



MEMORANDUM

To: CMAP Board

Date: January 7, 2009

From: Dolores Dowdle
Deputy Executive Director for Finance and Administration

Re: Policy Update – Personnel Handbook

In April 2007, policies for CMAP operations were developed and approved by the Board. Currently, a review of the policies is underway to determine if revisions should be drafted. During the first part of 2009, the revised drafts will be presented to the Board for action. The review of the Personnel Handbook has been completed and the draft is attached for Board consideration. The changes in the handbook are summarized as follows:

- Require that a performance plan be developed at the initial period of employment and that a formal evaluation be completed at the end of this period (normally six months).
- Clarified the required written analysis for a lay off procedure.
- Clarified the Grievance/Dispute Resolution procedure and that the executive director has final authority of the dispute.
- Created a separate section for EEO Complaints.
- Eliminated Compensatory Time option.
- Eliminated provision of advancing up to ten days of additional sick leave.
- Created a Parental Leave for the birth or adoption of a child.
- Added State Employee Retirement System (SERS) as an option for employees who were prior state employees.
- Provide staff members up to \$250 annually for membership dues in professional organizations.
- Created an option for a Flexible Work Schedule.

It is recommended that the Board approve the revised Personnel Handbook.

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PERSONNEL HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of a copy of the Personnel Handbook of the Chicago Metropolitan Agency for Planning (CMAP) and that I have read it. As circumstances may change, it is understood that CMAP reserves the right to revise, supplement or rescind any or all parts of the policies, procedures or benefits described in the handbook as may be deemed necessary in the future.

I understand that my employment may be at-will; if so, it means CMAP and or I have the right to terminate employment at any time, with or without advance notice, and for any or no reason. All other employees have the right to appeal a termination of their employment, as set forth in Sections 1.9.2 and 1.10.

I also understand that the policies, procedures and benefits contained herein do not create contractual rights or obligations. The provisions of this handbook and all policies may be modified or eliminated at any time, and management may use its discretion in interpreting them. The handbook is provided solely as a reference and guide to all employees to help us work together well.

Signature

Printed name

Date

To CMAP Employees

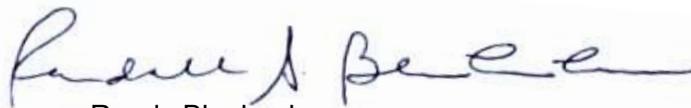
This handbook contains the policies and procedures to be observed by employees of CMAP. It covers all significant personnel areas of your relationship to CMAP, including the position structure and pay scale; procedures for hiring, promotion, and dismissal; policies on vacation and sick leave; and general office procedures.

The staff handbook should be viewed as serving two important purposes. The first is to let you know the expectations which CMAP, and I as the Executive Director, have of you in your daily activities. The second is to let you know what you may generally expect from me and other members of the managerial staff as a result of our current policies and practices. The overall intent is to attain fair, equitable, open relations among us all.

The staff policies have several major emphases. The first is to assure the prudent use of CMAP's resources: its personnel, property, equipment, and funds. The second is to assure the maintenance and development of a staff of the highest professional quality and loyalty to CMAP. The third is to assure maximum responsiveness to the legitimate demands of our public constituency. All of these emphases in our working policies flow from the fact that we are a public agency, charged by the General Assembly with programs of research, planning, and local government services in the advancement of the regional interest. Our work is the work of the public and our resources are provided by the public. This imposes on us a responsibility greater than that imposed on private business, to serve those interests well.

Administration of the policies in this handbook is the responsibility of the deputy executive directors and the administrative department. Final responsibility to CMAP for the administration rests, of course, with me. Grievances concerning the policy application and recommendations for improvement should be referred through your deputy executive directors for resolution. If these referrals do not yield satisfactory results, you are always free to bring any problem directly to my attention. I ask that you read these policies and observe them. I commit myself to administer them fairly and with recognition of your professional stature and your individuality.

Sincerely,



Randy Blankenhorn
Executive Director

PREFACE

The CMAP personnel handbook is organized in four general sections: (1) personnel policies covering recruitment, promotion and other personnel matters; (2) pay and benefits, including salary and leave policies and fringe benefits; (3) rules and practices, including standards of conduct and performance expected of staff; and (4) office procedures containing standard operating procedures for important elements of office operation.

The deputy executive directors supervise the organization's working groups, unless the deputy executive director has specifically delegated the supervision to another position.

It is the intent of the handbook to bring together all essential policies that staff members will be expected to observe. As policies are changed or added, the new and revised policy will be distributed to staff electronically and placed on the shared drive at s:\Library\edocuments\Human Resources\Policies. Complete sets of these memoranda are available for review in Human Resources and on the CMAP computer network at s:\Library\edocuments\HumanResources\Policies. Forms for such items as expense reports, time sheets, vacation requests, professional association membership and conference attendance requests are also available on the network at s:\Library\edocuments\Forms.

The information contained in this handbook does not, and is not intended to, create a contract of employment or benefits, and does not create any express or implied contractual rights. The policies contained in this handbook may be altered, modified or deleted by CMAP at any time without notice. If there are errors or information subject to interpretation, CMAP may interpret, change or correct that information. Although we have tried to draft this handbook with as much attention to detail as possible, some information pertaining to CMAP's policies or procedures may have been omitted.

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1. EMPLOYMENT PRACTICES

1.1 Equal Opportunity

The Chicago Metropolitan Agency for Planning is committed to providing equal employment opportunities and of ensuring non-discrimination in the workplace. CMAP will administer all its personnel practices, including hire, promotion, and dismissal, in a manner which does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, sexual orientation or any other basis protected by applicable law.

CMAP has established an affirmative action program, which calls for efforts to have the staffing of CMAP at all levels be representative of the make-up of the region's work force. CMAP is also committed to taking positive steps in its purchasing practices to assure the utilization of disadvantaged business enterprises.

An employee who feels that he or she has not been afforded equal opportunity in an employment matter may pursue his or her complaint in accordance with the dispute resolution procedures set forth in section 1.10 of this handbook.

CMAP will make reasonable accommodations for disabled individuals to the full extent required by applicable law. Any employee who requires such accommodations should notify Human Resources of his or her need. CMAP will then work with the employee to verify the need for an accommodation, and if necessary, identify an appropriate accommodation. CMAP reserves the right to require medical verification of an employee's disability and the need for an accommodation. CMAP will neither retaliate nor tolerate retaliation against an employee who in good faith requests accommodation of a disability.

1.2 Hiring

Positions will become available in CMAP's work force due to changes in the work program or turnover in personnel. Selection is based on an individual's qualifications and only the most outstanding individuals are selected and retained. Referrals from staff members are encouraged. It is CMAP's intent to promote from within to the fullest extent possible. Nevertheless, it is sometimes necessary to recruit outside the organization.

1.2.1 Authorization

New staff positions are authorized through the annual budget and work program.

If a vacancy arises for an existing position, the deputy executive director will determine CMAP's need in refilling the position.

1.2.2 Merit Promotion

When an employee has developed skills and abilities consistent with a higher classification and the supervisor or deputy executive director has evaluated the merit for promotion to a higher classification, the deputy executive director may request approval from the executive director for the promotion.

1.2.3 Recruitment

Recruitment begins with the announcement of a newly authorized or vacant position. This is done by posting a notice on the staff bulletin board, sending an email to all staff and/or posting the position on the website. It is the responsibility of interested staff members to take the initiative in applying for a higher level position by advising the administrative principal or the deputy executive director responsible for filling the vacancy.

1.2.4 Selection

Applications and resumes are received by human resources. Applicants are screened and then referred to the appropriate deputy executive director. The most qualified applicants for a position are contacted by human resources for an interview.

1.2.5 Employment of Relatives

It is the policy of CMAP not to hire relatives of current CMAP employees. Existing CMAP employees will not be placed in a supervisor/subordinate relationship with any member of their immediate family whether through hiring, promotion, transfer, or other personnel action. If such a relationship should arise, efforts will be made to transfer one of the individuals to another administrative group.

1.2.6 Employment Status

For purposes of application of the leave policy and other fringe benefits, staff members are defined as:

Regular Full-Time Staff Members - Any person who is scheduled to work the normal schedule of 37.5 hours per week.

Regular Part-Time Staff Members - Any person who works less than the normal schedule of 37.5 hours per week.

Temporary Staff Members - Any person hired for a limited duration or expected to work less than 1,000 hours over a twelve-month period.

1.3 Orientation

All new employees will attend a general orientation program within the first two weeks of employment. The orientation program will consist of an overview of benefits, policies and procedures and CMAP and its structure. Each employee will receive a copy of the Personnel Handbook, and other written materials about CMAP and benefits, which should be read. Various payroll, human resources, and insurance forms which must also be completed.

1.4 Introductory Employment

All new employees are to be evaluated during their initial period of employment with CMAP. Each employee will receive a performance plan outlining goals and objectives to be met their first year of employment. The employee's supervisor/deputy will carefully observe the conduct and performance of the employee and, when appropriate, bring weaknesses to the employee's attention for correction.

At the end of the initial six months of employment, a formal performance evaluation will be conducted by the deputy executive director in order to assess the performance to date and determine whether the employee should continue in the position. The deputy executive director may recommend to the executive director that the employee be terminated at any time during the introductory period or, if warranted, may recommend additional time for the individual to demonstrate the capability for performing the job. The six-month evaluation is not an occasion for a salary review or adjustment. After the completion of this introductory evaluation, an employee may be evaluated on an annual basis as set forth in the Performance Management section (1.6) of this handbook.

A staff member who is promoted into a new position should also have his or her performance carefully evaluated by the supervisor for the first six months in the new position. The supervisor is expected to bring problems or weaknesses to the attention of the employee and may choose to conduct a formal performance evaluation during that time. This introductory period review is also not an occasion for a salary review or adjustment.

1.5 The Position Classification Plan

CMAP has delegated to the executive director the responsibility of establishing and administering personnel policies that will provide it with the best possible staff. To achieve

this goal, a position classification plan has been developed to group together those jobs which are basically similar with respect to nature of work, level of difficulty and responsibility, and required training and experience.

Job classes and staff members are classified depending on the administrative and organizational purposes of the positions. The administrative group has 4 levels: Adm. I,

II, III & IV. In the other functional groups, staff is placed in one of four levels of responsibility (assistant, associate, senior or principal). Criteria for each level is defined on the "Position Allocation Description" in the shared drive at S:\Library\edocuments\HumanResources\Job Descriptions. Each working group is overseen by a deputy executive director. There is a chief of staff to address internal policy issues as well as other executive responsibilities.

Only the classifications of principal, chief of staff, deputy executive director and the executive director are identified as at-will employees. Employment at will is traditional common law perspective that an employee may seek work and quit at any time, and likewise, that the employer may hire and fire at any time for any reason or no reason.

1.6 Performance Management

Performance management is a method of measuring an employee's past performance over a certain period of time and identifying future performance expectations. Ideally, the staff member should receive feedback from his or her supervisor on an ongoing basis in terms of conduct, performance and areas of improvement. While this may often be done informally, at certain times it is desirable to have a written evaluation of a staff member in order to document past performance, identify strengths and deficiencies, establish performance objectives to guide future actions, provide a basis for merit salary increases and other personnel actions, and focus attention on the individual's career development.

Written performance appraisals are to be conducted after the first six months of employment and then each year at the time of the staff member's annual review date. The supervisor may also elect to evaluate an employee's performance over a shorter time frame if desirable. The six-month evaluation is not an occasion for a salary review or adjustment, but rather is intended as an opportunity to measure the progress of a new employee in meeting the requirements of his or her position. The annual evaluation provides the basis for merit salary reviews and could result in a possible personnel action, such as promotion or discharge. However, employees are not guaranteed salary increases at any time.

To have beneficial results, the performance management process must actively involve the employee and the supervisor. The supervisor should meet with the staff member to discuss the performance review and future expectations. At this meeting the staff member is afforded the opportunity to provide his/her input and include his/ her written comments in the review.

1.7 Promotions, Transfers and Job Postings

It is the policy of CMAP to promote its staff to new or vacant positions whenever possible. It is the responsibility of the individual staff member, however, to take the initiative in applying for a higher level position by advising human resources or the responsible supervisor and submitting the necessary application materials. In addition, based on a staff member's professional development and initiative to assume higher responsibilities, a merit promotion could be considered.

All newly authorized or vacant full-time and part-time positions will be announced to staff by means of posting a notice on the staff bulletin board in the lunchroom and/or via email.

1.8 Voluntary Separation

Voluntary separations from CMAP will normally cause some disruption to CMAP's work activities. In order to facilitate the orderly transition from one staff member to another, CMAP requests that written notice of resignation be given according to the following schedule:

| | | |
|--------------------|---|---------|
| Support Staff | - | 2 weeks |
| Professional Staff | - | 3 weeks |
| Managerial Staff | - | 4 weeks |

In instances of retirement, staff members are asked to provide written notice at least 30 days prior to separation to handle the necessary separation arrangements, and to allow additional time for planning for the transition of staff.

Staff members who voluntarily leave CMAP will be asked to participate in an exit interview by human resources. This session is used to obtain feedback - both positive and negative - from the employee about the reason(s) for leaving, supervision, working conditions, policies, procedures and fringe benefits of CMAP.

Exiting employees should return any keys, equipment, advances, building passes and other CMAP items of value in possession or control to Human Resources. Any outstanding amounts due to CMAP will be settled separately from the final paycheck unless agreed to by the employee.

1.9 Involuntary Separation and Discipline

1.9.1 Adverse Actions:

Any employee shall be subject to adverse actions for misconduct, incompetency, inefficiency, insubordination, failure to comply with or abuse of CMAP policies, rules and directives, inexcusable absence without leave, and other failure of good conduct reflecting on CMAP or the employee's job performance. Adverse actions are reprimands, suspensions without pay, demotions and dismissals. Adverse actions may be recommended to a management team member or executive director.

1.9.2 Progressive Disciplinary Policy

The purpose of this policy is to state CMAP's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. CMAP's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. CMAP will attempt to follow a progressive disciplinary process with respect to most disciplinary problems. Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. There may be circumstances when one or more steps are bypassed. Further, there are certain types of employee problems that are serious enough to justify either a suspension or termination of employment, without going through these discipline steps. CMAP may use progressive discipline at its discretion. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and CMAP.

Suspensions without pay exceeding five (5) days, demotions, and dismissals may be appealed to the executive director under the Grievances/Dispute Resolution policy (section 1.10). The employee shall notify the executive director of the intention to appeal in writing prior to the implementation of the recommended final action. The executive director's decision is final.

Although CMAP strives to take a constructive approach to discipline, all levels of adverse action are within management's discretion and may be immediate and without prior notice or warning.

1.9.3 Lay Off

If it becomes necessary to lay off employees because of reorganization, changes in operations, lack of work or other business reasons, the executive director or designee should prepare a written analysis of the reductions. The report will include recommended severance pay, if any, for the affected employees.

In the functions where activities are to be curtailed, determination of positions affected will be made, with relative weight given to efficiency in performance of duties, length of employee's service with CMAP, and the advisability of demoting employees in the higher classification to lower classifications for which they are qualified and laying off those with less tenure of service.

1.10 Grievances/Dispute Resolution

On occasion, a dispute, difference or question may arise between an employee and his or her supervisor concerning the meaning, interpretation, or application of an agency policy or an employment-related matter. It is the desire of CMAP to resolve grievances as they arise and try to arrive at a fair and equitable conclusion.

All grievances should be handled in accordance with the following procedure:

Step 1: An employee should present the grievance orally to the immediate supervisor, explaining the nature and circumstances of the problem within five working days after the cause of the grievance takes place. After consideration of the grievance, the immediate supervisor responds orally or in writing to the employee within five days of its presentation.

Step 2: If the grievance is not satisfactorily resolved or no answer is received within five working days of its presentation, the employee may, within the next five working days, submit the grievance in writing to human resources, with a copy to the executive director. A written answer is given to the employee and the immediate supervisor within five working days of its receipt.

Step 3: Human resources will prepare a written response to the grievance for approval by the executive director. When the approval is received, copies of this decision are provided to all parties to the grievance. The executive director's decision is final.

Copies of the employee's grievance statement and the written answers by all management personnel are placed and retained in Human Resources in an "Employee Relations" file.

No employee may be retaliated against in any way for filing a grievance or equal opportunity complaint regarding a potential violation of CMAP policies. Grievances and complaints will be kept confidential to the extent feasible.

Although CMAP will make all possible attempts to follow the above grievance procedure, CMAP may skip certain steps of the grievance procedure as it deems necessary in its discretion.

1.11 EEO Complaints

If the employee feels that the grievance is with respect to CMAP equal opportunity policies, the employee may file a complaint with the CMAP affirmative action officer (currently the administrative principal). If the affirmative action officer is involved in the complaint, it should be made to the executive director. Written statements may be requested from the parties involved. The affirmative action officer (or executive director) will promptly and thoroughly investigate the complaint and make a decision based on the results of the investigation and the circumstances of the specific case. If it is determined that there has been a violation of CMAP policies, the offending employee(s) shall be subject to disciplinary action up to and including termination.

The corrective action of the affirmative action officer may be appealed to the executive director within five working days. If the executive director is a party to the complaint, the appeal should be directed to the chair of the CMAP Executive Committee.

The above procedure for handling discrimination complaints may also be utilized by non-employees who feel they were illegally denied equal opportunity in matters including, but not limited to, hiring and the provision of access to CMAP facilities and services.

No employee may be retaliated against in any way for filing a grievance or equal opportunity complaint regarding a potential violation of CMAP policies. Grievances and complaints will be kept confidential to the extent feasible.

Although CMAP will make all possible attempts to follow the above discrimination complaint procedure, CMAP may skip certain steps of the grievance procedure as it deems necessary in its discretion.

1.12 Access to Personnel Information

It is the policy of CMAP to allow employees to have access to their own personnel files, but otherwise to restrict the access to supervisory and other agency staff with a "need to know." Outside inquiries are to be handled by human resources in accordance with agency guidelines and legal requirements.

CMAP personnel files for all its employees shall be kept and maintained within human resources. A staff member may review his or her file by contacting human resources in writing. Human Resources will respond to the request within 7 days. The employee may photocopy documents from the file, but may not remove any of the documents contained therein. The file may not be removed from Human Resources or CMAP offices.

Access to an individual's personnel file is also authorized for the deputy executive director of the employee, the deputy executive director for finance and administration, the executive director, and the staff responsible for maintenance of such files. If a staff member is being considered for reassignment or promotion to another unit within CMAP, the deputy executive director of that group will also be authorized access to the file.

All inquiries regarding current or past employees should be directed to the attention of human resources, who will verify only employment dates, job titles and if approved by the employee, salary information. Requests for any other information must be submitted in writing and, when required, be accompanied by the current or past employee's authorization or by legal order.

1.13 Training

When a CMAP work program requires skills or knowledge not available in the current staff, an option is to provide the appropriate training to one or more staff members. Attendance at mandatory educational or skills training programs is supported in full by CMAP funds and attendance at the sessions is considered part of the work schedule. Specific arrangements for such training are made by the deputy executive director.

CMAP policies regarding educational activities which are not CMAP-directed, but nonetheless provide for the individual's career development, are discussed in section 4.7 (Employee Development).

2. PAY AND BENEFITS

2.1 The Pay Plan

CMAP has developed a comprehensive classification structure based on levels of responsibilities. Compensation for this structure is based on comparable market data. Employees will be evaluated on an annual basis and may be eligible for a merit increase.

Salary increases are normally effective during the first part of each fiscal year or twelve months from the initial appointment of a promotion. However, employees are not guaranteed salary increases at any time. The performance evaluation which occurs at the end of the introductory employment period is not an occasion for any salary consideration.

2.2 Overtime

It is expected that all "exempt" employees will complete their work loads as required. At the discretion of the deputy executive director, flexibility is available for extenuating circumstances.

Those staff members who are considered "non-exempt" under the Fair Labor Standards Act will be reimbursed for all hours worked over 40 hours per week at time-and-a half.

For non-exempt personnel, overtime work must be authorized in advance by the staff member's supervisor and/or the deputy executive director for whom the work is to be performed. Overtime hours must be recorded on the time sheet for pay.

2.3 Holidays and Personal Business Days/Floating Holidays

Regular full-time staff are eligible to be paid for CMAP holidays. The eleven days observed as holidays are:

| | |
|---------------------------------------|------------------------|
| New Year's Day | Columbus Day |
| Dr. Martin Luther King, Jr's Birthday | Veteran's Day |
| President's Day | Thanksgiving Day |
| Memorial Day | Day After Thanksgiving |
| Independence Day | Christmas Day |
| Labor Day | |

Staff members wishing to celebrate religious holidays not included among the designated holidays or wishing to take off on other days for personal use may do so with the three personal business/floating holidays. The dates on which these holidays are observed will vary from year to year. A schedule showing the dates on which CMAP offices are closed in observance of these holidays is issued each year. With respect to the three personal days/floating holidays noted above, these days do not rollover to the following year nor are they paid out upon separation of employment.

2.4 Vacation

Vacation is earned by regular full-time staff according to the following schedule for the calendar year. Regular part-time staff, who have been “grandfathered”, earn pro-rated vacation leave based on the percentage of time worked.

| Years of Service | Days Per Year | Hours Per Year | Hours Per Pay Period | Hours Per Day |
|-------------------------|----------------------|-----------------------|-----------------------------|----------------------|
| 1 – 4 | 12 | 90.0 | 3.462 | .247 |
| 5 – 8 | 15 | 112.5 | 4.327 | .308 |
| 9 – 12 | 18 | 135.0 | 5.193 | .370 |
| Grandfathered Rate | 20 | 150.0 | 5.77 | .411 |
| 13 – 16 | 21 | 157.5 | 60.58 | .432 |
| Grandfathered Rate | 22 | 165.0 | 6.347 | .452 |
| 17 + | 24 | 180.0 | 6.923 | .494 |
| Grandfathered Rate | 25 | 187.5 | 7.212 | .514 |

Accrued vacation may be used in less than full day increments, subject to prior approval of the staff member's deputy executive director. Vacation request forms are available in the documents section of the network. In considering vacation requests, each deputy executive director must assure that adequate personnel will be on duty to maintain operation of the group.

A maximum of 30 days of vacation may be accrued at any time unless otherwise approved by the executive director for exceptional circumstances and with a specific time frame proposed for using the excess vacation leave. If the accrual is at 30 days, no additional accrual will be earned. Payments for earned but unused vacation will be paid upon termination of employment. While on any type of “unpaid” leave of absence, the employee will not accrue vacation and will not be eligible for holiday pay.

2.5 Sick Leave

Sick leave is earned at the rate of one day per month of employment for regular full-time staff and a pro-rated amount for regular part-time staff based on the percentage of time that he/she works. There is no limit on the overall amount of sick leave that may be accrued. Upon termination of employment, a staff member is not paid for accumulated, unused sick leave. The accumulated, unused sick days will be credited toward pension service in accordance with the guidelines of the Illinois Municipal Retirement Fund (IMRF) and the State Retirement System (SRS).

Sick leave may be used for any of the following reasons:

1. illness/disability
2. doctor or dental appointments

3. serious illness or death of a member of the employee's immediate family or household

Sick leave may be used for the above situations until it is exhausted. If additional time is needed, approval of accrued vacation may be considered.

In the event of illness or injury, CMAP reserves the right to request a signed statement from an employee's physician stating that the employee is able to return to work. While on any type of "unpaid" leave, the employee will not accrue sick time and will not be eligible for holiday pay.

3. OTHER LEAVES OF ABSENCE

3.1 Military Leave

An employee who enters the military service of the United States, National Guard or any branch of the armed forces reserve shall be granted a military leave of absence in accordance with applicable law. An employee who expects or intends to take a military leave of absence, or who is ordered to report for active duty, must, if possible, notify his or her supervisor verbally or in writing as soon as that employee becomes aware that he or she will be absent due to such military obligation.

Staff members who are members of the National Guard or in the armed forces reserve will receive pay for up to two weeks per calendar year for any required temporary military leave. In such cases, staff shall receive the difference between their regular salary and whatever compensation they receive for their military service. The military check or pay stub should be submitted to the accounting department in order to document the pay. Staff may retain any military payment they received for transportation and/or living allowances associated with their service.

3.2 Jury Duty Leave

Staff members ordered to serve jury duty or subpoenaed before a court or other public body are allowed the requisite time off in order to perform such service. In such cases, staff shall receive the difference between their regular salary and whatever compensation they receive for the jury duty services. An alternative would be that the jury duty checks be signed over to CMAP and then that amount would not be reduced from the regular pay. In this case, staff will be reimbursed for transportation costs associated with their jury service up to the limit provided in the reimbursement by the court.

3.3 Family and Medical Leave (FMLA)

Staff members are eligible for unpaid FMLA if they have been with CMAP for at least twelve (12) months and have worked at least 1,250 hours during the prior year. Employees who are eligible for leave under this policy may request an unpaid leave of absence of up to twelve (12) weeks for the following reasons:

1. Birth and care of a newborn child of the employee;
2. Placement of a child with the employee for adoption or foster care;

3. Care for the child, spouse or parent of the employee who has a serious health condition; or
4. A serious health condition of the employee which makes the employee unable to perform the functions of his or her job.

An eligible employee may take up to twelve (12) weeks of unpaid FMLA within a 12-month period (as measured backward from the date the employee will begin using such leave). An employee must first exhaust all paid leave, including but not limited to sick leave and/or vacation time. All paid and unpaid leave taken by the employee pursuant to this policy shall be counted as part of the twelve weeks of leave allowed per year. For example, if you have two paid sick days, you must use those days as part of your 12-week FMLA leave entitlement. If on unpaid status while on FMLA leave, the employee will not accrue vacation or sick leave and will not be eligible for holiday pay.

The request for FMLA should be submitted in writing at least 30 days in advance of the date the employee intends to begin the leave, if possible. If this is not possible, the employee should give as much notice as practicable. If leave is being taken because of a serious health condition for either the employee or family member, the employee must also provide medical certification which describes the condition, why the employee must provide the care for a family member and the estimated time the employee would be away from work. Each employee is obligated to provide CMAP with as much information as necessary in order to determine if a requested leave qualifies as FMLA leave.

While on FMLA, CMAP will pay its standard contribution for health insurance benefits. Other benefits will be suspended while the employee is on unpaid status unless the employee elects to pay for them on his or her own. In the case of service credits under the Illinois Municipal Retirement Fund, the employee must submit a request to CMAP Executive Committee for consideration to pay the employee share of the costs. Upon return to work, the employee will once again receive benefits equivalent to those of comparable employees.

Upon return from FMLA leave, the employee will be returned to the same or an equivalent position. The employee's failure to return to work after the expiration of the family and medical leave will be considered voluntary separation.

An employee may request an unpaid leave extension for a specific period of time. CMAP, at its sole discretion, will determine whether the request will be granted or denied. If CMAP grants an extension, it cannot guarantee the employee's return to any position after the extended leave is over. Moreover, the employee will be required to pay the entire costs of benefits, including health insurance, during the extension period. No vacation, sick time or other accruable benefits will accrue during any extended unpaid leave of absence.

In the event of serious illness or injury, CMAP reserves the right to request a signed statement from the employee's physician stating that the employee is able to return to work.

If you have any questions not answered by this policy, you should contact Human Resources.

3.4. Parental Leave

Two weeks of paid time off is available to employees who have completed their introductory period for maternal or paternal leave for the birth or adoption of a child. The leave can be taken within the first 12 months after birth or adoption. The two weeks can be taken a week at a time but can not be taken intermittently.

3.5 Personal Leaves of Absence

Unpaid leaves of absence may be authorized by the executive director for any staff member for personal business. Requests for leaves of absence are submitted on the appropriate form as early as possible. In the cases of unpaid leaves of absence, one month advance notice is recommended. Upon returning from a leave of absence, an employee may be reinstated to his or her previous position or a comparable one, if available. There is no guarantee that CMAP can employ you after your personal leave of absence.

While on unpaid leave of absence, the employee does not accrue vacation or sick leave and is not eligible for other fringe benefits except as follows. The staff member may continue his/her health insurance, but is required to bear the full cost of the coverage. The staff member can request continued participation in the Illinois Municipal Retirement Fund (IMRF) in order to accrue additional service credits. Continued participation in IMRF requires the approval of CMAP Executive Committee and payment by the employee of his or her cost share during the leave.

Failure to return to work after the expiration of the approved leave of absence will be considered voluntary separation. While an employee may request a leave extension for a specific period of time, CMAP's need to fill a position may override its ability to hold a position open until the employee returns from the extended leave. Therefore, CMAP cannot assure the employee's return to any position after the extended leave is over. Moreover, the employee will be required to pay the entire cost of benefits, including health insurance, during the extension period.

4. INSURANCE AND BENEFITS

4.1 Group Health Insurance

CMAP currently provides group health care for its employees and dependents. The program offers a choice between either health maintenance organization (HMO) or preferred provider organization (PPO) coverage. All regular full time employees are eligible to participate in the group health insurance program. Part-time employees hired after July 1, 2007, will not be eligible for benefits, paid holidays or accrued time.

In its annual budget, CMAP will allocate a certain amount of funds per employee toward covering the cost for individual coverage under the group health insurance program. An employee participating in the plan will be required to pay the difference in costs.

Coverage is available for dependents under the program. Employees may change their type of health insurance coverage during the annual open enrollment period.

As the group health program and its benefits may change from time to time, employees should refer to the insurance booklets available in human resources. Staff may also contact the member services department of the carrier directly. For more detailed information please see the official plan document that is separately available to employees. This handbook is not an official plan document and should not be considered a representation, contract or guarantee of any benefit or continued employment. In the event of a conflict between this statement and the official plan documents, the official plan documents will govern.

4.2 Group Dental Insurance

CMAP currently provides a group dental plan for its employees. This program offers a choice between dental health maintenance organization (DHMO) or fee-for-service coverage. All regular full time employees are eligible to participate in the group dental plan. Part-time employees hired after July 1, 2007, will not be eligible for benefits, paid holidays or accrued time.

In its annual budget, CMAP will allocate a certain amount of funds per employee towards covering the cost of individual coverage under the program. Coverage is available for dependents under the program. Employees may change their type of coverage in the program during the open enrollment period each year.

As benefits under the plans change from time to time, employees should refer to the dental insurance information available in human resources for information in this regard. Staff may also contact the member services department of the carrier directly. For more detailed information, please see the official plan document that is separately available to employees. This handbook is not an official plan document and should not be considered a representation, contract or guarantee of any benefit or continued employment. In the event of a conflict between this statement and the official plan documents, the official plan documents will govern.

4.3 Group Vision Insurance

CMAP currently provides a vision plan for its employees. All regular full time employees are eligible to participate in the group vision plan. Coverage is available for dependents under the program. Employees may change their type of coverage in the program during the open enrollment period each year. Part-time employees hired after July 1, 2007, will not be eligible for benefits, paid holidays or accrued time.

As benefits under the plans change from time to time, employees should refer to the vision insurance information available in human resources for information in this regard. Staff may also contact the member services department of the carrier directly. For more detailed information, please see the official plan document that is separately available to employees. This handbook is not an official plan document and should not be considered a representation, contract or guarantee of any benefit or continued

employment. In the event of a conflict between this statement and the official plan documents, the official plan documents will govern.

4.4 Group Life Insurance

All regular full-time employees are provided group life insurance coverage at \$75,000. CMAP pays the full cost of this coverage for its regular full-time employees. Certain coverage may be taxable to the employee, based on IRS rules and regulations. If employees have questions about this coverage, they may contact the member services department of the carrier directly. Part-time employees hired after July 1, 2007, will not be eligible for benefits, paid holidays or accrued time.

In addition, the Illinois Municipal Retirement Fund provides a death benefit to the survivors of participants who have completed at least one full year of service (see section 4.6).

CMAP currently provides several optional life insurance programs to its employees. The cost for such coverage is fully paid by the employee, but the coverage is afforded at group rates and through payroll deduction. See section 5.2 for additional information. For more detailed information, please see the official plan document that is separately available to employees. This handbook is not an official plan document and should not be considered a representation, contract or guarantee of any benefit or continued employment. In the event of a conflict between this statement and the official plan documents, the official plan documents will govern.

4.5 Short and Long Term Disability

All regular full-time staff are eligible for disability insurance coverage. CMAP pays the full cost of this coverage. Details on this benefit can be obtained from human resources.

4.6 Retirement Programs

CMAP contributes on behalf of its employees to three different retirement programs: Social Security, the Illinois Municipal Retirement Fund (IMRF) and the State Employee Retirement System (SERS). CMAP participation is based upon annual rates established by Social Security, IMRF and SERS. Employee participation is mandatory for Social Security.

Social Security

Employees currently are required to contribute 6.2%, the current contribution rate, to Social Security.

IMRF

IMRF participation is required if an employee is expected to work more than 1,000 hours over a twelve month period (600 hours if the employee participated in IMRF prior to January 1, 1982). Employees currently are required to contribute 4½% of their gross income to IMRF.

IMRF benefits after one year of service currently include a death benefit equal to one year's salary plus the return of member contributions, surviving spouse and disability benefits, as well as retirement benefits. Contributions are treated as deferred compensation for tax purposes. Vesting in the program occurs after eight years of service. An employee who leaves CMAP employment may receive a separation refund of his or her contributions without interest or may keep the money in the program. However, contributions currently may not be withdrawn if the employee is vested, has attained the age of 55, and is eligible for a pension of \$30 or more per month.

IMRF furnishes annual statements to participants containing information on member contributions through the prior year and estimated benefits. Additional information may be obtained from the administrative principal, CMAP authorized agent for the program or by calling the IMRF member services section at 800/ASK-IMRF.

SERS

In 2007 state legislation was passed to allow state employees who accepted employment with CMAP, a one-time selection of remaining with the State Employees Retirement System (SERS) instead of participating in IMRF. SERS requires an employee contribution of 4% of their gross income. New CMAP employees are not eligible to participate in SERS.

SERS benefits after 18 months of service currently include a death benefit. The member's pension contributions and interest will also be paid to the named beneficiary(ies). Contributions are treated as deferred compensation for tax purposes. Vesting in the program occurs after eight years of service. An employee who leaves CMAP employment may apply for a refund of contributions after they have been off the payroll for 14 days. However, contributions currently may not be withdrawn if the employee is vested, or has attained the age of 55, and is eligible for a pension.

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4.7 Employee Development

It is the policy of CMAP to encourage participation by staff members in their respective professional and vocational associations. Conference attendance and training is contingent on financial and workload conditions and are governed by rules and regulations established by the executive director.

Conference or meeting attendance must be authorized by the deputy executive director for each work group or the executive director, and may be allowed when (a) sufficient funds are available, (b) work load permits time off for conference attendance, and (c) the conference will contribute to the professional growth of the staff member.

Agency payment of these expenses may be authorized by the deputy executive director if a particular session is deemed to relate directly to current or anticipated CMAP work activities or concerns.

At the discretion of the deputy executive director, CMAP will pay 100% of membership dues up to a maximum of \$250 annually in professional associations (national and local chapters) each year.

A staff member is not eligible for membership expenses until the completion of six months of employment

Tuition reimbursement may be available to full-time staff, working a minimum of 30 hours a week, pursuing degree programs that enhance CMAP goals at colleges or universities. Fees are not eligible for reimbursement. A final grade of A is reimbursed at 80% and a grade of B is reimbursed at 60%. If a private college or university is attended tuition reimbursement will not exceed the tuition charged at UIC. Financial support is not provided for educational activities which are undertaken by the employee without prior CMAP written approval.

4.8 Unemployment and Worker's Compensation

CMAP provides both unemployment and workers' compensation insurance for its employees. Eligibility requirements, as well as the amount and duration of benefits, are established by the State of Illinois and relevant federal laws and regulations. Individuals wishing to receive benefits should contact the nearest office of the Bureau of Employment Security of the State of Illinois.

All work-related injuries must be reported immediately to an employee's supervisor and human resources, no matter how minor the injury may appear to be. If you are injured on the job, the injury must be reported in order to qualify for workers' compensation. See also Section 7.1 (Emergencies). Applications for workers' compensation are available from human resources.

4.9 Benefits for Part-Time Employees

All regular part-time employees are eligible for the following benefits: Social Security; IMRF, if more than 1,000 hours per year worked (or 600 hours if an IMRF participant before January 1, 1982); unemployment insurance; and workers' compensation insurance. Military and jury duty leave will be paid for only those days when the part-time employee would have normally been scheduled to work. Part-time employees hired after July 1, 2007, will not be eligible for benefits or accrued time.

Part-time staff are eligible to participate in the deferred compensation and RTA programs which CMAP has authorized for its employees, as referenced in section 5.

Benefits for temporary employees (as defined in section 1.2.6) are limited to Social Security and unemployment and workers' compensation insurance.

5. OPTIONAL BENEFITS

CMAAP currently offers certain optional fringe benefits (in addition to dependent health and dental insurance) to its eligible employees. Staff members choosing to participate in these programs must bear the full costs of these benefits and payments are generally completed through payroll deduction. New employees may initially sign up for these optional benefits at the start of employment. Unless an open enrollment period is otherwise noted, employees may then join the program at any subsequent date.

5.1 Deferred Compensation

All employees are eligible to participate in the optional deferred compensation plan offered by the ICMA Retirement Corporation. Staff members who enroll in this program elect to have a certain percentage or amount of their pay "deferred" on a pre-tax basis until retirement. Employees may join or change their contribution amounts or investment choices at any time. The ICMA Retirement Corporation provides a variety of investment options, which are described in the materials available in human resources. Additional information may also be obtained by calling the ICMA Retirement Corporation at 800/669-7400.

5.2 Life Insurance

Informational materials and applications about additional life insurance may be obtained from Human Resources.

5.3 Salary Reduction Plan

Staff members who pay for a portion of their health, dental or vision insurance premiums would benefit from participation in CMAAP "salary reduction" plan. The plan, established under Section 125 of the Internal Revenue Code, provides a pre-tax reduction in salary in order to pay for the employee share of health and dental insurance premiums. If a staff member agrees to this voluntary redirection of salary, the taxable income of the participant will drop, resulting in a reduction in liability for federal, state and FICA taxes. An employee only needs to enroll once and the plan will continue until the employee withdraws from the plan. Questions about the plan should be directed to human resources.

5.4 Direct Deposit Program

Employees must have their paychecks directly deposited into a checking, savings, investment and/or credit union accounts via electronic transfer. Funds become available to the participant from the financial institution on the designated paydays. Additional information and sign-up materials may be obtained from human resources.

5.5 Flexible Spending Accounts

Staff may elect during the course of a year to have funds deducted from their paychecks on a pre-tax basis in order to cover medical costs not paid by insurance or to cover child

or elder care expenses. The employee is reimbursed for such costs when receipts are submitted to CMAP benefits administrator. The employee's taxable income will decrease, resulting in a reduction in liability for federal, state and FICA taxes. The flexible spending accounts are subject to maximum contribution limits determined by CMAP and/or Internal Revenue Service. Open enrollment is once a year. The employee must carefully estimate the amount of deduction because any unclaimed reimbursements at calendar year end are forfeited to CMAP. Questions about the plan should be directed to human resources.

5.6 RTA Transit Pass Program

Staff may choose to deduct up to the IRS limit from their paychecks for Metra, Pace or CTA transit passes. A check or pass for each participating employee is distributed near month's end for purchase of the next month's pass(es). Staff may sign up for this program at any time with accounting.

6. RULES OF CONDUCT

6.1 Personal Conduct

Because CMAP is a government agency, staff members must be mindful of their conduct as this may reflect on CMAP. Each staff member has an important external relations role in presenting CMAP in a positive manner. Deputy executive directors are responsible for maintaining the required standards among their employees. Courteous behavior is the rule at all times. Also, staff members must be familiar with the CMAP Ethics Code.

Loud conversations with fellow employees in hallways and other open areas should be avoided. It must be recognized that such occurrences may be disrupting the work efforts of other staff.

Work areas, the lunchroom, and conference rooms should be kept neat, clean, and uncluttered at all times. Maps, posters, and other working materials may be displayed on walls in individual work areas provided this is done in a neat and orderly manner. Display of unframed posters or cartoon materials in corridors or other public areas is not acceptable, although they may be placed in an employee's office or cubicle. To the extent possible, materials should be returned to drawers and bookcases.

Radios may be played at a low volume in the office provided it is in a manner that will not disrupt other employees. Newspapers, books, and papers not related to an individual's work assignment must not be read during working hours.

6.1.1 Examples of Misconduct

Below are examples of misconduct that may result in discipline, up to and including termination. The list is not intended to be exhaustive and, therefore, CMAP may impose discipline up to and including termination for any other

violation or inappropriate conduct not listed below. This section should help make you aware of the types of conduct and levels of work performance that are unacceptable. Common sense and the best interests of CMAP, however, must also be your guides. If you have any doubts, you should contact your supervisor or the Human Resources Department.

1. Poor work quality, productivity, work habits, or attitude.
2. Wasting time, loitering or leaving your place of work without permission during working time.
3. Insubordination, including refusal to work on an assigned job, refusal to comply with instructions, refusal to comply with CMAP policies and refusal to work overtime.
4. Unreported or excessive absences or tardiness.
5. Failure to call in each absence and tardiness at least 30 minutes in advance of starting time.
6. Failure to satisfactorily complete required training or the orientation period.
7. Violating criminal laws on CMAP premises or while performing CMAP business.
8. Being convicted of a felony or crime that reflects negatively on your trustworthiness or dedication to personal safety or reasonably may be expected to damage CMAP's reputation in the community.
9. Threatening or intimidating conduct.
10. Fighting or potentially dangerous horseplay.
11. Gambling or possessing a weapon or ammunition on CMAP premises.
12. Falsifying or altering CMAP or employee records, including any employee's time records.
13. Refusing to cooperate with CMAP investigations, or providing false information or otherwise interfering with or obstructing an investigation.
14. Drinking alcohol and/or the use of controlled substances on the job or during lunch time or reporting to work under the influence.
15. Improper disclosure of confidential information.
16. Leaving work earlier than scheduled without authorization or having unaccounted time during work hours.
17. Failure to observe safety rules and practices, including failing to immediately report any accident, incident, work-related injury, fire or other emergency.
18. Unauthorized or improper use, waste, damage, removal or destruction of CMAP materials, property, equipment or supplies.
19. Sleeping or performing personal business on company time.
20. Unauthorized or inappropriate use of CMAP's communication and computer systems, including installing or using unauthorized software.
21. Dishonesty, fraud, theft, or sabotage.
22. Unauthorized possession of property belonging to CMAP, a customer or another employee.

23. Instigating, encouraging or participating in any illegal or unprotected work stoppages, slowdowns or picketing.
24. Violation of any of the policies in this handbook or any policies, practices or procedures of CMAP.

CMAP premises include all of CMAP's property, buildings, parking lots, vehicles, and sites at which an employee is present for any employment-related purpose, e.g., for working or training.

This list is not intended to and does not prohibit protected, concerted activity or any other conduct that is protected by law.

6.2 Hours of Work and Flex-Time

CMAP office hours are 8:30 a.m. to 5:00 p.m. The telephone switchboard is opened at 8:30 a.m. As a public agency, staff members must be ready to serve its constituents at all times. Attendance and punctuality are of critical importance. Except in rare instances, staff members are expected to be in the office or at meetings outside of the office and not working at home. If unable to work due to illness or other reason, or if likely to be more than one-half hour late, the employee's supervisor should be contacted or a message left on the supervisor's voice mail by 8:45 a.m. Persistent tardiness or absence will result in reprimand and, if continued, termination of employment.

All regular full-time staff are required to work a 7.5 hour day (except under the flexible work hours option referenced below). An additional unpaid one half hour or hour is provided for lunch. Employees may not forgo the lunch period for purposes of shortening the workday. An optional twenty-minute break period may be taken during the course of the day, but the particular choice of times must have prior supervisory approval.

Flexible Work Schedule

Under certain circumstances and conditions, the deputy executive director could approve a more flexible schedule (commonly referred to as "flextime"). If circumstances permit and subject to supervisory approval, employees have the option of increasing their normal workday in order to be allowed to take off hours of work on another day on a per week basis. Under this arrangement, it will be necessary that the employee work the standard number of work hours per pay period corresponding to seven and a half hour workdays. Non-exempt employees can not exceed 40 hours in a week.

Schedules are to start no earlier than 6:30 a.m. and end no later than 6:30 p.m. Lunch breaks must be between ½ hour and two hours long, starting no earlier than 11:30 a.m. and ending no later than 1:30 p.m. A lunch break is **unpaid** time and is required for any workday that exceeds five hours and must be followed by a minimum of one hour of scheduled work.

Employees must establish their work schedule on the Work Schedule Request Form located in the shared drive at S:\Library\edocuments\HumanResources\Forms. The Deputy Executive Director (DED) for the division must approve the request before it can

be effective. Please refer to the "Flexible Work Schedule" policy for more details at S:\Library\edocuments\HumanResources\Current Policies.

In cases of personal hardship, flexible working hours other than those options referenced above may be considered for a limited period of time. Requests in this regard should be made in writing and describe the nature of the hardship, the proposed work schedule, the duration of the special flextime arrangement, and suggested arrangements for coverage of the staff member's responsibilities during absence periods. Such requests will require the approval of both the deputy executive director and the executive director.

In authorizing flextime work schedules, supervisors must assure that adequate staffing exists in the department for the entire business day. The deputy executive directors will also be expected to monitor compliance with the flextime rules and resolve conflicts which may arise. If the work hour preferences of an employee conflict with CMAP interests, the interests of CMAP will be paramount. Indeed, a deputy executive director may determine that flextime should not be allowed for certain positions or that some flextime options are not appropriate. Once a flextime schedule has been approved, the employee must adhere to those work hours until a written change is approved or the arrangement terminated by the deputy executive director.

6.3 Attire

It is recognized that the attire required of staff will vary depending upon the responsibilities and nature of work of the individual employee.

In general, staff should wear customary business attire (i.e., suits, sport coats, ties, pant suits, skirts, or dresses) if they are to attend or likely to attend public meetings within our office or represent CMAP at functions outside the office where such attire would normally be expected. In such situations, customary business attire is deemed necessary in order to present a professional image of CMAP staff.

More casual attire is deemed appropriate if there is little or no public contact or there are duties outside the office where customary business attire would be neither practical nor expected. It is also appropriate for the more casual attire if a staff member is exposed to paint, ink, or copying supplies or involved in cleaning or moving activities. Casual attire may also be worn during periods of extreme heat or cold, when personal safety, comfort and well-being must be given foremost consideration. However, certain casual attire is not deemed appropriate, including sweatshirts and sweatpants, t-shirts, tank or halter tops or blouses, stretch pants and shorts.

If further clarification on attire is required, the staff member's deputy executive director should be consulted.

6.4 Outside Employment

CMAP expects that its work occupies the full professional energies of its regular full-time managerial and professional staff members and conflicts between staff members' official responsibilities and other activities will be avoided.

Regular full-time employees shall not accept employment outside of CMAP if such employment or participation would in any way conflict with an employee's or CMAP responsibilities and obligations or would affect the efficiency of the employee in the performance of regularly assigned CMAP duties. Upon the written request of an employee, the executive director may permit outside employment if it does not conflict with the employee's obligation to CMAP.

Requests for outside employment shall be submitted to the deputy executive director of the employee's work group. Such request shall include, if possible, the name, address and type of work of the proposed employer; the period of time and hours of work of the requested employment; the type of duties that are to be performed; and the reason for wanting to accept the extra employment. The deputy executive director shall forward, in writing, the request with recommended actions and comments to the executive director for review and final decision.

In no such case is an employee to engage in outside work in excess of twenty (20) hours of any one week. Other requests for outside work which do not conform to the general request will require individual approval. Any injury resulting from outside employment shall not be chargeable to CMAP. CMAP employees working outside CMAP employment who have a record of excessive sick leave absences may have their outside work privilege rescinded at the discretion of the deputy executive director and/or with the approval of the executive director.

Staff members are encouraged to prepare professional papers for meetings of their professional associations or for publication and to serve as officers or committee members of such associations. Where the material for professional papers is derived from CMAP-supported research or where statements might be interpreted as representing CMAP policy, papers should be made available to the executive director for review prior to the release or presentation. Any reimbursement so received shall be assigned to CMAP.

The use of CMAP office facilities, equipment, or supplies in connection with any income-producing activity or the solicitation of business from other staff members are strictly prohibited and will result in disciplinary action up to and including termination.

6.5 Solicitation and Distribution

In order for CMAP to function effectively and for its staff members not to feel unduly pressured, solicitation and distribution for charitable, commercial or other purposes must be strictly limited.

As used here, solicitation means asking for memberships, signatures, pledges, dues, subscriptions, or purchases. Distributions means handing out leaflets, bulletins, handbills, literature or other items including the sale of merchandise for charitable, commercial or other purposes.

Non-employees are strictly prohibited from solicitation or distribution in CMAP's offices at all times. If you observe such activity taking place, please contact the human services department as soon as possible.

Staff members may not actively engage in solicitation or distribution activities by personally approaching other employees or circulating a notice for such purposes within CMAP's offices. However, employees are permitted to post a notice of such a solicitation or distribution on the bulletin board of the staff lunchroom, within the employee's own work area (but not on the door), or in departmental work rooms.

It is permissible for a collection to be made within the office for the special circumstances of a current or past employee, including the illness, death or special needs of a current or past employee or their family members, the departure of a staff member, or a birth or wedding present.

Nothing in this policy is intended to or does prohibit protected, concerted activity or any other conduct that is protected by law.

6.6 Political Activity

Staff members of CMAP, like all citizens, have constitutionally protected rights to vote, support political candidates of their choice, and freely express their political opinions. At the same time, there are certain restrictions which employees are subject to because of CMAP's status as a governmental entity. Please see the Ethics Policy regarding political activity.

As CMAP receives a large percentage of its funding from the federal government, CMAP is subject to the provisions of the Hatch Act, which limits the political activity of persons employed in connection with federally-supported projects. This law specifies that employees of state and local governments receiving federal grants or loans may not:

1. use one's official authority for purposes of interfering with and/or affecting the results of an election or nomination for office;
2. directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party committee, organization, agency, or person for political purposes; or
3. be a candidate for elective office in a partisan election.

Employees must also recognize the closeness of CMAP's relationship to political officials throughout the region and its dependence on good working relationships with these officials in order to achieve the implementation of its plans and policies. Its effectiveness thus depends in part on the prudence with which its employees exercise their political rights. Any staff member may of course express his/her opinion on legislation being considered by other units of government. But one's position must be clearly stated as his or her own personal position, unless CMAP has instructed the staff member to take a position on its behalf.

Similarly, while the Hatch Act now permits other types of partisan political campaigning and management other than those referred to above (including being a candidate for nonpartisan office), it is important that the employee not use CMAP facilities and normal working hours for such purposes. It is recommended that any staff member who contemplates running for nonpartisan office, managing the affairs or serving as an officer of a partisan political campaign, party, or political club inform the deputy executive director and the executive director of his or her intentions. As both CMAP and the individual may be held accountable for any violation of the Hatch Act, employees who intend to engage in political activity should contact the administrative principal for guidance and/or a legal opinion. This policy is not intended to inhibit or prohibit any employee from exercising political rights expressly protected by law.

6.7 Board Member Relations

While the executive director and immediate staff will have the principal responsibility for communicating with and reporting to CMAP board members, other staff could have ongoing responsibility for working with CMAP board members.

Staff members who are designated as committee liaisons will be expected to work closely with the chair and members of the committee. Contacts with board members regarding business matters before the committee should normally be coordinated with the committee liaison. The committee liaison will be responsible for keeping the executive director and appropriate deputy executive directors apprised of matters pending before the committee.

Each staff member who is representing CMAP throughout the region should report back to his/her deputy executive director and executive director when board-related issues arise.

CMAP staff are encouraged to communicate with those board members who have demonstrated an interest in their area(s) of responsibility. The executive director should be notified, however, of any issues or concerns which may be raised by board members during such contacts.

All staff members should learn to recognize members of the CMAP board and conduct necessary business with them in a friendly but professional manner.

6.8 Harassment

It is the policy of CMAP to provide a productive work environment for its employees and not to tolerate verbal or physical conduct by any employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile work environment. CMAP prohibits any form of harassment because of race, color, religion, national origin, sex, age, disability, marital status, sexual orientation or other characteristic protected under federal, state and local law. Violation of this policy will result in discipline up to and including termination.

Sexual harassment, in particular, is strictly prohibited and will result in appropriate disciplinary action up to and including termination. The Illinois Human Rights Act defines sexual harassment as any unwelcome sexual advances or 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.

While sexual harassment is generally associated with the conduct of a supervisor toward a subordinate, misconduct may also result from the improper actions of co-workers or vendors/consultants. Examples of sexual harassment include, but are not limited to:

1. sexual flirtation, touching, advances or propositions;
2. verbal abuse of a sexual nature;
3. graphic or suggestive comments about one's clothes or body;
4. sexually degrading words to describe an individual; and
5. the display in the workplace of sexually suggestive objects or pictures, including nude photographs.

Any employee who believes that he or she has been harassed has a responsibility to report the situation as soon as possible to the CMAP affirmative action officer or Human Resources. If the affirmative action officer is the alleged offender, the allegation may also be made either to the executive director or the most senior management member. The procedures set forth in the grievances section of this handbook (section 1.10) are available to the employee for purposes of processing the complaint.

Any employee who initiates a harassment complaint or who serves as a participating witness in an investigation will not be retaliated against, disciplined or discriminated against for having done so in good faith. Complaints will be kept confidential to the extent feasible.

While it is hoped that any incidents of harassment will be resolved satisfactorily through CMAP procedures, employees also have the right to file formal charges and use the legal recourse and investigative and complaint process of either the Illinois Department of Human Rights or the U.S. Equal Employment Opportunity Agency.

6.9 Substance Abuse

As a recipient of federal grants and contracts, CMAP must comply with the provisions of the Drug Free Work Place Act of 1988 (P.L. 100-690) and any subsequent amendments thereto. CMAP will comply with this act and endeavor to provide a healthful, safe and secure work environment for its employees. CMAP recognizes substance abuse as a potential endangerment to these conditions because of the harmful or impaired behavior which may result from an employee being under the influence of alcohol or illegal drugs.

In adopting a drug free work place policy, CMAP has expanded the coverage of its policy to also encompass alcohol abuse. Employees must be able to perform their responsibilities unimpaired by any substance abuse problems. An employee whose performance is unsatisfactory due to an alcohol or drug dependency problem may be required, as a condition of employment, to satisfactorily participate in a substance abuse treatment program. CMAP will provide assistance in identifying those professional services which are available under its EAP or health insurance program, as well as other possible treatment options. Regardless of the cause, disciplinary action up to and including termination may result if unsatisfactory job performance continues to occur.

In accordance with the provisions of the Drug Free Work Place Act, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on our premises and/or while performing agency business are prohibited. An employee who is convicted under a criminal drug statute for a violation occurring on our premises and/or while performing CMAP business must notify his or her deputy executive director no later than five (5) days after the conviction. Under the Drug Free Work Place Act of 1988, CMAP must in turn notify the appropriate federal funding source(s) of the conviction within ten (10) days after receiving such a notice. Any violation of the Drug Free Work Place Act requirements will result in disciplinary action up to and including termination, even for a first offense.

Employees will be required to acknowledge receipt of this policy statement and to agree to abide by its terms.

6.10 Smoking

In order to promote the health and well-being of its employees, smoking is prohibited throughout CMAP offices.

7. OFFICE PROCEDURES

7.1 EMERGENCIES

Emergency situations include such events as fires, explosions or bomb threats, civil disturbances, severe injuries or illnesses, or robberies (see also Security, section 7.2). If an emergency arises, the primary concern should be the protection of life and the prevention of injury. The protection of personal or CMAP property should be considered only after everything possible has been done to protect the well-being of the staff members, board members and visitors.

In the event of a fire, explosion or bomb threat, a detailed emergency evacuation plan has been prepared in order to accomplish the safe and effective evacuation of our floor. Certain staff members have been assigned duties as emergency team members and will lead staff and visitors out of the office and down to a designated assembly floor or out the building until further information or instructions are received. The instructions given by emergency team members must be followed. Elevators are not considered safe for such emergencies and should not be used for evacuating the floor. It is important to remain calm and keep moving throughout the evacuation. No one should return to the offices until word has been received from the building management that it is safe. Copies of the emergency evacuation plan are available in Human Resources.

If you witness an emergency situation and are unsure as to whether it has been reported, please contact human resources (x 8672), the finance officer (x 8844), or building security (875-7711). In the case of an injury or sudden severe illness, the City of Chicago's emergency number (911) should be called first, and then it should be reported to the switchboard (x 0) in order that the receptionist may assist in directing the paramedics to the proper location. On-the-job accidents should also be reported to human resources immediately in order that the necessary claim form(s) may be processed.

7.2 Safety, Security and Evacuation

It is the policy of CMAP to try to provide a secure work environment for its employees, board members, visitors and their property. This requires constant vigilance on the part of all employees and compliance with the security rules of the building and CMAP.

The office of the building provides building passes which will be issued to all employees. These passes must be used to gain admission to the building and the office floor on weekends and before and after the building's normal business hours. If a security problem should arise in the CMAP office complex, it should be reported to human resources (x-8672) during normal business hours or to building security at 875-7711 at other times. If the problem is deemed an emergency, first call Chicago's emergency number, 911, and then let building security know that a 911 call has been made.

Staff members with private offices will receive keys to their rooms. Employees in open areas may request a key for a desk, file cabinet and/or storage cabinet for purposes of securing CMAP and/or personal property. Staff members should not leave purses or other valuables in sight or in unsecured locations. The loss or theft of CMAP or personal property, keys or a building pass should be reported immediately to human resources. Keys and building passes must be turned in to human resources upon separation.

CMAP will retain a copy of all keys. CMAP retains its right to enter any locked offices, drawers, or cabinets as necessary for the conduct of its business or to assure the safety and well-being of its employees.

As a public agency, CMAP regularly hosts public meetings and receives a large number of visitors. Attendees at public meetings must sign in on an attendance sheet for the meeting, which should be kept near the door of the meeting room. All other visitors (except those using the publication sales area) will be required to sign in and out of a

visitors' log located at the reception desk. After signing in, visitors should not proceed past the reception desk unless accompanied by a staff member. When leaving, the visitor should also be escorted back to the reception area by a staff member to sign out and leave the office. Messengers must follow the building's requirements and check in and out of the messenger center located off of the first floor lobby.

7.3 Telephone and Voice Mail

CMAP telephone and voice mail systems are essential to the effective and efficient operation of the office. Accordingly, these systems are to be used principally for official agency business, and personal usage must be minimized. See also Section 7.10, Computer and Electronic Communications.

It is recognized that an occasional need may arise to contact family or friends on matters of some urgency or in order to schedule or reschedule a personal appointment. However, it is expected that such calls be kept to a minimum. If a personal situation requires a more significant level of usage, prior approval is needed from the deputy executive director. If possible, such calls should be scheduled during break periods.

Under no circumstances should personal telephone calls be made from the reception area. If receptionist personnel need to make a personal call while on duty, relief personnel should be requested to cover the switchboard while the personal call is placed from another location.

Personal telephone calls to destinations within the seven-county area may be made by staff with no reimbursement due CMAP. While out of the region on official agency business, staff members may make one personal, long distance phone call per day to family or friends at agency expense, but the duration of the call should be limited to 15 minutes or less.

All staff are expected to handle their telephone calls and voice mail messages in a respectful, prompt and courteous manner. If it becomes necessary to transfer a call, ask the calling party if it is acceptable to be transferred to the voice mail system if the receiving party does not answer. If not, then contact the receiving part first to see if he or she is able to take the call.

Voice mail messages should be reviewed periodically throughout the day while in the office and, if possible, at least once a workday while outside the office on agency business. All voice mail messages should be returned as promptly as possible and preferably the same day. Each staff member's "greeting" message on the voice mail should be checked and updated periodically, such messages should be professional and businesslike. Although not required, staff are encouraged to review and update their "greeting" message on a daily basis.

The system manager may be contacted for more information on the telephone and voice mail systems.

7.4 Mail

Mail, faxes, hand-deliveries, and e-mail messages represent important communications, which require consistent handling in order for the information to be communicated to the appropriate parties and for a record to be preserved in CMAP central files. See also Section 7.10, Computer and Electronic Communications.

7.5 Public Records

As a public agency, CMAP has responsibility to prepare, maintain, preserve and dispose of its public records in accordance with applicable federal and state laws and the rules and regulations established by the Local Records Agency of Cook County.

7.5.1 Central Files

Under the direction of administration, CMAP central files section is responsible for maintaining a current record retention schedule, coordinating CMAP program for the microfilming and disposition of records, and providing a storage and retrieval function for most of those public records requiring permanent retention.

7.5.2 Records Retention

CMAP's current record retention requirements are as follows:

1. Permanent Records. The following types of records must be maintained permanently in either original or microfilmed format:
 - a. Annual reports
 - b. Audits
 - c. board files
 - d. Correspondence and/or memos of historical, legal or administrative value
 - e. CMAP legal counsel and litigation files
 - f. Minutes of meetings (CMAP, standing and special committees and subcommittees)
 - g. Personnel files
 - h. Photographs
 - i. Planning project files and reports
 - j. Policies and procedures
 - k. Public hearing documents
 - l. Resolutions
 - m. Visitor logs

If permanent records (except personnel files) have been microfilmed, a copy of the microfilm should be placed and retained in central files. Copies of certain microfilmed documents may also be retained in the Illinois State Archives in Springfield if they meet the criteria for retention established by that agency.

2. Non-permanent Records. The following types of records may be disposed of once the requisite retention periods have been satisfied:
 - a. Accounting and payroll/time report records other than annual audits
 - b. Agreements and leases
 - c. Correspondence and/or memos without historical, legal or administrative value
 - d. Audio tapes of meetings and hearings
 - e. Contracts
 - f. Data requests
 - g. Employment applications and resumes
 - h. Freedom of Information Act requests and denials
 - i. Illinois Municipal Retirement Fund files
 - j. Insurance policies, files and claims
 - k. Meeting notices
 - l. Press releases
 - m. Purchase orders
 - n. State and federal agreements and grants

Questions regarding the retention or disposition of specific records or types of records should be brought to the attention of the administrative principal for determination. Employees who come into possession of any of the above materials and have questions about retention should contact the administrative principal.

7.6 Communications Guidelines

Please refer to the separate document, CMAP Communication Guidelines, for information about how to handle publications, graphics (including use of the CMAP logo), media relations, and other related activities.

7.7 Travel

It is the general policy of CMAP to reimburse its staff for reasonable costs incurred in the conduct of official agency business outside the office. It is the responsibility of the employee to avoid unnecessary, excessive or unallowable expenses, including costs of an entertainment nature. Reimbursement will not be provided for an individual's normal trip to work expenses. For more details on travel, please refer to the "Business Travel" policy.

7.8 Mailing Lists

The ACCESS dBase has been developed as an Agency resource to provide staff with current and accurate data on CMAP contacts (friends, partners and interested parties). It is a resource that will be available to all staff as a directory of names, addresses, organizations, e-mail addresses and other information. It is to be the only source of data

from which all mailing lists that are developed by CMAP staff in any outreach effort are developed.

In order to streamline and maximize efficiency of the system, individuals will no longer maintain lists for their own individual use. Rather, all information related to CMAP contacts is to be shared agency-wide through the ACCESS dBase.

When sending out mailings staff are required to request and use the current version of the appropriate list(s). It is recommended that at least one week's lead time be given for large or detailed list requests. (Please refer to the Mail List Policy on the shared drive at S:\Library\edocuments\HumanResources\Current Policies for more detail.)

7.9 Office Equipment and Furniture

CMAP office equipment and furniture are essential to the effective and efficient operation of CMAP. As a public agency CMAP must take reasonable steps to maintain and secure such assets.

Administration will be responsible for the allocation of equipment and furniture. No reallocation of such items may be made without prior approval. If circumstances necessitate the temporary removal of equipment or furniture from the office, a building pass must be obtained from administration and the items must be returned to the office within a reasonable time period.

Staff members are expected to take reasonable care of equipment which has been issued to them in order to avoid misuse, breakage, loss or theft. If it is determined that the staff member was negligent, a request to personally pay for the replacement or repair could be made. Requests for repair or maintenance should be routed to administration, except that computer-related problems should be brought to the attention of the information technology group.

From time to time it may be necessary for a staff member to use a personally-owned piece of equipment for CMAP purposes. In the event that the item is damaged, lost or stolen while being used for official agency business, the incident should be reported as quickly as possible to administration and, if appropriate, a police report should be filed. If reimbursement is sought from CMAP, a memorandum should be prepared describing the incident, personal insurance coverage should be referenced, and a police report attached (if appropriate). This information should be routed to the administrative principal.

7.10 Computer and Electronic Communications

7.10.1 Acceptable Uses

CMAP's computer, communication (including bulletin boards, fax, and telephone), e-mail, and Internet systems are to be used solely for business purposes and may be reviewed or monitored by CMAP. (Please refer to the IT policy located in the shared drive at

S:\Library\edocuments\HumanResources\Current Policies. Employees should not consider their use of these systems, or their communications over these systems, to be private. All data and other information on CMAP's systems are property of CMAP. Every employee has the responsibility to maintain and enhance CMAP's public image and to use these systems productively and responsibly.

7.10.2 Unacceptable Uses

CMAP's systems may not be used for transmitting, receiving, or storing any data or communications that are discriminatory, harassing, abusive, or obscene. This includes messages and images that are demeaning, insulting, inflammatory, or intolerant toward a person's age, color, disability, national origin, race, religion, sex, sexual orientation, or other protected characteristic.

CMAP's systems may also not be used for any purpose that violates any other policy, is illegal, is for personal gain, or is otherwise contrary to CMAP's best interests. No confidential information may be transferred either within or outside of CMAP except as strictly necessary for the performance of the employee's job duties and with appropriate protections against the loss or transfer of the information to unauthorized recipients.

7.10.3 Communications

Each employee is responsible for the content of all text, audio, data, or images that he or she places or sends over CMAP's systems. No e-mail or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else or someone from another company. All messages communicated on CMAP's e-mail/Internet system should contain the employee's name.

Any messages or information sent by an employee to another individual outside of CMAP via an electronic network (e.g., bulletin board, online service or Internet) are statements that reflect on CMAP. While some users include personal disclaimers in electronic messages, there is still a connection to CMAP, and the statements may be tied to CMAP.

7.10.4 Software

To prevent computer viruses from being transmitted through CMAP's e-mail/Internet system, downloading of unauthorized software is prohibited. All software downloaded must be registered to CMAP. Employees should contact the Principal Analyst if they have any questions.

7.10.5 Copyright Issues

Copyrighted materials belonging to entities other than CMAP may not be transmitted by employees on CMAP's systems. Employees must respect

copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.

7.10.6 Security

CMAAP routinely monitors usage patterns for its e-mail/Internet communications. The reasons for this monitoring are many, including cost analysis/allocation and the management of CMAAP's gateway to the Internet. All messages created, sent, or retrieved over CMAAP's e-mail/Internet are the property of CMAAP and should be considered public information. CMAAP reserves the right to access and monitor all messages and files on any of CMAAP's hardware and electronic systems.

7.10.7 Violations

Any employee who abuses this policy may be subject to corrective action up to and including termination. If necessary, CMAAP also reserves the right to advise appropriate legal officials of any illegal violations.

Management will have unrestricted access to information on its equipment, and employees should have no expectation of privacy as to the use or storage of any information on such equipment. For example, employees should have no expectation of privacy as to any data or information appearing on his or her computer screen or stored on any CMAAP computer or electronic device. Personal passwords, such as those used to access personal email accounts, should not give rise to any expectation of privacy. Employees should not expect any information viewed or stored on CMAAP's computer system to be private.