

PERSONNEL RULES

Section 1. Employment at Will

All employees are recognized as being employed "at will" and may leave employment without cause on their own volition without liability to the LRA or may be terminated from the LRA without cause without liability to the employee.

Section 2. Paid Vacation

All employees shall earn paid vacation time off at the following rate:

During the employee's first and second years, each employee shall accumulate one day of vacation for each month worked for the first ten months, for a maximum of ten working days vacation. During the employee's third and subsequent year, each employee shall accumulate an additional day of vacation for each pay period worked during the eleventh and twelfth months at a rate of six hours per pay period for maximum of five additional vacation days.

All accrued vacation shall be taken within 12 months after it has accrued and shall be taken in full or half-day increments. The Office Manager is authorized to approve or disapprove of the dates requested for vacation based upon the needs of the LRA.

Section 3. Paid Sick Days and Personal Days

All employees shall earn paid sick time off and paid personal time off in accordance with the following schedule:

For each month of employment: one-fourth of a sick day and one-fourth of a personal day.

Sick days shall be taken only for actual illness. Personal days shall be taken only for unusual circumstances of personal or family needs.

Section 4. Holidays

All employees shall have a paid day off work on the following holidays:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Spring Break Day (as fixed by the county boards of Carroll and Jo Daviess Counties)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day

supervisor is the offending person, the aggrieved person should report to the Chairman of the LRA or to the Board of Directors.

(2) Any complaint which is reported must be thoroughly and promptly investigated by the person receiving the complaint. The investigation must include a collection of all relevant information and interview of appropriate witnesses, but shall be performed on a confidential basis. Information gathered in the investigation will not be released to third parties unless there is a need for such third parties to know.

(3) The person receiving the complaint must make every effort to arrive at the truth. His or her decision will be preserved in written form, and will be provided to the aggrieved person and the offending person.

(b) Disciplinary Measures.

A violation of this policy is cause for discharge. Employees and supervisors who sexually harass others and supervisors who knowingly allow sexual harassment to occur in their work places are subject to the full range of disciplinary measures available, including termination.

(c) Informing Employees.

Supervisors must inform their employees of this policy by any appropriate means which assures that each current and new employees understand it fully. A copy of this policy shall be kept at the LRA office and shall be available for inspection by any person.

(d) Guarantee of No Retaliation.

Section 6. Family and Medical Leave Act

(a) Interpretation and Purpose.

This policy is intended to secure compliance with the Family and Medical Leave Act and should be interpreted at all times in such a manner as will maintain such compliance.

(b) Eligibility.

(1) Only employees who have been employed continuously by the Jo-Carroll Depot LRA for at least one year and for at least 1,250 hours during the preceding 12-month period may be granted leave under this policy.

(2) An employee seeking leave under the Family and Medical Leave Act must first exhaust all of his or her available earned time off.

(3) An eligible employee's Family and Medical Leave Act entitlement is limited to a total of 12 work weeks of leave during the 12-month period measured backward from the

Section 7. Drug-Free Workplace.

- (2) In cases where the leave is based upon the employee's need to care for the serious health condition of the employee's spouse, child, or parent, the certification must so state along with an estimate of the duration of the need to provide that care.
- (3) In cases where the leave is based upon the employee's serious health condition, the certification must state that the employee cannot perform the functions of his or her job on account of the condition.
- (4) The employer may require the employee to be examined by a second health care provider at the employer's expense. If the second health care provider denies certification, the employer may refuse to approve the leave.
- (f) **Benefits Coverage during Leave.**

An employee is not entitled to the accrual of any employment benefits that would have accrued if the employee had not taken leave.
- (g) **Procedure to Return from Leave.**
 - (1) An employee seeking to return from leave must first submit to his or her supervisor a completed "Notice of Intention to Return From Family or Medical Leave." If the employee wishes to return to work prior to the expiration of a leave, the Notice must be submitted to the supervisor at least 5 working days prior to the first date of return.
 - (2) An employee seeking to return from leave taken on the basis of the employee's serious health condition must submit with his or her "Notice of Intention to Return from Family or Medical Leave" a "Statement of Fitness to Return to Work" completed by a health care provider.
- (h) **Restoration to Employment.**

An employee who returns from leave in accordance with this policy will be restored to the position he or she held at the time of taking leave or to an equivalent position selected by the employer.
- (i) **Failure to Return from Leave.**
 - (1) The failure of an employee to return to work upon the expiration of leave will constitute a voluntary quit from employment unless the employee is granted a written extension of the leave.
 - (2) All requests for extension must be made in the form of a renewed application for leave. An employee seeking an extension for a serious health condition must submit a current medical certification.

STATE OF ILLINOIS
BEFORE THE JO-CARROLL DEPOT LOCAL REDEVELOPMENT
AUTHORITY

Resolution No. 2

A resolution to amend the personnel rules applicable to the staff of the LRA.

WHEREAS, the Jo-Carroll Depot Local Redevelopment Authority (the LRA) in accordance with the Intergovernmental Agreement made between the counties of Jo Daviess and Carroll is authorized to employ certain staff; and

WHEREAS, the Board of Directors finds that the personnel rules previously adopted should be amended as herein provided;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors as follows:

The personnel rules applicable to all employees of the LRA approved as Resolution No. 2 on October 3, 2001 are amended as follows, with new provisions shown in underline and the Resolution remaining otherwise unchanged.

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- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day

General Election Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

Passed this 3rd day of April, A.D. 2002 by the Board of
Directors of the Jo-Carroll Depot Local Redevelopment Authority

William S. McFadden
William S. McFadden
Chairman

State of Illinois)
) ss.
County of Carroll)

I, Mara Sutton, Secretary for the Jo-Carroll Depot Local Redevelopment
Authority, keeper of the records and files thereof in accordance with law, do hereby certify the
foregoing resolution was passed by the Board of Directors at its monthly meeting held at Mt.
Carroll, Illinois and the date aforesaid in accordance with law.
In testimony whereof, I have hereunto set my hand at Savanna, Illinois this
3rd day of April, A.D. 2001.

Mara Sutton
Mara Sutton
Secretary