VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Monday, January 13, 2020 - 6:45 PM

or immediately following Finance and Public Works Committee Meeting
200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from the December 9, 2019 Admin and Zoning meeting.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

DEPARTMENT REPORTS

2. Building Permits & Code Enforcement, B&F Construction Code

NEW BUSINESS

3. Discussion and possible recommendation to the Village Board to approve **resolution 20-01** a resolution of the Village of Poplar Grove, Illinois amending various provisions of the Village of Poplar Grove employee handbook.
4. Discussion and possible recommendation to the Village Board to approve **ordinance 20-02** an ordinance amending chapter 5, Village Board of Trustees of title 1 of the Village of Poplar Grove, Illinois code of ordinances

ADJOURNMENT (Voice Vote)

KJA 01/09/2020

VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Monday, December 09, 2019 - 6:30 PM

or immediately following Finance and Public Works Committee Meeting
200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER
Village President Costanza called the meeting to order at 6:30pm

ROLL CALL
PRESENT

President Owen Costanza
Admin Chairman Ron Quimby
Chairman Eric Miller
Trustee Jeff Goings
Trustee Erin Walsh
Trustee Sophia Ramdass
Trustee Ed Wethington
Clerk Karri Anderberg
Attorney Roxanne Sosnowski
Public Works Director Mitch Hilden
Waste Water Director Ion Steer
Treasurer Carina Boyd
Engineer Christopher Dopkins

APPROVAL OF PHONE PARTICIPATION (Roll Call)
No Phone Participation

APPROVAL OF AGENDA (Voice Vote)
Motion made by Trustee Goings, Seconded by Chairman Miller. Motion passed by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from the November 11, 2019 meeting.
   Motion made by Admin Chairman Quimby, Seconded by Chairman Miller. Motion passed by voice vote.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

no public comment

DEPARTMENT REPORTS

2. Building and Code, B&F
   Quimby is wondering if a code issue was taken care of over on Sherman. Clerk Anderberg will follow up with code on the matter.

NEW BUSINESS

3. Discussion and possible recommendation to the Village Board to approve **Ordinance 2019-45** An Ordinance of the Village of Poplar Grove, Illinois approving and authorizing the Village to enter into a second renewal to Lease Agreement for the Real Property located at 100 S. State Street, Poplar Grove, Illinois.
   Motion made by Admin Chairman Quimby, Seconded by Trustee Wethington. Motion passed by voice vote.

4. Discussion and possible recommendation to the Village Board to approve **Ordinance 2019-46** An Ordinance amending Chapter 5, Village Board of Trustees, of Title 1 of the Village of Poplar Grove, Illinois Code of Ordinances.
   Motion made by Admin Chairman Quimby, Seconded by Chairman Miller for discussion only on the matter. Motion passed by voice vote.
   The ordinance that trustee Miller brought to the board needs to be looked at and changed. Trustee Quimby wants Trustee Miller and Attorney Sosnowski to get together and re look at.
   Motion made by Chairman Miller, Seconded by Trustee Wethington to move the item to the January 2020 Admin. Motion was passed by voice vote.

5. Discussion and possible recommendation to the Village Board to approve **Ordinance 2019-47** An Ordinance of the Village of Poplar Grove, Illinois establishing meeting dates and times of the Board of Trustees of the Village of Poplar Grove and its Committees and Commissions for Calendar Year 2020
   Motion made by Admin Chairman Quimby, Seconded by Chairman Miller. Motion passed by voice vote.
   Clerks office is asking to change May 2020 Board Meeting. Board will look at the May meeting schedule in April and plan meeting dates at that time.

6. Discussion and possible recommendation to the Village Board to created a Community Relation Committee any necessary appointment there to
   Motion made by Admin Chairman Quimby, Seconded by Chairman Miller. Motion passed by voice vote.
   Trustee Miller is wondering if the Community Relation Ad Hoc committee will be following OMA and doing agendas and minutes. Per President Costanza yes they will be like any other committee and do agenda and minutes.
   President Costanza states the committee will work closely with village staff aid in helping with events and marketing to business and residents who wish to come into the village.
7. Appointment of Kelly Wood, Neeley Erickson and Kristi Richardson to the Community Relation Committee
   Motion made by Admin Chairman Quimby, Seconded by Trustee Wethington. Motion passed by voice vote.

8. Reminder to all Village staff, department heads, committee members, and officials to complete the sexual harassment course by January 1, 2020
   Admin Chair Ron Quimby would like to remind everyone to do their sexual harassment training that is now required by the state of Illinois every year.

ADJOURNMENT (Voice Vote)

Motion made by Admin Chairman Quimby, Seconded by Finance Chairman Miller. Meeting adjourned at 7:11pm

B&F CONSTRUCTION CODE SERVICES, INC.

Building & Fire Protection Plan Review

Training • Inspections • Code Consulting

To: Karri Anderberg – Village Clerk

From: Kenneth Garrett – Vice President – B & F Construction Code Services, Inc.

Date: January 8, 2019

Re: Monthly Report – December

Summary

Conducted a final inspection at the Poplar Grove Storage building. Waiting for approval of the grading and drainage plan. Conducted two footing inspections for new homes on Old Orchard Lane. Will be setting up a meeting with Chris Dopkins and staff to finalize drainage procedures for new homes. We responded to one heating complaint this month. The number of permits, inspections and code enforcement equaled 93. This number increased from 57 last month to 93 this month.

Below are the statistics for the month of December.

Category

Complaints	5
Verbal/Written Warnings	48
Permits Issued	4
Court Tickets Issued	0
Meetings	2
Phone Calls/Admin. (Mondays only)	0
B&F Inspections	34
Stop Work Orders	0
Total	***93***

B&F CONSTRUCTION CODE SERVICES, INC
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE EVALUATION
2420 Vantage Drive
Elgin, IL 60124
847-428-7010 Main
847-428-3151 FAX

(12/01/2019 Thru 12/31/2019)
Village of Poplar Grove, IL

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**14011 Ashwin Lane**										
Permit Number:	**2019-187**										
12/23/2019	3121361				Residential		Roof Final	Approved	284589	☐	
12/23/2019	3121361				Residential		Roof Rough	Approved	284588	☐	
Summary for 'PermitNumber' = 2019-187 (2 detail records)											
Developer:											
Address:	**515 Birch Street**										
Permit Number:	**2018-103***										
12/3/2019	3121361				Residential		Post Holes - Deck	Approved	281724	☐	
Summary for 'PermitNumber' = 2018-103* (1 detail record)											
Developer:											
Address:	**103 Bree Drive**										
Permit Number:	**2019-148**										
12/9/2019	3121361				Residential		Roof Final	Approved	284570	☐	
Summary for 'PermitNumber' = 2019-148 (1 detail record)											

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**208 Britnie Drive**										
Permit Number:	**2019-147**										
12/23/2019	3121361				Residential		Patio Final	Approved	284585	☐	
Summary for 'PermitNumber' = 2019-147 (1 detail record)											
Developer:											
Address:	**116 bullard Street**										
Permit Number:	**2019-178**										
12/12/2019	3121361				Residential		Building Final	Approved	281735	☐	
Summary for 'PermitNumber' = 2019-178 (1 detail record)											
Developer:											
Address:	**4147 chandan Boulevard**										
Permit Number:	**2018-67**										
12/23/2019	3121361				Residential		Fence Final	Approved	284586	☐	
Summary for 'PermitNumber' = 2018-67 (1 detail record)											
Developer:											
Address:	**214 Cobblestone Trail**										
Permit Number:	**2019-145***										
12/2/2019	3121361				Residential		Concrete Pour/Basement	Approved	281723	☐	
12/18/2019	3121361				Residential		Electrical Rough	Approved as Noted	281741	☐	
12/18/2019	3121361				Residential		Mechanical Rough	Approved as Noted	281741	☐	

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
12/18/2019	3121361				Residential		Building Rough	Approved as Noted	281741	☐	
12/18/2019	3121361				Residential		Plumbing Rough	Approved	284184	☐	
12/26/2019	3121361				Residential		Insulation	Approved as Noted	287639	☐	

Summary for 'PermitNumber' = 2019-145* (6 detail records)

Developer:

Address: **4127 Cornflower Road**
Permit Number: **2017-184**

12/2/2019	3121361				Residential		Siding	Approved	284544	☐	

Summary for 'PermitNumber' = 2017-184 (1 detail record)

Developer:

Address: **210 Cress Creek**
Permit Number: **PL185-16**

12/18/2019	3121361				Residential		Mechanical Final	Approved	281742	☐	
12/18/2019	3121361				Residential		Building Final	Approved	281742	☐	
12/18/2019	3121361				Residential		Plumbing Final	Approved	282838	☐	
12/18/2019	3121361				Residential		Electric Final	Approved	281742	☐	

Summary for 'PermitNumber' = PL185-16 (4 detail records)

Developer:

Address: **126 Cross Drive**
Permit Number: **2018-001**

12/2/2019	3121361				Residential		Window Replacement	Approved	284545	☐	

Summary for 'PermitNumber' = 2018-001 (1 detail record)

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

Developer:

Address: 207 W. Edson
Permit Number: 2018-77

12/2/2019	3121361				Residential		Window Replacement	Approved	284543	☐	

Summary for 'PermitNumber' = 2018-77 (1 detail record)

Developer:

Address: 304 Green Briar
Permit Number: 2018-75

12/9/2019	3121361				Residential		Building Final	Approved	284571	☐	

Summary for 'PermitNumber' = 2018-75 (1 detail record)

Developer:

Address: 4431 IL 173
Permit Number: 2019-100*

12/19/2019	3121361				Commercial Level 1		Electric Final	Approved	281743	☐	
12/20/2019	3121361				Commercial Level 1		Building Final	Approved as Noted	281744	☐	

Summary for 'PermitNumber' = 2019-100* (2 detail records)

Developer:

Address: 13524 Julie Drive
Permit Number: 2019-186

12/20/2019	3121361				Commercial Level 1		Sign Final	Approved	281745	☐	

Summary for 'PermitNumber' = 2019-186 (1 detail record)

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
	Address:	**360 W. Main Street**									
	Permit Number:	**2019-8**									
12/9/2019	3121361				Residential		Roof Final	Approved	284568	☐	
Summary for 'PermitNumber' = 2019-8 (1 detail record)											
Developer:											
	Address:	**460 Old Orchard**									
	Permit Number:	**2019-167***									
12/4/2019	3121361				Residential		Footing	Approved	281725	☐	
12/6/2019	3121361				Residential		Foundation Inspection	Approved	281729	☐	
12/10/2019	3121361				Residential		Foundation Backfill	Approved	281731	☐	
Summary for 'PermitNumber' = 2019-167* (3 detail records)											
Developer:											
	Address:	**464 Old Orchard Lane**									
	Permit Number:	**2019-168***									
12/4/2019	3121361				Residential		Footing	Approved	281726	☐	
12/5/2019	3121361				Residential		Foundation Inspection	Approved	281727	☐	
12/10/2019	3121361				Residential		Foundation Backfill	Approved	281732	☐	
Summary for 'PermitNumber' = 2019-168* (3 detail records)											

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**504 Olson, Lot 137**										
Permit Number:	**2019-79***										
12/23/2019	3121361				Residential		Electric Final	Approved	281748	☐	
Summary for 'PermitNumber' = 2019-79* (1 detail record)											
Developer:											
Address:	**510 Olson, Lot 138**										
Permit Number:	**2019-74***										
12/13/2019	3121361				Residential		Electric Final	Approved	281738	☐	
Summary for 'PermitNumber' = 2019-74* (1 detail record)											
Developer:											
Address:	**516 Olson, Lot 139**										
Permit Number:	**2019-75***										
12/23/2019	3121361				Residential		Electric Final	Approved	281747	☐	
Summary for 'PermitNumber' = 2019-75* (1 detail record)											
Developer:											
Address:	**384 W. Park Avenue**										
Permit Number:	**2019-160**										
12/9/2019	3121361				Residential		Roof Final	Approved	284569	☐	
Summary for 'PermitNumber' = 2019-160 (1 detail record)											

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

Developer:

Address: **500 Prairie Knoll**
Permit Number: **2019-84**

12/2/2019	3121361				Residential		Plumbing Final	Approved	284125	☑	

Summary for 'PermitNumber' = 2019-84 (1 detail record)

Developer:

Address: **5445 Route 173**
Permit Number: **2019-1**

12/5/2019	3121361				Residential		Roof Final	Approved	281728	☐	
12/5/2019	3121361				Residential		Siding	Approved	281728	☐	

Summary for 'PermitNumber' = 2019-1 (2 detail records)

Developer:

Address: **337 Thornridge Court**
Permit Number: **2019-177**

12/12/2019	3121361				Residential		Building Final	Approved	281734	☐	

Summary for 'PermitNumber' = 2019-177 (1 detail record)

Summary for 'Developer' =

Total Inspections	**39**
Total Reinspections	**1**
Total Amount	**$3,125.00**

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

GRAND TOTALS

Total Inspections	**39**
Total Reinspections	**1**
Total Amount	

Office & Shipping:
2420 Vantage Drive
Correspondence:
P.O. Box 5178
Elgin, IL 60121-5178

CONSTRUCTION CODE SERVICES, INC.
Building & Fire Protection Plan Review
Training • Inspections • Code Consulting

Phone (847) 428-7010
Fax (847) 428-3151
Toll Free (800) 232-5523
E-mail bfccs@bfccs.org

MISCELLANEOUS PLAN REVIEWS
December 2019

VILLAGE OF
Poplar Grove
1-Jan-20

Permit #	Address	Type of Project		Fee	Date
2019-187	14011 Ashwin Ln	Roof	$	25.00	12/3/2019
2019-188	208 Bree Dr	Entry Door-Garage	$	25.00	12/9/2019
2019-191	218 Summit St	Car Port	$	25.00	12/19/2019
2019-192	315 Oak St	Roof	$	25.00	12/30/2019

Total: $ 100.00

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2420 Vantage Drive
Elgin, IL 60124

847-428-7010 Main
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INSPECTION REPORT

Date Range: 12/01/2019 - 12/31/2019

Village of Poplar Grove

Monday, December 2, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
214 Cobblestone Trail	2019-145*	Residential	Concrete Pour/Basement		☐	Panzloff	Approved	281723	0.00
500 Prairie Knoll	2019-84	Residential	Plumbing Final	Bathroom remodel	☑	Del Principe	Approved	284125	45.00
207 W. Edson	2018-77	Residential	Window Replacement	egress	☐	Kasten	Approved	284543	35.00
4127 Cornflower Road	2017-184	Residential	Siding		☐	Kasten	Approved	284544	35.00
126 Cross Drive	2018-001	Residential	Window Replacement		☐	Kasten	Approved	284545	35.00
Summary for 'Inspection Date' = 12/2/2019 (5 detail records)					1				**150.00**

Tuesday, December 3, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
515 Birch Street	2018-103*	Residential	Post Holes - Deck		☐	Panzloff	Approved	281724	0.00
Summary for 'Inspection Date' = 12/3/2019 (1 detail record)					0				**0.00**

Wednesday, December 4, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
460 Old Orchard	2019-167*	Residential	Footing		☐	Panzloff	Approved	281725	1,170.00

464 Old Orchard Lane	2019-168*	Residential	Footing		☐	Panzloff	Approved	281726	1,170.00
Summary for 'Inspection Date' = 12/4/2019 (2 detail records)					0				2,340.00

Thursday, December 5, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
464 Old Orchard Lane	2019-168*	Residential	Foundation Inspection		☐	Panzloff	Approved	281727	0.00
5445 Route 173	2019-1	Residential	Roof Final	Barn	☐	Panzloff	Approved	281728	35.00
5445 Route 173	2019-1	Residential	Siding		☐	Panzloff	Approved	281728	35.00
Summary for 'Inspection Date' = 12/5/2019 (3 detail records)					0				70.00

Friday, December 6, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
460 Old Orchard	2019-167*	Residential	Foundation Inspection		☐	Panzloff	Approved	281729	0.00
Summary for 'Inspection Date' = 12/6/2019 (1 detail record)					0				0.00

Monday, December 9, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
360 W. Main Street	2019-8	Residential	Roof Final		☐	Kasten	Approved	284568	35.00
384 W. Park Avenue	2019-160	Residential	Roof Final		☐	Kasten	Approved	284569	35.00
103 Bree Drive	2019-148	Residential	Roof Final		☐	Kasten	Approved	284570	35.00
304 Green Briar	2018-75	Residential	Building Final	deck/fence replace.	☐	Kasten	Approved	284571	35.00
Summary for 'Inspection Date' = 12/9/2019 (4 detail records)					0				140.00

Tuesday, December 10, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
460 Old Orchard	2019-167*	Residential	Foundation Backfill		☐	Panzloff	Approved	281731	0.00
464 Old Orchard Lane	2019-168*	Residential	Foundation Backfill		☐	Panzloff	Approved	281732	0.00
									0.00

Summary for 'Inspection Date' = 12/10/2019 (2 detail records) **0**

Thursday, December 12, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
337 Thornridge Court	2019-177	Residential	Building Final	patio door	☐	Panzloff	Approved	281734	35.00
116 bullard Street	2019-178	Residential	Building Final	patio door	☐	Panzloff	Approved	281735	35.00
									70.00

Summary for 'Inspection Date' = 12/12/2019 (2 detail records) **0**

Friday, December 13, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
510 Olson, Lot 138	2019-74*	Residential	Electric Final		☐	Panzloff	Approved	281738	0.00
									0.00

Summary for 'Inspection Date' = 12/13/2019 (1 detail record) **0**

Wednesday, December 18, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
214 Cobblestone Trail	2019-145*	Residential	Electrical Rough		☐	Panzloff	Approved as Noted	281741	0.00
214 Cobblestone Trail	2019-145*	Residential	Building Rough		☐	Panzloff	Approved as Noted	281741	0.00
214 Cobblestone Trail	2019-145*	Residential	Mechanical Rough		☐	Panzloff	Approved as Noted	281741	0.00
210 Cress Creek	PL185-16	Residential	Building Final		☐	Panzloff	Approved	281742	45.00

210 Cress Creek	PL185-16	Residential	Mechanical Final	☐	Panzloff	Approved	281742	45.00
210 Cress Creek	PL185-16	Residential	Electric Final	☐	Panzloff	Approved	281742	45.00
210 Cress Creek	PL185-16	Residential	Plumbing Final	☐	Del Principe	Approved	282838	45.00
214 Cobblestone Trail	2019-145*	Residential	Plumbing Rough	☐	Del Principe	Approved	284184	0.00
				0				**180.00**

Summary for 'Inspection Date' = 12/18/2019 (8 detail records)

Thursday, December 19, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
4431 IL 173	2019-100*	Commercial Level 1	Electric Final	South Bldg.-Self St	☐	Panzloff	Approved	281743	0.00
					0				**0.00**

Summary for 'Inspection Date' = 12/19/2019 (1 detail record)

Friday, December 20, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
4431 IL 173	2019-100*	Commercial Level 1	Building Final	Self Storage Bldgs.	☐	Panzloff	Approved as Noted	281744	0.00
13524 Julie Drive	2019-186	Commercial Level 1	Sign Final	Wall Sign	☐	Panzloff	Approved	281745	35.00
					0				**35.00**

Summary for 'Inspection Date' = 12/20/2019 (2 detail records)

Monday, December 23, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
516 Olson, Lot 139	2019-75*	Residential	Electric Final		☐	Panzloff	Approved	281747	0.00
504 Olson, Lot 137	2019-79*	Residential	Electric Final		☐	Panzloff	Approved	281748	0.00
208 Britnie Drive	2019-147	Residential	Patio Final		☐	Kasten	Approved	284585	35.00
4147 chandan Bouleva	2018-67	Residential	Fence Final		☐	Kasten	Approved	284586	35.00
14011 Ashwin Lane	2019-187	Residential	Roof Rough		☐	Kasten	Approved	284588	35.00

14011 Ashwin Lane	2019-187	Residential	Roof Final		☐	Kasten	Approved	284589	35.00
Summary for 'Inspection Date' = 12/23/2019 (6 detail records)					0				**140.00**

Thursday, December 26, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
214 Cobblestone Trail	2019-145*	Residential	Insulation		☐	Creamer	Approved as Noted	287639	0.00
Summary for 'Inspection Date' = 12/26/2019 (1 detail record)					0				**0.00**

Total Inspections	**39**
Total Reinspections	**1**
Total Amount Due	**3,125.00**

Form 28125

Village of Poplar Grove

October 28, 2019

Project Name:	**SFR - Lot 31 Burled Wood - New Construction**
Project Number:	1119930
Permit Number:	2019-167
Location:	460 Old Orchard Lane, Poplar Grove, IL
Types of Review(s):	Single Family Dwelling, Single Family Inspections

Total Square Feet:	6,157
Total Cubic Feet:	0

Single Family Dwelling (1 Unit; 6,157 sq ft) (New Construction: $225.00)	225.00
Inspections ($45.00 x26 inspections – note: $55/per re-inspection)	1,170.00
Total Amount:	**$1,395.00**

THIS IS NOT A BILL

Note: This information is for your use and/or records.
We will submit our invoice at the end of the month.

Form 281726

Village of Poplar Grove

October 25, 2019

Project Name:	**SFR - Lot 32 Burled Wood - New Construction**
Project Number:	1119931
Permit Number:	2019-168
Location:	464 Old Orchard Lane, Poplar Grove, IL
Types of Review(s):	Single Family Dwelling, Single Family Inspections

Total Square Feet:	5,410
Total Cubic Feet:	0

Single Family Dwelling (1 Unit; 5,410 sq ft) (New Construction: $225.00)	225.00
Inspections ($45.00 x26 inspections – note: $55/per re-inspection)	1,170.00
Total Amount:	**$1,395.00**

THIS IS NOT A BILL

Note: This information is for your use and/or records.
We will submit our invoice at the end of the month.

CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

2420 Vantage Drive
Elgin, IL 60124

847-428-7010 Main
847--428-3151 FAX

INSPECTION REPORT

Date Range: 12/01/2019 - 12/31/2019

Poplar Grove - Code Enforcement

Monday, December 2, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284555	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284555	0.00
Summary for 'Inspection Date' = 12/2/2019 (2 detail records)					0				0.00

Monday, December 9, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284576	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284576	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284576	0.00
Summary for 'Inspection Date' = 12/9/2019 (3 detail records)					0				0.00

Monday, December 16, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284587	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284587	0.00

Summary for 'Inspection Date' = 12/16/2019 (2 detail records)					0				0.00

Tuesday, December 17, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284596	0.00
Summary for 'Inspection Date' = 12/17/2019 (1 detail record)					0				0.00

Wednesday, December 18, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284596	0.00
Summary for 'Inspection Date' = 12/18/2019 (1 detail record)					0				0.00

Monday, December 23, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	284599	0.00
Summary for 'Inspection Date' = 12/23/2019 (1 detail record)					0				0.00

Monday, December 30, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	288411	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	288411	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Kasten	Approved	288411	0.00
Summary for 'Inspection Date' = 12/30/2019 (3 detail records)					0				0.00

Poplar Grove - Code Enforcement

Total Inspections	**13**
Total Reinspections	**0**
Total Amount Due	**0.00**

Poplar Grove Code Enforcement - Travel - 1x 7 = 7.00
+ 23.34
30.34

B & F Construction Code Services, Inc.

Project Report

Project Number: 3121469

Report Date Range: 12/01/2019 - 12/31/2019

Inspection Report By Project Code

Employee 1480 **Michael Kasten**

Date	Inspection Description		Address	Start Time	End Time	Total Time
12/2/2019						
12/02/2019	Code Compliance	Commercial	200 Hill Street	9:00	12:00	3.00
12/02/2019	Code Compliance	Commercial	200 Hill Street	13:00	15:25	2.42
				Total Time For Date 12/2/2019:		**5.42**
12/9/2019						
12/09/2019	Code Compliance	Commercial	200 Hill Street	9:00	10:00	1.00
12/09/2019	Code Compliance	Commercial	200 Hill Street	10:15	12:00	1.75
12/09/2019	Code Compliance	Commercial	200 Hill Street	13:00	15:00	2.00
				Total Time For Date 12/9/2019:		**4.75**
12/16/2019						
12/16/2019	Code Compliance	Commercial	200 Hill Street	9:30	12:00	2.50
12/16/2019	Code Compliance	Commercial	200 Hill Street	13:00	15:40	2.67
				Total Time For Date 12/16/2019:		**5.17**
12/17/2019						
12/17/2019	Code Compliance	Commercial	200 Hill Street	15:00	16:00	1.00
				Total Time For Date 12/17/2019:		**1.00**
12/18/2019						
12/18/2019	Code Compliance	Commercial	200 Hill Street	8:30	9:15	0.75
				Total Time For Date 12/18/2019:		**0.75**
12/23/2019						
12/23/2019	Code Compliance	Commercial	200 Hill Street	8:45	10:15	1.50
				Total Time For Date 12/23/2019:		**1.50**
12/30/2019						
12/30/2019	Code Compliance	Commercial	200 Hill Street	9:00	11:30	2.50
12/30/2019	Code Compliance	Commercial	200 Hill Street	12:30	14:00	1.50

Project Number: 3121469

Report Date Range: 12/01/2019 - 12/31/2019

Inspection Report By Project Code

Employee 1480 **Michael Kasten**

Date	Inspection Description		Address	Start Time	End Time	Total Time
12/30/2019	Code Compliance	Commercial	200 Hill Street	14:15	15:00	0.75
				Total Time For Date 12/30/2019:		**4.75**
			Total Hours for Project 3121469:			**23.34**

Personnel Handbook

Village of Poplar Grove
200 Hill Street, P.O. Box 1
Poplar Grove, IL 61065
(815) 765-3201
www.villageofpoplargrove.com

Adopted 3-14-16
Amended 8-21-19

Dear Employee,

It is our pleasure to welcome you to the Village of Poplar Grove. You are joining a team of individuals who are committed to providing excellent public service to the residents of Poplar Grove. The Village of Poplar Grove's progress and growth depends on employees who take responsibility for the community and its success. Continuing the Village's tradition as a community that takes pride in its accomplishments, depends on your contribution as an employee.

You are now part of an active and progressive municipal government. You must set the example for your fellow citizens and co-workers. We are continually working to make Poplar Grove a more enjoyable and attractive place to live. Your personal contribution is required to make our Village government responsive and efficient for the residents and your co-workers. You are expected to carry out your responsibilities and to follow all Village ordinances, policies, and Departmental rules and procedures as they relate to you and to your job.

Our primary function is to provide service. You are a very important person to the residents and your co-workers. The effectiveness of our organization depends upon each employee. Our combined efforts will results in a well-run, efficient Village government.

A special "thank you" to the existing employees for your hard work and commitment to the Village and the community. The Village appreciates and values the longevity and dedication of its employees.

It is our hope that this manual will assist you in locating many of the benefits and policies that make your job easier and more satisfying. This manual is not an official rulebook, employment contract or legal document. It is an introduction and general guide designed to help you make a smooth adjustment to your job.

Sincerely,

Owen G. Costanza
Village President

DISCLAIMER

THIS HANDBOOK IS NOT A CONTRACT AND DOES NOT CREATE ANY RIGHTS TO EMPLOYMENT WITH THE VILLAGE OF POPLAR GROVE.

ALL EMPLOYEES WHO ARE NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT ARE CONSIDERED EMPLOYEES AT-WILL WHO MAY BE DISCHARGED AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

THE VILLAGE RESERVES THE RIGHT TO ALTER, AMEND, AND/OR MODIFY ALL OR ANY PART OF THIS MANUAL AT ANY TIME, WITH OR WITHOUT NOTICE.

IN THE EVENT OF A CONFLICT BETWEEN THIS HANDBOOK AND THE ORDINANCES OF THE VILLAGE OF POPLAR GROVE OR AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, THE APPLICABLE ORDINANCE AND/OR APPLICABLE AGREEMENT SHALL PREVAIL.

THIS HANDBOOK IS INTENDED TO PROVIDE ONLY A GENERAL OVERVIEW OF SOME OF THE PRIMARY ASPECTS OF EMPLOYMENT WITH THE VILLAGE OF POPLAR GROVE.

IT IS NOT INTENDED TO BE AN EXHAUSTIVE DESCRIPTION OF APPLICABLE EMPLOYMENT POLICIES, AND THE VILLAGE RESERVES THE RIGHT TO ADDRESS SPECIFIC SITUATIONS ON AN INDIVIDUAL CASE BY CASE BASIS.

ANY QUESTIONS OR CONCERNS ABOUT THIS HANDBOOK OR ABOUT ANY ASPECT OF EMPLOYMENT SHOULD BE BROUGHT TO THE DEPARTMENT HEAD.

THIS HANDBOOK SUPERSEDES ALL OTHER PREVIOUS MANUALS/HANDBOOKS FOR THE VILLAGE OF POPLAR GROVE.

Mission and Value Statement

The Village of Poplar Grove is ideal for families looking for the advantages of rural small town living and convenience of access to transportation options at I-39, I-90, Hwy. 76, and Hwy. 173. Poplar Grove residents enjoy the countryside living environment, while having convenient access.

The Village of Poplar Grove serves the needs of its residents and business community by providing responsive and efficient municipal services. Through focused efforts by its elected officials, the Village strives to provide a fair system of governance for its residents and visitors in a fiscally responsible manner.

Equal Opportunity

It is the policy and practice of the Village of Poplar Grove to recruit, hire, train and promote employees without discrimination on the basis of race, religion, color, political affiliation, physical or mental disability, national origin, sex, marital status, age, sexual orientation, gender identification, or membership or non-membership in any employee association or any other non-job related characteristic.

Form of Government

The Village operates under the President-Trustee form of government. The President and Trustees are all elected "at large". Together, the President and Trustees serve as the policy-making body of the Village. They perform functions that include passing resolutions and ordinances, approving the expenditure of money, levying taxes, approving subdivisions, zoning and other land use regulations, and generally deciding on important issues that affect the Village.

The President, with the consent and approval of the Village Board, appoint Department Heads to direct the activities of the respective operating departments. Department Heads report to the Village President, who in turn reports to the Village Board. The Village President is responsible for the implementation of Village Board Policy.

The President with advice and consent of the Trustees appoint members of various Commissions to assist in the operation of Village government.

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Article 1: General Information

1.1 Purpose of Personnel Handbook

The Village of Poplar Grove ("Village") Personnel handbook ("handbook") contains the general operating practices and procedures pertaining to employment with the Village. While this handbook is not all inclusive, its purpose is to provide guidelines for supervisory personnel and staff relating to employment matters. This Personnel Handbook would be too voluminous if it attempted to list all applicable state and federal personnel related laws and policies. Employees are required to adhere to all local, state and federal laws regarding personnel that are not specifically mentioned in this Personnel Handbook. All provisions within the handbook are subject to change at any time, with approval of the Village Board, without prior notice. The Village retains all rights to manage and direct the affairs of the Village and its employees as deemed necessary in order to accomplish the Village objectives in an economical and efficient manner.

This handbook applies to all full-time, part-time, seasonal, interns, contractual and/or other employees of the Village.

Nothing in the Village's Personnel Handbook is intended to, or shall, create any contractual obligations of any kind. No policy, benefit, procedure or information set forth in the manual implies or may be construed to imply that it or any portion thereof is an employment contract. Employment with the Village is at-will and may be terminated by the Village with or without cause and with or without notice at any time, at the sole and absolute discretion of the Village. The Village of Poplar Grove is an equal employment opportunity employer.

To the extent that a collective bargaining agreement with any group of employees of the Village is more or less restrictive than the provisions of this personnel handbook, the provisions of such collective bargaining agreement shall control.

No representative, employee or agent has the authority to make any agreement contrary to the provisions of this document, except the Village Board, and then, only in writing. Final approval of this handbook and any subsequent amendments will be determined by the Village Board. The Village President or designee is responsible for administering and interpreting the personnel practices of the Village.

1.2 Open Door

The Village of Poplar Grove promotes an atmosphere whereby employees can speak freely with members of management staff without fear of retribution. An employee is encouraged to discuss any issues or problems openly with a supervisor to ensure that appropriate action may be taken.

1.3 Definitions

Exempt Employee: is an employee who does not receive overtime compensation for hours worked in excess of forty (40) hours per week. An employee in this category is paid, at fixed and regular intervals, on the basis of an annual salary. In accordance with the Federal and State Wage and Hour Laws, exempt employees include managerial, professional and certain administrative employees as defined in the ***Fair Labor Standards Act (FLSA).*** Exempt employees may enjoy a flexible work schedule within the needs of the Department Supervisor's guidelines and with the approval of the Village President or designee. However, exempt employees are expected to work whatever additional time is needed to complete their work.

Non-Exempt Employee is an employee who has successfully completed the probationary period, and to whom the Village is required to pay overtime at the rate of time and one-half the employee's regular rate of pay for all hours in a workweek in excess of forty (40) hours in accordance with the applicable Federal and State Wage Hour Laws.

Full-Time Employee is any department employee who has successfully completed the probationary period, and who regardless of designation in his or her employing department, is regularly scheduled to work forty (40) hour work week.

Permanent Part-Time Employee is an employee, who has successfully completed the probationary period, is assigned to a position that is regular in nature and works a shift schedule less than 1,000 hours per year.

Seasonal Part-Time Employee is an employee, who has successfully completed the probationary period, other than permanent part-time employee, who is regularly scheduled to work less than thirty-five (35) hours per week and less than 1,000 hours per year.

Article 2: General Employment Conditions

2.1 Driver's License Obligation

Any employee whose job includes operating a Village vehicle must maintain an appropriate Driver's License and must inform his/her supervisor in the event of loss of said license, receipt of a moving violation or restriction of said license. The Village reserves the right to take appropriate action in the event the employee becomes, in the opinion of the Village, no longer qualified to operate a Village vehicle. All employees must sign an appropriate acknowledgment form authorizing the Village to obtain a certified copy of a drivers abstract upon request.

2.2 Probationary Period

The probationary period is utilized to observe an employee's work, to evaluate the employee's skills, to train the employee and/or terminate an employee whose work performance fails to meet required work standards. Generally, an employee's probationary period lasts for a period of 90 days unless otherwise specified in a collective bargaining agreement, or as adjusted by the Village President.

Probationary periods may be extended or reduced at the discretion of the supervisor and the approval of the Village President.

2.3 Nepotism - Employment of Relatives

The Village does not allow the hiring or promotion of any employee which creates a situation where by an employee would be supervised by, or under the immediate supervision of a relative.

For purposes of this section, members of the immediate family, with the exception of those hired prior to the approval of this document, may include: spouse, mother, father, sister (step, half), brother (step, half), children (birth, step, adopted), mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, spouse's grandparents, grandchildren and any relative currently living with the employee. However, members of the same immediate family are not precluded from applying for positions within the Village.

2.4 Civil Litigation

Any employee of the Village who receives a summons, notice or complaint alleging a claim or cause of action arising as a result of the performance of his/her official duties as an employee of the Village shall immediately notify and furnish to his/her department head a copy of said summons, notice or complaint.

Following discussions with the Village President, the summons and complaint shall thereafter be forwarded to the Village's liability insurance carrier. The Village's insurance carrier shall make a determination if it will undertake the defense of the employee and provide coverage for any damages resulting from the claim or cause of action under the terms of the Village's policy. Should the alleged claim not result in a circumstance included in the Village's coverage, then the Village President shall determine whether the claim or cause of action did, in fact, arise as the result of legitimate and reasonable performance of work related duties.

2.5 Personnel Files

The Village complies with the provisions set forth in the Personnel Record Review Act 820ILCS 40/1 et.seq. Village Clerk is responsible for establishing and maintaining the official personnel files of the Village. Employees may inspect and copy their own personnel files, but may not remove documents. Personnel file inspections must be requested in advance and will be scheduled at a mutually convenient time as deemed appropriate. The Village reserves the right to be present at the time an employee reviews his/her personnel file.

Only supervisory and management employees who have a legitimate employment-related reason may review another employee's personnel file. Employees reviewing any personnel file should consider the material to be confidential. All inspections of personnel files must be approved by the Village President.

2.6 Personal Information

It is the employee's responsibility to notify the Payroll Department in a timely manner of any changes in personal information such as: name, mailing address, emergency contact and telephone number. In addition, for the purpose of health insurance administration, an employee's dependents and other related information must be kept current.

2.7 Performance Evaluations

Annual Reviews: All employees will be evaluated at least annually by his/her immediate supervisor. The primary purpose of the employee performance evaluation is to foster communication between the employee and his/her supervisor. Evaluations may also be used in determining demotions, discharges and/or eligibility for promotions and/or merit pay.

Probationary Review*:* The Village requires all new employees to undergo evaluations. Evaluations are conducted to ensure that new employees are learning, and also meeting objectives and expectations in a timely manner. An employee who has completed his/her probationary period will be evaluated annually.

2.8 Employment Separation

Termination of employment as a result of resignation, retirement, expiration of employment contract, reduction in workforce or discharge requires completion of a separation process. This process provides the eligible employee and/or deceased designee with important information regarding health insurance and reimbursement of retirement contributions.

The employee's final pay check will not be released to the employee until all Village equipment (vehicle keys, employee identification cards, safety equipment, records, etc.) has been returned to or accounted for by the affected department.

2.9 Exit Interviews

The Village encourages employees to participate in the exit interview process conducted by Village President. The interview provides employees with an opportunity to discuss their work experience and to comment on the strengths and weaknesses within both their department and the Village. It is also used to facilitate the return of Village property. Information obtained during the exit interview will not become part of the employee's personnel file.

2.10 Grievance Procedures

The grievance procedure is open to any employee who believes the treatment he/she receives on the job is inequitable or unfair. Bargaining unit employees shall utilize the grievance procedure contained in their respective collective bargaining agreement.

A grievance may be filed by following the steps outlined below:

1. Discuss grievance with an immediate supervisor within two working days of the incident. No grievance will be honored if it is not filed within two days of occurrence. If the supervisor does not reply within three (3) days, or if an employee is dissatisfied with the response of his/her supervisor, he/she may initiate the next step.

2. The grievance must be put into writing and submitted to the Village President within five (5) working days of the supervisor's decision in Step 1. If the Village President does not respond within five (5) work days, it is considered "grievance denied". The employee may initiate Step 3 after this step.

3. If the employee is dissatisfied with Village President's decision, he/she may submit a written request for a final determination to the Village Board within five (5) working days of receipt of the Village President's response or denial, the Village Board will review in detail and give a binding written response within ten (10) working days of his receipt of the grievance.

Article 3: Hours of Work and Work Schedules

3.1 Hours of Work

The Village renders service 24 hours a day, seven days a week. As a consequence, the daily hours of work and the workweek of Village employees may vary according to the services rendered by the particular department. Work schedules shall be established by the Village President, and any deviation from the established hours of work must be approved. Village Hall offices are open Monday through Friday from 8:30AM until 4:30PM.

3.2 Lunch and Rest Periods

Unless otherwise referred to in a covered employees' Collective Bargaining Agreement, every employee is granted 2 fifteen (15) minute rest periods for an eight (8) hour workday. The scheduling of those rest periods should not interrupt work operations.

Employees are additionally granted a thirty (30) minute unpaid lunch period for their eight (8) hour workday.

Lunch and break periods will be scheduled to ensure adequate coverage for the department to assist the general public.

3.3 Overtime

All non-exempt employees, a defined by the Fair Labor Standards Act (FLSA) will receive pay at one and one-half their regular rate for all actual work performed in excess of forty (40) hours per week. In accordance with the FLSA, compensated leave time, including sick, vacation leave, compensatory time, and bereavement time, are not included in the computation of the hours worked for purposes of overtime pay. Overtime shall only be authorized by the Department Head. Only actual time worked is counted toward the calculation of overtime. Bargaining unit employees should reference their agreement.

3.4 Compensatory Time

Under the Code of Federal Regulations Title 29, Section 553.22 compensatory time (comp-time) and comp time off are interchangeable terms under the Fair Labor Standards Act. Comp time off is paid time off that is earned and accrued by an employee in lieu of immediate cash payment for employment in excess of the statutory hours for which overtime compensation is required by Section 7 of the FLSA.

Unless otherwise referred to in a covered employees' Collective Bargaining Agreement, compensatory time will be allowed to accumulate up to a maximum of 80 hours. No more than 40 hours, shall be authorized by the Village Administrator, to be carried over from one calendar year to the next.

3.5 Attendance and Absenteeism

Regular and predictable attendance is an essential function of every position of employment in the Village of Poplar Grove. Village employees are required to report to a designated place of work punctually and to work all regularly scheduled hours established by the department. When employees give notification of their inability to report for work, tardiness or need to leave early, they must speak directly to their supervisor. Notice must be received at least one hour prior to the employees scheduled start time.

3.6 Modified Work Duty

The Village may, at its discretion, assign an employee to an available modified work duty position while the employee is recovering from an illness or injury. However, the Village is not required to provide modified duty to any employee.

Article 4: Employee Conduct

4.1 Rules of Conduct/Code of Ethics

Employees of the Village must adhere to the following standards:

1. Uphold the Constitution and laws of the United States and the State of Illinois, and the laws, ordinances and policies of the Village of Poplar Grove;

2. Be honest and trustworthy in all they say and write;

3. Be dedicated to providing quality services;

4. Be cooperative, constructive and efficiently use all available resources;

5. Be fair and considerate in the treatment of fellow employees and residents, addressing concerns and needs with equity, granting no special favors;

6. Be committed to accomplishing all tasks in a superior way, and abstaining from all job behavior that may tarnish the image of the Village of Poplar Grove;

7. Recognize that public and political decisions are ultimately the responsibility of the Village Board; and

8. Be dedicated to service that improves the quality of life in the Village of Poplar Grove.

4.2 Personal Appearance, Professional Image and Conduct

The Village is committed to maintaining a favorable public image with Village residents, and promoting on-the-job safety. Employees who are issued Village uniforms and identification badges must wear them in accordance with departmental standards. It is the supervisor's responsibility to ensure that employees are neat in appearance and attire. Employees will respect the diversity of individuals in the workplace. Employees will not use vulgar, intimidating or abusive language, or otherwise engage in conduct that reflects poorly on the Village.

4.3 Gifts and Gratuities

All Village employees are prohibited from accepting personal gifts, gratuities or donations from the general public, vendors, businesses or other persons that employees may come in contact with in the course of performing their job related duties.

4.4 Work Area Housekeeping

Good housekeeping is essential to safety in the work place. All employees shall keep their work area clean, orderly and free from loose and unnecessary items. The Village is not responsible for any personal property lost, damaged or stolen while being used by an employee in the performance of his/her duties. Personal cell phones should be switched to silent mode or vibrate during regular office hours so as to prevent disruption of the normal course of business. All staff must maintain a clean and clear work area.

4.5 Use of Village Equipment, Vehicles, and Supplies

Any employee or family member who damages or destroys any municipal equipment, either through willfulness or neglect, may be required to repair or replace the lost or damaged equipment. In addition, the employee may suffer disciplinary penalties imposed by the department head and/or the Village President. Employees must report any lost or stolen equipment immediately to his/her direct supervisor.

4.6 Confidentiality

Employees who have access to confidential information concerning employees, residents or Village businesses are entrusted to maintain the privacy of such information. Unauthorized attempts to access or disclose confidential information is considered a breach of trust and employees who do so may be subject to disciplinary action, including termination of employment. The use of any type of recording device to record private conversations is prohibited unless all parties to the conversation have given their consent and approval.

4.7 Media Contact

The Village President will provide accurate and appropriate information to media representatives requesting information regarding Village matters, policies, operations and

services. Employees shall refer any contact from media representatives directly to the President.

4.8 Social Media, Blogs, Internet, and Electronic Mail

The Village of Poplar Grove supports self-expression, including the right to express oneself to others via letters to the editor, Internet blogs, social web pages, posting on open forums, or speaking during public events. However, the Village expressly prohibits employees from speaking or writing on behalf of the Village, without express permission in writing. Additionally, the Village prohibits use of non-work related social media and blogs during working hours.

Use of Village computers and software is limited to appropriate business use. Employees may use the internet during break or lunch periods. All use must be in conformity with local, state, and federal laws, policies, regulations, rules, and court orders.

The Village reserves the right to monitor the use of its computer system to the extent permitted by law. All Email is the property of the Village and subject to the Freedom of Information Act.

4.9 Harassment

Appropriate conduct among employees is necessary to maintain an environment free of discrimination and harassment. The Village will not tolerate, condone or allow any form of harassment by Village employees, or anyone doing business with, or appearing before the Village. The Village encourages reporting of all incidents, regardless of who the offender may be, and will promptly investigate all reported incidents.

4.10 Drugs and Alcohol

The Village of Poplar Grove, Illinois ("Village") seeks to establish guidelines to provide a safe, healthy and secure work environment for City employees and other individuals doing business with the Village. This Alcohol and Substance Abuse Policy outlines the Village's expectations and requirements for creating and maintaining a drug free environment in accordance with the State and Federal laws, including the State and Federal Drug Free Workplace Acts.

SECTION 4.10-1.

A. The Village of Poplar Grove recognizes that drug and alcohol abuse are persuasive in our society. The Village further recognizes that the workplace is not exempt from the use and abuse of such substances.

B. The use and misuse of alcohol and drugs by the Village of Poplar Grove's employees is contrary to a drug free workforce and workplace. The use of these substances increases the potential for accidents, absenteeism, substandard performance, turnover, misconduct, poor employee morale, damage to property, injury to the public and/or other employees, or degradation of trust in the Village to service its citizens effectively. All employees working for the Village are expected to report fit for duty for scheduled work and to be able to perform assigned duties safely and acceptably without any limitations due to the use or

after effects of cannabis, including medical cannabis, or other drugs, dangerous substances or alcohol. Therefore, the following Alcohol and Substance Abuse Policy is adopted.

SECTION 4.10-2.

A. All employees of the Village of Poplar Grove shall be governed by the principles of a drug free workforce and workplace, and

1. Shall not be under the influence or effects of alcohol, drugs or other dangerous substances while on duty, performing their assigned duties or while "on-call" for duty;

2. Shall not use, distribute, sell, or possess illegal drugs;

3. Shall not use alcohol, drugs or other dangerous substances during working hours, during breaks or meal periods, when scheduled to return to work or when subject to being called to work;

4. Shall not possess, store or transport alcohol or drugs while on Village premises, at Village work locations or in Village vehicles or equipment:

5. Shall not sell, distribute, dispense or transfer alcohol, drugs or prescription drugs and medications to any other employee or to any person while on duty, on call or acting in an official capacity.

6. Shall inform the Department Head of any limitations as a result of drug use (prescription or over the counter) that may impact the performance of duty.

The prohibitions in this policy encompass, but are not limited to use of: narcotics (heroin, morphine, opioids, etc.), cannabis (marijuana, hashish, cannabis-infused products), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, "designer drugs," etc.). This policy prohibits the possession or use of cannabis in the workplace or being under the influence of cannabis, including as a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act during the work day or work activities. Compliance with this policy is a condition of employment.

An employee is considered to be under the influence of drugs if the employee has a confirmed positive test result for drug use or their metabolites pursuant to federal HHS-certified lab cutoff concentrations or has engaged in conduct evidencing apparent impairment. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood.

Nothing contained herein shall preclude an employee from consuming alcoholic beverages while in the performance of duty under proper and specific orders from a superior provided that the officer's ability to perform the assignment or function is not impaired.

B. All employees are governed by these requirements and should be aware that violations will result in disciplinary action up to and including termination. Nothing in this policy shall be considered as limiting the Village's right to take administrative or disciplinary action, up to and including termination, for involvement with illegal drugs or alcohol not specifically addressed in this policy.

SECTION 4.10-3. DRUG AND ALCOHOL TESTING

A. Because, of the Village's concern for its obligation to provide a safe work place and to provide its citizens with the most efficient and effective services, it will test applicants and employees under the following circumstances:

1. Pre-Employment: All applicants to whom an offer of employment has been extended shall be tested for alcohol and drugs. The offer of employment will be revoked for any applicant who tests positive for alcohol or drugs.

2. Promotion to a Higher Classification: The Village will test any employee being promoted to a higher Classification. Any such employee who tests positive will become ineligible for the promotion and will be subject to disciplinary action, including termination.

3. Reasonable Suspicion: If the Village has reasonable suspicion that an employee has violated any provision of this policy pertaining to drugs, alcohol, or other dangerous substances, the employee shall be required to submit to testing. Reasonable suspicion is defined in the "Definitions" section of this policy.

4. Special Circumstances: An employee may also be tested for drugs, alcohol or other dangerous substances:

   a. as part of a regularly scheduled physical examination;

   b. when an officer has been involved in a major incident, such as a shooting, an injury to a citizen or co-worker, or a complaint alleging use of excessive force; or

   c. when an officer is assigned to a departmental or outside drug enforcement group or when an employee is assigned primarily to drug enforcement responsibilities.

5. Post-Accidents: All employees who may have contributed to a work-related accident or injury are directly or indirectly involved in an accident or injury shall be tested. This applies to any accident whether it involves a vehicle, equipment, or personal injury.

B. Employees who violate the alcohol or drug regulations and who are permitted to remain employed must submit to unannounced follow-up tests after they return to work. In the first 12 months after returning, an employee must take at least six tests. Follow-up testing may be extended for up to 48 months following return to duty.

SECTION 4.10-4. TESTING PROCEDURES

A. While the Village reserves the right to establish the procedures under which employees will be tested for alcohol and illegal drugs, to the extent circumstances permit, the Village will observe the following:

1. Every effort will be made to respect the privacy and dignity of employees in the test sample collection process.

2. Will use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act, that has been or is capable of being accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA) and insure that the laboratory/facility conforms to applicable SAMHSA standards. The name and address of the facility will be available to employees upon request.

3. Ensure that the facility has established "chain of custody" procedures for both the sample collection and testing that will ensure the integrity of the identity of each sample and test result.

4. Positive drug test results are subject to a second confirmatory test of the same sample by gas chromatography (GCMS) or an equivalent scientifically accurate and accepted method that provides quantitative data about any detected drug or drug metabolites and Medical Review Officer review.

5. The Department Head will receive drug and alcohol test results.

6. Drug and alcohol test result will be filed in the employee's medical file and will be treated as a confidential medical record. Supervisors or managers may be informed of drug testing results and/or employee's participation in a substance abuse rehabilitation program as such information relates to the employee's performance of work duties and/or reasonable accommodation issues.

7. Provide each employee tested with a copy of all information and reports received in connection with the testing and the results.

SECTION 4.10-5. DISCIPLINE

A. Positive Test Results: Where the employee tests positive on both the initial and confirmatory tests for drugs, alcohol or other dangerous substances, the employee shall be subject to disciplinary action up to and including discharge and/or be required to complete a drug/alcohol rehabilitative treatment program at the

employee's expense, to the extent not covered by insurance. An employee who wishes to have a second test done at the testing facility or at a different testing facility may do so at his/her expense.

B. Refusal to Provide a Blood, Breath, or urine Specimen: An employee's refusal to provide a urine, breath and/or blood specimen for laboratory testing when requested by the Village shall constitute cause for disciplinary action, up to and including discharge of the employee. If the employee is physically unable to provide a urine specimen, the Village may request a blood specimen for Laboratory testing.

C. Tampering With or Substitution of a Specimen: Intentionally tampering with, causing another person to tamper with, substituting for, or causing another person to substitute for a urine and/or blood specimen, whether the employee's own specimen or another employee's specimen, shall constitute cause for disciplinary action up to and including discharge of the employee who engages in such activity.

D. Drug-Related Conviction: The conviction of an employee for any offense involving illegal possession, sale, use or distribution of a drug shall constitute cause for disciplinary action up to and including discharge, whether or not such offense occurred during normal work hours. Such arrests and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest/conviction.

E. Alcohol Related Offenses: The conviction of an employee for any alcohol related offense shall also constitute cause for discipline up to and including termination, whether such offense occurred during normal work hours. Such arrest and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest conviction.

SECTION 4.10-6. EMPLOYEE ASSISTANCE PROGRAM

A. An employee may desire to come forward on a self-initiated basis to seek help for an alcohol or drug abuse problem and to resolve that problem voluntarily. Employees are encouraged to do so before they are found in violation of this policy. Employees voluntarily seeking assistance for a problem involving illegal drug use or alcohol abuse may avail themselves of this help once during the employee's tenure.

B. The employee will not be subject to disciplinary action for voluntarily coming forward for help. However, the employee will not escape discipline by requesting such assistance after being requested to take an alcohol and/or drug test or violating Village policies and/or rules of conduct. Voluntary requests for help will be kept confidential into the extent practical.

SECTION 4.10-7. SEARCHES

A. In order to accomplish the goals of this policy, or for similar administrative purposes, the Village may search employees and inspect their personal property (i.e., locker, work area, vehicles parked on Village property (with reasonable suspicion) etc), at the Village's discretion.

B. All searches and inspections will be performed with appropriate regard and concern for the personal privacy of the employee to the extent possible without jeopardizing the investigation. Failure to submit to or cooperate in such a search may result in disciplinary action, including termination.

C. The Village may, under certain circumstances, request the presence of a representative of the appropriate law enforcement agency when conducting a search or inspection.

SECTION 4.10-8. DEFINITIONS

A. Drugs: A drug includes any controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act, or any other intoxicating substance. It also include any drug which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.

B. Alcohol: Includes any distilled spirits, wine, malt beverage or other intoxicating liquors.

C. Drug/Alcohol Test: Any chemical, biological or physical instrumental analysis administered for the purpose of determining the presence or absence of alcohol or a drug or its metabolites.

D. Positive Test Result:

1. A blood or breath specimen provided by the employee measured an ethyl alcohol concentration of .02 or more; or

2. Urine or blood specimen provided by the employee which detects any amount of a drug.

E. Reasonable Suspicion: Reasonable suspicion shall be defined as an articulate belief based on specific facts and reasonable inferences that the employee is under the influence of drugs or alcohol, is using drugs or alcohol, or is in possession of or selling drugs or alcohol. Circumstances which may constitute a basis for determining reasonable suspicion may include, but are not limited to:

1. A pattern of abnormal or erratic behavior;

2. A noticeable change in work performance;

3. Direct observation of drug or alcohol use;

4. Presence of physical symptoms of drug or alcohol use (glassy or blood shot eyes, slurred speech, poor coordination or the odor of an alcoholic beverage on/or about the person or breath or the employee).

~~SECTION 4.10-1.~~

~~A. The Village of Poplar Grove recognizes that drug and alcohol abuse are persuasive in our society. The Village further recognizes that the workplace is not exempt from the use and abuse of such substances.~~

~~B. The use and misuse of alcohol and drugs by the Village of Poplar Grove's employees is contrary to a drug free workforce and workplace. The use of these substances increases the potential for accidents, absenteeism, substandard performance, turnover, misconduct, poor employee morale, damage to property, injury to the public and/or other employees, or degradation of trust in the Village to service its citizens effectively. Therefore, the following Alcohol and Substance Abuse Policy is adopted.~~

~~SECTION 4.10-2.~~

~~A. All employees of the Village of Poplar Grove shall be governed by the principles of a drug free workforce and workplace, and~~

~~1. Shall not be under the influence of alcohol, illegal drugs or other dangerous substances while on duty, performing their assigned duties or while "on-call" for duty;~~

~~2. Shall not use, distribute, sell, or possess illegal drugs;~~

~~3. Shall not use alcohol or other dangerous substances during working hours, during breaks or meal periods, when scheduled to return to work or when subject to being called to work;~~

~~4. Shall not possess, store or transport alcohol or illegal drugs while on Village premises, at Village work locations or in Village vehicles or equipment:~~

~~5. Shall not sell, distribute, dispense or transfer alcohol, illegal drugs or prescription drugs and medications to any other employee or to any person while on duty or acting in an official capacity.~~

~~6. Shall inform the appropriate Commissioner and/or Department Head of any drugs (prescription or over the counter) that may impact the performance of duty.~~

~~Nothing contained herein shall preclude an employee from consuming alcoholic beverages while in the performance of duty under proper and specific orders from a superior provided that the officer's ability to perform the assignment or function is not impaired.~~

B. All employees are governed by these requirements and should be aware that violations will result in disciplinary action up to and including termination. Nothing in this policy shall be considered as limiting the Village's right to take administrative or disciplinary action, up to and including termination, for involvement with illegal drugs or alcohol not specifically addressed in this policy.

SECTION 4.10-3. DRUG AND ALCOHOL TESTING

A. Because, of the Village's concern for its obligation to provide a safe work place and to provide its citizens with the most efficient and effective services, it will test applicants and employees under the following circumstances:

1. Pre-Employment: All applicants to whom an offer of employment has been extended shall be tested for alcohol and illegal drugs. The offer of employment will be revoked for any applicant who tests positive for alcohol or illegal drugs.

2. Promotion to a Higher Classification: The Village will test any employee being promoted to a higher Classification. Any such employee who tests positive will become ineligible for the promotion and will be subject to disciplinary action, including termination.

3. Reasonable Suspicion: If the Village has reasonable suspicion that an employee has violated any provision of this policy pertaining to illegal drugs, alcohol, or other dangerous substances, the employee shall be required to submit to testing. Reasonable suspicion is defined in the "Definitions" section of this policy.

4. Special Circumstances: An employee may also be tested for drugs, alcohol or other dangerous substances:

   a. as part of a regularly scheduled physical examination;

   b. when an employee has been involved in a major incident, such an injury to a citizen or co-worker; or

5. Post-Accidents: All employees who may have contributed to a work-related accident or injury are directly or indirectly involved in an accident or injury shall be tested. This applies to any accident whether it involves a vehicle, equipment, or personal injury.

B. Employees who violate the alcohol or drug regulations must submit to unannounced follow-up tests after they return to work. In the first 12 months after returning, an employee must take at least six tests. Follow-up testing may be extended for up to 48 months following return to duty.

SECTION 4.10-4. TESTING PROCEDURES

A. While the Village reserves the right to establish the procedures under which employees will be tested for alcohol and illegal drugs, to the extent circumstances permit, the Village will observe the following:

1. Every effort will be made to respect the privacy and dignity of employees in the test sample collection process.

2. Will use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act, that has been or is capable of being accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA) and insure that the laboratory/facility conforms to applicable SAMHSA standards. The name and address of the facility will be available to employees upon request.

3. Ensure that the facility has established "chain of custody" procedures for both the sample collection and testing that will ensure the integrity of the identity of each sample and test result.

4. Positive drug test results are subject to a second confirmatory test of the same sample by gas chromatography (GCMS) or an equivalent scientifically accurate and accepted method that provides quantitative data about any detected drug or drug metabolites and Medical Review Officer review.

5. The appropriate Commissioner and/or Department Head will receive drug and alcohol test results.

6. Drug and alcohol test result will be filed in the employee's medical file and will be treated as a confidential medical record. Supervisors or managers may be informed of drug testing results and/or employee's participation in a substance abuse rehabilitation program as such information relates to the employee's performance of work duties and/or reasonable accommodation issues.

7. Provide each employee tested with a copy of all information and reports received in connection with the testing and the results.

SECTION 4.10-5. DISCIPLINE

A. Positive Test Results: Where the employee tests positive on both the initial and confirmatory tests for drugs, alcohol or other dangerous substances, the employee shall be subject to disciplinary action up to and including discharge and/or be required to complete a drug/alcohol rehabilitative treatment program at the employee's expense, to the extent not covered by insurance. An employee who wishes to have a second test done at the testing facility or at a different testing facility may do so at his/her expense.

B. Refusal to Provide a Blood, Breath, or urine Specimen: An employee's refusal to provide a urine, breath and/or blood specimen for laboratory testing when requested by the Village shall constitute cause for disciplinary action, up to and including discharge of the employee. If the employee is physically unable to provide a urine specimen, the Village may request a blood specimen for Laboratory testing.

C. Tampering With or Substitution of a Specimen: Intentionally tampering with, causing another person to tamper with, substituting for, or causing another person to substitute for a urine and/or blood specimen, whether the employee's

own specimen or another employee's specimen, shall constitute cause for disciplinary action up to and including discharge of the employee who engages in such activity.

D. Drug-Related Conviction: The conviction of an employee for any offense involving illegal possession, sale, use or distribution of a drug shall constitute cause for disciplinary action up to and including discharge, whether or not such offense occurred during normal work hours. Such arrests and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest/conviction.

E. Alcohol Related Offenses: The conviction of an employee for any alcohol related offense shall also constitute cause for discipline up to and including termination, whether such offense occurred during normal work hours. Such arrest and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest conviction.

SECTION 4.10-6. EMPLOYEE ASSISTANCE PROGRAM

A. An employee may desire to come forward on a self-initiated basis to seek help for an alcohol or drug abuse problem and to resolve that problem voluntarily. Employees are encouraged to do so before they are found in violation of this policy. Employees voluntarily seeking assistance for a problem involving illegal drug use or alcohol abuse may avail themselves of this help once during the employee's tenure.

B. The employee will not be subject to disciplinary action for voluntarily coming forward for help. However, the employee will not escape discipline by requesting such assistance after being requested to take an alcohol and/or drug test or violating Village policies and/or rules of conduct. Voluntary requests for help will be kept confidential into the extent practical.

SECTION 4.10-7. SEARCHES

A. In order to accomplish the goals of this policy, or for similar administrative purposes, the Village may search employees and inspect their personal property (i.e., locker, work area, vehicles parked on Village property (with reasonable suspicion) etc), at the Village's discretion.

B. All searches and inspections will be performed with appropriate regard and concern for the personal privacy of the employee to the extent possible without jeopardizing the investigation. Failure to submit to or cooperate in such a search may result in disciplinary action, including termination.

C. The Village may, under certain circumstances, request the presence of a representative of the appropriate law enforcement agency when conducting a search or inspection.

SECTION 4.10-8. DEFINITIONS

A. Illegal Drug or Drugs: A drug is any non-prescribed controlled substance that the employee is not authorized to possess or consume by law.

~~B. Alcohol: Includes any distilled spirits, wine, malt beverage or other intoxicating liquors.~~

~~C. Drug/Alcohol Test: Any chemical, biological or physical instrumental analysis administered for the purpose of determining the presence or absence of alcohol or a drug or its metabolites.~~

~~D. Positive Test Result:~~

~~1. A blood or breath specimen provided by the employee measured an ethyl alcohol concentration of .02 or more; or~~

~~2. Urine or blood specimen provided by the employee which detects any amount of a drug.~~

~~E. Reasonable Suspicion: Reasonable suspicion shall be defined as an articulate belief based on specific facts and reasonable inferences that the employee is under the influence of drugs or alcohol, is using drugs or alcohol, or is in possession of or selling drugs or alcohol. Circumstances which may constitute a basis for determining reasonable suspicion may include, but are not limited to:~~

~~1. A pattern of abnormal or erratic behavior;~~

~~2. A noticeable change in work performance;~~

~~3. Direct observation of drug or alcohol use;~~

~~4. Presence of physical symptoms of drug or alcohol use (glassy or blood shot eyes, slurred speech, poor coordination or the odor of an alcoholic beverage on/or about the person or breath or the employee).~~

4.11 Tobacco Usage

In accordance with the Smoke Free Illinois Law, the Village prohibits tobacco usage, including e-cigarettes, in any form in all buildings owned or leased by the Village, and in all Village-owned or leased vehicles. Employees who choose to smoke must remain 15 feet away from any entrance, exit or ventilation intake.

4.13 Concealed Carry

Public Act 98-0063 created a new “Firearm Concealed Carry Act,” and also amended portions of many other acts, in order to create a system whereby Illinois residents can apply for a concealed carry license. All municipal buildings and any municipal vehicles, libraries, etc. are designated as “prohibited areas” for concealed carry licensees to carry their weapons**.** All employees, regardless of whether they are licensed under Illinois Law, are strictly prohibited from carrying a concealed weapon into any Prohibited Area, and

from carrying a concealed weapon while acting in any capacity in his or her employment with the Village.

4.14 Hands Free/Cell Phone Driving Ban

Pursuant to 625 ILCS 5/12-610.2, Illinois drivers may not operate a motor vehicle on a roadway while using an electronic communication device, specifically a cell phone.

~~4.15 Medical Cannabis~~

~~The Village of Poplar Grove, Illinois ("Village") seeks to establish guidelines to provide a safe, healthy, and secure work environment for Village employees and other individuals doing business with the Village. This Medical Cannabis Policy outlines the Village's expectations and requirements for creating and maintaining a drug free environment in accordance with the Compassionate Use of Medical Cannabis Pilot Program Act and the Village of Poplar Grove's Drug and Alcohol Policy.~~

~~Policy. All employees, including Registered Qualifying Patients, are strictly prohibited from using, possessing, selling, distributing or being impaired by cannabis while on the Village's property, while on duty, while acting in any capacity in his or her employment with the Village, or while operating a vehicle or machine leased or owned by the Village. All employees are subject to this policy while on property owned, controlled or operated by the Village, including all offices, facilities, structures, fixtures, installations, land, parking areas, sidewalks, common areas under the control of the Village, automobiles, trucks, and all other vehicles and equipment whether owned, leased, rented, or used by the Village, or any place where an employee can reasonably be expected to be observed by others.~~

~~All employees working for the Village are expected to report fit for duty for scheduled work and to be able to perform assigned duties safely and acceptably without any limitations due to the use or after effects of medical cannabis. Consistent with the Village of Poplar Grove's Drug and Alcohol Policy, any employee found to use, sell, possess, distribute or be under the influence of cannabis while on Village premises, performing Village related duties, or while operating any Village vehicle or equipment, is subject to disciplinary action, up to and including termination of employment and may be criminally prosecuted. Any cannabis found on the premises will be turned over to the appropriate law enforcement agency.~~

~~If an employee arrives at the workplace and there is a reasonable suspicion that the employee is under the influence of cannabis, the supervisor shall immediately remove him/her from the work environment. In the event that there is any doubt as to whether the employee is or is not impaired, the supervisor should err on the side of caution and remove him/her from the work environment.~~

~~Qualifying Patients. All employees who are Registered Qualifying Patients, as defined by the Act, must submit to the Department Head documentation illustrating that they are a Registered Qualifying Patient, including documentation of the employee's diagnosis of a "debilitating medical condition" and the employee's Register Identification Card. All Registered Qualifying Patients are expected to consult with their personal physician to determine if the use of medical cannabis will have any potential negative effects on job performance. All Registered Qualifying Patients are required to report to their supervisor if there is any potential risk, limitation or restriction for whatever reason that may require~~

~~modification of duties or temporary reassignment and provide appropriate medical verification on restrictions in the performance of duties. The following employees are prohibited from becoming a Registered Qualified Patient: active duty police officers, firefighters and CDL holders.~~

~~Each Registered Qualifying Patient must carry his/her Registry Identification card, issued by the Illinois Department of Public Health. Law enforcement personnel will have access to a verification system maintained by the Illinois Department of Public Health.~~

~~Roles and Responsibilities. The Village of Poplar Grove strives to provide a safe and effective working environment and to support the well-being of each employee through awareness and appropriate training. The Village shall ensure that supervisors shall receive at least sixty minutes of training on recognizing cannabis use. The training shall cover the physical, behavioral, speech, and performance indicators of probable cannabis use. It is the responsibility of all supervisors to be able to identify situations that may cause concerns about an individual's ability to perform his or her job, and take appropriate steps. The supervisors must rely on objective and observable criteria. A supervisor may consider an employee to be impaired when the employee:~~

1. ~~Manifests specific, articulable symptoms, including but not limited to unusual speech, demeanor, agility, coordination, or involvement in an accident that results in serious damage to equipment or property or carelessness that results in any injury to the employee or others; and~~
2. ~~While working;~~
3. ~~That decreases or lessens his or her performance of the duties or tasks of the employee's job position.~~

~~If an employee believes an individual holding a more senior position is in violation of this policy they are encouraged to get a second opinion where possible. They are also expected to notify their supervisor, department head, or the Village President.~~

~~Unexpected circumstances can arise when an off-duty employee is requested to work. It is the employee's responsibility to refuse the request to work and ask that the request be directed to another person, if the employee is unfit due to the influence of cannabis.~~

~~Disciplinary Action. Where necessary, any employee who is suspected of violating the provisions of this policy will be removed from Village premises, pending an investigation and a decision on appropriate consequences. Consistent with the Village of Poplar Grove's Drug and Alcohol Policy, any employee found to be in violation of this Medical Cannabis policy is subject to disciplinary action, up to and including termination of employment, and may be criminally prosecuted.~~

~~Registered Qualifying Patients who test positive for cannabis may not be penalized solely for their status as a Registered Qualified Patient unless failing to do so would:~~

1. ~~Put the Village in violation of federal law; or~~
2. ~~Cause the Village to lose monetary or licensing-related benefit under federal law or rules.~~

~~Nothing in this provision shall be construed to create or imply a cause of action for any person against the Village for:~~

1. ~~Actions based on the Village's good faith belief that a Registered Qualifying Patient used or possessed cannabis while working;~~

~~2. Actions based on the Village's good faith believe that a Registered Qualifying Patient was impaired while working; or~~
~~3. Injury or loss to a third party if the Village neither knew nor had reason to know that the employee was impaired.~~

14.16 Prohibition on Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Village of Poplar Grove to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

I. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

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

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

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication

(e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

II. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication*. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

- *Contact with Supervisory Personnel*. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or President, or the chief executive officer of the municipality.

  The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality*. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

III. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

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

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 300 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

IV. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to $5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

V. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to $5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

4.17 WORKPLACE VIOLENCE POLICY

The Village of Poplar Grove is committed to preventing workplace violence and to maintaining a safe work environment. The Village has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities. All employees are covered under this policy.

Prohibited Conduct

All employees, citizens, suppliers and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, citizen, supplier or business associate will not be tolerated. Village of Poplar Grove resources may not be used to threaten, stalk or harass anyone at or outside the workplace. The Village treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a department head. When reporting a threat or incident of violence, please be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Department Head or Village President of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The Village of Poplar Grove will not retaliate against employees making good-faith reports. The Village is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence. (Please see the Village’s VESSA (Victim’s Economic Safety & Security Act) Policy.

Investigations and Enforcement

The Village of Poplar Grove will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Village will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the Village may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Village of Poplar Grove encourages employees to bring their disputes to the attention of their supervisors before the situation escalates. The Village will not discipline employees for raising such concerns.

14.18 WEAPONS POLICY

Purpose:

The Village of Poplar Grove, (hereinafter referred to as “Village”), strives to maintain a safe workplace environment for its employees and visitors. Workplace safety is enhanced by adopting this “No-Weapons” Policy.

Applicability:

This Policy applies to (A) all officials, employees, consultants, agents, and others who work for or with the Village at all times while on or in the Village Property, whether on duty of off duty, except as provided for in EXCEPTIONS, and contractors and vendors, and their personnel, when engaged in work for or business with the Village ("Village Officials"); and (B) all clients, guests, and other persons who are not Village Officials. See the definitions of "Village Officials," "Village Property," and "Visitor" under DEFINITIONS.

Definitions:

"Village Officials" means all officials, employees, consultants, agents, and others who work for or with the Village at all times while on or in Village Property, whether on duty or off duty, and contractors and vendors, and their personnel, when engaged in work for or business with the Village.

"Village Property" means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the Village. "Village Property" also means every Village-owned or leased vehicle.

"Tools" means devices commonly recognized as tools useful for Village purposes, when being used for Village purposes or kept in their usual storage location.

"Visitor" means every person other than a Village Official, as described in phrase (B) under APPLICABILITY.

"Weapon" means:

- Knives, except that the following knives are not prohibited: common kitchen knives such as dinner knives, steak knives, and carving knives, but only in kitchen and break room areas; and (ii) common folding pocket knives with no blade longer than three (3") inches.

- Devices from which a projectile can be fired, but not including Tools as defined in this Policy.

- Electronic devices such as conducted electrical weapons, stun guns and Tasers.

- Firearms of all types and sizes, whether loaded or unloaded.

- Clubs and any other instrument or object that can be used in a club-like manner and the presence of which poses a reasonable risk to others, but not including Tools as defined in this Policy.

- Any device designed primarily for a destructive purpose, but not including Tools as defined in this Policy.

Weapons Prohibited:

A. Village Officials. Except as provided under EXCEPTIONS, no Village Official may wear, carry, store, transport, or otherwise possess a Weapon at any time in or on Village Property or while performing any duties for or on behalf of the Village.

Examples of prohibited times and places include, but are not limited to, the following:

- performing work for the Village at any locations including private residences and commercial establishments and other customer or client locations;

- driving or riding as a passenger in a Village vehicle;

- attending trade shows, conferences, or training on behalf of the Village;

- attending Village directed or sponsored activities or events (intended for Village employees only and not the general public) independent of venue;

- riding any type of mass transit while on Village business;

- working off-site on behalf of the Village (excluding the employee's residence); and

- performing emergency or on-call work for the Village after normal business hours and on weekends.

B. Visitors. Except as provided under EXCEPTIONS, no Visitor may wear, carry, store, transport, or otherwise possess a Weapon in or on Village Property at any time (see Parking Lots below for further information).

C. Use of Private Vehicle. No Village employee may use a privately owned vehicle for Village business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

Exceptions:

A. Governmental. A state or federal governmental sworn law enforcement employee may possess his or her work-authorized Weapons if engaged in official duties and required by law or regulation to possess a Weapon.

B. Parking Lots. A Village Official or Visitor may keep a Weapon in his or her personal vehicle properly parked and locked in a Village parking lot or parking area, so long as the Weapon is kept (1) in compliance with all applicable federal and State laws and regulations; (2) out of plain view; and (3) if a firearm, so long as the Village Official or Visitor is properly licensed and the firearm is unloaded and locked in a glove box, trunk, or other secured container. A Village Official or visitor may carry a concealed weapon in the immediate area surrounding his or her vehicle within the Village parking lot only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Inspections:

The Sheriff or his or her designee may inspect or search any workplace area and any Village Property, at any time, for the presence of a Weapon.

Violations:

Any violation of this Policy by a Village Official will subject the Village Official to discipline, up to and including termination.

Any violation of this Policy by a Visitor will subject the Visitor to removal from Village Property, prohibition from returning to any Village Property, and arrest.

Concealed-Carrying Prohibited:

All property controlled by the Village is a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carrying in or on any property controlled by the Village is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this Policy (except as listed in Exceptions "A" and "B" above).

Responsibility:

All Village employees shall have the responsibility of familiarizing themselves with this Policy and adhering to it.

Any Village Official who sees or perceives a violation of this Policy must report that violation to his or her Department Head or, in an emergency, to the Police Department.

No person should take any action that will risk his or her safety or the safety of others. No person should attempt to restrain or forcibly evict an individual with a Weapon from Village premises. Instead, a person may inform that individual of this Policy and ask for compliance.

If that individual does not comply, then the person should contact the Sheriff's Department immediately.

4.19 AMERICANS WITH DISABILITIES ACT (ADA) POLICY

The Village is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities as defined therein. All employment practices and activities are conducted on a non-discriminatory basis.

It is the intent of the Village to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of Village services, programs, or activities, and to allow disabled employees a bias-free work environment. The Village, upon request, will provide reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) as determined by the Village in its sole discretion. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

The Village has a commitment to ensure equal opportunities for disabled Village employees. Every reasonable effort will be made to provide an accessible work

environment. Employment practices (hiring, training, testing, promoting, compensating, terminating, etc.) will be administered in accordance with the law.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as equality in job assignments, classifications, organizational structures, position descriptions, and lines of progression and seniority lists.

The Village is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Village will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Village is committed to taking all other reasonable actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

4.20 PREGNANCY ACCOMMODATION POLICY

Village of Poplar Grove employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act (IHRA), a reasonable accommodation will be provided unless the accommodation will impose an undue hardship on the company's business operations.

Reasonable accommodations may include but are not limited to: modifications or adjustments to the job application process; more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth, or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Village of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to the Village's business operations.

When an employee is provided with a leave of absence as a reasonable accommodation and the need for time off is foreseeable, the employee must provide prior notice of the need for leave in a manner that is reasonable and practicable. When the need for time off or leave is foreseeable based on planned medical treatment or supervision, the employee

must also make a reasonable effort to schedule the treatment or supervision in a manner that does not unduly disrupt Village operations, subject to the approval of the employee's health care provider. If the need for leave is not foreseeable or expected, the employee must provide notice to the Village as soon as possible and practical and in a manner that is reasonable and practicable.

The Village may request certain documents from an employee or applicant's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide the requested documentation to the Village.

The Village will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Village retaliate against applicants or employees who request, use or attempt to use accommodations or otherwise exercise their rights under the IHRA.

For a minimum of one-year following the birth of a child, each employee is entitled to a reasonable amount of break time to expel breast milk for the employee's infant child. During this time, lactation time may run concurrently with any break time already provided to the employee, however an employee's lactation time will not reduce an employee's compensation. The Village will provide an appropriate and private location for such activity. Please contact your Department Head for additional information regarding lactation accommodation.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

Article 5: Compensation

5.1 Payroll

Employees of the Village are paid bi-weekly, every other Friday, for the two-week period ending the previous Sunday. When a holiday falls on a Friday, pay checks or direct deposit statements will be distributed the day before. Issues regarding payroll should immediately be brought to the attention of the Village Treasurer for resolution. All employees must maintain and submit accurate records of all hours worked on prescribed timesheets. These records will be forwarded to the Payroll Department for payroll purposes.

5.2 Wage Garnishments

In accordance with the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, all employers are required to report newly hired and rehired employees to a state directory within 20 days of the employee's hire date based on Illinois Statute 820 ILCS 405/1801.1 Wage garnishment notices received will be processed during the next payroll. All employees are expected to conduct personal affairs so the Village will not have to act as a collection agent. Three (3) or more notices for wage garnishment within a one (1) year period of the first notice may result in discipline or termination. Child support or other court ordered deductions will be made in accordance with applicable laws.

Article 6: Employee Benefits and Services

6.1 Health, Dental, and Vision Insurance

The Village subscribes to the Local Government Health Plan which provides a comprehensive health, dental, prescription, and vision insurance benefit program to all eligible employees that elect to participate. Employees will pay 15% of the premium unless otherwise directed by a collective bargaining agreement. Effective May 1, 2020, the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay sixteen percent (16%) of the single and family premium. Effective May 1, 2021, the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay seventeen percent (17%) of the single and family premium. Effective May 1, 2022, the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay eighteen percent (18%) of the single and family premium. The participating employee is responsible for any copayments, deductibles or other charges required by the program he or she selects.

The Village will pay the remaining balance. Premium payment deductions will be withheld directly from the employee's payroll check on a bi-weekly basis. Coverage begins on the first day of month following employment, with open enrollment occurring each year.

Under the Health Insurance Portability and Accountability Act (HIPAA) the Village of Poplar Grove will not use or disclose any personal health information regarding an employee or participant in a health care program or service without a signed authorization.

6.2 Health and Dental Insurance at Termination

Employee health and dental insurance benefits end on the last day of the month of active employment, unless otherwise agreed by contract.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides workers and their families who become ineligible for health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in hours worked, transition between jobs, debt, divorce and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102% of the cost of the plan.

6.3 Life Insurance

The Village is a partner with the IMRF member of National Conference on Public Employee Retirement Systems (NCPERS) Voluntary Life Insurance Plan. All full-time employees will be enrolled in the benefit from group term life insurance. The full cost of this coverage is paid by the Village. Benefit amounts are outlined in the certificate of insurance provided to all employee participants.

6.4 Illinois Municipal Retirement Fund (IMRF)

IMRF is a multi-employee public pension fund that administers a program of disability, retirement, and death benefits for employees of local government in Illinois. IMRF Is not funded by the State of Illinois, it is managed by a Board of Trustees elected by the membership.

Eligible employees, who work a minimum of 1,000 hours within a twelve (12) month period, are mandated to participate in the Illinois Municipal Retirement Fund. State Statutes require that the employee contribution rate be deducted pre-tax from each employee's paycheck for his/her contribution to the plan. Information regarding this plan, along with access to automated benefits can be obtained at: www.imrf.org

6.5 Vacation for Full Time Employees

Full-Time Employees receive vacation benefit as follows:

YEARS OF SERVICE	VACATION DAYS
1	5
3	10
5	15
10	17
15	20

Employees will be awarded vacation on a calendar year basis, and after applicable probationary period.

Vacation days may not be taken in less than half day increments. Upon termination of employment, the employee will receive pay for any unused, earned vacation time. No vacation shall be earned during periods of unpaid leave nor any period of service during which an employee is absent from work for more than thirty (30) consecutive calendar days and is not on vacation or paid sick leave.

Vacation carry-over, unless otherwise reflected in a collective bargaining agreement, will not exceed five (5) days, with the prior written approval of the Village President.

Employees may not take more than two (2) consecutive weeks of vacation. Whenever a paid holiday falls during an authorized vacation leave, the employee's vacation leave on the date of the paid holiday will be considered a holiday for payroll purposes, and will not be charged to the employee's vacation time.

The number of employees who are granted vacation at the same time may be limited. Vacation time will be scheduled so that the mission of the respective department is not adversely affected. Vacation requests may be denied based on staffing needs. All vacation requests require approval of the Department Head. Vacation time requested for approval is based on seniority of continuous employment.

Full time employees shall have priority in scheduling vacation time by seniority.

Department Head vacation time will be established at the time of hire and may not be in accordance with this schedule.

6.6 Holidays

The Village of Poplar Grove officially recognizes the following ten (10.5) holidays during the calendar year:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
Floating Holiday (1)

In the event that any of the above holidays fall on a Saturday, the preceding Friday will be observed as the holiday. In the event that any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday.

In order to be paid for a holiday, employees must not have an unapproved absence on the day preceding a holiday and/or the day after a holiday.

Floating Holidays not used by December 31st of each year will be forfeited.

6.7 Sick Time

The Village provides 4 hours of sick time per month to a maximum of six (6) days annually, unless otherwise provided by a Collective Bargaining Agreement. Employees must notify his/her supervisor of intended use of sick leave as soon as practical but no less than 1 hour before the start of the employee's shift. After three (3) consecutive sick days, the employee is required to submit a doctor's return to work slip and a physicians note attesting to the illness.

Sick days may accumulate in a bank of up to 120 hours or (15) days which includes rollovers from year to year. Only an approved bank of sick time will be allowed to carry over from year to year. Any sick leave hours in excess of the accumulated bank will be for IMRF credit purposes only.

Absences for a fraction or part of a day that are chargeable to sick leave shall be charged proportionately in an amount not smaller than one hour. Appointments with a healthcare provider for self and members of immediate family are legitimate reasons for sick leave absence. Prior arrangements must be made with the employee's supervisor and adequate documentation may be required.

Abuse of sick leave is sufficient reason for termination of employment or other disciplinary action.

7.1 Illinois Municipal Retirement Fund (IMRF) Pension upon retirement

Tier I: State law mandates that an employee must participate in IMRF for a minimum of 8 years to be eligible for retirement benefits.
Tier 2: State law mandates that an employee must participate in IMRF for a minimum of 10 years to be eligible for retirement benefits.

IMRF conducts workshops for members and provides individualized service when an employee is preparing for retirement or separation.

Article 8: Professional Development

8.1 Training and Career Opportunities

The Village encourages employees to identify and participate in professional development and training as needed and approved by department heads. In support of career development and opportunities, employees are encouraged to speak with the President regarding offerings.

8.2 Travel and Expense Reimbursement

Employees who incur expenses while performing Village duties will receive reimbursement in accordance with current IRS regulations for expenses. In order to qualify for reimbursement, an employee must submit to his/her Department Head a detailed expense report, including original receipts and invoices.

An employee who is required to use his/her personal vehicle for authorized Village business will be reimbursed at the current IRS rate per mile. Such employees must have a valid driver's license and adequate automobile insurance. Reimbursement must be approved by the Department Head. An employee must keep a record of his/her mileage and submit a Village expense report.

Meal costs shall be reimbursed only if they occur during attendance at an approved function where an employee attends on account of their employment with the Village.

Meal costs shall be reimbursed up to a maximum of $55.00 per day.

Employees shall be reimbursed up to the $55.00 per day, only upon presentation of the original meal receipt on a detailed expense report.

The Village will not reimburse the employee for any alcohol consumption expenses.

8.3 General Expenses

The Village will reimburse employees for all necessary expenditures or losses incurred within the employee's scope of employment that are directly related to services performed for the Village. "Necessary expenditures" is defined as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the Village.

Employees must submit all necessary reimbursement requests with appropriate supporting documentation within 30 days after incurring the expense. If supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts.

The Village will not reimburse employees for losses due to an employee's own negligence, normal wear, or losses due to theft unless the Village's negligence caused the theft.

Article 9: Approved Leaves of Absence

PAID LEAVE INCLUDES:

9.1 Bereavement Leave

The Department head may, upon request, grant an eligible employee an emergency leave of absence of up to three (3) consecutive days without loss of pay due to the death of a member of the employee's immediate family. The purpose of this leave shall be to attend the funeral and/or assist with pre/post funeral arrangements.

For purposes of this section, members of the immediate family include: spouse, mother, father, sister (step, half), brother (step, half), children (birth, step, adopted), mother-in-law, father-in-law, grandfather, grandmother and/or grandchildren. When a death occurs of an employee's grandfather in-law or grandmother in-law, that employee may be excused for up to two (2) days for the purpose of attending the funeral. One (1) day funeral leave may be granted for attending the funeral of some other member of the family.

Vacation and compensatory time may be used to extend bereavement leave with the approval of the department head and if not causing undue hardship to the department. The Village reserves the right to request documentation of a death.

9.2 Jury Duty

All eligible, full-time employees qualify for paid jury duty leave. Upon notification of jury duty by the court, the employee should inform his/her supervisor by presenting a copy of the notification. When at all possible, employees should give the Village reasonable notice of the need for jury duty leave by delivering a copy of the notification to the Village within ten (10) days of issuance.

An eligible employee will be granted leave with pay for jury duty only when he/she is required to serve on a regularly scheduled work day. (An employee will not be compensated for jury duty when he/she is required to serve on a nonscheduled workday). Jury duty is treated as an authorized absence from work; therefore, an employee will continue to receive his/her regular base pay while performing jury duty services. Any

compensation received for time served on the Jury will be returned to the Village in exchange for continuation of full benefits.

Compensation for jury duty will be calculated on the employee's base rate times the number of hours the employee would otherwise have worked on the day of absence. The time spent on jury duty leave does not constitute hours worked and will not be used in the calculation of overtime.

9.3 Military Leave

The Village intends to comply with all applicable State and Federal laws relating to military leave. No Village employee will be discriminated against because of his or her military service. To the extent this policy conflicts or is inconsistent with applicable law, the law shall prevail.

UNPAID LEAVE INCLUDES:

9.4 Leave of Absence

Leave of absence without pay may be granted at the discretion of the Village President. Re-employment with the Village will be based upon job availability. To receive consideration for such leave, a written request must be initially submitted to the department head for consideration. A minimum of two weeks notice, except in the event of an emergency, must be provided for consideration of such leave. The Village President will make the final determination on the duration (not to exceed three months) and terms and conditions of the leave. Employees are not permitted to seek or to avail of other employment opportunities while on an approved leave of absence.

9.5 Family Medical Leave

In compliance with the Family and Medical Leave Act of 1993 (FMLA), the Village of Poplar Grove grants up to twelve (12) weeks of unpaid family and medical leave during any twelve (12) month period to eligible employees.

9.6 School Visitation

The Village complies with the Illinois School Visitation Rights Act (1992) 820 ILCS 147/1-49 by permitting employees to take up to eight (8) hours of unpaid leave per school year, with no more than four hours taken in one day for the purpose of attending conferences or classroom activities. An employee requesting leave under this Act must provide a written request at least seven days in advance, except in the case of emergencies. This leave is intended to be used as a last resort by employees who have no other paid (vacation or personal) leave available and who have made every attempt to schedule the visit during non-working hours.

9.7 Voting Leave

The Village encourages each employee to fulfill his/her civic responsibilities by participating in elections. Generally, employees should vote either before or after work. If an employee is unable to vote in an election during non-working hours, the Village will grant him/her up to two (2) hours of unpaid time off in accordance with state law (10 ILCS 5/17-15).

Employees should request time off to vote from their supervisor at least two working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Article 10: Safety and Security

10.1 Safety

The Village of Poplar Grove provides and maintains safe and healthy working conditions for all employees. Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of employment, to prevent injuries to themselves and fellow employees and to conserve Village property and equipment. It is the responsibility of each employee to observe safety regulations and to use all safety equipment provided. All employees are expected to help maintain a clean and uncluttered work area in order to minimize fire and safety hazards. All unsafe acts or conditions should be reported immediately to a supervisor.

10.2 Occupational Injuries

The Village adheres to statutory state worker's compensation laws. The Village maintains Worker's Compensation coverage for its employees through the IML Risk Management Association (IMLRMA). Any employee that experiences a work related injury or illness should immediately notify his/her supervisor. To be eligible for Worker's Compensation coverage, employees will be required to follow all rules and regulations established by the Village and/or IMLRMA. Whenever an eligible employee suffers any injury in the line of duty which causes him or her to be unable to perform his or her duties, the employee shall continue to be paid by the Village on the same basis as the employee was paid before the injury during the time the employee is unable to perform his duties due to the result of the injury, but not longer than six months in relation to the same injury.

In the instance in which an employee is receiving his or her regular pay, any insurance payments from the Village's worker's compensation carrier shall be made payable to the Village.

Employees must promptly report all personal injuries, regardless of severity, while on duty. Reports shall be furnished to Village President and shall include all necessary information to complete the required insurance company reports. The Village shall require drug and alcohol testing when there is an accident involving any Village vehicle or machinery.

The Village provides a First Aid Kit on all Village premises for employee use in the treatment of minor scratches, burns, headaches, nausea, etc. The Village also provides an automated external defibrillator (AED) at the Village Hall Building. AEDs are used to treat victims who experience sudden cardiac arrest. In the event of an emergency requiring AED application, any trained volunteer

responder/employee may activate the internal emergency response system and provide prompt basic life support including AED and first aid according to training and experience

~~The Village adheres to statutory state worker's compensation laws. The Village maintains Worker's Compensation coverage for its employees through the IML Risk Management Association (IMLRMA). Any employee that experiences a work related injury or illness should immediately notify his/her supervisor. To be eligible for Worker's Compensation coverage, employees will be required to follow all rules and regulations established by the Village and/or IMLRMA.~~

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10.3 Personal Protective Equipment (PPE)

Department heads will be responsible for identifying personal protective equipment that should be provided to employees. The Village shall provide personal protective equipment to all applicable positions. Any employee who believes his/her personal protective equipment is deteriorated or outdated should immediately report it to a supervisor. Personal protective equipment must be worn when specified by the employee's supervisor and only when engaged in Village business.

Article 11: Disciplinary Action

11.1 Disciplinary Action

Employees who are not covered by a collective bargaining agreement, are employees-at-will who may be disciplined or discharged at any time, with or without cause and with or without notice. See GRIEVANCE PROCEDURE 2.11

PERSONNEL MANUAL ACKNOWLEDGEMENT

- I acknowledge receipt of notice of the existence of the Personnel Handbook that outlines the responsibilities of an employee/employer of the Village of Poplar Grove.

- I understand it is my responsibility to read the Personnel Handbook and, if I have any questions, I should first contact my Department Head, then the Village President.

- I understand that the Personnel Handbook is not an employment contract and does not create any enforceable rights to any particular terms and conditions of employment, but does provide the organizational employment policies and procedures by which I am governed.

- I further understand that the Personnel Handbook is subject to change without notice and changes in procedure will supersede or eliminate those found in this Handbook.

_____

Employee Name (please print) Date

_____

Employee Signature Date

Please sign and return this page only to the Village President
Thank you.

RESOLUTION NUMBER: 20-01

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING VARIOUS PROVISION OF THE VILLAGE OF POPLAR GROVE EMPLOYEE HANDBOOK

WHEREAS, the Village of Poplar Grove, Illinois ("Village") has recently revised its various provisions in its Employee Handbook to include revisions to its Drug and Alcohol Policy and Tobacco use; and

WHEREAS, the Village now wishes to adopt the revisions to the Employee Handbook attached hereto as Exhibit A and incorporated herein.

NOW THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.

2. The Village Board hereby accepts and approves the changes to Village of Poplar Grove's Employee Handbook attached hereto as Exhibit A and incorporated herein.

3. The Village President is hereby authorized to execute this said resolution and any other documents necessary to effectuate the same.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2020

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2020

_____

VILLAGE PRESIDENT

ATTEST:

_____

VILLAGE CLERK

EXHIBIT A

VILLAGE OF POPLAR GROVE
EMPLOYEE HANDBOOK § 8.2

8.2 Travel and Expense Reimbursement

Employees who incur expenses while performing Village duties will receive reimbursement in accordance with current IRS regulations for expenses. In order to qualify for reimbursement, an employee must submit to his/her Department Head a detailed expense report, including original receipts and invoices.

An employee who is required to use his/her personal vehicle for authorized Village business will be reimbursed at the current IRS rate per mile. Such employees must have a valid driver's license and adequate automobile insurance. Reimbursement must be approved by the Department Head. An employee must keep a record of his/her mileage and submit a Village expense report.

Meal costs shall be reimbursed only if they occur during attendance at an approved function where an employee attends on account of their employment with the Village.

Meal Costs shall be reimbursed to a maximum of $55.00 per day. ~~the following:~~

~~Breakfast $8.00~~
~~Lunch $12.00~~
~~Dinner $20.00~~

Employees shall be reimbursed up to $55.00 ~~the maximum meal costs stated~~, upon presentation of the original meal receipt on a detailed expense report.

The Village will not reimburse the employee for any alcohol consumption expenses.

Ordinance No. 2020-02

AN ORDINANCE AMENDING CHAPTER 5, VILLAGE BOARD OF TRUSTEES, OF TITLE 1 OF THE VILLAGE OF POPLAR GROVE, ILLINOIS CODE OF ORDINANCES

WHEREAS, the Village of Poplar Grove has proscribed reasonable rules regarding public comment during its meetings;

WHEREAS, the Village of Poplar Grove desires to clarify the rules regarding speaking during a general public comment time or speaking on a particular agenda item;

WHEREAS, the Section 2.06(g) of the Open Meetings Act (5 ILCS 120/1 *et seq*.) allow municipalities the right to create reasonable rules regarding public comment;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES FOR THE VILLAGE OF POPLAR GROVE, ILLINOIS AS FOLLOWS:

SECTION 1: Section 3, Chapter 5 of Title 1 shall be amended as follows:

A. Anyone interested in speaking publicly at a Board or Committee meeting is welcome. Individuals shall register with the Village Clerk or Village President and ~~are asked to sign in just~~ complete and submit the appropriate sign-in form prior to the start of the meeting. The general public comment portion of the meeting occurs prior to the business of the meeting at the beginning of the agenda. This public comment period is intended to provide an opportunity for individuals to comment on non-agenda items. Each speaker shall be permitted to speak for up to five minutes. Each speaker should state their name ~~and address~~ for the record. The chairperson of the meeting may require speakers who speak in excess of five minutes to conclude their comments. ~~Any speaker who wishes to speak longer than five minutes may request an additional two minutes from the Board or Committee to conclude remarks, the Board or Committee shall decide whether to grant an additional two minutes to the speaker. The Board or Committee~~Members of the public may also ~~allow members of the public to~~ speak during a particular agenda item. Speakers must limit their comments to topics relevant to that particular agenda item and will be limited to ~~three~~five minutes per person during the agenda specific public comment period. Only one person may speak at a time during any public comment period. No person may assign their time to any other person.

SECTION 2: This Ordinance shall become in full force and effect from and after its approval, passage and publication as required by law.

PASSES UPON MOTION BY: _____

SECONDED BY: _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2020

AS FOLLOWS:

VOTING "AYE:" _____
_____

VOTING "NAY:" _____
_____

ABSENT, ABSTAIN OR OTHER: _____

APPROVED THIS _____ DAY OF _____, 2020.

_____
PRESIDENT

ATTEST:

_____
CLERK