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CHAPTER 3. PERSONNEL PRACTICES
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DIVISION 1. CONDUCT

Sec. 3-150. General conduct. Employees are expected at all times to conduct themselves in accordance with the law and employer directives/policies in a positive and efficient manner that promotes the County of Whiteside, Illinois. The following are samples of behaviors expected of all employees:

- (1) Following a lawful order of a supervisor/department head.
- (2) Written documentation of time worked to the nearest quarter hour submitted prior to compensation. (Applies only to non-exempt employees.)
- (3) Written documentation for travel reimbursement for official business shall be submitted within 30 days of the last travel day.
- (4) With the exception of occasional schedule changes and interruptions due to compensable leave and leaves of absences, employees are expected to work their approved work time. Failure to meet this standard may result in benefit reduction and, ultimately, termination.
- (5) Employees are expected to make timely reports and notices as prescribed in this Chapter.
- (6) Tobacco Use. Tobacco use of any kind is prohibited in County-owned facilities and vehicles. Employees shall not use tobacco while representing the County to clients or the general public. Law enforcement personnel while working undercover are exempt from this paragraph.
- (7) Safe and Sanitary Work Place.
 - A. Each employee shall be responsible for keeping their work area (i.e., desk/room) clean. When an employee uses facilities shared by other employees (break areas, meeting rooms, counter areas, etc.) or a County-owned vehicle, that employee must make the area clean for the next user.
 - B. All employees are expected to use safe work practices aimed at preventing work-place accidents and employment-related illnesses at all times.

(Amended by Ordinance - July 2006)
- (8) Proper Attire. Department heads and affiliate employers may establish guidelines and/or policies regarding workplace attire which assert and affirm the importance of workplace safety, professionalism.

Sec. 3-151. Unacceptable behavior. Examples of unacceptable behavior are shown below:

- (1) A disregard for key elements, provisos or expectations found in the County's Core Policies stated in this Chapter.
- (2) Theft or negligent/willful destruction of County property.
- (3) Conviction of a felony.
- (4) Taking an unauthorized absence or not returning to work after a leave of absence.
- (5) Falsification of an official record.

Sec. 3-152 through 3-155. (Reserved)

Sec. 3-156. Required reporting.

- (1) Time sheets shall be completed by all non-exempt employees and shall be submitted in a timely manner. Failure to do so may result in delays in receiving a payroll check and discipline.
- (2) Incident Reports shall be completed by every employee involved in an unusual incident during the course of their work including personal injury to an employee or a client, property damage, medication errors, harassment, etc. Initial reports shall be completed as soon as possible, but no later than 48 hours of occurrence.
- (3) Expense Reimbursement Forms.(Reserved)
- (4) Abuse or Neglect
 - A. State-Mandated Reporters - Employees who are defined by law as being state-mandated reporters are mandated to report suspected child maltreatment immediately to the Department of Children and Family Services when they have "reasonable cause to believe" that a child, known to them in their professional capacity, may be abused or neglected. See your immediate supervisor for reporting procedures.
 - B. Elder Abuse/Neglect - Any employee may report elder abuse, neglect, or exploitation to the Illinois Department of Aging or Lutheran Social Services, Inc.

Sec. 3-157. Equipment Use.

- (1) Personal Vehicles. Employees required to drive their own motor vehicle in order to conduct work-related business shall:
 - A. Possess a valid driver's license and have access to a vehicle.
 - B. Verify personal vehicle liability insurance coverage of at least \$100,000 for each person and \$300,000 for each occurrence and property damage of \$100,000 (See Risk Management, Chapter 2).
 - C. Use and require all passengers to use seat belts.
 - D. Operate the motor vehicle in a safe and lawful manner.
- (2) County-owned vehicles. See Article IV. Insurance, Chapter 2 of the County Code and Article VII. Travel and Reimbursements in this Chapter.
- (3) Other Equipment. Employees are responsible for the care and conservation of equipment.

Sec. 3-158 through 3-164. (Reserved).

DIVISION 2. RESERVED

Sec. 3-165 through 3-169. (Reserved)

DIVISION 3. APPEALS

Sec. 3-170. Personnel practice committee. The personnel practice committee shall be constituted as follows:

- (1) Chairman: A member of the county board.
- (2) Representative of elected officials.
- (3) Representative of employees of elected officials.
- (4) Representative of appointed officials.
- (5) Representative of employees appointed officials.

Sec. 3-171. Selection. Each member of this committee shall be selected from within its own group. However, no two members from within the same office shall be selected. The term of each member of this committee shall be set by the committee at its first organizational meeting, and adopted as standard operating procedure thereafter. (Mo. of 11-17-77, § 21)

Sec. 3-172. Purpose. The personnel practice committee is authorized to hear employment grievances. Complaints or grievances from any county employee should be given in writing to the department head. If it is not solved to the satisfaction of the employee, a copy of the written complaint should be forwarded by the employee to the personnel practice committee and to the county board committee responsible for that office. A hearing must be held within two weeks of receipt of the complaint by the personnel practice committee and notice of the time and place of such hearing sent by personnel practice committee to the chairman of the county board committee and to the department head, both of whom shall be invited to attend the hearing along with the employee.

Sec. 3-173 through 3-239. (Reserved).