

1.1 AMERICANS WITH DISABILITIES ACT

Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Village of Arlington Heights to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Village's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Guidelines

- A. When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired for that position.
- B. The Village of Arlington Heights will provide a reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability unless it can show that the accommodation would impose an undue hardship to the Village. Employees should contact Human Resources with any questions or requests for accommodation.
- C. Reasonable accommodation is any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for an individual with a disability to enjoy an equal employment opportunity.
- D. The Village of Arlington Heights does not have to make an accommodation for an individual who is not otherwise qualified for a position.
- E. Generally, it is the obligation of an individual with a disability to request a reasonable accommodation.
- F. All employees are required to comply with the Village's safety standards. Employees who pose a threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.
- G. Individuals who are currently using illegal drugs are excluded from coverage under the Village's ADA policy.

Effective: September, 2020

1.2 RECRUITMENT AND SELECTION OF PERSONNEL

Policy

Every effort will be made to fill open positions as quickly as possible with qualified individuals. Current employees who are qualified and express interest will be given every consideration when selecting individuals to fill open positions. In recruiting and hiring, the Village gives equal employment opportunity to all individuals, without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military or any other protected group status. In addition, the Village complies with any affirmative action requirements that apply and all EEO requirements that apply under federal, State and local law.

Guidelines

- A. The Human Resources Department has the responsibility for coordinating recruitment, screening and placement of applicants for employment. Village positions that are open and approved by the Village Manager are posted on bulletin boards in each department and other electronic Village avenues.
- B. Vacant positions shall either be posted internally for at least five working days or both internally and externally concurrently. External postings are generally posted for at least two weeks, or as deemed appropriate by the Village Manager, Director of Human Resources and the appropriate department representative. Current employees may apply for positions when posted internally or externally.
- C. The Human Resources Department is responsible for recruiting outside candidates through the most appropriate means available. When hiring new employees, preference will be given to Arlington Heights residents, all other factors being equal. The Village utilizes a variety of media and contacts for external postings. All applicants for Village employment shall file applications with the Human Resources Department on forms provided by the Village and located on the Village's website
- D. Examinations utilized to determine the qualifications of both internal and external applicants may be written, oral, physical, or in the form of a demonstration of skills, or any combination of the above. Every applicant is required to sign the appropriate release forms in order to allow the Village the right to conduct an appropriate background investigation if applicable. The background investigation must be completed prior to an offer for employment being extended.
- E. Job offers will be contingent on the applicant passing a mandatory drug-screening test, background check, and physical, if applicable, at a time and place arranged by the Village. (See Drug-Free Workplace Policy for additional information on drug screening.)

- F. The Director of Human Resources may disqualify an applicant for cause, including the following reasons:
- The applicant does not meet the requirements established for the position.
 - The applicant has failed to correctly submit the application.
 - The applicant is found to lack the ability to perform any of the essential functions of the job.
 - The applicant has made a false statement securing employment.
 - The applicant has been convicted of a job-related felony.
- G. Once the Department Director, the Director of Human Resources and the Village Manager have given approval, an offer of employment shall be extended. The Director of Human Resources or designee shall inform the applicant about terms of employment, starting salary, hiring date and other pertinent information.
- H. All individuals who receive offers of employment must furnish proof of identity and employment eligibility within their first three days of employment, as required by federal immigration law. The new employee must also sign INS Form I-9, as required by federal law.
- I. Relatives of employees and relatives of appointed Village officials', either by blood or marriage, may be employed by the Village on a competitive basis when appropriate. Before hiring decisions are made, every effort will be taken to identify and avoid both conflict of interest and the appearance of impropriety that could undermine the public trust. Under no circumstances will an employee and his/her relative be permitted to work in an environment where one directly supervises the other. For purposes of this section I and section J below only, relative is defined as spouse, parent, sibling, child, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepparent, stepchild, aunt, uncle, niece and nephew.
- Relatives of employees and relatives of appointed Village officials' shall not be employed by the Village for temporary or seasonal work or unpaid internships.
- J. Relatives of elected Village officials' shall not be employed by the Village under any employment conditions, including temporary or seasonal work or unpaid internships.

Effective Date: January 1, 2000
Revised: June, 2004
Revised: September, 2012
Revised: August, 2015
Revised: April, 2016
Revised: September, 2020

1.3 PROBATIONARY PERIOD FOR NEW EMPLOYEES

Policy

The Village of Arlington Heights provides a probationary period for new employees in order to allow the Village sufficient time to evaluate the performance of a new employee and to provide ample time for the employee to learn to perform the duties of the position.

Guidelines

- A. The probationary period is one year for all positions, unless a different probationary period is established in a collective bargaining agreement.
- B. A performance evaluation will be conducted for all employees at the end of their probationary period.
- C. During the probationary period of a new employee, employment may be terminated at any time for any lawful reason. Probationary employees may not grieve a termination decision.

Effective Date: January 1, 2000
Revised: September, 2019

1.4 MEDICAL EXAMINATIONS

Policy

The Village requires a pre-employment medical examination by a licensed physician for certain job classifications. This examination is designed to evaluate a candidate's fitness to perform the essential functions of the job for which the candidate is being considered. In addition, the Village may require medical examinations, including psychological evaluations, physical fitness exams and/or drug and alcohol tests, to determine whether an employee is fit to perform the essential functions of a job, for either a current position or for promotion purposes. All medical examinations will be in compliance with federal and state laws.

Guidelines

- A. The Village will select a licensed physician to conduct the medical examinations and will assume all costs associated with the examinations. Arrangements for all required medical examinations will be made by the Village. The results of the medical examinations shall be maintained separately from employees' personnel files and shall be kept strictly confidential.
- B. Certain classifications of Fire Department, Police Department, and Publics Works Department employees are required to have medical examinations throughout the course of their employment.
- C. As mutual protection for the employee and the Village, the Village Manager or the Director of Human Resources may require an employee to submit to a complete medical examination by a licensed physician designated by the Village, when it appears that the employee may have become seriously limited or weakened by virtue of impaired health so as to be unable to perform the essential functions of the job. In such cases, the Village will temporarily remove an active employee from duty or prohibit an inactive employee from returning to duty until the employee's fitness for duty has been evaluated. During such time that the employee is removed from duty and waiting for the examination and the results of the examination, the employee shall remain on regular pay status.
- D. For purposes of this section, an employee lacks the physical and mental requirements necessary to perform the essential functions of the job if the employee is unable to perform the essential functions of the job or poses a significant risk to the employee's own safety, the safety of fellow employees, or the safety of the public.
- E. In the event of illness or non-duty related injury, an employee may be required to provide medical documentation of any work restrictions or inability to perform the essential functions of the job from their personal physician and at their own cost.

Effective Date: January 1, 2000

Revised:

1.5 PROMOTIONS

Policy

The Village attempts to fill vacancies in positions by promotion of current qualified employees. Employees are encouraged to apply for any vacancy for which they may qualify.

Guidelines

- A. Selection of an employee for a promotion is based on job knowledge, ability, skills, past work record, education, relevant experience and other job-related criteria.
- B. In cases where only one employee applies for a position and the person's abilities and qualifications meet the selection criteria set forth above, the selection process may be expedited or dispensed with upon concurrence of the Director of Human Resources.
- C. Whenever an employee is promoted to a higher position, the employee will usually receive a salary increase of at least five percent. However, an employee will not receive a salary increase that will have that employee's pay rate exceeding the maximum of the new pay range.
- D. A promotion does not change an employee's date of hire. However, the employee's anniversary date for future pay increases will be changed to coincide with the effective date of the promotion.
- E. The probationary period for a promoted employee is one year for all positions.

Effective Date: January 1, 2000

Revised: July 1, 2002

Revised: August, 2020

1.6 DEMOTIONS

Policy

The Village may reassign an employee to a position in a lower job classification as a result of administrative changes or by an employee's request.

Guidelines

- A. The pay of an employee who is demoted may be adjusted as determined by the Department Director in consultation with the Human Resources Director and approval of the Village Manager. The amount of the pay adjustment must be in line with internal equity and the nature of the administrative change.
- B. A demotion does not change an employee's hire date. However, if there is a pay adjustment, the employee's anniversary date for future salary increase will change.
- C. No employee shall be demoted to a position for which the employee does not possess the minimum qualifications to perform the essential functions of the job.
- D. Employees demoted to new positions are subject to the standard probationary period for the new position, unless the Village Manager specifically waives the probationary period.

Effective Date: January 1, 2000

Revised: