

MADISON COUNTY BOARD



PERSONNEL POLICY HANDBOOK

(2023)

**MADISON COUNTY
PERSONNEL POLICY HANDBOOK
Revised May 2023**

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I. Forward

A. Statement of Purpose

The purpose of this Personnel Policy Handbook is to implement and maintain a uniform system of employment within all Madison County Board Departments. The Personnel Policy Handbook is designed to provide employees and management with information pertaining to the employment policies and procedures applicable to all employees of the Madison County Board (hereinafter, the "County").

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described herein. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific question the County Board Personnel Department in which you work.

This Personnel Policy Handbook does not confer any contractual rights, whether express or implied, especially regarding continued employment by the County. Nor does it guarantee any fixed terms and conditions of employment. Your employment is not for any specific time.

The County reserves the right to amend or discontinue these policies, practices and benefits at any time without prior notification. The County will, as always, attempt to inform its employees of any changes as they occur. All policies and procedures contained in this handbook, and subsequent modifications, will be deemed in full force and effect as of their adoption by the Madison County Board.

Employees should consult the following collective bargaining agreements or other employment policy documents for additional information pertaining to policies and procedures, to wit:

Madison County Legally-Advised Policy Packet

Personnel Policies for County Board Appointed Officials and Department Heads;

Personnel Policies for County Board Supervisory, Professional and Confidential Employees;

Collective Bargaining Agreement between Chauffeurs, Teamsters, warehousemen & Helpers Local Union No. 525 Affiliated with the International Brotherhood of Teamsters and The Madison County Highway Department;

Collective Bargaining Agreement between Chauffeurs, Teamsters, Warehousemen & Helpers Local Union No. 525 Affiliated with the International Brotherhood of Teamsters and the Madison County Animal Control Department;

Collective Bargaining Agreement between Madison County Board & Sheriff of Madison County and Policemen's Benevolent Labor Committee;

Collective Bargaining Agreement between Policemen's Benevolent Labor Committee and Madison County Board and Madison County Coroner;

Collective Bargaining Agreements between Local # 799 of the American Federation of State, County and Municipal Employees and Madison County, Illinois.

Nothing in this Personnel Policy Handbook shall in any way affect the rights of an Elected Official to develop and disseminate information concerning the operations of any elected office or regarding duties and job position descriptions.

Finally, some of the subjects described herein, such as the Group Health Benefits Plans are covered in detail in official policy documents. You should refer to these documents for specific information insofar as this Personnel Policy Handbook only briefly summarizes those benefits. Please note that the terms of the written health benefits plan document are controlling.

B. Definitions

Employer - The term employer, as used in this Personnel Handbook, means the Board of Madison County (also referred to herein as the "County").

Employee - The term employee, as used in this Personnel Handbook, means any person in the service of the County, including an authorized volunteer. A contractor or one employed by a contractor who has contracted with the County is not considered an employee of the County. For purposes of this Handbook, an Elected Official is not an employee whose personal rights are affected by the handbook.

Department - The term department, as used in this Personnel Handbook, shall be defined as any unit of County government that:

1. Has as its executive officer an appointed public official, and;
2. Has been designated under the County budget of monies with one or more authorized accounts providing, among other expenses, for salaries.

Elected Official - The term Elected Official as mentioned in this Personnel Handbook, means an elected public office holder. An Elected Official is the one individual ultimately responsible for all operations of his/her office. While an Elected Official may adopt all or portions of this Personnel Handbook, s/he is not obligated to do so. If the Elected Official adopts all or portions of this Personnel Handbook, s/he may designate a representative as being responsible for carrying out the immediate functions as enumerated in this Personnel Handbook.

Department Head - The term Department Head, as mentioned in this Personnel Handbook, means the County Board appointed official who is ultimately responsible for all operations of his/her department, unless specifically indicated otherwise in this Personnel Handbook. The Department Head may designate a representative as being responsible for carrying out the immediate functions as enumerated in this Personnel Handbook.

Immediate Supervisor - The term immediate supervisor, as used in this Personnel Handbook, shall mean the individual to whom the employee shall immediately report and be responsible for his/her work.

County Board - The term County Board, as used in this Personnel Handbook, shall mean the elected public office holders of the Madison County Board.

Workplace - All property (including parking lots) owned by the County and any non-County property where work is being performed by County employees in an official capacity.

C. Equal Employment Opportunity

Madison County believes in equal employment opportunity for all individuals without regard to race, color, religion, sex, age, national origin, disability, status as a Vietnam era veteran or other protected veterans, sexual orientation, gender identity, genetic information, Order of Protection status, or any other protected characteristic as established by law. This policy extends to all terms, conditions, and privileges of employment as well as the use of all County Government facilities and participation in all County Government-sponsored activities, including, but not limited to the following: Recruitment; Hiring; Termination; Compensation; Benefits; and/or Condition of employment.

D. Personal Property Policy

Madison County employees are encouraged to bring minimal personal property to work. The County is not responsible for loss, theft, or damage of personal property. The County reserves the right to conduct unannounced searches of personal property and work areas based upon reasonable suspicion.

II. Working Hours/Pay Periods/Attendance

Employees should consult their Union contract or other employment policy document for more information concerning working hours, pay periods, punctuality and attendance.

A. Working Hours and Overtime

Work Time Policies

Employees of Madison County are expected to work during all assigned work periods, exclusive of bona fide breaks, meal times or unscheduled hours, etc. Employees are not to perform work during such non-work breaks, meal times or unscheduled hours, unless they receive approval from their immediate supervisor. Overtime work shall be performed only as authorized in accordance with signed labor agreements, County Board adopted personnel policies.

Compensatory Time Policy

It is the policy of Madison County, in agreement with its employees as evidenced by the agreements listed in the foreword, that employees may receive compensatory time off at the rate of not less than one and one half hours for each hour of employment for which overtime compensation is required under the Fair Labor Standards Act, or under signed labor agreements, personnel policies adopted by the County Board, or policies instituted by Elected Office Holders.

Employees requesting to use accrued compensatory time must make a specific request, in writing, to their immediate supervisor. The exact amount accrued can be verified with Payroll. Use of such time will be allowed within a reasonable period following the request as long as the request does not unduly disrupt the operations of Madison County. The use of accrued compensatory time shall also be governed by Union contracts or other employment policy documents.

Inclement Weather

When inclement weather prevents employees from reaching the buildings, employees may take time off without pay or request from their Department Head to account for such absences by using accrued time, such as vacation and compensatory time earned. Sick Leave may not be used to cover absence due to inclement weather.

B. Punctuality and Attendance

It is the policy of Madison County that the following definitions will be used:

1. Excessive tardiness shall be defined as more than three (3) unscheduled periods of tardiness in a rolling three (3) month period.
2. Excessive absence shall be defined as more than six (6) unscheduled periods of absence in a rolling 12 month period.

Employees who exceed these numbers may be subject to disciplinary action, up to and including dismissal.

It is the policy of Madison County that employees should be at their place of work and be ready to work at their scheduled start time. If an employee does not meet these requirements, they may be disciplined in accordance with the definitions given above.

Madison County may choose to utilize its HRIS system to allow a "rounding period" for clocking in or out, for purposes of payroll tracking; however, this does not change an employee's scheduled start and stop time. An employee must be at their assigned workspace and be ready to work at their scheduled start time regardless of whether Madison County's HRIS system utilizes a rounding period.

A scheduled absence or tardy is an absence or tardy which is scheduled and approved at least 24 hours prior to the time it is to be taken or an absence which would qualify under FMLA or ADA.

Employees should consult their Union contract or other employment policy document for more information concerning punctuality and attendance.

C. Reporting of Hours Worked

Hours worked will be kept and maintained in the County's HRIS system.

D. Shift Differential

Employees should consult their Union contract or other employment policy document for more information concerning Shift Differential.

E. Lunch and Break Periods

Employees should consult their Union contract or other employment policy document for more information concerning Lunch and Break Periods.

III. Benefits

A. Vacation

Vacation with pay is a benefit offered to eligible employees.

The exact amount accrued can be verified by consulting the County's HRIS system.

Employees should consult their Union contract or other employment policy document for more information concerning Vacation.

B. Holidays

Holiday pay is a benefit offered to eligible employees.

Employees should consult their Union contract or other employment policy document for more information concerning Holidays.

C. Health Benefits

Group Medical Insurance is a benefit offered to eligible full time employees who work a minimum of 30 hours per week. The County also provides access to dental and vision plans.

Employees should consult their Union contract or other employment policy document and Group Medical Plan booklet for more information concerning Health Benefits.

D. Pension

The County will participate in contributions for all eligible employees to the Illinois Municipal Retirement Fund, which provides a pension, disability and death benefit for participating employees. The County shall follow the guidelines of IMRF in order to protect the benefits of the employees.

Term life insurance is available to all active members of I.M.R.F.

Employees should consult their IMRF booklet for more information concerning this benefit.

E. Social Security/Medicare

Social Security provides income benefits for an employee and family in case of disability, death or eligible retirement. Medicare provides benefits for medical expenses, primarily for persons 65 years of age or older.

Federal law requires that a certain percentage of an employee's pay be deducted and paid to the Social Security Administration to fund this benefit. The County makes additional payments in the employee's behalf, which are equal to the amount deducted from an employee's pay.

Records regarding Social Security deductions and matching payments are maintained by the Social Security Administration. Verification of payments and benefits may be obtained from the Social Security Administration.

F. Nationwide Deferred Compensation Program

A tax-favored supplemental retirement savings program that allows public employees to contribute a portion of their salary, before federal taxes, to a retirement account is available to employees. It is provided for by Internal Revenue Code Section 457. Employees should consult their deferred compensation booklet for more information concerning this benefit.

G. Flexible Spending Account

A money saving benefit for reimbursement of any family medical, dental, chiropractic or other qualifying expenses not covered by a health plan or applied to your out-of-pocket expenses is available to employees. Eligibility occurs after the employee's health benefits become effective. There is also a Dependent Care Spending Account available immediately. Both are subject to seasonal enrollment requirements. Employees should consult the Madison County Website for more information concerning this benefit.

H. Other Benefits

Other benefits available to Madison County employees include: An Employee Assistance Program; Savings Bonds through payroll deduction; Payroll Direct Deposit; Life Insurance; and Bright Star College Savings Plan.

IV. Leave of Absence

A. Sick Leave

A "Madison County Fitness-For-Duty Certification" must be completed by the Health Care Provider of an employee who has been or expects to be absent from work due to illness or disability for a period of three (3) or more consecutive working days. It must be filed with the/Department Head and Human Resources immediately upon return to work or prior to the tenth (10th) day of the absence, whichever is earlier, unless the employee is physically unable to do so.

The County reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's absence or ability to return to work. Any such second opinion will be paid for by the County with a physician chosen by the County.

The exact amount accrued can be verified by checking your accrual balance within the county's HRIS system.

Employees should consult their Union contract or other employment policy document for more information concerning Sick Leave.

B. Leave without Pay

Employees should consult their Union contract or other employment policy document for more information

concerning Leave without Pay.

V. Employee Conduct

A. Conduct

It is the policy of Madison County that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the County and for the benefit and safety of all employees and citizens of Madison County. Conduct that interferes with operations, discredits the County, or is offensive to the public or fellow employees will not be tolerated.

1. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the County and so as to comply with the policies outlined in this handbook as well as other policy documents. Such conduct includes:
 - a. Reporting to work punctually and being at the proper work station, ready for work, at the assigned starting time;
 - b. Giving appropriate advance notice whenever unable to work or report on time;
 - c. Smoking and use of smoking devices only at times and in places not prohibited by County rules or local ordinances;
 - d. Wearing clothing appropriate for the work being performed;
 - e. Eating meals only during meal periods and only in the designated eating areas;
 - f. Maintaining work place and work area cleanliness and orderliness;
 - g. Treating the public and fellow employees in a courteous manner;
 - h. Wearing safety belts while operating a County vehicle or while driving a personal vehicle on County business
 - i. Performing assigned tasks efficiently and in accordance with established quality standards;
 - j. Cooperating with investigations of alleged misconduct or criminal activity occurring at or on the workplace by employees or other persons; and
 - k. Reporting damage or misuse of County property
2. It is not possible to list all forms of behavior that are considered unacceptable in the workplace. Individual departments may also have rules and policies applicable to their employees.
3. The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:
 - a. Violating any provision of this Personnel Policy or departmental policy;
 - b. Engaging in any conduct unbecoming of a County employee or that discredits the County;
 - c. Taking or giving bribes;
 - d. Being under the influence of intoxicating beverages or illegal drugs while at work;
 - e. Using a County vehicle without the knowledge of the immediate supervisor;

- f. Improperly operating a County vehicle, driving a County vehicle without a valid driver's license or permitting an unauthorized person to operate a County vehicle; operating a County vehicle under the influence of alcohol or drugs;
- g. Operating a personal vehicle on County business without a valid driver's license, without insurance, or under the influence of alcohol or drugs;
- h. Excessive absence or tardiness;
- i. Use of overtime for other than work purposes;
- j. Being discourteous to the public or fellow employees;
- k. Deliberate interruption or hindrance of work;
- l. The use or consumption of County property for personal or private purposes, or the use of County employees during working hours for such purposes;
- m. Misrepresentation of request for sick leave;
- n. Using or attempting to use an official position to secure special privileges, exemptions, or personal gain except as may be otherwise provided by law;
- o. Abuse of telephone usage;
- p. The use of profanity or abusive language;
- q. The unauthorized possession of firearms or other weapons on County property or in County owned vehicles or while performing work related duties;
- r. Insubordination, which means the refusal to obey a written or verbal order of an Department Head or their designate;
- s. Fighting or assault on a fellow employee or citizen;
- t. Theft, destruction, defacement, or misuse of County property or of another employee's property;
- u. Gambling on County property;
- v. Falsifying or altering any County record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records;
- w. Threatening or intimidating fellow employees or citizens;
- x. Sleeping on the job;
- y. Failure to comply with all safety and security regulations as outlined in the "Madison County Government Safety Handbook";
- z. Engaging in any form of sexual harassment;
- aa. Improper disclosure of confidential information;
- bb. Neglect or abuse of any patient or individual in the care or keeping of Madison County;
- cc. Absence without notification and authorization;

- dd. Commission of a criminal act if relevant and/or injurious to the employment situation;
- ee. Making false accusations so as to discredit other employees or supervisors;
- ff. Negligence or improper conduct leading to damage of property;
- gg. Being on County property or in County buildings outside of regular hours, without authorization of a Supervisor;
- hh. Violating the personal privacy of another employee, including by recording him/her without permission or eavesdropping on conversations; and
- ii. Negligence which places the employee or others in a life threatening situation.

The examples above, are illustrative of the type of behavior that will not be permitted, but are not intended to be an all-inclusive listing.

B. Telephone Usage

Good telephone habits are an indication that the department is interested in serving the public. At all times, answer promptly and courteously. Identify yourself, be friendly and helpful. Write time and date of any message from the caller, transfer calls tactfully, give accurate information, do not keep the caller waiting and hang up carefully.

Employees must keep incoming and outgoing personal calls to a minimum. It is the employee's responsibility to ensure that no cost to the County results from his/her personal phone calls.

Personal cell phones can only be used during breaks outside of public office areas unless the call is an emergency.

C. Personal Appearance

Appropriate dress, personal hygiene and neatness contribute to the morale of all employees and affect the image Madison County presents to citizens and visitors. During working hours, employees are expected to present a clean and neat appearance and dress in appropriate business attire.

The following information is intended to serve as a guide to help define appropriate professional/casual business wear for employees at Madison County. However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, and professional clothing. It is never appropriate to wear stained, wrinkled, frayed, tight fitting, or revealing clothing to the workplace.

Listed below is a general overview of acceptable proper attire, as well as, a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper business wear and allow you to make intelligent judgments about items that are not specifically addressed.

The following lists do not apply to employees in Departments which require uniforms or other work related clothing such as Highway Maintenance, Building Maintenance, etc. Some departments may require a more formal attire and/or there may be times when your scheduled activities dictate a more formal business attire.

Examples of acceptable business wear include:

- business suits or sport coats
- slacks
- Capri pants
- casual dresses and skirts

- casual shirts and blouses
- golf shirts
- turtlenecks
- sweaters
- loafers

Examples of inappropriate clothing items that should not be worn include:

- denim/jeans all colors/denim skirts or denim Capris (unless during a designated casual day)
- sweatpants/sweat suits/exercise wear
- shorts
- extremely tight fitting clothing (tops or bottoms)
- miniskirts or skorts (shorter than fingertips with arms at sides, as a general rule)
- spaghetti-strap, strapless dresses, tank tops (unless covered by another shirt or jacket)
- collar-less t-shirts
- clothing with beer, alcohol, tobacco logos or offensive messages or images or any shirts with logos larger than 2 inches in diameter
- halter tops
- visible undergarments
- flip flops (thongs) or foam beach type shoes, athletic shoes, slippers
- crop tops (midriff showing)
- low cut tops that are too revealing
- sheer or see-through blouses or shirts
- ball caps or hats

Relaxed professional dress policy is the same as above except that it includes:

- jeans or denim (which is not white-washed, acid washed or of similar nature, faded, frayed or torn which are not of a low rise or bib overall type)
- clean athletic shoes
- tucked in collar-less t-shirts

Employees, who do not meet with the public and who work in non-public areas, for example, computer operators in Information Systems, inspectors, and other field personnel, may dress according to a more relaxed professional dress policy. At certain times, days may be designated as casual days. When a casual day is designated by the County Board Chairman Pro-Tem, employees may dress according to the relaxed professional dress policy. The Department Head will determine whether an employee is eligible for the relaxed professional attire exceptions.

Management reserves the right to authorize variations or substitutions of the designated dress code policy as needed for medical, religious, or other extenuating circumstances. Also, Management reserves the right to determine the appropriateness of all dress, and grooming within Madison County offices.

Any employee who does not meet the dress code will be sent home by their Department Head on his or her own time to change to appropriate clothing. Consult your supervisor or Department Head if you have questions as to what constitutes appropriate attire.

D. Personnel Records

Employees have a responsibility to keep their personnel records up to date in the county's HRIS system. Examples of this information would be:

1. Name;
2. Address; (Must give actual address if have P.O. Box)
3. Telephone Number;
4. Marital status (for benefits and tax withholding purposes only);
5. Number of dependents;

6. Beneficiary designations for County pension;

E. Housekeeping

All employees are responsible for maintaining their work areas in a clean and orderly fashion at all times. Cooperation in keeping other areas, such as rest rooms, neat and clean will be appreciated by other employees.

F. Other Employment

It is the policy of Madison County that employees are prohibited from having other employment, which will interfere with the performance of their duties with Madison County. In addition, employees are prohibited from other employment which creates a conflict of interest.

Any employee performing outside services or having other employment must report such services or employment to the Department Head.

Employees who are injured while engaging in other employment must notify the Department Head.

G. Correspondence and Communication

Courtesy should be given in all communications and correspondence, and all employees should refrain from unnecessarily criticizing any individuals or agencies concerning official transactions or business.

H. Speech and Official Statements

Employees are encouraged to appear before civic organizations, fraternal organizations or any other group in an official capacity. Employees must notify the Department Head prior to accepting such speaking engagements.

Employees are cautioned against making statements or giving impressions regarding official agency policy or position without prior expressed authority being granted. Normally, the County Board Administration has the sole right to adopt and interpret the policies of the organization. If in doubt, it is always preferable to consult the Department Head before making any statements that might possibly be misinterpreted or misconstrued by the general public or press.

The Department Head will make all news releases concerning the department.

I. Dissemination of Information

The County shall comply with the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., as amended. All requests made pursuant to this Act must be date stamped and directed to the appropriate FOIA officer / immediately. In addition, all requests must be submitted in the following form: in writing, and on the F.O.I.A. form maintained by the appropriate FOIA officer.

J. Mail

The mail system, including E-mail, is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace. Personal mail sent through inter-office mail is also prohibited.

VI. Miscellaneous

A. Termination

If an employee plans to resign, the employee should advise the immediate supervisor as far in advance as possible. A two week written notice would be appreciated in most cases. An exit interview will be scheduled to review benefits, options for continuing benefits and discuss other appropriate details.

The County will not pay for any benefits beyond the date considered to be the employee's last day of employment, except for health benefits which continue through the end of the month in which employment with the County is terminated.

All payments for accumulated sick leave and/or vacation due to an employee upon separation, shall be paid in a lump sum on the payday immediately after the employee's permanent separation date in accordance with the applicable collective bargaining agreements and personnel policies. In addition, sick leave or vacation may not be used to extend an employee's employment with Madison County unless the employee is eligible for sick leave as a result of a verifiable illness. No accrued personal days will be paid out at the time of termination.

B. Soliciting

It is the policy of Madison County that unsolicited outside vendors are not permitted to sell any goods or services on County premises. If an employee is approached by an outside vendor on County premises, the employee should report the incident to his/her immediate supervisor.

C. Recruitment, Selection & Placement

It is the policy of Madison County to attempt to recruit, select and place qualified persons in open positions within the parameters of the job description established for each position and in conformity with existing equal opportunity regulations.

We encourage the filling of open positions with qualified current employees through promotional and/or lateral transfer and by offering employment to other qualified outside candidates.

A member of an employee's immediate family will be considered for employment by the County, provided the applicant possesses all the qualifications for employment. An immediate family member, except for a spouse, may not be hired, however, if such employment would:

1. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring, or promoting an employee. For purpose of this policy, "immediate family" includes: the employee's brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household except spouse.

Employees, who become members of the same household, may continue employment as long as there is not:

1. A direct or indirect supervisor/subordinate relationship between such employees; or
2. An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the County will attempt to find a suitable position within the County to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

D. Residency Requirement

It is the policy of Madison County that new employees of Madison County hired after September 1, 1988, shall be or become residents of Madison County within six (6) months of their hiring date and shall maintain their residency for the duration of their employment with Madison County.

If after six (6) months of employment the employee has made no attempt to become a Madison County resident, his/her employment shall be terminated.

If after 24 months of employment, the employee has not become a Madison County resident, his/her employment shall be terminated, except that the Personnel & Labor Relations Committee may grant an extension if extenuating circumstances exist. If an extension is approved, it will be at the Committee's discretion to determine the length of the extension and will be without prejudice or precedence. In no situation may the residency requirement be waived.

Further, those employees hired prior to September 1, 1988 and who currently reside in Madison County shall also maintain County residency for the duration of their employment.

The only exception to the residency requirement is in the Employment & Training Department, which serves and may employ people from Bond County and Madison County.

E. Grievance Procedures

Employees should consult their Union contract or other employment policy document for more information concerning Grievance Procedures.

F. Health Conditions

It is the policy of the County that employees with infectious, long-term, life-threatening, or other serious diseases may work as long as they are physically and mentally able to perform the duties of their job, without undue risk to their own health or that of other employees or the public. The Policy Guidelines are as follows:

1. The County will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.
2. Employees afflicted with a serious disease are to be treated the same as any other employee. In addition, if the serious disease affects their ability to perform their assigned duties, such employees are to be treated like other employees who have disabilities that limit their job performance.
3. Employees who are diagnosed as having a serious disease are encouraged to inform their immediate supervisor of their condition as soon as possible. Supervisors should respond with compassion and understanding. In addition, they should review with the employee County Policy on such issues as leaves and disability, infection control, any accommodation the employee may request and the County's response to that request, the County's continuing expectation regarding the employee's performance and attendance, and available benefits.
4. The County may require a doctor's certification of an employee's ability to perform his/her duties safely.
5. The County will attempt to maintain the confidentiality of the diagnosis and medical records of employees with serious diseases, unless required otherwise by law. Information relating to an employee's serious disease will not be disclosed to other employees unless the information is, in the opinion of the County, necessary to protect the health or safety of the employee, co-workers, or others.
6. The County will comply with applicable occupational safety regulations concerning employees

exposed to blood or other potentially infectious materials. Universal precautions, engineering and work practice controls, and personal protective equipment will be implemented to limit the spread of diseases in the work place.

7. Employees concerned about being infected with a serious disease by a co-worker, or other person should convey this concern to their immediate supervisor or Human Resources. Employees who refuse to work with or perform services for a person known or suspected to have a serious disease, without first discussing their concern with a supervisor, will be subject to discipline, up to and including termination. Where there is little or no evidence of risk of infection to the concerned employee, the employee may be assigned to work with or perform services for any other employee or person as required by the County.

G. Photo I.D.'s

Madison County may issue a photo I.D. card for employees.

Employees will not use their I.D. for personal business or personal gain. If an identification card is lost or stolen, it must be reported in writing to the Department Head. The I.D. must be turned in to the Department Head upon termination of employment with Madison County.

H. Employer Information and Property

No County related information or property, including without limitation, documents, files, records, computer files, equipment, keys, office supplies or similar materials (except in the ordinary course of performing duties on behalf of the County) may, therefore, be removed from the County's premises. In addition, when an employee leaves the County, the employee must return to the County all County related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, keys, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

I. County Board Job Descriptions

All new County Board job descriptions must be approved by the Personnel and Labor Relations Committee. Additionally, any job description edits that change the salary range, grade and step, or hourly range of a position, must also be approved by the Personnel and Labor Relations Committee prior to being implemented.

Madison County Human Resources will have the authority to make language and format changes to job descriptions that have already been created via approval from the Personnel and Labor Relations Committee. This would include changing the job title, summary of the position, duties and responsibilities, qualifications and physical requirements.

Official copies of all Madison County Board job descriptions will be kept on file with Human Resources.

j. Job Audits

All employees who are members of a bargaining unit, please consult your Collective Bargaining Agreement for instructions regarding job audits.

At the request of the employer or employee(s), an audit shall be made to determine the proper classification of a position. Such a request shall be made in writing to the Department Head or Appointed Official, who shall immediately submit the request to Human Resources, who will conduct the audit. The request must be made by filing out the "Job Audit Request Form" which can be picked up from Human Resources and is available on the Madison County Intranet. When filling out the form, the requestor must document what substantive changes have been made to their job that require reclassification; if the requestor fails to document any changes, the audit will immediately be denied.

An employee requested job audit can only be made after an employee has held his or her current position continuously for 24 months. Additionally, after an employee receives a job audit, they must wait 48 months before they can request a new job audit.

Such audit shall be based on the duties currently being performed and shall determine which position title is most appropriate for classification of the position, by reference to the job descriptions, duties performed, and review of other employees' positions who perform essentially the same job at the same level of difficulty. Job audits are only done in regard to a position and its proper classification; the person in the position will not be taken into consideration.

If the position is reclassified to a higher pay grade or salary/hourly range, the incumbent shall be moved with the position and shall receive an increase in pay as if promoted, and shall receive retroactive pay, at the higher rate, from the date the job audit was requested.

Employees whose position is, as a result of a job audit, reclassified to a lower pay grade or salary/hourly range, shall retain their current rate of pay but shall not receive any increase in pay until the general county increases catch them up to what their rate of pay should be.

Reclassification may not be implemented when the duties being performed result from temporary assignment.

The job audit process may not be used as subterfuge for promotion.

The results of an audit shall be made known to the parties no later than one-hundred and eighty (180) days from the date the request was made.

The employee may appeal the results of the audit decision by Human Resources, to the Personnel and Labor Relations Committee. Such appeal shall be commenced by the employee filing with Human Resources a notice of appeal of said decision in writing within ten (10) working days after receipt of notice of the decision. Employees may appeal the job title, job description, or the grade/salary/hourly range. The employee may not appeal their salary/hourly designation as this decision is not made by Human Resources and is based solely on the employee's qualifications and the department's budgetary constraints.

The Personnel and Labor Relations Committee shall meet with the employee within sixty (60) days after receipt of notice of appeal and shall issue a decision in writing within thirty (30) working days after said meeting.

If a Department Head or Appointed official wants to reclassify a position on the step plan as exempt or merit based, s/he must submit a job audit request to Human Resources. Human Resources will treat the request as a regular job audit (described herein) and shall determine whether the position can be made exempt and recommend a salary range based upon comparable positions.

VII. Vehicle Policy

A. Purpose

To define and describe the usage parameters related to the operation of Madison County vehicles by County employees. The objectives of this policy are to:

1. Ensure the safety and wellbeing of County employees and property through the establishment of a mandatory employee safe driver-training program.
2. Minimize the liability to the County,
3. Control the number of County owned or leased vehicles being used by employees to commute to and from work in an effort to facilitate the efficient and effective use of County resources.

B. General Guidelines

1. County vehicles shall be used only for "OFFICIAL COUNTY BUSINESS" which is defined as:

- a. All duties performed in accordance with the employee's job.
 - b. Additional and/or specialized duties directed by the employee's supervisor.
 - c. Attendance at County-related business meetings.
 - d. Inspections of specific sites.
 - e. Other situations necessary to perform County business, which may include but is not limited solely to commuting, with department supervisor approval, due to atypical business hours and duty assignments.
2. An employee must have two years of licensed driving experience and a valid Illinois driver's license in order to drive a vehicle. An employee must read and sign The "County Vehicle Driver Form" prior to driving a County-owned vehicle.
 3. Driver Training: All employees will complete a safe driver course within six months of their hire or an equivalent program that is part of certain job positions. Refresher courses must be taken for all employees every three years. If an employee is totally accident free for this three-year period, he/she will be waved from the refresher course based on this merit, for the following period.
 4. Emergency/Roadside Assistance: In the spirit of good citizenship, and consistent with safety requirements, all Madison County employees operating Madison County vehicles are encouraged to call for aid or assistance to the motoring public on Madison County roads at all times. Most county vehicles are equipped with some type of communication equipment, and every reasonable effort should be put forth to respond to certain roadside emergencies.
 5. Vehicle Modification: No employee shall make any "personal" modifications to any county vehicle without the prior approval of the Department Head.
 6. Cigarette smoking, use of any other smoking devices, including e-cigarettes or tobacco products is not permitted in County-owned vehicles or while operating equipment.
 7. Cell Phone/Electronic Device Policy while driving: For safety purposes, employees shall not use cell phones, hands-free or otherwise, while driving a County-owned vehicle or personal vehicle while conducting County business. If it is necessary to accept or place a call while driving, employees shall safely pull off the road and/or access nearby legal parking. Employees shall not compose, send or read any electronic message from a cell phone or electronic device while driving a County-owned vehicle or personal vehicle while conducting County business.

This paragraph does not apply to a County law enforcement officer or operator of an emergency vehicle while performing his or her official duties. Also excluded is a driver using an electronic communication device for the sole purpose of reporting an emergency situation and continued communication with emergency personnel during the emergency situation. It is recommended the vehicle operator still attempt to safely pull off the road and/or access nearby legal parking as soon as possible to minimize potential accidents.

C. Violations

1. Violation of this policy will be cause for disciplinary action, up to and including termination.
2. The use of county vehicles for the following purposes is strictly prohibited:
 - a. Personal reasons, recreational purposes, including unauthorized commuting.
 - b. To pull or push another vehicle, except for County maintenance units and certain Highway department operational equipment.
 - c. No alcoholic beverage (whether opened or unopened), narcotic, firearm, or explosive material (except in vehicles as it relates to the enforcement of laws, ordinance, and policy) may be transported in a county-owned vehicle.
 - d. County vehicles shall not be parked in front of or in a parking area associated with taverns or liquor stores, unless employee is on official business. (Restaurants serving liquor are not included in this prohibition.)
 - e. Any employee, who operates a County vehicle while under the influence of alcoholic beverages and/or drugs, may be subject to immediate dismissal. It is the responsibility of the employee to notify his or her supervisor of any prescription or over-the-counter medication that would impair his or her driving ability.
 - f. Attendance at political programs, social events, and solicitations, except when required by an elected County official as part of their duty.

- g. Permitting unauthorized passengers to ride in a County vehicle.

D. Vehicle Operator Responsibilities

1. The operator of the vehicle is personally charged with operating the vehicle in a safe, lawful, and courteous manner at all times. If the vehicle appears to be unsafe, the employee must report the conditions to his or her supervisor, who will then arrange for repairs. When unattended, the vehicle is to be locked and the engine turned off except for law enforcement units.
2. Seat belts shall be used at all times.
3. Completion of a log, if required by the Department Head, is mandatory.
4. Gasoline and oil must be obtained from County-owned facilities when economically advantageous. "OFF SITE FUELING" is allowed with Department Head approval, using provided credit card(s), and/or personal payment (to be reimbursed upon submission of proper receipts). Card(s) are for "fuel purchases only" made on trips for County business with County-owned vehicles. All receipts must show VEHICLE NUMBER, VEHICLE MILEAGE, DATE OF PURCHASE, and LEGIBLE EMPLOYEE NAME AND SIGNATURE. All receipts must be turned into the Department Head as soon after the transaction(s) as possible. Records will be available upon request.
5. The vehicle shall be kept as neat and clean inside and out, as weather, road and work conditions will permit.
6. A supervisor shall be alerted to the maintenance and minor repair needs of the car. It is the responsibility of the head of the department to which it is assigned to arrange for vehicle maintenance and repairs.
7. A written report shall be submitted within 24 hours to the Department Head or supervisor when the vehicle or any of its equipment is lost, stolen, or damaged.
8. A police report must be filed if a County vehicle is involved in any accident that causes damage or injury. The applicable police jurisdiction shall be called, regardless of fault. The Department Head must notify Risk Management and forward/provide all report information including the driver statement or narrative.
9. It is the responsibility of the employee to report and pay for all traffic or parking tickets issued while operating a County vehicle.
10. The Department Head or his/her designee to which the vehicle is assigned is responsible for:
 - a. Insuring that all normal maintenance is performed in a timely manner. This includes required lubrication and oil changes at assigned mileage time intervals.
 - b. Having all required warranty and/or "call back" work accomplished at a bona fide dealership.

E. Vehicle Designation and Preparation

1. Vehicle Markings: Each Department Head determines their vehicle/equipment markings and color. All County vehicles, with the exception of certain unmarked vehicles, (police, investigators, and probation) will display a permanently affixed Madison County Department Seal and/or Logo.
 - a. County vehicles will be assigned "M" exempt plates and Sheriff Plates (e.g.EX12345) to identify them as government-owned, tax exempt vehicles, except for those unmarked vehicles as determined by the Department Head or elected official.
 - b. License plates will be installed on the front and rear of all County vehicles at the locations provided by the vehicle manufacturer.

F. Assigned (Commute) Vehicles

1. For any County employee the assignment of an assigned vehicle will be made based on the operational need and an economic analysis of the benefit to Madison County.
2. Each Department Head shall be responsible for preparing and submitting the operational and economic justification for commuting vehicle assignments in an annual report to the County Board, which shall be filed with the Treasurer and the Auditor.

3. The economic analysis should include, but not be limited to, an evaluation of vehicle capital and operating costs. The salary and operating efficiencies of the vehicle assignment, including the cost of lost time traveling to a central facility to pick up/drop off a County vehicle, and the costs of reimbursing employees for the use of private vehicles in lieu of the vehicle assignment, if applicable.
4. Vehicle assignment can be recommended if the cost benefit analysis done by the Department Head, can justify unequivocally that such assignment is in the County's best interests.
5. Vehicle assignment can be made if the added equivalent annual cost of the assignment to Madison County is less than the equivalent annual cost of not assigning the commuting vehicle.
6. The following criteria must be met in order to be eligible for commuting authorization:
 - a. Official business miles must be greater than 5,000 miles annually.
 - b. Commute miles must typically be less than official business miles annually and the employees must be:
 - i. First response, direct service providers.
 - ii. Routinely assigned to duty roster for non-working hour call back.
 - iii. Frequently and routinely respond to call outs.

G. Department Requests:

1. The primary consideration for all departmental requests for commuting vehicle assignments shall be whether the user is subject to frequent emergency callbacks outside of the normal hours of his/her shift. The County Board, in conjunction with the Department Head or elected official, may review emergency call back records for all assigned 24-hour vehicles in a department at any time.
2. Secondary consideration will include the following factors:
 - a. Whether the user travels from his/her residence to a variable work site because it is impractical for the user to report to a regular duty station to obtain a County vehicle first;
 - b. Whether the assignment can reduce the County's risk of liability for personal injury or damage to County assets; or
 - c. If the use of a personal vehicle would not be practical due to the requirement of emergency sirens, lights, or special tools and other such equipment.
 - d. If a Commuting Vehicle is a requirement of state statute, then a copy of that portion of the statute should accompany the Commuting Vehicle record.

H. Department Responsibilities:

County vehicles can be assigned to employees or certain job positions.

1. Employees with County vehicle assignments and/or their supervisors are required to inform their Department Head of any change in duty assignment that could affect their authorization to have a commuting vehicle assignment.
2. If an employee with a County vehicle assignment is promoted, reassigned, or leaves the County, the Department Head is responsible for re-assignment of the vehicle.
3. Department Heads must check the validity of driver's licenses yearly for employees who are authorized to drive County-owned vehicles.

I. Commuting and IRS Reporting

1. Commuting and Overnight Parking- Commuting is defined as an employee taking a vehicle directly to and from the employee's home and designated job site. When the vehicle is not in use for County business, it will remain in a reasonably secure location, pursuant to IRS Title 26, Section 1.274-6T (a) (2) (B).
2. The vehicle will not be used for personal use pursuant to the Code of Federal Regulations (Internal Revenue Service Section (IRS)), Title 26CFR1.274-6T (a) (3). An employee may not use the vehicle for personal purposes, other than commuting, except for certain personal use (such as a stop for lunch between two business activities).
3. Authorization to commute in a County vehicle is approved for individual employees following review by the appropriate Department Head. Commuting authorization shall be granted to individuals with the greatest utilization for official business during non-duty hours. Any change in major job duties, location, organizational structure, employee or employee residence requires review for authorization of continued commute status.
4. Pursuant to IRS Title 26, Section 1.274-6T (3) (F), Madison County must account for the employee's vehicle commuting use by including in the employee's gross income the commuting value. The rate for reporting purposes is \$1.50 for each way to and from work; or \$3.00 for a round trip. (One-way applies to employees who drive their County vehicles either to or from work and use other means of transportation for the opposite direction.) Qualified personnel using vehicles as defined in IRS Title 26, Section 1.274-5T, are exempt from reporting. Department Heads will specifically identify these vehicles.
5. County Department Heads must submit a list of drivers with permanent vehicle assignments to the Treasurer and Auditor by the end of the calendar year.

VIII. Safety Standards

It is the policy of the Madison County Board to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment free from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by County department heads, supervisors, or by federal, state or local law.

Part 1 – General Provisions

Section 1-1: Introduction

This code has been prepared so that all Madison County employees are provided with a minimum set of safety standards which will assist in the elimination of accidents and injuries.

Most of the standards outlined herein have been developed as a result of analyzing the cause and effects of previous accidents and injuries to employees.

Each employee is asked to read this code carefully so that he/she is familiar with the County safety requirements. He/she should then sign the last page and remove it from the book for submittal to the department head. This document shall be made a permanent part of his/her personnel record.

It must be understood that because each person's actions may affect the well-being of others, these rules shall apply to all employees performing duties that arise out of and in the course of employment.

Section 1-2: Madison County Safety Policy

It is the policy of Madison County to eliminate accidents resulting in personal injury, property damage, and unnecessary human suffering, and to provide and maintain safe and healthful working conditions, and to follow operating practices that will safeguard all employees.

Section 1-3: Responsibilities Defined

Art. 1-3.1 County Board and Elected Officials (hereinafter designated as Management)

- a) All levels of management shall have the primary responsibility for the Madison County Safety Policy.
- b) Management shall develop procedures for notification, evacuation and training of employees for activities related to natural and man-made disasters.
- c) Management shall see that employees are provided with a safe and healthful work place, proper materials, and safe equipment.
- d) Management shall see that all employees receive adequate education/training in their respective positions and shall insist upon safe methods and practices at all times.
- e) Management shall set a good example by compliance with the Madison County Safety Standards.

Art. 1-3.2 Department Heads and Supervisors

- a) It is the basic responsibility of all supervisors to make the safety of human beings a part of their daily concern.
- b) Department heads and supervisors shall be responsible for the three (3) E's of Safety:
 - (1) Education and training
 - (2) Engineering to eliminate hazards
 - (3) Enforcement of the County Safety Standards
- c) Department heads and supervisors shall be responsible for the safety of those under their supervision.
- d) Known hazards shall be corrected immediately.
- e) Department heads and supervisors shall participate in safety activities and meetings as requested by management.
- f) Department heads and supervisors shall set a good example by adhering to the Madison County Safety Standards.

Art. 1-3.3 Employees

- a) Known hazards shall be reported immediately.
- b) Employees shall participate in safety training programs as requested by the supervisor.
- c) Employees shall cooperate with the supervisor in the promotion of safe work practices and conditions.
- d) Employees shall refrain from any work procedure which might endanger himself or his fellow worker.

Part 2 - Safety Standards

Section 2-1: General Requirements

The following activity/work area standards shall apply to all employees regardless of work site or organizational position.

Art. 2-1.1 Lifting and Reaching

- a) Any lifting shall be done using the following guidelines:
 - (1) Separate legs for balance and stand with legs at comfortable width, no wider than shoulder width.
 - (2) Keep the back straight
 - (3) Tuck the chin in
 - (4) Grasp the object firmly with both hands
 - (5) Keep arms and elbows close to the body
 - (6) Bend at knees, not at the waist
 - (7) Keep body weight over feet
 - (8) Use the leg muscles, not the back for lifting
- b) Use a firm, two-handed grasp on heavy objects to be carried.

- c) Ask for assistance with lifting whenever necessary.
- d) Use a dolly or mechanical lifting device whenever possible.
- e) Sudden twisting movements shall be avoided.
- f) A stepladder shall be used to reach high places; never use a chair or makeshift platform.

Art. 2-1.2 Stairs and Walkways

- a) Floors, aisles, stairs, and walkways shall be kept free of tripping hazards such as tools, chairs, paper clips, nails, or other objects which might cause slips and falls.
- b) Wet floors shall be signed as such and employees shall refrain from entering such areas whenever possible.
- c) Use a handrail when ascending or descending stairs.
- d) Stairs shall be well lighted and kept free of rubbish and other tripping hazards.
- e) Spilled substances, materials, or liquids shall be cleaned from floors and stairways immediately.
- f) Miscellaneous equipment shall be kept out of passageways, aisles and walkways.
- g) When walking on packed snow or ice, shuffle feet. Do not lift them.
- h) Exits shall be kept clear at all times. Fire doors shall not be blocked or made inoperative at any time.
- i) Open doors cautiously, someone else may be approaching from the other side.
- j) Keep to the right in hallways and while turning corners.

Art. 2-1.3 Electrical

- a) Electrical cords shall be properly sized and placed so as not to present a tripping hazard.
- b) Electrical cords with faulty insulation or connections shall not be used.
- c) All electrical equipment shall be properly grounded.
- d) Use power strips instead of extension cords.
- e) Unplug electrical equipment before disassembling.
- f) Electric fans and equipment with rotating parts shall be equipped with appropriate guards.
- g) Personal electric equipment/appliances shall be inspected by the supervisor prior to use.

Art. 2-1.4 Housekeeping

- a) Good housekeeping practices shall be followed at all times.
- b) No burning of candles in any work area.
- c) Broken glass shall be swept up. It should never be picked up with bare hands.
- d) When discarding broken glass, wrap in heavy paper and mark as such. Place beside trash container.
- e) L.P. Gas and other pressurized containers shall be capped and chained to prevent tipping.
- f) Work and storage areas should be kept clean and orderly, following good housekeeping practices.
- g) Pressurized containers shall be disposed of properly, following the instructions given on the container.

When working with cleaning agents and/or solutions, rubber gloves shall be worn.

Two cleaning agents or solvents shall never be mixed.

Material Safety Data Sheets shall be kept up-to-date and accessible by affected employees.

Art. 2-1.5 Furniture and Equipment

- a) Use something other than the fingers to remove objects from pinch points.
- b) File cabinets shall be filled from the bottom first, so as to prevent them from becoming top heavy.
- c) File drawers shall be opened one at a time.
- d) File drawers shall remain completely closed when not in use.
- e) Pins or needles shall not be used to fasten papers.
- f) Glass top desks shall be free of cracks and sharp edges.
- g) Sitting on the front edge of any swivel-base chair shall be avoided.
- h) Hands and fingers shall be kept away from doorjambes and other pinch points.
- i) Jagged edges on equipment, furnishings, and tools shall be ground or filed smooth.
- j) Instruments, furniture, equipment, and tools shall be kept in good repair; report defects immediately.

- k) The tops of file cabinets shall be kept clear to avoid falling objects.
- l) Top-heavy furniture shall be secured to the wall whenever possible.

Art. 2-1.6 Employee Behavior

- a) Employees shall be courteous and polite at all times.
- b) During working hours, employees shall not be permitted to consume alcoholic beverages, nor shall they be permitted on the worksite while under the influence of alcohol or other controlled substances.
- c) Horseplay is prohibited.

Art. 2-1.7 First Aid

- a) All employee-occupied buildings and worksites shall have first-aid kits readily available to employees.
- b) First aid kits shall be minimally equipped with gauze, merthiolate, Band-Aids, and 4'x 4's.
- c) Employees shall take part in first-aid training classes as such classes are made available.
- d) Employees shall administer first-aid to the injured as the need arises.

Section 2-2: Emergency Procedures

The following practices and standards shall apply to all county offices, buildings, and employees.

Art. 2-2.1 Employee Training

- a) Employees shall participate in an annual evacuation of county property. Department evacuation plans shall include an accountability system and the appropriate follow-up.
- b) Employees shall be made aware of the policy and procedures for responding to natural and man-made disasters.

Art. 2-2.2 Fire Emergencies

- a) Whenever a fire of any size is discovered, employees shall take the following action:
 - (1) Call the fire department immediately
 - (2) Alert any person(s) nearby
 - (3) If trained, use the proper firefighting equipment
 - (4) Move to evacuate as quickly as possible
 - (5) Walk, do not run or panic

Art. 2-2.3 Fire Extinguishers

- a) As a minimum, all county buildings shall be adequately equipped with fire extinguishers.
- b) Fire extinguishers shall be visually inspected and initialed every 30 days to insure that:
 - (1) They are in their designated places
 - (2) They are operational
 - (3) They are clearly labeled as to type (A, B, or C)
- c) Fire extinguishers are to be serviced annually as indicated by the service agency tag.
- d) If a fire extinguisher has been used or damaged, it should be reported and replaced immediately.
- e) Employees shall be instructed in the proper use of fire extinguishers, including hands-on training.

Art. 2-2.4 Smoking

- a) Cigarette and cigar remnants, ashes or other tobacco wastes and matches should be deposited in appropriate receptacles. Effective January 1, 2014, the Litter Control Act, (IL House Bill 3243/Public Act 98-0483) added cigarette butts to a list of items categorized as "litter". Violators could be charged with a Class B misdemeanor with a fine up to \$1,500.
- b) Matches or cigarette butts shall not be thrown onto the ground.
- c) Outside ashtrays shall be checked for any signs of smoldering substances before emptying trash

into containers.

- d) "NO SMOKING" signs shall be posted in areas where combustible or flammable materials are stored or distributed.

Art. 2-2.5 Flammables and Combustibles

- a) Paper products shall be stored away from water heaters and other sources of heat.
- b) All flammable liquids shall be stored in U.L. approved containers and cabinets.
- c) Gasoline shall never be used to start a fire.
- d) Gasoline shall never be used as a cleaning solvent. Use a commercial cleaner or solvent to clean parts or equipment.
- e) Gasoline shall not be stored or transported in anything other than approved and labeled gasoline containers.
- f) Sufficient space shall be left at the top of tanks and/or containers of gasoline to allow for expansion.
- g) Oily rags and towels shall be placed in a metal container with a lid.

Art. 2-2.6 Exits

- a) Exits shall be clearly marked.
- b) As developed, evacuation routes shall be made known to employees.
- c) Exits shall be kept clear at all times. Fire doors shall not be blocked or made inoperative.

Section 2-3: Vehicles and Mobile Equipment

All County vehicles and mobile equipment shall be operated and/or maintained in accordance with the requirements stated herein. Cross-reference with Vehicle Policy on page 59.

Art. 2-3.1 Drivers and Operators

- a) Employees must have at least 2 years of licensed driving experience prior to operating county vehicles or equipment.
- b) Cell Phone/Electronic Device Policy while driving: For safety purposes, employees shall not use cell phones, hands-free or otherwise, while driving a County-owned vehicle or personal vehicle while conducting County business. If it is necessary to accept or place a call while driving, employees shall safely pull off the road and/or access nearby legal parking. Employees shall not compose, send or read any electronic message from a cell phone or electronic device while driving a County-owned vehicle or personal vehicle while conducting County business.

This paragraph does not apply to a County law enforcement officer or operator of an emergency vehicle while performing his or her official duties. Also excluded is a driver using an electronic communication device for the sole purpose of reporting an emergency situation and continued communication with emergency personnel during the emergency situation. It is recommended the vehicle operator still attempt to safely pull off the road and/or access nearby legal parking as soon as possible to minimize potential accidents.

- c) Operators of County vehicles shall have a valid driver's license.
- d) Employees operating County vehicles shall obey all state and local traffic laws.
- e) Operators and occupants of County vehicles shall wear safety belts while driving or riding in a County vehicle or while driving or riding in a personal vehicle on County business.
- f) The driver/operator shall report any defect or malfunction of vehicles or equipment.
- g) Drivers shall be alert at all times to traffic conditions and shall practice defensive driving principles.
- h) Drivers shall never exceed the posted speed limit. (Excludes law enforcement, fire, and medical division emergencies.)
- i) The operator shall see that any objects or materials being transported on the bed of a truck are securely fastened.
- j) Employee drivers shall refrain from "tailgating".
- k) The number of employees permitted to ride in a car or truck cab shall not exceed the seat space.
- l) Employee drivers shall slow down when approaching a child, pedestrian or bicyclist on the roadway.
- m) Employees shall not operate motorcycles in the course of their employment.

- n) When traveling at a slow rate of speed, employee drivers shall periodically pull off the road and allow traffic to pass.
- o) Trucks shall not be operated with the bed in a raised position unless it is necessary for an unloading situation.
- p) Prior to mowing, employees shall police the area for rocks, bottles or washouts.
- q) Truck beds shall be cleaned of spilled oil and paint to prevent slips and falls.
- r) Whenever an employee comes upon the scene of an accident, he shall do all in his power to protect the involved vehicle(s) or person(s). This includes the use of flares or other protective devices.
- s) Drivers shall always signal a turning movement, a lane change, or when entering or leaving a parking place.
- t) Never attempt to start a tractor unless seated in the operator's seat.

Art. 2-3.2 Passengers

- a) Riding on the outside of vehicles or equipment is prohibited, unless the equipment is designed to accommodate a rider.
- b) Employees shall not mount or dismount moving vehicles or equipment.
- c) Riding in an end loader bucket is strictly forbidden.
- d) Employees shall never be transported on the open bed of a truck for long distances. For short distances, all passengers shall be seated on the floor of the open truck bed.

Art. 2-3.3 Safety Devices

- a) Revolving warning lights must be used for the following operations:
 - (1) When plowing snow or spreading salt
 - (2) When traveling with over width attachment(s) or load(s)
 - (3) During slow moving operations
 - (4) While towing equipment
- b) A red flag shall be used to mark the end of any loaded material extending beyond 4 feet to the rear and 3 feet to the front.
- c) All vehicles shall be properly maintained. This includes, but is not limited to tires, brakes, wipers, mirrors, and lights.
- d) Extra attention shall be given to the proper maintenance of truck tailgate chains. They shall be securely fastened and operable at all times.
- e) Employees shall never use the fingers to remove objects from tailgates or other pinch points.
- f) Cribbing or solid blocks shall be used to prevent raised or suspended equipment from falling. Hydraulically controlled devices are no exception.
- g) Special attention shall be given to maintain clean windshields and light lenses, especially during the snow and rain seasons.
- h) When towing equipment, the driver shall make certain the two (2) safety chains are attached, in addition to the hooking device.
- i) When changing tires on vehicles and equipment, employees shall set the emergency brake and use chocks to prevent rolling.
- j) When reduced visibility exists during daylight operations, employees shall use low-beam headlights to insure being seen by other motorists.
- k) To minimize skidding on wet or icy pavement, brakes shall be applied in accordance with manufacturer's instructions.
- l) Employees shall not remove the radiator cap from an overheated vehicle.
- m) Foremen or crew supervisors shall keep fully stocked, first-aid kits in their vehicles.
- n) A "SMV" emblem and a flashing amber lamp must be properly displayed on any slow moving vehicle.

Art. 2-3.4 Braking, Stopping, and Parking

- a) To minimize skidding on wet or icy pavement, brakes shall be applied in accordance with manufacturers' instructions.
- b) Drivers and operators shall take all precautions necessary to insure that no one can enter, operate, or cause any movement to parked vehicles or equipment.

- c) Anytime a vehicle is parked, the driver shall engage the parking brakes, turn the wheels into the curb, remove the key, and lock the vehicle.
- d) When equipment is to be left unattended, blades, buckets, booms, beds, plows, sickles and other devices shall be released to the lowest possible position and the key shall be removed.
- e) When stopping along the shoulder, drivers shall engage the emergency flashers.
- f) Prior to backing a vehicle, the operator shall check the clearance on all four (4) sides of his vehicle.
- g) Gasoline or diesel equipment shall not be operated in a closed area without adequate ventilation.
- h) While refueling vehicles and equipment, employees shall turn off the engine and refrain from smoking.
- i) When county equipment becomes disabled on the roadway, employees shall make every effort to protect such equipment by placing flares and reflectors at the scene.
- j) When stopping a county vehicle at locations where traffic does not normally stop, the driver shall slow down gradually and signal those to the rear by flashing his brake lights.

Section 2-4: Garage, Shop and Building Maintenance

The standards contained in this section shall apply to all employees involved in garage, shop, or building maintenance activities.

Art. 2-4.1 Lifting and Reaching

- a) Any lifting shall be done using the following guideline:
 - (1) Separate and place one foot in front of the other for balance
 - (2) Keep the back straight
 - (3) Tuck the chin in
 - (4) Grasp the object firmly with both hands
 - (5) Keep arms and elbows close to the body
 - (6) Bend at knees, not at the waist
 - (7) Keep body weight over feet
 - (8) Use the leg muscles, not the back for lifting
- b) Use a firm, two-handed grasp on heavy objects to be carried.
- c) Ask for assistance with lifting whenever necessary.
- d) Use a dolly or mechanical device whenever possible.
- e) Sudden twisting movements shall be avoided. Employees shall turn the entire body as one unit.
- f) A stepladder shall be used to reach high places; never use a chair or makeshift platform.
- g) Overhead garage doors shall be properly maintained so that opening and closing is easily accomplished.

Art. 2-4.2 Guards and Protective Devices

- a) Equipment shall not be operated until all protective guards are in place.
- b) Guards are part of a machine and shall be replaced immediately after any repair work is completed.
- c) Goggles shall be worn whenever there is a possibility of flying particles, such as grinding, chipping, sawing, and chiseling.
- d) Tennis shoes or sandals are not to be worn on the job by maintenance personnel; departmental approved work shoes shall be worn.
- e) Gloves shall be worn when working with sharp or pointed objects.
- f) Use something other than the fingers to remove objects from pinch points.
- g) Hands and fingers should be kept away from doorjambes and other pinch points.
- h) Never pick up broken glass - sweep it up, wrap in heavy paper, and mark as such. Place beside trash container.

Art. 2-4.3 Tools and Equipment

- a) Employees shall be properly trained in the use of welders, drills, and other power tools.
- b) Taped handles on axes, hammers and sledges shall not be permitted.
- c) Any tools with battered, mushroomed, or cracked striking surfaces, shall not be used.
- d) Select the proper tool for the job at hand.

- e) All jagged edges on tools and equipment shall be ground or filed smooth.
- f) Electrical equipment shall be unplugged before disassembly.
- g) Faulty, damaged, or broken tools shall be repaired or replaced.
- h) Gasoline or diesel equipment shall not be operated in a closed area without adequate ventilation.
- i) Always turn off mowers and remove spark plug wire before attempting to adjust mowing height or to work on the engine.
- j) Saws, drills, and other power tools shall not be left running while unattended.
- k) When using wedges, chisels, and star drills, they shall be free of cracks and the striking surface shall not be mushroomed.
- l) Shovels and brooms shall never be used in place of a lever or pry bar.
- m) All electrical equipment shall be grounded or double insulated.
- n) Hydraulic hoses shall be examined frequently for cracks and other signs of wear.
- o) Electrically or pneumatically powered tools and equipment shall be unplugged or disconnected before changing attachments or repairing. If directly wired, the breaker box shall be locked and tagged.
- p) All guards shall be in place when using a power saw.
- q) Saw blades shall be kept sharp and in good repair.

Art. 2-4.4 Building and Worksites

- a) Stairs and walkways shall be kept free of snow and ice whenever possible.
- b) Stairs and walkways will be maintained properly so as not to create tripping hazards.
- c) Tools and equipment shall not be left lying where employees are likely to trip or fall over them.
- d) Every work area shall be protected by barricades and the appropriate signs to discourage the entry of bystanders.
- e) Tools and equipment shall be kept out of passageways, aisles and walkways.
- f) Tools and equipment shall be kept to the side, away from work area, so as to keep the area orderly.

Art.2-4.5 Housekeeping

- a) Gasoline shall never be used to start fires or clean equipment. Commercially available solvents and cleaners shall be used.
- b) Used, oily rags shall be placed in a metal container with a lid.
- c) Spilled oil or water shall be wiped up immediately.
- d) Chemical cleaning products shall never be mixed.
- e) Rubber gloves shall be worn when working with harsh chemical cleaners or solvents.
- f) Solvents and cleaning agents shall be used according to the manufacturer's instructions.

Art. 2-4.6 Grinding

- a) When operating a grinder, the following precautions shall be observed
 - (1) The grinding wheels shall be tight on the shaft
 - (2) The wheel shall be checked for cracks, chips, uneven wear or other defects. If a defect exists, the wheel shall be replaced immediately
 - (3) Use a grinding wheel designed for the size and speed of the grinder
 - (4) Tool rests shall be no more than 1/8" from the grinding wheel
 - (5) All guards shall be in place
 - (6) The side of a grinding wheel shall not be used for grinding

Art. 2-4.7 Welding and Cutting

- a) Any tank previously containing gasoline or flammable liquids shall be thoroughly steam cleaned prior to any welding or cutting.
- b) Cutting and welding shall be done in adequately ventilated areas.
- c) Employees shall not look into the light of a welder or cutting torch without the proper eye protection.
- d) Heating and cutting torches shall never be left lit while unattended.
- e) Whenever possible, a noncombustible, flameproof screen shall be used to shield employees from welding operations.

Art.2-4.8 Ladders and Platforms

- a) An aluminum ladder shall never be used when working on or near electrical wiring or equipment.
- b) Ladders with loose rungs, steps, or screws shall be removed from service immediately and repaired.
- c) Splinters on uprights, rungs or steps shall be filed smooth immediately.
- d) All portable ladders shall be equipped with nonslip bases to prevent slipping.
- e) Employees shall face the ladder while climbing up or down
- f) Employees shall not climb a ladder while carrying tools or equipment. A bucket or rope shall be used to raise and lower tools.
- g) Chairs or makeshift platforms shall not be used to reach high places. A ladder shall be used at all times.
- h) Tools shall not be left on ladders and platforms where they can injure someone below.

Section 2-5: Field Activities

Any employee engaged in field activities shall be subject to the following requirements.

Art. 2-5.1 Lifting and Reaching

- a) Any lifting shall be done using the following guideline:
 - (1) Separate and place one foot in front of the other for balance
 - (2) Keep the back straight
 - (3) Tuck the chin in
 - (4) Grasp the object firmly with both hands
 - (5) Keep arms and elbows close to the body
 - (6) Bend at knees, not at the waist
 - (7) Keep body weight over feet
 - (8) Use the leg muscles, not the back for lifting
- b) Use a firm, two-handed grasp on heavy objects to be carried
- c) Ask for assistance with lifting whenever necessary.
- d) Use a dolly or mechanical device whenever possible.
- e) Sudden twisting movements shall be avoided. Employees shall turn the entire body as one unit.
- f) A stepladder shall be used to reach high places; never use a chair or makeshift platform.

Art. 2-5.2 Tools and Equipment

- a) Tools shall be used for their intended purposes.
- b) All jagged edges on tools and equipment shall be ground or filed smooth.
- c) Handles on shovels, hammers, and similar type equipment shall not be splintered, cracked or loose.
- d) Select the proper tool for the job at hand.
- e) Employees shall be properly trained in the use and operation of chain saws, weed-eaters, and other power tools.
- f) Never use gasoline to start fires or clean equipment. Use a commercial cleaner or solvent to clean tools and equipment.
- g) When working outdoors with gardening tools employees shall remain at least 20 (twenty) feet apart so as not to injure a fellow employee.
- h) Hydraulic hoses shall be examined frequently for cracks and other signs of wear.
- i) Employees shall not remove the radiator cap from an overheated tractor.
- j) Always turn off mowers and remove the spark plug wire before attempting to adjust mowing height or to work on mower.

Art. 2-5.3 Signing and Barricades

- a) Any work site on or near the pavement shall be protected by adequate warning signs.
- b) Any road signs which are temporarily removed because of construction or maintenance operations

- shall be replaced by the appropriate signs placed on temporary stands.
- c) Temporary signs and tripods shall be stabilized by the use of sandbags or stakes to hold the tripods in place. Never use concrete blocks, steel, or similar items which, when struck by a vehicle, could fly through the air.
- d) Vehicles or heavy equipment shall not be used in lieu of barricades.
- e) Maintenance or construction requiring lane diversion or stoppage of traffic shall be conducted with the protection of a flagman.
- f) All signs indicating a flagman on duty must be removed or covered when flagging operations cease.

Art. 2-5.4 Protective Measures and Devices

- a) Tennis shoes or sandals are not to be worn on the job; departmental approved work shoes should be worn.
- b) Gloves shall be worn when working with sharp or pointed objects.
- c) Goggles shall be worn whenever there is a possibility of flying particles, such as grinding, chipping, and sawing.
- d) An aluminum ladder shall never be used when working on or near electrical wiring or equipment.
- e) Employees shall never use the fingers to remove objects from pinch points.
- f) Employees shall wear adequate clothing at all times. This includes a shirt in the summer to protect against sunburn, and a jacket and gloves in the winter to protect against the elements.
- g) All field personnel shall familiarize themselves with the appearance of poison ivy, oak, and sumac. The presence of such weeds will be reported and every effort made to avoid them.
- h) When an employee comes in contact with toxic weeds, he shall wash the affected area with soap and water.
- i) Employees working on or near the pavement shall be required to wear a high visibility vest, jacket, or shirt.
- j) Employees shall never be transported on the open bed of a truck for long distances. For short distances, all passengers shall be seated on the floor of the open truck bed.
- k) Revolving warning lights shall be used during the following operations:
 - (1) While temporarily stopped on or near the roadway
 - (2) While spreading salt or plowing snow
 - (3) During slow moving operations

Art. 2-5.5 Mowing

- a) Operators of tractor-mowers which are equipped with overhead roll bars shall use seat belts during mowing operations.
- b) Never attempt to start a tractor unless seated in the operator's seat.
- c) Prior to each use, tractor-mower units shall be inspected and examined for proper guards, shields, blades, bolts and nuts. Hazards shall be repaired or replaced prior to use.
- d) Prior to mowing, operators will police the area for rocks, bottles and other objects.
- e) During mowing operations, a tractor-mower unit shall be driven or operated with the sickle bar on the upper part of the slope.
- f) Operators of mower units shall raise the mower when crossing roads and driveways to prevent throwing debris.
- g) Before removing brush or twigs from a sickle bar or mower unit, turn off the motor. Use a stick to remove foreign material from the movable parts.

Art. 2-5.6 Asphalt Operations

- a) When working with hot asphalt, employees shall wear long sleeved shirts and heavy gloves.
- b) Gauges and safety valves on asphalt heating units shall be operable at all times.
- c) Asphalt material shall not be heated beyond the recommended maximum temperature. The supervisor shall inform his employee(s) of the maximum temperature for a given operation/material.

Art. 2-5.7 Tree Trimming

- a) Chain saws and other power tools shall be properly maintained.
- b) Employees shall be instructed in the use and care of chain saws.
- c) Employees shall be constantly alert for power lines.
- d) When trimming trees, employees shall tie off large limbs and lower them one at a time.

Art. 2-5.8 Flagging

- a) The Supervisor shall select flagmen who possess the following qualifications:
 - (1) Intelligence and alertness
 - (2) Good sight, hearing, and physical condition
 - (3) Courteous manner
 - (4) Neat appearance
 - (5) Sense of responsibility for safety of public and crew
- b) Flagmen shall be properly trained as to responsibility, traffic control and emergency situations.
- c) It shall be the duty of the flagman to warn the workmen of danger by any oncoming vehicle which fails to stop.
- d) A flagman shall exercise courtesy to the traveling public and shall refrain from arguments or abusive language.
- e) Flagmen shall give their undivided attention to vehicular traffic on the roadway.
- f) Flagmen shall wear a high-visibility vest. For nighttime operations, reflective tape shall be applied to the vest.
- g) Flagmen shall be equipped with the standard "STOP/SLOW" paddle, which shall be kept in good condition and legible.
- h) A flagman shall not assist the work crew or watch the operation.
- i) A flagman shall not turn his back on traffic.

Section 2-6: Correctional and Health Care Facilities

Employees engaged in the activities of health care facilities shall be governed by the procedures and work habits stated below.

Art. 2-6.1 Medication

- a) Medication cabinets shall be kept locked when unattended.
- b) Records of dispersed medication shall be kept.
- c) Incidents of medication error or allergic reaction shall be reported and documented.
- d) Medication containers shall be clearly labeled for easy identification.

Art. 2-6.2 Equipment

- a) Gait belts shall be used to lift or transfer residents.
- b) Handrails and grab rails shall be examined frequently and replaced or repaired as necessary.
- c) Residents and employees shall be encouraged to use the handrails when ascending or descending stairs.
- d) Wheelchairs shall be checked prior to use and defects reported immediately.
- e) Bed rails shall be checked frequently and replaced as necessary.
- f) Any electrical items belonging to residents shall be carefully examined before being used in resident rooms.
- g) Wheelchairs shall be stored in an area away from resident traffic.
- h) Guests shall be provided with chairs to discourage seating in wheelchairs and on beds.

Art. 2-6.3 Furnishings

- a) Bedside tables shall be placed close enough to resident(s) to prevent overreaching.
- b) Cabinet drawers and doors shall be kept closed when not in use.
- c) Tub and shower surfaces shall be of slip-proof materials.

- d) Approved ashtrays shall be provided in all specified smoking areas.

Art. 2-6.4 X-Ray and Radiation

- a) Instruction in radiation hazards and precautions shall be provided to all personnel associated with X-Ray Units.
- b) Any defects in X-Ray equipment shall be reported immediately.
- c) Only trained personnel shall be allowed to handle radioactive materials.
- d) Radiation equipment and procedures are to be evaluated in accordance with the Illinois Radiation Protection Act.
- e) A written record of radiological calibration shall be kept.
- f) X-Ray machines shall be checked periodically.
- g) X-Ray switches shall be located so that they cannot be accidentally energized.
- h) Personnel monitoring shall be reported on a quarterly basis with radiation exposure being under 312 millirems per calendar quarter.
- i) Lead shields shall be used to protect the abdominal area of all females being X-Rayed.

Part 3 - REPORTING PROCEDURE

Section 3-1: General Requirements

The following procedures have been established to expedite the processing of Worker's Compensation claims and benefits, and to ensure that all other losses are accurately recorded.

Art. 3-1.1 Injuries and Illnesses

- a) All accidents or injuries shall be reported immediately to the department to which the employee is assigned.
- b) The employee involved shall complete a "Madison County Employee's Accident Report Form" within one working day of the accident.
- c) Supervisors shall complete the "Supervisor's Statement" on their subordinates report form and forward this document to the Safety and Risk Management Department as soon as possible.
- d) Supervisors shall submit information necessary for completion of the Industrial Commission Form 45 to the Safety and Risk Management Department. This data may be forwarded either verbally or in written form.
- e) All information shall be complete and accurate.
- f) Serious or fatal injury resulting in the course of employment shall be reported immediately by phone to the Safety and Risk Management Department.

Art. 3-1.2 Property Damage and Miscellaneous Claims

- a) Any accident or incident involving Madison County equipment or property, injury to a citizen on County property, etc., shall be reported to the Safety and Risk Management Department, regardless of severity or blame.
- b) The operator of a County vehicle or mobile equipment having been involved in an accident shall immediately notify the nearest local police department.

Art. 3-1.3 Additional Considerations

- a) In addition to the required forms, supplemental information relative to determining compensability or payment of a claim should be documented and forwarded to the Safety and Risk Management Department.
- b) Statements shall not be made by a County employee, either in writing or by word of mouth, regarding the accident in which employees or property are involved, unless so instructed by the Board Chairman Pro-Tem or his duly authorized representative.

Section 3-2: Penalties

Penalties shall be imposed when management feels that the employee is deliberately disobeying the rules and/or when he continues to endanger his own life or the lives of others.

Art. 3-2.1 Minimum Penalty

Should any employee receive more than three written warnings within a 12 month period, for any violation, disciplinary suspension without pay may be recommended.

Art. 3-2.2 Repeated Violations

Should an employee previously suspended for a safety violation commit an additional violation, recommendation for suspension without pay for 30 days may be imposed or the employee may be discharged, except where statutes or other legal agreements apply.

Art. 3-2.3 Report Distribution

Copies of all written warnings shall be maintained by the department head with a copy to the Board Chairman Pro-Tem, the Personnel Committee, and the Safety and Risk Management Department.

Art. 3-2.4 Personnel Notification

Personnel violating a safety code rule shall be notified in writing by the supervisor on the "Madison County - Notice of Safety Code Violation".

Section 3-3: Forms

All forms described herein may be acquired through the Safety and Risk Management Department.

IX. Travel Regulations

§ 31.30 Applicability and Policy.

- A. These travel regulations apply to all County officials and employees of the County.
- B. The purpose of these regulations is to insure that County officials and employees who travel on official business will be treated fairly and be reimbursed at rates which are reasonable; which are consistent with actual, necessary costs; and which will insure the promotion of economy in County government. The purpose is not to create any additional source of income beyond the official's or employee's compensation. If an official or employee chooses to take accommodations somewhat more luxurious than necessary, he/she must expect to pay the additional cost personally.

§ 31.31 Authority for Travel.

- A. In-County travel.
 - 1. All County officials and employees shall be entitled to reimbursement for authorized in-County travel by privately owned conveyance in the furtherance of their duties at the official Internal Revenue Service published rate for each mile traveled.
 - 2. Authorized in-county travel for County Board members shall be as defined by statute or county ordinance, or shall be as approved by the County Administrator, but shall not include travel necessary to attend Committee or Board meetings listed on the official schedule of meetings maintained by the County Clerk's office.
 - 3. In-County travel for County officials and employees shall be defined by statute or County ordinance, or shall be approved by an appropriate supervisor.

B. Out-of-County travel.

1. All travel outside the St. Louis metropolitan area shall be approved by the County Administrator for all employees in departments under the Board and by the appropriate County official for employees in other departments prior to the beginning of travel. For the purposes of these regulations, the St. Louis metropolitan area are those counties defined by the U.S. Office of Management and Budget as being within the St. Louis Metropolitan Statistical Area (MSA).

Requests for approval for travel outside the St. Louis Metropolitan area shall be submitted by written memorandum. Approval by the County Administrator or appropriate County official shall be indicated on a copy for attachment to the travel voucher. No travel voucher will be approved for reimbursement unless accompanied by an approval request.

2. Trips made outside the county but within the St. Louis Metropolitan Area require advance oral authorization by the Department Head for those departments under the County Board or from the appropriate County Official for employees in other departments.

§ 31.32 Allowable Transportation Expenses.

- A. General. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance. Transportation may include fares and expenses incidental to transportation such as baggage transfer, official telephone messages in connection with items classed as transportation and reasonable tips.
- B. Taxicabs and limousines. Reimbursement for taxicab fares incurred in the efficient and economical pursuit of the County's business will be allowed. All taxicab fares in excess of \$7.00 must be accompanied by a receipt indicating the amount paid. When transportation by airport limousine is available and convenient, it shall be used in lieu of a taxicab.
- C. Travel at temporary location. Where the nature and location of the County business at a temporary location, such as, but not limited to, a convention, seminar, and the like, is such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place will be considered necessary transportation. Also, transportation between place of lodging and place of business (meeting, convention, seminar and the like) will be allowed as a transportation expense. The use of a rental car for this purpose must be approved in advance by the County Administrator for all employees in departments under the Board or by the appropriate County official for employees in other departments, prior to the beginning of travel.
- D. Routing of travel. All travel shall be by the most direct route. Travel by other routes may be allowed when the official necessity therefore is satisfactory established. If an individual, for his or her own convenience, travels by an indirect route, he or she shall bear the extra expense. Reimbursement for expenses will be based only on such charges as would have been incurred by the most direct and economical route.
- E. Airplane accommodations. Travel on airplanes shall ordinarily be coach class. Reimbursement for first-class accommodations on commercial air carriers shall be permitted only when:
 1. Regularly scheduled flights between authorized origin and destination points provide only first-class accommodations;
 2. Space is not available in less than first-class accommodations in time to carry out the purpose of travel;
 3. The County Administrator or the appropriate County official authorizes or approves the use of first-class accommodations as necessary for the conduct of the mission or other extenuating

circumstances. Excursion and economy class accommodations should be used whenever warranted.

- F. Train accommodations. One standard sleeping car roomette is allowable when overnight travel is involved. When adequate coach accommodations are available, such accommodations are to be used to the maximum extent possible, on the basis of advantage to the County, suitability and convenience to the traveler and nature of the business involved. Otherwise, one seat in a sleeping or parlor car will be allowed.
- G. Use of privately-owned conveyance. The use of privately-owned motor vehicles for County business is not permitted for out-of-state travel except when such use is necessary or desirable due to lack of other convenient means of transportation or is otherwise advantageous to the County.
- H. Use of rental vehicles as the principal mode of transportation. The use of a rental vehicle for County business travel is permitted only when it can be demonstrated the total rental and fuel costs are advantageous to the County both in terms of the cost being less than the mileage payment if a private vehicle were used and less than public transportation, if a reasonable alternative exists. The use of a rental vehicle shall be approved by the County Administrator for all employees in departments under the Board, or by the appropriate County official for employees in other departments, prior to the beginning of travel.
- I. Mileage determinations. Distances between points traveled will be shown in official highway mileage guides or on official state maps. Substantial deviations from distances shown in the standard highway mileage guides shall be verified.

Where no guides or maps are available, odometer readings may be used;

- 1. Travel within, and in the near vicinity of a city may be reported as mileage in and around such city;
- 2. When the use of public transportation is a reasonable alternative, the mileage payment shall not exceed the cost of using public transportation. A reasonable alternative exists when the cost of the travel, taking into account both time and costs, would be less if public transportation were used.
- 3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of individuals so traveling shall be stated on the travel voucher.

§ 31.33 Other Allowable Expenses.

- A. Per Diem expenses. Meal and Incidental Expenses (M&IE) allowances shall be provided in accordance with the published rates by U.S. General Services Administration (GSA). A list of these published rates by locality shall be maintained by the County Auditor.
 - 1. A per diem allowance is allowed when the travel period is overnight or exceeds 18 hours.
 - 2. An allowance equal to the M&IE rate for the locality shall be allowed to cover the cost of meals, telegrams, telephone calls, reserving hotel accommodations, laundry, dry cleaning, tips and gratuities. Receipts need not be submitted to support this allowance.
 - 3. The M&IE rate shall be paid for each travel day except that employees are only eligible for only 75% of the total M&IE rate for the first day and last day of travel.
- B. Meal expense. For travel of less than 18 hours, but more than 12 hours, during the same calendar day when a night's lodging is not required, an allowance of 75% of the total M&IE rate shall be provided.
- C. Lodging.

1. The employee shall be reimbursed for the actual lodging cost, not to exceed the maximum lodging rate by locality, plus tax, as published by the GSA.
 2. Notwithstanding the above and forgoing, if there is a "convention rate" for lodging at the meeting(s) being attended by persons traveling, then and in that event the "convention rate" shall be allowed, and the amount over the sum of the GSA lodging rate per day for the locality shall be paid. A copy of the meeting brochure must be submitted with the travel voucher at the time of request for reimbursement.
- D. Memorandum of expenses. A memorandum of all travel expenditures chargeable to the County should be kept by individuals subject to these regulations. The information thus accumulated provides a basis for the proper preparation of travel vouchers.

§ 31.34 Travel Vouchers.

- A. Frequency of submission. Travel vouchers should be submitted no later than seven days from the end of the month in which travel expense was incurred, and preferably before the end of the month in which travel expense was incurred. Individuals submitting travel vouchers are personally responsible for their accuracy and propriety.
- B. Preparation of travel vouchers. Travel vouchers may be typed or handwritten in ink. All copies must be legible and each page must be signed by traveler.
- C. Receipts. Travel vouchers shall be supported in all instances by receipts for railroad and airplane transportation, lodging, and all other individual items in excess of \$5, except for meals and incidental items covered by the per diem expense allowance.

X. Rights of Employees

A. Personnel File

Employees are allowed to look at their own personnel file during normal business hours without loss of pay. A Union representative may accompany the employee if he or she so desires. Persons wishing to view their own file shall file a written request with Human Resources. A reasonable number of copies of documents in the file will be furnished at no cost. A copy of said request shall be placed in the employee's personnel file. Nothing should be placed in the employee's personnel file nor shall anything be removed from the file without the consent of Human Resources, nor without the employee's knowledge.

B. Employment References

Employees or former employees have the right to obtain references. Such references shall provide the applicable date of hire, the last date employed, and a general description of applicable job duties.

Only authorized employees shall give out the above described information concerning a present or past employee. Persons who have questions about references should be referred to the Personnel Department.

XI. Rights of Employer

Madison County possesses the exclusive right to operate and direct the employees of Madison County in all aspects, including, but not limited to, all rights and authority granted by law.

The County has the right to unilaterally create new employment policies and regulations not mentioned in this Handbook, and to change provisions of this Handbook without prior notice, approval or consent of the employees of Madison County.

The employer has the ultimate responsibility for proper management including but not limited to responsibilities and the right for the following:

1. The right to determine its mission(s), policies and to set forth all standards of service offered to the public;
2. To plan, direct, control and determine the operations and services to be conducted by employees of the County;
3. To determine the methods, means and number of personnel needed to carry out the mission(s) of the County;
4. To direct the entire working force of the County, including the establishment of work standards;
5. To assign, schedule and evaluate work by employees;
6. To select, hire, schedule, transfer, promote or demote employees;
7. To suspend, discipline or discharge employees for just cause;
8. To lay off or relieve employees;
9. To make, publish and enforce rules and regulations;
10. To introduce new or improved methods, equipment and facilities;
11. To test employees;
12. To determine its budget and dollar amounts adopted thereto.
13. To determine the basis for selection, retention and promotion of all employees.

It is further understood and agreed that the ownership, maintenance and control of County properties and facilities are functions possessed solely and exclusively by the Employer.

XII. Savings Clause

If any provision of this Handbook is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable laws, statutes, ordinances and regulations of the United States of America, the State of Illinois, or the County of Madison all other provisions of this Handbook shall remain in full force and effect.

XIII. Handbook Agreement

MADISON COUNTY PERSONNEL POLICY HANDBOOK AGREEMENT (Please sign)

I HEREBY AGREE TO READ AND ABIDE BY THE "MADISON COUNTY PERSONNEL POLICY HANDBOOK," REVISED MAY 2023, AS ESTABLISHED BY THE MADISON COUNTY BOARD. THE PERSONNEL POLICY HANDBOOK IS ON THE INTRANET UNDER "COMMON LINKS" AND EACH OFFICE HAS A HARD COPY. HARD COPIES CAN BE OBTAINED FROM YOUR DEPARTMENT HEAD OR HUMAN RESOURCES.

Employee's Name Printed

Date

Employee's Signature

Department Name