

## CORPORATE POLICY

**SUBJECT: Attendance**

**POLICY NUMBER: 3.9**

**ORIGINAL DATE: May 26, 2010**

**REVISION DATE: May 22, 2013**

**REVISION DATE:**

### I. POLICY:

- A. Employees are expected to maintain a good record of attendance, punctuality and to work all hours as scheduled. The inappropriate use and abuse of leave time, excessive tardiness and poor attendance interferes with operations and can present serious organizational problems. Supervisors are expected to monitor employee attendance consistently and equitably. They are to identify attendance records that indicate evidence of poor attendance and take appropriate disciplinary action with the identified employee.
1. Good attendance  
An employee being at their desk or assigned work space, prepared to work at the start of his/her shift and completing the shift as scheduled.
  2. Poor attendance  
An employee who exhibits a pattern of being tardy or absent without supervisory approval.
  3. Scheduled Absence  
An absence scheduled and approved by management in advance per programmatic guidelines. Scheduled absences will not count against an employee's attendance record. Some examples of approved scheduled absences are: personal leave, vacation leave and pre-scheduled appointments, paid holiday time, pre-approved medical leave and approved leave of absences.
  4. Personal Days  
Requests for personal leave should be submitted as soon as practicable in order to minimize any disruption to department operations. Program Supervisors may deny a personal leave request if the leave would interfere with the efficient and effective operations of the program. (Refer to policy 4-7, number 2). However, hardships and unforeseen events occur in all of our lives; therefore, personal days may be exempt from being counted as an unscheduled absence in such unforeseen emergency situations, with supervisor approval. If an employee calls in to use personal days due to an unforeseen emergency situation, that time shall not be counted against them, unless a pattern of abuse of this privilege has been identified by the supervisor (see pattern description in section 12 below). This does not preclude pPatterns of abuse or unexcused absences s from being shall be considered under the provisions of the Standards of Conduct policy 10-1 and Disciplinary Procedure 10-10. If a pattern of abuse is not identified by the supervisor, Once that personal time is used up, then proceed with following the policy. Please note that if an employee doesn't show up for work and doesn't call, that would be considered an unauthorized absence and the employee will not be allowed to utilize a personal day. If a pattern of abuse is not identified by the supervisor, after personal time is exhausted, then proceed with following the policy.
  5. Unauthorized Absence  
An unauthorized absence will count as two occurrences against the employee's attendance record.

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An unauthorized absence results when an employee is away from the work place and has:

- a. Failure to obtain supervisory approval of an unscheduled absence or early departure.
- b. Ignored the supervisor's request to report to work or remain at work for the remainder of their scheduled shift
- c. Called in on a day which approval had been previously denied
- d. No call and no show

Human Resources will determine eligibility of compensation for unauthorized absences. To ensure compliance with the Fair Labor Standards Act (FLSA), all authorization of withholdings of pay requires prior approval from Human Resources. (Refer to Salary Deductions policy 4-9).

### 6. Unscheduled Absence

An absence neither scheduled nor approved by management in advance. Time lost due to an unscheduled absence will count against an employee's attendance record as one occurrence. This includes incidents of tardiness and early departure also. Some examples of unscheduled absences are: transportation problems, household or family emergencies (non-VESSA related), inclement weather or personal leave requests, injuries (non-FMLA related) or failure to report for overtime work, failure to start on time for overtime work. When an absence is unavoidable, an employee must give his/her supervisor ample notice so that appropriate adjustments can be made in your program. Call to report your absence at the earliest possible time in accordance with the programmatic guidelines. Failure to follow the reporting protocol will result in further disciplinary action which may include the denial of paid leave for the time absent.

### 7. Consecutive Day Absences

Consecutive days missed due to the same illness, injury or other incident will be counted as one occurrence. For example, if an employee calls in on Monday to report that they are sick and then on both Tuesday and Wednesday they call in sick as well for the same problem, this is counted as one occurrence. Any employee who returns to work after an illness, but then becomes ill again (the next day or day after, etc.) will have it counted as a separate occurrence.

If an employee misses more than 3 consecutive calendar days from work due to an injury or illness, the employee must contact Human Resources. An employee who fails to present a doctor's note upon their return, if requested by Human Resources, will be sent home until they can produce a doctor's note releasing them to work, with or without restrictions. Failure to comply with the policy may result in the denial of sick leave benefits and/or result in disciplinary action.

### 8. Job Abandonment

When an employee is absent from the job without authorized leave or notification for a period of three consecutive days, this behavior may be considered a voluntary resignation. Human Resources shall be consulted to determine if this absence will result in a recommendation for termination. The exception would be absences required for reasons covered by the Family Medical Leave Act, the Americans with Disabilities Act and VESSA leave.

### 9. Leave Without Pay

Leave time taken scheduled or unscheduled, without compensation taken from benefit time. The Health Department's Leave of Absence policy (Section 4-8) provides for leave without pay for the

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following reasons: short term disability and/or after leave balances have been exhausted, temporary personal, Family Medical Leave, VESSA or school visits. Any other leave without pay shall be used at the discretion of the Service Area Director with concurrent approval from the Human Resource Director. An employee's lack of benefit time in a particular category, or personal choice not to take benefit time are not considered reasons for use of leave without pay and would be considered a violation of this policy.

### 10. Tardiness

Employees who clock in or report to work any time after the start of their shift are considered tardy. Employees may use personal leave time to receive payment for a tardy, unless a pattern of abuse of this privilege has been identified by the supervisor. Every three (3) incidents of tardiness will count as one occurrence on the employee's attendance record. Employees are not permitted to use any other leave time to cover tardiness or make up time by working later.

### 11. Early Departure

If an employee wishes to leave work prior to the end of their scheduled shift, they shall make such request to their immediate supervisor in advance as soon as practicable to minimize disruption to their program operation. Program Supervisors may deny a personal leave request for the use of leave time (i.e., personal, sick, vacation, etc...) if the leave would interfere with the efficient and effective operations of the program, or if the employee is on a Formal Coaching Plan, or if the employee has received disciplinary action for poor attendance during the three months preceding the employee's request. If unable to request in advance, an early departure will count as an unscheduled absence on the employee's attendance record. Every three (3) incidents of an unscheduled early departure will count as one occurrence on the employee's attendance record.

Unscheduled absences in situations where an employee starts work and then leaves prior to completing half of their scheduled shift will be considered as one (1) occurrence. However, Employees, who clock out or leave work prior to the end of their shift, without supervisory approval will be considered as having an early departure episode. This will count as an unauthorized absence and therefore, two (2) occurrences on the employee's attendance record. (see paragraph 5 above). Every three (3) incidents of early departure will count as one occurrence on the employee's attendance record. Likewise, Clocking out seven (7) minutes prior to the end of the shift will not be tolerated and will be considered an unauthorized absence (see paragraph 5 above).

### 12. Patterns of Absence

The following are examples that may constitute patterns of absences that rise to the level of abuse:

- a. Absences on the day prior to or following scheduled days off, holidays or pay day
- b. Absences when scheduled to rotate to other hours or days
- c. Patterns of Mondays and Fridays and/or repeated forms of absence
- d. Seasonal absences

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- e. Absences when vacation request was denied
- f. Taking two days off to avoid bringing doctors note, then take another 2 days off
- g. A pattern of using benefit time as soon as it is earned
- h. Forgetting to clock in on days tardy
- i. Forgetting to clock out on days leaving early
- ~~h.i.~~ Habitual or excessive use of the personal time exception to cover for tardiness
- ~~j.k.~~ Any other evidence that suggest an employee is misusing the system will be investigated.

### B. Employee Responsibilities:

1. Each employee is responsible for attending work on his or her scheduled workdays, being punctual, and remaining at work for their full shift.
2. Schedule medical and dental appointments outside scheduled work hours or over lunch, as much as possible. If an appointment is scheduled during work hours, the employee must notify his or her supervisor as soon as the appointment is made and submit a request for time off.
3. Vacation, sick, personal and/or any other leave requests shall be made according to the relevant LCHD/CHC personnel policies section 4. If there are programmatic procedures that are in place that are different than the personnel policies, then employees shall follow that reporting structure. Employees shall be made aware of which policy the program is enforcing.
4. Employees are expected to give adequate notice to their supervisor when absent from work prior to the beginning of the work day, to provide time for rearrangement of work schedules, the reassignment of other employees, or the hiring of temporary help.
5. Employees are expected to report to work during inclement weather conditions if the agency does not declare an emergency closing. All employees not able to report to work or remain at work because of inclement weather shall follow the proper guidelines to request leave time and obtain supervisory approval. Without approval however, this will be counted as an unscheduled absence.
6. Employees are responsible to inform their supervisors of their whereabouts during working hours. (This does not include the meal break).

### C. Supervisor Responsibilities:

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1. Supervisors are responsible for communicating and reviewing as appropriate, all programmatic attendance guidelines to their staff. This includes informing employees of their start time, end time, leave time requests and the method for scheduling meal breaks.
2. Supervisors are expected to monitor employee attendance consistently and equitably. They are to identify attendance records that indicate evidence of poor attendance and take appropriate action with the identified employee.
3. Supervisors are responsible for discussing with employees that excessive tardiness or absences will result in disciplinary action, up to and including termination. Supervisors are responsible for documenting all meetings and issuing written notification to employees, when a pattern of excessive absenteeism is apparent.
4. Supervisors are responsible for communicating how staff shall notify them of their absences, delayed arrivals, early departures and what consequences will occur for not following programmatic attendance guidelines.
5. Unscheduled and unauthorized absences, which include tardiness and early departures, shall be monitored on a regular basis by the supervisor.

### D. Performance Evaluation Rating

To provide for a more consistent performance evaluation ratings throughout the agency, the following chart has been developed.

NUMBER OF UNSCHEDULED OR UNAUTHORIZED ABSENCES, INCLUDING TARDINESS AND EARLY DEPARTURE	PERFORMANCE RATING
1-5 occurrences of unscheduled absences, including tardiness or early departures in the prior 12-month period	Meets Expectations
6 or more occurrences of unscheduled absences, including tardiness or early departures in the prior 12-month period	Needs Improvement
1 unauthorized absences in the prior 12-month period	Needs improvement
Ratings of Needs Improvement should be addressed in the goal section of the performance evaluation and monitored closely by the employee's supervisor.	

The following absences shall not be counted against the employee's performance appraisal or be considered when issuing disciplinary action:

1. Any time missed while the employee is on an approved leave of absence in accordance with the Family & Medical Leave Act (FMLA) (including approved intermittent leave), the Victim's Economic Safety Security Act (VESSA), or accommodations in accordance with the Americans with Disabilities Act (ADA) or any other approved leave of absence or;
2. Where the employee leaves work to seek medical attention immediately following a workplace injury or;
3. Where an employee is called to serve military obligations or jury duty.

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### E. Progressive Discipline

1. Human Resources in partnership with Service Area Leadership may accelerate any of the corrective actions when patterns of attendance abuse are identified, when attendance issues are accompanied by other disciplinary issues, or when services or appointments are cancelled on a regular basis due to absences.
2. It is within a supervisor's discretion to request a physician's note from an employee to justify an absence for any length of time, if absences are considered excessive. Supervisors shall disregard absences required for reasons covered by the Family and Medical Leave Act, the Americans with Disabilities Act and VESSA leave when determining whether an absence is excessive and discipline is required. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination.

RECOMMENDED CORRECTIVE ACTION	
UNSCHEDULED & UNAUTHORIZED ABSENCES	ACTION
Six (6) occurrences of unscheduled absences, including tardiness or early departures within the prior 6-month period.	<ul style="list-style-type: none"> <li>• Documented verbal counseling by Supervisor</li> <li>• Review of Attendance Monitoring policy and provide appropriate assistance/guidance</li> </ul>
Three (3) additional occurrences of unscheduled absences, including tardiness or early departures within three (3) months from the date of the verbal counseling.	<ul style="list-style-type: none"> <li>• Documented written warning by Supervisor</li> <li>• Coaching session with appropriate assistance and guidance provided</li> </ul>
One (1) unauthorized absence within a 12-month period.	
Three (3) additional occurrences of unscheduled absences, including tardiness or early departures within three (3) months from the date of the written warning.	<ul style="list-style-type: none"> <li>• Suspension without pay</li> </ul>
One (1) additional unauthorized absence within 12-months from the date of the written warning.	
> Twelve (12) occurrences of unscheduled and unauthorized absences, including tardiness or early departures within the prior 12-month period.	<ul style="list-style-type: none"> <li>• Additional absences after return from suspension may result in the recommendation for termination.</li> </ul>
One (1) additional unauthorized absence within 12-months from the return date of suspension.	

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**II. SCOPE:**

All Lake County Health Department and Community Health Center employees

**III. PROCEDURE: NONE**

**IV. REFERENCES: NONE**

**V. AUTHORS/REVIEWERS:**

Human Resources Staff, Executive Team, and Lake County Board of Health Personnel Committee, Corporate Policy and Procedure Committee

**VI. APPROVALS:**

Lake County Health Department and Community Health Center's Executive Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CORPORATE POLICY

**SUBJECT: Jury Duty or Required Attendance in Court****POLICY NUMBER: 4.4****ORIGINAL DATE:****REVISION DATE: May 1, 1996****April 22, 2009****REVISION DATE:****I. POLICY:**

- A. Upon notice to the immediate supervisor, regular full-time or part-time employees shall be permitted authorized absence from duty for appearance in Court because of jury service, in obedience to subpoena or by direction of proper authority.
- B. Said absence from duty will be with full pay for each day the employee serves on jury duty or testifies as a witness, other than as a defendant, including necessary travel time. As a condition of receiving such full pay, the employee must remit to the Health Department's Finance Office, through Health Payroll all fees received except those specifically for mileage and expenses within fifteen (15) days after receipt.
- C. Attendance in court in connection with an employee's usual official duties or in connection with a case in which the Health Department's a party, together with travel time necessarily involved, shall not be considered absence from duty within the meaning of this policy.
- D. When an employee appears in private litigation to which the Health Department is not a party, available benefit leave time may be used; with the exception of sick leave, or the absence will be without pay.

**II. SCOPE:**

All Lake County Health Department and Community Health Center employees

**III. PROCEDURE:**

A full accounting of the money received from the employee by the Finance Office will be made. ~~A copy will be given to the employee for tax purposes.~~

**IV. REFERENCES: NONE****V. AUTHORS/REVIEWERS:**

Human Resources Staff, Senior Team, and Lake County Board of Health Personnel Committee, Corporate Policy and Procedure Committee

**VI. APPROVALS:**

Lake County Board of Health President



## CORPORATE POLICY

**SUBJECT: Sick Leave**

**POLICY NUMBER: 4.5**

**ORIGINAL DATE:**

**REVISION DATE: May 13, 2004**

**REVISED DATE: April 22, 2009**

### I. POLICY:

- A. The sick leave program enables eligible employees to accrue benefit time to be used in the event of illness or serious injury. If an employee has accrued sick leave benefits, he will be paid for approved absences that occur during normally scheduled work hours. Employees may use their accrued sick leave for their own health condition or to care for an immediate family member who requires the employee's care and attention. (See section on FMLA leave for definition of "immediate family member".) Sick leave may be used for funerals of relatives and non-relative household dependants, with immediate supervisory approval. Sick leave may not be used as a substitute for vacation leave or for hours that the employee was not scheduled to work.

Sick leave may be used for time missed due to medical appointments if the employee receives prior approval from his immediate supervisor, and the appointment is scheduled so that it is not unduly disruptive of the employee's work schedule or the department's operations.

Employees may start to use their accrued sick leave benefits once the employee has worked one full calendar month of employment with the Health Department.

- B. **Rates of Accrual:** ~~Effective July 1, 2004, s~~Sick leave benefits ~~will~~ accrue on a bi-weekly basis.

Eligible full-time employees will accrue one (1) sick day for each month worked. Part-time employees who are scheduled to work more than 6~~2400~~ hours per calendar year will accrue sick leave on a pro-rated basis per pay period according to the number of hours the employee actually worked, versus a 37.5 hour work week.

The following employees will not accrue sick leave benefits: employees who are scheduled to work less than 6~~2400~~ hours per calendar year; employees who are on an unpaid leave of absence (including but not limited to unpaid FMLA leave, extended medical leave of absence, or personal leave of absence), employees who are receiving IMRF disability benefits, and employees receiving worker's compensation benefits.

### II. SCOPE:

All Lake County Health Department and Community Health Center employees

### III. PROCEDURE:

- A. To receive compensation for sick leave, an employee must notify his immediate

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supervisor of his intended absence prior to the start of each workday that the employee will not be at work. If an employee misses more than one day of work, the employee is still required to call in prior to the start of each workday unless the employee has been placed on an approved FMLA leave or medical leave of absence. If an employee is requesting to use sick leave for a medical appointment, the employee must notify his immediate supervisor as soon as the appointment is scheduled.

1. When giving notice of an intended absence, the employee must comply with any policy or order issued by his immediate supervisor or Service Area Director regarding the time and manner of notification. Failure to comply with the ~~department's~~ policy or order may result in the denial of sick leave benefits and/or disciplinary action. Employees who fail to comply with notification requirements may be considered absent without approved leave.
2. Upon request, the employee may be required to submit a physician's statement to verify that the employee was under doctor's care and/or to confirm that the employee is fit to return to duty and can perform the essential functions of his job. If an employee has received work restrictions from a physician, the employee must communicate those restrictions to Human Resources and his immediate supervisor, if requested and if applicable, to the third party administrator before the employee returns to work.
3. Failure to provide a physician's statement or requested documentation may delay the employee's return to work and may result in disciplinary action and/or the denial of paid benefit time.
4. Prior to returning to work, an employee may be required to have a fitness for duty examination conducted by a physician of the Health Department's choosing and at the Health Department's expense. Requests for fitness for duty examinations must be approved by the Director of Human Resources.
5. The immediate supervisor may direct an employee who appears ill to use sick leave time or unpaid leave time and leave work to protect the health of other employees.
6. An employee may be disciplined and/or denied the use of paid benefit time if the employee's attendance record reflects an abuse of sick leave. Evidence of such abuse may include, but is not limited to, a pattern of missed Monday's and/or Friday's (i.e. first of last day of the work week) or of attempts to use sick leave the day after and/or the day before a regularly scheduled day off (i.e. paid holiday, vacation day, compensatory day, personal day or a combination thereof).
7. The immediate supervisor or Service Area Director, with the concurrence of the Human Resource Director or designee, may direct an employee to leave

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work if there is reason to believe that the employee is unable to perform the essential functions of his job with or without a reasonable accommodation or if the employee has presented work restrictions that prevent the employee from performing the essential functions of his position with or without a reasonable accommodation. If the employee does not have benefit time available to cover such an absence, the absence may be unpaid.

8. If an employee misses more than three (3) consecutive calendar days from work due to an illness or injury that appears to qualify as a serious health condition, the Health Department may place the employee on a designated FMLA leave and require the employee to comply with the requirements of the Health Department's FMLA policy. (See Section 4.8 (A) FMLA for further details).
9. Sick pay for hours not worked will be excluded when computing eligibility for overtime for the workweek in which it is taken.
10. Sick leave may be taken in no less than one quarter (1/4) hour increments.
11. When an employee is on authorized leave with pay, sick leave continues to accrue.
12. An employee who is on temporary or permanent disability may wish-elect to use his sick leave benefits at full pay before receiving approved disability payments from the Illinois Municipal Retirement Fund (IMRF). ~~However, payments from the Illinois Municipal Retirement Fund are only available after the last day for which earnings will be paid. It is not required that an employee use all his annual leave time, sick time or deferred holidays before receiving disability payments from IMRF. However, disability payments are only 50% of the average annual rate of pay. Disability pay is only available after thirty (30) days from the date the disability occurred and sick leave payments should be used to cover that period of time, if available.~~
13. Unused sick leave will be accumulated in the employee's sick leave bank and the balance may be carried forward for use in subsequent years. Currently, there is no restriction on the amount of sick leave that employees may carry in their sick bank, but there are restrictions on how much reimbursement employees may be eligible to receive for their sick leave as provided below.

### B. Compensation for Unused Sick Leave

- ~~1. Annual Sick Leave Reimbursement; Eligible employees with at least thirty (30) unused sick leave days in their sick bank may elect to receive cash reimbursement for sick leave days that they accrued during the current fiscal year (that are in excess of their thirty day sick bank), minus any sick leave days taken~~

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~~that year, at 50% value (calculated at the employee's current hourly rate) minus taxes and deductions.~~

~~2. This reimbursement option is only offered to employees once a year, usually at the end of the fiscal year, and the employee's decision is binding. If reimbursement is chosen, the employee will only be reimbursed for unused sick leave days accrued during that fiscal year. The employee cannot elect reimbursement for just a portion of that time or for days accrued during prior years. If the employee does not elect cash reimbursement and instead, chooses to bank his unused sick time, his sick leave days for that year will remain in his sick leave bank and cannot be claimed for annual reimbursement in subsequent years.~~

1. Reimbursement at End of Employment: If eligible, Employees who leave Health Department employment in good standing and have at least thirty (30) unused sick leave days in their sick bank on the last day of their employment may receive reimbursement or be compensated at 50% value for all unused sick leave accumulated up to a maximum of sixty (60) sick leave days.

3-2. Employees You may qualify for IMRF pension credit upon retirement for unpaid, unused, accumulated sick leave. Employees are advised to contact IMRF to determine eligibility.

~~4. Pension (IMRF) Service Credit for Unpaid, Unused Sick Leave; Under certain conditions, (as determined by IMRF), a retiring, vested employee may receive up to a maximum of one (1) year of pension service credit for accumulated, unused, unpaid sick leave, under current rule. Illinois Municipal Retirement Fund (IMRF) service time will be credited to a retiring employee as follows:~~

~~a. For every full day of unpaid, unused sick leave, the retiring member will receive 1/20 month of service credit toward his or her IMRF pension. For this purpose only, 20 days will be considered one month; any portion of a month will count as an additional month. For example, an employee with 20 days accumulated sick leave may receive one month of pension service credit; an employee who has accumulated 21 days of sick leave may receive two months of pension service credit. The pension service credit provision does not require member (employee) contributions and applies solely to employees terminating for retirement purposes. The effective date of the pension payments must be within 60 days of termination.~~

~~b. Accumulated, unpaid, unused sick leave may not be used to establish any minimum service requirements for any other provisions of the IMRF Act, such as:~~

~~i. Eight year vesting requirement.~~

~~ii. One-year service requirement for reciprocal service.~~

~~iii. Thirty-five (35) year service requirement for no pension reduction~~

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~~under age 60.~~

~~5. Employees should consult IMRF directly for the most current information regarding IMRF policies on this matter.~~

#### IV. REFERENCES: NONE

#### V. AUTHORS/REVIEWERS:

Human Resources Staff, Corporate Policies and Procedures Committee, Executive Team, and Lake County Board of Health Personnel Committee

#### VI. APPROVALS:

**Lake County Board of Health President**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CORPORATE POLICY

**SUBJECT: Personal Leave**

**POLICY NUMBER:** 4.7  
**ORIGINAL DATE:** Original  
**REVISION DATE:** May 13, 2004  
**REVISED DATE:** April 22, 2009  
**REVISED DATE:**

### I. POLICY:

Personal leave for up to three (3) days is granted to ~~every~~ full-time regular and part-time regular employees who work at least 624 hours per year. This benefit allows employees to so that employees may receive paid time off to transact personal business.

**II. SCOPE:** All Lake County Health Department and Community Health Center employees

### III. PROCEDURE:

1. Personal leave is time granted for discretionary purposes to every ~~full-time eligible~~ Health Department employee ~~for three (3) days~~ are available January 1<sup>st</sup> of each calendar year, ~~which they are on the Health Department payroll on the first day of the year.~~ Employees not on the payroll on January 1<sup>st</sup>, but who go on the payroll later in the year, may accrue personal leave in accordance with the following table:

<b>Date of Employment or of Return from Leave of Absence</b>	<b>Number of Personal Leave Days Allowed for Remainder of Calendar Year</b>
After January 1, but before February 16	3
After February 15, but before April 16	2 ½
After April 15, but before June 16	2
After June 15, but before August 16	1 ½
After August 16, but before October 16	1
After October 15, but before December 16	½
After December 15, but before January 1	0

**NOTE:** Employees hired after December 1<sup>st</sup> will not qualify for personal leave until January 1<sup>st</sup> of the following year.

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~~Part-time employees who work more than 600 hours per year accrue personal leave pro-rated according to the number of hours actually worked versus a 37.5 hour workweek.~~

Part-time employees who work more than 624 hours per year accrue personal leave pro-rated according to the number of hours actually budgeted to work versus a 37.5 hour workweek.

2. Requests for personal leave should be submitted as soon as practicable in order to minimize any disruption to department operations. Program Supervisors may deny a personal leave request if the leave would interfere with the efficient and effective operations of the program. A request for personal leave may be denied if the employee is on a formal coaching plan for improvement, disciplinary action probation or has been disciplined in writing for poor attendance during the three months preceding the employee's request to use personal leave.
3. Hardships and unforeseen events occur in all of our lives; therefore, personal days may be exempt from being counted as an unscheduled absence in such unforeseen emergency situations, with supervisor approval. Refer to Attendance Policy 3.9, number 2.
4. It is the option of the employee if they choose to use personal leave to cover time missed from work while the employee is on FMLA leave (regular or intermittent), and extended medical leave of absence or any other leave of absence granted by the Health Department.
3. Since an employee's absence on personal leave is time granted rather than earned, an employee is not to receive pay for unused personal leave. In addition, at the termination of an employee's service, there shall be no payment for unused personal leave.
4. Personal leave can be taken after 30 calendar days of employment.
5. Personal leave ~~credit~~ will not be split into less than one quarter (1/4) hour increments.
6. Employees may not carry over unused personal leave from one calendar year to another.
7. Employees may not use personal leave to cover sick leave time, if the employee has available sick leave to use.

#### IV. REFERENCES: NONE

#### V. AUTHORS/REVIEWERS:

Human Resources Staff, Executive Team, and Lake County Board of Health Personnel Committee, Corporate Policy and Procedure Committee





Lake County

Health Department and

VI.

**APPROVALS**

Community Health Center

Lake County Health Department and Community Health Center's Board President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CORPORATE POLICY

**SUBJECT:** ~~Paid~~ Disaster Relief

**POLICY NUMBER:** 4.10

**ORIGINAL DATE:** March 9, 2004

**REVISION DATE:**

**REVIEWED DATE:**

### I. POLICY:

~~Employees may be granted paid leave from work to participate in emergency disaster relief efforts when a duly authorized governmental official has declared a state of emergency, a tax-exempt organization coordinates a program to join the relief efforts and the Lake County Health Department & Community Health Center's Board of Health Chairperson, in consultation with the Executive Director and the Director of Human Resources, authorizes the provisions of this policy to be utilized for a declared emergency.~~

When a duly authorized governmental official has declared a state of emergency and a tax-exempt organization coordinates a program to join the relief efforts, the Lake county Health Deaprtment and Community Health Center's Board of Health Chairperson, in consultation with the Executive Director and the Director of Human Resources, may authorize employees paid leave from work to participate in emergency disaster relief efforts.

~~The purpose of this policy is to allow participation in relief efforts and to show support for communities that have been devastated by a natural or manmade disaster.~~

### II. SCOPE:

All Lake County Health Department and Community Health Center employees

### III. PROCEDURE:

- A. The Board of Health Chairperson, in consultation with the Executive Director and the Director of Human Resources, will determine if conditions associated with a declared emergency would be benefited by the participation of Health Department employees. ~~through the implementation of this policy.~~ If a determination is made that such participation would be beneficial, employees may be granted this leave provided that their absence does not adversely affect the efficient operation of the program as determined by their immediate Supervisor and Service Area Director with final approval from the Director of Human Resources and the Executive Director. Only those employees who are in good standing will be allowed to participate. The employee must have; 1) successfully completed their introductory period; 2) received a meets standards score on the most recent performance appraisal and; 3) no disciplinary action on file within the year preceding the date of the start of this leave.

1. The Health Department employees may participate in relief efforts in conjunction with programs sponsored by a recognized voluntary organization (such as Red Cross, Habitat for Humanity). The employee must provide evidence that they are authorized to participate by completing a Paid Disaster Relief Leave application and submit a letter from the organization upon their return to work to verify dates of participation in the emergency disaster relief.

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2. Employees shall provide at least 10 working days' notice to their immediate supervisor that they have been approved by a sponsoring organization to participate in relief efforts. In cases where services are needed immediately the employee shall provide as much advanced notice as possible.

4.3. Participation in this program shall not be considered an employee right. Employees shall submit a ~~Paid~~ Disaster Relief Leave application to their immediate Supervisor and Service Area Director, who shall be responsible for making a determination whether the on-going operations of the Health Department will be adversely affected by the employee participating in the relief effort. The Service Area Director shall report the determination to the Director of Human Resources and the Executive Director for their approval.

2.4. Employees approved for disaster relief leave shall receive pay equivalent to their base bi-weekly rate (or a portion thereof) for the period they volunteer services, up to 15 working days in any twelve (12) month period. Compensation shall not exceed an employee's base pay for a normal workday or work week (excludes overtime and/or bonus pay). Employees approved for disaster relief leave shall be granted leave without loss of seniority, vacation time or other employee benefit.

3.5. Employees must sign an acknowledgement that they understand their service is voluntary and not related to their Health Department responsibilities. Therefore, the Health Department shall not accept liability for any illnesses, injuries or actions taken/sustained as result of participating in the relief efforts.

4.6. Employees may request more than 15 working days off in order to continue volunteering their services to the relief efforts provided they are eligible and approved through the Health Department's general or other leave of absence provisions. Employees wishing to file for a continuation of time off must contact their supervisor at least two working days prior to the end of this leave.

#### IV. REFERENCES: Disaster Relief Application

#### V. AUTHORS/REVIEWERS:

Human Resources Staff, Executive Team, Corporate Policies and Procedures Committee, and Lake County Board of Health Personnel Committee

#### VI. APPROVALS:

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CORPORATE POLICY

SUBJECT: Pay Periods	POLICY NUMBER:	5.6
	ORIGINAL DATE:	November 10, 1984
	REVISION DATE:	May 1, 1996
	REVISED DATE:	

### I. POLICY:

#### Payday

1. The standard pay periods are (26 per year) bi-weekly. Employees are paid on alternate Fridays.
2. Employees, who do not opt to have their pay~~check -directly~~ deposited into their bank account or onto a pay card, will receive an actual paycheck.
3. In the event payday falls on a fixed holiday, checks will be distributed on the prior working day, whenever possible. Requests for paychecks in advance of their regular payday will not be honored. Employees who are absent on the regular payday may have their checks mailed to them upon request.
4. Pay slips are made available to employees online in BOSS Employee Self-Service Human Resources (SSHR) on the Wednesday before payday, Friday.

Actual paychecks are distributed to employees on payday Friday at their normal work location. Pay slips are made available online to all employees. Employees who have opted with for direct deposit or pay card will not receive may access a printed copy of their pay slip on payday, unless the employee does not have online access. Employees may print in Oracle (BOSS) under Boss – Employee SSHR.

### II. SCOPE:

All Lake County Health Department and Community Health Center employees

### III. PROCEDURE: NONE

### IV. REFERENCES: NONE

### V. AUTHORS/REVIEWERS:

Human Resources Staff, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

### VI. APPROVALS:

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CORPORATE POLICY

<b>SUBJECT: Injury Reporting and Follow-Up</b>	<b>POLICY NUMBER: 8.6</b>
	<b>ORIGINAL DATE: May 1, 1996</b>
	<b>REVISION DATE:</b>
	<b>REVISION DATE:</b>

### I. POLICY:

- A. ~~Purpose of Injury Reporting Procedure--To file with the Industrial Commission, in writing, a report of all deaths, injuries and illnesses arising out of and in the course of employment, insuring that:~~

All occurrences of death, injury, and illnesses arising out of and in the course of employment will be reported in writing to the Industrial Commission and will ensure that:

1. Prompt investigation of death, injury or illness takes place which reveals responsibility and hazard identification and elimination.
2. ~~A~~Constant monitoring of each injury is maintained until the incident is closed.
3. Exposure to human blood and needle stick injuries ~~shall~~are be reported immediately to the supervisor and Human Resources

### II. SCOPE:

All Lake County Health Department and Community Health Center employees

### III. PROCEDURE:

- A. The following report forms must be filed with [Health Department](#) Human Resources within twenty-four (24) hours of occurrence:

1. Lake County Health Department and Community Health Center Injury, ~~Incident and Accident Form Report~~ -- this form must be used to report all incidents and including accidents resulting in injuries to clients, visitors and staff; or other occurrences such as theft, vandalism or fire, which might require a report to the police, the fire department or the County Risk Management office. Contact Human Resources immediately to report serious employee injuries. It will be determined if an employee needs to seek medical attention. Employee medical services are rendered at the ~~Lake Forest Hospital Occupational Health~~Advocate Condell. In the case of a life threatening condition, employees are to seek medical services at the nearest emergency room. The employee involved or employee witness prepares the report if a client or visitor is involved in an incident resulting in an injury. To complete reporting a serious staff injury, the form must be ~~faxed~~forwarded immediately to Human Resources either via fax to the general Human Resources fax line 847-984-5688 or via email to [healthhumanresources@lakecountyil.gov](mailto:healthhumanresources@lakecountyil.gov). The supervisor and the Service Area Director approve the original form. The signed original form is forwarded to Health Department Human Resources.

## CORPORATE POLICY

~~1. Lake County Health Department and Community Health Center Incident Report -- this form must be used for any and all occurrences involving clients/visitors excluding injuries, on one of the work sites of the Lake County Health Department and Community Health Center, or other occurrences such as theft, vandalism or fire, which might require a report to the police, the fire department or the County Risk Management office. The report is prepared by the employee involved or employee witness if a client or visitor is involved in an incident. The supervisor and the Service Area Director approve the original form. The signed original form is forwarded to Human Resources with any police or fire department reports completed. Lake County Health Department and Community Health Center vehicle accidents/vandalism and Lake County Health Department and Community Health Center property loss or damage must be immediately reported to Human Resources. If an injury is involved, the injury report procedure must also be followed.~~

~~2. Following steps (1) and (2) above there must be an "Employer's First Report of Injury or Illness" (Form 45) completed by Human Resources. The original report must be signed by the Service Area Director responsible for that injured employee.~~

2. Exposed employee/post exposure and follow-up. An exposure incident is "a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that result from the performance of any employee's duties." Immediate action during post-exposure evaluation and follow-up is critical. At the time of the exposure, the supervisor or designee shall notify Human Resources and follow Infection Control Policy - Employee Exposure, Post-Exposure and Follow-UP. (12.2.0.3) Refer to Lake County Health Department and Community Health Center Policies and Procedures sharepoint site to view for detailed policy and procedures on Infection Control exposure follow-up.

3. For injuries occurring after regular business hours, the employee should go to the nearest available emergency room and Human Resources should be notified the next business day by calling 847-377-8000.

4. Following receipt of the incident form above there must be an "Employer's First Report of Injury or Illness" (Form 45) completed by Human Resources. The original report must be signed by the Service Area Director responsible for that injured employee.

### B. Forms, Definitions and Files of Procedure

1. Employer's First Report of Injury or Illness--Report is filed with the Industrial Commission when a death, injury or illness is associated with employment. The original report is to be prepared by the designated person within the department Health Department Human Resources(Form 45).
2. Inspection Report--May be prepared by the Risk Manager after an accident or injury. In the case of death, it is filed immediately. The report contains recommendations for changes and review of the accident.

## CORPORATE POLICY

3. Open Case File--Record of all Worker's Compensation claims include reserve information, progress to date, maintained by Human Resources.
4. Risk Manager --Individual responsible for accident prevention.
5. Illinois Industrial Commission--State agency responsible for the administration of the Illinois Workmen's Compensation Program.
6. Disability Certificate--Certificate from the doctor releasing an employee to return to work. It also serves to verify the period of disability.
7. Notice of Hearing--Issued by the Industrial Commission notifying the employer that the Commission will be reviewing a case before it.
8. Accident Files--Human Resources will maintain accident files. Each accident file will include a Form 45, and any bills relating to an accident and a disability certificate as appropriate.

### C. ~~Routine of Procedure~~

1. ~~When a work related accident occurs which results in the death injury or illness of an employee, the immediate supervisor prepares an accidental injury report.~~
2. ~~Human Resources is to be called within the first hour of the accident. The individual calling should convey all information contained on the Accident/Injury Report form.~~
3. ~~An Employer's First Report of Injury or Illness (Form 45) is to be prepared by Human Resources. The original report is to be submitted to Human Resources. This should be accomplished within twenty-four (24) to forty-eight (48) hours. A copy of the Form 45 may be placed in the department's internal accident file.~~
4. ~~Human Resources, upon receipt of the Form 45, will enter the accident in the O.S.H.A. (100) Log and assign a case number to it. The accident will then be entered on the open case file until closed.~~
5. ~~A written investigation of the accident or injury will then be on file with Human Resources. This report will contain a brief summary of the accident with recommendations. The report will be discussed with the Service Area Director responsible for that area.~~

D. ~~Notice of Hearing~~ ~~Upon receipt of a Notice of Hearing, the Service Area receiving it should notify the Risk Manager and forward the original to Human Resources.~~

E. ~~Bill Process~~ ~~When an employee submits bills for a related Worker's Compensation injury, the original bills are sent to Human Resources.~~



## CORPORATE POLICY

~~F. Disability Certificate—Upon receipt of a certificate to return to work, the original is sent to Human Resources.~~

#### IV. REFERENCES: EMPLOYEE EXPOSURE, POST- EXPOSURE AND FOLLOW-UP POLICY NUMBER: IC.BP.3

#### V. AUTHORS/REVIEWERS:

Human Resources Staff, Corporate Policy and Procedure Committee, Executive Team,  
and Lake County Board of Health Personnel Committee

#### VI. APPROVALS:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## CORPORATE POLICY

<b>SUBJECT: Vehicle Operation Policy</b>	<b>POLICY NUMBER:</b>	9.1
	<b>ORIGINAL DATE:</b>	May 14, 1985
	<b>REVISION DATE:</b>	February 9, 1999
	<b>REVISION DATE:</b>	

**Comment [S1]:** Pages 1-6 was revised by the Lake County Risk Manager, therefore we are replacing our policy, which you will see as a strikeout on pages 7-10.

### I. **POLICY:**

Certain positions require employees to operate vehicles to conduct County business. The County expects those employees who are required to operate a County owned and/or their personal vehicle on behalf of the County do so safely, attentively, responsibly, in compliance with County regulations and all traffic rules of the road, and that employees meet the driver standards outlined in the Driving Agreement.

### II. **SCOPE:**

All Lake County Health Department and Community Health Center employees who drive within the scope of their job, including the use of County and personal vehicles.

### III. **PROCEDURE:**

To define employee responsibilities regarding maintenance and care of vehicles, insurance requirements, safe operations of County owned vehicles and personal vehicles operated in service to the County, and licensure requirements.

#### 1. **Employee Responsibilities**

Employees are required to possess and carry an appropriate and valid driver's license with full privileges and of a suitable class while operating a Lake County vehicle or their personal vehicle on behalf of the County. All employees shall review and sign the Driving Agreement. Driving a system vehicle without an active, valid, appropriate driver's license shall constitute a violation of this guideline and may be the basis for discipline under the applicable standard of conduct. An employee shall immediately inform his/her supervisor of the loss of a driver's license that affects his/her ability to perform assigned work. Failure to report a loss of a driver's license may constitute a violation of this guideline. Supervisors shall consult with their human resources department if an employee is not permitted to drive for work purposes and driving is an essential function of the position.

#### 2. **Driver's License Verification And Review Of Motor Vehicle Record (MVR)**

A motor vehicle record (MVR) may be obtained by the County to ascertain that the employee has an active, valid, appropriate driver's license and to review the employee's driving record. A MVR may be obtained by the Risk Management Department after obtaining employees' driver's license numbers for all employees who drive County vehicles. The MVR information will be reviewed by the Risk

Management. If there are concerns about driving records, Risk Management will contact the department's human resource office and give them the relevant information.

**3. Each employee driving a County vehicle shall adhere to the following:**

- a. **Pre- Trip Inspections** - Inspect the vehicle which they are about to drive, in accordance with established work rules and vehicle type. Specialized or heavy machinery owned by Lake County may have additional pre-use checks required prior to operation.
  1. If there is evidence of accident damage, the employee shall report it to their supervisor before leaving.
  2. If the vehicle is found to be unsafe, the employee shall report it to their supervisor and request another vehicle.
  3. Vehicles having steering, braking, or any other serious defects shall not be driven. They shall be towed to the garage and repaired before being returned to service.
  4. Report to your supervisor in writing all defects noted during the trip.
  5. Employees shall ensure that personal vehicles used for County business shall be in safe working condition.
- b. **Lake County Driver's Agreement** - Employees who are assigned the use of a Lake County fleet vehicle or who drive a personal vehicle in service to Lake County shall adhere to terms set forth in the Driving Agreement. No current employee shall be allowed to drive a Lake County vehicle or personal vehicle in service to Lake County without signing the Driving Agreement.
- c. **Vehicle Operation** – Operate vehicles in a safe and courteous manner, which reflects favorably on Lake County. Obey all state and local traffic laws. Abide by all operating procedures stated in this policy. Use a vehicle or piece of equipment only for its intended purposes within the operating limitations established by the manufacturer. Employees operating a County vehicle or operating a vehicle in service to the County shall follow these operating rules:
  1. **Equipment Removal**- Removal of any equipment from a County vehicle without written permission of the Division of Transportation, the Department Head and the Risk Manager is prohibited.
  2. **Equipment Modification**- Modification of any County vehicle or of any equipment in a vehicle without the written permission of the Division of Transportation, the Department Head and the Risk Manager is prohibited.
  3. **Controlled Substances**- Operating a vehicle while under the influence of alcoholic beverages, non-prescription narcotics as identified by state statutes,

or on prescribed medication which adversely affects the operator's ability to operate a vehicle safely is prohibited.

4. **Transporting Controlled Substances, Firearms, etc-** No alcoholic beverage (whether opened or unopened), narcotics, fire-arm or explosive material may be transported in a County vehicle unless designated as part of the driver's job responsibility.
5. **Stopping at Stores-** County vehicles shall not be parked in front of or in parking areas associated with taverns or liquor stores unless the employee is on official County business. Restaurants serving liquor are not included in this prohibition. Stopping at convenience stores, food establishments, and restrooms must be in concert with official duties requiring travel in a Lake County vehicle, and along the normal route of travel for work activities or in close proximity of the work location when working away from your base location.
6. **Seatbelts -** Wear seat belts at all times while driving. Do not allow passengers to ride in the cargo beds of trucks or in any area not equipped with seat belts.
7. **Personal Use-** Employees who operate a County owned vehicle shall restrict such use to official County business. Personal use other than as authorized in accordance to Section 3 (Take-Home Vehicles) is strictly prohibited.
8. **Smoking in Lake County Vehicles-** Smoking in Lake County vehicles is prohibited.
9. **Security and Theft –** As the operator, employees are responsible for the security of the vehicle. Close windows and lock all doors when the vehicle will be out of sight. Remove keys from the vehicle anytime the vehicle is unattended. When possible, secure all loose Lake County equipment and property in the car trunk or locked tool chests. Report theft of vehicle or contents to the Sheriff's Department or local police and your supervisor immediately. Your supervisor is responsible for filling out and forwarding the Property Loss Report to Risk Management along with a copy of the police report. Report theft or loss of vehicle keys or license plates to Fleet Maintenance.
10. **Traffic Citations-** Employees are personally responsible for all traffic citations issued to them by a law enforcement agency. Lake County will not reimburse the employee for the payment of traffic citations nor provide legal representation. Report all citations issued while driving a Lake County owned vehicle to your supervisor immediately.
11. **Safe Cell Phone Use and Texting-** Employees are required to comply with all state and local laws regarding the use of cellular phones while driving. Only hands-free use of cell phones is allowed while operating a motor vehicle in the state of Illinois. No texting, instant messaging, emailing, or internet browsing is allowed while operating a motor vehicle. Use of cell phones or

texting while operating heavy machinery is strictly prohibited. Employees using hand-free telephones should keep business conversations brief while driving and must stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy or road conditions are poor.

12. **Distracted Driving** – Safety should be the first priority while driving for company business. In addition to Safe Cell Phone Use as outlined above, employees should follow all posted signs and speed limits, not eat while driving and take sufficient breaks when driving for extended periods of time.
13. **Authorized Passengers**- Transport only those persons on official Lake County related business or those persons receiving transportation as a prescribed service. Family members not on official business are not permitted to ride in Lake County vehicles.
14. **Preventive Maintenance Program** – As operators, employees have the responsibility to turn-in your vehicle to Fleet Maintenance at the scheduled time and date for preventive maintenance services. Contact the Division of Transportation for further details.
15. **Cleanliness**- Keep vehicles clean, neat, and presentable. Remove all papers and other trash from the vehicle after each period of use. For additional cleaning resources, contact Fleet Maintenance.

#### **4. Take-Home Vehicles:**

1. Use of an assigned County take-home vehicle is a privilege that may be revoked at any time. Revocation of the privilege is not considered an adverse employment action grievable under Lake County Policies and Procedures.
2. The decision regarding assignment of County vehicles to employees as allowed to be driven to and from work shall be left to the discretion of the Service Area Director, and is subject to review by the Executive Director.
3. Managerial employees whose personal use of a Health Department owned vehicle is consistent with the requirements of the position.
4. Employees who are subject to 24 hour call out or have job responsibilities requiring highly irregular work hours.
5. Duty vehicles designed or equipped for high priority response where response time will be enhanced by allowing the vehicle to remain in custody of individual employees. Employees assigned to duty vehicles which are taken home must be available to respond upon request on a 24 hour basis any time the employee has custody of the vehicle.
6. Health Department vehicles taken home over-night shall be locked and secured in the responsible employee's driveway or other designated parking space which is in close proximity to the employee's residence.

#### **5. Personally Owned Vehicles Used in Service to the County:**

- a. Private vehicles operated in service to the County may only be operated by the owner of said vehicle. This allows the County to verify if needed that proper insurance has been secured on that vehicle prior to service on behalf of the County.
- b. An employee's personal automobile liability insurance policy may be primary to any County coverage. Employees who use personally owned vehicles for County business should confirm that their personal automobile insurance policy provides coverage for this use.
- c. The County's Self-Insurance program may provide for excess liability coverage, but does not cover any physical damage to an employee's personal vehicle used for County business. For excess liability coverage to apply, the accident must be determined by Risk Management to have occurred during the course and scope of the employee's work duties.
- d. Each driver who operates their personal vehicle in service to the County must have proof of insurance meeting Illinois state law requirements. Copies of insurance certificates must be supplied to Risk Management upon request.

#### **6. Accident Reporting Procedures**

Any accident involving a County owned, rented or leased vehicle or personally owned vehicle used in service to the County shall be reported as follows:

- a. Summon medical care for any injured parties.
- b. Notify appropriate law enforcement authorities.
- c. Notify employee's immediate supervisor.
- d. The supervisor shall notify Health Department Human Resources and complete proper paperwork as defined and listed on HealthNet/HR/Safety .
- e. The supervisor shall be responsible for initiating the departmental investigation of the accident and completing all required County reports.
- f. Reports shall be submitted to Health Department Human Resources within 24 hours after an accident has occurred and Health Department Human Resources staff will enter incident information into IPMG claims management system as required.

#### **IV. REFERENCES: Lake County Driving Agreement**

#### **V. AUTHORS/REVIEWERS:**

Human Resources Staff, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

#### **VI. APPROVALS:**

Lake County Board of Health President

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**SUBJECT:** ~~Vehicle Operation Policy~~

**POLICY NUMBER:** ~~9.1~~

**ORIGINAL DATE:** ~~May 14, 1985~~

**REVISION DATE:** ~~May 1, 1996~~

**REVISION DATE:**

**REVIEWED DATE:**

**I. ~~POLICY:~~**

~~The operation of vehicles is indispensable in conducting Health Department business, and how each vehicle is handled directly affects the production of each respective Service Area. Vehicular collisions are potentially the most costly losses we can incur when the summation of property damage, bodily injury, fatalities, and liability suits is considered.~~

**II. ~~SCOPE:~~**

~~All Lake County Health Department and Community Health Center employees~~

**III. ~~PROCEDURE: RESPONSIBILITIES/PROCEDURE~~**

~~A. Service Area Directors having a need for the use of Health Department vehicles shall:~~

- ~~1. Establish firm internal requirements for personnel to fully adhere to the policies established herein and frequently check on their compliance.~~
- ~~2. Personally review the Board of Inquiry decisions on collisions and take all steps necessary to prevent a reoccurrence and implement decisions.~~
- ~~3. Establish firm policies on disciplinary actions that will be taken against employees and their supervisors who show a repeated disregard for good driving practices, and insure it is applied consistently.~~
- ~~4. Insist that all assigned vehicles are maintained adequately for safe operations.~~
- ~~5. Establish periodic inspection of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have repairs made as soon as possible.~~
- ~~6. Fully support the Health Department's driving training program to promote defensive driving.~~
- ~~7. Review each preventable vehicle collision and unsafe driving report with the employee and his supervisor emphasize management's intolerance of irresponsibility behind the wheel.~~
- ~~8. Establish an aggressive campaign to enforce the wearing of seat belts on all trips.~~

~~B. Supervisors, having direct authority over employees, shall:~~

- ~~1. Insure that employees do not drive any Health Department vehicle unless they have valid driver's license and are familiar with State and Health Department driving rules and regulations. An employee having driving as a primary duty shall be required to have a valid license of the proper class.~~

- ~~2. Insure that only authorized personnel be allowed to operate Health Department vehicles, special purpose vehicles and trucks.~~
- ~~3. An employee shall not be certified as authorized to operate a special purpose vehicle until he has satisfactorily demonstrated his complete familiarity with its functions. The employee shall thoroughly understand the manufacturer's operating instructions, vehicle limitations, emergency procedures and be able to successfully pass an operator's check out test to the satisfaction of the supervisor.~~
- ~~4. These procedures shall be accomplished for each type of special purpose vehicle and truck the operator is required to operate.~~
  - ~~a. Be alert in observing unsafe driving practices of Health Department employees and insure that action is taken immediately to correct the driver.~~
  - ~~b. Review all preventable vehicle collisions with employees at Safety Committee and discuss each unsafe act that was responsible so that something can be gained from the loss.~~
  - ~~c. Insure that unsafe vehicles are not driven until safety discrepancies have been corrected by the Division of Transportation.~~
  - ~~d. Fully consider the decisions and recommendations of the Safety Committee.~~
  - ~~e. Insure that all employees are briefed and understand that the use of seat belts while driving or riding in a Health Department vehicle is mandatory.~~
- ~~C. Employees are required to follow defensive driving practices, which are established for the protection of themselves, their fellow employees and the citizens of Lake County Health Department. Each employee driving a Health Department vehicle shall:~~
  - ~~1. Inspect the vehicle which he is about to drive, in accordance with established work rules.~~
  - ~~2. If there is evidence of accident damage, the employee shall report it to his supervisor before leaving. Otherwise he could be charged for the accident he didn't have.~~
  - ~~3. If the vehicle is found to be unsafe, the employee shall report it in the same manner and request another vehicle.~~
  - ~~4. Vehicles having steering or braking defects shall not be driven. They shall be towed to the garage and repaired before being returned to service.~~
    - ~~a. Report to the supervisor in writing all defects noted during the trip.~~
  - ~~5. Wear seat belts at all times while driving.~~
  - ~~6. Call police in the jurisdiction responsible and the Lake County Sheriff's Department to investigate all collisions involving Health Department vehicles and report details to immediate supervisor as soon as possible.~~

~~7. In addition, On the Job Employee Behavior, employees operating a Health Department vehicle or operating a vehicle while working for the Health Department shall follow these operating rules.~~

- ~~a. Removal of any equipment from a vehicle without written permission of the Service Area Director is prohibited.~~
- ~~b. Operating a Health Department vehicle while under the influence of alcoholic beverages or non-prescription narcotics as identified by state statutes is prohibited.~~
- ~~c. No alcoholic beverage (whether opened or unopened) narcotics, firearm or explosive material may be transported in a Health Department vehicle unless designated as part of the driver's responsibility.~~
- ~~d. Health Department vehicles shall not be parked in front of or in parking areas associated with taverns or liquor stores unless employee is on official Health Department business. (Restaurants serving liquor are not included in this prohibition.)~~
- ~~e. Each driver who operates his personal vehicle in service to the Health Department must present his supervisor with a valid certification of insurance. The certificates are to be forwarded to the Human Resource Office.~~
- ~~f. Private vehicles operated in service to the Health Department may only be operated by the owner of said vehicle.~~
- ~~g. Modification of any vehicle or of any equipment in a vehicle without the written permission of the Division of Transportation, the Service Area Director and the Manager of Risk Reduction and Control is prohibited.~~
- ~~h. Employees who operate a Health Department vehicle shall restrict use of the vehicle to official Health Department business. Personal use other than authorized commuting as defined by the Internal Revenue Service is prohibited.~~

~~D. The County Risk Manager shall:~~

- ~~1. Maintain and administer an aggressive program for Health Department employees that seek to reduce vehicular collisions and liability claims against the Health Department.~~
- ~~2. Provide a Driving Course for Health Department employees and maintain records on their attendance and need for retraining.~~
- ~~3. Recommend safety equipment requirements and specifications for purchasing new vehicles.~~
- ~~4. Establish a Health Department drivers licensing program for all operators of Health Department vehicles and periodically spot check drivers' qualifications and validity of license.~~
- ~~5. Review each Board of Inquiry report to insure that it is timely and fulfills the purposes for which it was established.~~

~~6. Maintain complete records on Health Department collisions, property damage, and liability claims, and provide the Executive Director and his staff with meaningful reports on program progress.~~

~~7. Periodically follow up on Board of Inquiry recommendations and develop corrective actions to insure full applications of collision prevention policies.~~

~~E. Take Home Policy:~~

~~The decision regarding assignment of Health Department vehicles to employees as allowed to be driven to and from work shall be left to the discretion of the Service Area Director and is subject to review by the Director of Human Resources. Examples of situations warranting a Health Department vehicle to be taken home include the following:~~

~~7. Managerial employees whose personal use of a Health Department owned vehicle is consistent with the requirements of the position.~~

~~8. Employees who are subject to 24 hour call out or have job responsibilities requiring highly irregular work hours.~~

~~9. Duty vehicles designed or equipped for high priority response where response time will be enhanced by allowing the vehicle to remain in custody of individual employees. Employees assigned to duty vehicles which are taken home must be available to respond upon request on a 24 hour basis any time the employee has custody of the vehicle.~~

~~10. Health Department vehicles taken home over night shall be locked and secured in the responsible employee's driveway or other designated parking space which is in close proximity to the employee's residence.~~

~~F. Accident Reporting Requirements:~~

~~Any accident involving a Health Department owned, rented or leased vehicle or privately owned vehicle used in service to the Health Department shall be reported as follows:~~

~~1. Summon medical care for any injured parties~~

~~2. Notify appropriate law enforcement authorities~~

~~3. Notify employee's immediate supervisor~~

~~4. The supervisor shall immediately notify Human Resources~~

~~The supervisor shall be responsible for initiating the departmental investigation of the accident, completing all required Health Department reports and recommending any follow up preventative actions. Reports shall be received by Human Resources within 24 to 48 hours after an accident has occurred.~~

~~G. Personally Owned Vehicles Used in Service to the Health Department:~~

~~The County's Self-Insurance program provides for excess liability coverage, but does not cover physical damage to an employees' personal vehicle. For excess liability~~

coverage to apply, the accident must be determined by Human Resources to have occurred during the course and scope of the employee's work duties. An employee's personal automobile insurance policy is primary to any Health Department coverage. Employees who use personally owned vehicles for Health Department business should confirm that their personal automobile insurance policy provides coverage for this use.



## CORPORATE POLICY

**SUBJECT:** Driver ~~Selection and~~ Courses

**POLICY NUMBER:** 9.2  
**ORIGINAL DATE:** May 14, 1985  
**REVISION DATE:** May 1, 1996  
**REVISION DATE:** June 29, 2005  
**REVISION DATE:**

### I. **POLICY:**

Employees driving County vehicles or driving their personal vehicles as a significant requirement of their position shall be required to complete the Defensive Driving Course once every two years for refresher training or when a review of the record indicates a need for retraining.

### II. **SCOPE:**

All Lake County Health Department and Community Health Center employees

### III. **PROCEDURE:**

1. New employees and employees transferred to positions required to drive County vehicles shall be required to complete the Defensive Driving Course satisfactorily within one year of starting their assignment.
2. Any driver involved in a preventable collision or demonstrating questionable driving capabilities may be required to be retrained in the Defensive Driving Course.

**Comment [SAS1]:** Page 1 is the policy revised by Lake County Risk Manager and will replace the Health Department's policy strike outs on page 2 and 3.

### IV. **REFERENCES:** NONE

### V. **AUTHORS/REVIEWERS:**

Human Resources Staff, Corporate Policies and Procedures Committee, Senior Team, and Lake County Board of Health Personnel Committee

### VI. **APPROVALS:**

Lake County Board of Health President

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CORPORATE POLICY

### ~~I. — POLICY:~~

#### ~~Driver Selection~~

~~Selection of employees who will be required to drive full-time or part-time shall be done with care. The lives of people and the professionalism of Health Department employees are under public scrutiny every time a Health Department vehicle is operated, and it is of paramount importance that only employees who have a healthy attitude toward their driving responsibilities be assigned to driving tasks.~~

~~Drivers of Health Department vehicles shall be considered qualified when capable of meeting the following criteria:~~

- ~~1. Possess a valid Illinois driver's license of the proper class.~~
- ~~2. Capable of passing eye tests given by the County which determine visual acuity (near and far), vertical and lateral balance, fusion, depth perception, field of vision and color recognition.~~
- ~~3. Capable of passing a Health Department physical examination when a question of fitness to drive arises because of prolonged or serious illness.~~
- ~~4. Capable of passing written tests on driving regulations whenever required.~~
- ~~5. Capable of successfully passing a driving check ride administered by his supervisor periodically.~~
- ~~6. Capable of demonstrating familiarity with the type of vehicles assigned.~~

#### ~~A. — Driving Courses~~

- ~~1. Full-time or part-time employees driving Health Department vehicles shall be required to attend the driving course and periodic refresher courses when administered by the Department of Human Resources at the County.~~
- ~~2. Frequency of employee attendance of driving courses shall be determined by the service area director and/or Human Resources when a review of records indicates a need or retraining. New employees and employees transferred to positions required to drive Health Department vehicles shall be required to complete the driving course satisfactorily within one year of starting their assignment.~~
- ~~3. Any driver involved in a preventable collision or demonstrating questionable driving capabilities shall be required to be retrained in the driving course or reassigned to non-driving duties if no improvement is noted.~~
- ~~4. Full-time or part-time employees driving personal vehicles to conduct Health Department business on a regular basis, is required to attend the driving course. Every 2 years when administered by the Lake County Department of Human Resources.~~





## CORPORATE POLICY

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## CORPORATE POLICY

**SUBJECT: Vehicle Accident Review by Board of Inquiry****POLICY NUMBER: 9.3****ORIGINAL DATE: May 14, 1985****REVISION DATE: November 10, 1992****REVISION DATE:****I. POLICY:****A. Purpose of the Vehicle Accident Review Board of Inquiry**

1. To render decisions regarding the preventability of accidents involving Health Department vehicles or vehicles in service to the Health Department.
2. To review traffic violation convictions while operating a Health Department vehicle or vehicles in service to the Health Department.
3. To recommend disciplinary action when appropriate.

**B. Composition of Vehicle Accident Review Board Inquiry**

1. The Review Board will be comprised of the following:
  - a. County Traffic Officer assigned by the Sheriff.
  - b. Director of Human Resources or his/her representative. ~~(permanent Chairman).~~
  - c. Representatives from each Service Area. ~~Director or his/her designate whose accident is being reviewed.~~
  - d. ~~Two (2) members of the driver's department. The method of selection is to be determined by the Service Area Director.~~
2. Accident under Review  
In some cases, the Review Board may require the individual involved to appear personally before the Board when their case is being reviewed.
3. Manager under Review  
The Risk Manager will act as advisor (ex-officio) to the Review Board and will be responsible for all fact gathering that may be required.

**II. SCOPE:**

All Lake County Health Department and Community Health Center employees

**III. PROCEDURE:**

1. Accident Review Board meetings are coordinated and conducted by Risk Management and the Lake County Sheriff's Office with Health Department representatives as noted above in attendance.

~~Each department responsible for fleet operations shall utilize the service of a Board of Inquiry to review vehicle collisions. All collisions resulting in damage to one vehicle in excess of \$1.00 shall be reviewed by the Board. The functions of the Board in reviewing vehicle collisions are as follows:~~

## CORPORATE POLICY

- ~~1. Convene as soon as possible after any collision involving a Health Department vehicle to objectively consider evidence presented personally by the driver concerned, his/her supervisor, and the police report of accident investigation. This applies also to employees officially authorized to drive their personal cars on official Health Department business.~~
- ~~2. If a defect or malfunction of any vehicle component is claimed, it is incumbent upon the Board to determine validity by reviewing maintenance records or obtaining information from the mechanic involved in the post-crash repair or examination. If laboratory analysis of component failure is deemed essential, the Board shall order the analysis and withhold judgment until the lab report is received.~~
- ~~3. Determine the true cause of the collision and whether it was PREVENTABLE or NON-PREVENTABLE. A preventable accident is one in which the driver failed to do all that could be reasonably expected of him to avoid the accident.~~
- ~~4. Review the driver's past driving history.~~
- ~~5. Report in writing to the Service Area Director what the Board findings are and recommendations for corrective action. Board findings shall be entered in the employee's Vehicle Operator's Record, and a copy of the report shall be forwarded to Human Resources for filing.~~
- ~~6. If, in the judgment of the Service Area Director, the Board failed to fulfill its responsibility, he/she should require it to reconvene and re-evaluate the case. Board findings and recommendations provide guidance for management decisions on loss control policies, and the importance of a thorough, objective examination of each collision cannot be overemphasized.~~

### ~~Disciplinary Action~~

- ~~When violations of policies which are directly associated with saving lives, preventing crippling injuries or eliminating expensive lawsuits occur, corrective action shall be immediate and positive. Disciplinary action shall be taken when any person causes injury to themselves or others or destroys or damages equipment either by willfully violating work rules or by disregarding traffic regulations or by demonstration of an attitude of indifference or defiance.~~

- ~~Service Area Directors shall have latitude in determining the extent of disciplinary action to be taken within their departments, however, a continuation of this policy will be totally dependent upon the adequacy of actions taken.~~

- ~~Disciplinary action resulting from safety violations shall be monitored closely by Human Resources, and in cases where little or no action is taken, those Service Area Directors responsible shall be required to justify their lack of action upon receipt of a query from the Financial and Administrative Committee of the County Board and/or the County Administrator.~~

### ~~Vehicle Operator's Records~~

- ~~Each department with fleet operations shall maintain a record on each vehicle operator to show a complete picture of his/her capability. Information shall include: date started, date~~

## CORPORATE POLICY

~~of driver's permit, and subsequent dates of renewal, date of driver training courses and refresher courses, date of physical examinations, physical limitations, accident history showing date, type of accident, whether it was preventable, and a list of traffic or civil law violations. Forms will be provided by Human Resources, and supervisors shall review them annually. These records shall be an item of interest on annual formal inspections.~~

#### IV. REFERENCES: NONE

#### V. AUTHORS/REVIEWERS:

Human Resources Staff, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

#### VI. APPROVALS:

Lake County Board of Health President

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CORPORATE POLICY

**SUBJECT: Retirement**

**POLICY NUMBER: 11.1**

**ORIGINAL DATE: December 1, 1986**

**REVISION DATE: May 1, 1996**

**REVISION DATE: June 29, 2005**

**REVISION DATE:**

### I. POLICY:

~~The purpose of this section is to apprise the retiring employees of benefits they may be eligible to receive upon retirement.~~

~~Employees retiring from Health Department Service will be provided the opportunity to meet with Human Resources to discuss the necessary steps to retirement and be informed of available benefits.~~

~~A. Employees retiring from Health Department Service shall be afforded the maximum consideration relating to personal counseling well in advance of their proposed retirement date.~~

~~Employees rRetiring employees at age fifty-five (55) years of age or older with eight (8) years of Health Department service are eligible to continue participation with the Health Department group health, vision, life, and dental insurance at the employee's expense.~~

### II. SCOPE:

All Lake County Health Department and Community Health Center employees

### III. PROCEDURE:

~~A. Retiring employees should contact Human Resources to schedule a retirement exit interview. The scheduled date should be at least thirty (30) days prior to the expected date of retirement.~~

~~A.B. During the retirement exit interview, Human Resources will provide and review with retirees a detailed checklist from the Illinois Municipal Retirement Fund on the various steps they should take to complete the retirement process. Human Resources and the retiree will also schedule time to meet prior to the retirement date to ensure all documents and steps were completed. will apprise the retiring employee of available community counseling and activity oriented programs for retirees.~~

~~B. Retiring employees should be directed to Human Resources at least thirty (30) days prior two (2) months prior to the expected date of retirement to conduct the retirement exit interview. In addition to the completion of necessary forms, Human Resources shall brief such employees relative to the benefits to be received and during the two (2) month time frame, make available to the employee such pertinent information regarding retirement as may be appropriate.~~

C. Employees should contact the Illinois Municipal Retirement Fund to receive an estimate

## CORPORATE POLICY

of their pension amount prior to the expected date of retirement.

- D. Retiring employees wishing to continue participation in the Health Department's group health, vision, life, and dental insurance programs ~~and meet the criteria as stated in the policy of this section~~ are required to:
1. Request Human Resources to submit a Request for Continued Participation in Group Medical Insurance upon your last date of employment, far in advance of retirement.
  - ~~2. Insure the timely payments are made for three (3) month periods and that payments are made payable to the Lake County Treasurer.~~
  2. Elect the premiums to be deducted directly from their pension each month or self-payment.
  3. Advise Human Resources, in writing, of any status changes in single or dependent coverage while retiree is covered under the continued medical participation programs.
- E. Retiring employees will may be eligible for a cash payout of any ~~earned and~~ accumulated annual leave, deferred holidays, ~~sick leave benefits~~ and any compensatory or overtime payments due.
- F. If eligible, employees may elect to receive a sick leave payout. Unused sick leave may be compensated at 50% value for a maximum of 60 days provided the employee has at least 30 days in their bank on the last day of work.
- G. All benefits compensable at the time of retirement are to be paid at the employee's current rate of pay, and paid in the same pay period in which the employee's last day of actual work occurred.
- ~~H. Beginning January 1, 1986, IMRF members with pension vested rights may be granted up to a maximum of one year of pension service credit upon retirement for unpaid, unused, accumulated sick leave.~~
- H. ~~You may~~ Retiring employees may also qualify for IMRF pension credit upon retirement for unpaid, unused, accumulated sick leave, ~~and~~ are advised to contact IMRF to determine eligibility.

#### IV. REFERENCES: NONE

#### V. AUTHORS/REVIEWERS:

Human Resources Staff, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

#### VI. APPROVALS:

Lake County Board of Health President

Signature: \_\_\_\_\_

Date: \_\_\_\_\_