

MISCELLANEOUSEmployment of Relatives:

It shall be the policy of the Village not to hire members of the immediate family of elected Village officials.

Two or more members of an immediate family shall not be employed in the same department or where one occupies a position which has influence over another's employment, promotion, supervision, salary administration or other related management or personnel administration, except in the case of sworn personnel as appointed by the Board of Fire and Police Commissioners.

For purposes of this section, the immediate family shall include mother, father, sister, brother, son, daughter, aunts, uncles, first cousins and grandparents.

Political Activity:

Employees may not engage in political activity which involves the use of their uniform, equipment or vehicles or the use of their official position to coerce or influence others and may not engage in political activities or promote personal causes, beliefs, groups or organizations through the use of words, actions or symbols while at work or on duty.

Accepting of Gifts:

Village services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. Exceptions include:

- A. Occasional consumable gifts or non-pecuniary gifts of less than \$50.00;
- B. A non-pecuniary award publicly presented in recognition of service; or
- C. Gifts from family members.

When the department receives a consumable gift, (\$50.00 or less), it shall be forwarded to the Village to be utilized for charitable purposes.

### Reimbursement for Loss of Personal Items

Under ordinary circumstances, the Village of Oak Park will not reimburse in any manner or form, for any personal objects, possessions or clothing which are lost or damaged, either while on duty or off duty. Personal objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the Village of Oak Park.

In situations of extraordinary or unusual circumstances, special requests for reimbursement for loss or damage can be made using the following procedures:

- A. Employees shall submit to their Department Head a request for reimbursement along with a full description of what contributed to the loss and the extent to which the Village or one of its employees was liable or responsible for the loss sustained.
- B. The appropriate Department Head will review the incident and the facts and present to the Village Manager and a report and recommendation on disposition of the claim.
- C. The Village Manager will review the case and issue a final decision.

### Use of Village Telephones:

Personal calls should be kept to a minimum. Friends should not be encouraged to call during working hours. If a personal long distance call is necessary, it should be charged to the employee's residential telephone number. Employees who are unable to charge their personal calls should place them from public pay phones.

### Use of Village Vehicles, Equipment, Supplies, Tools and Uniforms:

In using Village vehicles, or personal vehicles for Village business, employees must keep in mind the fact that they are representatives of the Village government and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection, for good or bad, on the Village. Thus, it is imperative that such employees abide by these rules and customs with the highest degree of exactitude. Any fines incurred by an employee while operating a Village vehicle due to traffic or parking violations shall be the responsibility of the employee and all fines or monies shall be paid by the employee.

Village vehicles, equipment, supplies, tools, and uniforms shall not be used for private or unauthorized purposes.

Employees shall be responsible for the proper care and use of Village vehicles, equipment, supplies, tools and uniforms. Accidents, breakdowns, or malfunctions of any equipment should be reported to the employee's immediate supervisor on the day of occurrence so that the repairs may be made.

Village-owned vehicles may be taken home overnight on an assigned regular basis or on an occasional basis when authorized by the Village Manager. Such vehicles are to be used only for Village business or duties.

Transporting non-employees in Village vehicles is permitted only for official Village business purposes. Employees must obtain advance written approval from their immediate supervisor prior to transporting any non-employee. The written request must include:

- Date and time of the trip
- Purpose of the trip
- Departure and destination locations
- Name(s) of non-employee passenger(s)

Employees are responsible for the uniforms supplied by the Village. Uniforms provided for the employees shall be worn only during working hours, or for conducting official Village business outside working hours. Uniforms may be worn to or from work, unless department rules specify otherwise, but are not to be worn during any personal activity other than defined in this section, unless authorized by the Department Head.

Employees must make every effort to take proper care of their uniforms. Damaged and/or lost uniforms must be reported immediately to the employee's immediate supervisor.

If an employee violates this section, the employee may be held liable to the Village for any claims, costs or damages arising out of or resulting from the use, operation or possession of Village equipment.

#### Personal Mail:

Employees shall not use Village postage machines, stationery, fax machines or mail services for the purpose of sending and receiving personal mail.