

CHAPTER 11

EMPLOYEES

ARTICLE I – PERSONNEL RULES

11-1-1 **DEFINITIONS.** The following terms as used in this Chapter shall have the meanings indicated:

(A) **Department Head or Superintendent.** Any elected or appointed person who has direct supervision and responsibility for personnel, records, funds, maintenance and service to be performed by a municipal department.

(B) **Part-Time Employees.** Any person who works less than **forty (40) hours** per week or less than **twelve hundred (1,200) hours** per year.

11-1-2 **APPLICABILITY.** The provisions of this Chapter will apply to all municipal employees.

11-1-3 **APPOINTMENT OF OFFICIALS AND SUPERVISORY PERSONNEL.** The Mayor, with the advice and consent of the Village Board, shall appoint all personnel with departmental, supervisory or official capacity, except elected officials.

11-1-4 **EMPLOYMENT OF PERSONNEL.** The Village Board, subject to approval by the Mayor, shall have the authority to employ the necessary personnel, as authorized by board action, to perform the necessary duties of their respective departments. It shall be the Village Board's duty to determine by the physician's report and the applicant's history whether the applicant has the necessary qualifications for performing the duties required before approving the employment of the job applicant.

11-1-5 **PHYSICAL EXAMINATION.** Applicants seeking appointment or employment shall complete a standard application form as provided by the Village, and shall pass a complete physical examination to be given by the Village Physician before starting work. A report of the physician's findings shall be on a standard form provided by the Village. This provision shall apply to full-time employees. The physician's examination fee shall be paid for by the Village. This provision shall not apply to those employees hired in an emergency, or for part-time employees.

11-1-6 **PROBATIONARY PERIOD.** The first **sixty (60) days** service of an employee is a probationary period during which there shall be no responsibility on the part of the Village for the continued employment of the new employee. Termination of employment during this probationary period shall not be subject to challenge by employee. When the probationary

period is completed, seniority will date back **sixty (60) days** from the date of completion of probationary period.

11-1-7 **RESIDENCE REQUIREMENT.** Personnel hereafter employed by the Village must be bona fide residents of the Village, except at the time of appointment or employment when they need not be residents of the Village, but shall establish residence in the Village within **six (6) months**. This provision may be waived by the Village Board. Personnel shall maintain an up-to-date record of residence address with the Village Clerk.

11-1-8 **ACCIDENTS.** Personnel involved in or having any knowledge of any accident whereby any person employed by the Village or any property or equipment owned or operated by the Village involved shall immediately report the accident and pertinent information to the department supervisor who shall forward such information to the office of the Clerk. The Clerk shall record the information on **three (3) copies** of the applicable accident form, **one (1) copy** to be forwarded to the insurance carrier, **one (1) copy** to the Village Attorney, and **one (1) copy** retained on file in the Clerk's office.

11-1-9 **DISMISSAL – EMPLOYEES GENERALLY.**

- (a) The department head, Village Board or the Mayor may discipline an employee at any time because of the employee's failure, or refusal to perform assigned duties.

- (b) The following actions, not to exclude any other possible actions, may result in disciplinary action up to and including discharge:
 - a. Conviction of any felony, or of any misdemeanor involving moral turpitude or dishonesty.
 - b. Use of employee's official position for personal gain.
 - c. Falsification of Village records or time sheets.
 - d. Sexual harassment or discrimination based on race, color, creed, religion, national origin, sexual orientation, or handicap.
 - e. Carelessness in handling Village equipment.
 - f. Illegal or abusive use of sick or other leave.
 - g. Use of, or being under the influence of alcohol or illegal drugs as defined by the Illinois Criminal Code while on the job, or failure to pass a urinalysis examination as set forth in any Village testing program.
 - h. Incompetence in the performance of assigned duties or inattention to duties.
 - i. Violent or aggressive behavior.
 - j. Insubordination by disobedience to any order or directive, or disrespect toward a department head or officer of the Village.
 - k. Misuse or abuse of Village working time for personal gain or for any reason other than performing the employee's assigned duties.

- l. Excessive absenteeism or tardiness, including leaving work early and overstaying meal periods.
 - m. Solicitation or acceptance of any gratuity, gift, present reward or other thing of value in return for the performance of the employee's official duties, or as a condition for not performing those duties.
 - n. Failure to pay promptly and indebtedness owed to the Village, including, but not limited to, taxes and utility bills.
 - o. Habitual discourtesy or disrespect to the public or to fellow employees.
 - p. Theft, destruction, loss or unauthorized use of Village property, equipment and materials, either willfully or through unnecessary carelessness.
 - q. Unauthorized dissemination of information protected disclosure under the Illinois Freedom of Information Act.
 - r. The loss of a license or the inability to obtain a license to operate the plant, vehicles, or equipment which materially derogates the ability to perform job responsibilities.
 - s. The doing of any act which brings disrepute upon the Village or the Village Board.
- (c) An employee who is dismissed shall be given written notice of the reasons for the action, copies of which notice shall be forwarded to the Mayor and Village Clerk.
- (d) Nothing herein shall limit the Village from discharging an employee for other reasons determined to be in the best interest of the Village or its residents.

(Revised 07/01/15)

11-1-10 **OUTSIDE EMPLOYMENT.** No municipal employee shall engage in any outside employment which will impair the performance of his duties or be detrimental to the municipal service.

11-1-11 **DUES AND CHECKOFF.** Employees may authorize the Village Clerk to deduct or check off from their paycheck, the amount of their dues to a labor union, organization or association, to which the employee belongs so long as such labor union, organization or association shall have a minimum of **six (6) employees** of the Village, authorizing such deduction, or provided that more than **fifty percent (50%)** of the eligible members of any given municipal department authorize such deduction or checkoff. Any employee desiring such deductions or checkoff shall sign an authorization card which shall be effective until the end of the municipal fiscal year in which that card is submitted to the Village Clerk. If any employee desires to revoke the authorization during the municipal fiscal year, he shall so notify the Village Clerk in writing at least **thirty (30) days** prior to the date he wishes to revoke the authorization.

11-1-12 **GRIEVANCE.** Employees with any grievance arising out of their employment by the Village, except requests for a general wage increase, shall have the right of appeal to their immediate department supervisor. Appeal shall be made in writing and may be presented by the employee individually, or by the employee's selected representative. In the event the grievance cannot be settled between the department supervisor and the employee, or his selected representative, the department supervisor shall submit a report in writing, **one (1) copy** to the Chairman of the department's committee, and **one (1) copy** to the Mayor. The Mayor shall have the final decision in the matter.

11-1-13 **EMPLOYEE ORGANIZATIONS.** Employees of the Village may fully and freely associate themselves in organizations of their own choosing for their mutual benefit. No employee shall be required to join any such organization as a condition of employment or continuation thereof and the right of an employee with or without such an organization to petition the Mayor and Village Board is hereby recognized. Employees of the Village shall have the right to organize and designate representatives of their own choosing from among themselves for the purpose of collective bargaining and the right of such representative to meet with the Mayor and Village Board is hereby recognized. Employees shall have the right to negotiate with the Mayor and Village Board without representation if they see fit to do so. Such collective bargaining or negotiation shall be conducted at a designated time and place as is agreed upon by the employees and their representatives and the Mayor and Village Board.

11-1-14 **RIGHT TO STRIKE.** Because the public health, safety and welfare may be adversely affected thereby, no employee shall have the right to engage in or encourage any form of sit-down, slow-down, or in fact any form of work stoppage or strike for any reason against the Village. A refusal by an employee to perform an assignment injurious to his health or physical safety, shall not be considered a violation of this Section.

11-1-15 **MILITARY LEAVE.**
(A) Any permanent municipal employee who is inducted into the armed forces of the United States for training or service shall be granted a leave of absence without pay for the duration of such time required for such purposes, and for a period of **ninety (90) calendar days** following the period of actual service. Upon termination of such service, the employee shall have the right to return to his position within said **ninety (90) days** provided the position still exists and the employee is still otherwise qualified. Vacancies resulting from leave granted under this Section shall be filled only on a temporary basis. **One (1)** voluntary enlistment shall be considered the same as induction for the purpose of this Section, but re-enlistment shall not.
(B) Permanent employees who are members of regular reserve components of the armed forces or the National Guard may be granted **two (2) weeks** leave each year for active duty training. Upon representation of the proper evidence, the difference in pay between the employee's regular pay and the military pay will be allowed.

11-1-16 **LEAVE OF ABSENCE.** Leave of absence without pay may be granted for a period not to exceed **sixty (60) days** when the granting of such leave is in the mutual interests of the Village and the employee. Such leave shall require approval of the department supervisor and the Mayor. A leave of absence with pay and not to exceed **three (3) working days** shall be granted by the department supervisor or the Mayor in the event of a death in the immediate family of an employee. A leave of absence without pay and not to exceed **five (5) working days** at any one time for the purpose of attending union convocations or other official union business shall be granted by the department supervisor or the Mayor, to not more than **one (1) union official** for each union local representing employees of the Village. The employee shall not accrue employee benefits while on leave without pay, except as provided in **Section 11-1-19** herein. Such request for leave of absence to attend union conventions or other official union business must be submitted to the appropriate department supervisor at least **three (3) days** in advance, and such leave of absence is limited to **twenty (20) days** per year for each employee.

11-1-17 **ABSENCE WITHOUT LEAVE.** No employee may be absent himself from duty without permission of his department head. Absence without leave shall be sufficient cause for forfeiture of all rights and privileges earned while employed. An employee absent for **three (3) consecutive working days** without notice and without sufficient reason shall be considered to have resigned.

11-1-18 **SPECIAL LEAVE.**

(A) **Village Business/Training.** Employees or officials on special leave for official Village business, special education, or training, upon authorization by the Village Board, shall receive regular pay during the period of the leave. It is further provided that the Board may authorize that all necessary expenses be paid by the Village.

(B) **Other Special Leaves.**

- (1) **Bereavement Leave.** A maximum of three (3) days may be taken by an employee who has a death in his/her immediate family (spouse, child, grandparent, parent, sibling or spouse's equivalent of the foregoing). Full time employees are entitled to paid bereavement leave; temporary employees are entitled to bereavement leave without pay. In addition to the foregoing bereavement leave, the Board may grant a full time employee a paid day of leave, and a temporary employee an unpaid day of leave, to participate in the funeral of an aunt, uncle, niece, nephew, cousin, or spouse's equivalent of the foregoing; or the employee may, in his/her discretion, take a paid vacation day for such purposes if the employee is entitled to a paid vacation day.

- (2) **Jury Leave.** An employee called for jury duty shall be given leave to attend the jury duty. The employee, upon receiving a summons, shall immediately provide a copy to his or her supervisor, Mayor, or the Board. An employee taking jury leave has the following options regarding pay:
- (i) The employee may continue to receive his/her regular pay from the Village and remit to the Village Treasurer all compensation paid to him/her by the Court.
 - (ii) The employee may take an unpaid leave of absence from the Village and retain all compensation paid by the Court.
 - (iii) The employee may take paid vacation days and retain all compensation paid by the Court.
- (3) **Leaves Required Under Worker's Compensation Laws.** An employee suffering from an injury that is job related, under the Worker's Compensation Laws, shall be entitled to leave for such injury strictly and exclusively in accordance with those laws.
- (4) **Maternity/Paternity and Adoption Leave.**
- (i) All employees who provide proof of their pregnancy or that of their female partner at least thirty (30) days prior to the expected due date will be eligible for four (4) weeks (20 work days) of unpaid maternity/paternity leave. The Village shall require proof of the birth. Maternity and/or paternity leave shall be limited to one (1) leave per family for each pregnancy resulting in birth or multiple births. In addition, non-married male employees may be required to provide proof of paternity such as a birth certificate or other appropriate documentation confirming paternity.
 - (ii) All employees are eligible for four (4) weeks (20 work days) of unpaid leave with a new adoption, with the leave to commence when physical custody of the child or children has been granted to the employee, provided that the employee can show that the formal adoption process is underway. The Village must be notified and the employee must submit proof that the adoption has been initiated. Adoption leave shall be limited to one (1) leave per adoption

(C) The Village Board is authorized to provide such additional rules and regulations governing employee leaves as from time to time are deemed appropriate by the Village Board and shall provide notice to all employees through pamphlet publication or other documents of the passage and applicability of such rules and regulations. **(REVISED 03/02/15)**

11-1-19 **SICK LEAVE.** Commencing at the end of an employee's sixty (60) day probation period as provided under Section 11-1-6, a full time employee will be allocated **five (5)** paid sick days each year for use during the first full year of full time employment of the employee, and thereafter, for so long as employee continues in the employment of the Village, the employee will be allotted five (5) paid sick days on each anniversary of his/her employment for use when the employee is so ill as to be unable to perform his/her work duties or requires such day(s) to attend his/her immediate family (spouse, children, parents, grandparents) illness or death. Such allowed sick days can accumulate from year to year to a maximum of **thirty (30) sick days** for use by such employee as provided above, and with any unused sick days at the end of any year accumulated in excess of **thirty (30) days** to be forever forfeited. Any accumulated sick days shall be forever forfeited upon an employee's termination from employment with the Village for any reason or upon the employee's death. In the event an employee is absent from work due to sickness or other illness for **three (3) consecutive days**, such employee will not be allowed to return to work unless he obtains a release from a licensed physician in Illinois, allowing him to return to work full time employment duties. Use of paid sick days for reasons other than personal illness or attending to immediate family illness or death shall be grounds for immediate termination. **(Revised 12-03-01)**

11-1-20 **TRAVELING EXPENSE.** Request for travel expense funds for official Village business, special education or training shall be submitted to the Village Board for approval, except due to any immediate need, the Mayor and not less than **two (2) members** of the Finance Committee may approve such travel expense funds in lieu of Board action. Upon such approval, the Village business, special education or training shall be reported within **five (5) days** upon return to duty, which reports shall be submitted to the office of the Village Clerk. In the event that the travel expense reported is greater than the amount advances or authorized by Board action, a claim may be filed and submitted to the Board and upon approval of the claim, authorized payment will be made.

11-1-21 **RESIGNATION.** To resign in good standing, appointed personnel shall submit resignations to the Village Board **one (1) calendar month** in advance of the effective date of their resignation. Employed personnel shall submit resignations to the Village Board **one (1) month** in advance of the effective date of their resignation.

11-1-22 **WORK DAYS AND WORK WEEK.** Unless otherwise agreed upon or provided for and except in case of emergency, as determined by the department supervisor or

Mayor, the municipal work week shall be **forty (40) hours** per week. There shall be provided at least **eight (8) hours** rest in each **twenty-four (24) hour** period. Department supervisors shall establish a normal work day specifically designating the starting time, the quitting time, and the lunch period. Employees shall be at their places of work according to these departmental regulations. All departments shall maintain a daily attendance record of employees, and file a daily absentee report, and/or a termination report with the Village Clerk, and shall furnish periodic reports to the Mayor and Board. The provisions of this Section shall not apply to department heads or officials.

11-1-23 **OVERTIME.** Overtime work is work in addition to the established schedule of hours of work per week and shall be kept to minimum. Payment for overtime will be at the rate of time and one-half for each hour of overtime put in by the employee. Overtime payment, when required, will not be paid more than once for the same day or hours. This Section does not apply to department heads, officials, or clerical employees. Compensatory time-off shall be taken at the direction of the Mayor.

11-1-24 **HOLIDAYS.** Holidays to be observed with pay are New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and a day selected by the employee for his/her birthday.

When any such holiday falls on a Sunday, the Monday next following shall be held and considered such holiday. When any such holiday falls on a Saturday, the preceding Friday shall be held and considered such holiday. To receive holiday pay the employees must work the last scheduled departmental work day preceding and the first departmental scheduled work day following the holiday. Holiday pay shall be limited to the regular scheduled hours of the normal work day for the unworked holiday and shall be counted as time worked for the purpose of computing weekly overtime pay.

Temporary, part-time or seasonal employees paid on an hourly basis are excluded from the provisions of this Section.

Whenever it is necessary for an employee to work on a holiday, he shall be entitled to compensatory time off at a time approved by the department head. If compensatory time off is not practicable, the employee shall be compensated by straight time payment for the holiday in addition to regular payment for working. **(Revised 03-07-16)**

11-1-25 **VACATION.** Permanent or full-time employees or appointed officials shall be entitled to vacation leave with pay as follows:

Four (4) days after anniversary date of the 60-day probationary period provided at Section 1-1-6; **four (4)** days after anniversary date of **one (1) year** employment; **ten (10)** days after anniversary date of **two (2)** years' employment and each year thereafter through the fifth (5th) anniversary date of employment; **fifteen (15)** days after anniversary date of **five (5)** years' employment and each anniversary date of employment thereafter.

Vacation leave shall not be cumulative, and personnel shall take earned vacation within **one (1)** following the anniversary date of the earned vacation, except that the department supervisor, or Mayor, at his/her discretion, may allow earned vacation time to accumulate when it is for the best interest of the Village. Personnel desiring vacation time shall request leave to the department supervisor or Mayor in advance of the days of vacation requested. The department supervisor or Mayor may deny such request if the need of the service and remaining staff to perform the necessary duties of the department are in sufficient to perform such duties during the requested vacation time. **(Revised 12/05/16; Ordinance No. 2016-VOD-012)**

11-1-26 **TERMINAL PAY.** Employees who leave the service of the Village for any reason shall receive all pay which may be due them with the following qualifications:

(A) Employees shall be paid for all unused accrued vacations, provided that the department supervisor is notified by the employee of his leaving **two (2) weeks** in advance or sufficient reason is given in the absence of such notice.

(B) An employee who owes any money to the Village at the time of his separation, shall have his final pay applied against the account of whatever amount may be needed to satisfy it and shall be given a receipt for the amount credited. Partial settlement of an account by application of final pay shall not release an employee from any balance remaining due.

(C) In case of death of an employee, his estate shall be paid for accrued vacation and regular pay then accrued.

11-1-27 **PAY REVIEW.** It shall be the annual duty of the Village Board, during the month of November, to re-examine the contents of this Chapter and to review the salaries of every full-time employee of the Village, and the Board shall make adjustments accordingly. This Section shall not be construed to keep employees from promotions and/or raises at other times.

ARTICLE II – SEXUAL HARASSMENT POLICY

11-2-1 **STATEMENT OF POLICY.** The Village is committed to maintaining a work environment that encourages and fosters appropriate conduct among colleagues and respect for individual values and sensibilities. Accordingly, the Village’s officers and administration are committed to enforcing its Sexual Harassment Policy at all levels within the workplace and creating an environment free from discrimination of any kind, including sexual harassment.

Sexual harassment, according to the Equal Employment Opportunity Commission and the Illinois Department of Human Rights, and for purposes of this policy, consist of unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical acts of a sexual or sex-based nature, where:

- (A) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- (B) an employment decision affecting an employee is based on that individual’s acceptance or rejection of such conduct; or
- (C) such conduct interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment can occur between men and women, or between members of the same gender. Such conduct is unlawful under Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination on the basis of race, color, sex, age, religion or national origin.

It is also unlawful to retaliate in any way against anyone who has complained about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual.

Sexual harassment affects the victim and other employees as well. Each incident of harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually-oriented acts or sex-based conduct have no legitimate business purpose. Where such conduct is directed by a supervisor (or someone in a management position) toward a subordinate, the former will be held to a higher standard of accountability because of the degree of control and influence he or she has or is perceived to have over the employment conditions and benefits of the subordinate.

11-2-2 **PROHIBITED CONDUCT.** Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact or physical contact. At times the offender may be unaware that his or her conduct is offensive or harassing to others. Examples of conduct which could be considered sexual harassment include:

- (A) persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching;
- (B) sexually suggestive jokes, gestures or sounds directed toward another or sexually oriented or degrading comments about another;
- (C) preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances

(D) the open display of sexually oriented pictures, posters, or other material offensive to others;

(E) retaliation against an individual for reporting or complaining about sexually harassing conduct.

All employees are encouraged to express displeasure at any conduct, which might be sexually harassing, to tell the individual engaging in the conduct that it is unwelcome, to report that conduct, and to use the complaint procedure set forth in this policy.

11-2-3 COMPLAINT PROCEDURE. While the Village encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the Village also recognizes that power and status disparities between an alleged harasser and a target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication has occurred, the following steps should be taken to report a sexual harassment complaint.

(A) **Reporting of Incident.** All employees are urged to report any suspected sexual harassment by another employee to the supervisor or other person charged by the Village to have responsibility for such employee's work, except where that person is the individual accused of harassment. In that case, the complaint should be reported to the Village Mayor. If the aggrieved employee or other complainant prefers to report the suspected harassment to someone of the opposite gender from that of the supervisor or Mayor, the complaint can be reported to the Village Clerk. The report may be made initially either orally or in writing, but reports made orally must be reduced to writing before an investigation can be initiated.

(B) **Investigation of Complaint.** When a complaint has been reduced to writing, the Village's supervisor or the individual informed pursuant to paragraph (A) above will initiate an investigation of the suspected sexual harassment within **five (5) working days** of notification. If necessary, the Village's supervisor may designate another supervisory or management employee of the opposite sex to assist him/her or the alternate individual in paragraph (A) in the investigation. If the Village's supervisor is the subject of the investigation, the investigation will be conducted by the Mayor or Clerk. The investigation will include an interview with the employee(s) who made the initial report, the person(s) towards whom the suspected harassment was directed and the individual(s) accused of the harassment. Any other person who may have information regarding the alleged sexual harassment may also be interviewed.

(C) **Report.** The Village's supervisor or designated person responsible for investigating the complaint shall prepare a written report within **ten (10) working days** from notification of the suspected harassment unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that sexual harassment occurred, sexual harassment did not occur, or there is inconclusive evidence as to whether sexual harassment occurred. A copy of the report will be given to the employee(s) who made the initial report, the employee(s) to whom the suspected harassment was directed, and the employee(s) suspected of the harassment.

(D) **Records; Confidentiality.** Employees who report incidents of sexual harassment are encouraged to keep written notes in order to accurately record the offensive conduct. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the Village advises that records it maintains and the complainant maintains may not be considered privileged from disclosure. Written records will be maintained for **three (3) years** from the date of the resolution unless new circumstances dictate that the file should be kept for a longer period of time.

(E) **Appeals Process.** If either party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the Village Mayor.

11-2-4 DISCIPLINE/SANCTIONS. Disciplinary action will be taken against any employee found to have engaged in sexual harassment of any other employee. The extent of sanctions may depend in part upon the length and conditions of employment of the particular employee and the nature of the offense. The Village has the right to apply any sanction or combination of sanctions, up to and including discharge, to deal with unreasonable conduct or discrimination.

Where a hostile work environment has been found to exist, the Village will take all reasonable steps to eliminate the conduct creating such an environment.

11-2-5 EDUCATION/TRAINING. Education and training for employees at each level of the work force are critical to the success of the Village's policy against sexual harassment. The sexual harassment policy will be sent to all employees.

Education and training include the following components:

(A) As part of general orientation, each recently hired employee will be given a copy of and requested to read and sign a receipt for the Village's policy statement on sexual harassment so that they are on notice of the standards of behavior expected.

(B) For all employees with supervisory authority over other employees, and all employees working in a managerial capacity: All supervisory personnel will participate in an annual training session on sex discrimination. At least **one-third (1/3)** of each session will be devoted to education about work place sexual harassment, including training as to exactly what types of remarks, behavior and pictures will not be tolerated in the work place. Participants will be informed that they are responsible for knowing the contents of the Village's sexual harassment policy.

(C) All employees will participate on Village time in annual seminars that describe workplace sexual harassment and teach strategies for resisting and preventing sexual harassment.

11-2-6 LEGAL RIGHTS UNDER LAW. Any employee who believes he/she has been subjected to sexual harassment has the right to file a complaint with the Illinois Department of Human Rights, 100 West Randolph Street, Chicago, Illinois 60601; (312) 814-6245 and/or the Equal Employment Opportunity Commission, 500 West Madison, Suite 2800,

Chicago, Illinois 60661; (312) 353-2713. The Illinois Human Rights Act provides that complaints of harassment must be filed within **one hundred eighty (180) days** of the alleged incident. A complaint with the EEOC must be filed within **three hundred (300) days** of the alleged incident. It is also a violation of Section 6-101 of the Illinois Human Rights Act to retaliate against an employee for opposing or complaining about conduct believed to be a violation of the Act.

(Ord. No. 2000-04; 03-06-00)

NOTE: The Village reserves the right to amend the policy from time to time.