City of Naperville

Employee Policy Manual

Attendance & Pay / Leave / Compensation & Incentive Policies
This document is a subset of the City of Naperville Employee Policy Manual and includes:

- Attendance & Pay policies,
- Leave policies, and
- Compensation & Incentive policies.

If you require additional information beyond that available in this document or that available on the Government Transparency webpages (http://www.naperville.il.us/transparency.aspx), please submit a City Records Request (http://www.mygovhelp.com/napervilleil/_cs/RequestOpen.aspx?rqst=12) a.k.a. a Freedom of Information Act (FOIA) request via the City’s website.
Attendance & Pay Policies
Attendance and Pay - Attendance - Permissible Pay Deductions

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Deductions from pay are permissible when an exempt employee is absent from work for:

- one or more full days for personal reasons other than sickness or disability;
- absences of one or more full days due to sickness or disability (including work-related accidents) provided the deduction is made in accordance with the city’s sick leave, PTO plan, disability and worker’s compensation policies;
- to offset amounts employees receive as jury or witness fees, or for military pay;
- penalties imposed for infractions of safety rules of major significance;
- or, for unpaid disciplinary suspensions of one or more full days imposed for workplace conduct rule infractions.

Workplace conduct rule infractions may include serious workplace misconduct like sexual harassment, workplace violence, drug or alcohol violations, or violations of state or federal laws. While the city cannot make deductions from pay for absences of an exempt employee due to jury duty, court witness, or temporary military leave, the city can offset any amounts received by an employee as jury fees, witness fees, or military pay for a particular work week against the salary due for that week. The city is not required to pay the full salary in the first or last weeks of employment should the exempt employee work less than the full week, or for weeks in which an exempt employee takes unpaid or intermittent leave under the Family and Medical Leave Act (FMLA).
2.1. Attendance and Pay - Attendance

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Employees are expected to report to work promptly at the starting time designated by their supervisor and should devote their entire efforts during working hours to their assigned duties. In the event that an employee is unable to report to work due to illness or other emergency, he or she must inform his or her supervisor in accordance with the guidelines established in their collective bargaining agreements, department work rules or general orders. In the case of extended illness, employees will report each day of absence at intervals agreed to with their supervisor.
2.1.1 Attendance and Pay - Attendance - Working Hours

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Working hours will be determined by the Department Director or applicable collective bargaining agreement in accordance with the Fair Labor Standards Act (FLSA). All working hours are subject to change depending on the needs of the city. It is the policy of the City of Naperville to maintain normal work hours; however, where circumstances warrant, the city reserves the right to close its facilities. Where facilities are closed and employees are unable to come to work, employees will be required to substitute accrued leave, excluding sick leave. Non-exempt employees not covered by a collective bargaining agreement may choose to go unpaid for the day.

The city also offers flexible work schedules. Flexible work schedules must be approved by the employee’s supervisor. Additional information on flexible scheduling is available through Human Resources, and the Flexible/Alternative Schedule Form is posted on the Intranet.

Lunch periods will normally be scheduled after the third and before the sixth hour of the workday (consult department work rules or General Orders for exceptions to this scheduling). They should not be scheduled at the beginning or end of a workday. From time to time a change in these work hours may be necessary. This change must be approved by the employee’s supervisor.
2.1.3 Attendance and Pay - Attendance - Time & Attendance Reporting

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Employees are responsible for proper completion of their time record as required by their individual department. City employees will record actual hours worked on either a timesheet or through an automated time and attendance reporting system.

All non-exempt employees must record actual hours worked, as required by the Fair Labor Standards Act. The record may be manual or maintained by an automated time and attendance reporting system. It must account for all working time including overtime. Employees must sign their time sheets prior to submitting them to their supervisor. Paychecks may be held by the Finance Department until an employee signs his or her time sheet. Each Department Director or designated supervisor must also sign each time sheet. Whether using the automated time and attendance reporting system or timesheets, departments are responsible for confirming that hours worked by each employee are accurate. Department Directors may make changes prior to submitting time sheets to the Finance Department. The employee will be notified if changes are made. Any disagreement over actual hours worked will be subject to the grievance procedure. The portion of pay that is not in contention will be paid and employees may pursue appropriate remedies under state law and these policies as to any balance claimed.
2.1.1 Attendance and Pay - Attendance - Overtime for Employees in Non-Exempt Positions

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Overtime will be paid to non-exempt employees when they are required to work more than 40 hours in one work week. The overtime rate of pay will be one and one half times the regular rate. Hours worked for purposes of paying overtime include paid benefit time, such as vacation, PTO, personal days, floating holidays, sick time, supervisory days or holidays.

Non-exempt, non-union employees who work on a Sunday will receive double time their regular rate of pay for all hours worked.

Overtime work must be approved by the employee’s supervisor prior to commencement of the work. Department Directors may require additional levels of approval. Supervisors will not approve additional compensated work for the mere convenience of the department or employee, but only for the efficient operation of the department. Efforts will be made to balance overtime among qualified employees. Employees may be required to work overtime by their supervisor.
2.1.4.1 Attendance and Pay - Attendance - Shift Differential

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Employees who work a second or third shift will receive a shift differential of $0.70 per hour for hours worked on second or third shift. Eligible employees include non-union who are non-exempt, except for public safety employees and shift employees who receive payment in lieu of holidays.
2.1.5 Attendance and Pay -Attendance - Improper Pay Deductions for Employees in Exempt Positions

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

The city intends to pay its exempt employees on a salary basis and will not make deductions from salary that are prohibited under the Fair Labor Standards Act (FLSA). An exempt employee must be paid the full salary for any week in which the employee performs any work (absent the exceptions outlined in Section 2.1.6). Unless benefit time is used, an exempt employee will not be paid for any workweek when no work is performed. Employees who believe that an improper deduction has been taken from his/her salary should notify the Human Resources Department. The Human Resources Department will investigate the complaint and recommend if the exempt employee should be reimbursed for any improper pay deduction that is proven after Human Resources conducts an investigation.
## 2.1.7 Attendance and Pay - Attendance - Public Accountability

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Partial-day deductions from the pay of exempt employees may be taken for reasons of public accountability. Public accountability means that the city is accountable to taxpayers for the use of public funds by paying employees only for time worked.
City of Naperville
Employee Policy Manual

2.1.8 Attendance and Pay - Attendance - Telecommuting

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The City of Naperville may offer a telecommuting option to qualified employees with proper authorization.
2.1.8F Appendix F - Telecommuting Program

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PARTICIPATION
Both exempt and non-exempt employees may apply to participate in the City’s Telecommuting Program where the employee works from home or other remote work site. Employees must have successfully completed their introductory period, received a rating on their last performance evaluation indicating they are meeting expectations or better, and not had any disciplinary action taken against them during the previous 12 months. Applications are reviewed for appropriateness on a case-by-case basis.

APPLICATION PROCESS
An application must be completed indicating how the telecommuting will benefit the City. Applications are available in Human Resources and as a Word template called “Telecommuting App.” All applications must be signed by the immediate supervisor and the Department Director and then forwarded to the Human Resources Director. Additional signatures may be required, such as that of the IT Director, if the telecommuting involves computer work; and/or the City Manager, if the employee will be telecommuting regularly for more than one month.

TELECOMMUTING PROGRAM
It is recommended that employees who telecommute do so for a maximum of two days per week, or on a short-term project basis. However, the number of days per week, and the duration of the telecommuting will be determined by the Department Director. A start date and end date must be provided on the Telecommuting Application.

Overtime is strongly discouraged in telecommuting, however the employee is eligible for overtime compensation consistent with the City's Employee Policy Manual governing overtime compensation for the employee’s job classification.

The employee is to be available for telephone, computer and/or fax communication with the Department at the times as agreed with the supervisor and/or the Department Director. The employee will respond to telephone calls at the telecommuting work location, and will respond to telephone messages left for the employee at the employee’s City work location. The employee is responsible for monitoring and responding to voice mail messages at the work location.
EQUIPMENT
If an employee’s request to telecommute is approved and the project requires the use of a personal computer, printer, software or other computer equipment, the cost of the equipment, maintenance/repair of the equipment, any Internet service provider costs, equipment insurance, electricity, and/or phone lines are the employee’s responsibility.

Furnishing equipment to telecommuters will be considered by the City on a case-by-case basis.

If the employee needs to communicate with any of the City's networks, the employee will be responsible for the costs of any communications software, modem and communications line on the employee's end.

If an employee needs to communicate with any of the City’s networks, the employee should contact the IT Department for various options. The Remote Network/Software and Data Access Program Policy is located at the end of this Appendix. In order to receive access to the network, employees must first complete a Remote Access Application, which is available through the IT Department and as a Word template called “Remote Access Request Form.”

INSURANCE
The employee will be covered under the Workers Compensation policy while working at the telecommuting work address during the hours of work as indicated on the Telecommuting Application. If injured while telecommuting, the employee should follow the procedures for reporting the injury as outlined in the City's Employee Policy Manual. Other family members or visitors to the telecommuting work address are not covered by the City’s Workers Compensation benefits. The City of Naperville is not liable for any injuries to family members, visitors, or others in the employee's home. Employees should consider carrying insurance to cover these instances.

EXPENSES
The City may require the employee to pay for software or hardware expenses incurred in order to participate in telecommuting. This includes equipment, utilities, supplies and furniture. Equipment and supplies may be furnished from those existing in the department with the permission of the Department Director.

Travel time from home to the workplace is not compensable, even if the employee reports to the regular workplace on a day scheduled for telecommuting.

TELECOMMUTING PROJECTS
The telecommuting projects must have measurable objectives. For example, writing a section of a manual or working on a special project, where being out of the "office environment" could lead to its accomplishment in a more timely manner. The supervisor and telecommuter must establish an agreed upon timetable for the project's completion and monitor the progress on a weekly basis. In addition, the supervisor and telecommuter must establish an agreed upon schedule where the telecommuter contacts the office to report progress.
REMOTE NETWORK/SOFTWARE & DATA ACCESS PROGRAM POLICY

Purpose
To provide the City staff with remote access to enterprise applications and data utilizing the Internet.

Employee Eligibility
Employees must complete a Remote Access Application (available through IT and as a Word template). The employee’s supervisor will review the application. The supervisor approval requires the authorization of the transfer of funds for licensing. The employee must provide a personal computer with Microsoft Windows Operating System, either Windows ME, 2000 or XP. The employee must have Internet access through an Internet Service Provider.

Approval
The IT Department will review the Remote Access Application and notify the employee of the “approval pending licensing requirements.” The employee will be granted remote access upon verification of budget transfer by the employees’ department and license procurement by the IT Department.

Usage
Remote access to the City network is provided to conduct City business by approved City staff only. Any other use is prohibited. The “Setup and Troubleshooting Guide” is confidential and for City staff use only. Printing at the remote site is not covered by IT technical support.
City of Naperville – Network Data and Enterprise Software
Remote Access Application

Section 1. User Information

Name: 

Title: 

Department/Division: 

Work Phone: Home Phone: 

Section 2. Usage

What Software Applications do you require?

☐ Microsoft Office ☐ GroupWise

☐ Naviline ☐ IBM Client Access to City Hall AS/400

☐ Cityworks Service Request ☐ Cityworks Call Center

☐ Cityworks Designer

How often do you plan to remotely access the city’s network?

☐ Daily ☐ Weekly ☐ Biweekly ☐ Monthly

Section 3. Configuration

What is the configuration of the primary remote workstation (i.e., home personal computer):

Personal Computer (PC) Manufacturer:

PC Model:

PC Processor Speed:

PC Memory:

PC Operating System:
- Microsoft Windows 2000
- Microsoft Windows XP Home
- Microsoft Windows XP Professional
- Microsoft Windows ME
2.1.9 Attendance and Pay - Attendance - Voting

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

For voting purposes specifically, up to two hours of time with pay will be available to employees. Such leave will be granted only if the employee’s normal work schedule begins two hours or less after the opening of the polls, and ends less than two hours before the closing of the polls.

Employees should notify their supervisors one day in advance of the absence.
2.2 Attendance and Pay - Pay

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2.2.1 Attendance and Pay - Pay - Total Remuneration

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The salary rate established for a position will represent the total remuneration for the employee. This does not include reimbursement of official travel, tuition assistance, or other authorized payments. Except as otherwise provided for in this Policy Manual, no employees will receive pay in addition to the salary authorized. No gifts, reward or other form of remuneration in addition to regular compensation will be received from any source by employees for the performance of their duties except as stated in this Manual. Employee remuneration will be governed by the rules and regulations as set forth by federal and state law. Non-exempt employees may not volunteer to do work that is normally compensated.
2.2.2 Attendance and Pay - Pay - Fire Department - Fire Shift versus Staff Differential

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Sworn personnel at the Battalion/Bureau Chief level or below assigned to staff positions working a 40-hour work week (rather than shift positions) will be paid a 6% differential due to losing Kelly days and other benefits.
2.2.3 Attendance and Pay - Pay - Paychecks

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| Approved by: City Manager | Effective Date: 10/19/2004 |

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Employees will receive their biweekly paychecks or statements on Friday, after the completion of a two-week period ending the previous Sunday. Employees who have questions regarding their paycheck should contact the Payroll Office in the Finance Department. Mechanical or human failure may delay paychecks from being delivered normally; however every effort will be made to pay employees promptly. Some shift employees may receive paychecks at slightly different times.
2.2.1 Attendance and Pay - Pay - Payroll Deductions

An employee's pay will be reduced by legally mandated payroll deductions, including withholding for federal and state taxes. The amount deducted depends upon the number of exemptions claimed by the employee. Employees who wish to change the number of exemptions should contact the Payroll Office.

Except for employees eligible to participate in the Fire and Police Pension Funds, payroll deductions are also made for F.I.C.A. (Social Security). F.I.C.A. deductions are set by federal law. All employees have federally mandated deductions for Medicare (Sworn Police and Fire employees only if hired after April 1, 1986).

All employees who are budgeted to work more than 1000 hours per year and who are not eligible for membership in the Fire and Police Pension Funds will have deductions made from their pay for the Illinois Municipal Retirement Fund (“IMRF”). The current employee contribution established by state law is 4.5% of covered wages. Police and Fire employees, as defined by the Fire and Police Commission Act, hired after April 1, 1986, must pay for Medicare coverage as specified by Federal law.
2.25 Attendance and Pay - Pay - Premium Compensation for Exempt Employees

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2.2.5.4 Attendance and Pay - Pay - Premium Compensation for Exempt Employees Working Over 40 Hours in One Week

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This policy is effective as of January 1, 2007

Exempt employees in the Professional (P) Pay Grades* are eligible to receive additional compensation over and above their regular salary in certain situations. The situation or event at which the employee is required to perform work must fall into one of the two categories listed below:

- Emergency situations (water main breaks, to repair or restore utility service, or for snow removal),
- Maintenance of required staffing levels (i.e. 9-1-1 operations center personnel, electric utility supervisors)

Exceptions to the policy must be requested annually, in writing by the Department Director and must be approved by the HR Team Leader and the City Manager or designee.

The additional compensation is for hours worked over 40 in a week at a straight time hourly rate, which is established for this policy only, and is determined by dividing the employee’s annual salary by 2080 hours. Payment for the duties described above should be coded on the employees’ timesheets or in the automated time and attendance reporting system records with the appropriate code.
2.2.5.3 Attendance and Pay - Pay - Premium Compensation for Exempt Employees - Exempt Employees Working Special Events

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This policy is effective as of January 1, 2007

Exempt employees in the Professional (P) Pay Grades * are eligible to receive additional compensation over and above their regular salary when they are required to work at a City Special Event which is defined as an event for which a city permit has been issued. The additional compensation is paid for all hours worked in excess of 40 in a work week at a straight time hourly rate, which is established for this policy only, and is determined by dividing the employee’s annual salary by 2080 hours. Payment for the duties described above should be coded on the employee’s timesheet or in the automated time and attendance reporting system records (Kronos) with the appropriate code.

Exceptions to the policy must be requested annually, in writing, by the Department Director and must be approved by the HR Director and the City Manager or designee.

If an exception is approved for one sub-section, an employee may still be eligible for the other sub-sections within 2.2.5. See applicable policy.

2.2.5.1 Attendance and Pay - Pay - Premium Compensation for Exempt Employees Working Over 40 Hours in One Week
2.2.5.2 Attendance and Pay - Pay - Premium Compensation for Exempt Employees Working Over 45 Hours in One Week

*Pay grade classifications can be found on the Intranet under Compensation and Benefits/Compensation and Evaluation/salary ranges FY (the fiscal year).
2.2.6 Attendance and Pay - Pay - SAnd-by Pay

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2.2.6.4 Attendance and Pay - Pay - Stand-by Pay - Non-Exempt Positions

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Non-Exempt Positions
Provisions for stand-by pay for bargaining unit employees in the Public Utilities and Public Works departments are included in either their collective bargaining agreements or their department’s work rules. Stand-by pay will also be paid to all full time, non-exempt, non-bargaining unit employees as follows.

2.2.6.2 Attendance and Pay - Pay - Stand-by Pay - Weekends, Nights, Holidays
2.2.6.2 Attendance and Pay - Pay - Stand-by Pay - Weekends, Nights, Holidays

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Stand-by Pay

- **Entire Weekend**
  Whenever an employee is required by his/her supervisor to be on stand-by to be called into work anytime during the weekend, which is anytime between the end of the regular work day on Friday and the beginning of the regular workday on Monday, the employee will be compensated eight (8) hours at his/her straight time rate for the weekend.

- **Partial Weekend**
  Whenever an employee is required by his/her supervisor to be on stand-by to be called into work during a portion of the weekend, the employee will be compensated one hour at the employee’s straight time rate for every eight (8) hours of stand-by.

- **Week-night**
  Whenever an employee is required by his/her supervisor to be on stand-by on a week night (starting at the end of the work day and ending at the beginning of the following work day), the employee will be paid two (2) hours at his/her straight time rate.

- **Holiday**
  Whenever an employee is required by his/her supervisor to be on stand-by during a city observed holiday, the employee will be compensated three (3) hours at his/her straight time rate of pay.

Except for certain approved positions, exempt employees are not eligible for stand-by pay.
2.2.6.3 Attendance and Pay - Pay - Stand-by Pay - Exempt Positions

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Effective 10/1/00, *certain approved exempt positions will receive a payment of eight (8) hours of pay at their straight time rate whenever they are required to be on stand-by one full week, such as during winter operations. If any of the approved exempt positions are on stand-by for less than one full week, their stand-by pay will be prorated accordingly.

(* A list of these approved positions is maintained in Human Resources and on the Intranet.)

Exempt supervisors in the Department of Public Utilities-Water and the Department of Public Works in Pay Grade 40 will receive the same payment as their subordinate Field Supervisor when they are on stand-by in the Field Supervisor’s absence.
2.2.7 Attendance and Pay - Pay - Call-Out Pay

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Call-Out pay is defined as compensation received for non-scheduled or non-pre-arranged work during off duty periods, which are not an extension of the regular work day. Time worked that is either an extension of the regular work day, or is contiguous with the regular work day, does not qualify for call-out pay.

Whenever an employee is called back to work after the end of his/her shift, the employee will be paid two (2) hours of call-out pay at his/her straight time rate. When a non-exempt employee is called-out for duty, he or she will be paid two (2) hours of call-out pay at straight time plus actual hours worked at the applicable rate. This call-out time will start when the employee reports at the assigned work area and will end when he or she is released from work.

In the case of a call-out, the overtime rate of pay will be paid for any hours worked outside of the employee’s regular work hours. For example, if an employee's regular shift is 7 a.m. to 3:30 p.m., and he/she is called in at midnight and works until 2 p.m. the next afternoon, he/she will be paid straight time for the regular shift and 1-1/2 times his/her rate for time outside his/her regular shift. Thus, he/she would receive 1-1/2 times the regular rate for the period from midnight to 7 a.m., and straight time for the period from 7 a.m. to 2 p.m. The period from 2 p.m. to 3:30 p.m. would be unpaid since the employee stopped work at 2 p.m.

If an employee is sent home before the completion of the regular shift, that employee will not receive compensation for any hours that are not worked.

Stand-by and call-out pay is separate from the pay an employee receives for actual time worked. Example: Employee A is on standby duty on a city observed holiday. Employee A is called in and works 2 hours between midnight and 2 AM. His/her regular workday starts at 7 AM. Employee A gets paid 3 hours straight time for being on standby on this holiday. Additionally, he/she is paid 2 hours for time worked at the applicable rate (i.e. straight time, time and one-half, double time, as determined by the situation). Some employees, by virtue of their job duties and assignments, are subject to call-outs on a more frequent basis.

Exempt personnel are not eligible for call-out pay (with the exception of certain approved positions as described in conjunction with the section above, entitled, “Stand-By Pay”).

Call-Out pay for union employees is governed by the applicable collective bargaining agreement.
2.2.8 Attendance and Pay - Pay - Court Time Pay

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When non-exempt, non-bargaining unit employees are required to report to Court as a representative of the city, the employees will be paid as follows:

- They will receive a minimum of one (1) hour of pay for attending any Coroner's Inquest.
- They will receive a minimum of two (2) hours of pay for making any Court appearance.
- They will be paid for all time actually spent in an Inquest or in Court, in addition to the minimum pay specified above.
2.2.9 Attendance and Pay - Pay - Appointment to "Acting Status" Designation

Department Directors may designate an employee as “acting” for short periods of time, up to ten working days, for the purposes of signing documents and overseeing daily operations. This type of “acting status” will not result in a pay adjustment. The designated employee should meet the minimum qualifications of the position to which he/she is appointed. The employee maintains his/her prior exempt/non-exempt status during “acting status.” Designation to acting status does not make an employee eligible for the vacant job on a regular basis.

In the event that a vacancy occurs due to a prolonged illness, separation or extended leave of absence; an employee (meeting the minimum qualifications) may be appointed from another position to assume the duties of the vacant position in an "acting" capacity. This applies to vacancies which are anticipated to be of a duration longer than ten working days. If the “acting status” assignment is anticipated to be of a duration longer than ten working days, a pay adjustment will be effective on the first day of the “acting status” assignment.

When an employee assumes the role of “acting status,” any pay adjustment follows the guidelines established for a promotion in Chapter 8 of this manual, or the employee goes to the minimum of the new pay range, whichever is higher. The rate will remain in effect until the end of the “acting status” assignment. Employees in “acting status” will be eligible to receive their annual pay increases based on their “non-acting” rate of pay.

Bargaining unit employees should reference their union contract for Acting Status information. “Acting status” assignments must be approved by the Department Director and the Human Resources Team Leader.

In the case of a Department Director serving as acting Department Director for another department, the City Manager will determine the temporary pay increase, if any. This rate will be effective immediately and will remain in effect until the end of the “acting status” assignment.
Leave Policies
3.1 Leave Policies - Holidays

Twelve paid holidays are granted to city employees. Eight hours of straight time are paid to all non-shift, regular and introductory period full-time employees. Payment to employees who work less than a 40 hour week, will be prorated. Temporary employees are not eligible for holiday pay. The holidays are as follows:

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<td>New Year’s Day</td>
<td>Last Monday in May</td>
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<td>Memorial Day</td>
<td>First Monday in September</td>
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<td>July 4</td>
<td>November 11</td>
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<td>Labor Day</td>
<td>Fourth Thursday in November</td>
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<td>Veterans Day</td>
<td>Fourth Friday in November</td>
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<td>Thanksgiving Day</td>
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<td>Day after Thanksgiving</td>
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<td>Christmas Eve</td>
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<td>Christmas Day</td>
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<td>3 Floating Days</td>
<td>Employee's Days of Choice</td>
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Each year the upcoming year’s holiday schedule will be published by the Human Resources Department.

Generally, when a holiday falls on a Saturday, it will be observed on the preceding Friday. Generally, when a holiday falls on a Sunday, it will be observed on the following Monday.

When particular calendar years present the need to deviate from this policy of observance (i.e. during Leap Years), the final decision will be at the discretion of the City Manager.

An employee on paid leave will receive holiday pay for any holiday that falls during the leave period, provided the day immediately before and after the holiday are paid leave and/or paid work days. If an employee takes an unpaid day off on the work day immediately before or after a city holiday, the employee will not receive pay for that holiday.

[Leave Policies - Holidays - First-Line Supervisors](#)

[Leave Policies - Holidays - Floating Holidays](#)

[Leave Policies - Holidays - Part-Time Employees](#)
3.1.1.1 Leave Policies - Holidays - Double-Time on Holidays

Employees who work on city designated holidays will receive double their regular rate of pay for all hours worked in addition to their holiday pay. Eligible employees include non-union who are non-exempt, except for public safety employees and shift employees who receive payment in lieu of holidays.
3.22 Leave Policies - PTO - 11

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Introduction

The Paid Time Off – 2011 Plan hereafter referred to as PTO-11 was approved by the City Council on June 21, 2011 and was implemented on July 1, 2011. All employees hired on or after July 1, 2011, automatically have PTO-11 as their leave plan with the following exceptions:

- Employees whose Collective Bargaining Agreements have other provisions

All employees hired on or after July 1, 2011, will begin accruing PTO-11 immediately. Utilization of PTO-11 during a new hire probationary period is subject to supervisory approval.

Paid Time Off (PTO-11)

Paid Time Off (PTO-11) eliminates the distinction between sick and vacation. PTO-11 is an accrual of time, which an employee can use for any purpose such as vacation, other leisure time, personal illness, to care for another person who is ill, etc. PTO-11 encompasses all time off, including: floating holidays, personal days, exempt benefit days, etc. It does not include bereavement/funeral leave, jury duty or military leave.

New employees earn 120 hours of PTO-11 in the first year of employment and an additional 8 hours per year on their anniversary date up to a maximum of 240 hours. PTO-11 is earned each pay period, effective with the first pay period of employment. Accruals are posted to the employee’s record each pay period. Employees who work less than a 40-hour workweek will have their PTO-11 accrual prorated accordingly. PTO-11 time will not be earned during any period of unpaid leave.

A maximum 1 year accrual of PTO-11 time may be accumulated at any one time. When the maximum accrual allowed is reached PTO-11 accruals are capped and no further accruals are allowed until the accrued time is less than the maximum allowed.

PTO-11 is earned according to the following schedule effective July 1, 2011:
<table>
<thead>
<tr>
<th>Start of Year</th>
<th>Annual PTO-11 Accrual (hours)</th>
<th>*Accrual Per Pay Period (hours)</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>120</td>
<td>4.62</td>
<td>120</td>
</tr>
<tr>
<td>2</td>
<td>128</td>
<td>4.92</td>
<td>128</td>
</tr>
<tr>
<td>3</td>
<td>136</td>
<td>5.23</td>
<td>136</td>
</tr>
<tr>
<td>4</td>
<td>144</td>
<td>5.53</td>
<td>144</td>
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<tr>
<td>5</td>
<td>152</td>
<td>5.84</td>
<td>152</td>
</tr>
<tr>
<td>6</td>
<td>160</td>
<td>6.15</td>
<td>160</td>
</tr>
<tr>
<td>7</td>
<td>168</td>
<td>6.46</td>
<td>168</td>
</tr>
<tr>
<td>8</td>
<td>176</td>
<td>6.76</td>
<td>176</td>
</tr>
<tr>
<td>9</td>
<td>184</td>
<td>7.07</td>
<td>184</td>
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<td>10</td>
<td>192</td>
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<td>192</td>
</tr>
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<td>7.69</td>
<td>200</td>
</tr>
<tr>
<td>12</td>
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</tr>
<tr>
<td>13</td>
<td>216</td>
<td>8.30</td>
<td>216</td>
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<td>14</td>
<td>224</td>
<td>8.61</td>
<td>224</td>
</tr>
<tr>
<td>15</td>
<td>232</td>
<td>8.92</td>
<td>232</td>
</tr>
<tr>
<td>16+</td>
<td>240</td>
<td>9.23</td>
<td>240</td>
</tr>
</tbody>
</table>

- Accrual is rounded on the last pay period of the calendar year to balance the accrual as required.

PTO-11 accrual time will not be charged when a holiday falls within an employee’s scheduled paid time off.

Usage of PTO-11 is governed by each department’s work rules. PTO-11 must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. All accrued PTO will be paid out at the time an employee separates from employment.

**Compensatory Time**

Compensatory time may or may not be permitted depending on departmental work rules. For those departments that permit compensatory time the following applies: Compensatory time allows any non-exempt employee to bank payment for overtime hours worked and use it as paid leave time later on. For example, if an employee works 4 hours of overtime (at 1 ½ times the employee’s regular rate of pay) and elects to have those hours banked as compensatory time, 6 hours would be credited to his compensatory time bank. Utilization of compensatory time is subject to supervisory approval.

A maximum of 40 hours of compensatory time may be accrued at any one time. An employee may elect to have compensatory time paid out on any subsequent paycheck. All accrued compensatory time will be paid out at the time an employee separates from employment.
3.6.5 Leave Policies - Time Off Plan (TOP) - Elimination Period

<table>
<thead>
<tr>
<th>Document Owner: HR Generalist</th>
<th>Version: 1</th>
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</thead>
<tbody>
<tr>
<td>Approved by: City Manager</td>
<td>Effective Date: 10/19/2004</td>
</tr>
</tbody>
</table>

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An employee may only utilize sick leave after a 2-day Elimination Period. The first full two days of any instance of absence due to an employee’s own illness or the need to care for an immediate family member (defined as an employee’s spouse, children, parents, parents-in-law, sisters and brothers and other members of the employee’s household) who is seriously ill or disabled will be drawn from paid leave accruals other than sick leave.

An employee may draw from PTO, personal leave, floating holidays, supervisory days or compensatory time to satisfy a 2-day elimination period. Employees will have different elimination periods depending upon the number of hours in their scheduled workday. Employees who work 4, 10-hour days will have a 20-hour elimination period (2, 10-hour days). Employees who work 5, 4-hour days, will have an 8-hour elimination period (2, 4-hour days). Unpaid leave may not be utilized to satisfy a 2-day elimination period until all paid leaves have been exhausted.

Employees will have to exhaust only one elimination period for an on-going or re-occurring serious illness or disability (for themselves or their immediate family members, as defined by the FMLA) so long as the illness or disability is certified by a Physician under the FMLA; or it meets the FMLA definition of a serious medical condition.

Fathers and adoptive mothers may utilize up to 5 sick days for the birth or adoption of their child after satisfying an elimination period.

Employees may not switch their planned PTO time to sick leave unless they are admitted to the hospital and a 2-day elimination period has been satisfied first.
3.7.2 Leave Policies - Sick Leave - Excessive Absence & Tardiness

<table>
<thead>
<tr>
<th>Document Owner: HR Generalist</th>
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</table>

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Excessive absence or tardiness will be defined as absences of more than 10 days in a twelve month period when not substantiated by a doctor's statement, or tardiness of more than six occasions during a twelve month period.
3.7.3 Leave Policies - Sick Leave - Documentation & Notification

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Department Directors will establish procedures for employees to notify supervisors of absence and intent to use sick leave.

If sick leave is used for more than five consecutive work days or in conjunction with a day off, a statement from a physician will be required confirming illness, indicating the need for time off, and stating that the employee's physical or mental ability will allow return to normal duty. A supervisor will also require a statement from a physician confirming illness when there have been more than five instances of absence for sick leave in any one year. An illness for which a doctor's statement has been received will not be counted in determining whether five instances have occurred in any one year. For a continuing illness or condition, one annual statement from a doctor will suffice for all sick leave usage arising out of the illness or condition for that year.

Fire battalion chief (shift) personnel will be required to provide a physician's written confirmation of illness for an absence of more than two consecutive shift days. Confirmation of illness for Fire Department personnel will be required when there have been more than three instances of absence in a one-year (calendar year) period. An illness for which a doctor's statement has been received will not be counted in determining whether three instances have occurred in any one-year. If sick leave is used for more than four consecutive shift days, a statement from a physician will be required indicating the employee's physical or mental ability allows a return to normal duty.

All employees are responsible for obtaining a physician's statement when required, unless otherwise provided for by an applicable collective bargaining agreement. If determined necessary, the city reserves the right to require an employee to be examined by a city appointed physician at the city's expense.

Accumulated sick leave that is earned beyond 120 days (960 hours) may be converted to vacation leave at the rate of 10 sick leave days for each day of vacation. Fire employees who work shifts, may convert five shift days of sick leave to one shift day of vacation once they have earned 56 shift days.
Leave Policies - Absence without Leave

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Absence without leave is defined as any absence in which the employee does not report for work and fails to properly notify his or her supervisor that he or she will be utilizing accrued leave. In addition, the employee will be regarded as absent without leave if he or she attempts to utilize leave to which he or she is not entitled. An employee who is absent without leave for two days or more or is absent without leave on more than one occasion during a year is subject to termination. Any attempt to use sick leave for any purpose other than those determined as proper, as outlined in the sick leave policy, is considered absence without leave and is unauthorized.
Leave Policies - Exempt Benefit Program (commonly called Supervisory Days)

This policy is effective January 1, 2007

The benefits described below are provided to all full-time exempt positions on May 1 of each year. Exempt employees who regularly work 40 hours per week are eligible for these benefits. Exempt benefit program benefits will be grandfathered for employees scheduled to work 30 to 39 hours per week as of the time of adoption of the Employee Policy Manual adopted by City Council on October 19, 2004.

Newly hired employees must complete the introductory period before they are eligible for these benefits. However, upon completion of the introductory period, they will be eligible for the additional exempt benefit day(s) on a prorated basis for the fiscal year in which they become eligible. Employees promoted into a higher level position will be eligible on a prorated basis for the additional time off for that position at the end of their introductory period, not to exceed the maximum provided in the fiscal year in which the employee becomes eligible. Regardless of their date of hire or promotion, employees will be eligible for the entire $250.00 medical/wellness examination, wellness activity or product reimbursement upon completion of the introductory period. Employees covered by Collective Bargaining Agreements are not included in this benefit. The “Application for Exempt Benefit Program” form is available as a template in the word processing software, on the Intranet, and in the Human Resources Department.

Below is the breakdown of Exempt Benefit Days for eligible employees:

<table>
<thead>
<tr>
<th>JEM Pay Range*</th>
<th>Number of Exempt Benefit Days Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt Professional (P) level positions</td>
<td>1 day</td>
</tr>
<tr>
<td>Leadership (L) level positions**</td>
<td>3 days</td>
</tr>
<tr>
<td>Directors</td>
<td>5 days</td>
</tr>
<tr>
<td>Police Lieutenants (positions not covered by JEM)</td>
<td>3 days</td>
</tr>
</tbody>
</table>

**Employees in the Leadership Pay Grades who receive straight time after 40 hours under section 2.2.5.1 or 45 hours under section 2.2.5.2 are only eligible for one exempt benefit day.**

Exceptions to the policy must be requested annually in writing, by the Department Director and must be approved by the HR Director and the City Manager or designee.
Up to $250 will be reimbursed toward an annual medical/wellness examination. This $250 reimbursement may also be used by the employee for a wellness activity or product. A list of approved wellness activities and products and the required reimbursement form that must be completed are available on the Intranet. Completed reimbursement forms should be sent to the Human Resources Department along with a receipt from the provider or an Explanation of Benefits (EOB) from the insurance carrier. Employees should receive approval from Human Resources before the expenditure of a wellness activity or product to ensure reimbursement.

Reimbursement for physical exams and/or other wellness examinations are a fiscal year benefit, and cannot be carried from one year to the next. Also, any exempt benefit days provided for in this program, not taken by the end of the fiscal year, will be paid in cash.
Leave Policies - Extended Leave of Absence without Pay

Employees who are exhausting a Short-Term Leave of Absence (See Policy 3.8) may apply for an extended leave of absence. Application for an extended leave must be made prior to the expiration of the Short-Term Leave of Absence.

Extended leave without pay may be granted for a period in excess of one month, but not to exceed one year. Consideration of this request will take into account whether the continued absence of the employee will adversely affect the ability of the city to adequately perform its governmental functions. The employee however is not guaranteed reinstatement to his or her former position since circumstances may change during the leave. In such cases, the employee may be replaced by a regular or temporary employee at the discretion of the city upon recommendation of the Department Director, the approval of the Human Resources Team Leader and the City Manager. Requests for extended leave will be submitted in writing to the employee’s Department Director and may be granted with the approval of the Department Director, the Human Resources Team Leader and the City Manager. Sick leave, vacation, PTO and holiday benefits will not accrue during the period of such a leave of absence. For the period of leave, employees who carry medical/dental insurance via the city will be required to pay the city the COBRA equivalent rate of 102% of the applicable premium(s) and will have to properly elect COBRA coverage. (For further clarification, please refer to the COBRA insurance continuation policies found elsewhere in the Employee Policy Manual.)
Leave Policies - Family Medical Leave Act (FMLA) of 1993

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees of the City of Naperville are eligible if they have worked for the city for twelve months. The eligible employee must be a regular full-time or part-time employee, who has worked at least 1250 hours in the last 12 months (or 625 hours, if part-time, within the last six months) preceding the request to take leave.

Leave Policies - Family Medical Leave Act (FMLA) of 1993 - Reasons for Taking Leave

Leave Policies - Family Medical Leave Act (FMLA) of 1993 - Advance Notice and Medical Certification

Leave Policies - Family Medical Leave Act (FMLA) of 1993 - Job Benefits and Protection

Leave Policies - Family Medical Leave Act (FMLA) of 1993 - Additional FMLA Information for City of Naperville Employees
Leave Policies - Family Medical Leave Act (FMLA) of 1993 - Additional
FMLA Information for City of Naperville Employees

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- The method for computing the 12-month period under the FMLA will be 12 months measured forward from the first date when FMLA leave is used.

- The FMLA limits the leave that may be taken by spouses who work for the same employer to a combined total of 12 work weeks during any 12-month period, if leave is taken for birth or placement for adoption or foster care, or to care for a sick parent. The City of Naperville will not apply this limitation to its employees. It will allow 12 work-weeks for each employee/spouse.

- Under the FMLA, the city will maintain health insurance coverage and recover premiums paid during any period of unpaid FMLA leave, if the employee fails to return to work for at least 30 calendar days after the employee’s FMLA leave entitlement has expired, with two exceptions. The employee is responsible for making his/her appropriate premium contributions during FMLA leave. Those exceptions are: The continuation, recurrence, or onset of the serious health condition that entitled the employee to the leave in the first place; and other circumstances beyond the control of the employee, such as involuntary relocation. Employees requesting leave under FMLA will be liable to the city for insurance premiums paid during any period of unpaid FMLA leave, if they do not return to work within 30 days following the expiration of their FMLA leave. This payment may be made in cash or deducted from the employee’s accrued vacation, PTO or other appropriate paid leave balances. Employees who do not return from FMLA may be entitled to COBRA coverage.

- Current practice in the City of Naperville is to allow a father or an adoptive mother to utilize five sick days in conjunction with the birth or adoption of his/her child (three shift days for NFD personnel). Fathers and adoptive mothers who are on the TOP plan may utilize up to 5 sick days for the birth or adoption of their child after satisfying an elimination period. Any additional time is to be taken as vacation, PTO or personal time, or as unpaid leave under the FMLA.

- Intermittent leave for the care of a child after birth or placement for adoption or foster care under the FMLA, may be granted by the Department Director when there will be no detrimental effect on the operation of the employee’s department. Intermittent leave for
the employee’s own, or his or her spouse’s, child’s or parent’s serious health conditions may be taken when medically necessary.

- When applying to take leave under the FMLA, an employee should notify his or her supervisor as soon as possible and make an appointment with their HR Generalist to discuss FMLA leave and what type of paid time off may be appropriate. The supervisor will notify the HR Generalist who will notify the HR/Benefits of the request for an FMLA packet. HR/Benefits will then send a FMLA packet to the employee’s home.

- “Key Employee Status” – at the time leave is requested, a determination will be made as to whether or not the employee is among the highest paid 10% of the organization (a “key employee”). If the individual is determined to be a “key employee,” this notice will be amended to advise the employee of such status, and the potential consequence that restoration to the same job may be denied following the FMLA leave, and explaining the conditions required for such denial.

- Upon return from FMLA leave, an employee is entitled to be returned to the same position held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless such position was eliminated through downsizing or reduction in force.

- Additional questions regarding requested FMLA leave should be directed to the Human Resources Department.
The employee is required to provide advance leave notice and medical certification. FMLA Leave may be denied if the following requirements are not met:

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”

- When the leave is unforeseeable, the employee must notify his/her supervisor as soon as possible; usually within two business days.

- The city will require medical certification to support a request for leave because of a serious health condition. The city may also require second and third opinions (at the employer’s expense) in support of such serious health conditions.

- An employee anticipating maternity or paternity leave is required to alert the Human Resources Department and/or their immediate supervisor of their intent to take time off, using the FMLA Request for Leave Form, so that appropriate FMLA tracking can take place.

- Documentation of family and medical leave (FMLA) is required by the Human Resources Department. Family and medical leaves taken to care for a spouse, child or parent with a serious medical condition will require: (1) medical certification which documents the date on which the condition commenced, the probable duration of the condition and the appropriate medical facts and (2) a statement that the employee is needed to care for the child, spouse or parent. For family and medical leaves for an employee’s own serious illness, medical certification will be required. Continuing certification also may be required as necessary.

- Return to work from an FMLA Leave taken for an employee’s own serious illness requires a Fitness for Duty evaluation and completion by a physician of the city’s Return to Work Form.
Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.
Leave Policies - Family Medical Leave Act (FMLA) of 1993 - Reasons for Taking Leave

Document Owner: Compensation and Benefits Manager

Approved by: City Manager

Version: 1

Effective Date: 10/19/2004

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Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the *employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For the employee’s own serious health condition that makes them unable to perform their job.

*NOTE: Covered people or events may be similar or different than other definitions in other policies, as guided by different laws.

Under the FMLA, employers may require that certain kinds of paid leave be substituted for unpaid leave. The City of Naperville’s policy is to require that employees use accrued sick leave to care for a seriously ill immediate family member, or for the employee’s own serious health condition, before using unpaid leave. An employee may substitute other accrued paid leaves (i.e. vacation, personal days) for FMLA leaves at their choice. The city’s policy also provides for sick leave, disability, workers compensation, and other paid and unpaid leave to run concurrently with the FMLA.
Leave Policies - FEMA Leave of Absence

In compliance with the Local Government Disaster Service Volunteer Act (50 ILCS 122/15) effective July 1, 2004, concerning the city’s obligation to pay employees their regular salaries and benefits when requested to deploy by the Federal Emergency Management Agency (“FEMA”), the City of Naperville has adopted a FEMA Leave of Absence Policy.

Any regular full-time employee who receives a FEMA deployment request through the Illinois Emergency Management Agency (IEMA), shall be granted paid leave from his or her employment. During the term of leave, the employee will be paid any difference between the City of Naperville salary and FEMA pay for up to one year. If the FEMA compensation rate is greater than the rate of city compensation normally earned, the employee will not be eligible for any wages/reimbursement. In addition, seniority will continue to accrue.

In order to receive pay while so deployed, it will be necessary for the employee to notify his/her supervisor, and then furnish Human Resources with a copy of official orders, anticipated leave duration, documentation of the base pay amount he/she will receive from FEMA, and an Application for Pay While on FEMA Leave. Employees on FEMA leave must submit their FEMA earning statement to payroll on a regular basis so that it can be determined whether the employee is eligible for additional pay from the city while on FEMA leave.

Leave Policies - FEMA Leave of Absence - Medical, Dental & Life Insurance Benefits
Leave Policies - FEMA Leave of Absence - Pension Plan
Leave Policies - FEMA Leave of Absence - Vacation, PTO, Sick and Personal Leave
Leave Policies - FEMA Leave of Absence - Right to Return to Work
City of Naperville
Employee Policy Manual

Leave Policies - FEMA Leave of Absence - Medical, Dental & Life Insurance Benefits

Document Owner: HR Generalist
Approved by: City Manager

Version: 1
Effective Date: 10/19/2004

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The city will continue to pay its portion of the costs of the medical, dental, and basic life insurance premiums for FEMA-deployed employees and their dependents for the duration of the deployment, provided the employee makes his/her contribution(s) to the monthly premium cost, if any, on a timely basis. If the employee opts out of the city's medical insurance coverage, that would be considered a COBRA-qualifying event, and the employee will have the right to return to the city's insurance plan upon return to work (within the time frame permitted by applicable laws).
Leave Policies - FEMA Leave of Absence - Pension Plan

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For employees receiving a city paycheck, the city will continue to deduct the employee's pension contribution from the paycheck and will make the employer's contribution to the appropriate pension plan. If the employee is not receiving a city paycheck, the employee must complete the IMRF Benefit Protection Leave Form (IMRF form 6.32).
Leave Policies - FEMA Leave of Absence - Right to Return to Work

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Upon completion of FEMA deployment, the employee is eligible for reemployment if the employee reports back on a timely basis as required by federal and state law.
Leave Policies - FEMA Leave of Absence - Dacation, PTO, Sick and Personal Leave

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Approved by: City Manager

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Effective Date: 10/19/2004

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Paid time off does not accrue for employees while on FEMA leave. Upon the employee's return, however, he/she will be credited with these benefits at a level as if the employee had been continually employed.
Leave Policies - Funeral Leave

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When there is a death in the immediate family, an employee will be granted up to three consecutive working days off between the date of death and the date of the funeral. A working day is defined as eight hours for an employee who normally works 40 hours per week. Part-Time employees would receive time off on a pro-rated basis. These days may be granted without loss of pay and without charge to accrued leave. Fire battalion chief's shift personnel may be granted one full shift day off without loss of pay and without charge to accrued leave after the date of death. Immediate family is defined as spouse, parents, parents-in-law, children, brothers and sisters, brothers and sisters-in-law, grandchildren, grandparents, grandparents of spouse or other persons who have been members of the employee's household at the time of death (this list includes relationships of “step”, “half” and “great”). Time taken in addition to three days funeral leave may be taken at the discretion of the employee with approval of the Department Director and will be chargeable to other accrued leaves excluding sick leave. Additional funeral leave may be approved by the Fire Chief for Fire Department shift personnel who are on duty at the time of the death of the immediate family member.
Leave Policies - Holidays - First-Line Supervisors

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First line non-union supervisors of bargaining unit employees (except for public safety, non-union/non-shift employees) who receive double time (paid 2.0 times their hourly rate of pay) for any hours worked on a city-designated holiday are eligible to receive holiday pay, in addition to their salary, in the amount of double their “hourly rate” for all hours spent supervising such employees on a city-designated holiday. For purposes of determining the value of such benefit only, the “hourly rate” will reflect the employee’s annual salary divided by 2080 hours (except for public safety employees.)
Leave Policies - Holidays - Floating Holidays

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The floating holidays must be taken in eight-hour increments, and must be taken between January 1 and December 31. The floating holidays may be taken in conjunction with other types of leave. If not used prior to December 31, they will be lost. Introductory period employees may take the floating holidays at any time. Scheduling of the floating holidays is subject to procedures established by the department or the applicable bargaining unit contract, and approval by the employee’s supervisor.
Leaves Policies - Holidays - Part-Time Employees

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Holidays for part-time employees (scheduled to work less than 40 hours per week) can be prorated according to the following examples, regardless of how many hours per day the part-time employee is normally scheduled to work. Part-time employees who are scheduled to work 20 hours per week can receive four hours of pay for a holiday. Part-time employees who are scheduled to work 25 hours per week can receive five hours of holiday pay on a holiday. Six hours of holiday pay can be granted to employees who are scheduled to work 30 hours per week, and seven hours of holiday pay can be granted to employees who are scheduled to work 35 hours per week.
Employees called upon for jury duty will notify their Supervisor or designee as soon as possible. Time off with pay will be granted to all individuals serving on jury duty when adequate documentation is provided including a copy of notice or other evidence of actual days served. The employee should submit proof of service with his or her time sheet to receive a regular paycheck. An employee's time served on jury duty will be considered time worked. Employees may keep any payment received for jury duty from the court.
Leave Policies - Military Service Leave

The City of Naperville complies with the prevailing state and federal laws regarding military commitments by employees.

Leave Policies - Military Service Leave - Military Leave of Absence

Leave Policies - Military Service Leave - Medical & Life Insurance Benefits

Leave Policies - Military Service Leave - Pension Plan

Leave Policies - Military Service Leave - Vacation, PTO, Sick and Personal Leave

Leave Policies - Military Service Leave - Right to Return to Work
Leaves Policies - Military Service Leave - Medical & Life Insurance Benefits

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

The city will continue to pay its portion of the costs of the basic life insurance coverage and medical benefits for activated reservists who are called up by order of the President, and their dependents, for the duration of the military service, provided the employee makes his/her contribution to the cost, if any, on a timely basis. If the employee opts out of the employer’s medical insurance coverage, that would be considered a COBRA event, and the employee will have the right to return to the employer’s insurance plan upon return to work, within the time frame permitted by applicable laws.
## Leave Policies - Military Service Leave - Military Leave of Absence

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Any full-time employee who is a member of any reserve component of the United States Armed Forces or any reserve component of the Illinois State Militia, shall be granted leave from his or her employment for any period actively spent in military service, including:

- basic training;
- special or advanced training; and
- annual training

An employee anticipating military leave must register their military status with Human Resources, notify his/her immediate supervisor, and then furnish Human Resources with a copy of official orders as soon as available.

During these leaves, the employee’s seniority and other benefits shall continue to accrue. During leaves for annual training, the employee shall continue to receive his or her regular compensation. During leaves for basic training and up to 60 days of special or advanced training, if the employee’s compensation for military activities is less than his or her compensation with the City of Naperville, he or she will receive his or her regular compensation minus the amount of his or her base pay for military activities.

Any employee who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard, **and who is mobilized to active military duty as a result of an order of the President of the United States**, shall continue to receive the same regular compensation that he or she was receiving as an employee at the time he or she was mobilized, plus any health insurance and other benefits he or she was receiving or accruing at that time, minus the amount of his or her base pay for military service, for the duration of his or her active military service.
Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

For employees receiving a city paycheck, the city will continue to deduct the employee’s pension contribution from the paycheck and will make the employer’s contribution to the appropriate pension plan. Returning employees who have not been receiving a city paycheck can earn pension service credit for military time served by purchasing from their pension plan the service credit they missed plus any interest owed. (For IMRF employees, this is accomplished by completing IMRF Form 6.02J, “Application for Military Service Credit.”) The city will then pay its employer’s contribution for missed pension service credit.

IMRF participants may request a benefit protection leave (up to one year) that will protect their death and disability benefits during periods of unpaid leave when pension contributions are not being made.
Leaf Policies - Military Service Leave - Right to Return to Work

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Upon completion of military service, an employee is eligible for reemployment if the employee reports back on a timely basis as required by federal and state law.
Leave Policies - Military Service Leave - Dacation, PTO, Sick and Personal Leave

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Upon the employee’s return, he/she will be credited with these benefits at a level as if the employee had been continually employed.

Paid time off does not accrue for employees on military leave. However, calculations of these benefits are made as if there had been no break in service upon return from the military leave.

Activated reservists may take paid vacation or PTO time they have already accrued during their military service period, but they are not required to use it.
Leave Policies - Pay in Lieu of Holidays

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Leave Policies - Pay in Lieu of Holidays - Pay for Police
Leave Policies - Pay in Lieu of Holidays - Holidays for Police
Leave Policies - Pay in Lieu of Holidays - Holidays for Fire
Leave Policies - Pay in Lieu of Holidays - Conditions for Both Police & Fire
Leave Policies - Pay in Lieu of Holidays - Conditions for Both Police & Fire

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Employees receiving payment in lieu of holidays must work the last scheduled day before and the first scheduled day after a holiday to be entitled to holiday pay unless absence is authorized for a scheduled vacation, verified illness or other authorized leave.

Should a shift employee terminate employment prior to qualifying for a holiday, their final vacation or PTO payout will be reduced on a prorated basis.
Leave Policies - Pay in Lieu of Holidays - Holidays for Fire

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Fire Department non-bargaining unit shift personnel will receive seven payments of 8 hours each (56 hours total) at 1 1/2 times their regular rate of pay for the first seven holidays of the year (New Year’s Day, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day and Veteran’s Day), whether the holiday is worked or not.

As compensation for the remaining holidays, on January 1st of each calendar year, these Fire Department shift personnel (battalion chiefs) will be credited with three, 24 hour shift days as vacation and have 20 hours paid in cash at their straight time (1.0) hourly rate of pay. These three days may be paid in cash at the straight time (1.0) rate of pay, at the option of the employee.
Leave Policies - Pay in Lieu of Holidays - Pay for Police

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Hon-bargaining unit, exempt and non-exempt police employees, who are assigned duties which are staffed on a 24 hour basis, will receive compensation in the form of an extra day's pay at one and one half times (1.5) the employee's regular hourly rate for each holiday. When a holiday falls on a normal day off for such employees, they will receive the same benefits as if the holiday fell on the day of work. Exempt employees in such positions will receive a holiday premium in addition to their salary in an amount equal to twelve hours at the employee’s “hourly rate”(as determined for purposes of this policy by dividing the employee’s annual salary by 2080 hours) for each holiday.
Leave Policies - Personal Days

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

All regular full-time employees will receive 16 hours of paid personal leave per fiscal year for the purpose of transacting unexpected personal business, effective May 1 of each fiscal year. Part-time employees who are scheduled to work at least 30 hours per week will receive this benefit on a prorated basis. All employees must complete their introductory period to be eligible to take their personal leave. Telecommunicators must complete six months of employment before they are eligible to take personal leave. Police Officers should refer to their collective bargaining agreement. During the first fiscal year of employment, an employee will receive a proportionate amount of personal leave based upon time employed during the fiscal year.

Normally, employees must request personal leave at least 24 hours in advance and approval from the Department Director or designee is required. Personal leave may not be taken in less than a one-hour increment.

Personal leave must be used by April 30 of each fiscal year or it will be lost. If an employee is unable to use this time because of their introductory period status, the time will be awarded upon successful completion of that introductory period and must be used in the fiscal year in which it is awarded, or within six months, whichever is longer.
Leave Policies - Religious Holidays

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Employees may take time off from work in order to practice their religious beliefs provided that they request the time in advance, and that the employee is able to make-up the work missed during other than the employee's regular working hours without adversely affecting the operation of their department. Employees who so defer their work will be compensated at their regular wage or salary rate. Employees unable to make-up work missed outside of regular work hours may use personal, floating holiday, Paid Time Off (PTO) or vacation leave for time missed to practice their religious beliefs, or may take leave without pay.
Regular (not seasonal or temporary) employees scheduled to work full-time or part-time 20 hours per week or more are eligible to request school visitation leave after they have at least six consecutive months of service with the city. Up to a total of eight hours per year, but no more than four hours on a given day, may be granted for school conference and activity leave if these activities cannot be scheduled during non-working hours. The employee must have exhausted all accrued vacation, personal or any other leave except sick leave or disability leave, before requesting school visitation rights.

The employee must provide written notice to the city at least seven days in advance of the school visitation/activity. In an emergency situation, no more than 24 hours notice will be required.

Upon completion of school visitation rights, the school administrator must provide the parent/guardian documentation of the school visitation. The employee will submit this verification to the city within two days.

An employee who utilizes or seeks to utilize the rights afforded by the School Visitation Rights Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the city. An employee who exercises his rights under the Act will not be required to make up the time taken, but if such employee does not make up the time taken, he/she will not be compensated for the time taken. Time made up will be paid at the same rate as paid for normal working time. If no reasonable opportunity exists for the employee to make up the time taken, the employee will not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of overtime.
Leave Policies - Short-Term Leave of Absence without Pay

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Short-term leave of absence is not intended as a substitute for sick leave; this policy does not apply to situations where employees have exhausted their accrued (paid) sick leave and/or any relevant FMLA leave entitlement. A short–term leave of absence applies when an employee has exhausted all eligible accrued leave (PTO, vacation, personal, holiday, etc.) with the exception of sick leave.

A short-term leave without pay may be granted for a period of up to one month (four calendar weeks), during the calendar year, where the continued absence of the employee does not adversely affect the ability of the city to adequately perform its governmental functions. Requests for short-term leave will be submitted in writing to the employee’s Department Director and may be granted with the approval of the Department Director, the Human Resources Team Leader and the City Manager.

At the completion of a short-term leave an employee will return to his or her previous position and status without change to seniority or salary. Vacation, sick leave, PTO and holiday pay will not accrue nor be paid during this period. Employee’s who carry medical/dental insurance via the city will be required to pay the city the COBRA equivalent rate of 102% of the applicable premium(s) while on unpaid leave. Any employee who does not report back to work upon completion of the granted short-term leave of absence period will be considered to have terminated his or her employment with the city, unless they have been approved for an extended leave of absence without pay prior to their return to work date.
Leave Policies - Sick Leave

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

The following sick leave policy is only for employees hired before June 9, 2001 who did NOT elect the Time Off Plan (TOP).

Leave Policies - Sick Leave - Sick Leave Accumulation & Use
3.7.2 Leave Policies - Sick Leave - Excessive Absence & Tardiness
3.7.3 Leave Policies - Sick Leave - Documentation & Notification
Sick leave is earned for each pay period worked, effective with the first month of employment, for a total of 15 days per year. Regular employees who work less than a forty-hour week receive sick leave on a prorated basis. Fire battalion chiefs working 24 hour shifts are credited with seven shift days of sick leave on January 1, starting with the second year of employment. Sick leave earned during the first year of employment by these Fire shift personnel will be prorated. Sick leave may be accumulated without limitation. No sick leave can be earned during an unpaid leave of absence. Union employees should consult their respective Collective Bargaining Agreements for further restrictions.

Sick leave may be granted for any of the following reasons:

- Incapacitation due to illness, injury or disability.
- Personal medical or dental appointments, which cannot be scheduled during non-working hours (although every attempt should be made to schedule these appointments outside of working hours).
- Absence required to care for seriously ill or disabled member of the employee's immediate family. Immediate family is defined as the employee's spouse, children, parents, parents-in-law, sisters, and brothers. **Other persons who are members of the employee’s household are also included.**
- Once an employee has been granted and is using vacation leave, he or she may not change the status to sick leave unless he or she becomes admitted to the hospital.

Any use of sick leave for purposes other than those outlined above is not authorized. Misuse of sick leave may be grounds for disciplinary action up to and including discharge, and will be considered part of the employee's overall performance. Sick leave may run concurrently with family and medical leave under the Family and Medical Leave Act (FMLA), described later in this chapter.
Leave Policies - Time Off Plan (TOP)

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Leave Policies - Time Off Plan (TOP) - Introduction and Conversion

Leave Policies - Time Off Plan (TOP) - Components

Leave Policies - Time Off Plan (TOP) - Paid Time Off (PTO)

Leave Policies - Time Off Plan (TOP) - Sick Leave

3.6.5 Leave Policies - Time Off Plan (TOP) - Elimination Period

Leave Policies - Time Off Plan (TOP) - PTO Cash Out

Leave Policies - Time Off Plan (TOP) - Compensatory Time

Leave Policies - Time Off Plan (TOP) - Sick Leave Donation Bank

Leave Policies - Time Off Plan (TOP) - Sick Leave Incentive: 401(a)

Leave Policies - Time Off Plan (TOP) - Conversion of Sick Leave at Separation, Retirement or During Employment
Leave Policies - Time Off Plan (TOP) - Compensatory Time

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Compensatory time allows any non-exempt employee to bank payment for overtime hours worked and use it as paid leave time later on. For example, if an employee works 4 hours of overtime (at 1 ½ times the employee’s regular rate of pay) and elects to have those hours banked as compensatory time, 6 hours would be credited to his compensatory time bank. Utilization of compensatory time is subject to supervisory approval.

A maximum of 40 hours of compensatory time may be accrued at any one time unless otherwise specified under a collective bargaining agreement. An employee may elect to have compensatory time paid out on any subsequent paycheck. (An employee may not take compensatory time off in the same pay period as that in which the compensatory time is earned.) All accrued compensatory time will be paid out at the time an employee separates from employment.

In cases where a non-exempt employee is promoted or transferred to an exempt position, if they have accrued compensatory time, they must either use it before their effective promotion date, or cash it out prior to the start of their new exempt position.
Leave Policies - Time Off Plan (TOP) - Components

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TOP has several components:

- Paid Time Off (PTO)
- Sick Leave
- Elimination Period
- PTO cash out
- Compensatory Time
- Sick Leave Donation Bank
- Sick Leave Incentive: 401(a)
- Payment and Conversion of Leave Time at Retirement and Separation

To benefit from any and all features of TOP, an employee must elect TOP. It is important to note that TOP does not eliminate the benefit of personal days, holidays, floating holidays and supervisory days (as applicable).
Leave Policies - Time Off Plan (TOP) - Conversion of Sick Leave at Separation, Retirement or During Employment

Sick leave that is earned beyond 120 days (960 hours) may be converted to Paid Time Off (PTO) at the rate of 10 sick leave days for one day of vacation and be paid in cash. Due to the maximum accrual of 960 hours under TOP, this provision will only apply to employees hired before June 9, 2001 and who elected TOP with an excess of 960 sick leave hours.
City of Naperville
Employee Policy Manual

Leave Policies - Time Off Plan (TOP) - Introduction and Conversion

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

TOP was implemented on June 9, 2001. All employees hired on or after June 9, 2001, automatically have TOP as their leave plan with the following exceptions:

- Fire Department employees working shifts or eligible to return to shifts
- Employees whose Collective Bargaining Agreements have other provisions

All employees hired on or after June 9, 2001, will begin accruing PTO and sick time immediately. Utilization of PTO during a new hire introductory period is subject to supervisory approval.
Leave Policies - Time Off Plan (TOP) - Paid Time Off (PTO)

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

TOP was implemented on June 9, 2001. All employees hired on or after June 9, 2001 until June 30, 2011 automatically have TOP as their leave plan with the following exceptions:

- Fire Department employees working shifts or eligible to return to shifts
- Employees whose Collective Bargaining Agreements have other provisions

All employees hired on or after June 9, 2001 until June 30, 2011 began accruing PTO and sick time immediately. Utilization of PTO during a new hire introductory period is subject to supervisory approval.

Paid Time Off (PTO) eliminates the distinction between sick and vacation. PTO is an accrual of time, which an employee can use for any purpose such as vacation, other leisure time, personal illness, or to care for another person who is ill.

PTO is earned each pay period, effective with the first pay period of employment. Accruals are posted to the employee’s record each pay period. Employees who regularly work less than a 40-hour workweek will have their PTO accrual prorated accordingly. Accruals are based on budgeted hours for the position, not on actual hours worked. For example, an employee in a 20 hour per week position who temporarily works 25 hours per week will still receive accruals based on the originally budgeted 20 hour work week.

PTO time will not be earned during any period of unpaid leave. (PTO is earned according to the following schedule after June 9, 2002.)

<table>
<thead>
<tr>
<th>Start of Year</th>
<th>Annual PTO Accrual (hours)</th>
<th>*Accrual Per Pay Period (hours)</th>
<th>**Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>120</td>
<td>4.62</td>
<td>240</td>
</tr>
<tr>
<td>2</td>
<td>120</td>
<td>4.62</td>
<td>240</td>
</tr>
<tr>
<td>3</td>
<td>120</td>
<td>4.62</td>
<td>240</td>
</tr>
<tr>
<td>4</td>
<td>120</td>
<td>4.62</td>
<td>240</td>
</tr>
<tr>
<td>5</td>
<td>160</td>
<td>6.15</td>
<td>320</td>
</tr>
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<td>6.15</td>
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<td>7</td>
<td>160</td>
<td>6.15</td>
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</tr>
<tr>
<td>9</td>
<td>160</td>
<td>6.15</td>
<td>320</td>
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<tr>
<td>10</td>
<td>160</td>
<td>6.15</td>
<td>320</td>
</tr>
<tr>
<td>11</td>
<td>200</td>
<td>7.69</td>
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<td>400</td>
</tr>
<tr>
<td>16</td>
<td>208</td>
<td>8.00</td>
<td>416</td>
</tr>
<tr>
<td>17</td>
<td>216</td>
<td>8.31</td>
<td>432</td>
</tr>
<tr>
<td>18</td>
<td>224</td>
<td>8.62</td>
<td>448</td>
</tr>
<tr>
<td>19</td>
<td>232</td>
<td>8.92</td>
<td>464</td>
</tr>
<tr>
<td>20+</td>
<td>240</td>
<td>9.23</td>
<td>480</td>
</tr>
</tbody>
</table>

*Accrual is rounded on the last pay period of the calendar year to balance the accrual as required.

**When the maximum accrual allowed is reached, accruals are capped and no further accruals are allowed until the accrued time is less than the maximum allowed. Beginning May 1, 2013 the maximum accrual allowed will be reduced by 20% per year through May 1, 2017 when the maximum accrual allowed will equal 100% of an employee’s annual accrual. See attached chart for examples.

- Employees paid in lieu of holidays will accrue an extra 40 hours of PTO time (1.54 hours per pay period) which get set aside in their “Holiday Vacation Bank,” as explained in the **Payment in Lieu of Holidays** section earlier in this chapter.

Usage of PTO is governed by each department’s work rules and is subject to supervisory approval. All accrued PTO will be paid out at the time an employee separates from employment.
City of Naperville
Employee Policy Manual

Leave Policies - Time Off Plan (TOP) - PTO Cash Out

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Employees may cash out up to a maximum of 48 PTO hours on a fiscal year basis if they have at least 640 hours of sick leave accrued.
A sick leave donation bank has been established to continue the income of eligible employees under the following circumstances:

- An employee’s own non-job related, serious illness, until the employee is eligible to draw disability payments from his/her pension fund.

- To care for a member of an employee’s immediate family (defined as an employee’s spouse, parent or child) who has a serious health condition as defined under the Family and Medical Leave Act (FMLA) and is certified as such by a Physician.

Employees may withdraw a maximum of 160 sick leave hours during their employment with the city. To withdraw time from the Sick Leave Donation Bank, an employee must be a participant in the Bank. To participate, an employee must have at least 160 sick hours accrued and have donated at least 8 hours to the Bank. An employee may donate a maximum of 40 hours of sick leave to the Bank in any calendar year. Donations to the Sick Leave Bank are irrevocable.

To withdraw from the Bank, an employee must have depleted all other accrued leaves and have submitted all necessary documentation required under FMLA, IMRF or other pension fund. An employee who withdraws time from the Bank does not have to “repay” the Bank at a later date.

The requirements and benefits afforded under the Sick Leave Bank program are pro-rated accordingly for part-time employees.
Leave Policies - Time Off Plan (TOP) - Sick Leave Incentive: 401(a)

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Each year, employees who utilize 3 or less workdays/24 hours of sick leave (pro-rated for part-time employees and those employees working a flexible schedule) will be eligible for a sick leave incentive. The incentive is calculated by multiplying the employee’s current wage rate by the multiplier in the following table:

<table>
<thead>
<tr>
<th>Years of service completed (completed employment)</th>
<th>Days of Pay (based on full-time) (based on full-time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4 years</td>
<td>1.00 day (8 hours)</td>
</tr>
<tr>
<td>5-9 years</td>
<td>1.15 days (9.2 hours)</td>
</tr>
<tr>
<td>10-14 years</td>
<td>1.35 days (10.8 hours)</td>
</tr>
<tr>
<td>15-19 years</td>
<td>1.40 days (11.2 hours)</td>
</tr>
<tr>
<td>20-24 years</td>
<td>1.50 days (12 hours)</td>
</tr>
<tr>
<td>25-29 years</td>
<td>1.75 days (14 hours)</td>
</tr>
<tr>
<td>30+ years</td>
<td>2.00 days (16 hours)</td>
</tr>
</tbody>
</table>

The following are examples to illustrate the design of the program:

Sam is a full-time, 13-year employee who works 8-hour days at an hourly wage rate of $20.00 per hour. Sam utilizes only 10 sick hours in a year. Sam is eligible for a sick leave incentive of $216.00 which is calculated as follows: 8 hours x $20.00 per hour x 1.35 days = $216.00

George is a 2-year, part-time employee who works 20 hours per week (five days a week, 4 hours a day) at an hourly wage rate of $15.00 per hour. George utilizes 12 sick hours in a year. George is eligible for a $60.00 sick leave incentive as follows: 4 hours x $15.00 per hour x 1 day = $60.00

The sick leave incentive will be paid by the city into the employee’s individual 401(a) account. The city’s contribution is pre-tax. Employees will manage their own investment options available in the 401(a) plan. All funds in an employee’s 401(a) account are portable upon separation from employment.

The sick leave incentives will be paid by the end of August each year for the TOP year that runs from July 1st to June 30th.
Leaves Policies - Time Off Plan (TOP) - Sick Leave

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Employees will accrue 80 sick leave hours per year (3.08 hours each pay period) up to a maximum of 960 hours (accrual and limitation is prorated for employees scheduled less than 40 hours per week).

Employees who converted to TOP with an excess of 960 hours will not earn sick leave until their balance is reduced by utilization to below the 960 hour maximum. Sick leave will be earned in the same pay period as the employee’s sick leave drops below 960 hours.

Employees may transfer unused PTO time into their sick leave account if they have less than 960 hours accrued.

Employees may convert 10 sick days to 1 PTO day anytime their sick leave bank is in excess of 960 hours.
Leave Policies - Dacation

<table>
<thead>
<tr>
<th>Start of Service Year</th>
<th>Hours Accrued Per Year</th>
<th>*Hours Accrued Per Pay Period</th>
<th>**Maximum Accrual Allowed</th>
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<tbody>
<tr>
<td>1st thru 4th</td>
<td>80.00</td>
<td>3.08</td>
<td>160.00</td>
</tr>
<tr>
<td>5th</td>
<td>88.00</td>
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<td>3.69</td>
<td>184.00</td>
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<td>104.00</td>
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<td>200.00</td>
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<tr>
<td>8th</td>
<td>112.00</td>
<td>4.31</td>
<td>216.00</td>
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<tr>
<td>9th thru 14th</td>
<td>120.00</td>
<td>4.62</td>
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<tr>
<td>16th</td>
<td>168.00</td>
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</tr>
<tr>
<td>17th</td>
<td>176.00</td>
<td>6.77</td>
<td>344.00</td>
</tr>
<tr>
<td>18th</td>
<td>184.00</td>
<td>7.08</td>
<td>360.00</td>
</tr>
<tr>
<td>19th</td>
<td>192.00</td>
<td>7.38</td>
<td>376.00</td>
</tr>
<tr>
<td>20th</td>
<td>200.00</td>
<td>7.69</td>
<td>392.00</td>
</tr>
<tr>
<td>21st and over</td>
<td>200.00</td>
<td>7.69</td>
<td>400.00</td>
</tr>
</tbody>
</table>

*Accrual is rounded on last pay period of calendar year to balance to the yearly accrual.

** When the maximum accrual allowed is reached, accruals are capped and no further accruals are allowed until the accrued time is less than the maximum allowed. Beginning May 1, 2013 the maximum accrual allowed will be reduced by 20% per year through May 1, 2017 when the maximum accrual allowed will equal 100% of an employee’s annual accrual. See attached chart for examples.
Accrual rates for **full-time employees who are paid in lieu of holidays**, not including Fire Department shift employees, are as follows (these rates include payment for the straight time portion of the holiday pay for the second five holidays; they do not include the 20 hours of pay which workers receive in January):

<table>
<thead>
<tr>
<th>Start of Service Year</th>
<th>Hours Accrued Per Year</th>
<th>*Hours Accrued Per Pay Period</th>
<th>**Maximum Accrual Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0- 6 months</td>
<td>n/a</td>
<td>no vacation earned</td>
<td>n/a</td>
</tr>
<tr>
<td>7-12 months</td>
<td>60 hours plus 4.62 hours per pay period</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>1 through 4</td>
<td>120</td>
<td>4.62 hours</td>
<td>240</td>
</tr>
<tr>
<td>5th year</td>
<td>124</td>
<td>4.76 hours</td>
<td>244</td>
</tr>
<tr>
<td>6th year</td>
<td>136</td>
<td>5.23 hours</td>
<td>260</td>
</tr>
<tr>
<td>7th year</td>
<td>144</td>
<td>5.54 hours</td>
<td>280</td>
</tr>
<tr>
<td>8th year</td>
<td>152</td>
<td>5.84 hours</td>
<td>296</td>
</tr>
<tr>
<td>9th</td>
<td>160</td>
<td>6.15 hours</td>
<td>320</td>
</tr>
<tr>
<td>Through 14th year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15th year</td>
<td>200</td>
<td>7.69 hours</td>
<td>360</td>
</tr>
<tr>
<td>16th year</td>
<td>208</td>
<td>8 hours per</td>
<td>408</td>
</tr>
<tr>
<td>17th year</td>
<td>216</td>
<td>8.31 hours</td>
<td>424</td>
</tr>
<tr>
<td>18th year</td>
<td>224</td>
<td>8.61 hours</td>
<td>440</td>
</tr>
<tr>
<td>19th year</td>
<td>232</td>
<td>8.92 hours</td>
<td>456</td>
</tr>
<tr>
<td>20th year</td>
<td>240</td>
<td>9.23 hours</td>
<td>472</td>
</tr>
<tr>
<td>21st year And over</td>
<td>240</td>
<td>9.23 hours</td>
<td>480</td>
</tr>
</tbody>
</table>

*Accrual is rounded on the last pay period of the calendar year to balance the yearly accrual.

** When the maximum accrual allowed is reached, accruals are capped and no further accruals are allowed until the accrued time is less than the maximum allowed. Beginning May 1, 2013 the maximum accrual allowed will be reduced by 20% per year through May 1, 2017 when the maximum accrual allowed will equal 100% of an employee’s annual accrual. See attached chart for examples.

Accrual rates for **part-time employees scheduled to work 30 hours a week** are as follows: No vacation will accrue during an unpaid leave of absence.

<table>
<thead>
<tr>
<th>0 - 6 months</th>
<th>No vacation earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 - 12 months</td>
<td>72 hours + 16 hours/month</td>
</tr>
<tr>
<td>2</td>
<td>7 days/168 hours</td>
</tr>
<tr>
<td>3</td>
<td>7 days/168 hours</td>
</tr>
<tr>
<td>4</td>
<td>7 days/168 hours</td>
</tr>
<tr>
<td>5</td>
<td>7 days/168 hours</td>
</tr>
<tr>
<td>* 6</td>
<td>up to 8 days/192 hours</td>
</tr>
<tr>
<td>7</td>
<td>8 days/192 hours</td>
</tr>
<tr>
<td>8</td>
<td>8 days/192 hours</td>
</tr>
<tr>
<td>* 9</td>
<td>up to 9 days/216 hours</td>
</tr>
<tr>
<td>10</td>
<td>9 days/216 hours</td>
</tr>
<tr>
<td>Week</td>
<td>Accrual Rate</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>11</td>
<td>9 days/216 hours</td>
</tr>
<tr>
<td>12</td>
<td>9 days/216 hours</td>
</tr>
<tr>
<td>*13</td>
<td>up to 10 days/240 hours</td>
</tr>
<tr>
<td>14</td>
<td>10 days/240 hours</td>
</tr>
<tr>
<td>*15</td>
<td>up to 12 days/288 hours</td>
</tr>
<tr>
<td>*16</td>
<td>up to 13 days/312 hours</td>
</tr>
<tr>
<td>17</td>
<td>13 days/312 hours</td>
</tr>
<tr>
<td>18</td>
<td>13 days/312 hours</td>
</tr>
<tr>
<td>19</td>
<td>13 days/312 hours</td>
</tr>
<tr>
<td>*20</td>
<td>up to 14 days/336 hours</td>
</tr>
<tr>
<td>21</td>
<td>14 days/336 hours</td>
</tr>
</tbody>
</table>

*The total hours of vacation time earned is dependent upon the employee’s starting date.

During the transition years (those years where an employee is credited with an additional vacation day) the total vacation hours will be calculated by adding the total hours from the prior year to the prorated hours (to the nearest 12 hour increment, either 12 or 24 hours) earned between the employee’s anniversary date and January 1. Firefighter/Paramedics hired between January 1 and June 30 will receive 24 hours; those hired between July 1 and December 31 will receive 12 hours.

Accrual rates for **part-time employees scheduled to work 30 hours a week** are as follows: No vacation will accrue during an unpaid leave of absence.

<table>
<thead>
<tr>
<th>Period</th>
<th>Accrual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0- 6 months</td>
<td>No vacation earned</td>
</tr>
<tr>
<td>7-12 months</td>
<td>30 hrs plus 2.31 hours per pay period</td>
</tr>
<tr>
<td>Years 1 through 4</td>
<td>2.31 hours per pay period</td>
</tr>
<tr>
<td>Start of 5th year</td>
<td>2.54 hours per pay period</td>
</tr>
<tr>
<td>Start of 6th year</td>
<td>2.77 hours per pay period</td>
</tr>
<tr>
<td>Start of 7th year</td>
<td>3 hours per pay period</td>
</tr>
<tr>
<td>Start of 8th year</td>
<td>3.23 hours per pay period</td>
</tr>
<tr>
<td>Start of 9th year</td>
<td>3.46 hours per pay period</td>
</tr>
<tr>
<td>through end of 14th year</td>
<td></td>
</tr>
<tr>
<td>Start of 15th year</td>
<td>4.62 hours per pay period</td>
</tr>
<tr>
<td>Start of 16th year</td>
<td>4.85 hours per pay period</td>
</tr>
<tr>
<td>Start of 17th year</td>
<td>5.08 hours per pay period</td>
</tr>
<tr>
<td>Start of 18th year</td>
<td>5.31 hours per pay period</td>
</tr>
<tr>
<td>Start of 19th year</td>
<td>5.54 hours per pay period</td>
</tr>
<tr>
<td>Start of 20th year</td>
<td>5.77 hours per pay period</td>
</tr>
</tbody>
</table>

**Part-time employees scheduled to work 25 hours per week** will accrue vacation time for each pay period worked as follows. No vacation will accrue during an unpaid leave of absence.

<table>
<thead>
<tr>
<th>Period</th>
<th>Accrual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0- 6 months</td>
<td>no vacation earned</td>
</tr>
<tr>
<td>7-12 months</td>
<td>25 hrs plus 1.92 hours per pay period</td>
</tr>
<tr>
<td>Time Period</td>
<td>Hours Per Pay Period</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Years 1 through 4</td>
<td>1.92</td>
</tr>
<tr>
<td>Start of 5th year</td>
<td>2.11</td>
</tr>
<tr>
<td>Start of 6th year</td>
<td>2.31</td>
</tr>
<tr>
<td>Start of 7th year</td>
<td>2.50</td>
</tr>
<tr>
<td>Start of 8th year</td>
<td>2.70</td>
</tr>
<tr>
<td>Start of 9th year through end of 14th year</td>
<td>2.88</td>
</tr>
<tr>
<td>Start of 15th year</td>
<td>3.84</td>
</tr>
<tr>
<td>Start of 16th year</td>
<td>4.04</td>
</tr>
<tr>
<td>Start of 17th year</td>
<td>4.23</td>
</tr>
<tr>
<td>Start of 18th year</td>
<td>4.42</td>
</tr>
<tr>
<td>Start of 19th year</td>
<td>4.62</td>
</tr>
<tr>
<td>Start of 20th year</td>
<td>4.80</td>
</tr>
</tbody>
</table>

**Part-time employees working 20 hours per week** will accrue vacation time for each pay period worked as follows. No vacation will accrue during an unpaid leave of absence.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Hours Per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-6 months</td>
<td>No vacation earned</td>
</tr>
<tr>
<td>7-12 months</td>
<td>20 hrs plus 1.54 hours per pay period</td>
</tr>
<tr>
<td>Years 1 through 4</td>
<td>1.54</td>
</tr>
<tr>
<td>Start of 5th year</td>
<td>1.69</td>
</tr>
<tr>
<td>Start of 6th year</td>
<td>1.85</td>
</tr>
<tr>
<td>Start of 7th year</td>
<td>2.00</td>
</tr>
<tr>
<td>Start of 8th year</td>
<td>2.15</td>
</tr>
<tr>
<td>Start of 9th year through end of 14th year</td>
<td>2.31</td>
</tr>
<tr>
<td>Start of 15th year</td>
<td>3.07</td>
</tr>
<tr>
<td>Start of 16th year</td>
<td>3.23</td>
</tr>
<tr>
<td>Start of 17th year</td>
<td>3.38</td>
</tr>
<tr>
<td>Start of 18th year</td>
<td>3.54</td>
</tr>
<tr>
<td>Start of 19th year</td>
<td>3.69</td>
</tr>
<tr>
<td>Start of 20th year</td>
<td>3.84</td>
</tr>
</tbody>
</table>
Leave Policies - Dacation - Scheduling

<table>
<thead>
<tr>
<th>Document Owner: HR Generalist</th>
<th>Version: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by: City Manager</td>
<td>Effective Date: 10/19/2004</td>
</tr>
</tbody>
</table>

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Vacation schedules will be arranged so as to result in minimal disruption to departmental operations. Department Directors or their designees will establish vacation schedules sufficiently early each year so that employees can plan for vacations. For like positions, a seniority system will be used to grant priority for scheduling vacations.
Leave Policies - Dictins' Economic Security and Safety Act Policy

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Leave Policies - Victims' Economic Security and Safety Act Policy - Certification
Leave Policies - Victims' Security and Safety Act Policy - Reporting While on Leave
Leave Policies - Victims' Security and Safety Act Policy - Leave Is Unpaid
Leave Policies - Victims' Security and Safety Act Policy - Medical and Other Benefits
Leave Policies - Victims' Security and Safety Act Policy - Intermittent and Reduced Schedule Leave

Leave Policies - Victims' Security and Safety Act Policy - Other Applicable Leaves
Leave Policies - Victims' Security and Safety Act Policy - Returning from Leave
Leave Policies - Victims' Security and Safety Act Policy - Reasonable Accommodation in the Workplace
Leave Policies - Victims' Security and Safety Act Policy - Confidentiality
Leave Policies - Victims' Security and Safety Act Policy - No Retaliation
Leave Policies - Victims' Economic Security and Safety Act Policy - Certification

Document Owner: Compensation and Benefits Manager                      Version: 1

Approved by: City Manager                                           Effective Date: 10/19/2004

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Employees requesting VESSA leave must provide proper certification for all absences. The certification must show that: (1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member, (2) the victim was subjected to an act or threat of domestic or sexual violence, and (3) the leave is to seek assistance for a purpose covered by the Act. The employee must provide two types of written documentation as certification: (1) a sworn statement by the employee showing that the leave qualifies for a purpose covered by VESSA and (2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address domestic or sexual violence or the effects of the violence, (b) a police or court record, or (c) other corroborating evidence.

It is the employee’s responsibility to ensure that the city receives the proper certification. If the city does not receive adequate certification within a reasonable time period after it is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee’s absences will be treated according to the city’s attendance standards.

Document Owner: Compensation and Benefits Manager

Approved by: City Manager

Effective Date: 10/19/2004

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Employees must give the city at least 48 hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If employees are unable to provide advance notice, they must provide notice when they are able to do so, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.

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Approved by: City Manager

Effective Date: 10/19/2004

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Employees may take VESSA leave to obtain assistance or services for a victim for the following purposes: (1) to seek medical attention for, or recover from, physical or psychological injuries caused by the domestic or sexual violence, (2) to obtain services from a victim services organization, (3) to obtain psychological or other counseling, (4) to participate in safety planning, seek temporary or permanent relocation, or take other actions to increase the safety of the victim from future domestic or sexual violence or ensure economic security, or (5) to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or resulting from domestic or sexual violence. If you misrepresent facts in order to be granted a VESSA leave, you will be subject to immediate termination.

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Illinois employees may take unpaid leave under the Victims’ Economic Security and Safety Act (“VESSA”) to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. Employees may take this leave to seek services for a victim of domestic or sexual violence if the victim is: 1) the employee themselves; or 2) a covered family member (spouse, child, parent) or 3) a household member (who is currently residing with the employee). VESSA leave is not allowed, however, if the employee’s interests regarding the violent act are adverse to the victim’s interests. The employee may take leave for a child who is a victim if that child is under age 18 or, if 18 years or older, the child is mentally or physically disabled and incapable of self-care. Employees are eligible to take up to 12 weeks of unpaid VESSA leave within any 12-month period and be restored to the same or an equivalent position upon their return from leave.

Leave Policies - Victims' Economic Security and Safety Act Policy - Certification
Leave Policies - Victims' Security and Safety Act Policy - RLreporting While on Leave
Leave Policies - Victims' Security and Safety Act Policy - Leave Is Unpaid
Leave Policies - Victims' Security and Safety Act Policy - Medical and Other Benefits
Leave Policies - Victims' Security and Safety Act Policy - Intermittent and Reduced Schedule Leave
Leave Policies - Victims' Security and Safety Act Policy - Other Applicable Leaves
Leave Policies - Victims' Security and Safety Act Policy - RLturning from Leave
Leave Policies - Victims' Security and Safety Act Policy - RLasonable Accommodation in the Workplace
Leave Policies - Victims' Security and Safety Act Policy - Confidentiality
Leave Policies - Victims' Security and Safety Act Policy - No Retaliation
Leave Policies - Victims' Security and Safety Act Policy - Confidentiality

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Approved by: City Manager  Effective Date: 10/19/2004

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The city will maintain employees’ written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The city will not disclose the nature of their leave other than to those specific persons who need to know in order to ensure their VESSA rights.
Leave Policies - Victims' Security and Safety Act Policy - Intermittent and Reduced Schedule Leave

Document Owner: Compensation and Benefits Manager

Approved by: City Manager

Effective Date: 10/19/2004

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VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you worked per workweek or workday). If leave is unpaid, the city will reduce the salary based on the amount of hours actually worked.
Leave Policies - Victims' Security and Safety Act Policy - Leave Is Unpaid

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VESSA leave is unpaid leave. Employees may choose to use any accrued paid time off which would otherwise apply to the circumstances of the leave. For instance, if the leave was for the employee, because he/she is temporarily disabled due to domestic or sexual violence, he/she may use any accrued PTO or sick time for that portion of the leave. The employee may use accrued vacation, PTO or other personal time for any of the purposes allowed under the Act. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.
Leave Policies - Victims' Security and Safety Act Policy - Medical and Other Ben. fits

Document Owner: Compensation and Benefits Manager

Approved by: City Manager

Version: 1

Effective Date: 10/19/2004

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During an approved VESSA leave, the city will maintain the employee’s health benefits, as if they continued to be actively employed. If paid leave is substituted for unpaid leave, the city will deduct the employee’s portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the employee must pay his/her portion of the premium during the leave. Group health care coverage may cease if employees fail to make timely payments of their share of the premiums. If they do not return to work at the end of the leave period, they may be required to reimburse the city for the cost of the premiums paid by the city for maintaining coverage during their unpaid leave, unless they cannot return to work because of the continuance, onset or recurrence of domestic sexual violence, or other circumstances beyond their control. If that is the case, they will be required to produce written certification to confirm the circumstances beyond their control.

Vacation, PTO, sick time, or other benefits will not accrue while on unpaid VESSA leave. However, employees remain entitled to all of their benefits that accrued prior to their leave.
Leave Policies - Victims' Security and Safety Act Policy - No Retaliation

Document Owner: Compensation and Benefits Manager

Approved by: City Manager

Effective Date: 04/01/2008

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The city strictly forbids any of its employees, managers or other representatives from discriminating, retaliating, or otherwise treating an employee unfavorably for requesting or taking VESSA leave or exercising any other rights under VESSA. If employees feel they have been denied VESSA rights or if they feel they have been treated unfavorably for having exercised any VESSA rights, they should immediately report such action to their supervisor, department director, or the Human Resources Team Leader. The city will investigate their concerns and take corrective action if it determines that someone has violated the city’s VESSA policy.
Leave Policies - Victims' Security and Safety Act Policy - Other Applicable Leaves

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA, which also qualifies under the Family and Medical Leave Act (“FMLA”), will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will be designated as VESSA leave.
Leave Policies - Victims' Security and Safety Act Policy - Reasonable Accommodation in the Workplace

The city will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from domestic or sexual violence, unless the accommodation would cause the city an undue hardship. If they are an otherwise qualified individual who can perform the essential functions of their job but need such an accommodation, the city may provide an adjustment to the job structure, workplace facility, work requirements, or their telephone number, seating assignment, or physical security of their work areas in response to a need covered by VESSA. The city will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to their supervisor, department director or Human Resources Team Leader.
Leave Policies - Victims' Security and Safety Act Policy - Reporting While on Leave

Document Owner: Compensation and Benefits Manager
Approved by: City Manager
Version: 1
Effective Date: 10/19/2004

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Employees may be required to contact their supervisor on a regular basis regarding the status of their leave and intention to return to work.
Leave Policies - Victims' Security and Safety Act Policy - Returning from Leave

Document Owner: Compensation and Benefits Manager

Approved by: City Manager

Version: 1

Effective Date: 10/19/2004

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If employees wish to return to work at the expiration of their leave, they are entitled to return to their same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, they have no greater right to reinstatement or other benefits and conditions of employment than if they had not taken leave. They must return to work immediately after the expiration of their approved VESSA leave in order to be reinstated to their position or an equivalent position.

If they take leave because of their own medical or psychological condition, they are required to provide medical certification that they are fit to resume work, according to the city’s usual policies.
Employees may be subpoenaed in the course of their city employment to provide records, give depositions or testify in court or in administrative hearings. Where the city is not a party to such proceedings, and where the subpoena is lawful and calls for testimony or documents which the employee possesses as a result of the performance of the employee’s duties, time off with pay will be granted for that time reasonably necessary to respond to such subpoena. Such employees are also eligible for reimbursement for personal expenses for responding to any such subpoena. Should such employees also be paid a witness fee and travel expenses for these services by the party requesting the subpoena, any such payment to the employee must be endorsed to the city. Where the city is a party to such proceeding, time off with pay will be granted and the employee will be eligible for reimbursement of such expenses only upon prior approval by the City Manager. In instances where the city is not a party to such proceeding, or the employee is subpoenaed or requested to give depositions or testify in court or in administrative hearings for issues not related to the employee’s performance with the city, the employee must use their own accrued paid leave, excluding sick leave, to accommodate these requests.
Compensation & Incentive Policies
8. Compensation and Incentive Programs

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Page intentionally left blank. See sub-headings for specific information.
8.1 Compensation and Incentive Programs - Compensation

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It is the City’s objective to maintain a total compensation plan that is consistently applied, easily administered, reflective of employee performance and representative of the City’s fiscal responsibility. An employee should not be placed at a pay rate that is less than the minimum of the pay range; nor should an employee be placed at a rate above the maximum of the pay range. Bargaining unit employees should consult their collective bargaining agreement for applicable compensation policies.

The total compensation plan will be evaluated annually to ensure its competitiveness. The City reserves the right to change compensation and incentive plans at any time.
8.1.1 Compensation and Incentive Programs - Compensation - Salary Administration Program for Non-Bargaining Unit Employees

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The goals of the Salary Administration Program are to provide competitive compensation to attract, motivate and retain qualified individuals, and to recognize and reward performance commensurate with the employees’ contributions and the city’s ability to pay. The Salary Administration Program is one element of the city’s total rewards system. The total rewards system includes compensation, benefits and opportunities for career development.

The Salary Administration Program is designed to meet several objectives. They include: (1) To establish current and future salaries that are competitive with the salaries paid for substantially similar jobs in the market; (2) To establish and maintain appropriate internal salary relationships; (3) To establish guidelines for linking individual salaries and salary adjustments to individual performance and experience.

Program components include the salary range structure, pay grades and pay ranges, as well as merit pay determination. Bonus or other variable pay awards may be available depending on the City’s ability to fund such awards.
8.1.1.1 Compensation and Incentive Programs - Compensation - Salary Administration Program for Non-Bargaining Unit Employees - Salary Range Structure

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The salary range structure is developed to reflect in each range the relative value to the organization of similar positions at salaries established through local, regional and national surveys and other relevant data. The salary range contains a midpoint for reference, as well as a range minimum and maximum. The range midpoint is structured to reflect the market rate for a position. The city may, from time to time, compare its salary range structure to the market, and revise the structure and the internal equity relationships consistent with the findings of the data and the city’s ability to pay.
8.1.1.2 Compensation and Incentive Programs - Compensation - Salary Administration Program for Non-Bargaining Unit Employees - Pay Grades & Pay Ranges

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Pay ranges are established for each pay grade based on an analysis of market pay levels and appropriate internal salary relationships for comparable jobs. Pay ranges are reviewed and may be adjusted annually to maintain their competitiveness with other public and private sector organizations.

Pay ranges contain a minimum, a midpoint and a maximum. Each pay range is divided into quartiles for pay administration purposes. The midpoint of the pay range is halfway between the minimum and the maximum. The top half of the pay range may be appropriate for employees with extensive work experience who are consistently exceeding expectations for their level of responsibility.
8.1.1.3 Compensation and Incentive Programs - Compensation - Salary Administration for Non-Bargaining Unit Employees - Hiring, Promotional and Merit Pay

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- **Hiring Rates**

  New employees will be hired at a level within the pay range that is reflective of their experience and qualifications as compared to the minimum job requirements. Normally, the starting pay for a new employee should be in the first quartile of the range. Should a highly qualified individual be considered for employment, he or she may be paid up to the third quartile. Factors determining the appropriate hiring rate include: (1) the candidate’s skills, knowledge and experience as compared to the minimum required by the position and as paid by the market; (2) recruiting difficulties and turnover frequency impacting the cost of staffing the position; (3) comparable internal pay rates; (4) salary expectations; and (4) the city’s ability to pay.

  Prior to making a job offer, the Human Resources Team Leader must approve starting pay in the second quartile of the range. Starting pay in the third quartile of the range requires the approval of the City Manager or his/her designee. The rationale for hiring an individual in the second or third quartiles must be documented in writing by the hiring department.

  An employee appointed to a Department Director position will have his/her salary determined by the City Manager.

- **Promotional Increases**

  A promotion occurs when an individual is assigned to a new job of greater responsibility in a higher pay grade. A promotional increase recognizes a significant increase in an employee’s current level of responsibility and skill. Taking on more work at the same level does not justify a promotion.

  Generally, pay actions associated with promotions occur at the time of the promotion. Recommendations for promotional pay increases must be submitted in writing by the hiring department and approved by the Human Resources Team Leader. Promotional increases should normally place the employee’s new pay rate at or above the new range minimum and generally below the midpoint of the new range.
Promotional increases are typically between 3% and 8% of the employee’s current base salary. Larger promotional increases may be appropriate in cases where there is a significant increase in job responsibilities and complexity, or where the promotion exceeds two pay grades. The amount of the promotional increase will be based upon the following criteria: (1) the level of the employee’s knowledge, skills, and abilities required to perform the job; (2) the difference between the employee’s pay prior to promotion and the minimum of the new pay grade; (3) the pay of other employees with substantially similar levels of responsibilities, skills and abilities; (4) the pay of direct reports, if applicable; (5) the market rate paid to an individual with substantially similar levels of skills and experience; (6) the number of pay grade levels the employee is advancing; (7) the employee’s pay rate relative to the midpoint of the new position, and other relevant factors, and (8) the City’s ability to pay. For a promotion to a Department Director position, the increase will be determined by the City Manager.

• **Merit Pay**

Merit pay increases are determined by several factors including: (1) the value of the employee’s contributions during the review period; (2) meeting the supervisor’s stated expectations; (3) the accomplishment of the performance goals set at the beginning of the performance evaluation period; (4) in the case of Directors, the performance of the department; (5) the overall performance evaluation score; (6) comparable internal and market pay rates; and (7) funds available for merit pay increases. Other factors that may impact the pay adjustment are the length of time since the last pay increase was granted, the amount of that increase, the employee’s date of hire or promotion, and the position of the employee’s salary within the pay range.

Merit pay increases for Department Directors are determined by the City Manager.

Merit pay increases for employees who have successfully completed their introductory period are usually granted on May 1st of each year, after a formal, written performance evaluation is completed. Employees with unsatisfactory performance are ineligible for a merit increase and will be placed on a Performance Improvement Plan (PIP).
8.1.2 Compensation and Incentive Programs - Compensation - Salary/Pay Grade Adjustment Procedures

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8.1.2.1 Compensation and Incentive Programs - Compensation - Salary/Pay Grade Adjustment Procedures - Demotions

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A demotion occurs when an employee is assigned to a job of lesser responsibility in a lower pay grade. Such action could result from a re-organization within the city or department, the individual’s performance in the current job, or at the request of the employee for a different assignment. Following the demotion, the employee will serve a six-month “introductory period.” When a demotion occurs, no employee will earn less than the minimum of the new pay grade or more than the maximum of the new pay grade. The same criteria used to determine promotional increases will be applied to decide where, within the new pay range, the demoted employee’s pay should fall.
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8.1.2.2 Compensation and Incentive Programs - Compensation - Salary/Pay Adjustment Procedures - Lateral Transfer

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Upon transfer to a position classified at the same pay grade in the same department, the employee’s pay range and pay rate should normally not be changed. However, the employee will be placed on a six month “introductory period” in the new assignment. The date on which the employee is eligible for a pay increase is unchanged.
8.1.2.3 Compensation and Incentive Programs - Compensation - Salary/Pay Grade Adjustment Procedures - Reclassification/Upgrade

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If a reclassification results in placement of the position in a lower pay grade, the incumbent’s salary will usually not be reduced; however, no additional increase is possible until an employee’s salary is at or below the maximum of the new pay grade. If the reclassification/upgrade results in an increase in the pay grade, the incumbent will be placed at least at the minimum of the new higher pay grade. A salary recommendation above the minimum of the new pay grade must be approved by the Department Director and the Human Resources Team Leader. The recommendation should follow the criteria used to determine promotional increases. Any increase in pay is determined by the City’s ability to pay.
8.1.2.3 Compensation and Incentive Programs - Incentive Programs - Employee Suggestion and Recognition Program - Function of the Program Administrator

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The Human Resources Director will act as Program Administrator and Chairperson of the Employee Suggestion and Recognition Program Committee. The Program Administrator will maintain proper files and records, conduct periodic audits of the program and its effectiveness, and report said audits to the City Manager. Also, the Program Administrator will receive, acknowledge, process and refer correspondence to the appropriate party for investigation, as well as rejection of duplicate suggestions or otherwise ineligible suggestions. In addition, the Program Administrator will prepare appropriate correspondence to the program participants.
8.1.2.4 Compensation and Incentive Programs - Compensation - Salary/Pay Grade Adjustment Procedures - Pay Grade Review Procedure for Upgrade/Reclassification

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To request a change in the pay grade of a position, due to a job responsibility change or question about comparable market conditions, the department must submit a Job Description Questionnaire (JDQ) for that position and provide a written justification for the request to the Human Resources Department.

The Human Resources Team Leader and the Department Director must approve any upgrade or salary adjustment.
8.13 Compensation and Incentive Programs - Compensation - Change of Non-Exempt to Exempt; and Exempt to Non-Exempt Status

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If it is determined that a current non-exempt position is more properly classified as exempt, the incumbent’s base salary may be adjusted. The same is true if it is determined that a current exempt position is more properly classified as non-exempt. Any adjustment in pay or exempt benefits will be determined by Human Resources, based upon past practices and the regulations of the Fair Labor Standards Act (FLSA). If the change in classification results in a salary increase, it must be approved by the Department Director and the Human Resources Team Leader. In cases where a classification is changed from exempt to non-exempt, exempt benefits may be grandfathered.
8.1.4 Compensation and Incentive Programs - Compensation - Stipend

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A stipend is a predetermined amount of money that may be paid to an employee for a specific purpose and duration, such as taking on increased duties related to a special project or assignment. The following examples illustrate how stipends may be used:

- Rewarding a rotating team leader of a self-directed work team for the assumption of extra duties and responsibilities while performing this role.
- Offering an incentive to a team to attain specific performance standards or customer satisfaction ratings.

The amount of the stipend will be commensurate with the complexity and length of the assignment or project and is offered in accordance with the City's ability to pay.

The Department Director will recommend the use of a stipend and submit to the Human Resources Team Leader description of the project or assignment, the reason for using the stipend, an explanation of how the stipend is expected to have a positive impact on the project or assignment and how long the stipend will be used. The Human Resources Team Leader and City Manager must approve in advance the use of the stipend which is paid from the department's budget. For non-exempt employees, the amount of the stipend will be included in the regular rate of pay for overtime rate calculation.
8.1.5 Compensation and Incentive Programs - Compensation - Introductory Periods

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8.1.5.1 Compensation and Incentive Programs - Compensation - Introductory Periods - For New Hires

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| Approved by: City Manager | Effective Date: 04/01/2008 |

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All newly hired employees will be required to serve at least a six-month introductory period. The introductory period for bargaining unit positions may be determined by the applicable collective bargaining agreement. During that introductory period, employees who do not perform to expectations may be terminated. If necessary, the introductory period may be extended, usually for no longer than 90 days, upon the approval of the Department Director and the Human Resources Team Leader.

New employees, who are hired prior to August 1st of any given year, may be eligible for a pay increase after successful completion of their introductory period. Employees who are hired after August 1st of any given year, who successfully complete their introductory period, may be eligible for a pay increase the following May 1st.

Introductory periods for commissioned police and fire employees are governed by the rules of the Board of Fire and Police Commissioners and/or appropriate collective bargaining agreements.
8.1.5.2 Compensation and Incentive Programs - Compensation - Introductory Periods for Promotion, Demotion and Lateral Transfer

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Six-month introductory periods begin following promotions, demotions and lateral transfers in most cases. The introductory period for bargaining unit positions may be determined by the applicable collective bargaining agreement. Unless otherwise determined and documented at the time of the job action, no salary increases are granted following the introductory period for promotion, demotion and lateral transfer. The annual merit pay increase schedule after a promotion, demotion and lateral transfer is not changed.
8.1.6 Compensation and Incentive Programs - Compensation - Temporary Positions

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A specific number of positions for Temporary Employees is established by the City Council during the annual city budget process. These positions are generally paid at the minimum rate of the appropriate pay range. These positions do not include benefits. In general, the recruitment and selection procedures used to fill regular city positions will be applicable to temporary positions; and temporary positions are usually staffed for a finite period of time. However, the services of a temporary employee can be terminated at any time without any notice.
8.1.6A Appendix A - Temporary Positions

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Positions for temporary employees are established by the City Council in the annual City budget process. Temporary employees may be assigned to either full or part-time positions, but are budgeted for less than 26 pay periods per year and/or less than 40 hours per week. In general, the recruitment and selection procedures used to fill regular City positions will be applicable to temporary positions.

While temporary employees are not eligible for formal performance evaluations, they may receive pay increases based on length of service and performance, as shown in the salary schedule applicable to their position.

Temporary employees are not eligible for vacation, PTO, sick leave, holiday pay, personal days, health/dental benefits, tuition assistance, or other benefits except IMRF if it is expected that the temporary employee will work more than 1000 hours per year. Temporary employees who work 1,000 hours or more per year are eligible for -- and must participate in -- the Illinois Municipal Retirement Fund (IMRF).

Non-exempt temporary employees are eligible for overtime pay for hours worked over 40 hours per week. Any temporary employee expected to work for more than one month with the City, regardless of the number of hours, will be administered a pre-employment post-offer drug test, and may be subject to a pre-employment background check as well. The results of these tests must be received and the temporary employee must be cleared for hire prior to starting employment.

The following sections describe specific types of temporary workers:

**SEASONAL WORKERS**

Work may include painting, cutting grass, operating equipment, maintaining park areas and similar unskilled labor. Seasonal Workers must be at least sixteen years of age at the time of employment. Only individuals age 18 and over will be hired for positions that require driving or working with certain kinds of machinery as a part of their job responsibilities. All seasonal workers age 18 and over will need to provide a Driver’s Abstract Report as proof of a good driving record prior to starting employment.

All Seasonal Workers will be administered a pre-employment post-offer drug test. The results of this drug test must be received and the individual must be cleared for hire prior to starting employment.
All Seasonal Workers’ performance will be evaluated at the end of their employment each season. If a Seasonal Worker receives a satisfactory rating the employee may be rehired in subsequent seasons. Seasonal Workers are hired for a specific period of time.

**CROSSING GUARDS**
Crossing Guards control traffic so that children can cross the street during the school year. They work at schools as directed by the Police Department for 38 weeks per year. After the satisfactory completion of one full 38-week employment period, a Crossing Guard becomes eligible for rehire at the next higher rate of pay, if available, for the following school year.

Crossing Guards must pass a pre-employment background check prior to being offered the position. All Crossing Guards will be administered a pre-employment post-offer drug test. The results of the background check and drug test must be received and the Crossing Guard must be cleared for hire prior to beginning their initial employment with the City.

**INTERNS & COOPERATIVE EDUCATION STUDENTS**
Interns and Cooperative Education Students work on a temporary basis in a technical or administrative area related to their academic curriculum. Recruitment and selection are coordinated with local high schools and/or colleges and universities. Qualifications may differ for each position depending upon work requirements.

Only individuals age 18 and over will be hired for positions that require driving or working with certain kinds of machinery as a part of their job. Some Cooperative Education Students and/or Interns age 18 and over may need to provide a Driver’s Abstract Report as proof of a good driving record prior to starting employment. All Cooperative Education Students and Interns will be administered a pre-employment post-offer drug test; and may be subject to a pre-employment background check as well. The results of these tests/background checks must be received and the individual must be cleared for hire prior to beginning employment.

**TEMPORARY SNOW PLOW OPERATORS**
This is seasonal work involving snow removal from City streets and other designated areas using light duty snowplowing equipment. These temporary workers receive supervision from a Field Supervisor, and technical and functional supervision from an Equipment Operator. Operators must be able to drive a truck, plow snow effectively and possess a valid Illinois Class "D" driver’s license. However, they are not authorized to operate vehicles requiring a Commercial Drivers License (CDL). Temporary Snow Plow Operators must also be able to read maps and understand other written and verbal directions. Training and scheduling the Temporary Snow Plow Operators is coordinated by the Operations & Maintenance Division of the Department of Public Works.

Candidates may have to provide a Driver’s Abstract Report as proof of a good driving record prior to starting employment as a Temporary Snow Plow Operator.
HAZ-MAT ASSISTANTS AT HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY

This is an alternating weekend position involving hazardous materials and their collection at the City’s Hazardous Waste Collection site. Duties may include transfer of materials from citizens’ cars to collection area, answering questions regarding the collection of hazardous materials and related tasks. These workers receive supervision from the Fire Department HazMat Supervisor. HazMat Assistants must be able to pass the required hazardous materials training session and exam. All HazMat Assistants who will be employed for 30 days or more will have to pass a pre-employment post-offer drug test, and may be subject to a pre-employment background check as well. The results of the drug test and background check must be received and the HazMat Assistant must be cleared for hire prior to starting employment.
Part-Time Positions are budgeted individually and include the appropriate benefits that accompany each Part-Time Position. Part-Time employees are entitled to the same formal termination, layoff or reduction in force procedures that apply to regular Full-Time employees. Benefits for Part-Time Positions are explained in each benefit section.
8.1.8 Compensation and Incentive Programs - Compensation - Deferred Compensation

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The City sponsors several deferred compensation programs (or Section 457 Plans) for employees. Employees who participate in these programs may defer a portion of their wages. The money is invested in funds selected by the employee. Both the deferred wages and their earnings are free from taxes until funds are withdrawn. A description of the programs can be obtained from Human Resources.
8.1.9 Compensation and Incentive Programs - Compensation - Public Safety Pay Plan

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8.1.9.1 Compensation and Incentive Programs - Compensation - Public Safety Pay Plan - Procedure

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The Public Safety Pay Plan covers sworn, non-bargaining unit personnel from entry level to the ranks of Police Lieutenant and Fire Captain in the Police and Fire Departments. For Firefighter/Paramedics, Fire Lieutenants, Police Sergeants, and Fire Captains, the pay ranges consist of a series of steps, or pre-determined salary progressions. Firefighter/Paramedics hired through the Board of Fire and Police Commission’s hiring process will start at step 1. These employees will then move to step 2 with 12 months of acceptable performance in the position. With acceptable performance, movement to step 3 will occur on the following May 1st. Subsequent step increases are awarded each May 1st, subject to satisfactory performance. Fire Lieutenants, Police Sergeants and Fire Captains move a step on each May 1st with satisfactory performance. District Fire Chiefs and Police Lieutenants are eligible for merit increases based on their performance evaluation scores that are usually granted on May 1st. The Fire and Police Chiefs reserve the right to deny a step movement or to decrease an employee’s wage rate by one step if performance is not satisfactory. Employees with unsatisfactory performance are ineligible for a step or merit increase and should be placed on a Performance Improvement Plan (PIP).
8.1.9.2 Compensation and Incentive Programs - Compensation - Public Safety Plan - Promotions

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Firefighter/Paramedics promoted to Lieutenant will be moved to Step 1 of the Lieutenant’s range. Fire Lieutenants promoted to Fire Captain will move to Step 1 of the Fire Captain’s range.
8.1.9.3 Compensation and Incentive Programs - Compensation - Public Safety Pay Plan - Doluntary Vemotion from Firefighter/Paramedic to Firefighter

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The City of Naperville Fire Department work rule requiring Firefighter/Paramedics to maintain their EMT-P (paramedic) license for a specified period of time was developed to ensure that there would be a sufficient number of paramedics in the department. At the same time, the rule permits some flexibility for those individuals who request to drop their EMT-P license and take a voluntary demotion to the job classification of Firefighter after a specified period of employment with the City of Naperville. Firefighter/Paramedics hired on or prior to 8/28/98 may request to drop their EMT-P license after six years of employment with the City of Naperville. Firefighter/Paramedics hired after 8/28/98 may request to drop their EMT-P license after ten years of employment with the City of Naperville. Requests by personnel to drop their EMT-P license are subject to approval by the Fire Chief and conditional to the minimum staffing requirements of the Fire Department. For a voluntary demotion from Firefighter/Paramedic to Firefighter there is a decrease in pay and a move from pay grade 160 to 159.

Any Firefighter who restores their EMT-P license with any EMS System at any time following a voluntary demotion to Firefighter, must immediately inform the City of Naperville Fire Chief. Upon restoration of EMT-P licensure, said employee will automatically be reclassified to a Firefighter/Paramedic job classification, move from pay grade 159 to 160, and resume the full duties of a Firefighter/Paramedic. Any restored Firefighter/Paramedic must successfully test into the City of Naperville’s current EMS System as an EMT-P within 90 days of restoration and must function under the auspices and approval of said EMS System, regardless of any other standing he or she may possess with another EMS System.
8.1.1.4 Compensation and Incentive Programs - Compensation - St lary Administration Program for Non-Bargaining Unit Employees - Bos ua/Pay Awards

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The bonus/pay program recognizes and rewards employees for their role in the organization’s achievement of performance goals and objectives. The purpose of the program is to recognize and reward employees for outstanding achievements and results achieved that are aligned with the City’s business direction and departmental goals. Rewards are based on the city’s core values such as outstanding customer service, process improvement, extraordinary effort, and outstanding teamwork. These awards provide a direct link to the organization’s performance and the individual’s achievement of goals and objectives. Bonuses will be determined and paid within a reasonable time after business results are measured and individual performance has been determined. Funds for bonus awards are dependent on the City’s ability to pay. For more information on Bonus / Pay Awards refer to Section 8.2.2 Incentive Programs (Formal/Informal Bonus Plan) and the Intranet.
8.2 Compensation and Incentive Programs - Incentive Programs

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The City’s Incentive Programs are comprised of (1) The Employee Suggestion and Recognition Program, (2) The Formal/Informal Bonus Program and (3) The PPO Insurance Incentive Award Program. Each of these programs provides a way to further reward employees for outstanding performance above their normal job requirements.
8.2.4 Compensation and Incentive Programs - Incentive Programs - Employee Suggestion and Recognition Program

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Through this program, employees benefit by receiving cash awards for their suggestions; the City government benefits by speeding up the rate of process-improvement; and the citizens benefit by improved services at a lower cost.
The purpose of the Employee Suggestion and Recognition Program Committee (ESRC) is to recognize and reward City employees for contributions to improve the operation and services provided by the City of Naperville.

- The function of the ESRC will be as follows:
- Determine the eligibility of the suggestion and the person making the suggestion;
- Ensure each suggestion is thoroughly and fairly investigated and reported;
- Refer a rejected suggestion back to a department or to the City Manager for further consideration, at the Committee’s discretion;
- Determine the type and amount of award, as prescribed within the program limits, and recommend to the City Manager implementation of the suggestion;
- Encourage employees to make suggestions; and
- Select an Employee of the Month, as prescribed within the limits of the program.
- Select Employee Team Award recipients, as prescribed within the limits of the program.
The Committee shall consist of seven members. The Human Resources Team Leader shall serve as the Program Administrator and Committee Chairperson. The Mayor will appoint one (1) member of the City Council to serve for a two-year term, with appointments to be made in July of even numbered years. The City Manager will appoint five (5) members to serve staggered two year terms, so that three appointments are made in July of odd numbered years and two appointments are made in July of even numbered years. At least two of the five members must include either the Assistant City Manager, a Department Director, a division manager or a first line supervisor.
8.2.1.4 Compensation and Incentive Programs - Incentive Programs - Employee Suggestion and Recognition Program - Eligibility: Employees

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All current employees of the City of Naperville are eligible to submit suggestions, except elected and appointed officials.
A suggestion, for the improvement of the operation and services provided by the City of Naperville, must offer a concrete solution to a problem. A suggestion shall result in at least one of the following benefits:

- Improvement or elimination of methods, procedures, records and/or forms, resulting in the saving of time, labor, space, materials and/or supplies;
- Improvement of service to the public;
- Improvement of safety conditions;
- Improvement of tools and equipment;
- Reducing demands on energy resources; and/or
- Reducing costs.

Suggestions must be practical, useful and constructive. Suggestions may be entirely new or may be a new application of an old idea. The suggestion must be in writing and signed by the employee who is offering the suggestion. It must then be sent to the Suggestion and Recognition Program Administrator. The suggestion may be returned to the author if there is not sufficient detail. Exhibits or illustrations should accompany the suggestion, whenever possible.

The following are examples of suggestions that would not be eligible for an award:

- Problems submitted without a solution;
- Suggestions dealing with normal maintenance, unless such suggestions contribute to a solution of maintenance problems;
- Suggestions dealing with salary adjustments and job classifications;
- Suggestions which are not original to the employee submitting them;
- Suggestions which are within the normal scope of the job function/responsibilities of the employee submitting them;
• Suggestions which are deemed, by the Committee, to be frivolous, impractical, retaliatory or inconsequential in character;
• Ideas already under consideration by the City.

The determinations of the Employee Suggestion and Recognition Committee cannot be grieved.

Suggestions which have been adopted and for which an award has been granted, become the property of the City of Naperville.
Suggestions may be submitted by a group of employees. If two or more employees jointly develop and submit a suggestion for which an award is granted, such award will ordinarily be divided equally among them. However, should particular situations warrant, the Committee may recommend an unequal distribution of the award. Should any one of the group not meet the eligibility criteria described above, they will not share in the award.

A joint suggestion submitted by two or more employees must bear the names, on the suggestion form, of all the individuals who participated.
8.2.1.7 Compensation and Incentive Programs - Incentive Program - Employee Suggestion and Recognition Program - Duplicate Suggestions

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The date a suggestion form is received by the Program Administrator will determine which of the “near to/or duplicate” suggestions is eligible. If the suggestions are identically dated, the suggestion shall be evaluated as a joint suggestion.
8.2.1.8 Compensation and Incentive Programs - Incentive Programs - Employee Suggestion and Recognition Program - Savings Awards

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Awards are divided into two categories: (a.) tangible savings awards and (b.) intangible savings awards.

- **Tangible savings awards** will be granted when the specific solution in a suggestion is implemented and results in a cash savings to the City.

  The amount of an award will be based on 10% of the first year's actual material and labor savings. When a suggestion results in a cash savings other than material and labor, the amount of the award will be determined on an individual basis.

  Cash savings can generally be calculated with accuracy, but may have to be estimated in some cases. In those cases, award payments will be based on the Committee’s determination.

- **An intangible savings award** will be granted when the specific solution in a suggestion is implemented and results in savings and other value to the City that cannot be measured in the precise dollar and cents terms of a tangible savings award.

  To qualify for an intangible savings award, a suggestion must improve customer service, safety/health, employee /employer relations or working conditions.

  For award purposes, these suggestions are rated according to factors such as the seriousness, frequency, and extent of the problem, ingenuity of the idea, cost of implementation, comprehensiveness of the proposal, effort involved and the effectiveness of the solution. Non-tangible awards range from $25 to $100.

**Note:** It is the responsibility of the person who submitted the suggestion to review any suggestion that resulted in an award of $100 or more, one year following the date of implementation. If additional savings have been realized from the first year of application, an additional award may be granted.
8.2.1.9 Compensation and Incentive Programs - Incentive Programs - Employee Suggestion and Recognition Program - Suggestion Process

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Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Suggestions will be considered submitted when they have been received by the Program Administrator in Human Resources. The Program Administrator will review and record all suggestions received and refer them to the appropriate department for investigation. Suggestion forms are available in Human Resources or as a computer software template under the heading, “empsugg.”

The Committee or the Program Administrator may require those employees making suggestions to submit sufficient data and supporting material to justify consideration of their suggestions. If time and/or money are claimed as potential savings, these would need to be expressed in terms of a dollar estimate.

All suggestions will be signed by the employee submitting the suggestion, but if that employee requests anonymity, the Program Administrator will not disclose that employee’s name to the investigating department at the time the suggestion is shared.

Each department will be responsible to the Committee for investigating suggestions submitted. All completed department investigation reports will bear the signature of the Department Director and the immediate supervisor responsible for the particular function addressed in the suggestion. Departments will respond to employee suggestions as soon as possible, but will be required to provide a status report on the suggestion prior to the next regularly scheduled meeting of the Committee.

The Committee will review the investigation report from the department involved and make a decision concerning eligibility of the suggestion. The Committee will approve awards for $250 or less. Any award recommendation exceeding $250 will be forwarded to the City Manager. If the City Manager concurs with the recommendation, it will be forwarded to the City Council for approval. All awards are presented to the employee by the City Council.

Once the City Council/Committee has determined that an award should be made, the City Manager or his/her designee, will be responsible for insuring proper implementation by the department affected by the suggestion.
8.2.1.10 Compensation and Incentive Programs - Incentive Programs - Employee Suggestion and Recognition Program - Employee of the Month Program

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

The City of Naperville provides a formal program to recognize and reward employee contributions/accomplishments that support the City’s organizational values.

The Employee Suggestion and Recognition Program Committee may select one exemplary employee each month who, based upon the specific criteria listed below, represents the City of Naperville and serves as a role model for other employees.

Nomination forms for this program are available in Human Resources or as a computer software template under the heading, “empofimth.”

- **Eligibility – Employees**
  Consistent with the Suggestion Award Program, all current employees of the City of Naperville are eligible to be nominated for The Employee of the Month Program, provided they have completed their six month employment Introductory Period.

- **Criteria Considered for Selection**
  Nominations must provide specific reference to one or more organizational values, such as those listed below, when providing justification for a nomination. The individual action being cited must have occurred within the 12 months preceding the date of the nomination.

- **Organizational Values**
  - Make our customers our first priority
  - Deliver quality service
  - Be compassionate
  - Be fair
  - Practice honesty
  - Encourage creativity and innovation
  - Be financially responsible
  - Encourage personal growth
• **Review Process**
  Each nomination submitted to the Committee will be reviewed to ensure the employee’s completion of their six month Introductory Employment Period, and achievement of a distinguished or quality performance.

  Each nomination will be submitted to the nominee’s Department Director and supervisor for comments.

  If not selected, an employee’s nomination form may be retained for six months from the original date of nomination. An employee not selected during the six month period will be eliminated from selection packet, but will be eligible for future nominations. An employee may be selected as an Employee of the Month only once during a calendar year. Committee selections must be approved by the City Manager.

• **Official Employee of the Month Recognition**
  Each employee selected by the Committee will be officially recognized as an Employee of the Month at the first City Council meeting of each month, if possible. The Program Administrator will advise the nominee of the Committee’s selection, and extend the invitation for the employee to attend the council meeting. The Employee of the Month will receive a plaque at the council meeting.

  The Plan Administrator will post a selection announcement to notify all City employees.

  An Employee of the Month plaque will be displayed and maintained at the Municipal Center.

  An invitation will be extended to each Employee of the Month award recipient and guest to attend the City of Naperville’s Employee Recognition Dinner Dance, for each award recipient from the previous 12 months.
8.2.1.11 Compensation and Incentive Programs - Incentive Programs - Employee Suggestion and Recognition Program - Team Award Program

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Version: 4
Effective Date: 40/19/2004

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

The Employee Suggestion and Recognition Program Committee may select one or more exemplary teams throughout the year, who represent the City of Naperville and serve as a role model for teamwork and collaborative accomplishments.

The Team Award Program nomination forms are available in Human Resources or as a computer software template under the heading, “teamnom.”

- **Criteria Considered for Selection**
  Nominations must provide specific reference to one or more organizational values, such as those listed below, when providing justification for a nomination. The specific team effort or activity must have occurred during the timeframe, November of one year through October of the following year. Nominations must be for teams of two or more employees from one or more departments within the City. An entire department should not be nominated.

- **Organizational Values**
  - Make our customers our first priority
  - Deliver quality service
  - Be compassionate
  - Be fair
  - Practice honesty
  - Encourage creativity and innovation
  - Be financially responsible
  - Encourage personal growth

- **Review Process**
  Each nomination submitted to the Committee will be reviewed to ensure achievement of a distinguished or quality team performance. Each nomination will be submitted to the nominees’ Department Director(s) and supervisor(s) for comments.

  If not selected for that year’s Team Award, the nomination will be eliminated from the selection packet. Committee selections must have the approval of the City Manager.
• **Official Team Award Recognition**
  A team selected by the Committee will be officially recognized for their achievement at City Council meetings and all teams will be recognized at the Annual City of Naperville Employee Recognition Dinner. The Program Administrator will advise the award recipients of the Committee’s selection, and extend the invitation for the employees to attend the appropriate council meeting. A plaque will be displayed at the Municipal Center for each Team Award.

  The Plan Administrator will post a selection announcement to notify all City employees.
8.2.2 Compensation and Incentive Programs - Incentive Programs - Bonus Plan

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Bonus Plan
This is a stand-alone program that exists apart from the City’s Pay Plan, meaning employees can earn a bonus in addition to getting their annual performance based increase.

Bonuses can be earned for performance that falls into the following categories:

- Outstanding Customer Service
- Process Improvement for (a.) improved efficiency and effectiveness; (b.) better customer service; or (c.) improved safety
- Extraordinary Effort
- Outstanding Teamwork

There are two types of bonuses that can be awarded, formal and informal.

Formal Bonus
Formal bonuses are monetary awards and are subject to withholding taxes that are taken out of the formal bonus check or employee paycheck at the time the employee receives the bonus.

Informal Bonus
Rather than monetary awards, the Informal Bonus awards gift certificates for products and services, or it enables a supervisor to provide special food events for the unit, team, division or department that has contributed the outstanding performance. The City of Naperville is required by the Internal Revenue Service (IRS) to report as taxable income informal bonuses in any amount. Informal bonus amounts are taxed on the paycheck following receipt by the employee.

Employees at any level can either nominate or be nominated for a bonus, but recommendations must be submitted through the employee’s supervisor, and must have the approval of the Department Director. To achieve consistency and fairness in the application of the Bonus Plan, all nominations will be reviewed by the Human Resources Department. (Bonus Award Forms are available as a template on the Intranet.)

Bonuses can be awarded throughout the fiscal year (5/1 – 4/30); and one or more bonuses can be awarded to any eligible employee during the fiscal year, so long as the total amount awarded (formal and informal) does not exceed the annual bonus plan maximum, approved by the City Manager, after the bonus pool is approved by City Council.
8.2.3 Compensation and Incentive Programs - Incentive Programs - PPO Insurance Incentive Award

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Approved by: City Manager

Version: 1
Effective Date: 10/19/2001

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

This unique program was passed by the City Council in 1997, and is designed to encourage employees who are covered under the PPO health insurance plan to review their bills for errors on a regular basis. Because the City is self-insured for the PPO Plan, any error that is caught and corrected will save the City money. The employee will benefit by receiving a portion of the money recovered by the City.
8.2.3.4 Compensation and Incentive Programs - Incentive Programs, PPO Insurance Incentive Award - Program Guidelines

Document Owner: Compensation and Benefits Manager

Approved by: City Manager

Effective Date: 40/49/2008

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

The Compensation and Benefits Manager will act as Program Administrator. The Program Administrator will maintain proper files and records, conduct periodic audits of the award program and its effectiveness, and report said audits to the City Manager. The Program Administrator will also be responsible for receiving, acknowledging, processing and referring correspondence to the appropriate parties.
8.2.3.2 Compensation and Incentive Programs - Incentive Programs, PPO Insurance Incentive Award - Eligibility: Employees

Document Owner: Compensation and Benefits Manager  Version: 1
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All current employees of the City of Naperville who are enrolled in the City’s PPO Health Insurance Plan are eligible to submit items for review. Council members will not be eligible.
A claim of error must be thoroughly investigated by the employee with the medical provider and/or insurance company; and credit must be received by the City prior to the distribution of any award.

Claim errors must be explained in writing and copies of bills, along with the resolution of the error, must be forwarded to the Human Resources Department.
8.2.3.4 Compensation and Incentive Programs - Incentive Programs, PPO Insurance Incentive Award - Claims Submission Process

Printed copies are for reference only. The official version of the Employee Policy Manual is located at http://mcweb1.

Claims will be considered submitted when they have been received by the Program Administrator in Human Resources. The Program Administrator will review and record all claims received. (PPO Insurance Error Claim Award Forms are available in the Human Resources Department.) All claim forms must be signed by the employee.
8.2.3.5 Compensation and Incentive Programs - Incentive Programs, PPO
Insurance Incentive Award - Savings Awards

Document Owner: Compensation and Benefits Manager  
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Effective Date: 10/19/2004

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Tangible savings awards will be granted when the specific claim results in a refund to the City. The amount of the award will be based on 50% of the actual savings to the City.

The Program Administrator will review the investigation report submitted by the employee, and will make a decision concerning eligibility for an award. The Program Administrator will approve awards for $750 or less. Any award recommendation exceeding $750 will be forwarded to the City Manager for approval.