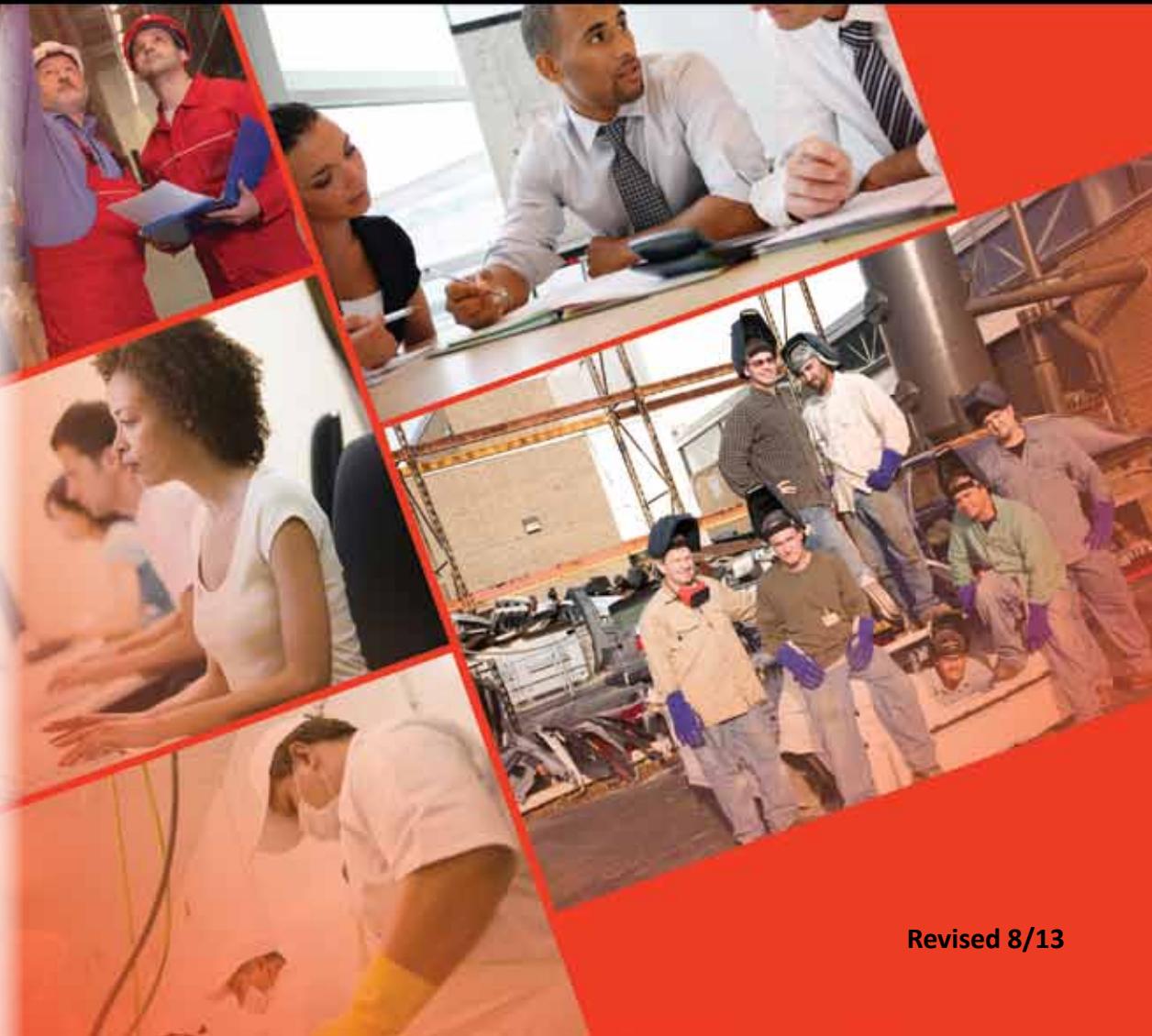




2nd Edition

Model Employee Policies

for Illinois Employees

[Contents Page](#)[Chapter 1](#)[Chapter 2](#)[Chapter 3](#)[Chapter 4](#)[Chapter 5](#)[Chapter 6](#)[Chapter 7](#)[Chapter 8](#)[Chapter 9](#)[Chapter 10](#)[Chapter 11](#)

Click on the title to navigate
through the chapters

Table of Contents

Chapter 1	Where To Begin.....	1
	Sample Employee Handbook Introduction.....	2
Chapter 2	Non-Discrimination Policies.....	3
	Equal Employment Opportunity Policy	3
	Sample Equal Employment Opportunity Policy - Option 1	4
	Sample Equal Employment Opportunity Policy - Option 2	4
	Sexual Harassment	5
	Sample Sexual Harassment Policy	6
	Harassment Based on Race, Color, Religion, Gender, National Origin, Genetic Information, Age or Disability	6
	Sample Anti-Harassment Policy.....	7
	Unpaid Leave Due to Domestic and Sexual Violence (For Employers with 50 Employees or More).....	8
	Unpaid Leave Due to Domestic and Sexual Violence (For Employers with 14-49 Employees).....	12
Chapter 3	Basic Employment Policies.....	17
	Employment Status	17
	Sample Employment Status Policy	17
	Orientation Period	18
	Sample Orientation Period Policy	19
	General Rules and Regulations.....	19
	Sample General Rules and Regulations Policy - Option 1	20
	Sample General Rules and Regulations Policy - Option 2	22
	Union-Free Policy	23
	Sample Union-Free Policy - Option 1.....	23
	Sample Union-Free Policy - Option 2.....	25
	No Solicitation/Distribution and Access Policies.....	25
	Sample No-Solicitation/Distribution and Access Policy - Option 1:	26
	Sample No-Solicitation/Distribution and Access Policy - Option 2:	26
	Outside/Competing Employment.....	27
	Sample Outside Employment Policy	27
	Employment of Relatives.....	28
	Sample Employment of Relatives Policy	28
	Non-Fraternization Policy	29
	Sample Non-Fraternization Policy	29

Employee Apparel	30
Sample Employee Apparel Policy: Option 1	30
Sample Employee Apparel Policy: Option 2	30
Employee Confidentiality Agreement.....	31
Chapter 4 Attendance And Time Away From Work Policies	33
No-Fault Attendance Policies	33
Sample No-Fault Attendance Policy - Option 1	34
Sample No-Fault Attendance Policy - Option 2	36
Sample No-Fault Attendance Policy - Option 3	37
Emergency Closure	37
Sample Emergency Closure Policy.....	38
Medical Leaves of Absence	39
Sample Medical Leave of Absence Policy	40
Personal Leaves of Absence	41
Sample Personal Leave of Absence Policy - Option 1	41
Sample Unpaid Personal Leave of Absence Policy - Option 2	41
Family and Medical Leave Act Policy	42
Sample FMLA Leave Policy	44
Bereavement Leave.....	50
Sample Bereavement Leave Policy.....	50
Military Leave	51
Sample Military Leave Policy: Option 1	51
Sample Military Leave and Reemployment Rights: Option 2	52
Family Military Leave	56
Sample Military Leave For Spouses and Parents in Illinois Policy: Option 1.....	56
Jury Duty.....	56
Sample Jury Duty Policy.....	57
Sample Jury and Witness Duty- Option 2.....	57
Vacation.....	58
Sample Vacation Policy	58
Vacation Policy Option 2	59
Personal Days	59
Sample Personal Days Policy	60
Sick Days	60
Sample Sick Days Policy	60
Paid Time Off	60
Sample Paid Time Off Policy	61
Holidays	62
Sample Holiday Policy.....	62

Layoff and Recall	63
Sample Layoff and Recall Policy	64
Inactive Status/Job Abandonment.....	65
Unpaid Leave Due to Domestic and Sexual Violence.....	65
Sample Vessa Policy	65
Chapter 5 Compensation Policies	69
Hours of Work	69
Sample Hours of Work Policy: Option 1	69
Sample Hours of Work Policy: Option 2	70
Timekeeping Requirements	70
Sample Timekeeping Requirements Policy	70
Meals And Rest Periods.....	71
Sample Meals and Rest Periods Policy	71
Overtime	72
Sample Overtime Policy	72
Payday	73
Sample Payday Policy	73
Payroll Advances	74
Sample Payroll Advance Policy	74
Improper Deductions From Salary	74
Sample Improper Deductions From Salary Policy	75
Compensation Reviews	75
Sample Compensation Review Policy	76
Travel and Business Expense Reimbursement.....	76
Sample Travel and Business Expense Reimbursement Policy: Option 1	76
Sample Travel and Business Expense Reimbursement Policy: Option 2	79
Chapter 6 Policies Pertaining To Hiring, Promotion & Termination of Employment	81
Background Checks.....	81
Sample Background Check Policy	82
Performance Appraisals	82
Sample Performance Appraisal Policy	83
Promotions and Transfers	83
Sample Promotions and Transfers Policy	84
Termination of Employment.....	84
Sample Termination of Employment Policy	85
Illinois Personnel Record Review Act	86

Sample Personnel Records Policy:	87
Reference Requests	89
Sample Reference Request Policy	90
Chapter 7 Employee Benefits	91
Health Insurance.....	91
Sample Health Insurance Policy	91
Short- And Long- Term Disability Plans.....	91
Sample Short-Term Disability Plan Policy	92
Sample Long-Term Disability Plan Policy	92
401(K) Plan.....	92
Sample 401(K) Plan Policy	92
Continuing Education.....	93
Sample Continuing Education Policy	93
Workers' Compensation.....	93
Sample Accident/Injury Reporting Policy	94
Cobra	94
Chapter 8 Monitoring And The Use of Electronic Technology In The Workplace	95
Workplace Monitoring.....	95
Sample Workplace Monitoring Policy	95
Internet Usage And E-Mail	95
Sample E-Mail Policy: Option 1	96
Sample Internet Usage and E-Mail Policy: Option 2	97
Sample Internet Usage and E-Mail Policy: Option 3	99
Cell Phone Policy	100
Sample Cell Phone Policy: Option 1.....	101
Sample Cell Phone Policy: Option 2.....	101
Camera Cell Phones	101
Sample Camera Cell Phone Policy: Option 1.....	102
Sample Camera Cell Phone Policy: Option 2.....	102
Telephone Usage.....	103
Sample Telephone Usage Policy	103
Instant Messaging.....	103
Sample Instant Messaging Policy	104
Blogging	105
Sample Blogging Policy	105
Telecommuting Policy	106
Sample Telecommuting Policy	107

Chapter 9	Safety And Health Policies	109
	Safety And Health Policies	109
	Sample Safety And Health Policy - Option 1	110
	Sample Safety And Health Policy: Option 2	112
	Sample Safety And Health Policy: Option 3	112
	Smoking	112
	Sample Smoking Policy: Option 1	113
	Sample Smoking Policy: Option 2	113
	Light-Duty Assignments	114
	Sample Light-Duty Assignments Policy	115
	Workplace Violence	116
	Sample Workplace Violence Policy	116
	Domestic Violence	117
	Sample Domestic Violence Policy	117
	Visitors In The Workplace	118
	Sample Workplace Visitors Policy	118
	Inspection of Property	119
	Sample Inspection of Property Policy	119
	Use of Company Equipment And Vehicles	120
	Sample Use of Company Equipment And Vehicles Policy	120
	Substance Abuse	120
	Sample Illinois Drug Free Policy & Testing Program	121
	Appendix A	130
	Acknowledgement of Receipt of Drug And Alcohol	
	Testing Program And Agreement To Abide By Program	130
	Appendix B: Follow-Up Testing/Last Chance Agreement	131
	Appendix C: Company Name/Current	
	Employee Consent/Refusal Form	134
	Appendix D: Company Name/Post-Offer Consent/Refusal Form	135
	Sample Substance Abuse Policy: Option 2	136
	Sample Substance Abuse Policy: Option 3	138
	Drug-Free Workplace	139
	Sample Drug-Free Workplace Policy	139
	Policy On Aids And Aids-Related Conditions	141
	Sample Aids/ Aids-Related Conditions Policy	141
Chapter 10	Company Confidentiality	143
	Confidential Information	143
	Sample Confidentiality Policy	143
	Sample Confidentiality Agreement	144

Business Ethics And Conduct	146
Sample Business Ethics And Conduct Policy	146
Sarbanes-Oxley Policy	147
Sample Sarbanes-Oxley Policy	148
Chapter 11 Complaint Procedures	151
Employee Suggestions	151
Sample Employee Suggestions Policy	151
Internal Procedures	151
Sample Internal Complaint Procedures Policy: Option 1	152
Sample Internal Complaint Procedures Policy: Option 2	153
Sample Arbitration Policy	156
Sample Arbitration Agreement	156
Waiver of Jury Trials	158
Sample Jury Trial Waiver Form	158