



EMPLOYEE HANDBOOK

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INTRODUCTION

The DuPage Airport Authority's strength and uniqueness begins and ends with you...our most valuable asset. To our customers, vendors, competitors, and government agencies, you are the DuPage Airport Authority. We value you as a team member because we believe in you, in your integrity, and in your dedication to the highest personal and business standards of conduct and professionalism.

How To Use This Handbook

This Employee Handbook applies to all employees of the DuPage Airport Authority and is designed to serve as a guideline for our policies. It describes how we intend to work together and also includes important information about DuPage Airport Authority, your responsibilities, benefits and general working conditions.

Policies in this Handbook are subject to change as the needs of the DuPage Airport Authority require; and the DuPage Airport Authority reserves the right to change these policies as it deems necessary. Any revisions to this Handbook will be announced formally via written notice to you. No one at the DuPage Airport Authority has authority to change the policies contained in this Handbook except in written form signed by the Chairman of the Board of Commissioners of the DuPage Airport Authority.

Employment "At Will"

This Employee Handbook is not to be construed as an employment contract for any set period of time, nor does it create contractual rights with respect to any policy, practice or procedure relating to your employment. Your employment with the DuPage Airport Authority is for an indefinite period of time and is at-will. This means that neither you nor the DuPage Airport Authority is bound to an employment contract or a commitment of employment for a definite period of time. Either party may end the relationship at any time, with or without cause. Nothing in this Handbook is intended or should be construed as altering the employment at-will relationship.

Your signed receipt of acceptance of this Handbook, and your acceptance of your status as an employee-at-will, are conditions of your employment with the DuPage Airport Authority.

DuPage Airport Authority Mission Statement

To provide general aviation facilities and services to the suburban Chicago area, including corporate aviation service, recreational aviation, charter service, local commuter service and air cargo while fostering aviation-related businesses on the field; and to develop and lease or sell surplus vacant land in a manner compatible with airport uses in order to generate significant long term income which, along with increased aviation-related revenues, will stimulate the local economy, provide for the creation of jobs, bring outside revenues to local businesses, increase tax revenues for local communities and reduce the airport's property tax levies until the airport operates profitably without using revenue from taxpayers.

SECTION 1

EMPLOYEE RESPONSIBILITIES

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AIRPORT AUTHORITY CODE OF ETHICS

We are dedicated to operating the DuPage Airport Authority in a manner consistent with applicable state and federal laws and regulations and have implemented policies and procedures through the Airport Authority designed to keep us in full legal compliance.

The Board of Commissioners has adopted an amended Ethics Ordinance governing all employees of the Airport Authority. A copy of the full Ethics Ordinance, and a more detailed explanation of its requirements, is provided to each employee as a part of their new-hire orientation process. If you have not received a copy of this document, please obtain one from the office of the Executive Director.

If you are in doubt about the action you should take in a particular situation, please consult the office of the Executive Director to discuss the situation and what next steps are appropriate. No retaliation will occur when anyone makes an inquiry or submits a complaint.

CONFLICT OF INTEREST: We expect all our employees to avoid situations where their personal interests could conflict or appear to conflict with the interest of the DuPage Airport Authority. Conflicts of interest may arise when your position or responsibilities with us present an opportunity for personal gain apart from the normal compensation provided through your employment with DuPage Airport Authority. Activities representing a conflict of interest include, but are not limited to:

- Directly or indirectly competing with the mission and operation of the DuPage Airport Authority while employed by the Airport Authority.
- Purchasing or leasing on behalf of the Airport Authority from persons you are related to, or a business or other entity in which you have an interest. Purchases and leases will be made generally on the basis of quality, service and price only. Nothing shall otherwise preclude any qualified firm from bidding on contracts for the DuPage Airport Authority.
- Revealing to a third party, or otherwise using, any confidential information, including computer access codes, in any manner that is or could be prejudicial to the interests of the Airport Authority.
- Under certain circumstances specified in the Ethics Ordinance, an employee may not discuss or accept any employment relationship with any organization that is a tenant in a facility owned by the Airport Authority, engages in business with the Airport Authority, is licensed to do business on Airport Authority grounds, or which competes with the Airport Authority. Additional limitations intended to prevent conflicts of interest with an employee's former employer are set forth in the Ordinance.

POLITICAL ACTIVITY AND CONTRIBUTIONS: The Airport Authority honors any employee's desire to engage in voluntary political activity and to make voluntary political contributions. However, during working hours you may not participate in political activities. In addition, no employee may use, offer, or threaten to use the influence of his or her position to coerce or to persuade any person to solicit political contributions of any kind, or support, contribute or lend anything of value to a political group, organization or candidate for political office.

NO SOLICITATION RULE: You are encouraged to take an active part in community programs and worthy charitable activities. However, no one is permitted to solicit other employees, or distribute literature, during actual working time for any purpose. Bulletin boards, unless otherwise designated, are for the sole use of the Airport Authority.

GOVERNMENT ETHICS: Some Airport Authority employees are required to file an annual statement with the DuPage County Clerk under the Illinois Governmental Ethics Act. If you are required to do so, you will be notified in writing each year and will receive specific filing instructions.

GIFT BAN: Except as otherwise provided in the Ethics Ordinance, no member, officer or employee may solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, regulation or DuPage Airport Authority Ordinance. This ban applies to and includes spouses and immediate family living with the member, officer or employee. Specific information regarding the State Gift Ban Act will be provided to all employees as part of their new-hire orientation program. If you have any questions regarding acceptance of a gift, please consult the Office of the Executive Director for guidance.

DISCRIMINATION AND HARASSMENT POLICIES

Discrimination against or harassment of any employee or applicant for employment in violation of applicable federal, state and/or local law will not be tolerated. Any deliberate attempt by any employee of the DuPage Airport Authority to violate this prohibition will be subject to disciplinary action, including but not limited to demotion or dismissal.

SEXUAL AND OTHER FORMS OF HARASSMENT: It has been and remains the long-standing policy of the DuPage Airport Authority that all employees work in an environment free from all forms of harassment because of sex, race, color, religion, national origin, age, physical or mental disability, or any other basis prohibited by law.

The DuPage Airport Authority's prohibition of sexual and other forms of harassment includes not only conduct which has been defined as unlawful by the courts, but goes beyond legal definitions and includes any behavior that is reasonably likely to create a hostile, intimidating or offensive work environment for others. Sexual harassment includes:

“Unwelcome sexual advances, requests for sexual favors, and verbal or physical 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 work environment.”

Specific examples of behavior that this organization will consider sexual harassment include but are not limited to the following:

- a. Spoken or written abuse related to an employee's sex;
- b. Any sexual advance or touching that is unwelcome, including pressure for dates;
- c. Sexually-oriented or suggestive remarks, including inappropriate jokes or comments about an employee's body;
- d. Showing or displaying pornographic or sexually explicit objects or pictures in the workplace;

- e. Engaging in sexual favoritism or retaliation based on the granting or refusal of sexual favors; and/or
- f. Engaging in sexual teasing, including comments about sexual orientation.

Sexually harassing conduct violates this policy not only where the perpetrator and victim are of different genders, but also where they are of the same gender. Behavior including but not limited to any of these examples of misconduct will not be allowed or tolerated. Any deliberate attempt by any employee of the DuPage Airport Authority to violate or bypass this policy will be subject to disciplinary action, up to and including dismissal.

FILING A COMPLAINT: If you believe you have been subjected to discriminatory conduct or harassment that violates this policy, or if you believe one of your fellow employees is being subjected to discriminatory conduct or harassment in violation of this policy, you should immediately report the situation to your Supervisor. If your Supervisor is the one engaging in the discriminatory conduct or harassment, or you simply do not feel comfortable discussing the matter with your Supervisor, contact the office of the Executive Director of the DuPage Airport Authority. If you are uncomfortable reporting the situation to any member of the DuPage Airport Authority staff, then the information should be forwarded to the General Counsel of the DuPage Airport Authority.

The DuPage Airport Authority encourages the prompt reporting of complaints so that appropriate action may be taken. However, late reporting of a complaint will not, in and of itself, preclude the DuPage Airport Authority from taking remedial action. Forms are available in the office of the Executive Director. You also may submit your own prepared report or complaint.

Any supervisor who sees or hears about conduct that may constitute harassment under this policy must immediately contact the office of the Executive Director.

CONDUCTING THE INVESTIGATION: Allegations of discrimination and/or harassment are taken very seriously and will be investigated by the Executive Director or his/her designee as soon as possible upon receipt of a complaint. The DuPage Airport Authority will make every effort to maintain confidentiality of any complaint and investigation to the extent it is feasible. Any investigative file will be maintained on a confidential basis. However, the DuPage Airport Authority has the right to inform persons it deems to have a need to know and to utilize information obtained during the investigation for legitimate purposes.

As soon as practicable after the investigation concludes, the Executive Director will determine whether the policy has been violated. He/she will then inform the complainant and alleged offender of the results of the investigation. In the event the investigation determines that the alleged offender violated this policy, or otherwise acted in an inappropriate manner, disciplinary action will be taken, up to and including dismissal.

All employees and supervisors have a duty to cooperate in the DuPage Airport Authority's investigation of alleged harassment.

THIRD PARTY DISCRIMINATION OR HARASSMENT: Any employee who has experienced discrimination or harassment related to his or her employment at the DuPage Airport Authority by a third party (e.g., vendor, customer, etc.) should report the incident promptly in accordance with the above procedures. The complaint will be investigated and resolved in a manner similar to that explained above.

RETALIATION: Complaints made under this policy will not result in any adverse action against the complainant. In addition, no individual who participates in an investigation will be treated adversely because of that participation. Individuals who believe they have been subjected to retaliation must report the situation immediately by following the complaint procedures described above. Upon completion of an investigation, any employee who is found to have engaged in any form of retaliation associated with this policy will be subject to appropriate disciplinary action, up to and including dismissal.

GRIEVANCE: An employee can utilize the grievance process described elsewhere in the Handbook if he/she is not satisfied with the resolution of the complaint (either the person complaining or the subject of the investigation).

RULES OF CONDUCT

The Airport Authority Rules of Conduct are clear, concise statements specifying the conduct the Airport Authority and your fellow employees expect of each other. These rules are posted. This listing is not all-inclusive, and the Airport Authority reserves the absolute discretion to impose discipline up to and including dismissal, with or without prior warning, due to any conduct by an employee which the Airport Authority in its sole discretion deems appropriate for disciplinary action, consistent with the law:

1. During your workday, remain in the area necessary for the efficient performance of your work. Remain at work, in your assigned work area, until your shift ends unless you are authorized to leave early.
2. Clock in and out in the prescribed manner and for yourself only.
3. Follow instructions received from Supervisors. Insubordination will not be tolerated.
4. Use only the machines or equipment to which you are assigned or specifically authorized to operate.
5. Observe security, safety and smoking regulations in all areas in which you work or visit. Entry into unauthorized areas is prohibited.
6. Cooperate with other employees, and be courteous and helpful to our patrons and visitors.
7. Avoid damaging Airport Authority property and the property of others. Report any damaged property or defective work to a Supervisor immediately upon discovery.
8. Misrepresentation of facts, or falsification or tampering of records, is prohibited. Material false statements on your employment application will be grounds for dismissal.
9. Work carefully. Use safety equipment and observe all posted or published regulations.
10. Immediately report accidents or injuries sustained on the job to your Supervisor.
11. Do not make false or slanderous statements about the Airport Authority, its employees, or its patrons.

12. Violating the Airport Authority's Drug and Alcohol Policy, or knowingly permitting another employee to do so, is prohibited and grounds for immediate dismissal.
13. Loafing, sleeping on the job, loitering or intentional restriction of output is prohibited.
14. The use of Airport Authority time, material, equipment or facilities for purposes not directly related to Airport Authority business, or the removal or borrowing of Airport Authority property without permission, is prohibited.
15. Disclosure of confidential information such as specifications, customer lists, private employee information, pricing, historical or statistical data, financial data, etc., to persons who do not have a need to know is prohibited.
16. Gambling of any kind on Airport Authority property, including but not limited to baseball or football pools, is prohibited.
17. Disorderly conduct during working hours or on Airport Authority property, including but not limited to fighting, threatening, horseplay involving or having the potential for injury, or abusing any person by word or act is prohibited and grounds for immediate dismissal.
18. Dishonesty of any kind in relations with the Airport Authority, such as theft or pilferage of Airport Authority property, the property of other employees, or property of others entrusted to the Airport Authority, or misrepresentation in obtaining employee benefits or privileges, will be grounds for dismissal and where the facts warrant, prosecution to the fullest extent of the law.
19. Possession of firearms, explosives, or other weapons on Airport Authority property without specific permission of the Executive Director is prohibited.

ATTENDANCE

The DuPage Airport Authority enjoys a reputation of outstanding customer service. This reputation stems directly from the regular and on-time attendance of our employees. Absence weakens the Airport Authority's ability to provide excellent service and maintain customer satisfaction and results in higher operating costs.

GOOD ATTENDANCE IS ONE OF YOUR MOST IMPORTANT JOB REQUIREMENTS. To fulfill our obligations to the public, you are expected to strive for satisfactory attendance.

You are expected to call in when absent and when you expect to be late as far in advance of your scheduled starting time as possible. If your absence extends beyond one day, you are expected to call in each day you are absent, as far in advance of your scheduled starting time as possible.

Failure to maintain satisfactory attendance will be reflected in your overall job performance evaluation and may result in disciplinary action, up to and including dismissal. In addition, improper use of your paid sick leave benefit will result in termination of your employment.

PERSONAL APPEARANCE / UNIFORMS

Each employee's dress, grooming, and personal hygiene must be appropriate for the work situation. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Based on your particular position, you may be required to wear a uniform. If a uniform is required, the Airport Authority will provide it to you. If you are provided with a uniform, you are required to wear it.

If your immediate Supervisor determines that you are inappropriately dressed for your position, you may be sent home to change your clothing, appearance, and/or grooming to comply with these guidelines. In addition, you may be subject to disciplinary action for repeated failure to comply with the Airport Authority personal appearance policy.

- End of Section -

SECTION 2

GENERAL EMPLOYMENT POLICIES

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TYPES OF EMPLOYMENT and DEFINITIONS

The Airport Authority classifies all employees as it deems necessary and appropriate to manage its operation and comply with the Fair Labor Standards Act (FLSA). The Airport Authority has two types of employment status: regular and temporary. Airport Authority benefits and privileges are determined in accordance with employee status.

- **Regular Employees** are hired either full-time or part-time for jobs that are expected to be continuous in nature.
- **Temporary Employees** are hired for a specified period of time or for a specific assignment. Temporary employment ends when the employee is no longer needed. Temporary employees are paid for the actual number of hours worked and are not eligible for any employee benefits.
- **Full Time** employees are regularly scheduled to work at least 32 hours per workweek. Regular full-time employees are eligible for all employee benefits. Temporary full-time employees are not eligible for any employee benefits.
- **Part Time** employees are regularly scheduled to work less than 32 hours per workweek. Regular part-time employees are paid only for the actual number of hours worked and are not eligible for holidays or vacations. However, a regular part-time employee budgeted to work at least 1,000 hours per calendar year is eligible for certain limited benefits. Refer to the **Insurance and Retirement Benefit** Section of this Handbook for specific information. Temporary part-time employees are paid only for the actual number of hours worked and are not eligible for any benefits.
- **Non Exempt** employees are those assigned to a clerical, technical or service position who, by nature of their assignment, are eligible for the overtime pay provisions of the Fair Labor Standards Act (FLSA).
- **Exempt** employees are those assigned to executive, administrative or professional positions as defined by the Fair Labor Standards Act (FLSA).

ORIENTATION

The Airport Authority will provide an Orientation Program to all new employees. Orientation will be paid time. The purpose of Orientation is to ensure that all newly hired employees receive consistent and appropriate information with regard to employee benefits and Airport Authority policies and procedures. Orientation will include the following:

- Collection of post-hiring data and completion of required forms
- Issuance of Airport Authority photo identification card and review of the Airport Security Plan
- Instruction on proper sign-in procedures for the automated time and attendance system
- Introduction to Airport Authority staff members and a tour of all facilities
- Introduction to services and benefits available to employees

- Review of the DuPage Airport Authority Ethics Ordinance and Gift Ban.

The above will be completed on your first day at work, or as soon thereafter as possible. In addition to the formal orientation process set out above, your immediate Supervisor is responsible for providing you with all the information you need about your job and what is expected of you as an employee of the DuPage Airport Authority. During your employment here, if there is anything about your job or the Airport Authority that you do not understand, or that is bothering you, we want to know about it and encourage openness and candor. If you have a problem or question, ask your Supervisor about it. He/she is there to help you.

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the DuPage Airport Authority to comply with all state and federal laws that prohibit discrimination in employment based on an individual's race, color, religion, sex, age, national origin, physical or mental disability, veteran status, ancestry, marital status, pregnancy or political belief. It is the obligation of each manager and supervisor to ensure all employment activities are conducted in an equal and consistent with applicable law. The DuPage Airport Authority complies with all applicable affirmative action requirements to the extent they are established by law and regulation.

DRUG and ALCOHOL POLICY

Drug or alcohol use on the job, or use of these substances that affect an employee's performance on the job, pose serious safety and health risks, not only to the user but to all those who work or come in contact with the user. Therefore, the DuPage Airport Authority is committed to provide its employees with a Drug-Free Workplace. In addition, the Federal Drug-Free Workplace Act requires compliance with these policies in order for the DuPage Airport Authority to be considered a "responsible source" for the award of federal grants.

Any location where DuPage Airport Authority business is conducted, whether at the Airport Authority or any other work site, is declared to be a Drug-Free Workplace. This includes Airport Authority vehicles and any private vehicles parked on Airport Authority premises or work sites.

Acknowledgment and agreement of this policy is required of all employees as a condition of employment. All regular employees will receive a copy of the policy, a booklet explaining the dangers of drug use, and an acknowledgment form to sign in orientation class. The signed acknowledgment form will be maintained in your personnel file.

Any employee violating the DuPage Airport Authority Drug and Alcohol Policy is subject to discipline, up to and including termination for the first offense. Common sense must be used regarding consumption of alcoholic beverages at DuPage Airport Authority functions outside the normal workday. In addition, you should inform your Manager or Supervisor if you are currently on medication and are required to operate Airport Authority machinery or equipment.

All employees are prohibited from unlawfully manufacturing, distributing, selling, dispensing or possessing alcohol or drugs, and/or having the presence of drugs in their system, abusing legal drugs, or using alcohol or controlled substances in the workplace. The following is a partial list of prohibited substances:

- Narcotics (heroin, morphine, etc.)
- Cannabis (marijuana, hashish)

- Stimulants (cocaine, etc.)
- Hallucinogens (PCP, LSD, designer drugs, etc.)

If you are convicted of violating a criminal drug statute, you must inform your Supervisor of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction. Failure to do so will result in termination of your employment. The Airport Authority will notify the Department of Transportation, federal contracting officer, within ten (10) days of receiving such notice from you, or otherwise receiving notice of such a conviction.

DRUG AND ALCOHOL TESTING: Pursuant to regulations set out by the Department of Transportation, the Airport Authority requires drug and alcohol testing of all employees who must maintain a commercial drivers license (CDL) in the performance of their job duties, as well as employees performing safety-sensitive functions (“covered employees”). Please see your Supervisor if you are unsure whether you are required to maintain a CDL license or are uncertain if you hold a safety-sensitive position that is subject to drug testing. A copy of the Substance Abuse Policy Re: Department of Transportation Employee Testing Act of 1991, which governs the Airport Authority’s requirement to perform drug and alcohol testing, is available for your review. Please contact the Airport Authority Executive Director to obtain a copy.

PRE-EMPLOYMENT TESTING: The Airport Authority will not hire any applicant, unless he/she first passes an alcohol test and a drug test. The Airport Authority will advise applicants at the time of application that pre-employment drug testing will be conducted to determine the presence of alcohol, marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines or a metabolite of those drugs in the applicant’s system. Alcohol testing will occur only on a post-conditional offer basis for all Airport Authority positions.

REASONABLE SUSPICION TESTING: All Airport Authority employees, regardless of their placement in a safety-sensitive position or requirement to hold a CDL license, are prohibited from using, possessing and/or being under the influence of drugs or alcohol during working hours. The Airport Authority requires drug and alcohol testing of any and all employees who it has reasonable suspicion to believe may be under the influence of drugs or alcohol during working hours.

Any employee who is suspected of being under the influence of drugs or alcohol will be required to submit to a drug and alcohol test. Reasonable suspicion for testing will be determined (with the approval of the Executive Director) by a Supervisor or Manager who is trained in detecting the indicators for drug and/or alcohol use. The determination that reasonable suspicion exists will be based upon specific, contemporaneous physical, behavioral or performance indicators.

Once directed to submit to alcohol and/or controlled substances testing, you must proceed to the test site immediately for testing accompanied by a supervisor. Transportation will be provided. Failure to immediately report for testing, tampering with a sample, or interference of any kind with the testing process, will constitute grounds for discipline up to and including discharge.

All employees are subject to Reasonable Suspicion testing, regardless of whether they hold safety-sensitive positions or CDL licenses.

POST ACCIDENT TESTING: In addition to Reasonable Suspicion testing based on a determination of the above indicators, the Airport Authority may test employees who are involved in an accident that:

- Results in a loss of life
- Results in injuries requiring treatment at a medical facility

- Results in damage to a vehicle, whether or not such damage requires a vehicle's removal from the scene of the accident (unless the on-scene Supervisor determines that your performance could not have contributed to the accident)

If you are involved in an accident that requires drug and alcohol testing, you will be tested as soon as possible after the accident. If you are subject to post-accident testing, you must remain readily available for such testing or you may be deemed by the Airport Authority to have refused to submit to testing. Once notified of the requirement to submit to alcohol and/or controlled substances testing, you must proceed to the test site immediately for testing accompanied by a supervisor. Transportation may be offered. Failure to immediately report for testing, tampering with a sample, or interference of any kind with the testing process, will constitute grounds for discipline up to and including discharge.

RETURN TO DUTY TESTING: In addition to the above Reasonable Cause testing requirements that apply to all employees, employees in safety-sensitive positions or who are required to hold CDL licenses who are allowed to return to work following positive alcohol or drug test results as outlined below are required to have follow-up testing. In addition, these employees are subject to unannounced testing no less than six (6) times in the first twelve (12) months after returning to work. This follow-up random testing may be extended for up to sixty (60) months following return to duty from a positive drug or alcohol test. Once notified of selection for random alcohol and/or controlled substances testing, you must proceed to the test site immediately for testing. Failure to immediately report for testing, tampering with a sample, or interference of any kind with the testing process, will constitute grounds for discipline up to and including discharge.

RANDOM TESTING: In addition to the above Reasonable Cause and Return to Duty testing requirements, all employees in safety-sensitive positions or who are required to hold CDL licenses are subject to random, unannounced testing for the presence of alcohol, marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines or a metabolite of those drugs in the employee's system. This random testing program will be administered using a random number table or a computer-based number generator that is matched with the employee's social security number, payroll identification number, etc.

Once notified of selection for random alcohol and/or controlled substances testing, you must proceed to the test site immediately for testing. Failure to immediately report for testing, tampering with a sample, or interference of any kind with the testing process, will constitute grounds for discipline up to and including discharge.

TESTING PROCEDURES: All testing will be performed by a qualified laboratory and conducted in strict compliance with Department of Transportation drug and alcohol testing procedures. Testing will follow procedures that protect you and the integrity of the testing process, safeguard the validity of the test results, and ensure that those results are attributed to the correct employee. Drug tests will only be conducted for marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines or a metabolite of those drugs. Alcohol and drug testing records will remain confidential, as required by law.

Refusal to submit to a test pursuant to this policy, tampering with a sample, or interference of any kind with the testing process, will constitute grounds for discipline up to and including discharge.

CONSEQUENCES OF POSITIVE TEST: An employee who does not pass a required alcohol or drug test shall be relieved of duties immediately. In addition, the following policies apply to individuals who test positive for alcohol or drugs:

- An employee found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will not be permitted to perform safety-sensitive functions until at least 24 hours following the test. In addition, the employee may be subject to disciplinary action as determined by Airport Authority management.
- An employee found to have an alcohol concentration of 0.04 or higher, or who tests positive for prohibited drugs, is subject to immediate discipline, up to and including termination. This applies to any offense, including the first.

REHABILITATION: The Airport Authority reserves the right to offer an employee who violates the alcohol and drug policy an opportunity to complete an approved rehabilitation program under the supervision of a substance abuse professional, at the employee's cost, in lieu of termination for a first offense. In some cases, Employee Assistance Program (EAP) participation may be offered in conjunction with discipline. If EAP participation is offered and accepted by you, you must satisfactorily participate in the program as a condition of continued employment. The Airport Authority will advise you of available resources for evaluating and resolving problems associated with the use of alcohol and drugs, including the names, addresses and telephone numbers of substance abuse professionals, counselors, and treatment programs.

EDUCATION AND AWARENESS: The Airport Authority will provide drug and alcohol awareness seminars and/or drug and alcohol awareness brochures and information to heighten your awareness of drug and alcohol problems in society and the workplace, alert you to various behavioral, performance and physical cues to drug and alcohol abusers, and educate you with regard to the Airport Authority's EAP resources, including local services for drug and alcohol abuse assistance.

Any questions about the Airport Authority's Drug and Alcohol Policy should be directed to the Executive Director.

TRANSFERS and PROMOTIONS

The Airport Authority encourages you to advance your career through transfer and promotion, based on your individual strengths and interest. When vacancies exist, open positions will be posted internally, on bulletin boards, for a period of ten (10) days. If you are qualified for and interested in being considered for the position, you must complete a **Request for Transfer/Promotion Form** and submit it to your Supervisor by the deadline shown on the vacancy posting. A form may be obtained from your Supervisor.

Hiring decisions will be based on several factors, including but not limited to:

- Job knowledge
- Ability and skills
- Disciplinary record
- Attendance record
- Past job performance
- Other job-related criteria, including special licenses, education, experience, etc.
- Advancement potential

Current employees interested in consideration for vacancies will be considered in addition to external candidates, and the hiring Manager will select the most qualified individual. If the decision is made to fill a vacancy from existing employee candidates, and all qualifications are equal, the vacancy will be awarded

on the basis of seniority. If you wish to be considered for a vacancy, you must submit your **Request for Transfer/Promotion** to your own Supervisor. Failure to follow this procedure will remove you from consideration for the position.

EMPLOYEE DISCIPLINE and DISMISSAL

The Airport Authority maintains a progressive disciplinary process that promotes the consistent application of discipline to all employees. Any violation of the Airport Authority Rules of Conduct, or work performance that adversely affects the operations of the Airport Authority, constitute grounds for disciplinary action up to and including dismissal.

The Airport Authority will make every effort to match the discipline imposed with the severity of the offense or performance failure. However, in all cases the parties mutually reserve the right to sever the employment relationship at any time, with or without cause.

No employee is guaranteed that every step in progressive discipline will be utilized; each issue is addressed on a case-by-case basis and discipline administered accordingly. Forms are available in the office of the Executive Director. The disciplinary sequence may include any or all of the following:

VERBAL WARNING: Under most circumstances, when a performance problem is identified your immediate Supervisor will meet informally with you to discuss the problem and issue a verbal warning that the problem must be corrected or face formal disciplinary action. The fact that a verbal warning has been given will be documented in your personnel file.

FIRST WARNING LETTER: If you fail to correct the problem, your Supervisor normally will issue a First Warning Letter for a subsequent violation or performance issue after a verbal warning has been given. First Warning Letters constitute formal disciplinary action and provide an opportunity to correct or avoid improper behavior or performance in the future. Depending on the circumstances and severity of the violation or performance issue, your Supervisor may issue a First Warning Letter even if no previous verbal warning has been given. A First Warning Letter will be kept in your personnel file for a period of two (2) years. If your conduct or performance is not corrected, as determined by your Supervisor, the Airport Authority may choose to progress you to a Second Warning Letter, Suspension, or it may choose to exercise its right to terminate your employment.

SECOND WARNING LETTER: Based on your record and the facts presented, your Supervisor may opt to issue a Second Warning Letter. Depending on the severity of the performance or conduct issue, a Second Warning Letter may be issued even though a First Warning Letter has not been given to you. These situations will be evaluated on an individual basis. In most cases, steps of the formal disciplinary process will not be skipped. Corrective action is viewed by the Airport Authority as a positive process providing an opportunity for you to receive additional training, coaching and counseling in order to correct a problem. The Second Warning Letter will be kept in your personnel file for a period of two (2) years. If your conduct or performance is not corrected, as determined by your Supervisor, the Airport Authority may choose to progress you to a Suspension, or exercise its right to terminate your employment.

SUSPENSION: Your Supervisor may, as a disciplinary action, suspend you without pay for cause. You may be suspended only by written order stating the reasons for the action and the duration of the suspension. A copy of the Suspension Notice will remain in your personnel file for a period of two (2) years. If your conduct or performance is not corrected, as determined by your Supervisor, you may be subject to additional disciplinary action, up to and including dismissal. You may appeal your Suspension to the Executive Director within five (5) calendar days of your Suspension.

DISMISSAL: For a severe violation, or repeated violations, of the Rules of Conduct, or significant work performance failure(s), you may be dismissed. You may appeal your Dismissal to the Executive Director within five (5) calendar days of your Dismissal.

PROBLEM RESOLUTION / GRIEVANCE

If you have questions or concerns about your employment with the Airport Authority, or feel that any of the policies contained in this Handbook or elsewhere are not being properly administered, please discuss your concerns with your Supervisor immediately. Most misunderstandings can be resolved through open and professional communication, and we encourage you to attempt to resolve any issues quickly and informally.

You may also file a grievance in the event you believe an improper deduction has been made from your pay or you otherwise believe that you have been improperly compensated for hours that you have worked.

However, all regular full and part-time employees are eligible to file a formal grievance if they feel work rules or terms or conditions of employment which directly affect him/her in the performance of his/her duties have not been properly followed. The Airport Authority will attempt to settle employee grievances promptly and within the appropriate time limits as contained in this Section of the Handbook. Third parties may not participate in the Problem Resolution/Grievance Process.

GUIDELINES: While it is the policy of the Airport Authority to attempt to resolve any issues you may have, certain items may not be grieved under this policy:

- Content of job descriptions and assignments, which remain solely within the control of the Airport Authority
- Performance evaluations
- Policy decisions approved by the Airport Authority regarding salaries and benefits. Although salary and benefit policies may not be grieved, you may file a grievance if you feel these policies are not being consistently applied to you.

You have the following rights in the grievance process:

- The opportunity to file a grievance
- The opportunity to participate in informal resolution procedures
- The opportunity to have a hearing
- The opportunity to withdraw issues contained in the original grievance prior to a hearing. (Any new issues not contained in the original grievance must be addressed through a separate and timely grievance filing).
- The opportunity to submit a written request to withdraw your grievance at any time
- You will not be subject to any unjust treatment or retaliation as the result of a grievance filing

- If your grievance cannot be settled to your satisfaction, you will be allowed to take the grievance to the next authorized step (within the required time limits) in the grievance procedure outlined in this Section.

Grievances will be processed in the following manner, within the stated time limits:

STEP I: IMMEDIATE SUPERVISOR: Present your signed grievance, in writing, to your immediate Supervisor. A copy of the Grievance form may be obtained from your Supervisor. Your grievance must be given to your Supervisor within ten (10) working days of the occurrence being grieved, not including the day of the occurrence. Grievances submitted beyond the time limit will not be considered.

Your Supervisor will research the facts surrounding your grievance and provide you with a written, signed response in the area provided on the Grievance form within five (5) working days after receipt of the grievance, not including the day of receipt. If you do not receive a written response from your Supervisor within the required time frame, or you are not satisfied with the response from your Supervisor, you may proceed to Step II.

STEP II: MANAGER: Sign and date your Grievance form in the space provided for Step II and present a copy of the form to your department Manager. The grievance must be presented to your Manager (a) within three (3) working days after receiving your Supervisor's written response (not including the day the response is given) or (b) within three (3) working days after the time limit for your Supervisor to respond has expired. It is not necessary to re-write your grievance. Simply sign and date a copy of the original grievance and answers and present it to your Manager within the above time frame.

Your Manager will research the facts surrounding your grievance and provide you with a written, signed response in the area provided on the Grievance form within five (5) working days after receipt of the Step II grievance, not including the day of receipt. If you do not receive a written response from your Manager within the required time frame, or you are not satisfied with the response from your Manager, you may proceed to Step III.

STEP III: EXECUTIVE DIRECTOR: If your grievance is not resolved in Step II, sign and date your Grievance form in the space provided for Step III and present a copy of the form to the Executive Director. This must be done (a) within three (3) working days after receiving your Manager's written response (not including the day the response is given) or (b) within three (3) working days after the time limit for your Manager to respond has expired. It is not necessary to re-write your grievance. Simply sign and date a copy of the original grievance and answers and present it to the Executive Director within the above time frame.

The Executive Director may hold a hearing to discuss the issues, or may make a decision based on the written record before him/her. In either case, the Executive Director will respond to you, in writing, within fifteen (15) working days of the date of presentation of the written Step III grievance, not including the day of receipt. The decision of the Executive Director shall be final.

PERSONNEL RECORDS

It is the policy of the Airport Authority that your personnel records remain confidential to the extent provided by law. The Executive Director maintains all personnel records. You have the legal right to review your own personnel records. The Airport Authority complies fully with state law on this subject. If you wish to review your personnel records, you must complete a Request to Review Personnel Records, which may be obtained from your Supervisor. All personnel record reviews will take place in the office

designated by the Executive Director. You may request copies of your personnel records as provided by law.

CHANGE IN PERSONAL STATUS: You are required to advise your immediate Supervisor of any change in your address, telephone number, legal name, marital status, insurance beneficiary status, visa or citizenship status, driver's license status and/or type, immediate family (new addition or death), the person to be notified in case of an emergency, and any other important items of information needed to keep your benefits file and critical personnel data current and accurate.

BUSINESS TRAVEL

Airport Authority employees who travel on business must plan trips with necessity, as well as cost and time savings, in mind. The Executive Director must approve all employee business travel. The following guidelines are designed to assist you in making travel arrangements that comply with the Airport Authority business travel policies.

- You are required to make your own travel arrangements when traveling on Airport Authority business. You are expected to be flexible in your travel schedule in order to take advantage of discounted airfares and always book the least expensive airfare that will meet your travel needs.
- In many cases, your own car will be used for traveling on Airport Authority business. However, when traveling by air to another city, it may be necessary to rent a car at your destination. You must seek the best promotional rate possible and book your reservation with the rental car company offering the best rate. Unless business reasons or other circumstances make a larger model necessary, employees are not authorized to rent a car that is larger than mid-size.
- Discretion must be used when providing entertainment for clients. When meals and/or entertainment are necessary in the course of Airport Authority business, you are expected to use common sense in selecting moderately priced restaurants. Reimbursement will not be made for personal entertainment. Entertainment expense must be charged to, and submitted for approval by, the highest-ranking staff member in attendance. The Executive Director retains final authority over the approval of all business travel expenses. Reimbursement for expenses cannot occur without the Executive Director's prior approval.
- You are expected to use common sense in selecting moderately priced restaurants for personal meals when traveling on Airport Authority business. Expense for alcoholic beverages will not be reimbursed.
- You are expected to be aware of corporate lodging rates and make selections based on location at the lowest cost. When changes to your travel schedule require cancellation of room reservations, it is imperative that you cancel the reservation immediately in order to avoid charges for an unused room.

MEETING EXPENSE: Most business meetings can be conducted in the office conference rooms and without the necessity of a meal. For reimbursement of meals and associated expenses at which other Airport Authority employees are also in attendance, the following guidelines must be met:

- A client must also have been in attendance;
- Each employee must have been absolutely essential to the meeting or transaction;

- Expenses associated with regularly scheduled internal business meetings outside the office must be pre-approved by the Executive Director;
- Meeting expense must be charged to, and submitted for approval by, the highest-ranking staff member in attendance.

REIMBURSEMENT OF EXPENSES: Each employee is responsible for reporting and substantiating their own expenses incurred as a result of any business travel when employees travel together on Airport Authority business. Charges may not be combined with other employees' expenses for purposes of submitting transportation, meal, or lodging expenses without prior approval of the Executive Director.

REIMBURSEMENT OF BUSINESS EXPENSE

Submitting Expenses for Reimbursement

When you incur business-related expenses, you must submit an **Expense Statement**, along with supporting receipts, to your Supervisor for approval no later than the end of the following week. A copy of the DuPage Airport Authority Expense Statement may be obtained from your Supervisor or the Manager of Accounting.

If you have obtained a Cash Advance, reconciliation of the advance must be included in the Expense Statement, along with supporting receipts for expenses, and a personal check or cash for any balance due the Airport Authority. Reconciliation of all cash advances must be completed no later than the end of the following week and submitted to your immediate Supervisor and the Executive Director for approval.

All business-related expenses must be approved by the next level of management (or higher, based on established signature authority levels). No employee is allowed to self-authorize the reimbursement of business expenses.

Cash Advances

If use of a personal credit card is not possible, you may request a cash advance prior to incurring business-related expenses. The request for a cash advance must be in an appropriate amount for the planned expense and must be approved by your immediate Supervisor (or higher level of management, based on established signature authority levels).

Cash advances must be reconciled with receipts and/or reimbursement of unused funds by the end of the following week. A DuPage Airport Authority Expense Statement, with receipts and/or check or cash attached, must be submitted to your immediate Supervisor for approval.

Car Mileage Reimbursement

If you use your personal vehicle for Airport Authority business, reimbursement for mileage at the current Federal rate allowed by the Internal Revenue Service will be made. Reimbursement should be requested by the end of the following week, utilizing the DuPage Airport Authority Expense Statement. A request for car mileage reimbursement must be approved by your immediate Supervisor.

LEAVING the AIRPORT AUTHORITY

There are various reasons that may compel separation of employment. Employment may be terminated either by you or the Airport Authority, typically as follows:

- **Voluntary resignation** - If you wish to separate your employment with the Airport Authority in good standing, you contact must submit a written resignation to your Supervisor at least ten (10) days prior to the effective date you plan to leave.
- **Retirement** - If you qualify for retirement under the terms of the Illinois Municipal Retirement Fund (IMRF), you must notify your Supervisor of your intent to retire as far in advance as possible.
- **Dismissal** - Your employment may be involuntarily terminated for both disciplinary and non-disciplinary reasons deemed appropriate by management.
- **Layoff** - From time to time it may be necessary to reduce the Airport Authority workforce due to changes in products and services we provide.

LAYOFF AND RECALL: As much as we'd like to, we cannot guarantee that reductions in the workforce will not happen. Our workforce requirements are based on the type of products and services we provide. Therefore, we must have the right people working in the right jobs to meet the needs of the Airport Authority customers. If it becomes necessary to reduce the workforce, consideration will be given to the following factors:

- Employee versatility
- Employee overall skills and abilities
- Employee overall job performance
- Employee attendance
- Employee dependability
- Employee attitude

Where the above factors are relatively equal, the most junior employee(s) will be designated for layoff.

If you are laid off, your name will remain on our recall list for a period of six (6) months, during which time you must keep the Airport Authority informed of your current address and phone number. If a position comes available for which you are qualified, and based on the above criteria, you will be contacted for recall. If you fail to respond to recall, or we are unable to reach you due to inaccurate information, we will assume that you have voluntarily resigned.

EXIT INTERVIEWS: The Airport Authority conducts Exit Interviews with employees separating their employment. The purpose of the interview is to gather candid information about why you decided to leave the Airport Authority.

RETURN OF AIRPORT AUTHORITY PROPERTY: Prior to completing the separation process, you will be required to return all Airport Authority property in your possession, including but not limited to keys, ID badges, credit cards, cell phones, tools, etc. Other than wages and accrued vacation benefits, no severance pay or other pay out will be issued until all Airport Authority property is returned.

- End of Section -

SECTION 3

PAY and PERFORMANCE

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JOB DESCRIPTION / PAY CLASSIFICATION

Each position at the DuPage Airport Authority has a formal job description and pay classification. The job description includes an overview of the duties of the position, skill and educational requirements, as well as an overview of the essential job functions necessary for successful performance in the position. Each job description also includes a salary range for the position.

If you believe your actual job duties have changed significantly and warrant a change in classification, you may request a review and re-evaluation of your job description and classification. This request should be in writing to the Executive Director.

PAY FOR HOURS WORKED

WORK SCHEDULES: The Airport Authority is a service organization that operates 365 days a year, 24 hours a day. There are primarily two types of work schedules, operational and administrative. In both cases the workweek begins at 12:01 a.m. on Monday and runs through 12:00 a.m. on Sunday.

The work schedules of operational employees are subject to the requirements and demands of the airport operation. Holiday and night work, overtime, and shift rotation are some of the particular requirements for these employees. While most administrative employees work Monday through Friday during normal business hours, some may be assigned shifts that cover other periods. You will be advised by your Supervisor of the work schedule you are to follow. Management retains the right to modify the days and hours of work as it deems necessary to support its operation and provide outstanding service to its customers. You will be advised as far in advance as possible if your scheduled workdays or hours need to be modified.

The meal period for non-exempt employees shall not be taken during paid time.

PAY PERIODS: Airport Authority pay periods begin at 12:01 a.m. on Monday and consist of two work weeks, normally consisting of five scheduled workdays and two days off, each week. Payday is the Friday following the close of the pay period. Employees are paid current for all overtime and holiday premium pay, sick time, etc. There are no “hold backs” to the next pay period. Paychecks (or pay stubs for employees utilizing direct deposit) are distributed on payday. When payday falls on your scheduled day off, your paycheck or stub may be available to you prior to your day off.

The Airport Authority prohibits improper deductions from employee paychecks. Airport Authority employees shall be compensated in compliance with all applicable federal, state and local laws. Non-exempt employees shall be paid for hours worked, and for overtime hours worked as described in the next section, below. Deductions made from a non-exempt employee’s paycheck shall be made in compliance with applicable law.

Permissible deductions to an exempt employee’s weekly base salary for absences are limited to the following circumstances:

- If an employee has used all of his or her vacation and floating holidays and is absent from work for one or more full days for personal reasons;
- If an employee has used his or her available sick days and is absent from work for one or more full days due to sickness or disability;

- If an employee takes unpaid leave under the Family and Medical Leave Act (FMLA);
- If an employee receives jury duty fees or military pay in connection with a paid absence for one of these reasons;
- If an employee is suspended one or more full days for violating a workplace conduct rule;
- If an employee works only part of the first or last week of employment; and
- If an employee performs no work for the employer for the week.

Any other deduction from an exempt employee's weekly base salary due to the employee's absence from work not listed above is prohibited.

Please note that this policy neither addresses nor prohibits deductions from an exempt employee's base salary for reasons other than the employee's absence from work. Deductions not covered by this policy include: payroll tax withholding and contributions; benefit plan contributions; child support withholding orders; wage garnishments, orders or levies; and loan repayments and other deductions authorized by an employee.

OVERTIME: All Non-Exempt employees are eligible for overtime pay in accordance with the Fair Labor Standards Act for hours worked beyond forty (40.0) hours per work week.

- Overtime will be paid at the rate of one and one-half (1-1/2) times the Non-Exempt employee's rate for all hours in excess of forty (40.0) hours during the workweek. **Exempt employees are not eligible for overtime pay.**
- All overtime must be scheduled and authorized by your Supervisor or Manager in advance of the work being performed.
- Overtime eligibility is based on actual hours worked plus vacation or holiday hours paid during the workweek. Sick leave hours are not counted as hours worked in determining eligibility for overtime. For weeks containing an Airport Authority holiday, you will be credited with (a) the number of hours of holiday pay you received for the holiday, or (b) the actual number of hours you worked on the holiday, **whichever is greater**. Double dipping is not allowed (i.e., you will not be credited with both holiday hours **and** hours worked on the holiday).
- Overtime will first be offered to employees who are qualified to perform the work, on a volunteer basis. If more employees volunteer for overtime than are needed, the employee working the least amount of overtime will normally be awarded the overtime. If an insufficient number of employees volunteer for the work, the Supervisor or Manager may assign the work to selected employees. This assignment of involuntary overtime will normally be given to the employee working the least amount of overtime. However, Management reserves the right to award or assign overtime based on operational needs.
- Employees may be required to carry portable communications devices when off duty for purposes of communicating about work needs and possible call-back assignments.

COMPENSATORY TIME OFF: Non-Exempt full-time employees are eligible for voluntary compensatory time off in lieu of overtime, at the discretion of their Supervisor or Manager and based on operational needs. If approved, compensatory time off in lieu of cash payments will be granted at the rate of one and

one-half (1-1/2) hours of compensatory time off for each hour of overtime worked. Compensatory Time Off must be requested and approved in advance by your Supervisor and must be used in increments of no less than one-half (1/2) day at a time. Employees may not accrue more than forty (40.0) hours of compensatory time.

EMERGENCY / CALL-BACK / STANDBY PAY: The Airport Authority provides special compensation to employees who are required to work on an emergency basis. "Emergency work" is any work outside the usual and customary activities of Airport Authority personnel, as determined and authorized by Airport Authority management. An example of "Emergency work" would be employees called back to the Airport Authority in response to an aircraft accident, customer service, or other significant operational emergency. Non-management employees are not permitted to determine whether or when emergency work is necessary, nor can they assign themselves "Emergency work".

- **Snow Season:** from November 1 through March 31 of each year, employees designated for snow removal work shall receive standby pay in the amount of \$100 per month. This pay is in addition to pay for actual work performed.
- **Weekend Maintenance and Line Service:** employees designated for weekend maintenance and line service work shall receive standby pay in the amount of \$25 for each weekend they are so designated. This pay is in addition to pay for actual work performed.
- An employee who is called to an emergency situation by a member of management is entitled to a minimum of three (3.0) hours pay, regardless of the actual number of hours worked.
- Regular, full-time Non-Exempt employees will be paid straight time for all hours worked, including Emergency Work, up to forty (40.0) hours per week. Any hours over forty (40.0) in a workweek will be compensated at time and one-half (1-1/2).

TIME CLOCKS and TIME RECORD CARDS

You are expected to be in your assigned work area and ready to work at your scheduled starting times.

The Airport Authority is required by law to keep accurate records of the time worked by employees in hourly, Non-Exempt job classifications. Therefore, you are responsible for accurately recording your starting time and quitting time. Failure to punch in and out as required, and for you only, is cause for disciplinary action, up to and including dismissal.

You should immediately notify your Supervisor if you are unable to locate your timecard. You may only punch or examine your own timecard. If you mistakenly punch another employee's card, you must notify a Supervisor immediately. Failure to notify a Supervisor may result in discipline.

You are not permitted to sign in or begin work before your normal starting time, or to sign out or stop work after your normal quitting time, without prior approval from your Supervisor. The Department Manager must specifically authorize any early start or late stay by a Non-Exempt employee.

PERFORMANCE APPRAISALS

The Airport Authority maintains a Performance Appraisal system that is intended to promote individual development and job satisfaction, as well as evaluate employees on the basis of job performance and

productivity. The Executive Director is responsible for setting the criteria for individual performance appraisals.

You will be reviewed annually by your Supervisor or Manager. This review will evaluate your performance in accordance with the Performance Appraisal system established by the Executive Director. You will have an opportunity to provide input in the appraisal process. In all cases, the purpose is to provide meaningful information to allow you to correct performance deficiencies and identify strengths in preparation for future responsibilities. The Performance Appraisal process does not guarantee a salary increase under the Airport Authority merit system.

- End of Section -

SECTION 4

TIME AWAY FROM WORK

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VACATION

All regular, full-time employees who have completed six (6) months of continuous service are eligible for vacation. Temporary and part-time employees are not eligible for vacation time.

ACCRUING VACATION TIME: Employees earn their vacation based on months of active employment. In any full calendar month, 15 days or more of service with the Airport Authority are considered a full month and less than 15 days are not considered. Fractions over ½ day of earned vacation are considered as a full day's vacation and less than ½ day is disregarded.

First year employees begin accruing vacation at the rate of 6.66 hours each month following successful completion of the first ninety (90) calendar days of employment. Subsequent years' vacation time is accrued as follows:

<u>Years of Service</u>	<u># of Hours Earned</u>
1-4 completed years of service	6.66 hours each month
5-9 completed years of service	10.0 hours each month
10 or more completed years of service	13.3 hours each month

Employees having completed sixteen (16) or more years of service on or before December 31, 2005, remain eligible to earn vacation at the rate of 16.67 hours per month.

If you fail to use your vacation time prior to the end of the calendar year after your vacation time is earned, you may carry forward to a succeeding year a balance of up to eighty (80) hours of unused vacation time. Any unused balance of up to eighty (80) hours carried forward to a succeeding year must be used that year. Any portion of the unused vacation time that you have carried forward but then fail to use will otherwise be removed from your account at the end of the succeeding year and you will be paid the cash value of the unused balance, calculated as of the time the unused vacation time was originally accrued. This provision shall be phased in over the course of Calendar 2005.

SCHEDULING VACATION: During your first year of employment, you must complete six (6) months of continuous service before taking your first vacation day. Vacation days must be scheduled with your Supervisor, in advance. Vacation days must be used in increments of no less than ½ days. Employees may schedule vacation in blocks no larger than 80 hours at a time in a thirty (30) day period. Moreover, an employee may not "add on" other paid time off to an 80 hour vacation block.

Every effort will be made to allow you to take your vacations as scheduled. However, the Airport Authority has the right to ask you to postpone or otherwise limit the length of a vacation, based on operational requirements. The Executive Director will make this request in writing to you. If your deferred vacation cannot be rescheduled by the end of that year, you are entitled to carry over that vacation to the following calendar year. In addition, under these circumstances your vacation accrual during the carryover year will not be deferred as outlined above. You may also request pay in lieu of the postponed vacation. The Executive Director must approve request for payment of unused vacation in writing.

Employees are not allowed to borrow vacation days they have not yet accrued.

Vacation will be subtracted from total accrued hours at the rate used. For example, a full-time employee regularly scheduled to work 10.0 hours a day will be charged 10.0 hours for each vacation day taken. An employee regularly scheduled to work 8.0 hours a day will be charged 8.0 hours for each vacation day taken. The Airport Authority reserves the right to limit the maximum length of a vacation, depending on operational needs.

HOLIDAYS

All employees are provided an annual allotment of holidays as declared by the Airport Authority Board. All eligible employees will receive time off with pay for all recognized holidays unless required to work due to operational necessity. The annual allotment of holidays may be revised from time to time as the Board deems appropriate.

All full-time employees are eligible for holiday pay. Temporary and part-time employees are not eligible for holiday pay. The Airport Authority currently recognizes the following holidays with pay for all regular, full-time employees who meet the eligibility requirements. Holiday pay is applied only on the day designated as the observed holiday for each of the following:

1. Memorial Day*
2. Independence Day*
3. Labor Day*
4. Thanksgiving Day
5. Christmas Day
6. New Year's Day

In addition to the foregoing, each full-time employee shall receive three (3) floating holidays per year which must be used only in the year given.

The holiday pay benefit will be subject to the following rules:

- All employees will receive eight (8) hours of holiday pay at the employee's base rate for each holiday. This applies only for the day designated as the observed holiday.
- Non-Exempt employees required to work on a regularly scheduled (non-floating) holiday due to operational requirements will be paid at the rate of two (2) times the employee's regular rate for all hours worked. This applies only for the day designated as the observed holiday. This premium pay for working the observed holiday will be in addition to the holiday pay to which the employee is entitled. **Example:** An employee is normally scheduled to work, and does work, 8.0 hours on the day observed as Christmas Day. The employee is paid double-time for all hours worked, and he/she also receives eight (8.0) hours of holiday pay at the employee's base rate. If the employee is called in to work on a floating holiday, then the employee shall be permitted to reschedule that floating holiday for a different time.
- Holidays falling within a Leave of Absence will not be paid.

* Employees assigned to work at the Prairie Landing Golf Course shall work these holidays, weather permitting, at their regular rate of pay. Each affected employee shall receive equivalent time off at a later time, subject to operating needs.

- Overtime eligibility calculations for weeks containing a Holiday will be determined as outlined in the Overtime section of this Handbook.

PAID SICK TIME

The Airport Authority recognizes that employees may occasionally be absent because of illness or injury. Therefore, the Airport Authority provides to its employees a sick leave allowance for use to avoid a loss of income because of such temporary absences.

ACCRUAL OF SICK TIME: All regular, full-time employees begin accruing paid sick time after the first ninety (90) calendar days of employment. Temporary and part-time employees do not accrue sick time and are not eligible for sick time pay.

Sick time accrues at the rate of eight (8.0) hours per month of service. You may accumulate paid sick time up to a maximum of 960.0 hours. No sick time accrual shall occur once the maximum of 960 hours of sick time is accrued, until such time as the employee has less than the maximum of 960 accrued hours in his/her sick leave account. Upon retirement after serving at least twenty (20) years with the Authority, you will receive cash at your regular straight-time hourly rate of pay for all of your accrued, unused sick leave in excess of 480 hours. You do not accrue sick time during any medical, personal or Family and Medical Leave of Absence (FMLA) lasting over thirty (30) days. You may not use sick leave that you have not yet accumulated.

ELIGIBILITY FOR PAID SICK TIME: Once sick time has begun to accrue, you will be eligible to receive sick pay for the following periods of absence:

- Your own illness or injury.
- Emergency medical or dental care for yourself.
- Absence due to your own exposure to a contagious disease that could endanger others by reporting to work.
- Preventive care such as physicals or check-ups with a doctor or dentist for yourself.
- Bereavement/funeral due to the death of your parent, spouse, grandparent, legal guardian, child, grandchild, stepchild, brother or sister, brother-in-law or sister-in-law, stepparent, mother-in-law or father-in-law, son-in-law or daughter-in-law.

RECEIVING PAYMENT FOR ABSENCES:

- You must notify your Supervisor directly when illness or injury prevents you from coming to work and give specific reasons for the absence. Notification should be made as far in advance of your scheduled starting time as possible. You must continue to notify your Supervisor at the beginning of each work shift for which you are unable to report to work.
- The Airport Authority may require proof of illness for absences over two (2) days, in cases of repeated illness calls, or where the Airport Authority suspects you may be abusing this policy. Failure to provide proof of illness will result in the absence being unpaid and may further result in disciplinary action.

- Except in cases of the death of your parent, spouse or child, the Airport Authority may require proof of death where sick leave is used for bereavement/funeral.
- Paid sick time must be used in increments of no less than one-half (½) day at a time.

Time off to take care of personal matters not associated with illness or injury is not eligible for payment from your sick time and will be unpaid.

PAY FOR UNUSED SICK TIME: If you voluntarily terminate employment with the Airport Authority, and give two (2) week's written notice, you may convert accrued, unused sick time to cash on a 3-to-1 basis. Payment of monetary compensation for sick leave conversion is contingent upon returning all Airport Authority property. Upon involuntary separation from the Airport Authority, accrued unused sick time will be forfeited.

UNPAID ABSENCE: Once you have exhausted your accrued sick time, if you are unable to return to work you have the option of using your accrued vacation time or going to unpaid status. In addition, any absence for personal reasons other than the sick or bereavement absences listed above will be unpaid.

JURY DUTY

The Airport Authority complies with all Federal and State laws regarding Jury Duty or service as a subpoenaed witness. All employees are eligible to continue to receive their normal base pay in exchange for turning over to the Airport Authority his/her juror pay as provided by law. Employees required to appear as a subpoenaed witness will receive their normal base pay for the hours they are required to testify.

You are expected to let your Supervisor know as soon as you learn that you may be called to Jury Duty or required to serve as a subpoenaed witness. When called for Jury Duty, you must submit the summons along with the court name and location, report date and approximate length of duty to your Supervisor.

FAMILY / MEDICAL LEAVE (FMLA)

The Airport Authority complies with the provisions of the Family and Medical Leave Act (FMLA) of 1993. The Family and Medical Leave Act provides eligible employees with up to twelve (12) weeks of unpaid absence in a rolling calendar year to care for their own chronic health condition, or to care for their families, while maintaining benefit coverage as provided by law.

ELIGIBILITY: All regular full-time and part-time employees who have completed twelve (12) months of continuous service with the Airport Authority and have worked at least 1,250 hours in the previous twelve months are eligible for Family and Medical Leave for absences that qualify under the Family and Medical Leave Act. Temporary employees, and employees who do not meet the above length of service and total hours worked requirement set out above, are not eligible for Family and Medical Leave.

Eligibility for Family / Medical Leave of Absence is determined based on a "rolling" calendar year. For example, an employee who is approved for and takes four (4) weeks of Family / Medical Leave beginning August 1 will only have eight (8) remaining weeks of Family / Medical Leave eligibility for use in conjunction with the same, or a different, approved condition prior to August 1 of the following year.

Spouses who are both employed by the Airport Authority are entitled to a **combined** total of twelve (12) weeks of leave for the birth, adoption or foster care placement of a child, or for the care of a sick parent.

All regular employees who meet the above length of service and hours worked requirements are eligible for Family and Medical Leave for one or more of the following:

- The birth, adoption or foster care placement of a child
- Absence of more than three (3) days duration due to your own **serious** health condition that makes you unable to perform the functions of your position (**NOTE:** Family and Medical Leave is not intended for minor discomfort; i.e., cold, sore throat, flu, etc.)
- Absences to care for your spouse, child or parent when they require you to assist them in conjunction with a serious health condition
- Absences for yourself, your spouse, child or parent that require hospitalization.

PAY DURING APPROVED FAMILY / MEDICAL LEAVE: Although the federal FMLA Act provides eligible employees with up to twelve (12) weeks of unpaid absence, the Airport Authority requires employees to use any available paid time (vacation or sick time) concurrently with an approved Family and Medical Leave of Absence. Once you have used your available vacation and sick time in conjunction with your approved Family and Medical Leave of Absence, the remaining time off work will be unpaid.

HOW FAMILY / MEDICAL LEAVE MAY BE TAKEN: Family / Medical Leaves of Absence may be approved for whole or partial days, or full weeks, depending on the individual circumstances. The maximum duration of an approved Family / Medical Leave of Absence is twelve (12) weeks. If you are approved for Family / Medical Leave for your own chronic health condition, or the care of your spouse, child or parent who has a chronic health condition, these absences may be of shorter duration over a period of time. These are considered “intermittent” or “reduced work schedule” Family / Medical Leaves. The minimum amount of time that can be used for this purpose is one (1.0) hour.

HOW TO APPLY FOR FAMILY / MEDICAL LEAVE: If you feel you may be eligible for a Family / Medical Leave of Absence based on the above criteria, you must request the leave, in writing, to your Supervisor. The Airport Authority will require medical certification to support a claim for Family / Medical Leave for your own serious health condition or to care for your seriously ill child, spouse or parent.

If the Family / Medical Leave request is for your own serious health condition, your doctor’s certification must include a statement that you are unable to perform the functions of your position. For leaves to care for a seriously ill child, spouse or parent, the certification from their doctor must include an estimate of the amount of time and frequency you are needed to provide care.

In its discretion, the Airport Authority may require a second medical opinion and periodic re-certification at its own expense. If the first and second opinions differ, the Airport Authority, at its own expense, may

require the binding opinion of a third health care provider, approved jointly by the Airport Authority and you.

When the need for a leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, you must provide reasonable prior notice. In cases of your own illness, you will be required to report periodically to your Supervisor on your leave status and intention to return to work.

MILITARY LEAVES OF ABSENCE

ACTIVE MILITARY DUTY: Military Leave and re-employment rights and related caregiver rights are governed by state and federal law. All regular full and part-time employees are eligible for military leave, without pay, upon presentation to your Supervisor of orders to active duty in the armed forces of the United States. The Airport Authority is not required to provide additional work hours to compensate for Military Leave.

If you have six (6) months or more seniority with the Airport Authority, you will receive payment for all accrued and unused vacation. You may elect to continue your existing coverage under the Airport Authority's Group Life and Health Benefits for up to 24 months.

Re-employment rights will be granted you upon your return as required by law. There will be no break in your Airport Authority service nor a waiting period in determining eligibility for any benefits when you return from military leave. You must immediately notify the Airport Authority of your release date and coordinate a return to work date. Failure to do so will be considered a voluntary resignation of your employment.

NATIONAL GUARD AND MILITARY RESERVE TRAINING: In compliance with the Universal Military Training and Service Act, employees in a National Guard or Ready Reserve Unit will be granted an unpaid leave of absence to participate in mandatory training duty. All regular full and part-time employees are eligible.

When an emergency call-up occurs, you should promptly inform your Supervisor of the report time and expected duration, if known. You should also notify your Supervisor as far in advance as possible of any scheduled military reserve or National Guard training. The Airport Authority complies with State law covering Reservists mobilized for active duty. This law affects your benefits and compensation. Contact Personnel for full details of your rights under the law.

If your scheduled vacation falls during your temporary military training leave, you may reschedule your vacation once your military leave has ended.

When required by applicable law, an employee returning from Military Leave will be reinstated to his former position upon proof of discharge. If your former position is not available, you will be restored to a position of like status and pay as nearly as possible, upon written request to the Executive Director. You must immediately notify the Airport Authority of your release date and coordinate a return to work date. Failure to do so will be considered a voluntary resignation of your employment.

PERSONAL LEAVES OF ABSENCE

Although Personal Leaves of Absence are not encouraged, the Airport Authority recognizes that circumstances arise when an unpaid Personal Leave of Absence may be justified or required. Only regular, full-time employees are eligible for a Personal Leave of Absence.

Requests for Personal Leaves of Absence must be submitted in writing to your Supervisor for approval. Each request will be considered on a case-by-case basis. Length of service with the Airport Authority and operational needs will be considered when determining whether a request will be granted. If a request for Personal Leave of Absence does not interfere with the operation of your department, an unpaid Personal Leave of Absence may be granted for up to thirty (30) days.

If you are granted a Personal Leave of Absence, you:

- Are prohibited from undertaking employment or self-employment at any time during the leave;
- Will not accrue sick or vacation time during the leave;
- Will not receive holiday pay for a holiday that falls within the authorized leave period;
- Will not suffer a break in your continuous service if you return to work on or before the end of your authorized leave period;
- May continue your group insurance coverage and your dependent insurance coverage if the full cost of that coverage is paid in advance of the leave;
- Will be reinstated to your same job or one of similar status and pay; provided, however, that you return from the leave on or before the end of your authorized leave period and that the Airport Authority's circumstances have not changed to the extent that it is not possible to provide reinstatement.

If you do not return to work at the end of your authorized leave of absence, you will be considered to have terminated your employment with the Airport Authority.

- End of Section -

SECTION 5

OTHER EMPLOYEE BENEFITS

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INSURANCE and RETIREMENT BENEFITS

GROUP HEALTH INSURANCE: The Airport Authority's Group Health Insurance plan is a benefit designed to provide you and your eligible dependants with protection in the event of an illness or injury. Upon successful completion of your first ninety (90) calendar days of employment, all regular, full-time employees become eligible to participate in the Airport Authority's group health insurance plan.

Temporary and part-time employees are not eligible for group health insurance coverage.

Shortly prior to completion of the first ninety (90) calendar days of your employment, you will be notified of your eligibility and will be given specific coverage and employee contribution costs by the program manager. A policy booklet and an identification card will be issued upon your acceptance of participation in the plan.

GROUP LIFE INSURANCE: Upon completion of the first ninety (90) calendar days of your employment, all regular, full-time employees who elect coverage under the Airport Authority's group health insurance plan will receive term life insurance coverage in an amount commensurate with their position. The Airport Authority will set the amount of term life insurance coverage.

Shortly prior to completion of the first ninety (90) calendar days of your employment, you will be notified of your eligibility and will be given specific coverage information from the program manager. Regular, full-time employees who decline participation in the Group Health Insurance Plan will not receive coverage under the Group Life Insurance Plan. In addition, temporary and part-time employees are not eligible for Group Life Insurance coverage.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF): Separate from the above Group Health and Life Insurance plans, which are voluntary programs for regular, full-time employees only and may be declined, it is the policy of the Airport Authority to provide employees and their families income protection in the event of disability, retirement or death. This protection is provided through the Illinois Municipal Retirement Fund (IMRF) and is **mandatory** for all regular full-time and part-time employees who are budgeted to work at least 1000 hours per calendar year.

If you are a regular full-time or part-time employee hired for a position that meets the above eligibility requirements, you will be enrolled in the plan on the first day of employment, and program coverage information will be provided to you. IMRF is the sole authority in determining eligibility and amount of benefit payment.

Continuation of Coverage (Very Important Notice**)**

On April 7, 1986, a Federal law was enacted (Public Law 99-272, Title X), requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage" or "COBRA") at group rates in certain instances where coverage under the plan would otherwise end. Information explaining COBRA coverage is available from Personnel.

It is important that you notify your Supervisor and Personnel any time your personal status changes due to divorce, separation, death of a spouse, etc., to ensure you and your family have all the information necessary to make informed decisions regarding insurance coverage.

ASSOCIATION MEMBERSHIPS and EDUCATIONAL ASSISTANCE

MEMBERSHIPS AND DUES: The Airport Authority will reimburse you for appropriate memberships and/or significant association activities, if prior supervisory approval is obtained. Be sure to obtain your Supervisor's approval before making a commitment for memberships or dues for which you expect to be reimbursed.

EDUCATIONAL ASSISTANCE: The DuPage Airport Authority fully supports your career growth and development and your desire to enhance your knowledge and skills through work-related courses. Subject to prior written approval of the Executive Director in all cases, **and subject to availability of funds**, you may be eligible for reimbursement of certain educational expense.

All full-time, regular employees who have completed one year of service, and who are performing at or above satisfactory level as defined by performance reviews, are eligible to participate in the Educational Assistance Program. Temporary and part-time employees are not eligible to participate in this program. Reimbursement, if approved in advance by the Executive Director, covers 100% of the actual costs of tuition, registration, and lab fees only. Depending on the educational program, the Airport Authority may require you to sign an agreement to stay with the Airport Authority for a specified period of time following completion of the educational program or else reimburse the Airport Authority for all costs associated with this program. The decision regarding a requirement to sign a retention agreement will be made in advance of approving reimbursement for the course(s) and will be at the sole discretion of the Executive Director.

In order for expenses to be eligible for reimbursement, they must be:

- Offered by approved institutions of learning such as accredited colleges, universities, and secretarial and trade schools approved by the Executive Director
- Directly or reasonably related to your present job function and duties
- Approved for reimbursement eligibility and available funding by the Executive Director in advance of registration
- Taken on your own time, and must not interfere with your job responsibilities.

Even though reimbursement eligibility has been pre-approved by the Executive Director, you must successfully complete the course as defined by a Grade "B" or better, or "Pass" if the course is taken on a "Pass/Fail" basis. Upon completion of the course, you must submit an official transcript from the school, indicating the grade received, plus a bursar's receipt or other official proof of payment, to the Executive Director. You must also be actively employed by the Airport Authority at the time of course completion.

WORKERS' COMPENSATION and INJURY ON DUTY

The Airport Authority fully complies with all applicable laws which provide an employee injured at work with prompt medical benefits and reasonable income protection. The Airport Authority's liability for occupational injury, occupational disease or death is limited to that provided under the Workers' Compensation Laws. The employee pays expenses over and above those allowed by law.

Employees injured at work must immediately report the injury to their Supervisor. Therefore, as a condition of your employment, you are required to report immediately to your Supervisor any work-related

accident and/or injuries. An employee fraudulently obtaining Workers' Compensation benefits will be reported to the appropriate authorities for possible criminal prosecution.

REPORTING AN INJURY ON DUTY OR WORK-RELATED ILLNESS: If you are injured on the job, or experience an occupational illness:

- Notify your Supervisor or any member of management immediately so that prompt medical assistance can be provided
- As soon as possible following the injury/illness, an Incident Accident Report must be filled out and signed by the injured employee or the employee's Supervisor if he/she is physically incapacitated and unable to do so. A copy of the Incident Accident Report may be obtained from your Supervisor.

Failure to comply with all the above requirements may result in disciplinary action, up to and including dismissal.

- End of Section -

SECTION 6

SAFEGUARDING ASSETS and
INFORMATION

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CONFIDENTIAL BUSINESS INFORMATION

COMPUTERS:

Policy Statement: The Airport Authority provides computer systems for use of its employees in the conduct of official Airport Authority business. The computer systems are the property of the Airport Authority and include computer hardware; approved, licensed software; e-mail messages; data and/or the necessary network connections.

Definitions

- **Computing Resources:** Computer, network, or data equipment, and/or services, leased, owned, or contracted for or by the Airport Authority, to include:
 - Computer and network hardware.
 - Computer software, application systems, and programs.
 - Data such as records, files, logs, and images which are or have been stored electronically or transmitted using Airport Authority property.
 - Messages such as e-mail, created, stored, or viewed on such computer.
 - Computer or network services, such as Internet, intranet, e-mail systems, and other programs or applications that reside within or operate as part of the Airport Authority's computing environment.
- **Approved Software:** Software or programs that are:
 - Approved for use in the Airport Authority by the Executive Director or his/her designee.

Access

The Airport Authority at all times retains the authority to monitor or examine messages, data, or software that involve its computing resources. As the owner of the computer systems, the Airport Authority reserves the right to periodically examine, as it deems appropriate, any messages, data, or software left on or transmitted using the Airport Authority's computing resources, including electronic logs and usage records.

- Employees should assume that such messages, data, or software are not private/confidential.
- At the Airport Authority's discretion, messages, data, or software deleted from computing resources may be retrieved.

Internet Usage

The Airport Authority uses software and systems to monitor and record the Internet usage for each user. The Airport Authority reserves the right to block accesses from within its networks to any sites deemed inappropriate or which have a detrimental effect upon network performance. Employees do not have any

expectation of privacy as to their usage of Internet World Wide Web sites, file transfers, chat sessions, and/or online subscription or delivery.

E-mail

E-mail or other computer generated messages that are to be broadcast to all Airport Authority employees must be coordinated with the office of the Executive Director.

Security

Employees must follow the security policies and procedures as established from time to time for the Airport Authority and for the applications used.

Computer Services is responsible for perimeter security, including policies and security procedures regarding firewalls, proxy servers, all passwords, Internet practices, and remote access to or from the Airport Authority's network.

Sponsors, administrators, and managers of applications are responsible for establishing the security policies and procedures required for use of their applications.

Misuse of Computing Resources

Employees are expected to properly use the computer resources available to assist in the performance of their assigned job. Computer misuse may result in discipline, up to and including discharge.

Examples of misuse include, but are not limited to, the following:

- **Excessive or Inappropriate Use:** An employee's access to the Internet or use of any computing resources may be terminated or limited at the discretion of the employee's immediate supervisor, Manager or the Executive Director if the usage is interfering with the performance of duties or is otherwise deemed inappropriate.
- **Offensive Material:** A wide variety of materials available on the Internet or received by email may be deemed offensive. These materials include, but are not limited to sexually explicit material and material that includes racial, ethnic, religious, or sexist slurs. Employees are not to use the Airport Authority's computing resources to intentionally, view, store, print, or redistribute any such document or graphic file.
- **Personal Economic Gain:** The Airport Authority's computing resources must not be used in any fashion for personal economic gain, including but not limited to private business matters of any kind or gambling activity.
- **Software Usage:** The installation and use of software must be approved by the Executive Director or his/her designee and must comply with all licensing requirements.
- **E-Mail Misuse:** E-mailed chain letters, jokes, personal messages, and goods for sale should not be broadcast. Offensive and inappropriate material should not be contained in any e-mail messages.

- You are not permitted to use a code, access a file, or retrieve any stored communication or information unless authorized to do so. You may not use a pass code that was not issued for your use; nor may you access another employee's computer files without first obtaining his/her express permission. **All pass codes are the property of the Airport Authority.** In addition, no locked files with personal password protection are allowed.

You must protect your applications from exposure to loss or tampering by strict adherence to security procedures for your area of responsibility. If you are authorized to download a file from the internet, the file must be scanned with virus detection software before installation or execution. You must take all precautions to detect and prevent the spread of a virus. The Airport Authority reserves the right to immediately purge files which are found to contain a virus.

PRIVACY: Airport Authority employees have no expectation of privacy while on Airport Authority property, or while using Airport Authority equipment. The Airport Authority reserves the right to monitor and/or inspect its equipment and property as well as anything you may bring onto Airport Authority property.

CONFIDENTIAL BUSINESS INFORMATION: Airport Authority employees are prohibited from distributing or otherwise providing access to Airport Authority records, files, or other confidential business information to persons not otherwise entitled to such distribution or access, without first obtaining express authorization to do so from the appropriate management source.

CONSEQUENCES OF NON-COMPLIANCE: Violation of this policy is grounds for discipline, up to and including dismissal. Please contact the office of the Executive Director with any questions you have regarding this policy.

USE OF COMPANY EQUIPMENT AND FACILITIES

Airport Authority equipment is to be used for business purposes only, and employee use may be monitored and/or restricted.

The Airport Authority bulletin boards, located in each major building, are important methods of passing along significant information, special announcements, job vacancies and items of general interest. Please make a habit of regularly glancing at our bulletin boards. Unless otherwise indicated, bulletin boards are for the sole use of the Airport Authority and are not for personal use.

The Airport Authority continually strives to maintain attractive, comfortable, and safe working conditions; however, each employee is responsible for keeping his/her own desk and work area orderly and neat.

If provided, lockers are Airport Authority property lent to you for your convenience and safekeeping of small personal effects during work hours. You are responsible for maintaining your assigned locker in a clean and sanitary manner and should keep it locked at all times. The Airport Authority is not responsible for articles left in lockers and reserves the right to open and inspect lockers at any time and remove all items that violate Airport Authority rules and policies.

The lunchroom, if provided, is for use during breaks and lunch periods. It is your responsibility to dispose of your own refuse and to keep the lunchroom, microwave and refrigerator neat and clean. Please cover all food before placing it in the microwave and leave it clean for the next employee's use. The refrigerator is meant for daily use and not long-term food storage. Therefore, please remove your old food from the refrigerator on a weekly basis.

AUTOMOBILE AND VEHICLE USAGE: If your job requires regular driving for business as a condition of employment, you must be able to meet the driver standards of this policy at all times. In addition, you must inform your Supervisor of any changes that may affect your ability to meet the standards of this policy if your job requires regular driving for business. For example, you must advise your Supervisor immediately if your driver's license is lost, revoked or suspended. Failure to do so will result in your immediate dismissal.

You must immediately report any accident, theft, damage, breakdown, or mechanical problem involving an Airport Authority vehicle or a personal vehicle used on Airport Authority business to your Supervisor immediately, regardless of the extent of damage and/or lack of injuries.

You may not use Airport Authority vehicles or equipment for personal gain, and you may not drive Airport Authority vehicles without the prior approval of your Supervisor. Before being approved to drive an Airport Authority vehicle, your Supervisor will verify that you have a valid driver's license and personal auto liability insurance coverage and will make certain that you are eligible for coverage under any applicable Airport Authority insurance. Your Supervisor may also check your driving record.

On occasion, it may be desirable for you to take an Airport Authority vehicle home overnight. The private use of such vehicles is prohibited. Under no circumstances may any person other than an authorized employee operate any Airport Authority vehicle, unless prior authorization by the Executive Director is given.

Any abuse of this policy or unsafe operation or misuse of an Airport Authority-owned vehicle is grounds for dismissal.

VISITORS: As a general rule, you should not have personal visitors during work hours. If an infrequent guest or ex-employee visits the Airport Authority, they must use the front door. You must escort your visitor at all times while on Airport Authority property. You are also responsible for ensuring that your guest does not violate any of the Airport Authority's rules and policies. Any violation of this policy is grounds for discipline.

PERSONAL PHONE CALLS: Personal use of Airport Authority phones for non-business purposes should be of short duration and kept to a minimum. Excessive personal phone calls at work will be considered a performance issue and may be grounds for disciplinary action.

SAFETY

The most valuable assets of the Airport Authority are its employees. Accordingly, your health and safety is extremely important. It is the policy of the Airport Authority to provide a safe work environment for all employees as required by applicable state and federal law. It is every Airport Authority employee's responsibility to observe all health and safety rules, to take precautions to prevent accidents to people and property, and to maintain an overall safe working environment.

ACCIDENTS / INJURIES: If an accident or injury occurs:

- Employees must act promptly to ensure that the injured person receives immediate medical attention. First-aid stations are located in the Administration Office adjacent to the Manager of Accounting, in the Maintenance Shop on the south wall adjacent to the eye wash station, and in the Flight Center on the west wall of the Line Service Kiosk. Each employee must be familiar with the locations closest to his or her work area.

- The accident or injury must be immediately reported to a Supervisor or Manager.
- Prompt action must be taken to ensure that the cause of the accident is corrected to prevent a similar occurrence.
- An Incident Accident Report must be filled out by the injured employee or the employee's Supervisor if he/she is physically incapacitated and unable to do so immediately following the accident or injury. Forms are available from your Supervisor. Each employee who witnesses, is involved in, or otherwise has knowledge of the accident or injury must also provide a written statement of what he/she observed or has knowledge about immediately following the accident or injury. Employees providing the reports or written statements, as well as the Supervisor or Manager notified of the incident, must sign the report(s).
- Any employee who observes, has knowledge of, or is otherwise involved in a non-employee accident or injury occurring on the Airport Authority premises must complete and sign an Incident Accident Report and notify a Supervisor or Manager immediately.

Safety Equipment Program

In addition to the basic safety policies outlined above which apply to all employees, the Airport Authority also maintains additional safety guidelines based on an employee's specific job functions. Employees working in some classifications are required to wear Safety Equipment.

Any employee in a classification requiring Safety Equipment is responsible for wearing this equipment when necessary under the safety guidelines for that position. If you have questions regarding your individual requirement to wear Safety Equipment, contact your Supervisor or Manager immediately.

EYE WEAR: Every employee is required to wear approved safety glasses when necessary. The Airport Authority furnishes standard plain safety glasses with suitable frames to all employees. Goggles, which fit over most prescription eyeglasses, are also provided to employees required to wear corrective lenses.

The Airport Authority will reimburse an employee not otherwise covered by insurance for one pair of prescription safety glasses each year, up to a maximum cost of \$125.00, providing the employee has completed the first ninety (90) days of his/her employment. If prescription safety glasses are broken because of an accident at work, the Airport Authority will pay the full cost of replacement not otherwise covered by insurance, providing the employee has completed the first ninety (90) days of his/her employment. Prescription safety glass damage should be reported to your Supervisor or Manager immediately.

SAFETY SHOES: Your Supervisor will let you know if you are required to wear safety shoes. If safety shoes are a requirement of your job, this requirement is mandatory. Failure to comply with the requirement to wear safety shoes constitutes grounds for discipline.

New employees working in departments requiring safety shoes must purchase them within one (1) week after their first payday, at their own expense. The Airport Authority will reimburse full-time regular employees up to a maximum per year of \$100.00 of the price of the shoes once the employee has satisfactorily completed the first ninety (90) days of his/her employment and submitted a bill-of-sale showing the date of purchase and cost of the shoes.

If you have any questions concerning any of the above Safety policies, please ask your Supervisor immediately.

HAZARDOUS MATERIALS

The Airport Authority complies with all applicable federal, state and local health and safety regulations and provides a work environment as free as practicable from recognized hazards.

In order for the Airport Authority to conduct its business, it must use certain materials, some of which can be hazardous substances requiring specific precautions to protect employee health. Therefore, Management of the Airport Authority will ensure that information about any hazardous materials is communicated to those employees who routinely handle or who are exposed to those materials in their work areas. In addition, employees who routinely handle or who are exposed to hazardous materials will be thoroughly trained in the handling of these substances and will be provided the equipment to ensure safe usage.

Employees are responsible for adhering to the safe practices outlined in the Material Safety Data Sheets and/or the Airport Authority's operating procedures. The Airport Authority's Hazard Communication Program keeps employees informed of the hazardous materials with which they work, thus enhancing regular safety activities. You are encouraged and expected to raise any questions or concerns regarding any materials used in the workplace with your Supervisor. In addition, you are required to report any health and/or safety violations to a Supervisor immediately.

SECURITY

DuPage Airport Authority maintains a comprehensive Security Program to enhance the security of our employees, our customers and our property. Information regarding the Security Program will be explained in detail to you as part of your new hire orientation.

BACKGROUND CHECKS: As part of the Airport Authority's Security Program, all employees who are granted unescorted access to secured or restricted areas must successfully clear a background check administered by the Airport Authority. For new-hire employees, this will be considered part of the overall recruitment process, and an offer of employment will be contingent on successful completion of a background check.

PHOTO IDENTIFICATION BADGES: All employees are issued an Airport Authority photo identification badge, hereinafter referred to as "badge", which remains the sole property of the DuPage Airport Authority. All badges must be surrendered upon request or termination of employment. Misuse of any badge will result in disciplinary action. Lost, stolen or damaged badges will be replaced and the employee is responsible for paying a \$25.00 replacement fee.

The badge is utilized for multiple purposes including employee identification, electronic timeclock magnetic data recording, and proximity-based access control. When you are issued your badge, you may be required to establish a Personal Identification Number (P.I.N.) which will be known only to you.

Your badge must be worn at all times while on Airport Authority property. It must be displayed on your outermost garment above your waist. A lanyard and/or display device will be provided to you when your badge is issued. You must safeguard your badge and personal identification number (P.I.N.) at all times. You must immediately report a lost, stolen or damaged badge to your Supervisor. You are obliged to immediately return your badge to the Airport Authority upon request or upon termination of your employment.

ACCESS TO RESTRICTED AREAS: Electronic card readers are located at various locations throughout the Airport Authority property. These card readers ensure that only authorized personnel are allowed in secured or restricted areas. Badges with access control capability will be issued to those employees who, by nature of their job description, are required to access these areas.

- End of Section -

ACKNOWLEDGMENT and RECEIPT

By signing this sheet, I acknowledge that I have received my copy of the DuPage Airport Authority Employee Handbook. I further acknowledge that it is important for me to read, understand, and adhere to the policies set forth in the Handbook. I understand that I have an opportunity to ask any questions I wish to help me fully understand the contents of this Handbook.

I recognize that this Handbook is not an employment contract. I understand I am not being hired for any definite period of time. I am an employee at will and understand that I may terminate my employment at any time and for any reason and also understand that I can be terminated at any time with or without cause.

I further acknowledge that the policies discussed in this Handbook may be changed from time to time by formal action of the Board of Commissioners of the Airport Authority without my consent or prior knowledge; however, I understand that I will be notified of such changes as soon as feasible. I agree to comply with all published revisions to these policies and procedures.

I understand that this Handbook is the property of the DuPage Airport Authority, to be held in confidence and returned to the Airport Authority upon termination of employment.

Received this ____ day of _____, 20__.

Name (Please Print) _____

Signature _____



EMPLOYEE HANDBOOK

Last Updated 3/21/12