

Updates to Employee Manual in accordance with Ordinance 3266

**Article 2: General Employment Conditions**  
**Section 2.3 Drug Free Workplace**

Added the following to paragraph to Section 2.3 Drug Free Workplace.

“Full copies of the Village of Orland Park Drug and Alcohol Policy and Testing Program for Non-Safety Sensitive Employees; for Safety Sensitive Employees covered Under the Federal Motor Carrier Safety Administration; and for Safety Sensitive Employees Covered Under the Federal Transit Administration are available in the Human Resources Office.”

**Article 3: Requirements for Employment**  
**Section 3.6 Identification Cards and Village-Issued Equipment**

The identification cards section was updated with the following language in accordance with administrative policy 03-01:

“ID cards will be provided to all full and part-time village employees to serve as visual identification and, in some cases, as a security card that is used for access to village buildings. Employees are required to wear their village-issued ID at all times when at work.

Employees working in maintenance or public safety positions, which may prove to be a safety hazard if wearing their ID on a lanyard or clipped to their clothing, must have their ID somewhere on their person (wallet, pocket) while at work. Loss of an ID (regular or security access) must be reported to your supervisor as soon as possible. Arrangements will be made with the Human Resources Office for a replacement. Continued replacement of the security access IDs is costly; thus, employees who repeatedly lose their ID may be required to share in the replacement costs.”

**Article 5: Compensation**  
**Section 5.9 Over-Time/Compensatory Time Policy**

The following language was added to document over-time for part-time employees.

Part-Time Employees: Time and one-half the employee’s hourly rate of pay for all hours worked in excess of 40 per week.

**Article 6: Employee Benefits**  
**Section 6.3 Paid Leave**  
**Letter I. Military Duty Leave**

This section was updated to comply with Illinois State Statute.

**Military Duty Leave:** Employees are provided military leave in accordance with applicable federal and state laws. Any full-time employee of the Village of Orland

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

1. basic training
2. special or advanced training
3. annual training

During such leaves, the employee's seniority and other benefits shall continue to accrue. During leaves for annual training, the employee shall continue to receive his or her regular compensation.

During leaves for basic training and up to 60 days of special or advanced training, if such employee's compensation for military activities is less than his compensation as an employee, he or she shall receive his or her regular compensation minus the amount of his or her base pay for military activities.

Employees must make every effort to request time off in advance, with a PAF (personnel action form) and official military orders submitted to their Department Director.

In order to process payroll appropriately, official military documentation of deployment orders and of base military pay will need to be submitted to the employee's Department Director and then to the Human Resources Director. A Military Leave "Application for Coordination of Village and Military Pay" form is available in the Human Resources Office.

Any employee who is a member of any reserve unit of the United States Armed Services, including the Illinois National Guard, and who is placed on active duty status shall continue to receive the same regular compensation that he or she was receiving as an employee at the time he or she was placed on active military status, plus any health insurance and other benefits he or she was receiving or accruing at that time, minus the amount of his or her base pay for military service, for the duration of his or her active military service.

Upon completion of military service, an employee is eligible for re-employment in accordance with federal and state laws.

Contact information was updated in to the following sections:

Section 6.6 A.	Health Insurance
Section 6.7	Employee Assistance Program
Section 6.11	Deferred Compensation
Section 6.12	Credit Unions

Section 6.13 Savings Bonds was deleted as the Village no longer offers this service. Discounted Movie Tickets is now under this section.

## **Article 7: General Rules of Conduct**

### **Section 7.3 Gifts and Gratuities**

This section was updated in accordance with Ordinance 3871 which summarizes the State Officials and employees Ethics Act.

**Article 10: Appendix**

The Organizational Chart, Benefit Summaries, Dress Code were updated with the most recent information.