



TABLE OF CONTENTS

1. Section 1: Introduction

- 1.1 Policy Administration
- 1.2 Scope of Coverage
- 1.3 Management Authority
- 1.4 Implementation and Dissemination
- 1.5 Amendments
- 1.6 Definitions

2. Section 2: Recruiting, Selection And Hiring

- 2.1 Certification of Employment
- 2.2 Recruitment Procedures
- 2.3 Employment Applications
- 2.4 Pre-Employment Testing
- 2.5 Workplace Accommodations

3. Section 3: Employment

- 3.1 Equal Employment Opportunity (EEO)
- 3.2 New Employee Orientation
- 3.3 Probationary Period
- 3.4 Access to Personnel Records
- 3.5 Verification of Employment
- 3.6 Job Evaluations/Headcount Title Changes
- 3.7 Performance Appraisals
- 3.8 Reduction in Force
- 3.9 Resignation/Voluntary Separation of Employment
- 3.10 Termination/Involuntary Separation of Employment

4. Section 4: Compensation and Hours of Work

- 4.1 Compensation Practices
- 4.2 Special Compensation
- 4.3 Hours of Work/Rest Periods
- 4.4 Job Share Arrangements

5. Section 5: Leaves of Absence

- 5.1 Designated Holidays
- 5.2 Personal Days
- 5.3 Vacation Time
- 5.4 Sick Time
- 5.5 Personal Leave
- 5.6 Bereavement/Funeral Leave
- 5.7 Military Leave
- 5.8 Jury Duty/Court Service
- 5.9 Family Medical Leave
- 5.10 Victims Economic Security and Safety Leave
- 5.11 Blood Donation Leave
- 5.12 Family Bereavement Leave

6. Section 6: Employee Benefits

- 6.1 Medical and Dental Insurance
- 6.2 Illinois Municipal Retirement Fund
- 6.3 Workers' Compensation
- 6.4 Tuition Reimbursement
- 6.5 Employee Retention
- 6.6 Optional Benefits
- 6.7 Adoption Assistance
- 6.8 Public Safety Employee Benefits
- 6.9 Service Awards

7. Section 7: Employee Safety and Wellness

- 7.1 Employee Assistance Program
- 7.2 Employee Wellness Program
- 7.3 Reporting Emergencies
- 7.4 Harassment
- 7.5 Workplace Violence Prevention and Weapons
- 7.6 Drug Free Workplace
- 7.7 Drug and Alcohol Testing
- 7.8 Fitness for Duty
- 7.9 Smoking within DuPage County Facilities and in Vehicles
- 7.10 Workplace Injury Reporting
- 7.11 Return to Work (from Illness/Injury) Program

8. Section 8: Workplace Procedures

- 8.1 Technology Resources Acceptable Use
- 8.2 Emergency Preparedness
- 8.3 Vehicle Usage
- 8.4 Building Access and Control
- 8.5 Environmental Responsibility & Conservation
- 8.6 Telework

9. Section 9: Employee Conduct

- 9.1 Employment Ethics
- 9.2 Secondary Employment
- 9.3 Solicitation, Distribution, and Posting
- 9.4 Appropriate Dress, Uniforms and Safety Equipment
- 9.5 Identity Protection

10. Section 10: Discipline

- 10.1 Disciplinary Guidelines