications among
 1315 multiple people via the internet. Common social media outlets include, but are not limited to, all
 1316 forms of social networking, instant messaging in any form, video sharing, and online photo and
 1317 document management and sharing. Due to the rapidly evolving nature of the internet and
 1318 social media, this policy contemplates that new internet sites and social media may be
 1319 developed, which by their nature will be controlled by this policy. Because these social media
 1320 outlets are currently unknown, they are not referenced above.

1321 The purpose of social media is to provide two-way communication with site users. R1 encourages
 1322 the use of social media in conformance with this policy to further its goals as well as to assist R1
 1323 in informing the general public about its activities.

1324 **Responsibility.** The Executive Director shall determine to what extent social media outlets are
 1325 suitable for business use. The Executive Director shall also determine which R1 employee(s)

1326 (“Responsible Employee”) will be assigned the task of overseeing outlet upkeep, managing posts
 1327 and content moderation, and monitoring the accounts on those social media sites utilized by R1.

1328 **Rules and Procedures**

- 1329 1. All authorized R1 usage of social media sites or services shall be considered an extension
 1330 of R1’s information networks and will be branded with R1’s name and/or logo.
- 1331 2. The Responsible Employee along with the Executive Director will review and approve the
 1332 R1’s use of any social media site.
- 1333 3. All social media accounts will be established in such a way as to prohibit the public from
 1334 posting random comments or questions if possible. However, comments or questions
 1335 offered in response to specific content posted by R1 may be enabled.
- 1336 4. The Responsible Employee and/or the Executive Director shall be the only R1 employees
 1337 responsible for posting content on the social media site(s). Approved content may include
 1338 R1 events, newsletters, press releases, emergency information, and other items
 1339 consistent with the executive director-approved Communications Plan.
- 1340 5. The Responsible Employee shall be responsible for reviewing the content posted by R1
 1341 for appropriateness, quality, consistency with overall R1 message and branding, priorities,
 1342 goals, and other criteria relevant to R1 objectives. The Responsible Employee has the
 1343 right to delete or remove inappropriate and/or offensive postings or comments. This
 1344 includes any negative posting regarding a specific R1 employee or Board member.
- 1345 6. Whenever possible and appropriate, social media content should refer or link to R1’s
 1346 website.
- 1347 7. R1’s employees who use R1 social media outlets (either to post content or comment) are
 1348 responsible for complying with applicable federal, state, and local laws, regulations,
 1349 ordinances, and R1 policies. Employees must conduct themselves at all times as official
 1350 representatives of R1 and with knowledge that social media activity may be subject to the
 1351 Freedom of Information Act.
- 1352 8. Employees are not permitted to use R1-branded social media outlets to express personal
 1353 opinions or subjective information on any religious, political, or social issue, neither
 1354 during or outside business hours.
- 1355 9. Use of private messaging or chat features should be avoided. . Only the Responsible
 1356 Employee and Executive Director are permitted to respond to any “chat”-type messages
 1357 that may be received and may be subject to the Freedom of Information Act.
- 1358 10. Employees are not permitted to personalize accounts set up with R1-issued email
 1359 addresses. The account set up with the Responsible Employee’s name is solely for the
 1360 employee to gain posting access to R1’s main page. Personal social media accounts may
 1361 not be used to administrate R1 accounts.

1362 Employees who fail to use social media outlets in a professional manner and in accordance with
 1363 this policy are subject to discipline up to and including termination.

1364 Cell Phone Use

1365 This section outlines the rules relating to the use of cell phones at work, including the safe use of
 1366 cell phones by employees while operating a vehicle during work hours. Employees who violate
 1367 this policy will be subject to discipline up to and including termination.

1368 **Personal Cell Phone Use.** Employees are expected to exercise their discretion when using
 1369 personal cell phones to talk, text, or utilize other cellular features. Excessive use of personal cell
 1370 phones during the workday interferes with employee productivity and may distract others from
 1371 their work and is prohibited.

1372 **Safety Issues for Cell Phone Use.** R1 employees are prohibited by law from using a cellular phone
 1373 while driving and must not do so while driving to perform work for R1 (e.g. traveling to and from
 1374 work meetings or appointments). If an employee needs to use their cell phone, he or she must
 1375 move their vehicle to a safe location, such as the side of the road, and stop the vehicle before
 1376 using the cell phone. If pulling to the side of the roadway is impossible and a call must be
 1377 answered, and when not prohibited by law, employees shall: keep the conversation as brief as
 1378 possible, use hands-free options if available, refrain from the discussion of complicated or
 1379 emotional matters, and keep their eyes and attention on the road. *Texting while driving is always*
 1380 *prohibited by this policy and state law.* Special care should be taken in situations where there is
 1381 heavy traffic, road construction, severe weather, or unfamiliar driving conditions. Under no
 1382 circumstances should employees place themselves or the public at risk to conduct R1 business.

1383 Employees charged with traffic violations resulting from the use of their phone while driving will
 1384 be solely responsible for all liabilities that result from such actions.

1385 **4. PAY AND BENEFITS**

1386 Compensation

1387 R1 seeks talented, motivated staff with a broad range of backgrounds that will take pride in
 1388 achieving the organization’s goals. Employee compensation is designed to attract, reward, and
 1389 retain top talent while controlling costs and enhancing compensation flexibility. This strategy
 1390 describes R1’s base compensation and pay for performance philosophy.

1391 The Executive Director is responsible for establishing and revising the compensation schedule for
 1392 all positions, subject to the availability of funds to support the compensation schedule under the
 1393 budget approved by the Board of Commissioners. The Executive Director shall include
 1394 consideration of the relative rating of positions within the organization, prevailing compensation
 1395 for comparable positions in the job market, the work demands of each position, and
 1396 requirements of the Affordable Care Act as it related to benefit eligibility.

1397 Overtime

1398 The following rules shall apply to overtime for employees who are not exempt from overtime pay
 1399 requirements under the Fair Labor Standards Act (FLSA):

- 1400 1. All non-exempt employees are eligible for overtime and will be paid overtime on all hours
 1401 worked in excess of 40 hours in a work week. Overtime will be paid at the rate of one and
 1402 one-half (1.5) times the employee’s regular hourly rate.
- 1403 2. All overtime requests shall be authorized by the non-exempt employee’s supervisor *prior*
 1404 to the employee working over 40 hours in a work week. Supervisors must consult with
 1405 the Executive Director before approving overtime.
- 1406 3. For purposes of computation of overtime eligibility in a given week, vacation time,
 1407 personal time, and holidays shall be considered hours worked. Unless prohibited by law,
 1408 all other paid time off such as sick time shall not be considered hours worked for purposes
 1409 of triggering overtime pay.

1410
 1411 Employees who are considered exempt from overtime pay requirements under the Fair Labor
 1412 Standards Act (FLSA) may be expected to work more than 40 hours in a work week; however,
 1413 exempt employees are ineligible for overtime pay when expected to work more than 40 hours.

1414 **PAID TIME OFF SUMMARY**

Full-Time Employees	Holidays	Floating Holidays*+	Personal*+	Sick	Vacation+
Earned	Jan 1	Jan 1	Jan 1	Accrued	Accrued
Accrual	10 specified days/year	2 days/year	16 hrs/ year	6.67 hrs/mo	6.67(+) hrs/mo
Usage Increments	8 hours	8 hours	1-hour increments		
Permitted Uses	Specified dates	As approved by supervisor	Employee discretion, severe weather	Illness, injury, severe weather	As approved by supervisor, severe weather
Approval	Calendar issued annually	Schedule with supervisor	As much notice as possible/approval		
Expiration	Expire year-to-year			1,000 hr maximum accumulation	Two-year accrual equivalent
Separation Compensability	Unpaid			Unpaid at separation (unless retiring)	Paid

1415 *Initial allocation prorated based on start date.

1416 +Available for use after completion of 60-days of employment.

1417 Holidays

1418 **Observed.** Regular full-time employees are eligible to be paid for R1 holidays. The ten (10)
 1419 observed full-day holidays are:

- 1420 • New Year's Day
- 1421 • Good Friday
- 1422 • Memorial Day
- 1423 • Independence Day
- 1424 • Labor Day
- 1425 • Thanksgiving Day
- 1426 • The day after Thanksgiving Day
- 1427 • Christmas Eve
- 1428 • Christmas Day
- 1429 • New Year's Eve

1430
 1431 The dates on which some of these holidays are observed may vary from year to year. A schedule
 1432 showing the dates on which R1 offices are closed in observance of these holidays will be issued
 1433 each year.

1434 **Floating Holidays.** Regular, full-time employees will also be given two (2) paid floating holidays
 1435 on January 1st of each year. Those employees who wish to celebrate other holidays not included
 1436 among the designated holidays above may do so by using their floating holidays. Floating
 1437 holidays:

- 1438 • are not permitted to be used during the first 60 days of employment;
- 1439 • cannot be rolled over to the following year (employees will lose the personal holidays if
 1440 not used within the given calendar year);
- 1441 • are not permitted to be used during the employee's notice of resignation period; and
- 1442 • are not paid out upon separation of employment.

1443 Each floating holiday shall be taken in the full eight (8) hour increment, at the discretion of the
 1444 employee.

1445 An employee who wishes to use their floating holidays must provide as much notice as possible,
 1446 in writing (e.g. email), to their supervisor and must accurately account for the time taken in the
 1447 R1 timekeeping system.

1448 Personal Time

1449 Regular, full-time employees are provided sixteen (16) hours of paid personal time on January 1st
 1450 of each year.

1451 Personal time:

- 1452 • is not permitted to be used within the first 60 days of employment;

- 1453 • cannot be rolled over to the following year (employees will lose personal time if not used
- 1454 within the given calendar year);
- 1455 • are not permitted to be used during the employee’s notice of resignation period; and
- 1456 • is not paid out upon separation of employment.

1457 Personal time shall be taken in one (1) hour increments at the discretion of the employee, but
 1458 personal time used may not exceed eight (8) hours per day.

1459 An employee who wishes to use their earned personal time must provide as much notice as
 1460 possible, in writing (e.g. email), to their supervisor and must accurately account for the time
 1461 taken in the R1 timekeeping system.

1462 Sick Time

1463 Regular, full-time employees earn sick time at the rate of 6.67 hours per month worked.
 1464 Employees will begin earning sick time the first month following an employee’s date of hire and will
 1465 be credited at the end of each completed month in which the employee worked or was paid for
 1466 at least one-half of the month.

1467 Employees may accumulate a maximum of 1000 hours of sick time. Once an employee accrues
 1468 the maximum amount of sick time, the employee will not earn additional sick time; failure to use
 1469 the accrued sick time will result in forfeiture of future sick time earned. The employee will again
 1470 begin earning sick time when, and only to the extent that, sick time is used by the employee.

1471 Sick time:

- 1472 • is not intended for use during the employee’s introductory period; and
- 1473 • is not paid out upon separation of employment *except* when an employee retires.

1474 Sick time shall be taken in one (1) hour increments at the discretion of the employee, but sick
 1475 time used may not exceed eight (8) hours per day.

1476 An employee who wishes to use their earned sick time must provide as much notice as possible,
 1477 in writing (e.g. email), to their supervisor and must accurately account for the time taken in the
 1478 R1 timekeeping system.

1479 **Use of Sick Time.** Eligible employees may use sick time due to illness or injury, consistent with
 1480 the 820 ILCS 191/1 Illinois Sick Leave Act, including:

- 1481 • for an eligible employee’s own illness, injury, or medical appointment;
- 1482 • for employee absences due to an illness, injury, or medical appointment of the
- 1483 employee's child, stepchild, spouse, domestic partner, sibling, parent, parent-in-law,
- 1484 grandchild, grandparent, or stepparent (a “covered family member”);
- 1485 • for personal care of a covered family member; or
- 1486 • for a serious health condition of the eligible employee or the eligible employee’s spouse,
- 1487 child, or parent that qualifies for leave under FMLA.
- 1488

1489 An eligible employee’s child is a biological child, adopted child, foster child, stepchild, legal ward,
 1490 or a child of a person standing in the place of a child (“loco parentis”).

1491 **Use of or Payment for Sick Time Upon Retirement.** Terms of sick time disbursement are subject
 1492 to the current rules established by Illinois Municipal Retirement Fund (IMRF) as they may exist at
 1493 the time. Unless prohibited by current IMRF rules, employees may elect to use their accrued sick
 1494 time immediately before they plan to retire. However, if an employee chooses not to do so, the
 1495 employee may receive payment for seventy-five percent (75%) of their accumulated sick time up
 1496 to a maximum of 600 hours of accrued sick time. Retirement is defined as voluntary separation
 1497 from employment by an individual qualified for immediate payment of pension benefits.

1498 Vacation

1499 Regular, full-time employees shall earn paid vacation leave. Temporary and part-time employees
 1500 are not eligible for vacation benefits. Eligible employees begin earning paid vacation time the first
 1501 month following an employee’s date of hire and will be credited at the end of each completed
 1502 month in which the employee worked or was paid for at least one-half of the month.

1503 Vacation leave is earned based on length of employment according to the following schedule:

Length of Employment	Vacation Time
First full month through 2 full years	6.67 hours/month (80 hours or 2 weeks)
Start of 3 rd year through 14 full years	10 hours/month (120 hours or 3 weeks)
Start of 15 th year through 24 full years	13.333 hours/month (160 hours or 4 weeks)
Start of 25 th year and over	16.667 hours/month (200 hours or 5 weeks)

1504 *Exceptions to vacation time earned may be made by the Executive Director at their discretion to*
 1505 *compete for talent for certain, hard-to-fill positions.*

1506 Vacation leave shall be taken in one (1) hour increments, but vacation used may not exceed eight
 1507 (8) hours per day. Vacation time is not permitted to be used during the first 60 days of
 1508 employment.

1509 **Scheduling Vacation Leave.** Vacation leave requests must be made in the time keeping system
 1510 by the employee; when the employee does this, the time off request will be routed to the
 1511 employee’s supervisor for approval. Insufficient notice may result in the vacation leave request
 1512 being denied.

1513 In considering the vacation request, the supervisor shall determine the number of employees in
 1514 their department on vacation at any time. Length of R1 service and work demands may be
 1515 considered in prioritizing vacation leave requests by multiple employees for the same period.

1516 **Maximum Vacation Accrual.** Employees may accrue vacation leave up to, but not exceeding,
 1517 two years of vacation leave. For example, an employee in the 5th year of service may accrue up
 1518 to 240 hours of vacation leave (double the 120 hours of time he or she earns in a year at their
 1519 tenure). Once an employee accrues the maximum amount of vacation leave, the employee will
 1520 not earn additional vacation leave; failure to use the accrued vacation leave will result in
 1521 forfeiture of future vacation time earned. The employee will again begin earning vacation leave
 1522 when, and only to the extent that, vacation leave is used by the employee.

1523 **Pay in Lieu of Time Off.** No employee shall be compensated for vacation leave in lieu of using
 1524 the vacation leave. Vacation leave is designed for rest and relaxation away from employment. It
 1525 is in the employee’s and R1’s best interest that all accrued vacation leave be used.

1526 Payment for accrued vacation time will be made to an employee only upon separation of
 1527 employment.

1528 **Payment for Vacation Time at Separation.** Upon leaving R1 service, employees will be
 1529 compensated for all vacation accrued and not used as of the date of separation.

1530 Leaves of Absence

1531 **Family and Medical Leave.** Pursuant to the United States Department of Labor, eligible
 1532 employees have certain rights and obligations under the Family and Medical Leave Act (the
 1533 “FMLA”).

1534 *Eligibility Requirements.* Employees are eligible for leave under FMLA if:

- 1535 • they have worked for R1 for at least 12 months; and
- 1536 • have 1,250 hours of service with R1 in the previous 12 months.

1537
 1538 FMLA leave may be granted based upon the following requirements and under the following
 1539 circumstances:

1540 *Basic Leave Entitlement.* The FMLA requires covered employers such as R1 to provide up to 12
 1541 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- 1542 • for incapacity due to pregnancy, prenatal medical care, or birth of a child;
- 1543 • to care for the employee’s child after birth, or placement of a child for adoption or foster
 1544 care;
- 1545 • to care for the employee’s spouse, son, daughter, or parent who has a serious health
 1546 condition; or
- 1547 • for a serious health condition that makes the employee unable to perform the employee’s
 1548 job.

1549
 1550 *Military Family Leave Entitlements.* Eligible employees whose spouse, son, daughter or parent is
 1551 on covered active duty or called to covered active duty status may use their 12-week FMLA leave
 1552 entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending

1553 certain military events, arranging for alternative childcare, addressing certain financial and legal
 1554 arrangements, attending certain counseling sessions, and attending post-deployment
 1555 reintegration briefings. FMLA also includes a special leave entitlement that permits eligible
 1556 employees to take up to 26 weeks of leave to care for a covered service member during a single
 1557 12-month period. A covered service member is:

- 1558 • a current member of the Armed Forces, including a member of the National Guard or
 1559 Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in
 1560 outpatient status, or is otherwise on the temporary disability retired list for a serious
 1561 injury or illness; or
- 1562 • a veteran who was discharged or released under conditions other than dishonorable at
 1563 any time during the five-year period prior to the first date the eligible employee takes
 1564 FMLA leave to care for the covered veteran and who is undergoing medical treatment,
 1565 recuperation, or therapy for a serious injury or illness.

1566
 1567 Note that the definitions of “serious injury or illness” for current service members and veterans
 1568 are distinct from the FMLA definition of “serious health condition.”

1569 *Benefits and Protections.* During FMLA leave, R1 will maintain the employee’s health coverage
 1570 under its group health plan on the same terms as if the employee had continued to work. Upon
 1571 return from FMLA leave, most employees must be restored to their original or equivalent
 1572 positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot
 1573 result in the loss of any employment benefit that accrued prior to the start of the employee’s
 1574 leave.

1575 *Definition of Serious Health Condition.* A serious health condition is an illness, injury, impairment,
 1576 or physical or mental condition that involves either an overnight stay in a medical care facility or
 1577 continuing treatment by a health care provider for a condition that either prevents the employee
 1578 from performing the functions of the employee’s job, or prevents the qualified family member
 1579 from participating in school or other daily activities. Subject to certain conditions, the continuing
 1580 treatment requirement may be met by:

- 1581 • a period of incapacity of more than three consecutive calendar days combined with at
 1582 least two visits to a health care provider or one visit and a regimen of continuing
 1583 treatment;
- 1584 • incapacity due to pregnancy; or
- 1585 • incapacity due to a chronic condition.

1586 Other conditions may meet the definition of continuing treatment. If an employee has a condition
 1587 he or she believes may meet the conditions, the employee should consult with their supervisor.

1588 *Use of Leave.* An employee does not need to use this leave entitlement in one block. Leave can
 1589 be taken intermittently or on a reduced leave schedule when medically necessary. Employees
 1590 must make reasonable efforts to schedule leave for planned medical treatment so as not to
 1591 unduly disrupt R1’s operations. Leave due to qualifying exigencies may also be taken on an
 1592 intermittent basis.

1593 *Substitution of Paid Leave for Unpaid Leave.* FMLA leave is without pay, except that employees
 1594 will be required to substitute Vacation and Sick Leave for FMLA leave until such paid leave has
 1595 been exhausted. Leave that qualifies as paid leave under a temporary disability benefit plan (if
 1596 any) also runs concurrently with FMLA leave and no other paid time off is substituted for this
 1597 leave. Leave that qualifies as paid leave under state , 36s’ compensation laws also runs
 1598 concurrently with FMLA leave and no other paid time off is substituted for this leave. In no
 1599 situation may an employee duplicate benefits or attempt to use benefits simultaneously that
 1600 would result in receiving benefits greater than 100% of the employee’s base hourly or salary rate.
 1601 After all paid leave of any kind has been exhausted, the remaining weeks of FMLA leave will be
 1602 without pay.

1603 *Employee Responsibilities.* Employees must provide 30 days’ notice of the need to take FMLA
 1604 leave when the need is foreseeable. When 30 days’ notice is not possible, the employee must
 1605 provide notice as soon as practicable and generally must comply with R1’s normal call-in
 1606 procedures. Employees must provide sufficient information for R1 to determine if the leave may
 1607 qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient
 1608 information may include that the employee is unable to perform job functions, a family member
 1609 is unable to perform daily activities, the need for hospitalization or continuing treatment by a
 1610 health care provider, or circumstances supporting the need for military family leave. Employees
 1611 also must inform R1 if the requested leave is for a reason for which FMLA leave was previously
 1612 taken or certified. Employees may be required to provide a certification and periodic
 1613 recertification supporting the need for leave.

1614 *Employer Responsibilities.* R1 will inform employees requesting leave whether they are eligible
 1615 under FMLA. If they are not eligible, R1 will provide notice and a reason for the ineligibility. For
 1616 those employees who are eligible, R1 will inform them if leave will be designated as FMLA-
 1617 protected and the amount of leave counted against the employee’s leave entitlement.

1618 *Unlawful Acts.* The FMLA makes it unlawful to:
 1619 • interfere with, restrain, or deny the exercise of any right provided under FMLA; and
 1620 • discharge or discriminate against any person for opposing any practice made unlawful by
 1621 FMLA or for involvement in any proceeding under or relating to FMLA.
 1622

1623 *Enforcement.* An employee may file a complaint with the U.S. Department of Labor or may bring
 1624 a private lawsuit against an employer for alleged FMLA violations. FMLA does not affect any
 1625 federal or state law prohibiting discrimination, or supersede any state or local law which provides
 1626 greater family or medical leave rights.

1627 *Twelve-Month Period.*
 1628 • Service Member Family Leave. In the case of Service Member Family Leave, the 12-month
 1629 period in which an employee may take their 26 weeks of leave will begin on the first day
 1630 of Service Member Family Leave and will continue for the next 12 months.
 1631 • All Other FMLA Leaves. For all other FMLA leaves, R1 will use the “12-month backward”
 1632 method in determining the number of weeks of FMLA leave to which an employee is

1633 entitled. Under this method, when an employee makes a request for FMLA leave, R1 will
 1634 examine their FMLA leave record for the past 12 months. In that 12-month time period,
 1635 an employee will be entitled to take a maximum of 12 weeks of family and medical leave.

1636 **Military Leave.** An employee who enters the military service of the United States, National
 1637 Guard, or any branch of the armed forces reserve shall be granted a military leave of absence in
 1638 accordance with the federal Uniformed Services Employment and Reemployment Rights Act
 1639 (USERRA), the Illinois Service Member Employment and Reemployment Rights Act or other
 1640 applicable law. An employee who expects or intends to take a military leave of absence, or who
 1641 is ordered to report for active duty, must, if possible, notify their supervisor verbally or in writing
 1642 as soon as that employee becomes aware that they will be absent due to military obligations.

1643 Employees who are members of the National Guard or in the armed forces reserve will receive
 1644 pay for up to two weeks per calendar year for any required temporary military leave. In such
 1645 cases, employees shall receive the difference between their regular salary and whatever
 1646 compensation they receive for their military service. The military check or pay stub should be
 1647 submitted R1 payroll in order to document the pay. Employees may retain any military payment
 1648 they received for transportation and/or living allowances associated with their service.

1649 **Jury Duty Leave.** A leave of absence will be granted to regular, full-time employees while on jury
 1650 duty. Employees will be paid the difference between their jury duty pay and their usual salary
 1651 upon presentation of court receipts showing their participation and compensation.

1652 **Bereavement Leave (Funeral Leave).** A regular full-time employee who has completed their first
 1653 60 days of employment shall be allowed up to three (3) consecutive days with pay for the purpose
 1654 of arranging and attending the funeral of the following family members: spouse, civil union
 1655 partner, children and step-children, parents and step-parents, siblings, grandparents,
 1656 grandchildren, mother in-law, father in-law, children in-law, grandparents in-law, sister in-law,
 1657 and brother in-law. Eligible regular part-time employees, who have completed their introductory
 1658 period shall be allowed pro-rated funeral leave for up to three (3) consecutive days with pro-
 1659 rated pay for the same family members listed in this paragraph. The supervisor, at their
 1660 discretion, may authorize time off without pay for situations not covered herein. Funeral leave
 1661 shall not be granted if an employee is on approved leave, vacation, or holiday on the day of the
 1662 funeral.

1663 **Family Bereavement Leave.** In addition to the bereavement leave in accordance with the
 1664 following.

1665
 1666 *Eligible Employees.* Eligible employees are those employees eligible for leave under the Family
 1667 and Medical Leave Policy.

1668
 1669 *Reasons for Leave.* Eligible employees may take up to a total of 10 work days leave for the
 1670 following reasons:

- 1671 • attending the funeral or alternative to a funeral of a covered family member;
- 1672 • making arrangements necessitated by the death of a covered family member;
- 1673 • grieving the death of the covered family member; or
- 1674 • being absent from work due to:
 - 1675 ○ a miscarriage;
 - 1676 ○ an unsuccessful round of intrauterine insemination or of an assisted reproductive
 - 1677 technology procedure;
 - 1678 ○ a failed adoption match or an adoption that is not finalized because it is contested by
 - 1679 another party;
 - 1680 ○ a failed surrogacy agreement;
 - 1681 ○ a diagnosis that negatively impacts pregnancy or fertility; or
 - 1682 ○ a stillbirth.

1683
 1684 A “covered family member” is an eligible employee's child, stepchild, spouse, domestic partner,
 1685 sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

1686
 1687 A “child” is an eligible employee’s biological child, adopted child, foster child, stepchild, legal
 1688 ward, or a child of a person standing in the place of a child (“loco parentis”).

1689
 1690 *Pay.* Family Bereavement Leave is without pay; however, the employee may use available
 1691 Bereavement Leave Pay or vacation (or other accrued paid time off) before taking unpaid Family
 1692 Bereavement Leave.

1693
 1694 **Victims’ Economic Safety and Security Act Leave.** Pursuant to the Illinois Victims' Economic
 1695 Security and Safety Act (VESSA), R1 grants unpaid leave to its employees who are victims of
 1696 domestic, sexual , gender, or other crime of violence or to those who have a “family or household
 1697 member” (a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any
 1698 other person related by blood or by present or prior marriage or civil union, other person who
 1699 shares a relationship through a child, or any other individual whose close association with the
 1700 employee is the equivalent of a family relationship as determined by the employee, and persons
 1701 jointly residing in the same household) who are victims of domestic, sexual, gender, or other crime
 1702 of violence and whose interests are not adverse to the employee as it relates to the domestic,
 1703 sexual, gender, or other crime of violence.

1704 *Eligibility.* All employees are eligible for leave under this policy. Employees are entitled to a
 1705 maximum of eight (8) weeks of unpaid leave during any twelve (12) month period. VESSA does not
 1706 create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed
 1707 under or in addition to the unpaid leave time permitted by FMLA.

1708 *Reasons for Leave.* An employee who is a victim of domestic, sexual, gender, or other crime of
 1709 violence or who has a family or household member who is a victim of domestic, sexual, gender, or

1710 other crime of violence and whose interests are not averse to the employee as it relates to such
 1711 violence may be entitled to leave for the following reasons:

- 1712 • seeking medical attention for or recovering from physical or psychological injuries caused by
 1713 such violence to the employee or to the employee's family or household member;
- 1714 • obtaining services from a victim services organization for the employee or the employee's
 1715 family or household member;
- 1716 • obtaining psychological or other counseling for the employee or the employee's family or
 1717 household member;
- 1718 • participating in safety planning, temporarily or permanently relocating, or taking other
 1719 actions to increase the safety of the employee or the employee's family or household
 1720 member from future domestic, sexual, gender, or other crime of violence or to ensure
 1721 economic security; or
- 1722 • seeking legal assistance or remedies to ensure the health and safety of the employee or the
 1723 employee's family or household member, including preparing for or participating in any
 1724 civil or criminal legal proceeding related to or derived from such violence.

1725 *Notice.* Employees must give at least forty-eight (48) hours' notice prior to the commencement of
 1726 their leave, unless such notice is not practicable. If an employee cannot give forty-eight (48) hours'
 1727 notice, the employee must provide notice as soon as possible.

1728 *Certification.* R1 may require employees to certify their right to leave by submitting a sworn
 1729 statement and, if they have possession of such documents, they shall provide:

- 1730 • documentation from an employee or volunteer of a victim services organization, an
 1731 attorney, clergy member, or a medical or other professional from whom the employee or
 1732 the employee's family or household member has sought assistance; or
- 1733 • a police or court record; or
- 1734 • other corroborating evidence.

1735 Employees may choose which document to submit, and R1 will not request or require more than
 1736 one document to be submitted in a 12-month period.

1737
 1738 *Confidentiality.* All information pertaining to the use, notice, and certification of domestic and
 1739 sexual violence leave provided to R1 shall be retained in the strictest confidence, except to the
 1740 extent that disclosure is requested or consented to in writing by the employee or otherwise required
 1741 by applicable law.

1742
 1743 *Intermittent Leave.* Intermittent leave or reduced work schedule leave (i.e., taking leave in
 1744 separate blocks of time, rather than leave for a continuous period of time) may be available if
 1745 permitted by the employee's supervisor and the Executive Director.

1746 *Paid or Unpaid Leave.* When taking leave for VESSA, eligible employees may elect to use (1)
 1747 unpaid leave, or (2) accrued or provided paid vacation, personal, or sick time. On the notice
 1748 required, employees should indicate whether the leave is elected to be unpaid or paid. Both

1749 unpaid and paid leave will be counted toward the 12-week length of leave required to be
 1750 provided under VESSA.

1751 *Health Insurance and Other Benefits.* While on unpaid VESSA leave, R1 will pay its standard
 1752 contribution for health insurance benefits and the employee is responsible for the employee
 1753 contribution. Other benefits will be suspended while the employee is on unpaid status. Upon
 1754 return to work, the employee will once again receive benefits equivalent to those he or she
 1755 earned prior to leave.

1756 *Reporting.* R1 may require the employee to report periodically, in writing, of their status and
 1757 intention to return to work upon completion of leave.

1758 *Return to Work.* Upon completion of VESSA leave, R1 will restore the employee to the position held
 1759 prior to the leave, or to a substantially equivalent position, subject to exceptions as provided by law.

1760 **Personal Leaves of Absence (Non-FMLA Leave of Absence.)** Employees may request non-FMLA
 1761 unpaid leave only after the completion of their introductory period. After the exhaustion of all
 1762 other leaves of absence, a non-FMLA leave of absence may be granted at the sole discretion of
 1763 the Executive Director for reasons that do not qualify under the Family and Medical Leave Policy,
 1764 and for employees who are ineligible for Family and Medical Leave under that policy, or for
 1765 employees who have exhausted their leave under that policy. Such leaves of absence are granted
 1766 solely at the discretion of the Executive Director. R1 is under no obligation to grant such a leave.
 1767 In evaluating such requests, the Executive Director shall consider the reason for the leave and
 1768 the ability of R1 to carry on the activities assigned to the employee with existing staff or
 1769 temporary employees. In no case shall the leave be for more than one (1) year. No vacation time
 1770 or other benefits will be earned or accrued during such leave period.

1771 **Blood Donation Leave.** Pursuant to the Employee Blood Donation Act, full-time employees who
 1772 have been employed for a period of six (6) months or more and who donate blood will be allowed
 1773 up to one (1) hour of paid leave to donate blood every fifty-six (56) days, in accordance with the
 1774 appropriate medical standards established by the American Red Cross, America’s Blood Centers,
 1775 the American Association of Blood Banks, or other nationally recognized standards. Employees
 1776 must request and receive approval from their supervisor for the leave. Confirmation of blood
 1777 donation may be required.

1778 **Voting Leave.** Pursuant to 10 ILCS 5/7-42 and 10 ILCS 5/17-15, employees will be allowed up to
 1779 one (2) hours of paid leave to cast their vote if their work hours begin less than two hours after
 1780 the opening of polls and end less than two hours before closing of polls. Employees must make
 1781 arrangements with their supervisor for leave.