

CHAPTER 11 – EMPLOYEE REGULATIONS

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
I	REGULATIONS AND RESTRICTIONS	
	<i>Division I – General</i>	
	<i>Section 11-1-1 - Accidents/Injuries</i>	<i>11-1</i>
	<i>Section 11-1-2 - Appearance</i>	<i>11-1</i>
	<i>Section 11-1-3 - Use of Department Property</i>	<i>11-1</i>
	<i>Section 11-1-4 - Telephone Usage</i>	<i>11-1</i>
	<i>Section 11-1-5 - Correspondence and Communications</i>	<i>11-2</i>
	<i>Section 11-1-6 - Smoking</i>	<i>11-2</i>
	<i>Section 11-1-7 - Photo I.D. 's</i>	<i>11-2</i>
	<i>Section 11-1-8 - Speech and Dissemination of Information</i>	<i>11-2</i>
	<i>Section 11-1-9 - Relations with Creditors</i>	<i>11-2</i>
	<i>Section 11-1-10 - Possession of Firearms</i>	<i>11-2</i>
	<i>Section 11-1-11 - Ethics</i>	<i>11-2</i>
	<i>Section 11-1-12 - Other Employment</i>	<i>11-3</i>
	<i>Section 11-1-13 - Physical Examinations</i>	<i>11-3</i>
	<i>Section 11-1-14 - Reimbursement of Cost of Training</i>	<i>11-3</i>
	<i>Section 11-1-15 - Prescription Drug Use</i>	<i>11-3</i>
II	DRUG FREE WORKPLACE POLICY	
	<i>Section 11-2-1 - Drug Free Workplace</i>	<i>11-4</i>
	<i>Section 11-2-2 - Purpose of Policy</i>	<i>11-4</i>
	<i>Section 11-2-3 - Drug Free Workplace Statement</i>	<i>11-4</i>
	<i>Section 11-2-4 - Violations</i>	<i>11-4</i>
	<i>Section 11-2-5 - Employee Assistance</i>	<i>11-4</i>
	<i>Section 11-2-6 - Status of Employment; Rehab Costs</i>	<i>11-4</i>
III	COMPUTER USAGE POLICY	
	<i>Section 11-3-1 - Computer Usage Procedure</i>	<i>11-5</i>
IV	ELECTRONIC COMMUNICATIONS	
	<i>Section 11-4-1 - Policy; Introduction/Purpose</i>	<i>11-6</i>
	<i>Section 11-4-2 - Policy Definitions</i>	<i>11-6</i>
	<i>Section 11-4-3 - Ownership</i>	<i>11-6</i>
	<i>Section 11-4-4 - Use of Electronic Communications</i>	<i>11-6</i>
	<i>Section 11-4-5 - Prohibited Communications</i>	<i>11-7</i>
	<i>Section 11-4-6 - No Presumption of Policy</i>	<i>11-7</i>
	<i>Section 11-4-7 - Village's Right to Monitor Use</i>	<i>11-7</i>
	<i>Section 11-4-8 - Prohibited Activities</i>	<i>11-8</i>
	<i>Section 11-4-9 - Passwords</i>	<i>11-8</i>
	<i>Section 11-4-10 - Internet Usage</i>	<i>11-8</i>
	<i>Section 11-4-11 - Records Retained</i>	<i>11-9</i>
	<i>Section 11-4-12 - Records Disposal</i>	<i>11-9</i>
	<i>Section 11-4-13 - Accessing User E-Mail During Absence</i>	<i>11-9</i>
	<i>Section 11-4-14 - Firewalls and Network Protection</i>	<i>11-9</i>
	<i>Section 11-4-15 - Password Protection</i>	<i>11-9</i>
	<i>Section 11-4-16 - Viruses and Tampering</i>	<i>11-10</i>
	<i>Section 11-4-17 - Disclaimer of Liability for Use of the Internet</i>	<i>11-10</i>

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
IV	<i>ELECTRONIC COMMUNICATIONS (CONTINUED)</i>	
	<i>Section 11-4-18 - Duty Not to Waste Electronic Communications Resources</i>	<i>11-10</i>
	<i>Section 11-4-19 - E-Mail Addresses</i>	<i>11-10</i>
	<i>Section 11-4-20 - Freedom of Information Act Requests</i>	<i>11-10</i>
	<i>Section 11-4-21 - Use of Credit Cards on the Internet</i>	<i>11-10</i>
	<i>Section 11-4-22 - Violations</i>	<i>11-10</i>
	<i>Section 11-4-523 - Policy Changes</i>	<i>11-10</i>
V	<i>SEXUAL MISCONDUCT POLICY</i>	
	<i>Section 11-5-1 - Sexual Misconduct Policy Statement</i>	<i>11-11</i>
	<i>Section 11-5-2 - Reporting Procedures and Designated Sexual Abuse Coordinator</i>	<i>11-11</i>
	<i>Section 11-5-3 - Child Abuse</i>	<i>11-11</i>
VI	<i>SOCIAL MEDIA POLICY</i>	
	<i>Section 11-6-1 - Mission Statement</i>	<i>11-12</i>
	<i>Section 11-6-2 - Purpose</i>	<i>11-12</i>
	<i>Section 11-6-3 - Policy</i>	<i>11-12</i>
	<i>Section 11-6-4 - Rules and Regulations</i>	<i>11-12</i>
VII	<i>ANTI-BULLYING POLICY</i>	
	<i>Section 11-7-1 - Application of Policy</i>	<i>11-14</i>
	<i>Section 11-7-2 - Definition</i>	<i>11-14</i>
	<i>Section 11-7-3 - Bullying Prohibited</i>	<i>11-14</i>
	<i>Section 11-7-4 - Disciplinary Action</i>	<i>11-14</i>
	<i>Section 11-7-5 - Reporting and Complaint Procedure</i>	<i>11-15</i>
VIII	<i>DOMESTIC AND SEXUAL VIOLENCE POLICY</i>	
	<i>Section 11-8-1 - Purpose of Policy</i>	<i>11-16</i>
	<i>Section 11-8-2 - Definition</i>	<i>11-16</i>
	<i>Section 11-8-3 - Victims' Economic Security and Safety Act (VESSA)</i>	<i>11-16</i>
	<i>Section 11-8-4 - Policy</i>	<i>11-16</i>
IX	<i>SELECTION, TRANSFER, AND PROMOTION OF VILLAGE EMPLOYEES</i>	
	<i>Section 11-9-1 - Policy</i>	<i>11-20</i>
	<i>Section 11-9-2 - Stipulations</i>	<i>11-20</i>
	<i>Section 11-9-3 - Employment Process</i>	<i>11-20</i>
	<i>Section 11-9-4 - Requirements</i>	<i>11-21</i>