

FREMONT TOWNSHIP BOARD MEETING AGENDA

Regular Board Meeting: September 9, 2024 at 6:30 P.M.
22385 W. Highway 60, Mundelein, IL 60060

Location: Community Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. PUBLIC COMMENTS

4. APPROVAL OF MINUTES

- Motion to approve the minutes of the August 12, 2024, Regular Board Meeting.

5. CORRESPONDENCE

6. OLD BUSINESS

7. NEW BUSINESS

7.1 Presentation – Mundelein High School Referendum

7.2 Fremont Township Employee Policy Manual

- Motion to adopt 2024 Fremont Township Employee Policy Manual.

8. PARKS REPORT

9. CERT REPORT

10. COMMUNITY GARDEN REPORT

11. ELECTED OFFICIALS' REPORT

- Assessor
- Clerk
- Highway Commissioner
- Supervisor
- Trustees

12. GA/EA/FOOD PANTRY REPORT

13. PUBLIC COMMENTS

14. APPROVAL OF BILLS

- Motion to Audit and approve for payment of :
Road and Bridge Fund in the amount of **\$103,882.71**
Permanent Road Fund in the amount of **\$380,215.97**
And General Town Fund in the amount of **\$96,291.33**

ROLL CALL

- Motion to Audit and approve for payment of General Assistance Fund in the amount of **\$5,738.33**

15. EXECUTIVE SESSION - None

16. ADJOURN

TIME: _____



MINUTES OF THE BOARD OF TRUSTEES

STATE OF ILLINOIS,
COUNTY OF LAKE,
TOWN OF FREMONT

The Fremont Township Board of Trustees met at 22385 W. Illinois Route 60, Mundelein IL 60060 on August 12, 2024, to conduct a Regular Meeting.

Diana O’Kelly	Supervisor
Christina McCann	Town Clerk
Alicia Dodd	Highway Commissioner
Joe Herchenbach	Assessor
Jeri Atleson	Town Trustee
Nick Dollenmaier	Town Trustee
Connie Shanahan	Town Trustee
Keith Voss	Town Trustee

1. **CALL TO ORDER AND PLEDGE**
Supervisor O’Kelly called the meeting to order at 6:30 P.M.
2. **ROLL CALL**
BOARD MEMBERS PRESENT
Trustee Shanahan, Trustee Voss, Supervisor O’Kelly
ELECTED OFFICIALS PRESENT
Clerk McCann, Highway Commissioner Dodd, Assessor Herchenbach
OTHERS PRESENT
Lou Bruno (CERT)
3. **PUBLIC COMMENTS**
None
4. **APPROVAL OF MINUTES**
 - Trustee Shanahan moved, and Trustee Voss seconded the motion to approve the minutes of the July 8, 2024, Regular Meeting.
All in favor, motion carried.
5. **CORRESPONDENCE**
None
6. **OLD BUSINESS**
None
7. **NEW BUSINESS**
 - 7.1 **Fremont Township Employee Policy Manual**
 - Some corrections are required. The Manual will be voted on next month. No action taken.

7.2 Ordinance No. 296 – Setting Compensation of Township Officials for Four Year Term beginning May 19, 2025.

- Trustee Voss moved and Trustee Shanahan seconded the motion to adopt Ordinance No. 296 – Setting Compensation of Township Officials for Four-Year Term beginning May 19, 2025.
AYE: Trustee Shanahan, Trustee Voss, Supervisor O’Kelly
NAY: None
All in favor motion carried.

8. PARKS REPORT

Parks Manager Herb Riedel submitted the following report:

- On July 9, Pavement Solutions started to clean, and seal coat the walking paths at Behm Park. Rainy weather delayed the completion of this project which was not completed until July 12. Staff were forced to close the park during certain time periods to allow the contractor time and space to complete the project. Behm Park was also closed on July 26 to allow Pavement Solutions to seal-coat and restripe the parking lot area. Overall, the project was a success but proved to be a challenge with our user groups due to scheduling and bad weather. Pickle ball players were also irritated.
- Mundelein Soccer has been holding a summer camp for their players. The camp started in early July and is supposed to end sometime in August. The camp lasts for a couple of hours a day, five days a week and appears to be a success for the program.
- Parks staff have spent many hours trying to prepare for the Erhart Rd tile replacement project. Rainy weather has led to substantial amounts of standing water in the area where we need to excavate, delaying the project. Water levels also need to recede to allow contractor and staff to find the exact location of the field tile. Have also scheduled a meeting with a representative of the Manitauo Creek board to help us understand where and how the drain tile drains once it leaves the township right of way.
- The Lake County Stallions held their first ever “Summer Social” at Behm Park on August 4. This event saw over 200 people attending for food, games, face painting, dunk tanks and flag football games.
- Summer baseball seasons have ended with fall seasons starting in early September. Staff will try to regrade and add infield clay as needed before fall season starts if time and weather allows.

9. CERT REPORT

Cert Leader Lou Bruno Reported the following:

- It’s been a quiet summer for team callouts.
- Participated in Mundelein July 4 parade.
- On alert to contribute throughout Lake County for DNC in Chicago. Some team members have signed up. Very unlikely any of our team members would be asked to participate.
- Preparing to assist at township recycling event on September 21
- Preparing to participate in Countryside Fire Department on October 6
- Joint training scheduled for October 18-20 for Fremont, Mundelein, and Round Lake Park CERTS
- A bill has been introduced in Congress to potentially provide funding for local CERTS.
- The village of Mundelein is contemplating pulling financial support for Mundelein CERT. The team has been instructed they have one year to obtain financial support on their own.
- May schedule a Fall educational event at Fremont Library

10. COMMUNITY GARDEN REPORT

Commissioner Dodd reported the following:

- Surpassed 1000 volunteer hours
- Applied for and received \$4000.00 grant from the Volunteer Stewardship Network

11. ELECTED OFFICIAL REPORTS

Assessor

Assessor Herchenbach reported the following:

- The county has closed the final vetting of our numbers for 2024 and are scheduled to publish on August 15th when the blue assessment notices will be mailed, and our numbers will be available online. Consequently, the final day to file an appeal will be September 16th.
- The final factor for Fremont for 2024 will reflect an across the board increase of 9.14% (this increase would have been 11.06% but we were able to support equalized increases to about 20% of our assessment neighborhoods). The vast majority of our 2024 values appear to have substantial market support with minimal reductions anticipated through the appeal process.
- Our office has seen a recent uptick in activity from veterans as a result of updated exemption allowances that have an impact on their taxable assessed values.

Clerk

Clerk McCann reported the following:

- Paul Reily – Requested assessment books or workbooks for tax year 2024 – Information Provided.
- Rhonda Kruckenberg – Requested Office Manager yearly salary – Information Provided.
- Installed large bulletin board between Supervisor’s office and Assessor’s to “prominently display” required documents per Illinois FOIA statute. These are documents First Amendment Auditors are looking to see if local governments have prominently displayed during random audits.
- Took training course and final exam to renew Notary Public Commission
- Took online training to prepare for duties required of Local Election Officials for the 2025 Consolidated Election.
- 2025 Candidates Guide and Election and Campaign Finance Calendar for 2025 Consolidated Election are now available online at www.Elections.il.gov/RunningForOffice.

Highway Commissioner

Highway Commissioner Dodd reported the following:

- Alicia has had multiple meetings with Ron Salski (Park District), Gewalt, Rep Didech, SMC, and County Board Vealitzek about the implications of the IDOT 60/83 project and the effect on township infrastructure, property owners and Diamond Lake
- Dam is progressing—seawall installed, working on installing sanitary sewer.
- Alicia attended Manitou Creek Watershed Meeting
- Crew did ditch work, culvert changes, mowing, shouldering,
- Inliner completed culvert lining on Sylvan S

Supervisor

- Attended the Grand Dominion Car Show
- Attended the ZBA meeting regarding Deep Creek Ranch
- Met with the Superintendent at Fremont School
- Met with the head of the Soccer Club

Trustees

- Trustee Shanahan attended the coffee meeting with State Senator Dan McConchie and did a ride-along with the Highway Commissioner
- Trustee Voss did a ride-along with the Highway Commissioner

12. GA/EA/FOOD PANTRY REPORT

June 2024

- 0 GA
- 1 EA
- 98 food pantry assistance
- 0 LIHEAP applications
- 2 Benefit Access applications
- 13 NiCor Sharing

- 3 RTA Pass
- 1 IDHS/SNAP Medicaid
- 20 Diaper Bank
- 7 License Plate stickers

13. PUBLIC COMMENTS

None

14. APPROVAL OF BILLS

- Trustee Voss moved, and Trustee Shanahan seconded the motion to audit and approve for payment of:
Road and Bridge Fund in the amount of **\$6,352.99**
Permanent Road Fund in the amount of **\$116,511.76**
and General Town Fund in the amount **\$139,766.10**
ROLL CALL:
Aye: Trustee Shanahan Trustee Voss, Supervisor O’Kelly
All in favor, motion carried.
- Trustee Shanahan moved, and Trustee Voss seconded the motion to audit and approve for payment of the General Assistance Fund in the amount of **\$8,254.91.**
All in favor, motion carried.

15. EXECUTIVE SESSION

- Trustee Shanahan moved and Trustee Voss seconded the motion to enter Executive Session at 6:50 p.m. to review Executive Session Minutes.
All in favor, motion carried.
- Trustee Shanahan moved and Trustee Voss seconded the motion to exit Executive Session and reconvene the Regular Meeting at 6:51 p.m.
All in favor, motion carried.

16. ADJOURN

- Trustee Voss moved, and Trustee Shanahan seconded the motion to adjourn the meeting at 6:51 p.m.
All in favor, motion carried.

Respectfully Submitted, Christina McCann, Fremont Township Clerk

Approved: September 9, 2024



EMPLOYEE POLICY MANUAL

Fremont Township

August 2024

ACKNOWLEDGEMENT FORM

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of Fremont Township. **PLEASE READ IT CAREFULLY.**

Upon receipt of this handbook, please sign the statement below, and return it by the due date.

I, _____, have received a copy of the Fremont Township Employee Policy Manual which outlines the goals, policies, benefits, and expectations of Fremont Township, as well as my responsibilities as an employee.

I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in Employee Policy Manual provided to me by Fremont Township.

I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of Fremont Township. The Township may amend, change, or eliminate any provision in the Manual as it deems appropriate, with or without notice.

I understand that The Fremont Township Employee Policy Manual is not a contract of employment or any agreement and should not be deemed as such, and that I am an employee at will.

(Employee signature)

Date

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Introduction

WELCOME

Dear Team Member,

Welcome to Fremont Township!

We are excited to have you as part of our team. You were hired because we believe you can contribute to the achievement of excellent public service and share our commitment to our mission statement.

Fremont Township is committed to distinctive and unparalleled customer service in all aspects of our constituency. As an employer, we encourage personal growth, attaining new skills and knowledge, and striving for continued development of our employees.

This employee handbook contains the key policies, goals, benefits, and expectations of Fremont Township, and other information you will need as part of our team.

The success of Fremont Township is determined by our success in operating as a unified team. A successful, healthy work environment requires that all employees be productive, communicative, and dependable.

You should use this handbook as a ready reference as you pursue your career with Fremont Township. Additionally, the handbook should ensure good management and fair treatment of all employees. At Fremont Township, we strive to recognize the contributions of all employees.

Welcome aboard. We look forward to your contribution.

Sincerely,

DISCLAIMER

The Fremont Township Employee Policy Manual is intended to provide general information regarding the terms and conditions of your employment. This information includes, but is not limited to employment practices, employee behavior, hours of work, time off, and policies and procedures which relate to employment. Employees should read and understand the policies in this Manual. In addition, this Manual supersedes all other prior policies, procedures, and practices set forth in any other Manual.

This Manual does not create an employment contract or binding agreement. All Fremont Township employees are employees-at-will. Either party may end the employment relationship, with or without cause, at any time. This handbook is not a contract of employment nor does it in any way alter the employment at-will relationship nor should it in any way be construed as an agreement binding on the Township. Fremont Township has the right to change or modify any of the policies in this manual in its sole discretion as it deems appropriate, with or without notice.

MISSION STATEMENT

Our mission is to provide excellent customer service to the residents of our township.

CORE VALUES

As a local government agency, we strive to be:

- ★ Accountable and Transparent
- ★ Responsive
- ★ Open-minded
- ★ Fiscally responsible
- ★ Dedicated to good community service.
- ★ Team oriented.

EMPLOYEE CLASSIFICATIONS

Permanent Full-Time is an employee who has no termination date and who is regularly scheduled to work 35 (Assessors Office) to 40 hours per week. Benefit eligible including IMRF, health insurance, paid holidays, and paid time off.

Permanent Part-Time is an employee whose position has no termination date and who is scheduled to work at least 20 hours, but not more than 35 hours per week. Benefits include paid holidays, paid time off and IMRF (if hourly standard is met).

Seasonal Full-Time is an employee who is hired for a certain length of time and who is scheduled to work 40 hours per week. Benefits include paid holidays and IMRF (if hourly standard is met), paid time off.

Temporary Part-Time is an employee who is hired or promoted for a certain length of time and who is scheduled to work less than 20 hours per week. Benefits include paid time off.

Work Rules

SCHEDULED HOURS

Normal work hours are determined by the appropriate Elected Official.

Supervisor & Parks employees normally work an 8-hour day as determined by the appropriate Elected Official.

Assessor employees normally work a 7-hour day as determined by the appropriate Elected Official.

Employees may not work overtime unless approved in advance by the appropriate Elected Official when deemed necessary. Overtime is paid at one and one-half times the hourly rate for hours exceeding 40 hours in any given week. Employees are expected to work the necessary overtime when requested to do so.

EMERGENCY CALL-BACK PAY

An emergency call back is an unscheduled request made by the appropriate Elected Official or their delegate for an employee to return to work to do unforeseen or emergency work after leaving the premises at the end of their regular shift.

An employee who is called back to work outside their normal work schedule shall be paid for the time worked or a minimum of 3 hours of pay, whichever is greater.

An employee who is called back will be paid for the time worked at a rate of 1.5 times the employee's hourly rate.

ATTENDANCE

For the township to run effectively, it is imperative that employees arrive at work on time every day. We must meet constituent needs to satisfy our goals and duties. Employees need to do their part in achieving this goal and one way to do that is to maintain a good attendance record. Absences or tardiness without notification to the department head will become a part of your employment record.

If employees are unable to come to work, they must call in and notify the appropriate Elected Official in advance where possible, but no later than the regular starting time so that adjustments can be made for the workday.

Employees may be granted excused absences for sickness/illness when the appropriate Elected Official is notified prior to the start of work. Pre-scheduled appointments or other compelling reasons, with prior supervisory approval, may also be considered as excused absences.

Absence of three or more consecutive scheduled working days without notifying the appropriate Elected Official will be considered a voluntary resignation and employees will be removed from the payroll and the necessary separation paperwork will be processed.

TARDINESS

Employees are expected to report on time. Tardiness places a burden on other employees and the department. When an employee cannot avoid being late, they should contact their appropriate Elected Official immediately about the anticipated tardiness. Employees will not be paid for any time they are not at work due to tardiness. An employee who is excessively or consistently tardy will be subject to disciplinary action.

AUTHORIZED ABSENCE DOCUMENTATION

The township may require documentation of authorized reasons for absence, such as sick leave or jury duty, and may also verify the documentation.

COMMERCIAL DRIVER'S LICENSE REQUIREMENT FOR PARKS EMPLOYEES

Full-time employees of the parks department are required to have and maintain a Commercial Driver's License (CDL) as a condition of their employment. New hires may be given a grace period to obtain their CDL, although failure to do so may result in termination. Employees must immediately inform the appropriate Elected Official if their license has expired, suspended, or is otherwise restricted. Failure to do so may result in termination.

CELL PHONE USAGE

WHILE DRIVING

Employees are expected to comply with state and local laws regarding handheld phone use while driving township vehicles.

Section 5 (625 5/6-500, 526, 527) of the Illinois Vehicle Code defines the state laws that govern communications while driving commercial motor vehicles. Specifics of this code address the complete prohibition of texting while driving a CMV, and a prohibition of using a handheld mobile telephone while driving a CMV, unless it is completely hands free and can be dialed or answered by pressing a single button.

Section 5 (625 ILCS 5/12 610.1) of the Illinois Vehicle Code defines state law that governs voice communications while driving a state licensed vehicle. Specifics of this code address the complete prohibition of using a wireless telephone in a school speed zone, or a highway construction or maintenance zone.

Section 5 (625 ILCS 5/12 610.2) of the Illinois Vehicle Code defines state law that governs text communications while driving a state licensed vehicle. Specifics of this code address the complete prohibition of using an “electronic communication device” to compose, send, or read an electronic message.

Section 5 (625 ILCS 5/626/A/viii and ix) of the Illinois Vehicle Code defines state law that governs a “serious traffic violation” for CDL holders. Specifics of these codes declare a conviction related to texting or use of a handheld mobile phone to be a serious traffic violation.

Two serious traffic violations in a 3- year period result in a suspension of the person’s CDL for a two-month period which may result in disciplinary action.

ON THE JOB

Employees should use break time for personal phone calls or texts that will otherwise slow work production.

Bluetooth devices shall not be used for listening to music, podcasts, etc. around machinery or in work areas where an awareness of surroundings is needed for safety of oneself or others. Poor judgment with Bluetooth devices may result in loss of privileges.

OPERATING TOWNSHIP VEHICLES

While driving township vehicles, employees are expected and required to obey all applicable laws, rules, and regulations. The Illinois Vehicle Code mandates the use of seatbelts for the driver and all passengers in public and private vehicles. Employees must wear seatbelts while operating township vehicles. Under the Smoke Free Illinois Act, no smoking is allowed in Township vehicles.

Any traffic tickets or violations incurred by an employee while driving a township vehicle are the responsibility of the employee and must be reported immediately to the appropriate Elected Official. All fines shall be paid by the employee.

WORK APPAREL FOR PARKS DEPARTMENT

ENFORCEMENT

Employees are expected to be prepared with proper attire for their work assignments. Not having the right clothing is not a valid excuse for not doing their work.

DRESS CODE FOR OFFICE PERSONNEL

Employees are expected to present a clean and professional appearance when representing the township.

All employees will conform to OSHA regulations regarding protective clothing including but not limited to protective footwear.

PARKS DEPARTMENT ISSUED APPAREL

The parks department provides apparel that qualifies as uniforms, which is clothing required by the employer, sets an employee apart from public, and specialty clothing needed for their work.

Clothing will be replaced on an as-needed basis, not on a regular cycle.

PARKS DEPARTMENT ISSUED PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following Personal Protective Equipment (PPE) must be available and be used when the hazards described below exist in the course of their duties:

Hard hats/helmets to protect head from falling objects, head bumping situations, and tree removal/pruning.

Goggles, face shields, safety glasses to guard against flying debris and welding/torching activities.

Hearing protection when prolonged exposure to noise exceeding sound tolerance levels.

Respirators when toxic or abnormal atmospheric conditions exist.

Reflective vests/clothing to increase the visibility of the employees when in and around traffic areas.

INCIDENT/ACCIDENT REPORTING

All injuries that occur at work must receive first aid attention and be reported to the appropriate Elected Official. Serious conditions often arise from small injuries if they are not cared for in a timely manner. Employees must submit an Incident/Accident Report within 48 hours of occurrence.

EMPLOYEE CONDUCT

PERFORMANCE EVALUATIONS

Annual Performance reviews will be conducted. All performance reviews are based on merit, achievement, job description fulfillment, and performance at your position. Wage increases will be based upon this review, as well as past performance improvement, dependability, attitude, cooperation, any necessary disciplinary action, adherence to all employment policies, and your position.

STANDARDS OF CONDUCT

Township employees are expected to follow all Township policies and always conduct themselves in a professional manner. Failure to do so may result in disciplinary action up to and including termination. The following are some examples of conduct that could lead to discipline. Note that this list is not meant to be exhaustive. However, this list, along with common sense and good judgement, should be used in determining what is appropriate or inappropriate.

1. Theft or destruction of Township property or the property of other employees.
2. Abusing, threatening, or intimidating other employees.
3. Use of obscene, disruptive, or abusive language, or rowdy behavior.
4. Willful or negligent performance of duties and unsatisfactory work performance.
5. Use or possession of weapons on Township property or while on Township business.
6. Excessive tardiness or absence, or failure to report to work in a timely manner.
7. Falsification of records such as timecards, application materials, or personnel or employment records.
8. Engaging in unlawful or other off duty conduct which brings the Township into disrepute.
9. Violation of any safety rules.
10. Failure to keep the workplace neat, clean, and orderly.

11. Failure to report any known problems with or defects in equipment.
12. Failure to report all accidents and injuries immediately, regardless of the severity of the injury.
13. Violation of any Township policy including, but not limited to, its anti-harassment, conflicts of interests, or ethics policies.
14. Insubordinate behavior or failure to follow supervisor directions.
15. Failure to maintain a required license or certification.

TERMINATION/RESIGNATION

Voluntary Resignation

- Upon receiving notice from the employee, the appropriate Elected Official should determine the reason for leaving and the resignation date.
- The Township is responsible for processing all paperwork on separating employees.
- The Employee shall return all Township property – keys, cell phones, equipment, credit cards, etc.
- A Township representative will calculate final pay for separated employees. Payment will be processed in accordance with Federal, State, and Local wage laws.

DISMISSAL

The Township believes all employees are valuable and that the dismissal of an employee is a serious matter for both the employee and the Township. However, a dismissal decision is a matter which is necessarily left to the judgement of the Township, and the Township retains the right to lawfully terminate employees at any time with or without cause.

Compensation and Reimbursements

PAYROLL

Fremont Township employees are paid bi-weekly. Timesheets need to be completed on the Wednesday prior to payday. The minimum hourly increment on a timesheet should be 15 min or .25 hours.

Elected officials are paid monthly.

DIRECT DEPOSIT

Fremont Township highly encourages direct deposit of paychecks. This is a service which saves time and provides added security. Each paycheck will be automatically deposited into your checking or savings account as directed. Each pay day, you still receive a pay stub for your records with all the same information which would appear on your regular check. Direct deposit will be initiated one pay period following the receipt of the signed authorization form from the employee.

PAYROLL DEDUCTIONS

As required by law, Fremont Township will deduct Federal Withholding, Social Security, Medicare, State Income Tax, and IMRF (if eligible) from your payroll check each pay period. Group health insurance premiums for eligible employees and dependent family members will be deducted from the payroll check each pay period once the employee completes the appropriate authorization forms. Other deductions may be made when required by law (e.g., child support, wage garnishment, etc.) or when authorized by the employee (e.g., health insurance premium contributions).

REIMBURSEMENTS FOR FULL-TIME PARKS DEPARTMENT

CLOTHING ALLOWANCE

Full-time employees will receive a clothing allowance in the form of a check in January of each year. This money is intended to be used for clothing for use at work and may include outerwear for the elements. As this money is not taxed, receipts for purchases must be submitted no later than December 1st of that same year for accounting records. *If an employee does not spend the full amount, the unused amount will be treated as taxable income on their December paycheck.*

If an employee were to be terminated, any remaining clothing allowance not documented by receipts will be treated as taxable income on the employee’s final paycheck.

New hires will receive a clothing allowance, after 30 days of employment at the discretion of the appropriate Elected Official, at the following amounts:

Amount	Month of Hire	When check is issued
\$400	November-December	January
\$300	January- April	30 days after hire date, after monthly board meeting approval
\$200	May-August	30 days after hire date, after monthly board meeting approval
\$100	September-October	30 days after hire date, after monthly board meeting approval

CELLPHONE SERVICE REIMBURSEMENT

On a quarterly basis, Township employees will be reimbursed for their cell phone as follows:

TOWN/PARKS \$20.00/month
 ASSESSOR \$10.00/month

REIMBURSEMENT FOR TOWNSHIP APPROVED CONTINUING EDUCATION

The Township recognizes that attendance at conferences, seminars, and training programs assists employees in increasing their knowledge and improving their skills. Tuition for approved work-related subjects may be reimbursed at the discretion of the appropriate Elected Official.

TRAVEL FOR TOWNSHIP PURPOSES IN PERSONAL VEHICLE

The Township reimburses employees for the use of their personal vehicles used for township business. Reimbursement will be at the effective rate published by the IRS. Mileage reimbursement is meant to cover only those miles incurred beyond the employee’s normal commute. When driving a personal vehicle on township business, the employee’s car insurance will be the primary coverage. It is highly recommended that individuals obtain an endorsement

and/or rider to his/her policy to ensure his/her property and liabilities are covered. Failure to have such an endorsement and/or rider may result in unrecoverable losses.

Time Off and Leave

PAID TIME OFF

Paid Time Off (PTO) is offered to our full-time employees, in place of vacation time, sick time and personal days. Rather than separate categories used previously, PTO provides a single pool of paid time off to use for all their personal needs—vacation time, child, pet and elder care, medical appointments, personal business, emergencies, etc.

The number of days per year depends on the full-time employee's tenure:

Years of employment	# of PTO Days/Yr.	# of Hours/Yr.
1-6	20	160
7-12	25	200
13+	30	240

Effective 1/1/24 – every part-time employee earns one hour of PTO for every 40 hours worked. Up to a maximum 40 hours in a calendar year.

Employees can start using their PTO after 90 days and must be used in 1-hour increments.

At the end of the calendar year, any unused earned PTO may be carried over into the next Year but must be used or paid for by the end of the first quarter of that year.

On the employee's anniversary date, the PTO hours for the entire upcoming year are added to the PTO bank and are reflected on the paystub. However, since the hours are accrued throughout the year with time worked, there may be times when the employee may use their PTO before it has been earned. In the event the employee is terminated or ends their employment at Fremont Township, any used, but unearned PTO time may be deducted from their final paycheck.

Assessor's office employees accrue PTO based on the fiscal calendar which starts March 1st.

PTO USE POLICIES

PTO requests of 3 days or more must be requested, scheduled, and authorized by the appropriate Elected Official at least 2 weeks in advance. This ensures that the performance of the department functions is in no way jeopardized due to lack of staffing.

In the event of termination, employees will be paid for unused accrued PTO time.

Failure to properly report an absence will be considered as absence without pay.

For unplanned and unrequested leaves more than three consecutive days, or for frequent absences claimed for illness, the employee may be required to provide written verification from a licensed medical doctor, at the employee's personal expense, that the illness or injury was sufficient to justify the employee's absence from work.

The appropriate Elected Official may also require a complete physical and/or psychological examination or medical test with a physician designated by the township at the township's expense at any time when, in the judgment of the appropriate Elected Official, an examination or test may be necessary to determine the employee's fitness to perform the duties of their position.

ACCRUAL

PTO days accrue over the course of a full-time employee's work year and are deposited in the full-time employee's vacation bank on his seniority date. In this respect, full-time newly hired employees earn PTO during their first year of employment and will not have PTO time deposited until their first-year anniversary. After six months employment, a new hire may request to use one week vacation.

PTO may not be taken before earned without the appropriate Elected Official's approval. Upon termination of employment, the employee will compensate the township for PTO time taken prior to being earned.

CARRYOVER OF PTO TIME- FULL-TIME EMPLOYEES

Employees may carryover a maximum of 160 hours of paid time off. This carryover is intended to be a benefit to the employee to cover loss of work time in the event of a medical or family leave. The use of these hours is subject to approval of the appropriate Elected Official and large

blocks of time off may not be granted if they are considered very disruptive to the department's operation.

CARRYOVER OF PTO TIME- PART-TIME EMPLOYEES

Employees can start using their PTO after 90 days and must be used in 1-hour increments.

At the end of the calendar year, any unused earned PTO may be carried over into the next year but must be used or paid for by the end of the first quarter of that year.

HOLIDAYS

Every year, employees will be given a Schedule of Holidays Observed for office closure and may vary year-to-year.

Sick callouts on the day prior or day after a holiday may require proof of illness if requested by the appropriate Elected Official.

If full-time employees are called in on a scheduled holiday. They will be paid for the holiday (8-hours) plus time and one-half of their hourly rate for hours worked.

If part-time employees are called in on a scheduled holiday they will be paid for the holiday (depending on their holiday eligibility) plus time and one-half of their hourly rate for hours worked.

LEAVE

BEREAVEMENT LEAVE

When a death occurs in a full-time employee's immediate family (defined to be legal spouse, domestic partner, children, step-children, adopted children, parent, grandparents, mother or father in law or sibling) an employee, upon request, shall be excused for up to 3 days, during which the employee will be paid their normal straight time rate of pay for any day they otherwise would have been scheduled to work. To qualify for funeral leave, an employee must notify the appropriate Elected Official requesting the need for funeral leave as soon as practical. Additional time needed by the employee may be deducted from Paid Time Off, with approval of the appropriate Elected Official. Part-time employees will be paid for time off based on the number of hours they are normally scheduled to work on the days taken for funeral leave.

JURY DUTY

Time off taken for jury duty is treated as a paid absence. Employees are paid for the time they are absent for jury duty, less the amount they receive for performing jury duty service.

Employees must give advance notice of the time off needed for jury duty. A copy of the summons should accompany the request.

MILITARY LEAVE

Employees may be entitled to military leave as dictated by Federal and State law. Employees needing military leave should inform the appropriate Elected Official as soon as possible. Certain protections, reinstatement rights, and differential pay may apply.

PERSONAL LEAVE POLICY

A personal leave of absence without pay may be granted to an employee at the discretion of the township. A personal leave of absence is defined as an absence of two weeks or longer. It is not our general policy to grant personal leaves of absence, and such leaves will be granted only under unusual circumstances. Personal leave of absence instead of medical leave is not available.

The granting of such a leave depends on the review of the merits of each case, including the effect the employee's absence will have on the workload of the appropriate Elected Official. Probationary employees are not eligible for leaves of absence. An employee must have one year of continuous employment before such a leave will be considered.

Applications for leaves of absence may be granted or rejected as dictated by the judgment of the appropriate Elected Official.

Salary and benefits are not payable to an employee while the employee is on a personal leave of absence, except for township-paid term life insurance that is continued for eligible employees for one year of a leave of absence. Health insurance may be continued if the employee pays the full premium at the group rate. Although employees do not accrue benefits while on leave, those benefits accrued up to the time the employee started the leave will be retained. The employee's exact position, tour of duty, or work area may not be guaranteed upon return from a personal leave of absence; however, all efforts will be made to place the employee in the first available similar job with similar pay.

It is the employee's responsibility to return to work on the date the leave of absence expires. Should the employee fail to return and fail to notify the appropriate Elected Official of a request for an extension, it will be assumed that the employee does not intend to rejoin the township and will consider the employee to have resigned from Fremont Township. A request for an extension of a leave of absence must be in writing and must be received at least five working

days prior to the expiration of a leave. The Township will review and consider any requests for an extension of a leave of absence using its discretion.

Benefits

RETIREMENT - IMRF

An employee must be employed in a position normally requiring performance of duty for 1000 hours or more in a 12-month period to be eligible to participate in the Illinois Municipal Retirement Fund (IMRF).

Participation in the IMRF is not optional for employees who meet the 1000 hourly annual standard. Part-time employees meeting these requirements must be enrolled with yearly review to make sure position continues to qualify. Every paycheck will have 4.5% of a qualified employee's gross salary deducted for their IMRF pension.

HEALTH INSURANCE

Full-time employees, spouse, and children are eligible for health insurance. The percentage of the premium expense for the employee is determined by the appropriate Elected Official.

FLEXIBLE SPENDING ACCOUNT

A Flexible Spending Account is a voluntary plan where employees are given the opportunity to set aside pre-tax dollars to cover expenses not covered by the medical plan and/or dependent care expenses.

FSAs are available to all full-time employees and need to re-enroll annually.

LIFE INSURANCE

Group term life insurance is a benefit paid by the Township.

WORKERS' COMPENSATION INSURANCE

Workers Compensation Insurance is employee care provided coverage which is in accordance with applicable State and Federal law under Workers' Compensation Insurance and Unemployment Compensation Insurance Programs.

Employees who sustain a work-related injury or illness must inform their supervisor immediately, no matter how minor an on-the-job accident may appear. This allows the employee to secure necessary medical treatment and to qualify for workers' compensation benefits as quickly as possible.

All employees must adhere to the following conditions:

- Any work-related injury or illness must be immediately reported to the appropriate Elected Official or Administrator. Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.

- Upon notification, the appropriate Elected Official or Administrator may instruct the employee to report to a hospital or clinic for examination or treatment. In the case of emergency, the employee should go to the nearest hospital emergency room for treatment or call 911.
- Employees must submit any medical evaluations or fitness for duty reports to the Township for the duration of the leave period.
- The Township reserves the right to have the employee examined by a licensed physician of their own choice at any time during the period of the leave. This examination will be at the township's expense, and the physician will submit the results to the appropriate Elected Official.
- Unless otherwise required by law, no employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions that the Township can accept and provide reasonable accommodations for.
- The Township reserves the right to reassign the employee to another position at the same pay and benefits the employee received at the time of injury.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and Illinois law provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce, or legal separation, disability, or Medicare entitlement.

An employee will have the right to continue to participate in the health plan for up to 18 months at the employee's cost. If a second qualifying event occurs during the 18-month period, the continuation period for the spouse and dependent children of the employee is extended so that these qualified beneficiaries may receive up to 36 months of coverage at employee's cost from the date of the first qualifying event.

Workplace Policies

PRIVACY POLICY

The Township reserves the right to monitor the workplace to ensure work is conducted appropriately. To that end, employees have no protected right of privacy in the use of Township systems, devices, materials, electronic information, files, desks, or lockers. Each of these areas or items are subject to search at any time.

ELECTRONIC COMMUNICATIONS AND INTERNET

The Township's computers and electronic systems are subject to the Township's exclusive control and management and may only be used for Township purposes only. Use of Fremont Township's computer equipment or other electronic systems (such as email) for personal reasons is strictly prohibited and all computer passcodes must always be available to Fremont Township. All data and information generated or stored on Township systems are Township property.

Fremont Township reserves the right to enter, search and monitor the electronic files, e-mails, internet search history, text messages, phone records, voicemails, or other data or documents on Township devices of any employee without advance notice, for township purposes, such as investigating theft, disclosure of confidential business or proprietary information, personal abuse of the system, or monitoring workflow or productivity.

Employees must also be sure to use the internet and Township electronic systems and other devices in an appropriate manner. Employees are prohibited from using Township systems, including the internet, to:

1. Threaten, intimidate, or intentionally embarrass another person.
2. Send or receive or post images that contain nudity, images or words of a profane, prurient, or sexually suggestive nature, even if the employee or recipient has consented to or requested such material.
3. Engage in any illegal, illicit, improper, unprofessional, or unethical activity, or in any activity that could reasonably be construed to be detrimental to the interests of the Township.
4. Send or post jokes or comments that tend to disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, verbal accent, source of income, physical appearance or agility, mental or physical disability or occupation; or to use electronic resources or manual communications in any manner which might reasonably be considered harassment or embarrassment of an individual or a group as outlined above.

5. Send messages which could be harmful to workplace morale.
6. Send or post messages for personal commercial ventures for profit.
7. Solicit or address others regarding religious or political causes or for any other solicitations that are not work related.

Unless approved by the Township, employees should only access their own messages (such as messages the employee sent or messages they receive as the intended recipient) or files. All Township information should be treated as confidential and may not be disclosed without Township approval.

SOCIAL MEDIA

The Township recognizes the right of the employees to create and use discussion forums and social networking sites during their non-work time on their personal devices. Employees can be held responsible for defamatory, obscene, and libelous information relating to the Township, fellow employees, and residents or otherwise violates Township policies, regardless of when the employee posts/exchanges the information. Employees should understand that actions taken on personal social networking sites that conflict with expected employee conduct as indicated by this manual, can result in disciplinary action, up to and including termination.

Township devices shall not be used for personal social networking sites, nor shall worktime be used for personal social media.

NO SMOKING POLICY

Smoking (including e-cigarettes) is not allowed in any township building; however, smoking is allowed outside if the smoker is fifteen feet from the building entrance. Please observe the posted no smoking signs. Smoking is not allowed at any of the township parks, in township vehicles or equipment. Littering of cigarettes on property or at worksites is prohibited.

GIFTS, ETHICS AND CONFLICTS OF INTEREST

GIFT BAN

All employees are expected to follow the Townships gift ban ordinance and applicable laws. To that end, employees are prohibited from intentionally soliciting or accepting any gift from a prohibited source or in violation of any federal or State statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the employee.

For purposes of this policy, a “prohibited source” is any person or entity who:

- (I) is seeking official action (i) by an officer or (ii) by an employee or by an officer or other employee directing the employee.

- (2) does business or seeks to do business (i) by an officer or (ii) by an employee or by an officer or other employee directing the employee.
- (3) conducts activities regulated (i) by an officer or (ii) by an employee or by an officer or other employee directing the employee.
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an employee, member, or officer.

The gift ban, however, does not apply to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee pays the market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss government business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual based on a personal friendship unless the officer, or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the member, officer, or employee and not because of the personal friendship.

In determining whether a gift is provided based on personal friendship, the member, officer, or employee shall consider the circumstances under which the gift was offered, such as:

- (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals.

(ii) whether to the actual knowledge of the member, officer, or employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and

(iii) whether to the actual knowledge of the member, officer, or employee the individual who gave the gift also at the same time gave the same or similar gifts to other members, officers, or employees.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the officer, member, or employee as an office holder or employee) of the officer, member, or employee, or the spouse of the officer, member, or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer, member, or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of one another.

An officer or employee does not violate this policy if the member, officer, or employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ETHICS AND PROHIBITED ACTIVITIES

In addition to the gift ban, officers and employees are also required to follow the Township's ethics and prohibited political activities guidelines and applicable laws. Township officers and employees may not engage in any prohibited political activities, as defined below, during compensated work time (other than vacation, personal, or compensatory time off). Officers and employees are also prohibited from using any Township property or resources in connection with a prohibited political activity.

No one can require an employee or officer perform a prohibited political activity as a condition of employment including by requiring employees to perform those activities as part of

their duties or by requiring employees to perform those activities during any compensated time off. In addition, officers and employees may not be required to perform a prohibited political activity in exchange for additional compensation or other benefits.

Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not otherwise prohibited. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

For purposes of this policy, prohibited political activities are defined as:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

- (10) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election, except to the extent that under subsection (d) of Section 6 of Article IV of the Illinois Constitution each house of the General Assembly shall judge the elections, returns, and qualifications of its members.

DRUG FREE WORKPLACE POLICY

Fremont Township takes drug and alcohol abuse seriously and is committed to providing a substance abuse free workplace for its employees. This policy applies to all employees of Fremont Township, without exception, including part-time and temporary employees.

No employee is allowed to consume, possess, sell, or purchase any alcoholic beverage on any property owned by or leased on behalf of Fremont Township, or in any vehicle owned or leased on behalf of Fremont Township. No employee may use, possess, sell, transfer, or purchase any drug or other controlled substance which may alter an individual's mental or physical capacity. The exceptions are aspirin or ibuprofen-based products and legal drugs which have been prescribed to that employee, which are being used in the manner prescribed. However, employees must notify the Township if they are taking any medication that impacts their ability to safely perform the functions of their job.

Fremont Township will not tolerate employees who report for duty while impaired by use of alcoholic beverages or drugs. Employees who show up to work while under the influence of drugs (unless the employee has received prior approval from the Township) or alcohol will be terminated.

All employees should report evidence of alcohol or drug abuse to their supervisor immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an

employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

Employees who violate the Anti-Substance Abuse Policy will be terminated.

As a part of our policy to ensure a substance abuse free workplace, Fremont Township employees may be asked to submit to a medical examination and/or clinically tested for the presence of alcohol and/or drugs. Within the limits of federal and state laws, we reserve the right, at our discretion, to examine and test for drugs and alcohol.

Some such situations may include, but not be limited, to the following:

1. All employees who are offered employment with Fremont Township are required to maintain a CDL.
2. Where there is reasonable suspicion for believing an employee is under the influence of alcohol or drugs.
3. As part of an investigation of any accident in the workplace in which there is reasonable suspicion that alcohol and/or drugs contributed to the accident.
4. On a random basis, where allowed by law.
5. As a follow-up to a rehabilitation program, where allowed by statute.
6. As necessary for the safety of employees, customers, clients, or the public at large, where allowed by law.

WORKPLACE VIOLENCE

This township has a policy of zero tolerance for violence. It is the intent of this policy to ensure that everyone associated with this township, including employees and customers, never feels threatened by any employee's actions or conduct. "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities.

If employees engage in any violence in the workplace, or threaten violence in the workplace, their employment will be terminated immediately. No talk of violence or jokes about violence will be tolerated either.

REPORTING VIOLENCE

It is everyone's business to prevent violence in the workplace. Employees can help by reporting what they see in the workplace that could indicate that a co-worker is in trouble.

Employees are encouraged to report any incident that may involve a violation of any of the township's policies that are designed to provide a comfortable workplace environment. Concerns may be presented to the appropriate Elected Official.

NO WEAPONS POLICY

The township specifically prohibits the possession of weapons by any employee while on township property. Weapons include guns, explosives, and other items with the potential to inflict harm.

However, conceal & carry laws state that weapons are allowed in personal vehicles if they are hidden from view and the vehicle is always locked. Employees are also prohibited from carrying a weapon while performing services away from the township's premises.

Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

SAFETY POLICY

The safety of our employees and the public are of the highest importance. Our employees shall not take short cuts that could endanger our crew, public or property. The Township intends to comply with safety laws and practices, and our employees are expected to perform all tasks in a safe and efficient manner.

There should be a partnership between management and the employees in striving for safe, efficient operations. The Township shall continually strive to train on applicable topics related to safety and will provide safety equipment as needed. The Township will take safety concerns seriously, reviewing the issue, viable solutions, and communicating with staff about changes, if needed.

Employees are expected to:

- use safety equipment as appropriate for the nature of their work.
- notify the appropriate Elected Official if additional or replacement equipment is needed and if any equipment is defective.
- report all accidents or incidents immediately and cooperate in the accident investigation by providing full information.
- notify the appropriate Elected Official about safety concerns as soon as practical.
- provide protection to the public from unsafe conditions and hazards.
- never abuse or misuse tools and equipment.
- work and travel at speeds consistent with safety.

- participate in safety training and activities.

WHISTLEBLOWER POLICY

The Township is committed to maintaining and upholding an environment free of Improper Governmental Action and Retaliation. As such, and in accordance with 50 ILCS 105/4.1 (hereinafter “the Section”), the Township’s written process and procedures for the reporting of Improper Governmental Actions are herein presented. These procedures, along with a complete copy of the Section, shall be provided to each Township employee upon hiring and once a year.

Complaint Procedure

1. Employees who believe they have witnessed or been victim to an Improper Governmental Action, as defined by the Section, shall email a written report to the Auditing Official within 60 days of gaining knowledge of such action. If the Auditing Official is the person who allegedly committed the Improper Governmental Action, a written report may be submitted to any State’s Attorney.
2. The written report shall include, to the extent possible and available:
 - a. A detailed accounting of the alleged improper governmental action.
 - b. Possible witnesses to the alleged improper governmental action.
 - c. Identify any documents relevant to the alleged improper governmental action; and
 - d. When the alleged improper governmental action occurred.
3. After receiving a report of an alleged improper governmental action, the Auditing Official shall interview the employee who submitted the report.
4. If the Auditing Official and the complaining employee agree additional interviews are necessary to further investigate the claim, then the Auditing Official shall conduct as many interviews as both deem warranted. The complaining employee must agree, in writing, that additional interviews are necessary as his/her confidentiality, as provided under the Section, will likely be diminished, and/or obviated after such interviews are performed.
5. If the Auditing Official identifies documents that would be relevant to the complaining employee’s claim, he/she may request such document be produced by Township employees and/or contractors.

6. If the Auditing Official determines that an improper governmental action occurred, he/she shall follow the provisions of the Section and make his/her determinations in accordance with the same.
7. If the Auditing Official determines that no improper governmental action occurred, he/she shall notify the complaining employee, in writing, of such findings.

EEOC AND ACCOMMODATIONS

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Fremont Township is an Equal Opportunity Employer. This means that we will extend equal opportunity to all qualified individuals without regard for race, religion, sexual orientation, color, sex, national origin, age, disability, handicap, reproductive health decisions, or veteran status as set forth by all applicable federal and state laws.

All employment decisions will be made without regard to race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, disability or handicap, unfavorable discharge from the military, sexual orientation or any other characteristic protected by law. The Township will also make reasonable accommodations, as required by law, for qualified individuals with disabilities unless doing so would result in an undue hardship.

This EEO policy governs all aspects of employment, including recruitment, advertising, application, selection, training, personnel policy, continuing education, promotion, compensation, termination, benefits, work assignment, career progression, shift assignment, and any other activity which affects the status, income, advancement, or work environment of any individual employee.

All employees and applicants for employment will be judged based on non-discriminatory criteria, including such factors as ability, performance, qualifications, skill, knowledge, and experience.

POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

I. General Statement of Township Policy

The Township is committed to providing a workplace free of all forms of discrimination and harassment. All employees and representatives of the Township are absolutely prohibited from engaging in discriminatory behavior or harassment, including sexual harassment. The following policy sets forth the Townships processes and procedures for investigating and addressing discrimination and harassment, as well further defines what constitutes harassment or discrimination and other actions that are prohibited by the Township. Any questions about this policy should be directed to the appropriate Elected Official.

A. Definitions.

1. "Employee" means a person employed by Fremont Township, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed but does not include an independent contractor.
2. "Employer" means Fremont Township.
3. "Officer" means a person who holds, by election or appointment, an office in Fremont Township, regardless of whether the officer is compensated for service in his or her official capacity.
4. "Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:
 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
5. "Working environment" is not limited to a physical location an employee is assigned to perform his or her duties.

II. Prohibited Conduct and Employee Responsibilities

Each Employee and officer of Employer has the responsibility to refrain from discrimination and harassment in the workplace and is prohibited from engaging in conduct that constitutes harassment including sexual harassment. Everyone is expected to treat others with dignity and respect. With respect to sexual harassment, examples of sexual harassment including the following:

1. Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy, or gender-specific traits, sexual propositions, threats, repeated requests

for dates, or statements about other employees, even outside of their presence, of a sexual nature.

2. Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls,” “smacking” or “kissing” noises.
3. Visual: posters, signs, pin-ups, or slogans of a sexual nature, viewing pornographic material or websites.
4. Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
5. Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking, and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

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

Elected Officials are expected to promote a professional work environment and must immediately address and report any instances of harassment or discrimination.

III. Reporting an Allegation of Harassment or Discrimination

An employee who either observes or believes herself/himself to be the object of harassment or discrimination is encouraged to tell the other person to stop the conduct and should report to the appropriate Elected Official or a member of the Fremont Township Board of Trustees. Witnesses to harassment are encouraged to report discrimination or harassment even if the witness is not the victim of the misconduct. Employees are not required to report harassment/discrimination to the alleged harasser; those employees should report the conduct to the appropriate Elected Official or a member of the Board of Trustees in those instances.

Upon receipt of a complaint, the Township will promptly investigate the incident including interviewing witnesses and reviewing documents, as may be applicable under the circumstances. All charges, including anonymous complaints, will be accepted, and investigated regardless of how the matter comes to the attention of the Township.

IV. Prohibition Against Retaliation

In addition to the above, the Township also prohibits all forms of retaliation. Employees who submit a good faith complaint (whether internally or externally) or participate in an investigation may not be retaliated against. Elected Officials must ensure that no retaliation occurs and are required to report any instances of retaliation immediately.

Like the prohibition against retaliation contained herein, the State Officials and Employees

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

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

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

False and frivolous charges refer to cases where the accuser is using a harassment complaint to accomplish some end other than stopping harassment. It does not refer to charges made in good faith which cannot be proven. A false and frivolous charge is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable township policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

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

V. Elected Official Complaint Process.

Elected and appointed officials shall also treat each other in a manner consistent with this policy. Any elected or appointed official who believes they have experienced prohibited conduct by another elected or appointed official that is inconsistent with this Policy against harassment may notify the township supervisor. After receiving the complaint, the Township will initiate an investigation using an independent investigator experienced in investigating workplace harassment complaints. If the township supervisor feels they have experienced prohibited conduct by another elected or appointed official that is inconsistent with the Policy, they may

notify township legal counsel, and the Township will initiate an investigation using an independent investigator experienced in investigating workplace harassment complaints.

VI. External Reporting

Employees also have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint with those entities. IDHR and EEOC charges must be filed within three hundred days of the date of the incident.

Illinois Department of Human Rights

(217) 785-5100	Springfield
(217) 785-5125	TDD Springfield
(312) 814-6200	Chicago
(312) 263-1579	TDD Chicago

Illinois Human Rights Commission

(217) 785-4350	Springfield
(217) 785-5125	TDD Springfield
(312) 814-6269	Chicago
(312) 263-1579	TDD Chicago

Equal Employment Opportunity Commission

(312) 353-2713	Chicago District Office
(312) 353-2421	TDD Chicago District Office
(800) 669-4000	General Number
(800) 669-6820	TDD
www.eeoc.gov	website

DISABILITY AND PREGNANCY ACCOMMODATIONS

The Township is committed to complying fully with all state and federal disability and pregnancy laws. If any employee or applicant believes they need accommodations to assist them in performing their job duties due to a disability or pregnancy related issue, the individual should contact their supervisor or hiring contact as soon as possible. The Township will engage in the interactive process to determine what, if any, reasonable accommodation it may provide without undue hardship. To that end, the Township may request certain information from the employee to make that determination.

RELIGIOUS ACCOMMODATIONS

The Township is also committed to complying with state and federal law religious accommodation provisions. Any employees who wish to request accommodation for religious

reasons, they should notify their supervisor of their request as soon as possible. The Township will accommodate an employee's sincerely held religious beliefs or practices so long as the accommodation does not constitute an undue hardship.

DRUG & ALCOHOL ABUSE POLICY

Section 1 – PURPOSE

This policy complies with the U.S. Department of Transportation 49 CFR Part 382, as amended, and 49 CFR Part 40, as amended. Copies of Parts 382 and 40 are available in the employer's office and can be found on the internet at the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance website <http://www.transportation.gov/odapc>. All drivers who hold commercial driver's license (CDL) are required to submit to drug and alcohol tests as a condition of employment in accordance to these regulations.

This policy supersedes any previous employer policy or agreement that may be in existence prior to the effective date of this policy. This policy becomes effective Jan 3, 2020.

Portions of this Policy in bold and underlined reflect the employer's independent authority. Any drug or alcohol test performed under the employer's independent authority will be conducted on non-DOT forms.

Any questions or assistance needed regarding the employer's CDL drug & alcohol testing program should be directed to:

NAME(S): Alicia Dodd

OFFICE LOCATION: 22376 Erhart Rd
Mundelein, IL 60060

PHONE (DAY): 847-223-2848 (CELL/NIGHT): _____

Section 2 - DEFINITIONS

ADULTERATED SPECIMEN is a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

AIR BLANK is a reading by an evidential breath testing device (EBT) of ambient air containing no alcohol. (For EBTs that use gas chromatography technology, it is a reading of the device's internal standard).

ALCOHOL USE. The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

ALIQOT – A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

ASD (ALCOHOL SCREENING DEVICE). A breath or saliva device, other than an evidential breath testing device, that is approved by the National Highway Traffic Safety Administration (NHTSA) and appears on ODAPC's (Office of Drug & Alcohol Policy & Compliance) Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications from NHTSA.

BAT (BREATH ALCOHOL TECHNICIAN) is an individual who instructs and assists individuals in the alcohol testing process and operates an EBT. A BAT may also act as a Screening Test Technician (STT) who instructs and assists individuals in the alcohol testing process and operates an ASD.

CANCELED TEST is a drug or alcohol test that has a problem identified that cannot be or has not been corrected, or in which 49 CFR Part 40 otherwise requires a test to be cancelled. A cancelled test is neither a positive nor a negative test.

CDL (COMMERCIAL DRIVERS LICENSE) means a license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CFR Part 383, to an individual which authorizes the individual to operate a class of commercial motor vehicle.

CMV (COMMERCIAL MOTOR VEHICLE) means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle --

(1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or

- (2) Has a gross vehicle weight rating of 26,001 or more pounds; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

COLLECTOR is a person who instructs and assists individuals at a collection site and who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the CCF.

CONFIRMATION (or confirmatory) TEST. In drug testing, a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite. In alcohol testing, a second test, following a screening test with a result of 0.02 or higher that provides a quantitative data of alcohol concentration.

CONSORTIUM is the Mid-West Truckers Association Drug and Alcohol Testing Consortium (hereinafter called the Consortium). The Consortium is a service agent that provides and coordinates the provisions of a variety of drug and alcohol testing services through other service agents for its participants.

CONTROLLED SUBSTANCES – means the same as Drugs.

DER (DESIGNATED EMPLOYER REPRESENTATIVE) is an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of Part 40.

DHHS (DEPARTMENT OF HEALTH AND HUMAN SERVICES) is the Department or any designee of the Secretary, Department of Health and Human Services.

DILUTE SPECIMEN. A specimen with creatinine and specific gravity values that is lower than expected for human urine.

DOT means the U.S. Department of Transportation.

DRIVER means any person who operates any commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. Driver includes both applicants for employment (subject to pre-employment testing) and current drivers employed by this employer.

DRUGS – The drugs or classes of drugs for which tests are required under Parts 40 and 382.

EBT (EVIDENTIAL BREATH TESTING DEVICE) is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

EMPLOYEE means the same as Driver.

EMPLOYER means a person or entity employing one or more employees (including an individual who is self-employed) that is subject to 49 CFR Parts 382 and 40. The term employer includes designated representatives or elected officials who are responsible for the compliance of the drug and alcohol testing regulations.

FMCSA (FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION) is the federal agency responsible for the administration of federal regulations for commercial motor vehicle drivers.

HHS means the same as the Department of Health and Human Services (DHHS).

INITIAL TEST (or screening test) - In drug testing, it is the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites. In alcohol testing, it is an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

INVALID DRUG TEST is the result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

LABORATORY – Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under Part 40.

MRO (MEDICAL REVIEW OFFICER) is a licensed physician (Medical Doctor or Doctor of Osteopathy) responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results. The MRO must be knowledgeable of and have clinical experience in controlled substances abuse disorders, including detailed knowledge of alternative medical explanations for laboratory confirmed drug test results. The MRO must be knowledgeable of issues relating to adulterated and substituted specimens as well as the possible causes of specimens having an invalid result.

NEGATIVE RESULT – The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

POSITIVE RESULT – The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

PRIMARY SPECIMEN - In drug testing, it is the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing.

RECONFIRMED – The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

REFUSAL TO TEST (alcohol or controlled substances) means that a driver:

- 1) Fails to show up for any test within a reasonable time after being directed to do so by the employer or to remain at the testing site until the testing process is complete. This includes the failure of a driver (including an owner/operator) to appear for a test when called by the Consortium;
- 2) Fails to provide a specimen or fails to attempt to provide a saliva or breath specimen for any drug or alcohol test as required by this policy and 49 CFR Parts 382 and 40;
- 3) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring in providing a specimen;
- 4) Fails to sign the certification at Step 2 of the Alcohol Testing Form;
- 5) Fails to provide a sufficient amount of specimen or a sufficient amount of breath, when directed; unless it has been determined, through a required medical evaluation, that there was an adequate medical explanation for the failure;
- 6) Fails or declines to take an additional test the employer or collector has directed the driver to take;
- 7) Fails to undergo an additional medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the employer concerning the evaluation as part of the shy bladder or insufficient breath procedures;
- 8) Fails to cooperate with any part of the drug or alcohol testing process (e.g., refuses to empty pockets when directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
- 9) For an observed collection, fails to follow the observer's instructions to raise his/her clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
- 10) Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
- 11) Admits to the collector or the MRO that the driver has adulterated or substituted the specimen.

It is also considered a refusal to test (which is the same as a positive test) when the driver refuses to test or when the MRO reports to the employer/Consortium that a driver has a verified adulterated or substituted drug test result.

REJECTED FOR TESTING – The result reported by an HHS-certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that is not corrected.

SAFETY SENSITIVE FUNCTION means the time period when a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

Safety Sensitive Functions shall include:

- (1) All time at an employer or shipper plant, terminal, facility or other property, or any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- (2) All time inspecting equipment as required by 49 CFR Parts 392.7 and 392.8 or otherwise inspecting, servicing or conditioning any commercial motor vehicle at any time;
- (3) All time spent at the driving controls of a commercial motor vehicle in operation;
- (4) All time, other than driving time, in or upon any commercial motor vehicle except time resting in a sleeper berth (a berth conforming to requirements of 49 CFR Part 393.76);
- (5) All time loading and unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

SAMHSA (SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION) is the federal agency under the Department of Health and Human Services (DHHS) responsible for the certification of laboratories used as part of the drug testing program.

SAP (SUBSTANCE ABUSE PROFESSIONAL) is a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

SPLIT SPECIMEN. A part of the specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests it to be tested following a verified positive, adulterated or substituted test of the primary specimen.

SPLIT SPECIMEN COLLECTION – A collection in which the specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

STT (SCREENING TEST TECHNICIAN) is a person who instructs and assists individuals in the alcohol testing process and operates an alcohol screening device (ASD).

SUBSTITUTED SPECIMEN is a specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

VERIFIED TEST is a drug test result or validity test result from a DHHS/SAMHSA-certified laboratory that has undergone review and final determination by the MRO.

Section 3 – PROHIBITED BEHAVIOR

49 CFR Parts 382 and 40 prohibit the use/misuse of controlled substances and/or alcohol by drivers of commercial motor vehicles.

No driver, at any work site, in any government-owned or leased vehicle, will possess any quantity of any controlled substance or alcohol, lawful or unlawful, which in sufficient quantity could result in impaired performance.

The employer will maintain a pre-employment screening program designed to prohibit the hiring of anyone who uses any illegal drugs.

No driver will report for duty or remain on duty requiring the performance of safety-sensitive functions (including driving a CMV) when the driver uses any drug or substance identified in 21 CFR 1308.11 Schedule 1. No driver shall report for duty, remain on duty or perform safety-sensitive functions (including driving a CMV) if the driver tests positive or has adulterated or substituted a drug test. The employer having actual knowledge that the driver has tested positive or has adulterated or substituted a drug test, shall not permit the driver to perform or continue to perform safety-sensitive functions (including driving a CMV). The employer can obtain actual knowledge that a driver has used alcohol or drugs based on the employer's direct observation of the driver, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or drugs or an driver's admission of alcohol or drug use.

The consumption of alcohol is prohibited while the driver is performing a safety-sensitive function. No driver shall report for duty or remain on duty, requiring the performance of safety-sensitive functions, while consuming or having consumed alcohol within four hours of reporting for such duties, or having a BAC of .04 or greater. The employer having knowledge of such conditions shall not allow a driver to perform or continue to perform safety-sensitive functions.

Any driver that has an alcohol concentration of .02 or greater, but less than .04, shall not perform or continue to perform safety-sensitive functions, nor shall the employer allow a driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled work period, but not less than 24 hours following the administration of the alcohol test.

No driver required to take a post-accident alcohol test shall use alcohol for up to eight hours after the accident or until a post-accident test is completed.

A driver who refuses to submit to a drug or alcohol test (see Refusal to Test definition in Section 2) when required in accordance with 49 CFR Parts 382 and 40 shall not perform or continue to perform safety-sensitive functions.

Any driver who has engaged in prohibited behavior in this Section (except when a driver has a BAC of .02 or greater, but less than .04), shall be advised by the employer of the resources available in evaluating and resolving problems associated with the misuse of alcohol and/or drugs by providing the driver with a listing of SAP's. **The driver will also be subject to the Disciplinary Action in this policy.**

Section 4 - TYPES OF TESTING

According to Part 382, drivers shall be subject to pre-employment, random, post-accident, reasonable cause, return-to-duty and follow-up drug and/or alcohol testing.

PRE-EMPLOYMENT TESTING – The driver shall be drug tested and the employer must receive the verified negative drug test result for the driver from the MRO/Consortium before allowing a driver to perform a safety-sensitive function for the first time (Attachment A must be completed by the driver).

RANDOM TESTING – Testing rates will meet or exceed the minimum annual percentage rate set each year by the FMCSA Administrator. The current year testing rates can be viewed online at <http://www.dot.gov/odapc/random-testing-rates>.

On a regular basis, the Consortium's service agent will, from the total group, randomly select by a computer-based random number generated program that is matched with the membership numbers, the drivers' names, their social security numbers or other comparable identifying numbers. Under the selection process used, each driver shall have an equal chance of being selected each time selections are made.

Once the Consortium's service agent makes the random selections, the random list will be forwarded to the Consortium. The Consortium will forward the random notices to Township Officials of Illinois, who will notify the employers under whose drug and alcohol policies those

selected are covered. If any of the employer's drivers are selected, the employer will be given a date before which the driver must be tested per the random selection process. The employer shall ensure that random drug and alcohol tests conducted under the random testing regulations are unannounced. A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

POST-ACCIDENT TESTING - As soon as possible following an accident involving a CMV on a public road, a post-accident drug and alcohol test shall be conducted when one of the three circumstances below applies:

1. If an accident involves a fatality;
2. If a driver receives a citation for a moving traffic violation and the accident involves bodily injury to a person who as a result of the accident immediately receives medical treatment away from the scene of the accident, or,
3. If a driver receives a citation for a moving traffic violation and one or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

If the alcohol test is not conducted within two hours following the accident, a record shall be prepared and maintained why the alcohol test was not promptly administered. If an alcohol test is not conducted within eight hours following the accident, the employer shall cease all attempts to complete the alcohol test and a record shall be prepared and maintained why the alcohol test was not promptly administered. (See [Attachment C](#))

If a post-accident drug test is not conducted within 32 hours following the accident, the employer shall cease all attempts to conduct the drug tests and prepare and maintain on file a record stating why the drug test was not promptly administered. (See [Attachment C](#))

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer as a refusal to test. Nothing in this Section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary medical care.

The employer shall provide the driver with necessary post-accident information, procedures and instructions prior to the driver operating a CMV, so that the driver will be able to comply with the requirements of this section. (See [Attachment D](#))

Drug and/or breath or blood alcohol tests conducted by federal, state or local officials, having independent authority for the test, shall be considered to meet the post-accident testing requirements, provided such testing conforms to the applicable federal, state or local drug and/or alcohol testing requirements and that the results are obtained by the employer.

REASONABLE SUSPICION TESTING - When the employer's designated person(s) has reasonable suspicion that a driver has violated Section 3 of this Policy, the driver shall be required to submit to an alcohol and/or drug test. The employer's determination that reasonable suspicion exists to require the driver to undergo an alcohol and/or drug test must be based on specific contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the driver. (See [Attachment E](#))

Alcohol testing is authorized only when observations of the driver are made during, just before or just after the period of the work day the driver is required to be in compliance with Part 382. The driver may be required to undergo reasonable suspicion alcohol testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased such functions.

If a reasonable suspicion alcohol test is not conducted within two hours after observing the driver, the employer shall prepare and maintain on file a record stating the reason why the test was not promptly administered. If the test is not conducted within eight hours after observing the driver, the employer shall cease attempts to conduct the test and prepare and maintain on file a record stating the reasons why the test was not administered.

No driver shall report for duty or remain on duty when the employer's designated person(s) has observed the driver using or under the influence of alcohol or impaired by alcohol. The employer shall not permit the driver to perform or continue to perform safety-sensitive functions until an alcohol test is conducted and the driver's alcohol test result is less than .02 or 24 hours have elapsed since the employer's first suspicion of the driver being under the influence of or impaired by alcohol.

The reasonable suspicion observation form must be completed and signed by at least one of the employer's designated person(s) who made the observations either within 24 hours of the observed behavior or before the drug test results are released, whichever is earlier. (See [Attachment F](#))

RETURN TO DUTY TESTING - When a driver has violated a drug or alcohol regulation, the employer, before returning a driver to duty to perform safety-sensitive functions, shall ensure the driver has followed the procedures outlined in 49 CFR Part 40, Subpart O.

The SAP will provide a follow-up evaluation letter to the employer and clearly state the driver has complied with his/her recommendations for education/treatment. If the employer allows a driver to return to safety-sensitive functions, a return to duty test will be scheduled. The return to duty drug collection is conducted under direct observation.

FOLLOW-UP TESTING - If the employer allows a driver to return to safety-sensitive functions, follow up testing will be conducted as specified in 49 CFR Part 40, Subpart O and according to the SAP's follow up evaluation letter. The employer will ensure that all follow up drug collections are conducted under direct observation.

Section 5 - DRUG TESTING - Drug testing procedures will be followed in accordance with 49 CFR Part 40.

When a driver arrives at the collection site, the testing process will begin without undue delay. To ensure the security during the testing process, only one collection will be conducted at a time. The driver must have positive identification either by photo identification or by the identification of the driver by the employer's designated representative. The collector will explain the basic collection procedures and show the driver the instructions on the back of the Federal Drug Testing Custody and Control Form (hereinafter called CCF). The driver will be instructed to remove and leave with the collector, or in a mutually agreeable location, any outer clothing along with any briefcase, purse or other personal belongings. The driver may retain his/her wallet.

The driver will be directed to empty his/her pockets and display the items in them. If the collector determines none of the items could adulterate the specimen, the driver may return the items into his/her pockets. If there is material that could adulterate a specimen, the collector must determine whether it was accidentally brought in or intentionally brought in to adulterate a specimen. If it was accidental, the collector will retain the material and return it when the testing process is complete. If it was intentional, a direct observation test will take place immediately.

The collector shall complete Step 1 of the CCF. The driver shall wash and dry his/her hands before providing the specimen, then will have no further access to water or other materials until the specimen is given to the collector. The driver will be instructed to provide at least 45 mL of urine, not flush the toilet and return to the collector with the specimen. The driver will provide the specimen in private, except in the case of an observed or monitored collection. Any conduct that clearly indicates an attempt to tamper with a specimen will cause a new collection under direct observation to take place immediately.

The collector will ensure there is at least 45 mL of urine in the collection container and the temperature of the specimen is within the range of 90-100 degrees. If the temperature is out of that range, a new collection under direct observation will take place immediately. The specimen will also be inspected for unusual color, the presence of foreign objects or material or for other signs of tampering. If it is apparent the driver has tampered with the specimen, a new collection under direct observation will take place immediately.

If a direct observation collection must take place, it must be conducted immediately. All direct observation collections are done without any advance notice to the driver. The collector shall explain to the driver the reason for the direct observation test, except when the employer is required to do so. The collector or an observer must be the same gender as the driver. The same gender collector or observer must request the driver to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower his/her clothing and underpants to show the collector or observer, by turning around, that the driver does not have a prosthetic device. After the collector or observer has determined the driver does not have such a device; the driver may be permitted to return the clothing to its proper position for the observed urination. The collector or observer must watch the urine go from the driver's body into the collection container. An observer will continue to watch the specimen until it is given to the collector.

A monitored collection will only be conducted if a multi-stalled restroom is used and all sources of water or potential adulterants cannot be secured. The collector must be the same gender, unless he or she is a medical professional. An observer must be the same gender. A bluing agent shall be put in the toilet the driver will use. The driver shall provide the urine specimen behind a closed stall door with the collector/observer standing outside of the stall door listening to the driver urinate into the collection container. If the collector/observer hears sounds or makes other observations of the driver attempting to tamper with a specimen, another collection will take place immediately under direct observation.

The tabs on the specimen bottles will be broken in front of the collector and the driver. The driver will give the specimen container to the collector and the collector will pour the urine specimen into the split specimen bottles. The primary specimen shall be at least 30 mL of urine and the split specimen shall be at least 15 mL of urine. The driver should observe the specimen at all times until the lids/caps are secured and the tamper-evident bottle seals are put over the lids/caps (this is for the driver's protection to ensure it is his/her specimen). The driver is to initial the tamper-evident bottle seals on the bottles for proof that it is her/her specimen. The driver will also be required to sign the CCF as proof that the specimen identified as having been collected is in fact the driver's. The collector will complete the CCF and place the specimen bottles and Copy 1 of the CCF in the pouches of the plastic bag and secure both pouches. The driver will then be dismissed from the collection site.

Both specimens will be sent by overnight delivery to the DHHS/SAMHSA-certified laboratory for testing of the drugs or classes of drugs as identified in 49 CFR Part 40.85.

Before informing any third party about any medication the driver is using pursuant to a legally valid prescription consistent with the Controlled Substances Act, the MRO will allow 5 business days from the date the MRO reported the verified negative result for the driver to have his/her prescribing physician contact the MRO to determine if the medication can be changed to one that does not make the driver medically unqualified or pose a significant safety risk. If, in the MRO's reasonable medical judgement, a medical qualification issue or a significant safety risk remains after communicating with the driver's prescribing physician or after 5 business days, whichever is shorter, the MRO will report to third parties the driver is medically unqualified or poses a significant safety risk if allowed to continue safety-sensitive functions.

Before a laboratory-confirmed positive test, adulterated test, substituted test or invalid test result will be released to the Consortium, the MRO will conduct a verification interview with the driver by telephone unless: the driver declines to discuss the test result; the MRO or the employer cannot make contact with the driver within 10 days of the MRO receiving the laboratory result; or more than 72 hours have passed since the employer has contacted the driver to call the MRO.

During the verification process, if the driver can give the MRO a legitimate medical explanation for the positive, adulterated or substituted test result, the MRO will report the verified test result as negative. If the driver cannot give the MRO a legitimate medical explanation, the verified positive test result will be reported as positive and the verified adulterated or substituted test result will be reported as a refusal to test. If the test result is invalid or contains an unexplained interfering substance and the driver cannot give the MRO an acceptable explanation or a valid prescription and the driver does not admit to adulterating or substituting the specimen, the verified test result will be reported as a cancelled test with a second collection to take place immediately on the driver under direct observation. If the driver can give the MRO an acceptable explanation, the verified test result will be a cancelled test with no further testing needed unless a negative result is needed for pre-employment, return to duty or follow-up testing. If the driver admits to adulterating or substituting the specimen, the verified test result will be reported as a refusal to test.

All verified negative, refusal to test (adulterated or substituted) positive, canceled and invalid test results will be released by the MRO to the Consortium, who will forward the results to Township Officials of Illinois, who will forward the results to the employer.

Dilute Specimens: The employer has **chosen not / chosen (circle one)** to conduct a second collection on **all / pre-employment, random, return to duty, follow-up (choose all or choose which test will have a second collection)** negative dilute test results.

Shy Bladder: After a driver's first unsuccessful attempt to provide a minimum of 45 mL of urine, the shy bladder time starts. The collector will document on the remarks line of the CCF and inform the driver of the time in which the 3-hour period begins and ends. Any insufficient specimen shall be discarded. The driver will be urged to drink up to 40 oz. of fluids, reasonably through a period of up to 3 hours; however, it is not considered a refusal to test if the driver chooses not to drink fluids. If the driver does not provide a sufficient amount of specimen within 3 hours, the collection will be discontinued and the employer will be notified. The employer will consult with the MRO, then direct the driver to obtain, within 5 working days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues associated with the driver's inability to provide an adequate amount of specimen. The physician must provide to the MRO a written statement of his/her recommendations and the basis for them. If the driver has a medical condition that could have prevented him/her from providing a sufficient amount of urine, and the MRO agrees with the physician's recommendation, the MRO will report the test result as a cancelled test. If the driver does not have a medical condition that could have prevented him/her from providing a sufficient amount of urine and the MRO agrees with the physician's recommendation, the MRO will report the test result as a refusal to test.

Split Specimen Testing: In the event of a verified positive, adulterated or substituted test result, the driver can request the MRO to send the split specimen to a second laboratory to be tested within 72 hours from the time the driver was notified of the result. **The driver shall reimburse the employer for the cost of the split specimen test.**

Section 6 - ALCOHOL TESTING - Alcohol testing procedures will be followed in accordance with 49 CFR Part 40.

If both a drug and alcohol test is to be conducted on the driver, the alcohol test must be completed before the urine collection process begins. A driver shall only be tested for alcohol while the driver is performing a safety-sensitive function, just before a driver is to perform a safety-sensitive function, or just after the driver has ceased performing a safety-sensitive function.

To ensure the security of the alcohol testing site, only authorized personnel shall be allowed to enter the testing site. The BAT/STT shall ensure that the driver is given privacy while an alcohol test is being conducted to prevent unauthorized persons from seeing or hearing the test result. Alcohol testing will be conducted on one driver at a time. The screening test and confirmation test, if needed, will be completed on a driver before the BAT/STT starts an alcohol test on another driver to be tested.

A driver shall appear at the collection site at the time specified by the employer. If the driver does not appear at the specified time, the BAT/STT shall notify the employer to determine how long it should take for the driver to arrive at the collection site. If the driver has not arrived by that time, the BAT/STT will contact the employer to inform him/her the driver has not reported for testing.

When the driver arrives at the collection site, the testing process will begin without undue delay. The driver must have positive identification either by photo identification or by the identification of the driver by the employer representative. The BAT/STT will explain the testing procedures and show the instructions on the back of the DOT Alcohol Testing Form (hereinafter called ATF) to the driver. The BAT/STT shall complete Step 1 on the ATF. The driver will then be directed to complete Step 2 on the ATF and sign the certification. If the driver refuses to sign the certification, the BAT/STT will document on the ATF that the driver has refused to test and the employer will be immediately notified.

If an ASD is used for the screening test, the BAT/STT will follow the manufacturer's directions for use. If the alcohol concentration is less than .02, The BAT/STT will sign and date Step 3 of the ATF and transmit the alcohol test result using Copy 1 of the ATF by telephone, electronic means, or in person to the employer. The ASD and materials used in the testing process shall be properly disposed of. If the alcohol concentration is greater than or equal to 0.02, the BAT will immediately conduct a confirmation test using an EBT.

If an EBT is used for the screening test, the BAT or the driver will select an individually sealed mouthpiece. The BAT will open the sealed mouthpiece in front of the driver and insert it into the EBT. The driver will be requested to blow steadily and forcefully into the mouthpiece for at least six seconds or until the EBT indicates that enough breath has been obtained. The driver will be shown the breath alcohol test result and the result will be affixed to the ATF with tamper-evident tape.

If the result is less than 0.02 alcohol concentration, the BAT shall sign and date Step 3 on the ATF. The BAT must transmit the alcohol test result using Copy 1 of the ATF immediately by telephone, electronic means or in person to the employer. If the alcohol concentration is

Section 10 - DISCIPLINARY ACTION OPTIONS (Circle the Option that will apply for a driver who has violated a drug and/or alcohol violation. Also, circle the Option on who will pay for the DOT return to duty and follow up testing.)

OPTION 1 (if the driver violates a drug or alcohol regulation, they are terminated) - The employer will provide the driver who has violated a drug and/or alcohol regulation with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the employee. **The employee will be terminated.**

If the employer chooses to rehire the employee for safety-sensitive functions, the employee must follow the procedures outlined in 49 CFR Part 40. The driver must test negative on a return to duty drug test and/or less than 0.02 on a breath alcohol test before returning to safety-sensitive functions. The employer shall conduct follow up testing on the employee as specified in SAP follow up evaluation letter. The employer will ensure that the return to duty and all follow up drug collections are conducted under direct observation.

OPTION 2 (if the driver violates a drug or alcohol regulation a second time, they are terminated) - The employer will provide the driver who has violated a drug and/or alcohol regulation the first time with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the employee. The employee must follow the procedures outlined in 49 CFR Part 40. The driver must test negative on a return to duty drug test and/or less than 0.02 on a breath alcohol test before returning to safety-sensitive functions. The employer shall conduct follow up testing on the employee as specified in SAP follow up evaluation letter. The employer will ensure that the return to duty and all follow up drug collections are conducted under direct observation.

The employer will provide the driver who has violated a drug and/or alcohol regulation a second time with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the employee. **The employee will be terminated.**

OPTION 3 (if the driver violates a drug or alcohol regulation a third time, they are terminated) - The employer will provide the driver who has violated a drug and/or alcohol regulation the first time with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the employee. The employee must follow the procedures outlined in 49 CFR Part 40. The driver must test negative on a return to duty drug test and/or test less than 0.02 on a breath alcohol test before returning to safety-sensitive functions. The employer shall conduct follow up testing on the employee as specified in SAP follow up evaluation letter. The employer will ensure that the return to duty and all follow up drug collections are conducted under direct observation.

The employer will provide the driver who has violated a drug and/or alcohol regulation a second time with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the employee. The employee must follow the procedures outlined in 49 CFR Part 40. The driver must test negative on a return to duty drug test and/or test less than 0.02 on a breath alcohol test before returning to safety-sensitive functions. The employer shall conduct follow up testing on the employee as specified in SAP follow up evaluation letter. The employer will ensure that the return to duty and all follow up drug collections are conducted under direct observation.

The employer will provide the driver who has violated a drug and/or alcohol regulation a third time with names and phone numbers of SAP networks that will offer qualified SAPs available geographically to the employee. **The employee will be terminated.**

OPTION 1 - All costs associated with the SAP evaluations, rehabilitation, return to duty testing and follow up testing will be the responsibility of the driver. The return to duty and follow up testing costs shall be pre-paid by the employer, to be immediately reimbursed by the driver.

OPTION 2 - All costs associated with the SAP evaluations and rehabilitation will be the responsibility of the driver. The return to duty and follow up testing costs shall be paid by the employer.

ADDENDUM TO THE DRUG & ALCOHOL ABUSE POLICY

REQUIREMENTS AND PROCEDURES FOR THE COMMERCIAL DRIVER'S LICENSE DRUG & ALCOHOL CLEARINGHOUSE

The Drug & Alcohol Clearinghouse is effective January 6, 2020. The Clearinghouse regulations are found in 49 CFR Part 382, Subpart G, as amended.

Employers or consortium/third-party administrators (C/TPA) will be required to query the Clearinghouse for current and prospective employees' drug and alcohol violations before permitting those employees to operate a commercial motor vehicle (CMV) on public roads. Employers or C/TPA will be required to annually query the Clearinghouse for each driver they currently employ.

A full query must be conducted to obtain information on whether the driver has a drug or alcohol violation as described in Part 382, Subpart B. The driver must sign a consent in the Clearinghouse to allow the employer to conduct the query. Refusal to consent in the Clearinghouse for the query will result in the driver no longer being eligible for the driving position.

A limited query will be conducted once a year to determine whether information exists in the Clearinghouse on the driver. The driver will provide written consent for limited queries to be in effect for the length of the driver's employment with the employer. Failure to sign the consent for the queries will result in the driver no longer being eligible to drive a commercial motor vehicle for the employer. If a limited query shows information exists in the Clearinghouse about the driver, the employer will conduct a full query within 24 hours. The driver must consent in the Clearinghouse before the employer can conduct the full query. The driver's failure to provide written consent in the Clearinghouse will result in his or her removal from driving.

The employer cannot allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query demonstrates the driver has a drug or alcohol violation unless it states the driver has successfully completed the substance abuse professional (SAP) evaluation, referral, and education/treatment process. A driver must designate a SAP in the Clearinghouse before the SAP can enter any information about the driver's return to duty process into the Clearinghouse. The driver must test negative on a return to duty test which will be reported to the Clearinghouse. The employer or C/TPA will report the follow up testing plan when completed to the Clearinghouse.

Employers (or their C/TPA) must report Part 382 drug and alcohol testing information to the Clearinghouse using driver specific identification data including driver name, CDL license number and State of issuance, and driver date of birth. No driver consent is required for such reporting. The employer must report the following Part 382 drug and alcohol testing violation information to the Clearinghouse within 3 business days of obtaining the information:

- Alcohol confirmation test with a concentration of 0.04 or higher.
- Refusal to test (alcohol) as specified in 49 CFR 40.261.
- Refusal to test (drug) not requiring a determination by the medical review officer (MRO) as specified in 49 CFR 40.191.
- Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
- Negative return-to-duty test results (drug and/or alcohol testing, as applicable).
- Completion of follow-up testing requirements.

The employer's medical review officer (MRO) must report the following Part 382 violations to the Clearinghouse within 2 business days:

- Verified positive, adulterated, or substituted drug test results.
- Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.

Substance abuse professionals (SAP) must report within one business day:

- Driver information and date of initial evaluation.
- Date of successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing.

Drivers may review information in the Clearinghouse about himself or herself, except as restricted by regulation. A driver must register with the Clearinghouse before accessing his or her information. Employers, consortiums/third-party administrators, medical review officers and SAPs must register with the Clearinghouse.

Drivers may challenge the accuracy of information reporting, but not the accuracy of test results or refusals. Any driver may submit a petition to the FMCSA contesting the accuracy of information in the Clearinghouse. The petition must include the petitioner's name, address, telephone number, CDL number and state of issuance, a detailed description of the basis for the allegation that the information is not accurate, and evidence supporting the allegation that the information is not accurate. Failure to submit evidence is cause for dismissing the petition. A driver may request expedited treatment to correct inaccurate information in his or her Clearinghouse record if the inaccuracy is currently preventing him or her from performing safety-sensitive functions, or to remove an employer's report of actual knowledge that the driver received a traffic citation for driving a commercial motor vehicle while under the influence of alcohol or controlled substances if the citation did not result in a conviction. If the FMCSA granted expedited treatment, they will inform the driver of its decision in writing within 14 days of receipt of a complete petition. When information is corrected or removed, the FMCSA will notify the employer that accessed the incorrect information that a correction or removal was made.

The state driver's license facility will query the Clearinghouse prior to issuing, renewing or upgrading a CDL to determine if the driver is qualified to operate a commercial motor vehicle.

_____ Driver's Signature	_____ Driver's Printed Name	_____ Date
_____ Employer's Signature	_____ Employer's Printed Name	_____ Date

THIS IS NOT AN EMPLOYMENT CONTRACT

Parks Report for September 2024

Mundelein Soccer wrapped up their 6-week camp and season on Friday August 16th.

On August 27th, a rain/wind storm did damage to the west side pickle ball wind screen. Wind screen was reinstalled by Parks staff but will need to be replaced next season. During the reinstallation, pickle ball players brought to the attention of the Parks staff that another “Dead Spot” is starting to form in the far east court. Staff will monitor.

Parks staff has spent many hours on August 23rd diagnosing and repairing an irrigation issue at Behm Park. Most of the day was spent tracing underground communication wires throughout the football and soccer field. Incredibly happy and fortunate that Parks staff was able to figure this issue out, most likely saving the township a huge expense.

The Lake County Stallions opened their tackle football season at Behm Park on Aug. 31st. Huge weekend crowds should be expected at Behm Park from now through most of October. Playoffs start end of October and run through most of November depending on how far teams advance into the playoffs. The Stallions have also started to repaint their concession/storage sheds in cooperation with Fremont Township.

Fall baseball seasons have started at Ivanhoe Field and also at Behm Park. Staff was able to re grade and add infield clay as needed to Field #2 at Behm Park. Approximately 45 tons of ball field mix was added to this field. This field last renovation was in April of 2020.

Clerk's Report – September 2024

- FOIA request from Pioneer Engineering & Environmental Services for electronic copies of “Old Property Records” for specific PINs – Information provided.

Wednesday, September 4, 2024

September 2024 Highway Notes

- OSHA inspection on Sept 4.
- Dam progressing on schedule, expected substantial completion in late Oct.
- Crew did basin repairs, storm damage cleanup, culvert changes, ditch work, and sign installs.
- Met with Countryside Fire to review access in West Shore Park, Oak Terrace and Sylvan Lake. Reviewed response procedures during dam work.
- Met with Eagle Scout for work at Acorn Lane property
- Took delivery of Cat 265 skid steer

FUND SUMMARY ON BOARD AUDIT REPORT

GENERAL TOWN	\$75,694.94
GENERAL ASSISTANCE	\$1,878.69
ROAD & BRIDGE	\$103,882.71
PERMANENT ROAD	\$351,691.25
FOOD PANTRY	\$1,660.00
TOTAL	\$534,807.59

FUND SUMMARY ON PAYROLL REPORT

	<u>TOTAL</u>	<u>TOWN</u>	<u>GA</u>	<u>PERM ROAD</u>
PAYROLL 8/23/24	\$20,899.36	\$4,884.46	\$1,929.82	\$14,085.08
PAYROLL 8/31/24	\$11,644.21	\$11,644.21	\$0.00	\$0.00
PAYROLL 9/6/24	\$20,437.18	\$4,067.72	\$1,929.82	\$14,439.64
TOTAL	\$52,980.75	\$20,596.39	\$3,859.64	\$28,524.72

TOTAL FUND SUMMARY

GENERAL TOWN	\$96,291.33
GENERAL ASSISTANCE	\$5,738.33
ROAD & BRIDGE	\$103,882.71
PERMANENT ROAD	\$380,215.97
FOOD PANTRY	\$3,094.91
GRAND TOTAL	\$589,223.25

FIRST MIDWEST - DEBIT CARD

FOOD PANTRY	\$502.53
GARDEN DONATIONS EXPENSES	\$932.38
GENERAL ASSISTANCE	\$0.00